

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 TREE/SHRUBS/TALL GRASS REMOVAL	
Solicitation No. - N° de l'invitation W010C-12C011/A	Date 2012-09-17
Client Reference No. - N° de référence du client W010C-12-C011	GETS Ref. No. - N° de réf. de SEAG PW-\$HAL-219-8771
File No. - N° de dossier HAL-2-69100 (219)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-10-29	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 FORMATION CONSTRUCTION ENGINEERING BLDG. 7, WILLOW PARK, BOX 99000 HALIFAX NOVA SCOTIA B3K 5X5 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, 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 Requirement, the Basis of Payment and any other annexes.

2. Summary

The Department of National Defence has a requirement for a Standing Offer which comprises the furnishing of all labour, tools, materials, equipment and supervision required to cut trees, cutting shrubs, bushes, tall grass, cleaning up and removal of debris at various locations of CFB Halifax as specified. Work shall be in accordance with Specification Job No. W010C-12-C011 dated 2012-05-24 Herein..

The period of the Standing Offer is for one year with an additional two one-year option periods, at the discretion of the Department of National Defence.

The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

3. 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 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 (2012-07-11) 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. Enquiries - Request for Standing Offers

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

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is

not of a proprietary nature. Canada may edit the questions or may request that offerors do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

4. Applicable Laws

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

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

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

Section I: Technical Offer (2 hard copies)
Section II: Financial Offer (1 hard copy)
Section III: Certifications (1 hard copy)

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, offerors are encouraged to:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and

- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Offer

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

Section II: Financial Offer

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

Payment by Credit Card

Canada requests that offerors complete one of the following:

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

The following credit card(s) are accepted:

VISA _____

Master Card _____

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

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

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

Section 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.

1.1. Technical Evaluation

1.1.1 Mandatory Technical Criteria

See Annex "A" - Requirement. It is mandatory that bidders submit firm prices/rates for ALL items in the Basis of Payment form.

1.2 Financial Evaluation

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

2. Basis of Selection

2.1 An offer must comply with the requirements of the Request for Standing Offers 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) and after issuance of a standing offer. The Standing Offer Authority will have the right to ask for additional information to verify offerors' compliance with the certifications before issuance of a standing offer. The offer will be declared non-responsive if any certification made by the Offeror is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Standing Offer Authority for additional information will also render the offer non-responsive.

1. Code of Conduct Certifications - Consent to a Criminal Record Verification

1.1 Offerors must submit as part of their offer, by Request for Standing Offers closing date:

- (a) a complete list of names of all individuals who are currently directors of the Offeror;

- (b) a properly completed and signed form Consent to a Criminal Record Verification (PWGSC-TPSGC 229), for each individual named in the list.

2. 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.

2.1 Federal Contractors Program - Certification

The Federal Contractors Program (FCP) requires that some suppliers, including a supplier who is a member of a joint venture, bidding for federal government contracts, valued at \$200,000 or more (including all applicable taxes), make a formal commitment to implement employment equity. This is a condition precedent to the issuance of a standing offer. If the Offeror, or, if the Offeror is a joint venture and if any member of the joint venture, is subject to the FCP, evidence of its commitment must be provided before the issuance of a standing offer. Suppliers who have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive government contracts over the threshold for solicitation of bids as set out in the Government Contracts Regulations. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than the reduction of their workforce to less than 100 employees. Any offers from ineligible contractors, including an offer from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

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

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

The Offeror or the member of the joint venture

- a. () is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;
- b. () is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;

-
- c. () is subject to the requirements of the FCP, having a workforce of 100 or more full- time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC (having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is attached;
- d. () is subject to FCP, and has a valid certificate number as follows: _____ (e.g. has not been declared an ineligible contractor by HRSDC).

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

2.2 Former Public Servant Certification

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

Definitions

For the purposes of this clause,

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

- 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 FPS . 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.

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**A. STANDING OFFER****1. Offer**

- 1.1 The Offeror offers to fulfill the requirement 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 Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

2.1 General Conditions

2005 (2012-07-16) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

2.2 Standing Offers Reporting

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

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

The data must be submitted on a quarterly basis or specify an alternate reporting period) to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

1st quarter: April 1 to June 30;
2nd quarter: July 1 to September 30;
3rd quarter: October 1 to December 31;
4th quarter: January 1 to March 31.

The data must be submitted to the Standing Offer Authority no later than 30 calendar days after the end of the reporting period.

3. Term of Standing Offer

3.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is for one year from date of award.

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 (2) 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 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: 1713 Bedford Row, Halifax, NS B3J 3C9

Telephone: (902) 492-5261

Facsimile: (902) 496-5016

E-mail address: linda.k.richard@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.

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: _____
 Title: _____
 Business: _____
 Address: _____

 Telephone: _____
 E-mail: _____

5. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Authorized representative of Department of National Defence, Formation Construction Engineering, Maritime Forces Atlantic.

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 or an electronic version.

7. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$24,999.97 (Goods and Services Tax or Harmonized Sales Tax included).

8. Financial Limitation - determined at award

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

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or _____ 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 (2012-07-16), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010C (2012-07-16) ; (General Conditions - Services (Medium Complexity)
- e) Annex A, Requirement;
- f) Annex B, Basis of Payment;
- g) Annex C, Reporting Requirements;

h) the Offeror's offer dated _____ .

10. Certifications

10.1 Compliance

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

11. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in 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 (2012-07-16), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

3. Term of Contract

3.1 Period of the Contract

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

4. Payment

4.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices, as specified in Annex B for a cost of determined at time of call-up. Customs duties are excluded and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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

4.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed the amount determined at time of call-up. Customs duties are excluded and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75 percent committed, or
- b. four (4) months before the contract expiry date, or
- c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

Whichever comes first.

3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

4.3 Single Payment

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

- a. 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;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

4.5 Payment by Credit Card

The following credit cards are accepted: _____ and _____.

5. Invoicing Instructions

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

All invoices must be submitted within 30 days of completion of work.

Each invoice must be supported by:

- a. Contract number;
- b. Work Order/Serial number;
- c. Requisition/order offer number;
- d. Building number or location;
- e. Dates during which the Work was accomplished;
- f. A detailed description of the work performed, with itemized list of materials and labour (a copy of the Contractor's invoice from his material supplier will also be included plus any other costs being charged), labour, overhead, profit and applicable taxes will be included separately on the invoice.
- g. Labour costs are to be broken down by trade and sub-trade. Labour time sheets will also be provided upon request.

No invoices will be processed without proper information as outlined.

Invoices must be distributed as follows:

The original and two (2) copies must be forwarded to the address shown on page 1 of the Contract for certification and payment.

One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

6. Discretionary Audit

1. The following are subject to government audit before or after payment is made:
 - a. The amount claimed under the Contract, as computed in accordance with the Basis of Payment, including time charged.
 - b. The accuracy of the Contractor's time recording system.
 - c. The estimated amount of profit in any firm-priced element, firm time rate, firm overhead rate, or firm salary multiplier, for which the Contractor has provided the appropriate certification. The purpose of the audit is to determine whether the actual profit earned on a single contract if only one exists, or the aggregate of

actual profit earned by the Contractor on a series of negotiated contracts containing one or more of the prices, time rates or multipliers mentioned above, during a particular period selected, is reasonable and justifiable based on the estimated amount of profit included in earlier price or rate certification(s).

- d. Any firm-priced element, firm time rate, firm overhead rate, or firm salary multiplier for which the Contractor has provided a "most favoured customer" certification. The purpose of such audit is to determine whether the Contractor has charged anyone else, including the Contractor's most favoured customer, lower prices, rates or multipliers, for like quality and quantity of goods or services.
2. Any payments made pending completion of the audit must be regarded as interim payments only and must be adjusted to the extent necessary to reflect the results of the said audit. If there has been any overpayment, the Contractor must repay Canada the amount found to be in excess.

7. Insurance

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

8. SACC Manual Clauses

SACC Manual Clause A9062C (2011-05-16) Canadian Forces Site Regulations

Solicitation No. - N° de l'invitation

W010C-12C011/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

hal219

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

W010C-12-C011

HAL-2-69100

ANNEX "A"

REQUIREMENT

Document titled "Specifification, Brush Clearing, Various Areas, CFB Halifax, NS" Job. No. W010C-12-C011 dated 2012-05-24.

ANNEX "B"**BASIS OF PAYMENT**

Table 1 - Pricing for Year One of Standing Offer				
Class of Labour	Unit of Measure.	Estimated Usage (for evaluation purposes only) (a)	Unit Rate (b)	Bid Price (a x b)
1) The following prices are based on brush clearing under and adjacent to buildings, antennas, guy wires, fencing and other physical obstructions, to include cutting down various types of trees; shrubs; bushes; tall grass to a height of 100mm to 150mm above the soil; underbrush lying on the soil; and previously cut and uprooted trees or shrubbery.				
a. HRM*	Per Acre	50	\$ _____	\$ _____ (c)
b. Outside HRM**	Per Acre	100	\$ _____	\$ _____ (d)
2) The following prices are based on disposal of all trees, shrubs and tall grass by chipping and spreading of chips in accordance with section 32 92 01 Brush Clearing of Annex A.				
a. HRM*	Per Acre	50	\$ _____	\$ _____ (e)
b. Outside HRM**	Per Acre	100	\$ _____	\$ _____ (f)
Total Bid Price Year One- Table 1 (c+d+e+f)				\$ _____ (g)

***HRM includes:** Stadacona, Windsor Park, Willow Park, Halifax Armoury, HMC Dockyard, RA Park, Purcell's Cove, Dockyard Annex, Wright's Cove, CFAD Bedford, Bedford Rifle Range, 12 Wing Shearwater, Osbourne Head, Hartlen Point, Ferguson's Cove

Outside HRM includes: NRM Mill Cove, NRS Newport Corner, Windsor Armoury, Truro Armoury, Great Village, Springhill Armoury, New Glasgow Armoury, Pictou Armoury, Glace Bay Armoury, Sydney Armoury

Table 2 - Pricing for Option Year One of Standing Offer				
Class of Labour	Unit of Measure.	Estimated Usage (for evaluation purposes only) (a)	Unit Rate (b)	Bid Price (a x b)
1) The following prices are based on brush clearing under and adjacent to buildings, antennas, guy wires, fencing and other physical obstructions, to include cutting down various types of trees; shrubs; bushes; tall grass to a height of 100mm to 150mm above the soil; underbrush lying on the soil; and previously cut and uprooted trees or shrubbery.				
a. HRM*	Per Acre	50	\$ _____	\$ _____(h)
b. Outside HRM**	Per Acre	100	\$ _____	\$ _____(i)
2) The following prices are based on disposal of all trees, shrubs and tall grass by chipping and spreading of chips in accordance with section 32 92 01 Brush Clearing of Annex A.				
a. HRM*	Per Acre	50	\$ _____	\$ _____(j)
b. Outside HRM**	Per Acre	100	\$ _____	\$ _____(k)
Total Bid Price Option Year One- Table 2 (h+i+j+k)				\$ _____(l)

***HRM includes:** Stadacona, Windsor Park, Willow Park, Halifax Armoury, HMC Dockyard, RA Park, Purcell's Cove, Dockyard Annex, Wright's Cove, CFAD Bedford, Bedford Rifle Range, 12 Wing Shearwater, Osbourne Head, Hartlen Point, Ferguson's Cove

Outside HRM includes: NRM Mill Cove, NRS Newport Corner, Windsor Armoury, Truro Armoury, Great Village, Springhill Armoury, New Glasgow Armoury, Pictou Armoury, Glace Bay Armoury, Sydney Armoury

Table 3 - Pricing for Option Year One of Standing Offer				
Class of Labour	Unit of Measure.	Estimated Usage (for evaluation purposes only) (a)	Unit Rate (b)	Bid Price (a x b)
1) The following prices are based on brush clearing under and adjacent to buildings, antennas, guy wires, fencing and other physical obstructions, to include cutting down various types of trees; shrubs; bushes; tall grass to a height of 100mm to 150mm above the soil; underbrush lying on the soil; and previously cut and uprooted trees or shrubbery.				
a. HRM*	Per Acre	50	\$ _____	\$ _____(m)
b. Outside HRM**	Per Acre	100	\$ _____	\$ _____(n)
2) The following prices are based on disposal of all trees, shrubs and tall grass by chipping and spreading of chips in accordance with section 32 92 01 Brush Clearing of Annex A.				
a. HRM*	Per Acre	50	\$ _____	\$ _____(o)
b. Outside HRM**	Per Acre	100	\$ _____	\$ _____(p)
Total Bid Price Option Year Two - Table 3 (m+n+o+p)				\$ _____(q)

***HRM includes:** Stadacona, Windsor Park, Willow Park, Halifax Armoury, HMC Dockyard, RA Park, Purcell's Cove, Dockyard Annex, Wright's Cove, CFAD Bedford, Bedford Rifle Range, 12 Wing Shearwater, Osbourne Head, Hartlen Point, Ferguson's Cove

Outside HRM includes: NRM Mill Cove, NRS Newport Corner, Windsor Armoury, Truro Armoury, Great Village, Springhill Armoury, New Glasgow Armoury, Pictou Armoury, Glace Bay Armoury, Sydney Armoury

Solicitation No. - N° de l'invitation

W010C-12C011/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

hal219

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

W010C-12-C011

File No. - N° du dossier

HAL-2-69100

CCC No./N° CCC - FMS No/ N° VME

Total Bid Price for Evaluation (Sum of Tables 1, 2, 3)

Table 1 (g): Total \$ _____

Table 2 (l): Total \$ _____

Table 3 (q): Total \$ _____

Total Bid Price: \$ _____

All quantities are estimates only and do not constitute a commitment by the Government of Canada.

ANNEX 'C'
CONSENT TO A CRIMINAL RECORD VERIFICATION

Bidders must submit with their bid, by the bid solicitation closing date:

- (a) a complete list of names of all individuals who are currently directors of the Bidder;
- (b) a properly completed and signed form Consent to a Criminal Record Verification (PWGSC-TPSGC 229), for each individual named in the list.

Directors: (Please print clearly)

NAME	NAME

See attached Form PWGSC-TPSGC 229

Department of National Defence



Specification

**Brush Clearing
Various areas**

CFB Halifax, NS

Job No. W010C-12-C011

2012-05-24

<u>Section</u>	<u>Title</u>	<u>Pages</u>
<u>Division 01 - General Requirements</u>		
01 11 00	GENERAL INSTRUCTIONS	6
01 35 30	HEALTH AND SAFETY REQUIREMENTS	6
01 35 35	DND FIRE SAFETY REQUIREMENTS	4
01 35 36	SECURITY, SAFETY AND FIRE REGULATIONS CFAD BEDFORD	5
01 35 37	ACCESS TO DRDC ATLANTIC COMPLEX	1
01 35 43	ENVIRONMENTAL PROCEDURES	2
01 74 11	CLEANING	1
<u>Division 32 - Exterior Improvements</u>		
32 92 01	BRUSH CLEARING	3

PART 1 - GENERAL

- | | | |
|-----------------------------------|----|---|
| <u>1.1 RELATED SECTIONS</u> | .1 | Section 32 92 01 Brush Clearing. |
|
 | | |
| <u>1.2 DESCRIPTION OF WORK</u> | .1 | Work under this Standing Offer Agreement comprises the furnishing of all labour, tools, materials, equipment and supervision required to cut trees, chipping and spreading, trimming trees, cutting shrubs, bushes, tall grass, cleaning up and removal of debris at various locations of CFB Halifax as specified. |
|
 | | |
| <u>1.3 ENGINEER</u> | .1 | All reference to the Engineer in this specification, who is the Contract Inspector which is representing the Formation Construction Engineering Officer(FCEO). |
| | .2 | The Engineer will provide the Contractor with a list of his/her authorized representatives at the pre-job meeting. |
|
 | | |
| <u>1.4 WORK INCLUDED</u> | .1 | Brush clearing under and adjacent to buildings, antennas, guy wires, fencing and other physical obstructions, to include cutting down various types of:

.1 trees;

.2 shrubs;

.3 bushes;

.4 tall grass to a height of 100mm to 150mm above the soil;

.5 underbrush lying on the soil; and

.6 previously cut and uprooted trees or shrubbery. |
| | .2 | Disposal of all trees, shrubs and tall grass by chipping and spreading of chips in accordance with section 32 92 01 Brush Clearing. |
|
 | | |
| <u>1.5 LOCATIONS OF JOB SITES</u> | .1 | Areas covered under this specification include but not limited to the following locations:

.1 Stadacona - Halifax, NS; |

1.5 LOCATIONS OF
JOB SITES
(Cont'd)

- .1 (Cont'd)
- .2 Windsor Park - Halifax, NS;
 - .3 Willow Park - Halifax, NS;
 - .4 Halifax Armoury - Halifax, NS;
 - .5 HMC Dockyard - Halifax, NS;
 - .6 Royal Artillery(RA) Park - Halifax, NS;
 - .7 Damage Control Division - Purcell's Cove, NS;
 - .8 Dockyard Annex(NAD) - Dartmouth, NS;
 - .9 Wright's Cove Degaussing Range - Dartmouth, NS;
 - .10 CFAD Bedford - Bedford, NS;
 - .11 Bedford Rifle Range - Bedford, NS;
 - .12 12 Wing Shearwater - Eastern Passage, NS;
 - .13 Osbourne Head - Cow Bay, NS;
 - .14 Hartlen Point Golf Course - Cow Bay, NS;
 - .15 Ferguson's Cove - Ferguson's Cove, NS;
 - .16 NRS Mill Cove - Mill Cove, NS;
 - .17 NRS Newport Corner - Newport Corner, NS;
 - .18 Windsor Armoury - Windsor, NS;
 - .19 Truro Armoury - Truro, NS;
 - .20 Great Village - Great Village, NS;
 - .21 Springhill Armoury - Springhill, NS; and
 - .22 New Glasgow Armoury - New Glasgow, NS;
 - .23 Pictou Armoury - Pictou, NS;
 - .24 Glace Bay Armoury - Glace Bay, NS; and
 - .25 Sydney Armoury - Sydney, NS.

-
- 1.6 SITE ACCESS .1 Access to the site is under the direction of the Department of National Defence. All visitors entering areas issuing a daily pass will be aware of the requirement for search as a condition of issue.
- .2 While within the confines of CFB Halifax all employees and representatives of the Contractor must comply with all of the Standing Orders as promulgated by Base Authorities. Engineer will provide copies of relevant Standing Orders.
- 1.7 PRE-JOB MEETING .1 Immediately upon receipt of award of Standing Offer Agreement, the successful Contractor will contact the Engineer to arrange a pre-job meeting prior to commencement of any work.
- 1.8 SECURITY CLEARANCE .1 The Contractor and his/her personnel must be suitable for security clearance as defined by the Department of National Defence Security Officer.
- .2 The Contractor must obtain security clearances for all employees in accordance with the PWGSC Industrial Security Manual.
- .3 Within 30 days of Work commencement, the Contractor must provide the Engineer with proof positive that all submissions required by PWGSC to initiate security clearance procedures have been completed. This is to include a valid Visitor's Clearance Request(VCR).
- 1.9 ADDITIONAL SECURITY REQUIREMENTS FOR 12 WING SHEARWATER AIRFIELD OPERATIONS ZONE .1 The Contractors and sub-contractor's employees with the minimum "Reliability Status" must be escorted at all times in restricted areas.
- .2 Vehicle access to the Airfield Operations Zone(Ops Z) is restricted. Vehicles that require access to the Ops Z areas must be escorted by a commissionaire RAMP DCC qualified at all times. Employees must receive a security/safety briefing to access the Ops Z areas.
- .3 The Contractor must inform the Engineer as soon as possible of any requirements for vehicles requiring access to the Ops Z areas. The Engineer will coordinate a schedule with the Ops Planning officer.
-

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- 1.10 WORKMANSHIP .1 Workmanship must be the best quality executed by workers experienced and skilled in the respective duties for which they are employed.
- .2 Do not employ any unfit person or anyone unskilled in their required duties. The Engineer reserves the right to require the dismissal from the site, workers deemed incompetent, careless, insubordinate or otherwise objectionable.
- .3 Decisions as to the quality or fitness of workmanship in cases of dispute rest solely with the Engineer whose decision is final.
- .4 The Contractor will employ a competent and experienced supervisor with the authority to speak on his behalf on day-to-day routine matters.
- 1.11 NORMAL WORKING HOURS .1 Normal working hours will be 0730 to 1600 hours, Monday to Friday. Any work carried out other than normal working hours must be authorized by the Engineer.
- 1.12 CONTRACTOR'S USE OF SITE .1 Contractor will be briefed on use of site by the Engineer.
- .2 Do not unreasonably encumber site with materials or equipment.
- .3 Move stored products or equipment which interferes with operations of Engineer or other Contractors.
- .4 The Engineer will brief the Contractor on access to restricted areas.
- 1.13 PARKING .1 Parking space will be made available on site for company vehicles and equipment only. Maintain and administer this space as directed.
- 1.14 CODES AND STANDARDS .1 Perform work in accordance with National Building Code of Canada(NBC), Canadian Electrical Code Part I, Canada Labour Code Part II, and any other provincial or local code applicable. In any case of conflict or discrepancy, the more stringent requirements will apply.
- .2 Meet or exceed requirements of Standing Offer documents, specified standards, codes and referenced documents.
- .3 Conform to all applicable safety and environmental regulations.
-

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- | | | |
|---|----|---|
| <u>1.15 SITE VISIT</u> | .1 | Failure to visit the site, to examine the specifications or otherwise to become familiar with site conditions, will not relieve the Contractor of any responsibility to provide the complete work in accordance with the Standing Offer documents. |
|
 | | |
| <u>1.16 PROTECTION OF PROPERTY</u> | .1 | Execute work with least possible interference or disturbance to occupants, public and normal use of premises. Arrange with Engineer to facilitate execution of work if necessary. |
| | .2 | The Contractor must protect all occupant owned furnishings and equipment, plants, shrubs, and buildings from damage during execution of this Standing Offer Agreement. |
|
 | | |
| <u>1.17 NOTIFICATION OF REQUIREMENT</u> | .1 | A «Call-up Against a Standing Offer»(PWGSC-TPSGC 942) will be issued by the Engineer to notify the Contractor of requirements against this Standing Offer. |
| | .2 | Prior to commencing work, an estimated cost must be submitted to the Engineer in writing including the total costs of labor and materials for all works as requested. |
| | .3 | Contractor must provide to Engineer, an adequate breakdown of quotation to show how costs were incurred. |
|
 | | |
| <u>1.18 METHOD OF INVOICING</u> | .1 | Invoices will be made out separately for each work requisition under this Standing Offer. |
| | .2 | Invoices for Work completed under this specification will be made out in one(1) copy and forwarded to:

Accounts Payable Section
Formation Construction Engineering
Maritime Forces Atlantic
Willow Park Bldg 7, PO Box 99000
Station Forces Halifax NS B3K 5X5 |
| | .3 | All invoices must be submitted within 30 days of completion of work. |
| | .4 | Each invoice will clearly indicate the following information:

.1 Contract number;

.2 Work Order/Serial number;

.3 Requisition/order offer number;

.4 Building number or location; |
-

1.18 METHOD OF
INVOICING
(Cont'd)

- .4 (Cont'd)
- .5 Dates during which the Work was accomplished;
- .6 A detailed description of the work performed, with itemized list of materials & labour(a copy of the Contractor's invoice from his material supplier will also be included plus any other costs being charged), labour, overhead, profit and applicable taxes will be included separately on the invoice.
- .7 Labour costs are to be broken down by trade and sub-trade. Labour time sheets will also be provided upon request.
- .5 No invoices will be processed without proper information as outlined in this section.

PART 2 - PRODUCTS

Not used.

PART 3 - EXECUTION

Not used.

PART 1 - GENERAL

- 1.1 CONSTRUCTION SAFETY MEASURES
- .1 Observe and enforce construction safety measures by complying with the requirements of the following statutes and authorities:
 - .1 Canada Labour Code Part II and the Canada Occupational Health and Safety Regulations.
 - .2 The Nova Scotia Occupational Health and Safety Act and supporting Occupational General Safety Regulations as amended from time to time.
 - .3 Most recent amendments to the National Building Code of Canada, Part 8 and National Fire Code of Canada.
 - .2 Refer to Section 01 35 35, DND Fire Safety Requirements.
 - .3 Engineer will provide a copy of any relevant special written instructions to be followed.
 - .4 **Prior to Contract Award**
 - .1 Bidders/Tenders are to provide a copy of the company's safety policy, signed by the owner or authorized representative of the company.
 - .2 Bidders/Tenders are to provide documents and evidence to the satisfaction of the Crown, indicating that the bidder/tender has successfully completed an independent SAFETY AUDIT and will maintain that safety audit for the life of the Standing Offer(Contractor and Sub-contractor(s)).
 - .5 **Before Work Begins**
 - .1 Bidder/Tender to provide documentation if requested by the Crown, indicating all safety training attained for each person who will be involved with the Standing Offer.
 - .6 The following disciplinary measures will be taken for any violations of safety under this Standing Offer Agreement:
 - .1 **First Violation:** Verbal warning issued to the Contractor for the first violation of a safety regulation(Violation will be documented on Standing Offer file, copy to Contractor DCC or PWGSC).
 - .2 **Second Violation:** Written warning to Contractor for second violation of a safety regulation(Violation will be documented on Standing Offer file, copy to Contractor, DCC or PWGSC).
 - .3 **Third Violation:** A third violation of a safety regulation may result in the termination of the Standing Offer with a

1.1 CONSTRUCTION
SAFETY MEASURES
(Cont'd)

- .6 (Cont'd)
- .3 Third Violation:(Cont'd)
recommendation to the Contracting Authority that the Contractor be denied access to Formation Construction Engineering contracts(Documented to Standing Offer file, copies to Contractor, DCC or PWGSC).
- .4 **Serious Violation:** For a serious violation of a safety regulation as deemed by a regulator, project manager or safety officer a recommendation will be made to the Contracting Authority to immediately terminate the Contract/Standing Offer(Violation documented on Standing Offer file, copies to Contractor, DCC or PWGSC).
- .5 **Charges Laid or Guilty Determination by Courts:**
Infractions of safety regulations 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 Formation Construction Engineering contracts.

1.2 HAZARD
ASSESSMENTS

- .1 Contractor must implement and carry out a health and safety hazard assessment program as part of the Work. Program to include:
- .1 **Initial Hazard Assessment:** Carried out upon notification of Contract award and/or prior to commencement of Work.
- .2 **On-going Hazard Assessments:** Performed during the progress of Work identifying new or potential health risks and safety hazards not previously known. As a minimum, hazards assessments must be carried out when:
- .1 New sub-trade work, new sub-contractor(s) or new workers arrive at the site to commence another portion of the Work.
- .2 The scope of Work has been changed.
- .3 Work conducted in confined spaces.
- .4 Potential hazard or weakness in current health and safety practices are identified by the Engineer.
- .2 Hazard assessments will be project and site specific, based on review of Standing Offer documents and site.
- .3 Each hazard assessment to be made in writing. Keep copies of all assessments on site for duration of Work. Upon request, make available to Engineer.

1.2 HAZARD ASSESSMENTS (Cont'd)	.4	The Contractor must notify the Engineer of suspected hazardous material during work and not apparent from drawings, specifications, or report pertaining to work(e.g. lead, asbestos etc.). Do not disturb such material pending instructions from the Engineer. The Engineer will make the necessary arrangements for testing the material as required.
1.3 ASBESTOS PRODUCT & ASBESTOS ACTIVITY	.1	Within the confines of the Base, the provision of new 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 Engineer immediately. Do not proceed until written instructions have been received from Engineer.
1.4 FASTENING DEVICES EXPLOSIVE ACTUATED	.1	Explosive actuated devices must not be used.
1.5 HOT WORK	.1	All hot work activity is to take place with Engineer's approval and written permission from the Formation Fire Chief(Hot work permit). Hot work permits and fire-watch requirements will be provided by the Dockyard Fire Hall at 427-3500.
	.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 30 minutes after activity has ceased.
1.6 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 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 to provide and maintain training, as required by the Canada Occupational Safety and Health Regulations, Part XI.

1.6 CONFINED SPACES .3
(Cont'd)

(Cont'd)

- .1 The Contractor and/or his employees must provide proof of training and qualifications when requested by the Engineer.
- .4 The Contractor to provide the Engineer 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 to have a hazard assessment of the confined space performed.
 - .1 The Contractor to provide the Engineer with a copy of the hazard assessment.

1.7 FALL PROTECTION .1

- .1 All work carried out above the mandatory height restrictions, from unguarded structure and/or 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 must 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 technician as required by the Canada Occupational Safety and Health Regulations, Part XII, Section 12.3.

1.8 ARC FLASH .1

- .1 The Contractor is to ensure all electrical equipment such as switchboards, panel boards, motor control centres and meter socket enclosures be marked to warn persons of potential electric shock and arc flash hazards. This labeling is required for all new & modified installations.
- .2 The warning label must also include information regarding «arc flash hazard category(0 to 4)» and the «Flash Protection Boundary» as defined in NFPA 70E. All projects specifications must include short circuit study and flash hazard analysis.
- .3 In accordance with the new CSA Standards Z462-08 para 4.3.3.3 Electrical Contractors are now required to perform a shock and flash hazard analysis to select the appropriate PPE to wear. Electrical Contractors are now required Arc-rated personal protective equipment while troubleshooting and diagnostic testing that cannot be performed unless the electrical conductor or circuit part is energized. All Contractor work practices must protect each employee from arc flash and from contact with live

- 1.8 ARC FLASH .3 (Cont'd)
(Cont'd) parts directly with any part of the body or indirectly through some other conductive object.
- 1.9 SAFETY .1 The Contractor must provide a copy of their company's Occupational Health and Safety Policy Program. It must meet the Provincial Occupational Health and Safety Acts. The Engineer will instruct the Contractor where the Federal Standards apply.
- .2 The Contractor must perform site hazard assessments to establish site specific safe work practice procedures for the safety and well being of his/her employees. Copies must be made available to Department of National Defence upon request.
- .3 All copies of the formal Hazard Assessments conducted by the Contractor throughout the duration of the work will be retained and made available to the Engineer immediately upon request.
- .4 It is the Contractor's responsibility to be familiar with all applicable Safety Acts, Regulations, Codes and Standing Offer 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 will become mandatory.
- .5 The Contractor must 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 person not complying with these will not be permitted on the site.
- .6 Contractor must ensure that all applicable personal protective equipment(PPE) is used.
- .1 All personnel are required to wear hard hats, in accordance with CSA Z94.1-05.
- .2 All personnel are required to wear safety footwear, in accordance with CSA Z195-09.
- .3 All personnel are required to wear eye & face protection, in accordance with CSA Z94.3.1-09.
- .4 When and where noise level is above 85 decibels; all personnel are required to wear hearing protection, in accordance with CAN/CSA Z94.2-02(R2007).
- .5 Where toxic or noxious gas fumes, or oxygen deficiency or excessive dust may occur, so as to create a hazard to life, safety or health; all personnel are required to wear

- 1.9 SAFETY
(Cont'd)
- .6 (Cont'd)
.5 (Cont'd)
respiratory protection, in accordance with CAN/CSA Z94.4-02(R2007).
- .7 The Engineer will coordinate arrangements for the Contractor to be briefed on site safety within fourteen(14) days of award of Standing Offer Agreement.
- 1.10 SITE SIGNS
AND NOTICES
- .1 Safety and instruction signs and notices:
.1 Signs and notices for safety and instruction must be in both official languages. Graphic symbols must conform to CAN/CSA Z321-96(R2006).

PART 2 - PRODUCTS

Not used.

PART 3 - EXECUTION

Not used.

PART 1 - GENERAL

<u>1.1 EMERGENCY REPORTING</u>	.1	Telephone number: Dial 9-1-1.
<u>1.2 FIRE SAFETY ENFORCEMENT</u>	.1	Within the confines of the Base, the prescription and enforcement of mandatory Fire Safety measures will be exercised under the authority of the Formation Fire Chief.
	.2	Comply with and enforce compliance by all Contractor personnel with all requirements of this specification section, and with the most recent edition of the National Building Code of Canada(NBCC) and the National Fire Code of Canada(NFC), including all subsequent revisions issued by the National Research Council of Canada.
	.3	The Engineer reserves the right to require the dismissal from site of persons deemed careless or otherwise in violation of the Fire Safety Requirements.
<u>1.3 FIRE SAFETY BRIEFING</u>	.1	Prior to commencement of work under this Standing Offer, the Engineer will arrange a meeting of all parties concerned to review and clarify requirements for Fire Safety measures. This may involve a briefing by the Formation Fire Chief.
	.2	The Engineer will provide direction for reporting of fire including the emergency telephone number for fire reporting and location of fire alarms within or adjacent to work area.
<u>1.4 FIRE WATCH</u>	.1	For hot work activity, the Contractor will provide the service of fire-watch persons on a scale and schedule as prescribed by the Dockyard Fire Hall at the time of issuance of the hot work permit.
<u>1.5 FIRE EXTINGUISHERS</u>	.1	Supply fire extinguishers, as prescribed by the Formation Fire Chief, necessary to protect work in progress and contractor's physical plant on site.
<u>1.6 SMOKING PRECAUTIONS</u>	.1	In accordance with these Fire Safety requirements particular to the work area and site, the Engineer and Formation Fire Chief will designate hazardous areas as well as non-restricted areas where smoking may be permitted.

-
- 1.6 SMOKING PRECAUTIONS
(Cont'd)
- .2 Smoking is prohibited in all buildings.
- .3 In all other areas, exercise care and comply with written or oral directives of the Engineer for the use of smoking materials.
- 1.7 REPORTING FIRE INCIDENTS
- .1 Report immediately all fire incidents as follows:
- .1.1 Activate nearest fire alarm, or
- .1.2 Dial 9-1-1 or designated number given at the time of briefing.
- .1.3 Telephone the Engineer.
- .2 Persons activating fire alarm must remain at the alarm to direct the Fire Department to the scene of the fire.
- .3 When reporting a fire by telephone, give location of fire, name and number of building and be prepared to direct the Fire Department to the scene of the fire.
- 1.8 INTERIOR & EXTERIOR FIRE PROTECTION AND ALARM SYSTEM
- .1 Notify Formation Fire Chief at least 48 hours prior to scheduling any work that may require Fire Alarm and/or Protection Systems to be:
- .1.1 Obstructed in any way.
- .1.2 Shut-off.
- .1.3 Left inactive at the end of a working day or shift.
- .2 Do not commence any such work until Engineer confirms approval and direction by the Formation Fire Chief.
- .3 Fire hydrants, standpipes and hose systems must not be used for other than fire fighting purposes unless authorized by the Engineer and the Formation Fire Chief.
- 1.9 BLOCKAGE OF ACCESS FOR FIRE APPARATUS
- .1 Obtain approval of the Engineer and Formation Fire Chief 24 hours prior to commencing any work that by any means would impede access for fire fighting apparatus. Immediately notify the Engineer of any infringement on minimum vertical or horizontal clearances either inside or outside buildings, as prescribed by the Formation Fire Chief.
-

1.10 RUBBISH &
WASTE MATERIAL

- .1 Storage:
 - .1 Where it is necessary to store oily waste in work areas exercise extreme care to ensure maximum possible safety and cleanliness.
 - .2 Greasy or oily rags or materials subject to spontaneous combustion must be deposited and kept in a receptacle approved by the Formation Fire Chief and removed as directed by the Engineer.
- .2 The burning of rubbish is prohibited.
- .3 Removal:
 - .1 All rubbish must be removed from the work site at the end of the work day or shift or as directed by the Engineer.

1.11 FLAMABLE
LIQUIDS

- .1 The handling, storage and use of flammable liquids are to be governed and guided by the requirements established by the Formation Fire Chief and in accordance with the approved Fire Safety Plan.
- .2 Indoor storage of flammable liquids must not exceed thirty(30) litres provided that they are stored in areas and containers approved by the Formation Fire Chief.
- .3 The Engineer reserves the right to require removal from the site any storage containers not acceptable to the Formation Fire Chief.
- .4 The Engineer will not permit indoor storage of quantities of flammable liquids exceeding thirty(30) litres for on-site work purposes, without the written permission of the Formation Fire Chief.
- .5 Transfer of flammable liquids within buildings is prohibited.
- .6 Transfer of flammable liquids must not be carried out in the vicinity of open flames or any type of heat producing devices.
- .7 Flammable liquids having a flash point below twenty-two(22) degrees C such as naphtha or gasoline must not be used as solvents or cleaning agents.
- .8 Flammable waste liquids, for disposal, must be stored in approved containers located in a safe ventilated area. Quantities are not to exceed thirty(30) litres. Dumping or burning of flammable liquids on site is prohibited.

1.12 HAZARDOUS
SUBSTANCES

- .1 Exercise special precautions necessary to safeguard life and property from damage by fire or explosives.
- .2 If the work entails the use of any toxic or hazardous materials, chemicals or explosives, or otherwise creates a hazard to life, safety or health, work must be in accordance with the most recent edition of the requirements of the National Fire Code of Canada, and measures prescribed by the Formation Fire Chief.

1.13 HAZARDOUS
HOT WORK

- .1 Prior to commencing any «Hot Work» involving open flame, burning, welding or heating, the Contractor must obtain a «hot work permit» issued by the Formation Fire Chief at the Dockyard Fire Hall, 427-3500.

PART 2 - PRODUCTS

Not used.

PART 3 - EXECUTION

Not used.

PART 1 - GENERAL

CONTRACTOR MUST ENSURE THAT ALL THEIR PERSONNEL ARE FAMILIAR WITH THESE REGULATIONS AND REQUIREMENTS.

- 1.1 GENERAL .1 The following is a summary of the security, safety and fire regulations of Canadian Forces Ammunition Depot, Bedford, as promulgated by the Base Commander, CFB Halifax and administered by the Superintendant CFAD Bedford NS.
- .2 Contractor's personnel will be subject to all of the regulations while working within confines of CFAD Bedford.
- 1.2 PRE JOB SECURITY AND SAFETY MEETING .1 Prior to commencement of Work, the Contractor must meet with the Site Security, Safety and Fire Safety Regulations Officers. In accordance with direction of Engineer and these site officers, ensure that all employees of the Contractor are given thorough instructions on security, safety and fire precautions peculiar to an Ammunition Depot and that the regulations are fully compiled with, at all times, by all Contractor personnel.
- 1.3 SECURITY PASSES .1 Contractors must report to the NCO I/C Commissionaires at Building 153; submit names of all their personnel and description of all their vehicles to arrange the issue of the required temporary passes prior to proceeding to work within the the confines of the depot.
- 1.4 CONDITIONS FOR ACCESS .1 All visitors will be issued a daily pass and will be required to sign an acknowledgement that they are aware of and consent to the following conditions for access.
- .2 The person to whom this pass is issued agrees to return the pass to the Security Guard at the gate when the Contract or employment at CFAD Bedford expires.
- .3 All vehicles entering and leaving CFAD Bedford may be searched to ensure that no prohibited articles are taken into nor contraband articles are taken out of the Ammunition Depot.
- 1.5 FIRE SERVICE CFAD BEDFORD .1 Fire service at CFAD Bedford is provided by DND Fire Service from 0730 until 1600 hours, Monday to Friday. All Contract work will be ended by 1530 hours daily. Fire response at all other times is provided by HRM. Before any work is carried out during

1.5 FIRE SERVICE
CFAD BEDFORD
(Cont'd)

- .1 (Cont'd)
silent hours, the Dockyard Platoon Chief must be contacted at 427-0550, local 3500.

1.6 SEARCHES

- .1 The Canadian Corps of Commissionaires may conduct a personal search of individuals at any time within the Ammunition Depot. Vehicles entering or leaving the Depot may be searched to ensure that contraband articles are not taken into the Explosives Area and that property is not taken out without authorization.

1.7 ALARMS

- .1 **Depot Alarms:** A Siren is sounded only in the event of an emergency such as a fire, explosion, thunderstorm or evacuation. A Siren is also sounded to signify «All Clear».
- .2 **Fire Emergency:** A series of «Hi-Lo» sounds on the Depot Alarm System signifies an emergency in the explosive area. Contractors must cease operations and proceed in their own vehicles to the nearest exit gate out of the explosive area. If no vehicle available proceed to the nearest «Fire Assembly Point» at Buildings 169 or 143.
- .3 **Thunder and Lightning:** A series of «Beeps» on the Depot Alarm System signifies a thunder/lightning storm warning. Contractors must cease operations and proceed in their own vehicles to the nearest exit gate out of the explosive area. If no vehicle available proceed to the nearest «Fire Assembly Point» at Buildings 169 or 143.
- .4 **Evacuation:** A series of «Slow Whoops» on the Depot Alarm System signifies that evacuation in the explosive area has been ordered by the Superintendent. The evacuation could be extended to include the non-explosive area as well as so ordered by the Superintendent.
- .5 **All Clear:** A continuous blast on the Depot Alarm System signifies that the emergency situation is «All Clear».

1.8 REPORTING OF
FIRES

- .1 All fires, regardless of whether they have been extinguished or not, must be reported immediately to the Base Fire Department.
- .2 All Contractors and employees must familiarize themselves with the locations of the nearest fire alarm box or telephone.
- .3 Fires may be reported by ringing the nearest street alarm box or by telephoning 911. Persons reporting the fire must remain at the alarm box or telephone until the Fire Department arrives and be prepared to direct Fire Fighters to the scene of the fire.

1.9 PROHIBITED
ARTICLES

- .1 The following articles are prohibited and/or controlled from being taken inside the explosive area. Permission by the Superintendent may be granted for certain articles:
 - .1 Matches or other flame producing equipment(including vehicle lighters);
 - .2 Pipes, smoking appliances, tobacco products, or smoking materials in any form;
 - .3 Explosives or chemicals;
 - .4 Lights, lamps or electrical devices/tools which are not explosion proof;
 - .5 Cameras;
 - .6 Food and drink; and
 - .7 Radio transmitting devices(i.e. mobile radios, cellular phones, remote car starters, and garage door openers, etc).
- .2 No persons will introduce, possess or consume alcoholic beverages, narcotics or any intoxicant within the confines of the Ammunition Depot.
- .3 The site security officers will seize and hold at the gate, any such materials found by search.

1.10 SAFETY AND
FIRE REGULATIONS

- .1 **Smoking:** Is strictly prohibited in explosive areas.
- .2 **Buildings:** Smoking is prohibited in all buildings.
- .3 **Safety Precautions Electrical/Electronic Equipment:** All personnel operating or maintaining electrical/electronic equipment involving the use of voltage higher than 50V must brief the Site Safety and Fire Safety Officers concerning all safety rules in the operating and instructional manuals covering the equipment.
- .4 **Flammables, Explosives or Chemicals:** As required, may be allowed into the explosive area provided that the Depot Safety Officer and the Depot Fire Department are made aware of this and that approval by the Superintendent is given. These items after approval may be transported by the Contractors provided the transportation route is known by the Depot Fire Department and adequate fire extinguishers are available.
- .5 **Open Flame or Welding:** Prior approval must be obtained before commencing any work involving cutting, welding or use of open flame appliances in or around buildings containing explosives. The Fire Safety Officer will check out the work area and ensure

1.10 SAFETY AND
FIRE REGULATIONS
(Cont'd)

- .5 Open Flame or Welding:(Cont'd)
that adequate fire extinguishers and first aid appliances are available and that fire watchers have been posted.
- .6 **Fuel Dispensing Containers:** Contractors must ensure that all of their fuel dispensing containers meet or exceed the following standards:
 - .1 Type II safety container, leakproof, Terne plate construction, UL listed and FM approved.
 - .2 Container must have spring-operated spout cap which opens to allow vapours to escape and self closes on release of internal pressures.
 - .3 Container must have flexible or rigid built-in metal dispensing nozzle to prevent static sparks.
 - .4 Standard of Acceptance: Protectoseal, Model Nos. 247, 249, 8410 and 8420.
 - .5 Other acceptable products: Safe-T-Way.
 - .6 Any other model must be approved by the BFC.
 - .7 Violation of any of the above regulations will result in immediate cancellation of the offender's Security Pass and expulsion from the site.

1.11 TRAFFIC
REGULATIONS

- .1 **Vehicles:** All operators must adhere strictly to the following rules while proceeding through the Ammunition Depot.
 - .1 Drivers must not leave the motors of their vehicles running or leave the vehicles unattended when parked between buildings or traverses.
 - .2 Drivers must not drive vehicles in the direction opposite to that indicated by the «One-Way» signs.
 - .3 No one will operate a vehicle within the Depot area at a speed greater than 25 kilometers per hour at any time.
 - .4 No one will operate a vehicle within the Depot area at a speed greater than 8 kilometers per hour at any time, while passing between blast walls and buildings.
 - .5 No one will leave a vehicle unattended within 10 metres of a fire hydrant or within 30 metres of a building containing explosives.

1.11 TRAFFIC
REGULATIONS
(Cont'd)

- .1 Vehicles:(Cont'd)
 - .6 All vehicles must be equipped with a fire extinguisher of a suitable size and type so that it may be used to extinguish any fire originating in that vehicle.
 - .7 Violation of any of the above regulations will result in immediate cancellation of the offender's Vehicle Pass and expulsion from the site.
- .2 **Roadways:** In the event of a fire or emergency all roads and buildings within CFAD Bedford must be accessible at all times. Contractors required to disrupt roadways during the course of their work, must ensure that at least one lane of each roadway is passable, at all times. Vehicles not required to transport personnel to the nearest exit gate must be parked on the side of the road and away from the nearest building.
- .3 **Fueling:** Fueling of vehicles within the explosive areas is prohibited. Small equipment(lawn mowers, chainsaws, etc.) may be re-fueled, but only at sites designated by the Safety Officer and Fire Safety Officer. Comply with all safety practices pertaining to re-fueling hot equipment. Provide adequate fire extinguishers of types prescribed by the Fire Safety Officer. Only approved safety dispensing containers, as specified at sub-paragraph 1.10.6, will be permitted within the confines of the Ammunition Depot.
- .4 Violation of any of the above regulations will result in immediate cancellation of the vehicle pass and expulsion of the offender from the site.

PART 2 - PRODUCTS

Not used.

PART 3 - EXECUTION

Not used.

PART 1 - GENERAL

- 1.1 SITE ACCESS .1 Contractors' personnel are required to report to the main desk each morning, sign the register and obtain an identification badge which must be displayed on their person at all times. Upon leaving the Complex at the end of the day, or at lunch time, the Contractors' personnel must report to the main desk, return the badge and be signed off the register.
- 1.2 PARKING .1 Contractors' vehicles will be allowed into the inner compound only under the following conditions; namely, for short periods of time, to load or unload equipment and supplies and then remove to the upper parking lot adjacent to Windmill Road or to the street. The site supervisor of the contracting firm will be allowed to park his/her vehicle, for short periods of time, in one of the visitor's parking slots or, if filled, he/she will be permitted to park in the inner compound while making periodic progress visits. It is emphasized that Contractors' vehicles entering the inner compound can be subject to search by the Commissionaire on duty upon their departure. DRDC reserves the right to limit the above-mentioned parking privileges if they are being abused.

PART 2 - PRODUCTS

Not used.

PART 3 - EXECUTION

Not used.

PART 1 - GENERAL

- 1.1 DEFINITIONS .1 **Environmental Pollution and Damage:** Presence of chemical, physical, biological elements or agents which adversely affect human health and welfare; unfavourably alter ecological balances of importance to human life; affect other species of importance to humankind; or degrade environment aesthetically, culturally and/or historically.
- .2 **Environmental Protection:** Prevention/control of pollution and habitat or environment disruption during construction. Control of environmental pollution and damage requires consideration of land, water, and air; biological and cultural resources; and includes management of visual aesthetics; noise; solid, chemical, gaseous, and liquid waste; radiant energy and radioactive material as well as other pollutants.
- 1.2 SITE CLEARING AND PLANT PROTECTION .1 Protect trees and plants on site and adjacent properties as indicated.
- .2 Protect roots of designated trees to dripline during excavation and site grading to prevent disturbance or damage. Avoid unnecessary traffic, dumping and storage of materials over root zones.
- .3 Minimize stripping of topsoil and vegetation.
- .4 Restrict tree removal to areas indicated or designated by Engineer.
- 1.3 WORK ADJACENT TO WATERWAYS .1 Construction equipment to be operated on land only.
- .2 Do not use waterway beds for borrow material.
- .3 Waterways to be free of excavated fill, waste material and debris.
- .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.

1.4 DISPOSAL OF
WASTES

- .1 Do not bury rubbish and waste materials on site unless approved by Engineer.
- .2 Do not dispose of waste or volatile materials, such as mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers.

1.5 FIRES

- .1 Fires and the burning of rubbish or debris on site is not permitted.

PART 2 - PRODUCTS

Not used.

PART 3 - EXECUTION

Not used.

PART 1 - GENERAL

1.1 PROJECT
CLEANLINESS

- .1 Conduct cleaning and disposal operations to comply with local ordinances and anti-pollution laws.
- .2 Store volatile waste in covered metal containers, and remove from premises at end of each working day.
- .3 Prevent accumulation of waste which create hazardous conditions.
- .4 Maintain project grounds, and public properties free from accumulation of waste materials and rubbish. Keep work area clean and tidy, on a daily basis, to the complete satisfaction of the Engineer.

PART 2 - PRODUCTS

Not used.

PART 3 - EXECUTION

Not used.

PART 1 - GENERAL

- 1.1 SCOPE OF WORK
- .1 Clearing consists of cutting off various types and sizes of trees, shrubs, bushes and tall grass to a height of 100 to 150mm above the soil, complete with underbrush lying on the soil and previously cut and uprooted trees and shrubbery under and adjacent to antennas and guy wires.
 - .2 Disposal of all trees, shrubs and tall grass by:
 - .1 Chipping and spreading of chips to a depth not to exceed 50mm.
 - .2 In areas where machinery is authorized, shred, mulch and spread by machine.
 - .3 A large portion of the work involves clearing brush and/or trees along perimeter fence lines. The Contractor will be responsible for clearing on both sides of fence unless otherwise directed by the Engineer.
 - .4 Various antenna areas contain wire grounding mats at Mill Cove, Great Village, Osbourne Head, Newport Corner and Masstown, complete with areas around anchors, wires and areas of rough terrain:
 - .1 These areas will be 100% cut by hand. No vehicles allowed over mats. Debris will be carried to an area outside of the antenna footprint, chipped and spread to a depth not to exceed 50mm.
 - .5 **Newport Corner:** Cutting of trees, shrubs and tall grass will be by hand machine only along top of creek banks, sides of creek and across creek. Do not disturb roots of trees and shrubs. Remove 100% of cleared debris to bank, chip debris and remove chips by vehicle to wooded area approximately 800m from creek.
 - .6 Areas under and adjacent to antennas where no grounding mats exist can be cleared by one of the following means:
 - .1 Hand cutting, chipping and spreading on site.
 - .2 By machine/Hydro-AX is pre-authorized. Cut/shred/mulch and spread by machine, no debris is to be over 8" or 200mm long. Ensure an even spread over the soil/no piles of debris.

1.2 PROTECTION

- .1 Prevent damage to fencing, natural features, bench marks, existing buildings, utility lines, water courses, which are to remain.
- .2 Do not cut off grounding mats/wires. In the event of any mats/wires being cut, the supervisor is to notify the Engineer immediately.
- .3 Do not allow machinery to touch antennas or guy wires.
- .4 Do not allow machinery to create ruts in soiled areas.
- .5 The river/creek bed is definitely not allowed to be disturbed due to environmental laws. Be careful not to cut or damage existing wire grounding mats lying on the surface.
- .6 Any damage will be repaired at the Contractor's expense, by qualified tradespersons to the satisfaction of the Engineer.

1.3 SAFETY

- .1 Safety guards and other equipment required for the safe operation of mowers and saws must be in place at all times when the equipment is in operation.
- .2 All brush clearing equipment must be maintained in first class condition, with cutting edges sharpened frequently.
- .3 Extreme care must be taken when filling machines to avoid spills.
- .4 Drop sheets must be placed under containers to catch possible fuel dripping.

1.4 RADIATION HAZARDS

- .1 Brush clearing and movement of all personnel and equipment at antenna sites will only be with the approval of the Radar Maintenance Supervisor. These arrangements will be made in advance by the Engineer and should not hamper the Contractor's requested work.

1.5 EQUIPMENT

- .1 **Contractor Equipment Requirements:** The Contractor must have appropriate working equipment and staff to provide brush clearing services at all times. He may not rely on rental equipment or sub-contractors to complete brush clearing in a timely manner.

PART 2 - PRODUCTS

Not used.

PART 3 - EXECUTION

Not used.



FOR GOVERNMENT USE ONLY
POUR USAGE DU GOUVERNEMENT SEULEMENT

Special Investigations Directorate File No.
N° de dossier de la Direction des enquêtes spéciales

Date Received (Y-A M D-J)
Date de réception

CONSENT TO A CRIMINAL RECORD VERIFICATION
CONSENTEMENT À LA VÉRIFICATION DE L'EXISTENCE D'UN CASIER JUDICIAIRE

This form must be completed and signed by each individual who is currently on the Board of Directors of the Bidder/Offeror/Supplier and provided with the Bid/Offer/Arrangement.

Le présent formulaire doit être rempli et signé par chaque membre du conseil d'administration du soumissionnaire/de l'offrant/du fournisseur et fourni avec la soumission/l'offre/l'arrangement.

A

PRIVACY ACT STATEMENT

ÉNONCÉ CONCERNANT LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS

The personal information requested on this form is collected under the authority of subsection 750(3) of the *Criminal Code*, paragraph 42(1(c)) of the *Financial Administration Act*, and sections 7 and 21 of the *Department of Public Works and Government Services Act*. The information will be used for validating the criminal conviction certifications necessary for obtaining or maintaining a procurement instrument. It may be shared with other government departments, agencies, as well as provincial, territorial, and federal courts, within the limits of what is required to conduct the criminal conviction verification.

Les renseignements personnels demandés dans le présent formulaire sont recueillis en vertu du paragraphe 750(3) du *Code criminel*, du paragraphe 42(1(c)) de la *Loi sur la gestion des finances publiques* et des articles 7 et 21 de la *Loi sur le ministère des Travaux publics et des Services gouvernementaux*. Ces renseignements seront utilisés pour valider les attestations de condamnation au criminel nécessaires pour obtenir ou conserver un instrument d'approvisionnement. Les renseignements peuvent être diffusés à d'autres ministères et organismes fédéraux, ainsi qu'à des tribunaux provinciaux, territoriaux et fédéraux, dans les limites de ce qui est requis pour la vérification des condamnations au criminel.

A refusal to provide information will result in the bid/offer/arrangement being rejected or the contract terminated, the standing offer being set-aside or the supply arrangement being cancelled, as applicable.

À défaut de fournir les renseignements demandés, la soumission/l'offre/l'arrangement sera rejeté ou le contrat résilié, l'offre à commandes sera mise de côté ou l'arrangement en matière d'approvisionnement sera annulé, selon le cas.

The personal information is described in personal information bank PWGSC PPU 184 - Integrity Assessment Program. Individuals have a right of access to, correction of and protection of their information in accordance with the *Privacy Act*.

Les renseignements personnels sont décrits dans les fichiers de renseignement personnels n° TPSGC PPU 184 - Programme de l'évaluation de l'intégrité. Les personnes ont le droit d'accéder aux renseignements personnels qui les concernent, ainsi que de les faire corriger ou protéger, conformément à la *Loi sur la protection des renseignements personnels*.

B

BIOGRAPHICAL INFORMATION - Must be completed by the individual
RENSEIGNEMENTS BIOGRAPHIQUES - À remplir par l'individu

Family Name (Last Name) - Nom (de famille)

Family Name at Birth - Nom de famille à la naissance

Full Given Names (No initials) - Prénoms au complet (aucune initiale)

All other previously used names (i.e. maiden name, previously married names, legal name change, nicknames)
Tout autre nom utilisé (tel que nom de jeune fille, noms maritaux précédents, changement de nom légaux, sobriquets)

Gender - Sexe

☐ Male
Masculin

☐ Female
Féminin

Date of Birth - Date de naissance (Y-A M D-J)

Current Residential Information
Information résidentielle actuelle

Apartment No. - N° d'appartement

Street No. - N° civique

Street Name - Nom de la rue

City - Ville

Province

Postal Code - Code postal

C	CONSENT - Must be signed by the individual CONSENTEMENT - Doit être signé par l'individu
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I, the undersigned, confirm that I have read and understand the above *Privacy Act* statement and that I consent to the collection and use of my personal information as described therein.

Je, soussigné, confirme avoir pris connaissance de l'Énoncé concernant la *Loi sur la protection des renseignements personnels* et consens à la collecte et à l'utilisation des renseignements personnels fournis aux présentes.

Signature	
Print Name - Nom en lettres moulées	Date (Y-A M D-J)

D	ADMINISTRATIVE INFORMATION - Internal Government Use Only RENSEIGNEMENTS ADMINISTRATIFS - Pour usage interne du gouvernement seulement	
Requesting Branch/Sector/Directorate/Division - Direction générale/Secteur/Direction/Division requérante		
Solicitation/Proposed Contract No. - N° de la demande de soumission/N° du contrat		Date of Request (Y-A M D-J) Date de la demande
Requesting Contact Person - Personne-ressource requérante		Contact Person Tel. No. - N° de tél. de la personne-ressource