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"THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT"

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PART 1 - GENERAL INFORMATION

1. Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus appendices 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 | Part 6 Security and Insurance Requirements: includes specific requirements that must be addressed by offerors; and |
| Part 7 | 7A, Standing Offer, and 7B, Resulting Contract Clauses:&A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions; &B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer. |

The Appendices include the Statement of Work, Basis of Payment, Security Requirements Checklist, and Code of Conduct - Board of Directors

2. Summary

Work under this Standing Offer Agreement comprises the furnishing of all labour, material, tools, equipment, and supervision required for the inspection, testing, repairs, additions, replacements, modifications, and service of existing Energy Management Control Systems(EMCS) equipment and devices, at CFB Halifax, Debert Detachment as per **the Specifications at Appendix A** attached. The period of the Standing Offer will be from Contract award for one (1) year with the option to extend its offer for two (2) additional one-year periods.

The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA).

3. Security Requirement

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

4. Debriefings

After issuance of a standing offer, offerors may request a debriefing on the results of the request for standing offers 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 issued by Public Works and Government Services Canada. (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>)

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 (2013-03-21) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

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

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

2. Submission of Offers

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

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

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 16th, 10:00AM at the Pictou Armoury, 31 Union Street, Pictou, Nova Scotia.** Bidders are requested to communicate with the Contracting Authority **three (3) day(s)** before the scheduled visit to confirm attendance and provide company name, names of persons and phone numbers. This is required for the Contract Inspector to prepare the appropriate paperwork to allow the personnel to come on DND premises. Bidders may 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 seven (7) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

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

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

Section I: Technical Offer one (1) hard copy
 Section II: Financial Offer one (1) hard copy
 Section III: Certifications one (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 (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, offerors are encouraged to:

- 1) use paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: 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 **Appendix B, Basis of Payment**. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

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

It is mandatory that bidders submit firm prices/rates for ALL items in the Basis of Payment, including no cost items.

1.2. Financial Evaluation

The Total Evaluated Cost 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

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 on an aggregate basis 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. Mandatory Certifications Required Precedent to Issuance of a Standing Offer**1.1 Code of Conduct and Certifications - Related documentation (SEE Appendix D)**

By submitting an offer, the Offeror certifies as per section 01 of Standard Instructions 2006 for himself and his affiliates, to be in compliance with the Code of Conduct and Certifications clause of the Standard instructions. The related documentation therein required will help Canada in confirming that the certifications are true.

2. Additional Certifications Precedent to Issuance of a Standing Offer

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

2.1 Federal Contractors Program - Certification - over \$25,000 and below \$200,000

Suppliers who are subject to the Federal Contractors Program (FCP) and have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive federal 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 a 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.

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 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;
- (d) () has not been declared an ineligible contractor by HRSDC, and has a valid certificate number as follows: _____.

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 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.

2.3 Status and Availability of Resources

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

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

2.4 Contractor Qualifications:

2.4.1 The Contractor must satisfy the Engineer that he/she has adequate and qualified staff to perform the service expected. This includes all service calls within an acceptable time period and having adequate parts on hand to meet the requirements of the job, both during silent and normal working hours.

2.4.2 Whenever the Contractor uses sub-contractors, they too must perform to and comply with all requirements of this Standing Offer.

2.4.3 Three (3) years experience in good order for similar projects in size and nature.

Service Technicians:

- Factory trained with respective system.

2.5 Proof of an Independent Safety Audit

Include confirmation that this will be maintained for the life of the Standing Offer Agreement

2.6 Confirmation of Workers' Compensation Coverage

Include confirmation that this will be maintained for the life of the Standing Offer Agreement

2.7 Certification

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

PART 6 - SECURITY AND INSURANCE REQUIREMENTS.

1. Security Requirement

Before issuance of a standing offer, the following conditions must be met:

- (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
- (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7A - Standing Offer;
- (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.

2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.

3. For additional information on security requirements, offerors should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Web site.

2. Insurance

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 Statement of Work at **Appendix A**.

2. Security Requirement

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE W010C-13-C110

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

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

Until the security screening of the Contractor personnel required by this Contract has been completed satisfactorily by the CISD, PWGSC, the Contractor personnel MAY NOT ENTER sites without an escort.

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

4. The Contractor/Offeror must comply with the provisions of the:

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

3. Standard Clauses and Conditions

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

3.1 General Conditions

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

3.2 Standing Offers Reporting

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

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

The data must be submitted on a quarterly basis to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

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

The data must be submitted to the Standing Offer Authority no later than ten (10) calendar days after the end of the reporting period.

4. Term of Standing Offer

4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from Issuance of Standing Offer for one (1) year.

4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for two (2) additional 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 fifteen (15) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

5. Authorities

5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Nancy Dunphy
Title: Supply Officer
Public Works and Government Services Canada
Acquisitions Branch
Address: 1713 Bedford Row
 Halifax, NS B3J 3C9
Telephone: (902) 496-5481
Facsimile: (902) 496-5016
E-mail address: nancy.dunphy@pwgsc.gc.ca

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

5.2 Project Authority

The Project Authority for the Standing Offer is: **To be announced upon issuance of a Standing Offer.**

Name: _____
 Title: _____
 Organization: _____
 Address: _____

Telephone: ____-____-____
 Facsimile: ____-____-____
 E-mail address: _____

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

5.3 Offeror's Representative

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____ - ____ - ____

Facsimile: ____ - ____ - ____

E-mail address: _____

6. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: **To be announced upon issuance of a Standing Offer.**

7. 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.

8. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed **\$5,000.00** (Goods and Services Tax or Harmonized Sales Tax included).

9. Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of **\$TO BE DETERMINED**(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 four (4) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

10. Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2012-11-19), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010C (2012-11-19), Services Medium Complexity
- e) Appendix A, Statement of Work;
- f) Appendix B, Basis of Payment;
- g) Appendix C, Security Requirements Checklist;
- h) Appendix D, Board of Directors, and
- i) the Offeror's offer _____ (*insert date of offer*)

11. Certifications

11.1 Compliance

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

12. Applicable Laws

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

B. RESULTING CONTRACT CLAUSES

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

1. Statement of Work

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

2. Standard Clauses and Conditions

2.1 General Conditions

2010C (2012-11-19) 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 a firm unit prices, as specified in **Appendix B, Basis of Payment** for a cost of \$ _____ (determined at time of call-up). 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.

4.2 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.

5. Invoicing Instructions

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

2. Invoices must be distributed as follows:

- (a) The original and one (1) copy must be forwarded to the address shown below..
- (b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

Invoicing Instructions: Invoices to be made out and forwarded to :

FCE Facility Manager
CE Detachment 04 Debert
PO Box 249
Debert, NS B0M 1G0

Invoices must be submitted within 30 days of completion of Work.

Each invoice will indicate the following information:

- .1 Contract number;
- .2 Work order/ serial number;
- .3 Requisition/order offer number;
- .4 Building number or location;
- .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.

No invoices will be processed without proper information as outlined

6. Insurance

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.

Solicitation No. - N° de l'invitation

W010C-13C110/A

Amd. No. - N° de la modif.

File No. - N° du dossier

HAL-3-71004

Buyer ID - Id de l'acheteur

hal220

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

W010C-13-C110

CCC No./N° CCC - FMS No/ N° VME

Appendix A
Specifcations
Energy Management Control Systems Repairs
Debert Area
CFB Halifax, NS.

See attached

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
W010C-13C110/A		hal220
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No./N° VME
	W010C-13-C110	HAL-3-71004

APPENDIX B BASIS OF PAYMENT

Bidders must provide a firm unit price in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded. The estimated quantities are for evaluation purposes only. Contractor agrees that the following are the unit prices referred to herein:

Note: * The Estimated Quantity column below for each item is an estimate only for service as and when required and does not infer that all the quantities for that item will be utilized or that the quantities may not be exceeded.

SERVICE CALL: including first hour on-site productive labour.

TABLE 1 First Year - From Issuance of Standing Offer Agreement for one (1) year					
Class of Labour, Plant or Material		Unit of Measure	Unit Price	Estimated Quantity	Extended Price
1. First Hour Service Call, including travel time and all related expenses and one person hour productive labour at the job site.					
1 A) During Regular Hours: Monday through Friday. Local locations including CE Det 04, Truro, Debert & Great Village,					
	Tradesperson	Per Call	\$	10 Calls	\$
	Helper	Per Call	\$	10 Calls	\$
2. First Hour Service Call, including travel time and all related expenses and one person hour productive labour at the job site					
2 A) During Regular Hours: Monday through Friday. New Glasgow, Pictou, Springhill & Amherst					
	Tradesperson	Per Call	\$	10 Calls	\$
	Helper	Per Call	\$	10 Calls	\$
2 B) Outside Regular Hours: Monday - Friday New Glasgow, Pictou, Springhill & Amherst					
	Tradesperson	Per Call	\$	5 Calls	\$

	Helper	Per Call	\$	5 Calls	\$
2. C) Outside Regular Hours: Weekends & Statutory Holidays. New Glasgow, Pictou, Springhill & Amherst					
	Tradesperson	Per Call	\$	5 Calls	\$
	Helper	Per Call	\$	5 Calls	\$
3. Labour in addition to 1) and 2) above.					
A) During Regular Hours (Monday - Friday)					
	Tradesperson	Per Hour	\$	100 Calls	\$
	Helper	Per Hour	\$	100 Calls	\$
B) Outside Regular Hours (Monday - Friday)					
	Tradesperson	Per Hour	\$	50 Calls	\$
	Helper	Per Hour	\$	50 Calls	\$
C) Outside Regular Hours (Weekends & Statutory Holidays)					
	Tradesperson	Per Hour	\$	20 Calls	\$
	Helper	Per Hour	\$	20 Calls	\$
4. Material and replacement parts (except free issue) at manufacturers list price less a discount of 10%				N/A	N/A

TABLE 2
First Option Year - Dates To Be Determined

Class of Labour, Plant or Material		Unit of Measure	Unit Price	Estimated Quantity	Extended Price
1. First Hour Service Call, including travel time and all related expenses and one person hour productive labour at the job site.					
1 A) During Regular Hours: Monday through Friday. Local locations including CE Det 04, Truro, Debert & Great Village,					
	Tradesperson	Per Call	\$	10 Calls	\$
	Helper	Per Call	\$	10 Calls	\$
2. First Hour Service Call, including travel time and all related					

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expenses and one person hour productive labour at the job site					
2 A) During Regular Hours: Monday through Friday. New Glasgow, Pictou, Springhill & Amherst					
	Tradesperson	Per Call	\$	10 Calls	\$
	Helper	Per Call	\$	10 Calls	\$
2 B) Outside Regular Hours: Monday - Friday New Glasgow, Pictou, Springhill & Amherst					
	Tradesperson	Per Call	\$	5 Calls	\$
	Helper	Per Call	\$	5 Calls	\$
2 C) Outside Regular Hours: Weekends & Statutory Holidays. New Glasgow, Pictou, Springhill & Amherst					
	Tradesperson	Per Call	\$	5 Calls	\$
	Helper	Per Call	\$	5 Calls	\$
3. Labour in addition to above.					
3 A) During Regular Hours (Monday - Friday)					
	Tradesperson	Per Hour	\$	100 Calls	\$
	Helper	Per Hour	\$	100 Calls	\$
3 B) Outside Regular Hours (Monday - Friday)					
	Tradesperson	Per Hour	\$	50 Calls	\$
	Helper	Per Hour	\$	50 Calls	\$
3 C) Outside Regular Hours (Weekends & Statutory Holidays)					
	Tradesperson	Per Hour	\$	20 Calls	\$
	Helper	Per Hour	\$	20 Calls	\$
4. Material and replacement parts (except free issue) at manufacturers list price less a discount of 10%				N/A	N/A

TABLE 3
Second Option Year - Dates To Be Determined

Class of Labour, Plant or Material	Unit of Measure	Unit Price		
1. First Hour Service Call, including travel time and all related expenses and one person hour productive labour at the job site.				
1 A) During Regular Hours: Monday through Friday. Local locations including CE Det 04, Truro, Debert & Great Village,				
Tradesperson	Per Call	\$	10 Calls	\$
Helper	Per Call	\$	10 Calls	\$
2. First Hour Service Call, including travel time and all related expenses and one person hour productive labour at the job site				
2 A) During Regular Hours: Monday through Friday. New Glasgow, Pictou, Springhill & Amherst				
Tradesperson	Per Call	\$	10 Calls	\$
Helper	Per Call	\$	10 Calls	\$
2 B) Outside Regular Hours: Monday - Friday New Glasgow, Pictou, Springhill & Amherst				
Tradesperson	Per Call	\$	5 Calls	\$
Helper	Per Call	\$	5 Calls	\$
2 C) Outside Regular Hours: Weekends & Statutory Holidays. New Glasgow, Pictou, Springhill & Amherst				
Tradesperson	Per Call	\$	20 Calls	\$
Helper	Per Call	\$	20 Calls	\$
3. Labour in addition to above.			N/A	N/A
3 A) During Regular Hours (Monday - Friday)				
Tradesperson	Per Hour	\$	100 Calls	\$
Helper	Per Hour	\$	100 Calls	\$
3 B) Outside Regular Hours				

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(Monday - Friday)					
	Tradesperson	Per Hour	\$	50 Calls	\$
	Helper	Per Hour	\$	50 Calls	\$
3 C) Outside Regular Hours (Weekends & Statutory Holidays)					
	Tradesperson	Per Hour	\$	20 Calls	\$
	Helper	Per Hour	\$	20 Calls	\$
4. Material and replacement parts (except free issue) at manufacturers list price less a discount of 10%				N/A	N/A

SUMMARY:

-

Table 1 - Year 1 SOA \$ _____

Table 2 - Option Year 2 \$ _____

Table 3 - Option Year 2 \$ _____

Total Evaluated Cost \$ _____

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Appendix C

Security Requirements Checklist

SEE ATTACHED

Appendix D Board of Directors

COMPLETE LIST OF EACH INDIVIDUAL WHO ARE CURRENTLY DIRECTORS OF THE BIDDER.

NOTE TO BIDDERS

WRITE DIRECTOR'S SURNAMES AND GIVEN NAMES IN BLOCK LETTERS

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Department of National Defence



Specification

Standing Offer Agreement

**Energy Management Control Systems Repairs
Debert Area**

CFB Halifax, NS

Job No.W010C-13-C110

2013-01-08

<u>Section</u>	<u>Title</u>	<u>Pages</u>
<u>Division 01 - General Requirements</u>		
01 11 00	GENERAL INSTRUCTIONS	8
01 35 30	HEALTH AND SAFETY REQUIREMENTS	6
01 35 35	DND FIRE SAFETY REQUIREMENTS	4
01 35 43	ENVIRONMENTAL PROCEDURES	2
01 61 00	COMMON PRODUCT REQUIREMENTS	3
01 74 11	CLEANING	2
<u>Division 25 - Integrated Automation</u>		
25 05 01	ENERGY MANAGEMENT CONTROL SYSTEMS(EMCS) REPAIRS	4

PART 1 - GENERAL

- | | | |
|--------------------------------|----|---|
| <u>1.1 RELATED SECTIONS</u> | .1 | Section 01 61 00 Common Product Requirements. |
| | .2 | Section 25 01 01 Energy Management Control Systems Repairs. |
| <u>1.2 DESCRIPTION OF WORK</u> | .1 | Work under this Standing Offer Agreement comprises the furnishing of all labour, material, tools, equipment, and supervision required for the inspection, testing, repairs, additions, replacements, modifications, and service of existing Energy Management Control Systems(EMCS) equipment and devices, at CFB Halifax, Debert Detachment 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 | Work included in this Standing Offer Agreement includes but will not be limited to the following: <ul style="list-style-type: none">.1 Provide inspection, testing, additions, repairs and service maintenance of existing EMCS as requested by Engineer..2 Provide upgrades and replacement of EMCS computers, hardware, firmware, software, monitors, and specialized engineering software systems programming support services..3 Provide modifications to FIDs points, modems and controllers..4 Provide services for electronic repairs to EMCS equipment and devices as are required through the available technical expertise of the manufacturer's representative, and include other miscellaneous and positioning materials to constitute the completed work request..5 Provide maintenance reports..6 Provide emergency repairs services..7 Clean up. |

1.5 LOCATIONS OF
JOB SITES

- .1 Areas covered under this specification within Detachment 04 Debert include but not limited to the following locations:
- .1 Detachment 04 Debert -Debert, NS;
 - .2 Pictou Armoury - Pictou, NS;
 - .3 New Glasgow Armoury - New Glasgow, NS;
 - .4 Amherst Armoury - Amherst, NS;
 - .5 Springhill Armoury - Springhill, NS;
 - .6 Truro Armoury - Truro, NS;
 - .7 Great Village Tx site - Great Village, NS; and
 - .8 Masstown Rx site - Masstown, 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.

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 CONTRACTOR
QUALIFICATIONS

- .1 The Contractor must satisfy the Engineer that he/she has adequate and qualified staff to perform the service expected. This includes all service calls within an acceptable time period and having adequate parts on hand to meet the requirements of the job, both during silent and normal working hours.
- .2 Whenever the Contractor uses sub-contractors, they too must perform to and comply with all requirements of this Standing Offer.

1.9 WORKMANSHIP

- .1 Workmanship must be the best quality executed by workers experienced and skilled in the respective duties for which they are employed.

<u>1.9 WORKMANSHIP (Cont'd)</u>	.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.
<u>1.10 CONTRACTOR'S USE OF SITE</u>	.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.
<u>1.11 PARKING</u>	.1	One parking space will be made available on site for company vehicles and equipment only. Maintain and administer this space as directed.
<u>1.12 NORMAL WORKING HOURS</u>	.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.
<u>1.13 CODES AND STANDARDS</u>	.1	Perform work in accordance with the latest edition of National Building Code of Canada(NBCC), Canadian Electrical Code Part I, Canada Labour Code Part II, National Fire Code of Canada, ULC Standards, and any other Provincial or municipal regulations and by-laws provided that in any case of conflict or discrepancy, the more stringent requirements will apply.
	.2	Perform work in accordance with the latest edition of CSA Standards:
	.1	CSA C22.1-09, Safety Standard for Electrical Installations and the CE Code Handbook.
	.3	Meet or exceed requirements of Standing Offer documents, specified standards, codes and referenced documents.

1.14 ALTERATIONS,
ADDITIONS OR
REPAIRS TO EXISTING
BUILDING

- .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.
- .2 Where security has been reduced by work of Contract, provide temporary means to maintain security.
- .3 Provide temporary dust screens, barriers, warning signs in locations where renovation and alteration work is adjacent to areas used by public or government staff.
- .4 Use only elevators existing in building for moving workers and material.
 - .1 Protect walls of passenger elevators, to approval of Engineer prior to use.
 - .2 Accept liability for damage, safety of equipment and overloading of existing equipment.

1.15 EXISTING
SERVICES

- .1 Where Work involves breaking into or connecting to existing services, give 48 hours notice for necessary interruption of mechanical or electrical service throughout course of work. Minimize duration of interruptions. Carry out work at times as directed by governing authorities with minimum disturbance.
- .2 Establish location and extent of service lines in area of work before starting Work. Notify Engineer of findings.
- .3 Submit schedule to and obtain approval from Engineer for any shut-down or closure of active service or facility including power and communications services. Adhere to approved schedule and provide notice to affected parties.
- .4 Provide temporary services when directed by Engineer to maintain critical building and tenant systems.
- .5 Where unknown services are encountered, immediately advise Engineer and confirm findings in writing.

1.16 CUTTING,
FITTING AND
PATCHING

- .1 Execute cutting, fitting and patching required to make work fit properly.
- .2 Where new work connects with existing and where existing work is altered, or cut; patch and make good to match existing work.
- .3 Obtain Engineer's approval before cutting, boring or sleeving load-bearing members.

1.16 CUTTING, FITTING AND PATCHING (Cont'd)	.4	Make cuts with clean, true, smooth edges. Make patches inconspicuous in final assembly.
1.17 CONCEALMENT	.1	Conceal pipes, ducts and wiring in floor, wall and ceiling construction of finished areas except where directed otherwise by the Engineer.
1.18 POWER AND WATER SUPPLY	.1	DND may provide, free of charge, temporary electric power and water for construction purposes.
	.2	Engineer will determine delivery points and quantitative limits. Engineer's written permission is required before any connection is made. Connect to existing power supply in accordance with Canadian Electrical Code.
	.3	Provide, at no cost to DND, all equipment and temporary lines to bring these services to project site.
	.4	Supply of temporary services by DND is subject to DND requirements and may be discontinued by DND site representative at any time without notice, without acceptance of any liability for damage or delay caused by such withdrawal of temporary services.
	.5	After the temporary service lines are no longer required, the Contractor must remove all lines and equipment, restore the connection points to their original condition and return the land to its original contour.
1.19 HEATING AND VENTILATING	.1	Provide temporary heat and ventilation as required to: <ul style="list-style-type: none">.1 Facilitate progress of work;.2 Protect work and products against dampness and cold;.3 Prevent moisture condensation on surfaces;.4 Provide ambient temperatures and humidity levels for storage, installation and curing of materials;.5 Provide adequate ventilation to meet health regulations for safe working environment.
	.2	Maintaining strict supervision of operation of temporary heating and ventilating equipment to:

1.19 HEATING
AND VENTILATING
(Cont'd)

- .2 (Cont'd)
- .1 Conform with applicable codes and standards.
 - .2 Enforce safe practices.
 - .3 Prevent abuse of services.
 - .4 Prevent damage to finishes.
 - .5 Vent direct-fired combustion units to outside.

1.20 EMERGENCY
AND SERVICE
CALL-UPS

- .1 The Contractor must maintain and provide the Engineer with contact numbers to be able to provide response to request for service from the Engineer or representative on a 24 hour, 7 day per week basis. If the request for service from the after hours Departmental Representative, the Contractor must, immediately upon completion of the service, report back to the Engineer describing the action taken to correct the problem. The following Work priorities and response time will apply:
- .1 **Emergency:** A priority of "Emergency" is defined as a deficiency or breakdown that requires immediate attention to reduce the potential for danger to occupants, the general public, the environment, or the facility. Maintenance and minor construction identified with this priority must be responded to immediately and must be reported without delay to designated manager.
 - .1 Standard response times:
 - .1 Urban/rural: ASAP - Maximum 2 hours.
 - .2 **Routine:** A priority of "Routine" is defined as essential maintenance and minor construction which should be rectified at the earliest possible opportunity. It is considered as deficiencies or breakdowns that do not impair current operations or pose any danger to the occupants, the general public, the environment, or the facility.
 - .1 Standard response times:
 - .1 Urban/rural: 4 hours.
 - .2 The Contractor will be advised of the personnel authorized to request emergency service. Services undertaken at the request of unauthorized persons will be done at the Contractor's risk, with regards to payment.
 - .3 Report service calls executed outside normal working hours to the Engineer, immediately on the next working day.

- 1.21 INSPECTION .1 All work and materials covered by this specification will be subject to inspection at any time by the Engineer or his/her representative.
- 1.22 REPORTING IRREGULARITIES .1 The Contractor must notify the Engineer of irregularities in the work area, such as structural defects, mechanical and/or electrical problems and/or any beyond the scope of work.
- 1.23 GUARANTEE/ WARRANTY .1 All labour, materials, and equipment supplied under this Supply Arrangement will be warranted for a period of one(1) year after completion of the Contract.
- .2 Where the Contractor supplies equipment purchased from a supplier or manufacturer, he must obtain from such supplier or manufacturer a warranty for the term specified and such warranty must be made out to DND.
- .3 For all items where the manufacturer's normal guarantee/warranty periods exceed that specified the Contractor must obtain from the manufacturer or supplier, a warranty for the manufacturer's normal warranty period.
- .4 All warranties must be in accordance with the requirements of the Contract documents and must be passed to the Engineer at the time of handing over the project.

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 **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.
- .5 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 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).

1.1 CONSTRUCTION
SAFETY MEASURES
(Cont'd)

- .5 (Cont'd)
.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.
- .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 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.

1.6 CONFINED SPACES .5
(Cont'd)

(Cont'd)

- .1 The Contractor to provide the Engineer with a copy of the hazard assessment.

1.7 FALL PROTECTION .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

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 parts directly with any part of the body or indirectly through some other conductive object.

1.9 SAFETY .1

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.

- .2 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.

1.9 SAFETY
(Cont'd)

- .3 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.
- .4 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.
- .5 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 respiratory protection, in accordance with CAN/CSA Z94.4-02(R2007).
- .6 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(NBC) 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 | Activate nearest fire alarm, or |
| | .2 | Dial 9-1-1 or designated number given at the time of briefing. |
| | .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 | obstructed in any way; |
| | .2 | shut-off; |
| | .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

- 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 FIRES .1 Fires and burning of rubbish on site not permitted.
- 1.3 DRAINAGE .1 Ensure pumped water into waterways, sewer or drainage systems is free of suspended materials.
- .2 Control disposal or runoff of water containing suspended materials or other harmful substances in accordance with local authority requirements.
- 1.4 POLLUTION CONTROL .1 Maintain temporary pollution control features installed under this Contract.
- .2 Cover or wet down dry materials and rubbish to prevent blowing dust and debris. Provide dust control.
-

PART 2 - PRODUCTS

Not used.

PART 3 - EXECUTION

Not used.

PART 1 - GENERAL

1.1 RELATED SECTIONS

- .1 Section 01 11 00 General Instructions.
- .2 Section 25 01 01 Energy Management Control Systems Repairs.

1.2 REFERENCES

- .1 Within text of each specifications section, reference may be made to reference standards.
- .2 Conform to these reference standards, in whole or in part as specifically requested in specifications.
- .3 If there is question as to whether products or systems are in conformance with applicable standards, Engineer reserves right to have such products or systems tested to prove or disprove conformance.
- .4 Cost for such testing will be born by Engineer in event of conformance with Contract Documents or by Contractor in event of non-conformance.

1.3 QUALITY

- .1 Products, materials, equipment and articles incorporated in Work must be new, not damaged or defective, and of best quality for purpose intended. If requested, furnish evidence as to type, source and quality of products provided.
- .2 Defective products, whenever identified prior to completion of Work, will be rejected, regardless of previous inspections. Inspection does not relieve responsibility, but is precaution against oversight or error. Remove and replace defective products at own expense and be responsible for delays and expenses caused by rejection.
- .3 Should disputes arise as to quality or fitness of products, decision rests strictly with Engineer based upon requirements of Contract Documents.
- .4 Unless otherwise indicated in specifications, maintain uniformity of manufacture for any particular or like item throughout building.
- .5 Permanent labels, trademarks and nameplates on products are not acceptable in prominent locations, except where required for operating instructions, or when located in mechanical or electrical rooms.

-
- 1.4 AVAILABILITY .1 Immediately upon signing Contract, review product delivery requirements and anticipate foreseeable supply delays for items. If delays in supply of products are foreseeable, notify Engineer of such, in order that substitutions or other remedial action may be authorized in ample time to prevent delay in performance of Work.
- .2 In event of failure to notify Engineer at commencement of Work and should it subsequently appear that Work may be delayed for such reason, Engineer reserves right to substitute more readily available products of similar character, at no increase in Contract Price or Contract Time.
- 1.5 STORAGE, HANDLING AND PROTECTION .1 Handle and store products in manner to prevent damage, adulteration, deterioration and soiling and in accordance with manufacturer's instructions when applicable.
- .2 Store packaged or bundled products in original and undamaged condition with manufacturer's seal and labels intact. Do not remove from packaging or bundling until required in Work.
- .3 Remove and replace damaged products at own expense and to satisfaction of Engineer.
- 1.6 TRANSPORTATION .1 Pay costs of transportation of products required in performance of Work.
- 1.7 MANUFACTURER'S INSTRUCTIONS .1 Unless otherwise indicated in specifications, install or erect products in accordance with manufacturer's instructions. Do not rely on labels or enclosures provided with products. Obtain written instructions directly from manufacturers.
- .2 Notify Engineer in writing, of conflicts between specifications and manufacturer's instructions, so that Engineer will establish course of action.
- .3 Improper installation or erection of products, due to failure in complying with these requirements, authorizes Engineer to require removal and re-installation at no increase in Contract Price or Contract Time.
- 1.8 LOCATION OF FIXTURES .1 Consider location of fixtures, outlets, and mechanical and electrical items indicated as approximate.
- .2 Inform Engineer of conflicting installation. Install as directed.
-

1.9 ACCEPTABILITY
OF MATERIALS

- .1 After award of Work, requests for "acceptance" of materials in addition to those presently established as "acceptable" by the Standing Offer Agreement need be provided to the Engineer.
- .2 Requests must be supported with sufficient product information to enable an assessment to be made for approval.

PART 2 - PRODUCTS

Not used.

PART 3 - EXECUTION

Not used.

PART 1 - GENERAL

1.1 PROJECT
CLEANLINESS

- .1 Maintain Work in tidy condition, free from accumulation of waste products and debris, other than that caused by Owner or other Contractors.
- .2 Contractor must conduct cleaning and disposal operations to comply with local ordinances and anti-pollution laws.
- .3 Clean interior areas prior to start of finishing work, and maintain areas free of dust and other contaminants during finishing operations.
- .4 Store volatile waste in covered metal containers, and remove from premises at end of each working day.
- .5 Provide adequate ventilation during use of volatile or noxious substances. Use of building ventilation systems is not permitted for this purpose.
- .6 Use only cleaning materials recommended by manufacturer of surface to be cleaned, and as recommended by cleaning material manufacturer.

1.2 FINAL CLEANING

- .1 When Work is Substantially Performed remove surplus products, tools, construction machinery and equipment not required for performance of remaining Work.
- .2 Remove waste products and debris other than that caused by others, and leave Work clean and suitable for occupancy.
- .3 Prior to final review remove surplus products, tools, construction machinery and equipment.
- .4 Remove stains, spots, marks and dirt from decorative work, electrical and mechanical fixtures, furniture fitments, walls, and floors.

PART 2 - PRODUCTS

Not used.

PART 3 - EXECUTION

Not used.

PART 1 - GENERAL

1.1 RELATED
SECTIONS

- .1 Section 01 11 00 General Instructions.
- .2 Section 01 61 00 Common Product Requirements.

1.2 GENERAL

- .1 The Contractor will be responsible to ensure his personnel are familiar with the following three(3) types of control systems:
 - .1 electronic;
 - .2 electric;
 - .3 pneumatic.
- .2 The control systems to be worked on may include the following:
 - .1 Honeywell;
 - .2 Barber Colman;
 - .3 Delta;
 - .4 Johnson; and
 - .5 MCC Powers.

1.3 ALTERATIONS
AND SUBSTITUTIONS

- .1 Alterations and substitutions of materials in accordance with Section 01 61 00 Common Product Requirements.
 - .2 The Contractor must not make any change in the design and installation of EMCS equipment and devices without prior written authority by the Engineer.
 - .3 Materials and parts used must be as specified by the manufacturers of the equipment.
 - .4 If in an emergency, the Contractor installs parts other than those specified, he must replace them with specified parts before claiming payment, but no claim for other than the specified parts will be made by the Contractor.
 - .5 All replaced parts and materials must be disposed of by the Contractor, after the Engineer has approved the replacement.
-

1.4 EXISTING
CONDITIONS -
CONTROL COMPONENTS

- .1 Utilize existing control wiring and piping as directed by Engineer.
- Re-use field control devices that are usable in their original configuration provided that they conform to applicable codes, standards specifications.
 - .1 Do not modify original design of existing devices without written permission from Engineer.
 - .2 Provide for new, properly designed device where re-usability of components is uncertain.
- .3 Inspect and test existing devices intended for re-use within 30 days of award of contract, and prior to installation of new devices.
 - .1 Furnish test report within 30 days of award of Contract listing each component to be re-used and indicating whether it is in good order or requires repair by Engineer.
 - .2 Failure to produce test report will constitute acceptance of existing devices by Contractor.
- .4 Non-functioning items:
 - .1 Provide with report specification sheets or written functional requirements to support findings.
 - .2 Engineer will repair or replace existing items judged defective yet deemed necessary for EMCS.
- .5 Submit written request for permission to disconnect controls and to obtain equipment downtime before proceeding with Work.
- .6 Assume responsibility for controls to be incorporated into EMCS after written receipt of approval from Engineer.
 - .1 Be responsible for items repaired or replaced by Engineer.
 - .2 Be responsible for repair costs due to negligence or abuse of equipment.
 - .3 Responsibility for existing devices terminates upon final acceptance of EMCS or applicable portions of EMCS as approved by Engineer.
- .7 Remove existing controls not re-used or not required. Place in approved storage for disposition as directed.
- .8 Responsibility of the Contractor when interfacing with existing Department maintained systems will be limited to the external interface between existing systems and components of the EMCS covered in this Standing Offer Agreement.

1.5 LOCATION OF
EQUIPMENT

- .1 Location of existing EMCS equipment and devices indicated and/or specified are to be considered as approximate.
- .2 Relocation and installation of EMCS equipment and devices to provide minimum interference and in accordance with manufacturer's recommendations for safety, maintenance and ULC Standards.
- .3 Inform Engineer of impending relocation and/or installation of fire alarm equipment and obtain his approval for actual location.

1.6 EMCS EQUIPMENT
SERVICE MAINTENANCE
REPORT

- .1 Upon completion of Work, the Contractor must provide the Engineer a written service maintenance report describing all work performed, number of hours and parts replaced.
- .2 Contractor must ensure that the service report has been reviewed and signed by the service site authority or his representative.

PART 2 - PRODUCTS

Not used.

PART 3 - EXECUTION

3.1 MANUFACTURER'S
RECOMMENDATIONS

- .1 Installation: To manufacturer's recommendations.

3.2 FIELD QUALITY
CONTROL

- .1 **Pre-Installation Testing:**
 - .1 General: Consists of field tests of equipment just prior to installation.
 - .2 Testing may be on site or at Contractor's premises as approved by Engineer.
- .2 **Completion Testing:**
 - .1 General: Test after installation of each part of system and after completion of mechanical and electrical hook-ups, to verify correct installation and functioning.
- .3 **Final Startup Testing:** Upon satisfactory completion of tests, perform point-by-point test of entire system under direction of Engineer.

3.2 FIELD QUALITY
CONTROL
(Cont'd)

- .4 **Final Operational Testing:** To demonstrate that EMCS functions in accordance with Contract requirements.
- .5 Tests to include:
 - .1 Demonstration of correct operation of monitored and controlled points.
 - .2 Operation and capabilities of sequences, reports, special control algorithms, diagnostics, software.
 - .3 System will be accepted when:
 - .1 EMCS equipment operates to meet overall performance requirements.
 - .2 Requirements of Contract have been met.
- .6 Correct defects when they occur and before resuming tests.
- .7 It is the Contractor's responsibility to disconnect and/or temporarily isolate external sections to show proper computerized system performance where required.
- .8 Testing to be done to the Engineer's satisfaction.



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SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE			
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction	
DND		CFB Halifax	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Perform Johnson MCC Controls maintenance in Northern Nova			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>			
Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>	Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>	Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>	
7. c) Level of Information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	



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PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

☒ No ☐ Yes
Non Oui

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

Document Number / Numéro du document :

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

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

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

Special comments:

Commentaires spéciaux : Escort required until validated Security clearance/VCR from PWGSC/CIISD

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

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

10. b) May unscreened personnel be used for portions of the work?

Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?

☐ No ☒ Yes
Non Oui

If Yes, will unscreened personnel be escorted?

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

☐ No ☒ Yes
Non Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?

Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?

Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

☒ No ☐ Yes
Non Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?

Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

☒ No ☐ Yes
Non Oui

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?

Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?

Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

☒ No ☐ Yes
Non Oui



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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

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

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

☒ No
Non

☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).