

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**

**Public Works Government Services Canada- Bid  
Receiving / Réception des soumissions  
189 Prince William Street  
Room 421  
Saint John  
New Brunswick  
E2L 2B9**

## Request For a Standing Offer Demande d'offre à commandes

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

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

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

## Comments - Commentaires

**Vendor/Firm Name and Address**

Raison sociale et adresse du fournisseur/de l'entrepreneur

**Issuing Office - Bureau de distribution**

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

<b>Title - Sujet</b> Mntnce & Repair Refrig,Heat,Vent,etc	
<b>Solicitation No. - N° de l'invitation</b> W0105-13E035/A	<b>Date</b> 2012-09-14
<b>Client Reference No. - N° de référence du client</b> W0105-13E035	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$PWB-007-3140
<b>File No. - N° de dossier</b> PWB-2-35065 (007)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2012-10-10</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Atlantic Daylight Saving Time ADT
<b>Delivery Required - Livraison exigée</b>  See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Ellis-Herring , Alison PWB	<b>Buyer Id - Id de l'acheteur</b> pwb007
<b>Telephone No. - N° de téléphone</b> (506)636-3908 ( )	<b>FAX No. - N° de FAX</b> (506)636-4376
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> Maintenance & Repair of Refrigeration Heating, Ventilation & Plumbing Sys Various Bldg, CFB Gagetown OROMOCTO New Brunswick E2V4J5 Canada	
<b>Security - Sécurité</b>  This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

Solicitation No. - N° de l'invitation

W0105-13E035/A

Amd. No. - N° de la modif.

File No. - N° du dossier

PWB-2-35065

Buyer ID - Id de l'acheteur

pwb007

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

W0105-13E035

CCC No./N° CCC - FMS No/ N° VME

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## **REQUEST FOR STANDING OFFER (RFSO)**

### **IMPORTANT NOTICE TO OFFERORS**

**IMPORTANT CHANGES TO SECTION 01 "CODE OF CONDUCT AND CERTIFICATION - OFFER" OF THE 2006 (2012-07-11) STANDARD INSTRUCTIONS - REQUEST FOR STANDING OFFERS - GOODS OR SERVICES - COMPETITIVE REQUIREMENTS (REFER TO PART 5 CERTIFICATIONS, CLAUSE 1)**

## **TABLE OF CONTENTS**

### **PART 1 - GENERAL INFORMATION**

1. Introduction
2. Summary
3. Debriefings

### **PART 2 - OFFEROR INSTRUCTIONS**

1. Standard Instructions, Clauses and Conditions
2. Submission of Offers
3. Enquiries - Request for Standing Offers
4. Applicable Laws

### **PART 3 - OFFER PREPARATION INSTRUCTIONS**

1. Offer Preparation Instructions

### **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

1. Evaluation Procedures
2. Basis of Selection

### **PART 5 - CERTIFICATIONS**

1. Code of Conduct Certifications - Consent to a Criminal Record Verification
2. Certifications Precedent to Issuance of a Standing Offer

### **PART 6 - INSURANCE REQUIREMENTS**

1. Insurance Requirements

### **PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

#### **A. STANDING OFFER**

1. Offer
2. Standard Clauses and Conditions
3. Term of Standing Offer
4. Authorities
5. Identified Users
6. Call-up Instrument
7. Limitation of Call-ups
8. Financial Limitation
9. Priority of Documents
10. Certifications
11. Applicable Laws
12. Estimates
13. Insurance Requirements

## **B. RESULTING CONTRACT CLAUSES**

1. Statement of Work
2. Standard Clauses and Conditions
3. Term of Contract
4. Payment
5. Invoicing Instructions

### List of Annexes:

- Annex A - Basis of Payment
- Annex B - Certifications
- Annex C - Complete list of each individual who is currently on the Bidder's Board of Directors
- Annex D - Sample of the Consent to a Criminal Record Verification form (PWGSC-TPSGC 229)
- Annex E - Specification

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## **PART 1 - GENERAL INFORMATION**

### **1. Introduction**

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

Part 1 General Information: provides a general description of the requirement;

Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;

Part 3 Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;

Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer and the basis of selection;

Part 5 Certifications: includes the certifications to be provided;

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

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

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

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

The Annexes include the Basis of Payment, Certifications and Specifications.

## **2. Summary**

The Department of National Defence (DND), CFB Gagetown, Oromocto, New Brunswick has a requirement for the establishment of a Regional Individual Standing Offer (RISO). The work covered under this Standing Offer comprises the furnishing of all labour, materials, tools, and equipment required to repair or replace Refrigeration, Air Conditioning, Plumbing, Hydronic Heating, Propane, Natural Gas and Ventilation Systems at CFB Gagetown, Oromocto, New Brunswick. The work will be performed as and when requested, from April 1, 2013 to March 31, 2015, in accordance with the Specifications attached Annex "E".

Pursuant to section 01 of Standard Instructions 2006, a Consent to a Criminal Record Verification form, must be submitted with the offer, by Request for Standing Offers closing date, for each individual who is currently on the Offeror's Board of Directors.

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

## **3. Debriefings**

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

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## **PART 2 - OFFEROR INSTRUCTIONS**

### **1. Standard Instructions, Clauses and Conditions**

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

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

The 2006 (2012-07-11) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

#### **1.1 SACC Manual clauses**

SACC Manual clause M0019T (2007-05-25) Firm Prices and/or Rates

### **2. Submission of Offers**

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

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

### **3. Enquiries - Request for Standing Offers**

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

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

#### **4. Applicable Laws**

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

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



Solicitation No. - N° de l'invitation

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W0105-13E035

PWB-2-35065

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## **PART 3 - OFFER PREPARATION INSTRUCTIONS**

### **1. Offer Preparation Instructions**

#### **Section I: Financial Offer**

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

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## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **1. Evaluation Procedures**

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

#### **1.1 Financial Evaluation**

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

### **2. Basis of Selection**

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

## PART 5 - CERTIFICATIONS

Offerors must provide the required certifications 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 the Offerors' compliance with the certifications before issuance of a standing offer. The offer will be declared non-responsive if any certification made by the Offeror is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Standing Offer Authority for additional information will also render the offer non-responsive.

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

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

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

The above should be completed and submitted with the offer by the Request for Standing Offer closing date. If the above is not completed and submitted with the offer by the Request for Standing Offer closing date, the Contracting 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 Contracting Authority and meet the requirement within that time period will render the offer non-responsive.

### 2. Certifications Precedent to Issuance of Standing Offer

The certifications listed in **Annex "B" Certifications** 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 requirements within that time period will render the offer non-responsive.

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## PART 6 - INSURANCE REQUIREMENTS

### 1. Insurance Requirements

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a standing offer as a result of the request for standing offer, can be insured in accordance with the Insurance Requirements specified in **Annex B**. If the information is not provided in the offer, 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

## **PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

### **A. STANDING OFFER**

#### **1. Offer**

1.1 The Offeror offers to fulfill the requirement in accordance with the Specification in Annex "E".

#### **2. Standard Clauses and Conditions**

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

##### **2.1 General Conditions**

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

#### **3. Term of Standing Offer**

##### **3.1 Period of the Standing Offer**

The period for making call-ups against the Standing Offer is from April 1, 2013 to March 31, 2015.

#### **4. Authorities**

##### **4.1 Standing Offer Authority**

The Standing Offer Authority is:

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

Telephone: (506) 636-3908

Facsimile: (506) 636-4376

E-mail address: alison.ellis-herring@pwgsc.gc.ca

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

#### **4.2 Project Authority**

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

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

#### **4.3 Offeror's Representative**

Name: \_\_\_\_\_

Telephone: (    ) \_\_\_\_\_

Fax: (    ) \_\_\_\_\_

E-mail: \_\_\_\_\_

#### **5. Identified Users**

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

#### **6. Call-up Instrument**

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

#### **7. Limitation of Call-ups**

Individual call-ups against the Standing Offer must not exceed \$45,000.00 (Harmonized Sales Tax excluded).

#### **8. Financial Limitation**

The total cost to Canada resulting from call-ups against the Standing Offer must not exceed the sum of \$575,000.00 (Harmonized Sales Tax extra) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call-ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

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

## **9. Priority of Documents**

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2012-07-16), General Conditions - Standing Offers - Goods or Services
- d) Supplemental General Conditions 2010C (2012-07-16), General Conditions - Services (Medium Complexity);
- e) Specifications and drawings;
- f) Annex "A", Basis of Payment;
- g) Any amendment issued or any allowable offer revision received before the date and time set for solicitation closing
- h) the Offeror's offer

## **10. Certifications**

### **10.1. Compliance**

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

## **11. Applicable Laws**

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

## **12. Estimates**

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

## **13. Insurance Requirements**

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

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Standing Offer and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Standing Offer Authority within seven (7) days after request form the Standing Offer Authority and prior to award of the Standing Offer, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Standing Offer Authority, forward to Canada a certified true copy of all applicable insurance policies.



## **B. RESULTING CONTRACT CLAUSES**

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

### **1. Statement of Work**

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

### **2. Standard Clauses and Conditions**

#### **2.1 General Conditions**

Supplemental General Conditions 2010C (2011-07-16), General Conditions - Services (Medium Complexity); apply to and form part of the Contract.

### **3. Term of Contract**

#### **3.1 Period of the Contract**

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

### **4. Payment**

#### **4.1 Basis of Payment**

Refer to "Annex "A", Basis of Payment"

#### **4.2 Limitation of Price**

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

#### **4.3 Single Payment**

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

### **5. Invoicing Instructions**

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

2. Invoices must be distributed as follows:

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

## ANNEX A - BASIS OF PAYMENT PRICING SCHEDULE

Item	Class of Service	Unit of Measure	Estimated Quantity	Price/Unit	Total
1	Refrigeration, Air Conditioning Technician	Hour	1,800	_____	_____
2	Sheet Metal Technician	Hour	1,100	_____	_____
3	Oil Burner Mechanic	Hour	350	_____	_____
4	G1 Gas Fitter	Hour	450	_____	_____
5	Plumber	Hour	600	_____	_____
6	Pipe Fitter	Hour	100	_____	_____
7	Trade's Helper	Hour	1,900	_____	_____
8	All products and materials will be invoiced at the Contractor' wholesale cost plus a percentage for mark-up. The Contractor is to submit a percent of mark-up for tendering purposes: _____% <b>Allowance+Mark-Up=Total</b>	Allowance	\$350,000.00	Mark-up in \$ _____	_____

### Amount of Offer

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

## ANNEX "B"

### Certifications Precedent to Standing Offer Award

#### 1. Workers' Compensation Certification - Letter of Good Standing

Within seven (7) days and prior to award, provide proof that the Offeror has an account in good standing with the applicable provincial or territorial Workers' Compensation Board.

#### 2. Tradespeople Certifications

The Offeror must have available, when required, the qualified tradespeople listed in Section 00 21 13, paragraph 1.5 Qualifications in the Specification and provide proof of certification within seven (7) days and prior to issuance of a standing offer

#### 3. Equipment List

Within seven (7) days and prior to award, the Offeror may be requested to provide an equipment list which is subject to inspection by the Department of National Defence (DND).

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

## INSURANCE REQUIREMENTS

### Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, **but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.**
2. The Commercial General Liability policy must include the following:
  - (a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by the Department of National Defence.

- 
- (b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - (c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - (d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - (e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - (f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - (g) Employees and, if applicable, Volunteers must be included as Additional Insured.
  - (h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - (i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - (j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - (k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

Solicitation No. - N° de l'invitation

W0105-13E035/A

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PWB-2-35065

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pwb007

CCC No./N° CCC - FMS No/ N° VME

W0105-13E035

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## **ANNEX C**

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

***NOTE TO OFFERORS***  
***WRITE DIRECTOR'S SURNAMES AND GIVEN NAMES IN BLOCK LETTERS***

Solicitation No. - N° de l'invitation

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PWB-2-35065

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CCC No./N° CCC - FMS No/ N° VME

## ANNEX D

## SAMPLE OF THE CONSENT TO A CRIMINAL RECORD VERIFICATION FORM (PWGSC-TPSGC 229)

Public Works and Government  
Services  
CanadaTravaux publics et Services  
gouvernementaux  
CanadaProtected (when completed and received by government)  
Protégé (lorsque rempli et reçu par le gouvernement)If completed manually, please print  
Si rempli manuellement, veuillez écrire en lettres moulées

FOR GOVERNMENT USE ONLY POUR USAGE DU GOUVERNEMENT SEULEMENT	
Special Investigations Directorate File No. N° de dossier de la Direction des enquêtes spéciales	Date Received (Y-A M D-J) Date de réception

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

This form must be completed and signed by each individual who is currently on the Board of Directors of the Bidder/Offeree/Supplier and provided with the Bid/Offere/Arrangement.  
Le présent formulaire doit être rempli et signé par chaque membre du conseil d'administration du soumissionnaire/de l'offrant/du fournisseur et fourni avec la soumission/l'offre/l'arrangement.

<b>A</b>	<b>PRIVACY ACT STATEMENT ÉNONCÉ CONCERNANT LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS</b>
<p>The personal information requested on this form is collected under the authority of subsection 750(3) of the Criminal Code, paragraph 42(1(c)) of the Financial Administration Act, and sections 7 and 21 of the Department of Public Works and Government Services Act. The information will be used for validating the criminal conviction, obtaining or maintaining a process shared with other government departments, provincial, territorial, and federal, is required to conduct the criminal record verification.</p> <p>Les renseignements personnels demandés dans le présent formulaire sont recueillis en vertu du paragraphe 750(3) du Code criminel, du paragraphe 42(1(c)) de la Loi sur la gestion des finances publiques et des articles 7 et 21 de la Loi sur le ministère des Travaux publics et des Services gouvernementaux. Ces renseignements sont nécessaires pour valider les attestations de condamnation, obtenir ou conserver des renseignements personnels des ministères et organismes fédéraux, ainsi que des renseignements provinciaux, territoriaux et fédéraux, dans les cas où la vérification des condamnations est requise.</p>	
SAMPLE ONLY	
USE FORM AVAILABLE ONLINE AT WEB SITE INDICATED IN SI01 3.1 b.	
<p>A refusal to provide information on this form may result in the bid/offer/arrangement being rejected or the contract terminated, the standing offer being set-aside or the supply arrangement being cancelled, as applicable.</p> <p>Le refus de fournir les renseignements demandés, la soumission/l'offre/l'arrangement sera rejeté ou le contrat résilié, l'offre à commandes sera mise de côté ou l'arrangement en matière d'approvisionnement sera annulé, selon le cas.</p>	
<p>The personal information is described in personal information bank PWGSC PPU 184 - Integrity Assessment Program. Individuals have a right of access to, correction of and protection of their information in accordance with the Privacy Act.</p> <p>Les renseignements personnels sont décrits dans les fichiers de renseignements personnels n° TPSGC PPU 184 - Programme de l'évaluation de l'intégrité. Les personnes ont le droit d'accéder aux renseignements personnels qui les concernent, ainsi que de les faire corriger ou protéger, conformément à la Loi sur la protection des renseignements personnels.</p>	

<b>B</b>	<b>BIOGRAPHICAL INFORMATION - Must be completed by the individual RENSEIGNEMENTS BIOGRAPHIQUES - À remplir par l'individu</b>	
Family Name (Last Name) - Nom (de famille)		
Family Name at Birth - Nom de famille à la naissance		
Full Given Names (No Initials) - Prénoms au complet (aucune initiale)		
All other previously used names (i.e. maiden name, previously married names, legal name change, nicknames) Tout autre nom utilisé (tel que nom de jeune fille, noms maritaux précédents, changement de nom légaux, sobriquets)		
Gender - Sexe <input type="checkbox"/> Male Masculin <input type="checkbox"/> Female Féminin	Date of Birth - Date de naissance (Y-A M D-J)	
<b>Current Residential Information Information résidentielle actuelle</b>		
Apartment No. - N° d'appartement	Street No. - N° civique	Street Name - Nom de la rue
City - Ville	Province	Postal Code - Code postal

PWGSC-TPSGC 229 (2012/06)

Solicitation No. - N° de l'invitation

W0105-13E035/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pwb007

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

W0105-13E035

File No. - N° du dossier

PWB-2-35065

CCC No./N° CCC - FMS No/ N° VME

<b>C</b>	<b>CONSENT - Must be signed by the individual CONSENTEMENT - Doit être signé par l'individu</b>
----------	---

I, the undersigned, confirm that I have read and understand the above *Privacy Act* statement and that I consent to the collection and use of my personal information as described therein.

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

Signature	SAMPLE ONLY		
Print Name - Nom en lettres moulées	USE FORM AVAILABLE ONLINE AT WEB SITE INDICATED IN SI01 3.1 b.		Date (Y-A M D-J)

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

Solicitation No. - N° de l'invitation

W0105-13E035/A

Amd. No. - N° de la modif.

File No. - N° du dossier

PWB-2-35065

Buyer ID - Id de l'acheteur

pwb007

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

W0105-13E035

CCC No./N° CCC - FMS No/ N° VME

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## **ANNEX E**

### **SPECIFICATION**






**DEPARTMENT OF NATIONAL DEFENCE  
3 AREA SUPPORT GROUP  
ENGINEER BRANCH  
CFB GAGETOWN**


**SPECIFICATION**

**STANDING OFFER AGREEMENT  
REFRIGERATION/AIR CONDITIONING, HEATING, AND  
VENTILATION REPAIRS - VARIOUS BUILDINGS 01 APRIL  
2013 TO 31 MARCH 2015.**

  
Designed by

  
Fire Inspector

  
Project O

  
Engineering O

**PF No:**

**Job No:** L-G2-9900 / 1583

**Date:** 07 Jun 2012

<u>Section</u>	<u>Title</u>	<u>Pages</u>
<u>Division 00 - Procurement and Contracting Requirements</u>		
00 21 13	Instructions to Bidders	11
<u>Division 01 - General Requirements</u>		
01 35 30	Health and Safety Requirements	3
01 35 35	DND Fire Safety Requirements	4
01 35 43	Environmental Procedures	1
<u>List of Annexes</u>		
Annex A	Systems Service Log	1
Annex B	Leak Test Notice	1
Annex C	Halocarbon Reporting Procedure	1
Annex D	Isolation and Lockout Procedures	1

PART 1 - GENERAL

- |                                 |     |  |
|---------------------------------|-----|--|
| <u>1.1 Description of Work</u>  | .1  | The work covered under this Standing Offer Agreement comprises the furnishing of all labour, materials, tools and equipment required to repair or replace Refrigeration, Air-Conditioning, Plumbing, Hydronic Heating, Propane, Natural Gas and Ventilation Systems at CFB Gagetown when requested on Form CF942, Call-Up Against a Standing Offer, and as specified herein. |
| <u>1.2 Duration of Contract</u> | .1  | This Standing Offer Agreement will be from 01 April 2013 to 31 March 2015.   |
| <u>1.3 References</u>           | .1  | Canada Labour Code Part II.  |
|                                 | .2  | The New Brunswick Occupational Health and Safety Act, 1991.  |
|                                 | .3  | The Canadian Electrical Code, CSA C22.1-09.  |
|                                 | .4  | The National Plumbing Code of Canada, 2010.  |
|                                 | .5  | Federal Halocarbon Regulations, 2003.  |
|                                 | .6  | Environment Canada Report EPS 1/RA/2, Environmental Code of Practice for Elimination of Fluorocarbon Emissions from Refrigeration and Air Conditioning Systems - 1996.   |
|                                 | .7  | New Brunswick Regulation 97-132, Ozone Depleting Substances, Clean Air Act.  |
|                                 | .8  | American Society of Mechanical Engineers (ASME) Standard B31.5 - Refrigeration Piping.   |
|                                 | .9  | Canadian Standards Association (CSA), Standard B51-09 - Boiler, Pressure Vessel and Pressure Piping Code.  |
|                                 | .10 | New Brunswick Regulation 84-174, Boiler and Pressure Vessel Act.   |

- .11 Canadian Standards Association (CSA)  
CAN/CSA-B149.1-05, Natural Gas and Propane  
Installation Code.
- .12 Sheet Metal and Air Conditioning  
Contractors' National Association (SMACNA)  
- HVAC Duct Construction Standards: Metal  
& Flexible 2005, 3rd Edition
- .13 American Society of Heating, Refrigerating  
and Air-Conditioning Engineers (ASHRAE)  
Standard 62.1 - Indoor Air Quality; and  
Standard 55 - Thermal Environmental  
Conditions for Human Occupancy.

1.4 Engineer

- .1 The Engineer as defined and stated in this  
specification will be the Commanding  
Officer 3 ASG Engineer Branch or a  
designated representative. The address of  
the Engineer is:

Contracts Office  
CE Branch Building B18  
CFB/ASU Gagetown PO BOX 1700 Station Forces  
Oromocto, N.B. E2V 4J5

Tel. (506) 422-2000 Ext. 2677

Fax (506) 422-1248

1.5 Qualifications

- .1 Contractor must have available, when  
required, the following qualified  
tradespeople and provide proof of  
certification to Public Works and  
Government Services Canada (PWGSC) prior  
to award of this Standing Offer Agreement;
  - .1 Journeyperson plumber certified by the  
New Brunswick Department of Post Secondary  
Education, Labour and Training.
  - .2 Journeyperson Pipe Fitter/Steam Fitter  
certified by the New Brunswick Department  
of Post Secondary Education, Labour and  
Training.
  - .3 Journeyperson G1 Gas Fitter certified  
by the New Brunswick Department of Post  
Secondary Education, Labour and Training.
  - .4 Journeyperson Oil Burner Mechanic  
certified by the New Brunswick Department

of Post Secondary Education, Labour and Training.

.5 Journeyperson Refrigeration and Air-Conditioning Mechanic certified by the New Brunswick Department of Post Secondary Education, Labour and Training and completed the Environment Canada Environmental Awareness Course for the Safe Handling of Refrigerants and possesses a Heating, Refrigeration and Air-Conditioning Institute (HRAI) card.

.6 Journeyperson Sheet Metal Mechanic certified by the New Brunswick Department of Post Secondary Education, Labour and Training.

1.6 Compliance to  
Codes and Standards

- .1 Perform work to, and enforce safety measures in accordance with, the Canadian Labour Code Part II and the New Brunswick Occupational Health and Safety Act.
- .2 Contractor must be registered and in good standing with WorkSafeNB and provide proof of such to PWGSC prior to award of contract.
- .3 All air-conditioning and refrigeration work shall conform to the Federal Halocarbon Regulations, 2003; ASME Standard B31.5; Environment Canada Report EPS 1/RA/2; and the New Brunswick Regulation 97-132.
- .4 All hydronic heating piping work is to be in accordance with Canadian CSA Standard B51-09 and the New Brunswick Regulation 84-174.
- .5 All natural gas or propane work is to be in accordance with CAN/CSA-B149.1-05 and follow any updates or guidelines issued by the New Brunswick Department of Safety and/or Enbridge Gas New Brunswick.
- .6 All plumbing work is to be done in accordance with the National Plumbing Code, 2010.

- .7 All sheet metal work to be in accordance with SMACNA - HVAC Duct Construction Standards: Metal & Flexible 2005, 3rd Edition; and ASHRAE Standard 62.1 and Standard 55.
- .8 Comply with the requirements of Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage and disposal of hazardous materials; and labelling and provision of Material Safety Data Sheets acceptable to Human Resources and Skills Development Canada and Health Canada.
- .9 Work to meet or exceed requirements of specified standards, codes and referenced documents. In event of conflict between any provisions of above authorities, the most stringent provision will apply.

1.7 Liability Insurance

- .1 The Contractor shall provide proof of liability insurance in the amount of Two Million Dollars (\$2,000 000.00) to PWGSC before the award of this Standing Offer Agreement.

1.8 Halocarbon Management Monitoring and Reporting

- .1 All Halocarbon Reports and Monitoring as per Annexes A, B and C.
- .2 All Reports shall have the information as required by the Federal Halocarbon Regulation 2003, Schedule 2.

1.9 Documents Required

- .1 Maintain at the job site one copy each of the following:
  - .1 Specifications; and
  - .2 Addenda.

1.10 Contractor's Use of Site

- .1 Work site access will be as directed by the Engineer.
- .2 Movement around the site is subject to restrictions laid down by the Engineer.
- .3 Do not unreasonably encumber the site with materials or equipment.

- 1.11 Power and Water .1 DND can provide, free of charge, temporary electric power and water for the purposes of this agreement.
- .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, CSA C22.1-09.
- .3 Contractor to provide, at no cost to DND, all equipment and temporary lines to bring these services to work site.
- .4 Supply of temporary services by DND is subject to DND requirements and may be discontinued by Engineer at any time without notice or acceptance of any liability for damage or delay caused by such withdrawal of temporary services.
- 1.12 Acceptability of Material .1 Material and parts used will be those specified by the manufacturer of the equipment and any other material will require the approval of the Engineer.
- .2 Provide material and equipment of specified design and quality, performing to published ratings and for which replacement parts are readily available.
- .3 The Contractor will not make any change in the design and installation of equipment and materials without prior written approval of the Engineer.
- .4 If, in an emergency, the Contractor installs parts other than those specified, they will be replaced with specified parts before claiming payment, but no claim for other than specified parts will be made.
- .5 All replaced parts and materials not under warranty, whether serviceable or unserviceable will be left on site for

inspection on completion of the work.

- .6 All manufactured articles, materials, and equipment will be applied, installed, connected and used as specified by the manufacturer.
- .7 Requests for acceptance of material other than those specified will be submitted in writing to the Engineer. The request must be supported with sufficient product information to enable the Engineer to make an assessment.

1.13 Guarantee

- .1 The Contractor will guarantee all materials and workmanship for a period of one year or the manufacturer's guarantee, whichever is longer, after acceptance by the Engineer. Any defects which may develop during this period will be rectified and made good to the satisfaction of the Engineer, by the Contractor at their own expense.

1.14 Overloading

- .1 Ensure no part of work is subject to a load which will endanger its safety or will cause permanent deformation.

1.15 Temporary Structures

- .1 The Contractor will furnish and maintain all equipment such as temporary ramps, ladders, scaffolds, hoists, chutes, etc, as may be required for the proper execution of the work.
- .2 Temporary structures erected by the Contractor will remain their property and will be removed by them from the site on completion of the work.

1.16 Clean Up

- .1 On completion of all work, the Contractor will remove all surplus material, tools, equipment and debris. The building and site must be left in a clean and tidy condition which meets the satisfaction of the Engineer. The Contractor will not remove any salvageable material or equipment from the job site without



permission from the Engineer.

1.17 Work Requisition .1

All work is to be done only when directed by the Engineer on form CF942, Call-Up Against a Standing Offer and as follows;

.1 The Contractor will advise the Engineer of the telephone number or location at which they or their representative may be contacted at all times.

.2 The Contractor, upon receipt of an Acceptance of Tender, will be advised by the Engineer in writing of the names of persons authorized to request service. Work undertaken at the request of others, such as building occupants, will be entirely at the Contractor's risk with regard to payment.

.3 The Contractor will not refuse any call for service by the Engineer and will respond within 24 hours on normal service calls and within 4 hours on emergency service calls.

.4 When service is required, the Engineer will notify the Contractor. When requested by the Engineer, a written estimate will be provided indicating labour, and material costs in accordance with the Standing Offer Agreement. Service will be requested on form CF942, Call-Up Against a Standing Offer. This form will detail the work to be done and will be signed by the Engineer or his Representative. One copy of this form will be given to the Contractor.

.5 The Contractor will report to the Engineer prior to starting work and upon completion of work on a daily basis to sign in and out. If work is started or completed outside normal working hours and the Engineer's office is closed, the Base Firehall has a sign in/sign out sheet available for the Contractor.

.6 After reporting, the Contractor will proceed to the job and carry out the work. The contractor will provide daily work reports to the Engineer detailing work

performed, contractor's employees assigned to work, location or building number of work site, hours worked for each employee, trade of each employee and materials used in the completion of the work and any recommendations for additional work that may be required. This work report must indicate the work order number and the requisition number by which the work was requested from the Engineer. Contractor is to have the Engineer sign the work report either at the end of the work day or at the beginning of the next work day while signing in. The Standard Operating Procedure for work reports will be provided to the successful bidder after award of Contract.

.7 The Contractor is to return one copy of the signed form CF942 that requested the work with their invoice, as well as copies of all daily work reports and copies of all contractor's wholesale invoices for material used in the completion of the work. Invoices must detail the location and description of work performed for each CF942. The Contractor's invoice shall reference the contract, work order and requisition numbers issued on the CF942.

1.18 Quantities and  
Basis of Payment

- .1 The work performed under this Standing Offer Agreement shall be paid for on a unit price basis. The Contractor will accept the payment as full consideration for everything furnished and done by him with respect to the work.
- .2 The Contractor will submit hourly rates and a material mark up in accordance with the specifications. Such prices will include supervision, expenses, tools, equipment, transportation and profit.
- .3 Approximate estimated hours including, normal working hours, emergency work, and for weekends and holidays of each trade are given below. These are estimates and

used for tendering purposes only. The contractor will have no claim to lost profits in the event that the actual required hours are less than the estimates used for tendering purposes;

<b>Trade</b>	<b>Estimated Hours</b>
Refrigeration, Air Conditioning Technician	1800
Sheet Metal Technician	1100
Oil Burner Mechanic	350
G1 Gas Fitter	450
Plumber	600
Pipe Fitter	100
Trade's Helper	1900

- .4 All material will be invoiced at the Contractor's wholesale cost, plus a percentage of mark-up. Contractor shall submit all invoices for materials as supporting documentation when submitting invoices for work completed. For tendering purposes, the Contractor will submit their percent of Three Hundred and Fifty Thousand Dollars (\$350,000.00).
- .5 Time charged and contract price of materials (if any) used may be verified by Government Audit before or after payment is made under the terms of this Standing Offer.
- .6 The above mentioned quantities may increase or decrease and are used only as a guide for tendering. The quantities are not guaranteed and the Contractor will have no claim for loss of anticipated profits as a result of these estimated quantities.
- .7 The Contractor will submit his invoice for payment to the Engineer within 15 working days of completion of each CF942, Call-up against Standing Offer.

1.19 Contractor  
Passes

- .1 All Contractor employees will have in their possession at all times while on the Base an authorized Contractor Pass while employed on DND property. Such passes will be produced on demand to the Military Police, Commissionaires, Security Guards and persons in authority.
- .2 The Contractor will complete an application form for contractor passes for each individual. The Contractor will accompany the employee to the Military Police Identification Section building F-19 for the issuance of pass.
- .3 Photocopies of passes are to be provided to the Engineer.
- .4 The Contractor will ensure Contractor passes are recovered from employees who cease to be employed on DND property. Such passes shall be returned to the Military Police Identification Section by the Contractor.

1.20 Security  
Clearance

- .1 The Contractor shall maintain an up-to-date roster of all employees involved in this contract including managers, supervisors, tradespersons, drivers and labourers. This roster must be made available to the Engineer upon request.
- .2 The Contractor shall provide proof of the information contained within the roster to the Engineer upon request. The Engineer reserves the right to have removed from the site those personnel who do not meet security requirements as laid down by the Military Police Section.

## PART 1 - GENERAL

### 1.1 References

- .1 Canada Labour Code, Part II, Canada Occupational Safety and Health Regulations.
- .2 Province of New Brunswick Occupational Health and Safety Act, 1991.
- .3 National Building Code of Canada, 2010.

### 1.2 Regulatory Requirements

- .1 Do work in accordance with the safety measures of the National Building Code of Canada, the Canada Labour Code Part II, the New Brunswick Occupational Health and Safety Act and WorkSafeNB provided that in any case of conflict or discrepancy the more stringent requirements shall apply.

### 1.3 Responsibility

- .1 Contractor is responsible for the health and safety of all persons on site. Contractor is also responsible for the protection of property, persons and the environment on or adjacent to the site in so far as the work may affect these.
- .2 Contractor and all contractor's employees are to comply with all safety requirements specified in the Contract Documents as well as all applicable federal, provincial and local statutes, regulations, ordinances and with Contractor's site-specific Health and Safety Plan.
- .3 As outlined in the Canada Labour Code Part II, the Contractor is responsible to provide a site-specific Health and Safety Plan that includes a Confined Space Entry Procedure in the event that work is deemed by the Engineer to be in a confined space. Work is not to begin until this Health and Safety Plan is submitted and approved by

the Engineer.

- .4 CFB Gagetown Construction Engineering Branch employs a Lock Out/Tag Out program to prevent work related injuries due to electrical or mechanical systems being energized while personnel are working in or around these systems. The Contractor must respect these locks and tags when encountered. Do not forcibly remove these locks and/or tags at any time. If the Contractor requires that these be removed to perform work, a request is to be made to the Engineer for such removal.
- .5 As per the Canada Labour Code Part II, it is the Contractor's responsibility to employ their own Lock Out/Tag Out program to ensure that equipment is not energized by other personnel while they are working in or around equipment.
- .6 It is the Contractor's responsibility to ensure that all their employees are provided all Personal Protective Equipment (PPE) necessary to perform all work. Hard hats and safety glasses are to worn at all times.

#### 1.4 Unforeseen Hazards

- .1 Should any unforeseen or peculiar safety-related factor, hazard, or condition become evident during performance of work, the Contractor must have procedures in place to facilitate the Employee's Right to Refuse Work in accordance with Acts and Regulations of New Brunswick. The Contractor is to advise the Engineer verbally and in writing of any employee who exercises this right.

#### 1.5 Correction of Non-Compliance

- .1 Immediately address health and safety non-compliance issues identified by authority having jurisdiction or by Engineer.

- .2 Provide Engineer with written report of action taken to correct non-compliance of health and safety issues identified.
  - .3 Engineer may stop work if non-compliance of health and safety regulations is not corrected.
- 1.6 Work Stoppage
- .1 Give precedence to safety and health of public and site personnel and protection of environment over cost and schedule considerations for work.

PART 1 - GENERAL

1.1 Reporting Fires

- .1 Know location of nearest fire alarm box and telephone, including emergency phone number.
- .2 Report immediately all fire incidents to Fire Department as follows:
  - .1 telephone 911.
- .3 When reporting fire by telephone, give location of fire, name or number of building and be prepared to verify the location.

1.2 Interior and Exterior Fire Protection and Alarm Systems

- .1 Fire protection and alarm system will not be:
  - .1 obstructed;
  - .2 shut-off; and
  - .3 left inactive at end of working day or shift without authorization from Fire Chief.
- .2 Fire hydrants, standpipes and hose systems will not be used for other than fire-fighting purposes unless authorized by Fire Chief.

1.3 Fire Extinguishers

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

1.4 Blockage of Roadways

- .1 Advise Fire Chief of any work that would impede fire apparatus response. This includes violation of minimum overhead clearance, as prescribed by Fire Chief, erecting of barricades and digging of trenches.

1.5 Smoking Precautions

- .1 Observe smoking regulations at all times.

1.6 Rubbish and Waste Materials

- .1 Rubbish and waste materials are to be kept to a minimum.



- .2 Burning of rubbish is prohibited.
- .3 Removal:
  - .1 Remove all rubbish from work site at end of work day or shift or as directed.
- .4 Storage:
  - .1 Store oily waste in approved receptacles to ensure maximum cleanliness and safety.
  - .2 Deposit greasy or oily rags and materials subject to spontaneous combustion in approved receptacles and remove.

1.7 Flammable and Combustible Liquids

- .1 Handling, storage and use of flammable and combustible liquids are to be governed by the current National Fire Code of Canada.
- .2 Flammable and combustible liquids such as gasoline, kerosene and naphtha will be kept for ready use in quantities not exceeding 45 litres provided they are stored in approved safety cans bearing Underwriters' Laboratory of Canada or Factory Mutual seal of approval. Storage of quantities of flammable and combustible liquids exceeding 45 litres for work purposes requires permission of Fire Chief.
- .3 Transfer of flammable and combustible liquids is prohibited within buildings or jetties.
- .4 Transfer of flammable and combustible liquids will not be carried out in vicinity of open flames or any type of heat-producing devices.
- .5 Flammable liquids having a flash point below 38° C such as naphtha or gasoline will not be used as solvents or cleaning agents.
- .6 Flammable and combustible waste liquids,

for disposal, will be stored in approved containers located in a safe ventilated area. Quantities are to be kept to a minimum and Fire Department is to be notified when disposal is required.

1.8 Hazardous  
Substances

- .1 Work entailing use of toxic or hazardous materials, chemicals and/or explosives, or otherwise creating hazard to life, safety or health, will be in accordance with National Fire Code of Canada.
- .2 Obtain from Fire Chief a "Hot Work" permit for work involving welding, burning or use of blow torches and salamanders, in buildings or facilities.
- .3 When Work is carried out in dangerous or hazardous areas involving use of heat, provide fire watchers equipped with sufficient fire extinguishers. Determination of dangerous or hazardous areas along with level of protection necessary for Fire Watch is at discretion of the Fire Chief. Contractors are responsible for providing fire watch service for work on a scale established and in conjunction with Fire Chief at pre-work conference.
- .4 Where flammable liquids, such as lacquers or urethanes are to be used, proper ventilation will be assured and all sources of ignition are to be eliminated. Fire Chief is to be informed prior to and at cessation of such work.

1.9 Questions  
and/or  
Clarification

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

1.10 Fire  
Inspection

- .1 Site inspections by Fire Chief will be coordinated through Engineer.

- .2 Allow Fire Chief unrestricted access to work site.
- .3 Co-operate with Fire Chief during routine fire safety inspection of work site.
- .4 Immediately remedy all unsafe fire situations observed by Fire Chief.

PART 1 - GENERAL

- |                               |    |  |
|-------------------------------|----|--|
| <u>1.1 General</u>            | .1 | Contractor will take all reasonable steps to ensure that they and their employees have complied with all pertinent legislation and have protected the environment.       |
|                               |    |  |
| <u>1.2 Fires</u>              | .1 | Fires and burning of rubbish on site not permitted.  |
|                               |    |  |
| <u>1.3 Disposal of Wastes</u> | .1 | Do not bury rubbish and waste materials on site unless approved by Engineer.   |
|                               | .2 | Do not dispose of waste or volatile materials, such as mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers.                                   |
|                               |    |  |
| <u>1.4 Spill Protection</u>   | .1 | The Contractor must have adequate clean up materials for any potential hazardous materials used in the completion of the work (ie. Foams, fuels, oils, lubricants, etc). |

**REFRIGERATION OR AIR CONDITIONING SYSTEM SERVICE LOG****NAME OF OWNER****Department of National Defence****ADDRESS OF OWNER:****3ASG Engineer Branch  
Building B-18  
CFB / ASU Gagetown  
PO Box 17000 Station Forces  
Oromocto, N.B., E2V 4J5****NAME OF OPERATOR:****Engineer Branch, Mechanical Shop Supervisor****SYSTEM LOCATION:****DESCRIPTION OF SYSTEM:****TECHNICIAN'S NAME:****CERTIFICATE NUMBER:****EMPLOYER:****REFRIGERANT:****SYSTEM QUANTITY:****QUANTITY CHARGED:****SERVICE DESCRIPTION:****DATE OF LEAK TESTS:****DATE OF LEAK DETECTION:****DATE OF LEAK REPAIRS:****REFRIGERANT TYPE RECOVERED:****QUANTITY RECOVERED:****DATE RECOVERED:****SIGNATURE:****DATE:**

**REFRIGERATION OR AIR CONDITIONING SYSTEM LEAK TEST NOTICE****NAME OF OWNER****Department of National Defence****ADDRESS OF OWNER:****3ASG Engineer Branch  
Building B-18  
CFB / ASU Gagetown  
PO Box 17000 Station Forces  
Oromocto, N.B., E2V 4J5****NAME OF OPERATOR:****Engineer Branch, Mechanical Shop Supervisor****SYSTEM LOCATION****& UNIT Number:**

---

**DESCRIPTION OF SYSTEM:**

---

**TECHNICIAN'S NAME:**

---

**CERTIFICATE NUMBER:**

---

**EMPLOYER:**

---

**REFRIGERANT:**

---

**SYSTEM QUANTITY:**

---

**DATE OF LAST TWO LEAK TESTS:**

---

---

**REMARKS:**

---

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---

---

**SIGNATURE:**

---

**DATE:**

---

## HALOCARBON REPORTING PROCEDURE

Annex C

Job No. L-G2-9900/1583

2012-06-07

Reference: 3ASG Engr Branch SOP 9.8 Halocarbon - Monitoring & Procedure, Jun 2004

1. Upon discovery of a Halocarbon release(s), the Contractor will:
  - .1 Stop work;
  - .2 shut equipment/system down;
  - .3 isolate leak and reclaim refrigerant from leaking section, if possible, to minimize refrigerant loss; and
  - .4 immediately report to the Engineer for further instructions.
2. On completion of work and prior to leaving base, the Contractor will submit a preliminary report to the Engineer highlighting:
  - .1 The type of system;
  - .2 type of halocarbon;
  - .3 amount released; and
  - .4 location of equipment, etc.
3. If the Contractor is unable to reach the Contract Manager at (506) 422-2677, the Contractor will immediately contact the Mechanical Shop Supervisor or their representative at 506-422-2445 ( During Normal working Hours), or Ken Hoare Cell 447-9005 or Ivan White Cell 447-9102.
4. A final report, as per Federal Halocarbon Regulations, is to follow to the Contract Manager and Mechanical shop Supervisor within 24 hours.

## ISOLATION AND LOCKOUT PROCEDURES

Annex D

Job No. L-G2-9900/1583

2012-06-07

Annex from CE Branch SOP 2.3

Dated Jul-12

### ISOLATION AND LOCKOUT PROCEDURES FOR ELECTRICAL FACILITIES

1. All electrical isolations performed within CFB Gagetown for primary and secondary distribution equipment shall be the responsibility of the electrical supervisor or a responsible employee appointed by him.
2. All electrical isolations and lockouts will be recorded in a logbook. This logbook will be located at the electrical supervisor's office. All pertinent information (date, employee's name, equipment location, equipment I.D. number, lock number and reason for isolation) shall be recorded.
3. Equipment that is isolated must have a lock installed to prevent energizing and a tag displaying the words "DO NOT OPERATE" affixed to the disconnecting means.
4. Where more than one trade or one employee is performing any work on, or live testing of, isolated electrical and/or related equipment, a separate tag and lock for each such employee shall be attached to each control and locking device.
5. Two keys will be issued per lock. One key shall be issued to lock holder and the other shall be held in a secure area (key press) by the shop supervisor. Keys and locks shall be numerically identified.
6. Persons working on individual ccts in a distribution panel will either have a safety watcher stand by panel to prevent cct from being turned on, or in cases where the job is of a lengthy duration the cover is to be removed from the panel, the wire feeding the cct in question removed from the breaker and the cover replaced. A tag will also be attached to the breaker indicating the cct is being worked on.
7. No person shall cut or remove an isolation safety lock or tag without the written consent of the B Engr or an individual appointed by him.