

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

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
Real Property Contracting
1713 Bedford Row
P.O. Box 2247/C.P.2247
Halifax, N.S./Halifax, (N.E.)
B3J 3C9
Halifax

Title - Sujet DISPOSAL OF WASTE OIL	
Solicitation No. - N° de l'invitation W010C-12C231/A	Date 2012-11-21
Client Reference No. - N° de référence du client W010C-12-C231	GETS Ref. No. - N° de réf. de SEAG PW-\$PWA-122-4949
File No. - N° de dossier PWA-2-68042 (122)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-01-08	
Time Zone Fuseau horaire Atlantic Daylight Saving Time ADT	
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Chinye, Chukwudi	Buyer Id - Id de l'acheteur pwa122
Telephone No. - N° de téléphone (902)496-5476 ()	FAX No. - N° de FAX (902)496-5016
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE AS PER CALL UP Canada	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

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Solicitation No. - N° de l'invitation

W010C-12C231/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pwa122

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

W010C-12-C231

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PWA-2-68042

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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 Statement of Work , the Basis of Payment, Security Requirements checklist, Insurance Requirements, Dollar Usage Report Form and Code of Conduct Certifications - Certifications Required Precedent to Issuance of a Standing Offer.

2. Summary

Department of National Defence has a requirement for the supply of all labour, materials, certification, supervision and equipments required for the collection and disposal of waste oil, waste water, fuel sludge and bunker "A" sludge at various locations within Canadian Forces Base (CFB) Halifax, Nova Scotia on as when requested basis in accordance with Annex A- Statement of Work -Job No.W010C-12-C231. This requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT), Canada-Peru, and Canada-Colombia free trade agreements. Offerors must submit a complete list of names of all individuals who are currently directors of the Offeror. Furthermore, as determined by the Special Investigations Directorate, Departmental Oversight Branch, each individual named on the list may be requested to complete a Consent to a Criminal Record Verification form.

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* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

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

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

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.

3. Enquiries - Request for Standing Offers

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

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

4. Applicable Laws

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

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

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

Section I: Technical Offer (one hard copy)
Section II: Financial Offer (one hard copy)
Section III: Certifications (one hard copy)

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

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

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

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

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>).

. To assist Canada in reaching its objectives, offerors are encouraged to:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Offer

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

Section II: Financial Offer

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

Payment by Credit Card

Canada requests that offerors complete one of the following:

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

The following credit card(s) are accepted:

VISA _____

Master Card _____

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

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

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

Section III: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers and financial evaluation criteria.

1.1 Financial Evaluation

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

2. Basis of Selection

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

PART 5 - CERTIFICATIONS

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

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

1. Mandatory Certifications Required Precedent to Issuance of a Standing Offer

1.1 Code of Conduct and Certifications - Related documentation

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

Offerors who are incorporated, including those submitting offers as a joint venture, must provide with their offer or promptly thereafter a complete list of names of all individuals who are currently directors of the Offeror. Offerors submitting offers as sole proprietorship, including those submitting offers as a joint venture, must provide the name of the owner with their offer or promptly thereafter. Offerors submitting offers as societies, firms, partnerships or associations of persons do not need to provide lists of names. If the required names have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply will render the offer non-responsive. Providing the required names is a mandatory requirement for issuance of a standing offer and award of a contract.

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

2. Additional Certifications Precedent to Issuance of a Standing Offer

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

2.1 Federal Contractors Program - Certification

The Federal Contractors Program (FCP) requires that some suppliers, including a supplier who is a member of a joint venture, bidding for federal government contracts, valued at \$200,000 or more (including all applicable taxes), make a formal commitment to implement employment equity. This is a condition precedent to the issuance of a standing offer. If the Offeror, or, if the Offeror is a joint venture and if any member of the joint venture, is subject to the FCP, evidence of its commitment must be provided before the issuance of a standing offer.

Suppliers who have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive government contracts over the threshold for solicitation of bids as set out in the Government Contracts Regulations. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than the reduction of their workforce to less than

100 employees. Any offers from ineligible contractors, including an offer from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

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

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

The Offeror or the member of the joint venture

() 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;

() is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;

() is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC (having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is attached;

() is subject to FCP, and has a valid certificate number as follows: _____ (e.g. has not been declared an ineligible contractor by HRSDC).

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

2.2 Former Public Servant Certification

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

Definitions

For the purposes of this clause,

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

an individual;

an individual who has incorporated;

a partnership made of former public servants; or

a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

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

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

1985, c. R-11, the Members of Parliament Retiring Allowances Act , R.S. 1985, c. M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

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

If so, the Offeror must provide the following information:

name of former public servant;
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:

name of former public servant;
conditions of the lump sum payment incentive;
date of termination of employment;
amount of lump sum payment;
rate of pay on which lump sum payment is based;
period of lump sum payment including start date, end date and number of weeks;
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 Confirmation of Workers Compensation Coverage

The Offeror must have an account in good standing with the applicable provincial or territorial Workers' Compensation Board.

The offeror must provide, within **three (3) days** following a request from the Contracting Authority, a certificate or letter from the applicable Workers' Compensation Board confirming the Bidder's good standing account. Failure to comply with the request will result in the bid being declared non-responsive

2.4 Permits

In accordance with Nova Scotia Environmental Act, Used Oil Regulations, the offeror must be approved by the Nova Scotia Department of Environment and Labour to collect waste oil. All waste oil must be processed in compliance with:

- A. Nova Scotia Environment Act, Used Oil Regulations.
- B. Nova Scotia Environmental Act, Dangerous Goods Management Regulations
- C. The Transportation of Dangerous Goods Act.

Offeror must hold a **valid Used Oil Collectors License approved by Nova Scotia Department of Environment**. The offeror must provide, within **three (3) days** following a request from the Contracting Authority, a valid Used Oil collectors license approved by Nova Scotia Department of Environment. Failure to comply with the request will result in the bid being declared non-responsive

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, FINANCIAL AND INSURANCE REQUIREMENTS

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

Not Applicable

3. 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 D .

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 perform the Work in accordance with the Statement of Work at Annex "A".

2. Security Requirement

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:
PWGSC FILE # W010C-12-C231

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 Annex 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* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

3.1 General Conditions

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

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, including those paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex "E ". 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 fourteen (14) 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 and providing services against the Standing Offer is from _____ to _____ inclusive.(To be determined at issuance of Standing Offer)

4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional **two (2),12 month option periods**, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

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

5. Authorities

5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Chukwudi Chinye
Title: Contracting Officer
Public Works and Government Services Canada
Acquisitions Branch
Atlantic Region
Address: 1713 Bedford Row
Halifax, Nova Scotia
B3J 1T3
Telephone: 902- 496- 5476
Facsimile: 902- 496- 5016
E-mail address: chukwudi.chinye@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 identified in the call-up against the Standing Offer.

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

5.3 Offeror's Representative (To be completed by Offeror)

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

Telephone: _____
 Facsimile: _____
 E-mail: _____

6. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Department of National Defence- Atlantic Formation Construction Engineering or a delegated authority.

7. Call-up Procedures

The Identified User will provide the offeror with statement of work required and the Offeror must provide the identified User with an estimate of the cost of performing the specified work in accordance with the pricing provision of the standing offer. The offeror must not undertake any of the specified work unless and until a call-up is issued by the identified User. The estimated cost stated in the call-up must not be exceed without the specific written authorization of the Identified User.

8. 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*.

9. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$28,750.00 (Goods and Services Tax or Harmonized Sales Tax included).

10. Financial Limitation

The total cost to Canada resulting from call-ups against the Standing Offer must not exceed the sum of **\$150,000.00** (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 three (3) 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.

11. 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) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Security Requirements Check List;
- h) Annex D, Insurance Requirements;
- i) Annex E, Dollar Usage Report

- j) Annex F, Code of Conduct and Certifications - Related documentation
k) the Offeror's offer dated _____ (*insert date of offer*).

12. Certifications

12.1 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.

13. 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.

Section (13) Interest on Overdue Accounts, of 2010C-2012-11-19-General Conditions - Services Medium Complexity) will not apply to payments made by credit cards.

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 price, as specified in Annex B. Customs duties are excluded and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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

4.2 Limitation of Price

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

4.3 Single Payment

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

4.4 SACC Manual Clauses

T1204 - Direct Request by Customer Department

A9117C

4.5 Payment by Credit Card

The following credit cards are accepted: _____ and _____.

5. Invoicing Instructions

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

- (a) The original and two (2) copies must be forwarded to the following address for certification and Payment no later than seven days after the end of the service.

Formation Construction Engineering
Maritime Forces Atlantic
PO Box 99000 Station Forces
Willow Park, Building #7
Halifax, N.S. B3K 5X5

6. Insurance Requirements

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

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract 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 Contracting Authority within ten (10) days after the date of award of the Contract, 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 Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

7. SACC Manual Clauses

Estimates

M3800C

Canadian Forces Site Regulations

A9062C

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Time Verification	C0711C	
Dangerous Goods/Hazardous Products	D3015C	
Transportation of Dangerous Goods/Hazardous Products		D3014C
Inspection and Acceptance	D5328C	

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ANNEX "A"

STATEMENT OF WORK

ANNEX "B"**BASIS OF PAYMENT**Year 1

Travel to and from job sites within and outside Halifax Region Municipality must be included in the per call -up unit rates below.

NOTE: Normal Working Hours: 0730-1600 Hours -Monday-Friday

Table 1A

Column A Description of Work	Column B Unit of Measurement	Column C Unit Price	Column D Estimated Quantity	Column E Extended Price (Col C*Col D)
1. For pumping and disposal of non-contaminated oily compensate waste water, to meet requirements of Nova Scotia Used Oil Regulation	Per liter	\$_____	225,000	\$_____
2. For pumping and disposal of Bunker C Fuel to meet requirements of Nova Scotia Used Oil Regulation	Per liter	\$_____	5,000	\$_____
3. For pumping and disposal of Light oil #2 to meet requirements of Nova Scotia Used Oil Regulation	Per liter	\$_____	5,000	\$_____
4 For pumping and disposal of Turbo Fuel (combustible Carascene) to meet requirements of Nova Scotia Used Oil Regulation	Per liter	\$_____	5,000	\$_____
5 For pumping and disposal of Diesel to meet requirements of Nova Scotia Used Oil Regulation	Per liter	\$_____	5,000	\$_____
6 For pumping and disposal of Gasoline to meet requirements of Nova Scotia Used Oil Regulation.	Per liter	\$_____	5,000	\$_____

7 For pumping and disposal of Sludge to meet requirements of Nova Scotia Used Oil Regulation		Per Liter	\$ _____	5,000	\$ _____
8 For pumping and disposal of Glycol to meet requirements of Nova Scotia Used Oil Regulation		Per Liter	\$ _____	1,000	\$ _____
Air-Driven Pump and Operator(s): Charge includes all Labour required to operate vehicle and equipment.					
9	Normal Hours (0730 - 1600 Mon-Fri)	Per Hour	\$ _____	200	\$ _____
10	After Normal Hours (1600-0730 Mon - Fri, All day Sat, Sun, Holidays)	Per Hour	\$ _____	100	\$ _____
Hydro-Blast Unit and Operator(s): Charge includes all Labour required to operate vehicle and equipment.					
11	Normal Hours (0730 - 1600 Mon-Fri)	Per Hour	\$ _____	200	\$ _____
12	After Normal Hours (1600-0730 Mon - Fri, All day Sat, Sun, Holidays)	Per Hour	\$ _____	100	\$ _____
Steam unit/Truck and Operator(s): Charge includes all Labour required					

to operate vehicle and equipment.					
13	Normal Hours (0730 - 1600 Mon-Fri)	Per Hour	\$ _____	200	\$ _____
14	After Normal Hours (1600-0730 Mon - Fri, All day Sat, Sun, Holidays)	Per Hour	\$ _____	100	\$ _____
CREDIT for non-contaminated Fuel		Per Liter	\$ _____	5,000	\$ _____
<p>A call -up includes one or more locations/buildings within the same site area. The contractor shall perform work at the site that includes various tank locations. Various locations within one site shall not be considered under a separate call-up. Separate call -ups are not to be issued for work at the same site location for the same period. First hour on site production can only be used once for each call-up.</p>					
15	Normal Working Hours	Per call-up	\$ _____	21	\$ _____
16	After Normal Working Hours-	Per call-up	\$ _____	4	\$ _____
17	Gas free Certification	Per certificate	\$ _____	20	\$ _____
Total Year One: \$ _____					

Option Year 1

Travel to and from job sites within and outside Halifax Region Municipality must be included in the per call -up unit rates below.

NOTE: Normal Working Hours: 0730-1600 Hours -Monday-Friday

Table 1A

Column A Description of Work	Column B Unit of Measurement	Column C Unit Price	Column D Estimated Quantity	Column E Extended Price (Col C*Col D)
1. For pumping and disposal of non-contaminated oily compensate waste water, to meet requirements of Nova Scotia Used Oil Regulation	Per liter	\$_____	225,000	\$_____
2. For pumping and disposal of Bunker C Fuel to meet requirements of Nova Scotia Used Oil Regulation	Per liter	\$_____	5,000	\$_____
3. For pumping and disposal of Light oil #2 to meet requirements of Nova Scotia Used Oil Regulation	Per liter	\$_____	5,000	\$_____
4 For pumping and disposal of Turbo Fuel (combustible Carascene) to meet requirements of Nova Scotia Used Oil Regulation	Per liter	\$_____	5,000	\$_____
5 For pumping and disposal of Diesel to meet requirements of Nova Scotia Used Oil Regulation	Per liter	\$_____	5,000	\$_____
6 For pumping and disposal of Gasoline to meet requirements of Nova Scotia Used Oil Regulation.	Per liter	\$_____	5,000	\$_____
7 For pumping and disposal of Sludge to meet requirements of	Per Liter	\$_____	5,000	\$_____

Nova Scotia Used Oil Regulation					
8 For pumping and disposal of Glycol to meet requirements of Nova Scotia Used Oil Regulation		Per Liter	\$ _____	1,000	\$ _____
Air-Driven Pump and Operator(s): Charge includes all Labour required to operate vehicle and equipment.					
9	Normal Hours (0730 - 1600 Mon-Fri)	Per Hour	\$ _____	200	\$ _____
10	After Normal Hours (1600-0730 Mon - Fri, All day Sat, Sun, Holidays)	Per Hour	\$ _____	100	\$ _____
Hydro-Blast Unit and Operator(s): Charge includes all Labour required to operate vehicle and equipment.					
11	Normal Hours (0730 - 1600 Mon-Fri)	Per Hour	\$ _____	200	\$ _____
12	After Normal Hours (1600-0730 Mon - Fri, All day Sat, Sun, Holidays)	Per Hour	\$ _____	100	\$ _____
Steam unit/Truck and Operator(s): Charge includes all Labour required to operate vehicle and equipment.					

13	Normal Hours (0730 - 1600 Mon-Fri)	Per Hour	\$ _____	200	\$ _____
14	After Normal Hours (1600-0730 Mon - Fri, All day Sat, Sun, Holidays)	Per Hour	\$ _____	100	\$ _____
CREDIT for non-contaminated Fuel		Per Liter	\$ _____	5,000	\$ _____
<p>A call -up includes one or more locations/buildings within the same site area. The contractor shall perform work at the site that includes various tank locations. Various locations within one site shall not be considered under a separate call-up. Separate call -ups are not to be issued for work at the same site location for the same period. First hour on site production can only be used once for each call-up.</p>					
15	Normal Working Hours	Per call-up	\$ _____	21	\$ _____
16	After Normal Working Hours-	Per call-up	\$ _____	4	\$ _____
17	Gas free Certification	Per certification	\$ _____	20	\$ _____
Total Option Year One: \$ _____					

Option Year 2

Travel to and from job sites within and outside Halifax Region Municipality must be included in the per call -up unit rates below.

NOTE: Normal Working Hours: 0730-1600 Hours -Monday-Friday

Table 1A

Column A Description of Work	Column B Unit of Measurement	Column C Unit Price	Column D Estimated Quantity	Column E Extended Price (Col C*Col D)
1. For pumping and disposal of non-contaminated oily compensate waste water, to meet requirements of Nova Scotia Used Oil Regulation	Per liter	\$_____	225,000	\$_____
2. For pumping and disposal of Bunker C Fuel to meet requirements of Nova Scotia Used Oil Regulation	Per liter	\$_____	5,000	\$_____
3. For pumping and disposal of Light oil #2 to meet requirements of Nova Scotia Used Oil Regulation	Per liter	\$_____	5,000	\$_____
4 For pumping and disposal of Turbo Fuel (combustible Carascene) to meet requirements of Nova Scotia Used Oil Regulation	Per liter	\$_____	5,000	\$_____
5 For pumping and disposal of Diesel to meet requirements of Nova Scotia Used Oil Regulation	Per liter	\$_____	5,000	\$_____
6 For pumping and disposal of Gasoline to meet requirements of Nova Scotia Used Oil Regulation.	Per liter	\$_____	5,000	\$_____
7 For pumping and disposal of Sludge to meet requirements of	Per Liter	\$_____	5,000	\$_____

Nova Scotia Used Oil Regulation					
8 For pumping and disposal of Glycol to meet requirements of Nova Scotia Used Oil Regulation		Per Liter	\$ _____	1,000	\$ _____
Air-Driven Pump and Operator(s): Charge includes all Labour required to operate vehicle and equipment.					
9	Normal Hours (0730 - 1600 Mon-Fri)	Per Hour	\$ _____	200	\$ _____
10	After Normal Hours (1600-0730 Mon - Fri, All day Sat, Sun, Holidays)	Per Hour	\$ _____	100	\$ _____
Hydro-Blast Unit and Operator(s): Charge includes all Labour required to operate vehicle and equipment.					
11	Normal Hours (0730 - 1600 Mon-Fri)	Per Hour	\$ _____	200	\$ _____
12	After Normal Hours (1600-0730 Mon - Fri, All day Sat, Sun, Holidays)	Per Hour	\$ _____	100	\$ _____
Steam unit/Truck and Operator(s): Charge includes all Labour required to operate vehicle and equipment.					
	Normal	Per Hour	\$ _____	200	\$ _____

13	Hours (0730 - 1600 Mon-Fri)				
14	After Normal Hours (1600-0730 Mon - Fri, All day Sat, Sun, Holidays)	Per Hour	\$ _____	100	\$ _____
CREDIT for non-contaminated Fuel		Per Liter	\$ _____	5,000	\$ _____
A call -up includes one or more locations/buildings within the same site area. The contractor shall perform work at the site that includes various tank locations. Various locations within one site shall not be considered under a separate call-up. Separate call -ups are not to be issued for work at the same site location for the same period. First hour on site production can only be used once for each call-up.					
15	Normal Working Hours	Per call-up	\$ _____	21	\$ _____
16	After Normal Working Hours-	Per call-up	\$ _____	4	\$ _____
17	Gas free certification	Per certification	\$ _____	20	\$ _____
Total option Year two: \$ _____					

Total Amount = Total (Year 1) + Total (Option Year 1) + Total (Option Year 2) =

\$ _____

The Total amount, will be the amount that will be considered during evaluation of all bids tendered

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ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST

ANNEX "D"

INSURANCE REQUIREMENTS

Commercial General Liability Insurance

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.

The Commercial General Liability policy must include the following:

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 Public Works and Government Services Canada.

Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.

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.

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.

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.

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.

Employees and, if applicable, Volunteers must be included as Additional Insured.

Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)

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.

Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.

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.

Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:

Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

Automobile Liability Insurance

The Contractor must obtain Automobile 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.

The policy must include the following:

Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence

Accident Benefits - all jurisdictional statutes

Uninsured Motorist Protection

Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

Environmental Impairment Liability Insurance

The Contractor must obtain "Contractors Pollution 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 \$1,000,000 per accident or occurrence and in the annual aggregate.

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.

The "Contractors Pollution Liability policy must include the following:

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 as additional insured should read as follows: Canada, represented by Public Works and Government Services Canada.

Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.

Separation of Insureds: 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.

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.

Incidental Transit Extension: The policy must extend to losses arising from any waste, products or materials transported, shipped, or delivered via any transportation mode to a location beyond the boundaries of a site at which the Contractor or any entity for which the Contractor is legally liable is performing or has performed the operations described in the contract.

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ANNEX "F"

Code of Conduct and Certifications - Related documentation

Offeror's List of Directors below: Please provide a list of names of all individuals who are currently Directors in accordance with **PART 5-CERTIFICATION**.

Directors: (Please print clearly)

NAME	NAME	NAME	NAME

Attach additional names on a separate sheet if required.

Department of National Defence



Specification

**Collection & Disposal
of Waste Oil
Various Locations**

CFB Halifax, NS

Job No.W010C-12-C231

2012-05-15

<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 36	SECURITY, SAFETY AND FIRE REGULATIONS CFAD BEDFORD, NS	5
01 35 37	ACCESS TO DRDC COMPLEX	1
01 35 43	ENVIRONMENTAL PROCEDURES	2
01 35 73	CONFINED SPACES REQUIREMENTS	8
01 74 11	CLEANING	1
01 74 19	PUMPING AND DISPOSAL	3
<u>Division 02 - Existing Conditions</u>		
02 65 00	FUEL STORAGE TANK CLEANING	4
02 65 01	ANNEX A LARGER TANKS DESCRIPTION AND LOCATION	1

PART 1 - GENERAL

1.1 RELATED
SECTIONS

- .1 Section 01 35 73 Confined Spaces.
- .2 Section 01 74 19 Pumping and Disposal.
- .3 Section 02 65 00 Fuel Storage Tank Cleaning.

1.2 DESCRIPTION
OF WORK

- .1 Work under this Standing Offer Agreement comprises the furnishing of all labour, material, tools, equipment, and supervision required for the collection and disposal of waste oil, waste water, fuel sludge and bunker A sludge or other petroleum products, throughout various areas of CFB Halifax when required.

1.3 ENGINEER

- .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 address of the Engineer is:

Formation Construction Engineering
Maritime Forces Atlantic
PO 99000 Stn Forces Willow Park Bldg 7
Halifax, NS, B3K 5X5
Attn: Contract Inspector
Tel: (902)722-4063
Fax: (902)722-1847
- .3 The Engineer will provide the Contractor with a list of his/her authorized representatives at the pre-job meeting.

1.4 WORK INCLUDED

- .1 Vacuum truck services for the collection, transfer/treatment and/or disposal of:
 - .1 waste oil;
 - .2 fuel sludge;
 - .3 oily waste water or other petroleum products.
 - .2 Confined spaces:
 - .1 provide gas free certification for the tank;
 - .2 provide ventilation requirements;
-

-
- 1.4 WORK INCLUDED (Cont'd) .2 Confined spaces:(Cont'd)
.3 provide safety equipment for safe entry and monitoring.
.3 High pressure washing of fuel tanks.
.4 Clean up.
- 1.5 WORK NOT INCLUDED .1 Tank opening and closing will be done by Formation Construction Engineering Water, Fuels and Environment(WFE) section.
- 1.6 LOCATIONS OF JOB SITES .1 Areas covered under this specification include but not limited to the following locations:
.1 Stadacona - Halifax, NS;
.2 Windsor Park - Halifax, NS;
.3 Willow Park - Halifax, NS;
.4 Halifax Armoury - Halifax, NS;
.5 HMC Dockyard - Halifax, NS;
.6 Royal Artillery(RA) Park - Halifax, NS;
.7 Damage Control Division - Herring Cove, NS;
.8 Dockyard Annex(NAD) - Dartmouth, NS;
.9 Wright's Cove Degaussing Range - Dartmouth, NS;
.10 CFAD Bedford - Bedford, NS;
.11 Bedford Rifle Range - Bedford, NS;
.12 12 Wing Shearwater - Eastern Passage, NS;
.13 Osbourne Head - Cow Bay, NS;
.14 Ferguson's Cove - Ferguson's Cove, NS;
.15 NRS Mill Cove - Mill Cove, NS;
.16 NRS Newport Corner - Newport Corner, NS;
.17 Windsor Armoury - Windsor, NS;
.18 Truro Armoury - Truro, NS;
-

1.6 LOCATIONS OF
JOB SITES
(Cont'd)

- .1 (Cont'd)
- .19 Great Village - Great Village, NS;
 - .20 Springhill Armoury - Springhill, NS; and
 - .21 New Glasgow Armoury - New Glasgow, NS;
 - .22 Pictou Armoury - Pictou, NS;
 - .23 Glace Bay Armoury - Glace Bay, NS; and
 - .24 Sydney Armoury - Sydney, NS.

1.7 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.

1.8 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.

1.9 SECURITY CLEARANCE

- .1 The Contractor and his/her personnel must be suitable for security clearance as defined by the Department of National Defence Security Officer.
- .2 The Contractor must obtain security clearances for all employees in accordance with the PWGSC Industrial Security Manual.
- .3 Within 30 days of Work commencement, the Contractor must provide the Engineer with proof positive that all submissions required by PWGSC to initiate security clearance procedures have been completed. This is to include a valid Visitor's Clearance Request(VCR).

1.10 ADDITIONAL SECURITY REQUIREMENTS FOR 12 WING SHEARWATER AIRFIELD OPERATIONS ZONE

- .1 The Contractors and sub-contractor's employees with the minimum "Reliability Status" must be escorted at all times in restricted areas.
- .2 Vehicle access to the Airfield Operations Zone(Ops Z) is restricted. Vehicles that require access to the Ops Z areas must be escorted by a commissionaire RAMP DCC qualified at all times. Employees must attend a security/safety briefing to access the Ops Z areas.
- .3 The Contractor must inform the Engineer as soon as possible of any requirements for vehicles requiring access to the Ops Z areas. The Engineer will coordinate a schedule with the Ops Planning officer.

1.11 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.

1.12 WORKMANSHIP

- .1 Workmanship must be the best quality executed by workers experienced and skilled in the respective duties for which they are employed.
- .2 Do not employ any unfit person or anyone unskilled in their required duties. The Engineer reserves the right to require the dismissal from the site, workers deemed incompetent, careless, insubordinate or otherwise objectionable.
- .3 Decisions as to the quality or fitness of workmanship in cases of dispute rest solely with the Engineer whose decision is final.
- .4 The Contractor will employ a competent and experienced supervisor with the authority to speak on his behalf on day-to-day routine matters.

1.13 NORMAL WORKING HOURS

- .1 Normal working hours will be 0730 to 1600 hours, Monday to Friday. Any work carried out other than normal working hours must be authorized by the Engineer.

1.14 CONTRACTOR'S
USE OF SITE

- .1 Contractor will be briefed on use of site by the Engineer.
- .2 Do not unreasonably encumber site with materials or equipment.
- .3 Move stored products or equipment which interferes with operations of Engineer or other Contractors.
- .4 The Engineer will brief the Contractor on access to restricted areas.

1.15 SITE VISIT

- .1 Failure to visit the sites, to examine the specifications and drawings or otherwise to become familiar with site conditions, will not relieve the Contractor of any responsibility to provide the complete work in accordance with the Standing Offer documents.

1.16 CODES AND
STANDARDS

- .1 Perform work in accordance with the Provincial or municipal regulations and by-laws. The Contractor will be responsible for any charges imposed by such regulations and by-laws.
- .2 Meet or exceed requirements of Standing Offer documents, specified standards, codes and referenced documents.

1.17 PROTECTION OF
EXISTING FACILITIES

- .1 The Contractor must take all necessary precautions to ensure against damage to existing facilities. Any damage to such facilities as a result of the Contractors operations must be repaired or replaced by the Contractor at his/her own expense, as soon as is reasonably possible.
- .2 Special coverings and protection must be provided to protect plants, walls, projections and adjacent work where materials are being removed, installed or hoisted.
- .3 The Contractor must protect all occupant owned furnishings and equipment, and the building from damage during execution of this Standing Offer.
- .4 Where the Engineer considers it necessary, provide and erect warning signs and barriers.

1.18 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.

1.19 NOTIFICATION
OF REQUIREMENT

- .1 A «Call-up Against a Standing Offer»(PWGSC-TPSGC 942) will be issued by the Engineer to notify the Contractor of requirements against this Standing Offer.
- .2 Prior to commencing work, an estimated cost must be submitted to the Engineer in writing including the total costs of labor and materials for all works as requested.
- .3 Contractor must provide to Engineer, an adequate breakdown of quotation to show how costs were incurred.
- .4 When requested by Engineer, the Contractor will be issued additional requisition as may be necessary to cover authorized emergency service.
- .5 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.
- .6 Confirm all service calls by a «Call-up Against a Standing Offer» (PWGSC-TPSGC 942) issued by the Engineer.
 - .1 Pick up this «Call-up Against a Standing Offer» prior to attending to service calls during normal hours.
 - .1 The «Call-up Against a Standing Offer» for this Contract will specify the location, type of work and scope of work the Contractor is expected to perform.
 - .2 Inspect the area to determine any additional faults or deficiencies requiring work.
 - .3 If work other than that listed on the «Call-up Against a Standing Offer» is required, contact the Engineer, giving full details of the work required and estimated cost prior to carrying out such work.

1.20 SERVICE CALLS

- .1 The Contractor must provide service during regular hours when requested by the Engineer on an eight(8) hour per day five(5) days per week basis.
- .2 The Contractor must provide emergency service when requested by Engineer on a 24 hours, 7 days per week basis. The Contractor must maintain and provide Engineer with current office phone, fax, pager and cell phone numbers.
- .3 Response time must not exceed two(2) hours for emergency repairs. The Contractor must notify the Engineer of the telephone number at which the Contractor or his representative may be contacted at all times.

-
- 1.20 SERVICE CALLS (Cont'd)
- .4 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.
- .5 Report service calls executed outside normal working hours to the Engineer, immediately on the next working day.
- 1.21 METHOD OF INVOICING
- .1 Invoices will be made out separately for each work requisition under this Standing Offer.
- .2 Invoices for Work completed under this specification will be made out in one(1) copy and forwarded to:
- Accounts Payable Section
Formation Construction Engineering
Maritime Forces Atlantic
Willow Park Bldg 7, PO Box 99000
Station Forces Halifax NS B3K 5X5
- .3 All invoices must be submitted within 30 days of completion of work.
- .4 Each invoice will clearly indicate the following information:
- .1 Contract number;
- .2 Work Order/Serial number;
- .3 Requisition/order offer number;
- .4 Building number or location;
- .5 Dates during which the Work was accomplished;
- .6 A detailed description of the work performed, with itemized list of materials & labour(a copy of the Contractor's invoice from his material supplier will also be included plus any other costs being charged), labour, overhead, profit and applicable taxes will be included separately on the invoice.
- .7 Labour costs are to be broken down by trade and sub-trade. Labour time sheets will also be provided upon request.
- .5 Each invoice must include a signed declaration or destruction certificate showing that products for disposal have been disposed in accordance with Nova Scotia Department of Environment and Labour requirements for industrial waste treatment.
-

1.21 METHOD OF
INVOICING
(Cont'd)

.6 No invoices will be processed without proper information as outlined in this section.

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.

PART 2 - PRODUCTS

Not used.

PART 3 - EXECUTION

Not used.

PART 1 - GENERAL

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

1.1 CONSTRUCTION SAFETY MEASURES
(Cont'd)

- .6 (Cont'd)
- .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).
- .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.
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- 1.2 HAZARD ASSESSMENTS (Cont'd)
- .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.
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1.6 CONFINED SPACES .3
(Cont'd)

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 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

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- 1.8 ARC FLASH .3 (Cont'd)
(Cont'd) 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 provide a copy of their company's Occupational Health and Safety Policy Program. It must meet the Provincial Occupational Health and Safety Acts. The Engineer will instruct the Contractor where the Federal Standards apply.
- .2 The Contractor must perform site hazard assessments to establish site specific safe work practice procedures for the safety and well being of his/her employees. Copies must be made available to Department of National Defence upon request.
- .3 All copies of the formal Hazard Assessments conducted by the Contractor throughout the duration of the work will be retained and made available to the Engineer immediately upon request.
- .4 It is the Contractor's responsibility to be familiar with all applicable Safety Acts, Regulations, Codes and Standing Offer requirements. These must be identified and addressed in the Safety Plan, by identifying Standard Operating Procedures(SOP) and safe work practices(SWP) which incorporate clear and specific control measures, applicable rules, procedures and practices, all of which will become mandatory.
- .5 The Contractor must ensure all workers and authorized persons entering the work site are notified of and abide by the posted Safety Plan, safety rules, procedures, safe work practices and applicable Safety Acts, Regulations, and codes. Any person not complying with these will not be permitted on the site.
- .6 Contractor must ensure that all applicable personal protective equipment(PPE) is used.
- .1 All personnel are required to wear hard hats, in accordance with CSA Z94.1-05.
- .2 All personnel are required to wear safety footwear, in accordance with CSA Z195-09.
- .3 All personnel are required to wear eye & face protection, in accordance with CSA Z94.3.1-09.
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- 1.9 SAFETY (Cont'd) .6 (Cont'd)
- .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).
 - .7 The Engineer will coordinate arrangements for the Contractor to be briefed on site safety within fourteen(14) days of award of Standing Offer Agreement.
- 1.10 SITE SIGNS AND NOTICES .1 Safety and instruction signs and notices:
- .1 Signs and notices for safety and instruction must be in both official languages. Graphic symbols must conform to CAN/CSA Z321-96(R2006).

PART 2 - PRODUCTS

Not used.

PART 3 - EXECUTION

Not used.

PART 1 - GENERAL

- 1.1 EMERGENCY REPORTING .1 Telephone number: Dial 9-1-1.
- 1.2 FIRE SAFETY ENFORCEMENT .1 Within the confines of the Base, the prescription and enforcement of mandatory Fire Safety measures will be exercised under the authority of the Formation Fire Chief.
- .2 Comply with and enforce compliance by all Contractor personnel with all requirements of this specification section, and with the most recent edition of the National Building Code of Canada(NBCC) and the National Fire Code of Canada(NFC), including all subsequent revisions issued by the National Research Council of Canada.
- .3 The Engineer reserves the right to require the dismissal from site of persons deemed careless or otherwise in violation of the Fire Safety Requirements.
- 1.3 FIRE SAFETY BRIEFING .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.
- 1.4 FIRE WATCH .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.
- 1.5 FIRE EXTINGUISHERS .1 Supply fire extinguishers, as prescribed by the Formation Fire Chief, necessary to protect work in progress and contractor's physical plant on site.
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1.6 SMOKING
PRECAUTIONS

- .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.
- .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.
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- 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 FLAMMABLE 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.
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- 1.11 FLAMMABLE LIQUIDS (Cont'd)
- .7 Flammable liquids having a flash point below twenty-two(22) degrees C such as naphtha or gasoline must not be used as solvents or cleaning agents.
 - .8 Flammable waste liquids, for disposal, must be stored in approved containers located in a safe ventilated area. Quantities are not to exceed thirty(30) litres. Dumping or burning of flammable liquids on site is prohibited.
- 1.12 HAZARDOUS SUBSTANCES
- .1 Exercise special precautions necessary to safeguard life and property from damage by fire or explosives.
 - .2 If the work entails the use of any toxic or hazardous materials, chemicals or explosives, or otherwise creates a hazard to life, safety or health, work must be in accordance with the most recent edition of the requirements of the National Fire Code of Canada, and measures prescribed by the Formation Fire Chief.
- 1.13 HAZARDOUS HOT WORK
- .1 Prior to commencing any «Hot Work» involving open flame, burning, welding or heating, the Contractor must obtain a «hot work permit» issued by the Formation Fire Chief at the Dockyard Fire Hall, 427-3500.

PART 2 - PRODUCTS

Not used.

PART 3 - EXECUTION

Not used.

PART 1 - GENERAL

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

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

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

1.6 SEARCHES .1

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

1.7 ALARMS .1

Depot Alarms: A Siren is sounded only in the event of an emergency such as a fire, explosion, thunderstorm or evacuation. A Siren is also sounded to signify «All Clear».

.2

Fire Emergency: A series of «Hi-Lo» sounds on the Depot Alarm System signifies an emergency in the explosive area. Contractors must cease operations and proceed in their own vehicles to the nearest exit gate out of the explosive area. If no vehicle available proceed to the nearest «Fire Assembly Point» at Buildings 169 or 143.

.3

Thunder and Lightning: A series of «Beeps» on the Depot Alarm System signifies a thunder/lightning storm warning. Contractors must cease operations and proceed in their own vehicles to the nearest exit gate out of the explosive area. If no vehicle available proceed to the nearest «Fire Assembly Point» at Buildings 169 or 143.

.4

Evacuation: A series of «Slow Whoops» on the Depot Alarm System signifies that evacuation in the explosive area has been ordered by the Superintendent. The evacuation could be extended to include the non-explosive area as well as so ordered by the Superintendent.

.5

All Clear: A continuous blast on the Depot Alarm System signifies that the emergency situation is «All Clear».

1.8 REPORTING OF .1
FIRES

All fires, regardless of whether they have been extinguished or not, must be reported immediately to the Base Fire Department.

.2

All Contractors and employees must familiarize themselves with the locations of the nearest fire alarm box or telephone.

.3

Fires may be reported by ringing the nearest street alarm box or by telephoning 911. Persons reporting the fire must remain at the alarm box or telephone until the Fire Department arrives and be prepared to direct Fire Fighters to the scene of the fire.

1.9 PROHIBITED
ARTICLES

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

1.10 SAFETY AND
FIRE REGULATIONS

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

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

1.11 TRAFFIC
REGULATIONS

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

1.11 TRAFFIC
REGULATIONS
(Cont'd)

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

PART 2 - PRODUCTS

Not used.

PART 3 - EXECUTION

Not used.

PART 1 - GENERAL

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

PART 2 - PRODUCTS

Not used.

PART 3 - EXECUTION

Not used.

PART 1 - GENERAL

- 1.1 DEFINITIONS .1 **Environmental Pollution and Damage:** Presence of chemical, physical, biological elements or agents which adversely affect human health and welfare; unfavourably alter ecological balances of importance to human life; affect other species of importance to humankind; or degrade environment aesthetically, culturally and/or historically.
- .2 **Environmental Protection:** Prevention/control of pollution and habitat or environment disruption during construction. Control of environmental pollution and damage requires consideration of land, water, and air; biological and cultural resources; and includes management of visual aesthetics; noise; solid, chemical, gaseous, and liquid waste; radiant energy and radioactive material as well as other pollutants.
- 1.2 DRAINAGE .1 Provide temporary drainage and pumping required to keep excavations and site free from water.
- .2 Ensure pumped water into waterways, sewer or drainage systems is free of suspended materials.
- .3 Control disposal or runoff of water containing suspended materials or other harmful substances in accordance with local authority requirements.
- 1.3 PLANT PROTECTION .1 Protect trees and plants on site and adjacent properties as indicated.
- .2 Wrap in burlap, trees and shrubs adjacent to construction work, storage areas and trucking lanes, and encase with protective wood framework from grade level to height of 2m minimum.
- 1.4 WORK ADJACENT TO WATERWAYS .1 Construction equipment to be operated on land only.
- .2 Do not use waterway beds for borrow material.
- .3 Waterways to be free of excavated fill, waste material and debris.
-

- 1.5 POLLUTION CONTROL
- .1 Control emissions from equipment and plant to local authorities' emission requirements.
 - .2 Prevent sandblasting and other extraneous materials from contaminating air and waterways beyond application area.
 - .1 Provide temporary enclosures where directed by Engineer.

PART 2 - PRODUCTS

Not used.

PART 3 - EXECUTION

- 3.1 CLEANING
- .1 Clean in accordance with Section 01 74 11 - Cleaning.
 - .2 Do not bury rubbish and waste materials on site.
 - .3 Ensure public waterways, storm and sanitary sewers remain free of waste and volatile materials disposal.

PART 1 - GENERAL

- 1.1 RELATED SECTIONS
- .1 Section 01 11 00 General Instructions.
 - .2 Section 01 74 19 Pumping and Disposal.
 - .3 Section 02 65 01 Fuel Storage Tank Cleaning.
- 1.2 REFERENCES
- .1 Canada Occupational Health and Safety Regulations, Part XI (latest edition including all amendments).
 - .2 American Conference of Governmental Industrial Hygienists publication "Threshold Limit Values For Chemical Substances and Physical Agents and Biological Indices"(latest edition including all amendments).
- 1.3 DESCRIPTION
- .1 This section outlines the mandatory regulations which must be followed to ensure safe operations in and around potentially hazardous confined spaces and the emergency procedures that are to be followed.
 - .2 The safety standards in this section are applicable to contractors and consultants, their employees(including subcontractors), materials, works and buildings throughout Canadian Forces Base Halifax.
 - .3 All personnel entering a confined space, acting as an observer, or as a rescuer will be thoroughly trained in all procedures in accordance with above reference, No.1.
 - .4 The Contractor will be responsible for and ensure compliance with the provisions of this Section and of the Standards in above reference, No.1.
- 1.4 RESTRICTIONS
- .1 No Contractor, Subcontractor, Consultant, or their employee must:
 - .1 Be permitted to enter a hazardous confined space without receiving an evaluation, written in language which is understood by the employee/contractor, concerning the level of hazard in the confined space. Entry must be made in compliance with this Section and with the requirements in reference, No.1.
 - .2 Enter a hazardous confined space without a safe entry permit posted at the site of work and a copy on file.
-

1.5 DEFINITIONS .1

For the purpose of this Section the following definitions will apply:

- .1 **Confined space:** A tank, process vessel, underground vault, tunnel or other enclosure not designed or intended for human occupancy, except for the purpose of performing work:
 - .1 That has limited number of openings for entry and exit;
 - .2 That has poor natural ventilation;
 - .3 In which there may be an oxygen deficient atmosphere; or
 - .4 In which there may be an airborne dangerous substance.
- .2 **Dangerous substance:** A hazardous substance or a chemical, physical or biological agent that, because of a property it possesses, is hazardous to the safety or health of a person exposed to it.
- .3 **Qualified person:** In respect to a specified duty, a person who, because of their knowledge, training and experience is qualified to perform that duty safely and properly.
- .4 **Class of confined space:** A group of at least two confined spaces that are likely, by reason of their similarity, to present the same hazards to persons entering, exiting or occupying them. Confined spaces are identified as Class A, B, or C by DND depending on hazard assessment.
 - .1 **Class A - Hazardous confined space:** Any confined space that cannot be made safe by ventilation and maintained in this safe condition even when lock-out, blank and bleed, and all other actions have been taken.
 - .2 **Class B - Confined space:** Hazards exist but can be eliminated by ventilation, lock-out, and blank and bleed.
 - .3 **Class C - Considered confined space:** Conditions could arise to make the area a confined space.

1.6 COMMON HAZARDS.1

Hazards common to confined spaces that Contractors must watch for are:

- .1 Toxic vapours from sludge or leakage into the space;
-

1.6 COMMON HAZARDS.1
(Cont'd)

- (Cont'd)
- .2 Flammable gases and vapours with potential fire or explosion hazards;
 - .3 Oxygen below 19.5% or over 23%(normal 20.9%);
 - .4 Electric shock from tools, lights or other electrical equipment;
 - .5 Chemical burns from corrosives or injury from dermatitis producing materials;
 - .6 Burns from high pressure steam, hot water or fuel oil;
 - .7 High pressure air;
 - .8 Physical hazards from slips, falls, protruding objects or falling objects; and
 - .9 Excess corrosion on metal components.

1.7 SAFE ENTRY .1
PERMIT

Where the Contractor must enter a confined space, a Safe Entry Permit must be obtained from the Engineer, completed in triplicate and returned to the Engineer before access will be permitted. One copy must be posted at site of work. Original copy must be sent to the Unit General Safety Officer.

1.8 VERIFICATIONS .1

Prior to entering a confined space the Contractor must provide a qualified person to ensure/verify:

- .1 That there are openings for entry and exit from the confined space of sufficient size to allow the safe passage of a person using protective equipment. This opening can be:
 - .1 a manhole; or
 - .2 other clear opening.
- .2 That the entry of any liquid or free flowing solid or hazardous material has been prevented by secure means of disconnection or by blanking off the flanges from any source of these materials. In addition, that any liquid in which the person could drown, or free flowing solid in which they could be entrapped, has been removed.
- .3 That all electrical/mechanical equipment which may present a hazard to the person has been disconnected from it's power source, either real or residue, and has been locked out in the off position by the person entering

1.8 VERIFICATIONS .1
(Cont'd)

(Cont'd)

.3 (Cont'd)

the space. Note: The key must be held by the person who locked out the equipment until such time as the work is complete and the lock out is removed by the individual. As well, the removal of fuses is encouraged.

.4 Tests for oxygen levels, combustibility, and toxicity of hazardous substances(in that order) are conducted and evaluated(e.g. oxygen, explosive gases or vapours, hydrogen sulfide, and then carbon monoxide).

.1 Tests for oxygen levels and combustibility and toxicity must be made with a probe at the point of entry to the confined space with cover in place. If no hazard is detected the cover will then be removed.

.2 If oxygen deficient, combustible atmosphere, or toxic substances are detected, the space must not be entered until such time as the space is rendered safe through appropriate purging and ventilation.

.3 The entire space will then be tested for oxygen deficiency, combustibility and toxicity. Note: In the event the possibility exists for oxygen deficiency, combustible atmosphere or the presence of hazardous substances which could exceed allowable limits, despite purging and ventilation, these tests will only be conducted by a person who is wearing the required Personal Protective Equipment(PPE) such as air supplied respirator, gloves/hand protection, harness, etc.(if tests are to be done in the confined space).

.5 That verification, by means of tests, is conducted to ensure that the following specifications can be achieved and maintained during the duration of time the person will be in the confined space, namely:

.1 The concentration of any chemical agent, or combination of chemical agents in the confined space to which the person is likely to be exposed:

.1 Will not result in a value exceeding the value for that chemical agent, or for any chemical agent in the combination of chemical agents, other than grain dust, as prescribed by reference No.2.

.2 Will not result in an airborne grain dust, respirable and non respirable, in excess of 10 mg/m³, subject to para. 1.8.1.5.2; and

1.8 VERIFICATIONS .1
(Cont'd)

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

- .3 Is less than 50 percent of the lower explosive limit of the chemical agent or combination of chemical agents, subject to para. 1.8.1.5.2.
 - .2 Where a source of ignition exists the concentration does not exceed 10 percent of the lower explosive limit of the airborne chemical agent or combination of airborne chemical agents.
 - .3 The concentration of airborne hazardous substances, other than chemical agents, in the confined space is not hazardous to the safety or health of the person.
 - .4 The percentage of oxygen in the air in the confined space is not less than 19.5 percent by volume and not more than 23 percent by volume, at normal temperature.
 - .6 The space has been purged and ventilated to provide and continue to provide a safe working atmosphere, and that in the event of ventilation equipment failure there is:
 - .1 Sufficient time available for the employee to escape the confined space hazard before contamination of the atmosphere.
 - .2 The ventilation equipment is either equipped with an approved alarm or monitored by an employee who is in constant attendance on the ventilation equipment and in constant contact with the worker(s) in the confined space.
 - .7 The qualified person must, in a signed report, set out the results of the preceding sections, including any test results and a list of test equipment used and must ensure these results are given to the Engineer and Safety Officer.
-

PART 2 - PRODUCTS

- 2.1 EQUIPMENT .1 All PPE identified on the area work permit must be utilized during entry into the confined space. The appropriate PPE depends upon the nature of the exposure, and may include goggles, hardhats, safety footwear, a complete body covering or suitable breathing apparatus. It is stressed that PPE is not a substitute for proper ventilation. Where the Hazard Assessment Form deems it necessary, workers must wear an emergency five minute constant air flow self contained breathing apparatus(SKAT-PAK by SCOTT) and must have an air monitoring device with them at all times while in the confined space. Contractor will supply appropriate PPE for their employees.
- .2 A safety harness with an attached lifeline must be worn by all workers, entering a confined space: with only one manhole or opening at the top or where rescue may be difficult; or where dangerous gases, vapours, mists, fumes, dusts, oxygen deficiency or extremes of temperature are likely to be present; or where respiratory protection is necessary. The free end of the lifeline attached must be secured outside the enclosed space. The lifeline must be of sufficient length to reach from an outside support to any point of work inside the confined space, and must be of sufficient strength to bear the weight of the worker. A tripod hoist and lifting device(vertical use only) must be in place prior to and during work in the confined space. Appropriate positive pressure air supplied respiratory protection must be available at the site for use in the rescue/extraction of persons working in the space. Contractor will supply all required rescue equipment.
- .3 Minimum equipment requirement:
- .1 **Class A confined space:** Ventilator, multi-gas detector, communication system, safety harness, retrieval system, SCBA or air line system(to be worn at all times), and duplicate equipment above kept at entrance of confined space for emergency rescue.
- .2 **Class B confined space:** Ventilator, multi-gas detector, communication system, safety harness, retrieval system, and SCBA or air line system on hand at entrance of confined space for emergency rescue.
- .3 **Class C confined space:** Multi-gas detector, communication system, and SCAT-PAK.

PART 3 - EXECUTION

3.1 CONDITIONS OF ENTRY

- .1 The following conditions must be met, prior to entry, so that response to any emergency can be made in the shortest time frame:
 - .1 A minimum of one person must be posted outside a confined space as an observer and must:
 - .1 Have no other tasking which would detract from his function of observing the person(s) in the space.
 - .2 Control the lifeline(s) attached to the person(s) in the space and ensure that the lifeline is attached to a solid object.
 - .3 Be equipped with a safety harness.
 - .4 Ensure continuous radio contact with the persons in the space or be able to observe the person(s) in the space(Note: radios are not to be used if combustible atmosphere is present).
 - .5 Have a means of summoning assistance (qualified personnel) in case of an emergency situation.
 - .6 Be trained in rescue procedures and Standard First Aid.
 - .2 In addition to the observer, for Class A confined spaces, an additional individual(a rescuer) must be present at the entrance to the confined space. The individual must:
 - .1 Be wearing all required PPE including harness, lifeline and positive pressure air supplied respiratory protection(where required).
 - .2 Be present at all times when person(s) are working in the confined space.
 - .3 Be trained in rescue procedures and Standard First Aid.
 - .4 Must not enter the space unless to rescue the person(s) working in the space and only after additional assistance has been summoned and all required protective equipment is worn.
 - .3 In the event that the observer or the additional person (rescuer, if present) is required to leave the entrance to the space, the space must be vacated by those working in it until such time as the observer and the additional person

3.1 CONDITIONS OF ENTRY
(Cont'd)

- .1 (Cont'd)
- .3 (Cont'd)
return. Before re-entering the confined space, the conditions set out in para 1.7 and 1.8 must be followed.
- .4 The minimum number of persons present during entry into and work in a confined space must be three(3) for Class A confined spaces(worker, observer, and rescuer) and two(2) for Class B and C confined spaces(the worker and the observer). Where conditions warrant, an additional person to respond in emergencies is required.
- .5 The contact for additional assistance will be DND Fire Department at local 427-3333.
- .6 No person will enter any confined space for the purpose of rescuing an individual until they are wearing all required PPE including positive pressure air supplied respiratory protection and an observer is on site.

3.2 TESTING & MAINTENANCE OF EQUIPMENT

- .1 All testing equipment, safety harnesses, lifelines, breathing apparatus, ventilation equipment and any other equipment used in connection with entry into a confined space by the Contractor will be inspected, maintained and tested by a qualified person as frequent as is necessary to ensure that it is in safe condition for use at all times, but not less frequent than is recommended by the manufacturer or as directed in writing by the Engineer or Safety Officer.

3.3 REGULATIONS

- .1 In the event of conflict or discrepancy between this Section and the source document(Canada Occupational Safety and Health Regulations, Part XI, including all amendments) the more stringent requirements will apply.

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 Make arrangements with and obtain permits from authorities having jurisdiction for disposal of waste and debris.
 - .3 Dispose of waste materials and debris off site.
 - .4 Store volatile waste in covered metal containers, and remove from premises at end of each working day.
- 1.2 FINAL CLEANING
- .1 Remove waste products and debris other than that caused by others, and leave Work clean and suitable for occupancy.
 - .2 Prior to final review remove surplus products, tools, construction machinery and equipment.
 - .3 Remove waste products and debris other than that caused by Owner or other Contractors.
 - .4 Make arrangements with and obtain permits from authorities having jurisdiction for disposal of waste and debris.

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 35 73 Confined Spaces.
- .3 Section 02 65 01 Fuel Storage Tank Cleaning.

1.2 REFERENCES

- .1 Canadian Federal Legislation
 - .1 Canadian Environmental Protection Act(CEPA), 1999.
 - .2 Canadian Environmental Assessment Act(CEAA), 1995, c. 37.
 - .3 Canada Labour Code(R.S. 1985, c. L-2).
 - .1 Part II(September 2000) - Occupational Health and Safety.
 - .4 Transportation of Dangerous Goods Act(TDGA), 1992, c. 34.
- .2 Provincial Storage Regulations made pursuant to the Nova Scotia Environment Act, 1995.
- .3 Dangerous Goods Transportation Act(NS)1989.
- .4 Nova Scotia Motor Vehicle Act.

1.3 LICENSING

- .1 The Contractor/operator must be appropriately licensed by Provincial/Territorial Environmental Agency having jurisdiction to transport and dispose for treatment of waste oil in accordance with current procedures approved by Environment Canada and Nova Scotia Department of Environment and Labour. This service must be in accordance with current municipal, provincial and federal regulations and bylaws.
 - .2 All necessary licenses must be submitted with Tender.
 - .3 The Contractor must assume all legal liability for any mishap etc., while performing this service.
-

- 1.4 GENERAL .1 Provide vacuum truck services for waste oil, waste water and fuel sludge.
- .2 Tank opening and closing will be done by Owner.
- 1.5 HAZARD ASSESSMENT .1 The Contractor must prepare a hazard assessment as per section 01 35 30 Health and Safety Requirements.
- .2 A copy of the Hazard Assessment must be forwarded to the Engineer.
- 1.6 EQUIPMENT .1 The Contractor must use equipment that is suitably designed for the Performance of prescribed work and must be capable of safely handling and transporting all waste oil and waste water taken from site.
- .2 The Engineer reserves the right to reject those equipment deemed unsuitable to the prescribed work.
- 1.7 TIME AND VOLUME SHEETS .1 On completion of each job, the Contractor must provide time sheets with the following information:
- .1 work order number;
- .2 location;
- .3 number of people and hour(s) worked;
- .4 actual quantity of waste oil/waste water and/or sludge pumped out.
- .2 The actual quantities of waste oil, waste water and/or sludge taken from tank(s) must be certified on site to the satisfaction of the Engineer including a signed slip at the work site of the amount of waste oil/waste water or sludge removed.
- 1.8 DISPOSAL OF WASTE OIL, WASTE WATER AND SLUDGE .1 Disposal of all contaminated and non-contaminated waste oil, waste water and sludge will be the Contractor's responsibility when removed from sites of CFB Halifax for treatment.
- .2 On completion of all Work, the Contractor must remove all surplus materials, tools, equipment and debris and leave the area in a clean and tidy condition to the complete satisfaction of the Engineer.
-

1.8 DISPOSAL OF
WASTE OIL, WASTE
WATER AND SLUDGE
(Cont'd)
PART 2 - PRODUCTS

.3 The Contractor will incur all costs(transportation, removal, remediation) associated with the cleanup process for any spills caused by work/service being performed as part of a call-up against this Standing Offer Agreement.

Not used.

PART 3 - EXECUTION

Not used.

PART 1 - GENERAL

1.1 RELATED
SECTIONS

- .1 Section 01 11 00 General Instructions.
- .2 Section 01 35 73 Confined Spaces.
- .3 Section 01 74 19 Pumping and Disposal.

1.2 REFERENCES

- .1 Canadian Council of Ministers of the Environment(CCME)
 - .1 CCME PN 1326-2003, Environmental Code of Practice for Underground Storage Tank Systems Containing Petroleum Products and Allied Petroleum Products.
 - .2 Canadian Federal Legislation
 - .1 Canadian Environmental Protection Act(CEPA), 1999, c. 33.
 - .2 Canadian Environmental Assessment Act(CEAA), 1995, c. 37.
 - .3 Canada Labour Code(R.S. 1985, c. L-2).
 - .1 Part II(September 2000) - Occupational Health and Safety.
 - .4 Transportation of Dangerous Goods Act(TDGA), 1992, c. 34.
 - .3 National Fire Code of Canada.
 - .4 Provincial Storage Regulations made pursuant to the Nova Scotia Environment Act, 1995.
 - .5 Dangerous Goods Transportation Act(NS)1989.
 - .6 Nova Scotia Motor Vehicle Act.
 - .7 American Petroleum Institute
 - .1 API Std 2015(R2006) Safe Entry and Cleaning of Petroleum Storage Tanks, Planning and Managing Tank Entry From Decommissioning Through Recommissioning.
 - .2 API RP 2016(R2006) Guidelines and Procedures for Entering and Cleaning Petroleum Storage Tanks.
 - .8 MARLANT SEMS Directive E#6 - Storage Tank Management.
-

- 1.3 GENERAL
- .1 Provide the services of high pressure wash or steam cleaning trucks for removal of petroleum residue, rust and mold from interior of tank as directed by Engineer.
 - .2 All personnel entering the tank must be trained and qualified for confined space entry as per Part 12 of the Occupational General Safety Regulations.
 - .3 The Contractor must understand the hazards, be properly equipped, use trained personnel, and as a minimum, observe the requirement, precautions, and procedures described in API 2015, Safe Entry and Cleaning of Petroleum Storage Tanks.
 - .4 The Contractor must achieve a "gas free" status in the tank in preparation for entry for interior inspection and/or testing.
- 1.4 WORK HAZARDS
- .1 Tank contents, petroleum fuels:
 - .1 no. 6, bunker A heating fuel;
 - .2 no. 2, furnace oil;
 - .3 diesel;
 - .4 gasoline;
 - .5 F37, F34 + 100 additive, JP8 + 100 and kerosene.
 - .2 Underground and aboveground fuel storage tanks are considered confined spaces.
- 1.5 HAZARD ASSESSMENT
- .1 The Contractor must prepare a hazard assessment as per section 01 35 30 Health and Safety Requirements.
 - .2 The Contractor must prepare a hazard assessment before performing any tank cleaning based on but not limited to the hazards identified above or any other hazard at the specified site.
 - .3 A copy of the hazard assessment must be forwarded to the Engineer.
- 1.6 METHOD OF WORK
- .1 Bunker tanks(no. 6 fuel): The timing for the removal and cleaning of fuel and residue will be coordinated with the heating plant operator so the work is done while the fuel is still warm/hot.
 - .2 All work to be done in accordance with API 2015, Safe Entry and Cleaning of Petroleum Storage Tanks.
-

1.7 METHOD OF
PRICING - LARGE
TANK

- .1 Pricing for cleaning tanks 43,000 liters and greater must be based on size of tank, type of tank, and type of product.
- .2 Pricing to include but not limited to:
 - .1 Cleaning tank interior.
 - .2 Continuous air monitoring by qualified technician.
 - .3 Gas extraction.
 - .4 Oily water/sludge removal and disposal.
 - .5 Confined space entry qualifications, equipment and procedures.

1.8 METHOD OF
PRICING - SMALL
TANK

- .1 Pricing for cleaning tanks less than 43,000 liters but greater than 2250 liters that do not require confined space entry or continuous air monitoring will be determined on a time and material basis. This size of tank may not require confined space entry and can be internally cleaned from the outside with tools inserted into the tank.
- .2 Pricing to include but not limited to:
 - .1 Cleaning tank interior.
 - .2 Oily water/sludge removal and disposal.

1.9 CALL-UP

- .1 The Contractor must provide a service on a per liter pumped and disposal basis of oily water, waste oils, fuel and fuel sludge.

PART 2 - PRODUCTS

Not used.

PART 3 - EXECUTION

- 3.1 PREPARATION .1 Conform to or exceed Federal, Provincial and Territorial codes,
SAFETY AND SECURITY local municipal by-laws, by-laws, and codes and regulations of
utility authorities having jurisdiction.

Larger Tanks Description and Location									
Item no.	PRIN	Location	Installation Year	Capacity of Tank(L)	Tank Size(M) Dia. x Lt or Ht	Contents of Tank	Type of Tank		
1	K-2343	Windsor Park 62	1997	45,450	3.0 x 6.5	#2 Furnace oil	a/g, H, SF, d/w		
2	K-2342	Windsor Park 62	1997	113,638	3.9 x 10.0	#6 Bunker A	a/g, V, SF, d/w		
3	K-2270	Stadacona 11, int.	1970	82,000	3.5 x 9.0	#6 Bunker A	a/g, V, SF, s/w		
4	K-3916	Stadacona 11, ext.	1999	43,000	3.0 x 6.0	#2 Furnace oil	a/g, H, SF, s/w		
5	K-2073	Dockyard 188	1983	1,526,724	18.0 x 6.0	Oily water	a/g, V, FE, s/w		
6	K-2075	Dockyard 204	1991	455,000	9.1 x 7.0	#2 Furnace oil	a/g, V, FE, d/w		
7	K-2066	Dockyard 62	1995	600,490	9.1 x 9.1	#6 Bunker A	a/g, V, FE, s/w		
8	K-15916	Shearwater 252	2010	91,502	3.4 x 6.1	Avgas	a/g, H, SF, d/w		
9	K-15917	Shearwater 252	2010	91,502	3.4 x 6.1	Avgas	a/g, H, SF, d/w		
10	K-15918	Shearwater 252	2010	91,502	3.4 x 6.1	Avgas	a/g, H, SF, d/w		
11	K-9376	Shearwater 56	1998	91,573	3.5 x 9.5	#6 Bunker A	a/g, H, SF, d/w		
12	K-9377	Shearwater 56	1998	91,573	3.5 x 9.5	#6 Bunker A	a/g, H, SF, d/w		
13	K-9366	CFAD 190	1999	115,700	3.6 x 11.0	#6 Bunker A	a/g, H, SF, d/w		
14	K-15833	NAD 29	2007	89,268	3.0 x 12.2	#2 Furnace oil	a/g, H, SF, d/w		
15	K-9348	NAD 29	1999	71,472	3.0 x 9.8	#2 Furnace oil	a/g, H, SF, d/w		

Legend:

- d/w - double walled
- s/w - single walled
- a/g - above ground
- v - vertical
- h - horizontal
- sf - shop fabricated
- fe - field erected



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat W010C-12-C231
Security Classification / Classification de sécurité UNCLASSIFIED

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine NATIONAL DEFENCE	2. Branch or Directorate / Direction générale ou Direction MARLANT - FCE	
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 FURNISHING OF ALL LABOUR, MATERIAL, TOOLS, EQUIPMENT, AND SUPERVISION REQUIRED FOR THE COLLECTION AND DISPOSAL OF WASTE OIL, WASTE WATER, FUEL SLUDGE, AND BUNKER A SLUDGE OR OTHER PETROLEUM PRODUCTS, THROUGHOUT VARIOUS AREAS OF CFB HALIFAX.		
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: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of Information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>



Contract Number / Numéro du contrat W010C-12-C231
Security Classification / Classification de sécurité UNCLASSIFIED

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / 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 / Non Yes / 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 FIABILITE | <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 : IF REQUIRED, AN ESCORT WILL BE PROVIDED

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 / Non Yes / Oui

If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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



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				CGMSEC						
	A	B	C	CONFIDENTIAL CONFIDENTIAL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	CGMSEC TOP SECRET CONFIDENTIAL TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET TRÈS SECRET	
							NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL	A		B	C					
Information / Avis Renseignements / Biens Production																	
IT Media / Support TI																	
IT Link / Lien électronique																	

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « 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).



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat W010C-12-C231
Security Classification / Classification de sécurité UNCLASSIFIED

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées) MIWO C. ERSKINE	Title - Titre CONTRACTS OFFICER	Signature <i>[Signature]</i>
Telephone No. - N° de téléphone 902-722-4906	Facsimile No. - N° de télécopieur 902-722-1847	E-mail address - Adresse courriel catl.erskine@forces.gc.ca
		Date 13 Jun 13

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées) Devia Haggison	Title - Titre Contract Security Analyst	Signature <i>[Signature]</i>
Telephone No. - N° de téléphone 813-949-1066	Facsimile No. - N° de télécopieur 813-949-1069	E-mail address - Adresse courriel sasa.medjovic@forces.gc.ca
		Date 14 July 2012

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

No / Non Yes / Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées) Chukwudi CHINYE	Title - Titre SUPPLY OFFICER	Signature <i>[Signature]</i>
Telephone No. - N° de téléphone 902-496-5476	Facsimile No. - N° de télécopieur 902-496-5016	E-mail address - Adresse courriel chukwudi.chinye@psgc.gc.ca
		Date Nov 29, 2012

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature <i>[Signature]</i>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
		Date 20/07/2012

Jill Mahon
Contract Security Officer, Contract Security Division
Jill.Mahon@tpsgc-pwgsc.gc.ca
Tel/Tél - 613-960-0164 / Fax/Téléc - 613-954-4171



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 a director of the Bidder/Offeror/Supplier and provided with the Bid/Offer/Arrangement.

Le présent formulaire doit être rempli et signé par chaque individu qui est actuellement un administrateur du soumissionnaire/de l'offrant/du fournisseur et fourni avec la soumission/l'offre/l'arrangement.

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

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

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

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

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

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

B	BIOGRAPHICAL INFORMATION - Must be completed by the individual RENSEIGNEMENTS BIOGRAPHIQUES - À remplir par l'individu
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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)
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**Current Permanent Residential Information
Information résidentielle permanente actuelle**

Apartment No. - N° d'appartement	Street No. - N° civique	Street Name - Nom de la rue
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City - Ville	Province/State - État
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Country - Pays	Postal Code/Zip Code - Code postal/Code zip
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C	CONSENT - Must be signed by the individual CONSENTEMENT - Doit être signé par l'individu
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I, the undersigned, confirm that I have read and understand the above *Privacy Act* statement and that I consent to the collection and use of my personal information as described therein.

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

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

D	ADMINISTRATIVE INFORMATION - Internal Government Use Only RENSEIGNEMENTS ADMINISTRATIFS - Pour usage interne du gouvernement seulement
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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
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Requesting Contact Person - Personne-ressource requérante	Contact Person Tel. No. - N° de tél. de la personne-ressource
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