

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

**Public Works and Government Services Canada  
Telus Plaza North/Plaza Telus Nord  
10025 Jasper Ave./10025 ave. Jaspe  
5th floor/5e étage  
Edmonton  
Alberta  
T5J 1S6  
Bid Fax: (780) 497-3510**

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

## Regional Individual Standing Offer (RISO)

### Offre à commandes individuelle régionale (OCIR)

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

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

## Comments - Commentaires

**Vendor/Firm Name and Address**  
**Raison sociale et adresse du**  
**fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada  
Telus Plaza North/Plaza Telus Nord  
10025 Jasper Ave./10025 ave Jasper  
5th floor/5e étage  
Edmonton  
Alberta  
T5J 1S6

<b>Title - Sujet</b> HVAC Services	
<b>Solicitation No. - N° de l'invitation</b> EW038-132462/A	<b>Date</b> 2013-01-30
<b>Client Reference No. - N° de référence du client</b> CSC	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$PWU-308-9710
<b>File No. - N° de dossier</b> PWU-2-35368 (308)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2013-02-20</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Mountain Standard Time MST
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Dong (RPC), Michael	<b>Buyer Id - Id de l'acheteur</b> pwu308
<b>Telephone No. - N° de téléphone</b> (780)497-3874 ( )	<b>FAX No. - N° de FAX</b> (780)497-3510
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA Bowden Site Office Box 6000 Innisfail Alberta T4G 1V1 Canada	
<b>Security - Sécurité</b> This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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## General Conditions:

(i) GC1 General Provisions	R2810D (2012-11-19);
(ii) GC2 Administration of the Contract	R2820D (2012-07-16);
(iii) GC3 Execution and Control of the Work	R2830D (2010-01-11);
(iv) GC4 Protective Measures	R2840D (2008-05-12);
(v) GC5 Terms of Payment	R2550D (2010-01-11);
(vi) GC6 Delays and Changes in the Work	R2865D (2008-05-12);
(vii) GC7 Default, Suspension or Termination of Contract	R2870D (2008-05-12);
(viii) GC8 Dispute Resolution	R2884D (2008-05-12);
(ix) GC9 Insurance	R2590D (2011-05-16);

## Supplementary Conditions, if any;

Fair Wages and Hours of Labour - Labour Conditions	R2940D (2012-07-16);
Allowable Costs for Contract Changes Under GC6.4.1	R2950D (2007-05-25);

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## PART 1 - GENERAL INFORMATION

### 1. Introduction

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

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

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

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

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

Part 5, Certifications: includes the certifications to be provided;

Part 6, 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, Health & Safety, Usage Reports, Offer, and any other annexes.

### 2. Summary

HVAC Services Standing Offer, Bowden Institution, Bowden, AB

Work under this standing offer includes the provision of skilled licensed labour, tools, equipment, supervision and material as requested by Public Works & Government Services Canada (PWGSC) and Correctional Services Canada (CSC) in the form of call ups for HVAC services work at the Bowden Institution, Hwy 2, Bowden, AB. Services are to be provided on an "as required" basis. It is anticipated that only 1 firm will be issued a standing offer. The standing offer will be issued for a term of two (2) years. The total expenditures over the term is estimated at \$420,000.00 (GST/HST included). This procurement contains MANDATORY requirements. See Part 4 and 5 of the RFSO for details.

Pursuant to section 01 of Standard Instructions 2006, 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 and related documentation.

The requirement is subject to the provisions of the Agreement on Internal Trade (AIT).

**3. Health & Safety Requirements**

There are Health & Safety requirements associated with this requirement. See Annex C

**4. Debriefing**

After issuance of a standing offer, offerors may request a debriefing on the results of the request for standing offers. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of notification that their offer was unsuccessful. The debriefing may be provided in writing, by telephone or in person. The debriefing will include an outline of the reasons the submission was not successful, making reference to the evaluation criteria. The confidentiality of information relating to other submissions will be protected.

**5. 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.

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## PART 2 - STANDING OFFER - INSTRUCTIONS TO OFFERORS

### 1. Standard Instructions, Clauses and Conditions

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

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the terms 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.

### 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.

#### 2.1 Revision of Offer:

An offer submitted in accordance with these instructions may be revised by letter or facsimile, provided that the revision is received at the office designated for the receipt of offers (Offering address) on or before the date and time set for the closing of the RFSO. The facsimile shall be on the offeror's letterhead or bear a signature that identifies the offeror.

A revision to the unit price schedule must clearly identify the change(s) in the unit price(s) and the specific item(s) to which each change applies.

A letter or facsimile submitted to confirm an earlier revision shall be clearly identified as a confirmation.

Failure to comply with any of the above provisions shall result in the rejection of the non-compliant revision(s) only. The offer shall be evaluated based on the original offer submitted and all other compliant revision(s).

Facsimile number for receipt of revisions: **(780) 497-3510**

#### 2.2 Firm Price and/or Rates:

The Offeror is required to submit firm prices, rates or both that will apply for the entire period of the Standing Offer.

#### 2.3 Form: Offers not submitted on the prescribed Offer Form will not be considered.

#### 2.4 Alterations: Any alteration to the pre-printed or pre-typed sections of the Offer Form, or any condition or qualification placed upon the offer may be cause for disqualification of the offer. Alterations, corrections, changes or erasures made to statements or figures entered on the Offer Form by the offeror shall be initialed by the person or persons signing the offer. Initials shall be original(s). Alterations, corrections, changes or erasures that are not initialed shall be deemed void and without effect.

#### 2.5 Incomplete Offers: Incomplete offers may be rejected.

## 2.6 Taxes

The offeror is responsible for all applicable taxes.

Offerors are not to include any amounts for the Goods and Services Tax (GST) or Harmonized Sales Tax (HST), whichever is applicable. Any amount levied in respect of the GST/HST shall be billed as a separate item on invoices submitted by the contractor, and shall be paid in addition to the amount approved by Canada for work performed under any resulting Contract. The Contractor shall be required to remit the appropriate amount to the Canada Revenue Agency in accordance with the applicable legislation.

The Federal Government is exempt from the Quebec Sales Tax (QST). Offerors shall not include in their prices any amount that is intended to cover the QST on goods and services performed in the execution of the Work except for such amounts for which an Input Tax Refund is not available. The successful Offeror should make arrangements directly with the Province of Quebec to recover any QST paid by it in performing the Work under the resulting Contract.

## 2.7 Performance Evaluation

Offerors shall take note that the performance of the Contractor during and upon completion of the work shall be evaluated by Canada. The evaluation shall be based on the quality of workmanship; timeliness of completion of the work; project management, contract management and management of health and safety. Should the Contractor's performance be considered unsatisfactory, the Contractor's bidding privileges on future work may be suspended indefinitely.

An electronic version of the form PWGSC-TPSGC 2913, SELECT - Contractor Performance Evaluation Report Form, used to record the performance is available on the Public Works and Government Services Canada (PWGSC) Web site.

## 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 the province of work.

## PART 3 - OFFER PREPARATION INSTRUCTIONS

### 1. General

- 1.1 Insert the hourly rate or unit price against each class of labour, plant, or item of specified material listed on the Unit Price Schedule of the Offer form. Insert the percentage mark-up for Unspecified Material, if any; mathematical extensions against all items including the Contractor's Mark-up on Unspecified Material if applicable, and Total Estimated Amount, GST/HST extra.
- 1.2 Submit the Offer, duly completed, to the office designated on page 1 of the RFSO in accordance with the Standard Instructions.
- 1.3 Sign and date the Offer in accordance with the RFSO.

### 2. Offer Preparation Instructions

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

Section I: Annex E - Financial Offer (1 hard copy)

Section II: Certifications (1 hard copy)

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

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

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

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

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

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

#### Section I: Financial Offer

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

#### Section II: Certifications

Offerors must submit the certifications required under Part 5.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 1. Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.
- (c) Offers shall be evaluated on the basis of the lowest compliant offer being recommended for issuance of a Standing Offer.

#### 1.1 Technical Evaluation

##### 1.1.1 Mandatory Technical Criteria

##### a) MANDATORY REQUIREMENTS - Required as part of the Offer

- i) Pursuant to the General Instructions, submission of Request for Standing Offer (RFSO), offers must be submitted to the office designated for the receipt of offers, and must be received on or before the date and time set for solicitation closing shown on page 1 of the RFSO. A rate must be entered for each item listed in the unit price schedule of the offer.

##### b) MANDATORY REQUIREMENTS - Precedent to issuance of a Standing Offer

- i) Status and Availability of Resources
- ii) Health & Safety Requirements
- iii) Code of Conduct Certifications (*see Part 5 - Certifications*)
- iv) Insurance
- v) Proof of Financial Capability - upon request

#### 1.2. Financial Evaluation

- 1.2.1 Price Schedule - A rate must be entered for each item.
- 1.2.2 Offers retained pursuant to Part 4, will be evaluated on the basis of the total estimated amount quoted, GST/HST extra. It is anticipated that one standing offer will be issued to the lowest compliant offeror.

### 2. Basis of Selection

#### 2.1 Basis of Selection - Lowest Evaluated Price

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.

### 3. Ranking

- 3.1 Only 1 firm will be issued a standing offer.
- 3.2 The firm submitting the lowest price compliant submission will be issued 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 (2012-11-09)

- 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 form- PWGSC-TPSGC 22](http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html))

(<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.

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## **2. Additional Certifications Precedent to Issuance of a Standing Offer and Certifications Required with the Offer**

Offerors must submit the certifications as provided below:

### **2.1 Certifications Required with the Offer**

Offerors must submit the following duly completed certifications with their offer.

### **2.2 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.

**2.2.1 Health & Safety Requirements** - per attached Annex C .

**2.2.2 Insurance**, per article 3 of Part 6. (R2590D GC9 - Insurance)

**2.2.3 Proof of Financial Capability** - upon request, per article 2 of Part 6.

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## **PART 6 - FINANCIAL AND INSURANCE REQUIREMENTS**

### **1. Financial Capability**

Financial Statements: In order to confirm an offeror's financial capability to perform the Contract, the Standing Offer Authority may during the RFSO evaluation phase, request from that offeror current financial information. The requested financial information may include, but is not limited to, an offeror's most recent audited financial statements or financial statements certified by an offeror's chief financial officer. The information provided will be considered in the offer evaluation and selection process. If an offer is found to be non-responsive on the basis that an offeror is considered financially incapable of performing the Work, that offeror will receive a written notification from the Standing Offer Authority.

Should an offeror provide the requested information to Canada in confidence while indicating that the disclosed information is confidential, Canada will treat the information in a confidential manner in accordance with the Access to Information Act, R.S. 1985, c.A-1.

### **2. 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 SACC Manual clause R2590D GC9 - Insurance (2011-05-16)

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.

Certificate of Insurance form - PWGSC-TPSGC 357 (06/2007) is available at web site:

<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/357.pdf>

## PART 7 - CLAUSES & CONDITIONS

### PART 7(A) - STANDING OFFER

#### 1. Offer - attached at ANNEX E

- .1 General Provisions
- .2 Financial Terms
- .3 Prices

#### 2. Security Requirement

1) NIL security screening required. No access to sensitive information or assets. Contractor personnel will be escorted in specific areas of the facility / site as and where required by Correctional Service Canada personnel or those authorized by CSC to do so on its behalf.

2) Contractor personnel shall submit to a local verification of identity / information by Correctional Service Canada, prior to admittance to the facility / site. Correctional Service Canada reserves the right to deny access to any facility / site or part thereof of any Contractor personnel, at any time.

#### 3. Standard Clauses and Conditions

- 1) .1 General Conditions - Standing Offer, 2005 (2012-11-19)
- 2) The documents identified by title, number and date in paragraph 1) are incorporated by reference and are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Web site:

<http://sacc.pwgsc.gc.ca/sacc/query.do?lang=en&id=r&date=current&title=&detail=&type=all&action=search>

- 3) Schedules of Wage Rates for Federal Construction Contracts is included by reference and may be accessed from the Web site:  
[http://www.hrsdc.gc.ca/en/labour/employment\\_standards/contracts/schedule/index.shtml](http://www.hrsdc.gc.ca/en/labour/employment_standards/contracts/schedule/index.shtml)

#### 4. Term of Standing Offer

##### 4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from Date of Award for a two (2) year period.

## 5. Authorities

### 5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: *see front page of Standing Offer for details*  
Public Works and Government Services Canada  
Acquisitions Branch

Directorate: Real Property Contracting

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, they are 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 (Departmental Representative) 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.

## 6. Identified users

The Identified User authorized to make call-ups against the Standing Offer is : Public Works & Government Services Canada (PWGSC) & Correctional Services Canada (CSC)

## 7. Call-up Procedures

1. Best Standing Offer: the offer that provides best value lowest prices will be retained.

The Project Authority will establish the scope of work to be performed by the successful firm and negotiate the level of effort required to perform the work based on the hourly rates contained in the Standing Offer.

Solicitation No. - N° de l'invitation

EW038-132462/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pwu308

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

CSC

PWU-2-35368

**8. CALL-UP INSTRUMENT**Public Works and  
Government Services  
CanadaTravaux publics et  
Services gouvernementaux  
Canada**CALL-UP AGAINST A STANDING OFFER**  
**COMMANDE SUBSÉQUENTE À UNE OFFRE**  
**PERMANENTE**In accordance with  
STANDING OFFER NO.: \_\_\_\_\_Conformément à  
L'OFFRE PERMANENTE No. \_\_\_\_\_Call-up no.  
- No de  
commandeDated \_\_\_\_\_  
and the terms and conditions therein, you are  
Requested to carry out the worked described below.En date du \_\_\_\_\_  
Et les modalités qui y sont énumérées, vous êtes prié  
d'exécuter les travaux décrits ci-après.

Contractor's name and address - Nom et adresse de l'entrepreneur		Send invoice to - Expédier la facture à
Fax No. ( )		attention:
Project no. - No du projet	Note: Quote standing offer number, project number and call-up number on your invoice. Inscrire le numéro de l'offre permanente, le numéro du projet et le numéro de commande sur la facture.	
Location of work - Endroit des travaux	Call-up cost, GST/HST extra - Coût de la commande, TPS en plus	

Work description - Description des travaux

Certified pursuant to subsection 32 (1) of the Financial Administration Act  
Certifié en vertu du paragraphe 32 (1) de la Loi sur la gestion des finances publiques\_\_\_\_\_  
Signature\_\_\_\_\_  
Date

Departmental Representative - Représentant du ministère

\_\_\_\_\_  
Signature\_\_\_\_\_  
Date

PWGSC-TPSGC 2829 (03/2006)

## 9. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$50,000.00 (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 \$400,000.00 (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 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 Documents

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

- a) the call up against the Standing Offer, including any annexes and any amendments;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2012-11-19), General Conditions - Standing Offers - Goods or Services
- d) any amendment or variation in the Standing Offer that is made in accordance with the terms and conditions of the Standing Offer;
- e) the general conditions dated and listed in Part 7B, Resulting Contract Clauses;
- f) the Supplemental general conditions;
- g) Annexes:  
Annex A, Statement of Work, and any amendment to the solicitation document incorporated in the Standing Offer before the date of the Standing Offer;  
Annex B, Basis of Payment;  
Annex C, Health & Safety Requirements - Alberta;  
Annex D, Periodic Usage Report Form; and
- h) the Offeror's offer Annex E, 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 the province of work.

**14. Estimates**

Where an estimate of the cost of performing specific work is required, the Identified User will provide the Offeror with a statement of the 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 exceeded without the specific written authorization of the Identified User.

**15. Offeror Contact Information**

Name:

Title:

Address:

Telephone Number:

Fax Number:

Email:

## PART 7 (B) - RESULTING CONTRACT CLAUSES

- 1) The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer:
    - (a) Statement of Work - The Contractor must perform the Work described in the call-up against the Standing Offer;
    - (b) General Conditions:
 

(i)	GC1	General Provisions	R2810D	(2012-11-19);
(ii)	GC2	Administration of the Contract	R2820D	(2012-07-16);
(iii)	GC3	Execution and Control of the Work	R2830D	(2010-01-11);
(iv)	GC4	Protective Measures	R2840D	(2008-05-12);
(v)	GC5	Terms of Payment	R2550D	(2010-01-11);
(vi)	GC6	Delays and Changes in the Work	R2865D	(2008-05-12);
(vii)	GC7	Default, Suspension or Termination of Contract	R2870D	(2008-05-12);
(viii)	GC8	Dispute Resolution	R2884D	(2008-05-12);
(ix)	GC9	Insurance	R2590D	(2011-05-16);
    - (c) Supplementary Conditions, if any;
    - (d) Fair Wages and Hours of Labour - Labour Conditions R2940D (2012-07-16);
    - (e) Allowable Costs for Contract Changes Under GC6.4.1 R2950D (2007-05-25);
    - (f) Schedules of Wage Rates for Federal Construction Contracts;
    - (g) Any amendment issued or any allowable bid revision received before the date and time set for solicitation closing;
    - (h) Any amendment incorporated by mutual agreement between Canada and the Contractor before acceptance of the bid; and
    - (i) Any amendment or variation of the contract documents that is made in accordance with the General Conditions.
  - 2) The documents identified by title, number and date in paragraph 1) are incorporated by reference and are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Website:
 

<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/rqqr.do?lang=eng&verb=rese&id=r&date=current&ttrl=&detail=&type=all&action=search>
  - 3) Schedules of Wage Rates for Federal Construction Contracts is included by reference and may be accessed from the Website:
 

[http://www.hrsdc.gc.ca/eng/labour/employment\\_standards/contracts/schedule/index.shtml](http://www.hrsdc.gc.ca/eng/labour/employment_standards/contracts/schedule/index.shtml)
- NOTE: Contractors should note that a copy of the Labour Conditions and the Fair Wage Schedule applicable to the project location must be posted at the work site in a convenient, easily accessible location.*
- 4) The language of the contract documents shall be the language of the Bid and Acceptance Form submitted.
  - 5) A contract is formed between Canada and the Offeror only when a Call-up duly signed is issued by the Departmental Representative and accepted by the Offeror\*. The Offeror shall then be referred to as "the Contractor" and the Contract includes the Offer, the Specifications referred to in the Unit Price Schedule, the General Conditions, and the Call-up .

## 6) Interpretation

*"Accepted by the Offeror"* \* means that the Offeror has agreed to, and commenced performance of the work.

*"Minister"* includes a person acting for the Minister, the Minister's successor in office, their lawful deputy and their representatives appointed for the purpose of the Standing Offer.

*"Departmental Representative"* means the Project Authority who 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.

*"Superintendent"* or *"Supervisor"* means the employee or representative of the Contractor designated by the Contractor to act as Superintendent;

*"Unit Price Table"* means the table of prices per unit set out in the Offer; and

*"Work"* means, subject only to any express stipulation in the Contract to the contrary, everything that is necessary to be done, furnished or delivered by the Contractor to perform the Contract in accordance with the work as described in each Call-up, and in the technical specifications or statement of work.

## 1. SUPPLEMENTAL CONDITIONS

**INSERT** the following supplementary conditions in the resulting General Conditions:

### 1.1. T1204 - Direct Request by Customer Department

- 1.1.1 Pursuant to paragraph 221 (1)(d) of the Income Tax Act, R.S. 1985, c.1 (5th Supp.), payments made by departments and agencies to contractors under applicable services contracts (including contracts involving a mix of goods and services) must be reported on a T1204 Government Service Contract Payments slip.
- 1.1.2 To enable departments and agencies to comply with this requirement, the Contractor must provide Canada, upon request, its business number or Social Insurance Number, as applicable. (These requests may take the form of a general call-letter to contractors, in writing or by telephone).

### 1.2. Periodic Reports

- 1.2.1 The Offeror shall provide to the Standing Offer Authority biannual reports on usage of the Standing Offer, showing the number and total value of call-ups by each consignee. Reports shall be submitted in the format shown on the attached Annex D "Periodic Usage Report Form" and forwarded to the Standing Offer Authority no later than fifteen (15) days after the designated reporting period.
- 1.2.2 The Offeror understands that failure to comply may result in the setting aside of the Standing Offer.

## 2. Term of Contract

### 2.1 Period of the Contract

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

## 3. Payment

### 1.3. CHANGES TO GC5 R2550D - TERMS OF PAYMENT

**DELETE** GC5.4, GC5.5, and GC5.6 and **INSERT** the following:

#### GC5.4 Payment

##### .1 Terms of Payment

1. Where the duration of the work identified in a call-up is greater than 30 days, the Contractor may submit monthly progress claims, and shall be entitled to receive progress payments at monthly or other agreed intervals. Subject to verification by the Departmental Representative, payment of the Contractor's invoice for work satisfactorily completed shall be made not later than 30 days after receipt thereof. The due date shall be the 30th day following receipt of a properly submitted invoice.
2. The Contractor shall submit a separate invoice for each Call-up to the Departmental Representative in accordance with any invoicing instructions set out herein. The properly submitted invoice shall be delivered to the Departmental Representative in the agreed format with sufficient detail, information, and backup to permit verification.  
The Contractor's invoice shall show the following, as separate items:
  - (a) the amount of the progress payment being claimed for Work satisfactorily performed excluding GST/HST;
  - (b) the amount for any tax calculated (GST/HST) in accordance with the applicable federal tax legislation; and
  - (c) the total amount which shall be the sum of the amounts referred to in (a) and (b) above.
3. The amount of the tax shown on the invoice shall be paid by Canada to the Contractor in addition to the amount of the progress payment for Work satisfactorily performed.
4. If, within 15 days of receipt of the invoice, additional information is requested by the Departmental Representative for the purpose of verification, the 30 day payment period shall commence upon receipt of the requested information. Payment shall be made prior to or on the thirtieth (30) day after receipt of the corrected invoice or the required information.
  - .1 Any monthly progress payment made to the Contractor may be subject to a 10% holdback which shall be released to the Contractor with the final payment unless the amount held back is required by Canada to remedy any defect in the Contractor's work.
  - .2 Where the duration of the Work identified in a call-up is equal to or less than thirty (30) days, the Contractor may receive a single payment as full consideration for the Work performed.

- 
5. Upon completion of the Work in the progress claim, the Contractor maybe requested to provide a completed and signed statutory declaration containing a declaration that, up to the date of the progress claim, the Contractor has complied with all lawful obligations with respect to the Labour Conditions and that, in respect of the Work, all lawful obligations of the Contractor to its Subcontractors and Suppliers, referred to collectively in the declaration as "subcontractors and suppliers", have been fully discharged before any further payment is made.
  6. Upon written notice by a Sub-Contractor, with whom the Contractor has a direct contract, of an alleged non payment to the Sub-Contractor, the Departmental Representative may provide the Sub-Contractor with a copy of the latest approved progress payment made to the Contractor for the Work.
  7. Upon the satisfactory completion of all Work, the amount due, less any payments already made, shall be paid to the Contractor not later than thirty (30) days after receipt of a properly submitted invoice, and upon request, with a Statutory Declaration in accordance with paragraph 5 above.

#### **4.1 Basis of Payment - see Annex B**

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

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

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## ANNEXES

Annex A	Statement of Work
Annex B	Basis of Payment
Annex C	Health & Safety Requirements - Alberta
Annex D	Periodic Usage Report Form
Annex E	Offer
Annex F	Code of Conduct Certifications - List

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## **ANNEX A**

## **STATEMENT OF WORK**

See Attached document titled: Annex A - EW038-132462A - HVAC Services - SOW - Eng

**ANNEX B****.1 Basis of Payment**

Payments in respect of the agreed price shall be made upon satisfactory performance of the Work, and upon approval of the Departmental Representative, but such payments shall not exceed the amount(s) as specified in the Call Up, for the Work without written authorization.

In consideration of the Contractor satisfactorily completing all of its obligations under the resulting Contract, the Contractor will be paid a firm price, Goods and Services Tax or Harmonized Sales Tax extra.

**.1 Hourly Rates:**

The Contractor will be paid firm hourly rates as follows, for work performed in accordance with the Contract.

See attached for details

## ANNEX C

### MANDATORY HEALTH AND SAFETY - *for Work in the Province of Alberta*

#### 1.) SPECIAL INSTRUCTIONS TO BIDDERS (SI):

##### WCB AND SAFETY PROGRAM

- 1) The recommended Bidder shall provide to the Contracting Authority, Standing Offer issue:
  - 1.1 a Workers Compensation Board Premium Rate Statement - Alberta, or equivalent documentation from another jurisdiction;
  - 1.2 a Workers Compensation Board letter of good standing, also listing covered Directors, Principals, Proprietor(s) or Partners who will be or who are anticipated to be present on the work site(s), or equivalent documentation from another jurisdiction; and
  - 1.3 a Certificate of Recognition (COR) or Registered Safety Plan (RSP). A health and safety policy and program, as required by other provincial/territorial Occupational Health and Safety Acts, will be acceptable in lieu of a COR or RSP.
- 2) The recommended Bidder shall deliver all of the above documents to the Contracting Authority on or before the date stated (usually 3-5 days after notification) by the Contracting Authority. Failure to comply with the request may result in the bid being declared non-compliant.

#### 2.) SUPPLEMENTARY CONDITIONS (SC):

##### Workplace Safety and Health

##### 1. EMPLOYER/PRIME CONTRACTOR

- 1.1 The Contractor shall, for the purposes of the Occupational Health and Safety Act, Alberta, and for the duration of the Work:
  - 1.1.1 act as the Employer, where there is only one employer on the work site, in accordance with the Authority Having Jurisdiction;
  - 1.1.2 accept the role of Prime Contractor, where there are two or more employers involved in work at the same time and space at the work site, in accordance with the Authority Having Jurisdiction; and
  - 1.1.3 agree, in the event of two or more Contractors working at the same time and space at the work site, without limiting the General Conditions, to Canada's order \* to:
    - 1.1.3.1 accept, as the Prime Contractor, the responsibility for Canada's other Contractor(s); or
    - 1.1.3.2 accept that Canada's other Contractor is Prime Contractor and conform to that Contractor's Site Specific Health and Safety Plan.

\* "order" definition: *after contract award, Contractor is ordered by a Change Order*

## 2. SUBMITTALS

### 2.1 The Contractor shall provide to Canada:

- 2.1.1 prior to the pre-construction meeting, a transmittal and copy of a completed Notice of Project form PWGSC - TPSGC 458 (form will be provided to the proposed contractor prior to award), as sent to the Authority Having Jurisdiction (AHJ); and
- 2.1.2 prior to commencement of work and without limiting the terms of the General Conditions:
  - 2.1.2.1 copies of all other necessary permits, notifications and related documents as called for in the scope of work/specifications and/or by the AHJ; and
  - 2.1.2.2 a site specific Health and Safety Plan as requested.

*NOTE: Please do not include any forms that include personal 3rd party information such as the names of the contractor's employees and their related claims information.*

## 3. LABOUR AUTHORITY CONTACT:

*The contact below represents the Labour Authority in the jurisdiction (AHJ). They are not representatives of the Workers Compensation.*

Do not contact the people referenced below for issues pertaining to WCB or WCB Clearances. Those queries must be directed specifically to the WCB, and where the WCB has both a Labour and Compensation component, WCB issues must be directed to the Compensation/Employer Services sections.

<b><u>ALBERTA South</u></b>	<b><u>ALBERTA North</u></b>
Alberta Human Resources and Employment Workplace Health and Safety 600 – 727, 7th Avenue S.W. Calgary, Alberta, T2P 0Z5  Telephone: (403) 297-7896 Facsimile: (403) 297-7893	Alberta Human Resources and Employment Workplace Health and Safety 10th Floor, 7th Street Plaza 10030-107 Street Edmonton, Alberta, T5J 3E4  Telephone: (780) 422-5949 Facsimile: (780) 427-0999

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### ANNEX D Periodic Usage Report Form

As a requirement of this Request for Standing Offer, a report shall be submitted as follows:

Return to:

Michael Dong	(780) 497-3510	michael.dong@pwgsc-tpsgc.gc.ca
<i>Name</i>	<i>Fax</i>	<i>Email Address</i>

at:

Public Works and Government Services Canada  
Real Property Contracting, Acquisitions Branch  
10025 Jasper Ave., 5th Floor  
Telus Plaza North  
Edmonton, AB T5J 1S6

#### REPORT ON THE VOLUME OF BUSINESS

SUPPLIER: \_\_\_\_\_

REPORT FOR THE PERIOD ENDING: \_\_\_\_\_

Description of Work	Call-up #	TOTAL BILLIN G

**NIL REPORT:** We have not done any business with the federal government for this period \_\_\_\_\_.

**PREPARED BY:**

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TELEPHONE NO.: \_\_\_\_\_

## ANNEX E OFFER

**Description of Work:** Bowden, Alberta  
HVAC Services, PWGSC & CSC  
HVAC Services Standing Offer

### 1. OFFER

- .1 This Standing Offer is made by the Offeror to Canada;
- .2 This Offer is to furnish all necessary tools, plant, equipment, services, materials and labour to execute and complete the Work described above in careful and workmanlike manner;
- .3 The Work shall be more particularly described in individual Call-ups to be issued by the Project Authority, hereinafter called the "Departmental Representative";
- .4 Individual Call-ups may be issued, from time to time, during the period identified in Part 7A, clause 4.1, hereinafter called the "Term".

### 2. GENERAL PROVISIONS

- .1 This Offer when signed by or on behalf of the Offeror, the Specifications referred to in the Unit Price Schedule below and the General Conditions shall constitute the complete Offer subject to the provisions contained therein;
- .2 The Hourly Rate and the Unit Price, as offered, govern in calculating each Estimated Total Price; any errors in the extension of the Unit Price and in the addition of the Estimated Total Prices will be corrected in order to obtain the actual Total Estimated Amount;
- .3 This Offer supersedes and cancels all communications, negotiations and agreements relating to the Work other than those contained in the Offer;
- .4 that this tender may not be withdrawn for a period of 60 days following the tender closing time,

The Offeror agrees

- .1 to carry out individual work projects as requisitioned from time to time by the Departmental Representative in **Call- ups Against a Standing Offer**, form PWGSC/TPSGC 2829 or 942, copies of which the Offeror acknowledges to have in its possession, in accordance with the requirements set out therein and in consideration of payment of amounts to be determined pursuant to section 3. Below;
- .2 to provide, on demand from the Departmental Representative, a detailed price estimate, calculated in accordance with section 4 below, and a proposed work schedule for each work project; and
- .3 to commence Work promptly upon receipt of each Call-up issued pursuant to this Offer, duly signed by the Departmental Representative.

- 
- .5 This Offer does not constitute a binding contract between Canada and the Offeror. The Departmental Representative shall have the right to issue a Call-up with those other offerors which have also submitted offers to Canada.
  - .6 A contract is formed between Canada and the Offeror only when a Call-up duly signed is issued by the Departmental Representative and accepted by the Offeror. The Offeror shall then be referred to as "the Contractor" and the Contract includes the Offer, the Specifications referred to in the Unit Price Schedule below, the General Conditions and the Call-up .
  - .7 The estimated number of hours, the quantities of material and plant, and the amount of the Allowance for Unspecified material set out in the Unit Price Schedule are for the purpose of comparative evaluation of the offers and do not express an obligation on the part of Canada to order any or all of the work, material or plant listed therein.
  - .8 The Offeror declares that no bribe, gift or benefit has been or will be paid, given, promised or offered directly or indirectly to any official or employee of Canada or to a member of the family of such person, with a view to influence the entry into or the administration of any contract which may result from this Offer.

### 3. FINANCIAL TERMS

- .1 Each item specified in the Unit Price Schedule in subsection 4.1 includes wages, traveling time and costs, allowances, supervision, liabilities as employer, insurance, and the use of all tools, tackle, etc., overhead, profit and all other liabilities whatsoever.
- .2 Unspecified Material shall be reimbursed at net cost, as supported by invoices, plus Markup as established in section 4 of this Offer. "Net Cost" means all amounts reasonably and properly paid by the Offeror in respect of materials required for and used in the Work, and includes packing, handling and delivery charges, less any trade discounts received by the Offeror. The Offeror's Markup on Unspecified Material covers overheads, profit, and all other expenses whatsoever.
- .3 The prices inserted in section 4 of this Offer include all applicable federal, provincial, and municipal taxes.
  - .1 However, they do not include any amount for the Goods and Services Tax (GST) or Harmonized Sales Tax (HST). The appropriate GST/HST amounts will be paid by Canada to the Offeror in addition to the amounts paid against the amount of the contract. The Offeror shall make appropriate remittances to Revenue Canada in accordance with the legislation.
  - .2 The prices do not include the Québec Sales Tax. The Offeror shall arrange directly with the Province of Québec for the reimbursement of Provincial Sales Tax paid to this Province for the purpose of any contract resulting from this Offer.
- .4 Payment by Canada for the Offeror's own special equipment not covered by the Unit Price Schedule and required at the job site will be no greater than the local going rental rate for such equipment or the rate published by the local construction association for such equipment, whichever is the lower.
- .5 The cost of subcontract work, including special equipment rentals approved by the Project Authority, shall be reimbursed at actual cost with the addition of ten (10) percent to cover overheads, profit, and all other expenses whatsoever. "Actual cost" means all amounts reasonably and properly paid by the Contractor for those parts of the Work carried out by subcontractors.

## .6 Pricing

### .1 The prices requested in the Offer are:

- .1 hourly rates for regular hours;
- .2 hourly rate for each hour outside of regular hours; and
- .3 mark up on allowance for unspecified material, replacement parts, required permits and certificates. for purposes of evaluation.

### .2 The hourly rates requested in the offer and acceptance for specific types of service shall be the total cost to perform the work including but not limited to:

- .1 labour including supervision, allowances and liability insurance;
- .2 travel time;
- .3 transportation/vehicle expenses;
- .4 tools and tackle;
- .5 overhead and profit;
- .6 any other incidental expenses other than supply of materials and replacement parts relating to the delivery of labour.

### .3 It is considered that regular hours of work fall between 0800 and 1700 hours, Monday to Friday.

**4. PRICES**

The Offeror agrees that the following are the prices referred to in sections 2 and 3 above:

**4.1 Unit Price Schedules - Rates****SCHEDULE A) Initial Year**

Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6
<b>Item</b>	<b>Class of Labour, material or plant</b>	<b>Unit</b>	<b>Estimated Hours/ Quantity</b>	<b>Unit Price \$¢</b>	<b>Estimated total price \$¢</b>
<b>1.00</b>	<b>Lump sum price per round trip for travel time to the site (non-productive labour) and including all kilometer/mileage as follow</b>				
<b>a.</b>	<b>During Regular working Hours (Monday through Friday, (0800 - 1700))</b>				
i	Gas Fitter - First Class	Per trip	25 trips	\$_____/trip	\$_____
ii	Journeyman Refrigeration Mechanic	Per trip	25 trips	\$_____/trip	\$_____
iii	Journeyman Sheet Metal Mechanic	Per trip	10 trips	\$_____/trip	\$_____
iv	Apprentice (All levels)	Per trip	25 trips	\$_____/trip	\$_____
v	General Labourers	Per trip	25 trips	\$_____/trip	\$_____
<b>b.</b>	<b>Outside Regular Working Hours (Monday through Friday, 1700 - 0800)</b>				
i	Gas Fitter - First Class	Per trip	2 trips	\$_____/trip	\$_____
ii	Journeyman Refrigeration Mechanic	Per trip	2 trips	\$_____/trip	\$_____
iii	Apprentice (All levels)	Per trip	2 trips	\$_____/trip	\$_____
iv	General Labourers	Per trip	2trips	\$_____/trip	\$_____
<b>c.</b>	<b>Outside Regular Working Hours (Weekends and Statutory Holidays)</b>				
i	Gas Fitter - First Class	Per trip	1.00 trip	\$_____/trip	\$_____
ii	Journeyman Refrigeration Mechanic	Per trip	1.00 trip	\$_____/trip	\$_____
iii	Apprentice (All levels)	Per trip	1.00 trip	\$_____/trip	\$_____
iv	General Labourers	Per trip	1.00 trip	\$_____/trip	\$_____
<b>2.00</b>	<b>Labour: Direct or Productive used exclusively in the work at the Institution as follows:</b>				
<b>a.</b>	<b>During Regular working Hours (Monday through Friday, (0800 - 1700))</b>				
i	Gas Fitter - First Class	Per Hour	200.00 hours	\$_____/hour	\$_____
ii	Journeyman Refrigeration Mechanic	Per Hour	200.00 hours	\$_____/hour	\$_____
iii	Journeyman Sheet Metal Mechanic	Per Hour	80.00 hours	\$_____/hour	\$_____
iv	Apprentice (All levels)	Per Hour	200.00 hours	\$_____/hour	\$_____
v	General Labourer	Per Hour	200.00 hours	\$_____/hour	\$_____
<b>b.</b>	<b>Outside Regular Working Hours (Monday through Friday, 1700 - 0800)</b>				
i	Gas Fitter - First Class	Per Hour	16.00 hours	\$_____/hour	\$_____
ii	Journeyman Refrigeration Mechanic	Per Hour	16.00 hours	\$_____/hour	\$_____
iii	Apprentice (All levels)	Per Hour	16.00 hours	\$_____/hour	\$_____
iv	General Labourer	Per Hour	16.00 hours	\$_____/hour	\$_____

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c.	<b>Outside Regular Working Hours (Weekends and Statutory Holidays)</b>				
i	Gas Fitter - First Class	Per Hour	8.00 hours	\$_____/hour	\$_____
ii	Journeyman Refrigeration Mechanic	Per Hour	8.00 hours	\$_____/hour	\$_____
iii	Apprentice (All levels)	Per Hour	8.00 hours	\$_____/hour	\$_____
iv	General Labourer	Per Hour	8.00 hours	\$_____/hour	\$_____
<b>3.00</b>	Miscellaneous materials and replacement parts (except free issue) at laid down cost (which includes invoice cost. Transportation costs, Exchange, Customs and brokerage charges) plus a mark up of ____%) (which includes purchasing expenses, internal handling, G & A expenses and profit) excluding sales tax, Sales tax to be shown as a separate item, (% mark up x \$60,000. = )	%	\$60,000.00	_____ %	\$_____ —
<b>Sub Total A): Estimated Total Amount 1st Year GST/HST Extra</b>					\$_____

continued

**4.1 Unit Price Schedules - Rates (continued)****SCHEDULE B) Year 2**

Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6
<b>Item</b>	<b>Class of Labour, material or plant</b>	<b>Unit</b>	<b>Estimated Hours/ Quantity</b>	<b>Unit Price \$¢</b>	<b>Estimated total price \$¢</b>
<b>1.00</b>	<b>Lump sum price per round trip for travel time to the site (non-productive labour) and including all kilometer/mileage as follow</b>				
<b>a.</b>	<b>During Regular working Hours (Monday through Friday, (0800 - 1700))</b>				
i	Gas Fitter - First Class	Per trip	25 trips	\$_____/trip	\$_____
ii	Journeyman Refrigeration Mechanic	Per trip	25 trips	\$_____/trip	\$_____
iii	Journeyman Sheet Metal Mechanic	Per trip	10 trips	\$_____/trip	\$_____
iv	Apprentice (All levels)	Per trip	25 trips	\$_____/trip	\$_____
v	General Labourers	Per trip	25 trips	\$_____/trip	\$_____
<b>b.</b>	<b>Outside Regular Working Hours (Monday through Friday, 1700 - 0800)</b>				
i	Gas Fitter - First Class	Per trip	2 trips	\$_____/trip	\$_____
ii	Journeyman Refrigeration Mechanic	Per trip	2 trips	\$_____/trip	\$_____
iii	Apprentice (All levels)	Per trip	2 trips	\$_____/trip	\$_____
iv	General Labourers	Per trip	2trips	\$_____/trip	\$_____
<b>c.</b>	<b>Outside Regular Working Hours (Weekends and Statutory Holidays)</b>				
i	Gas Fitter - First Class	Per trip	1.00 trip	\$_____/trip	\$_____
ii	Journeyman Refrigeration Mechanic	Per trip	1.00 trip	\$_____/trip	\$_____
iii	Apprentice (All levels)	Per trip	1.00 trip	\$_____/trip	\$_____
iv	General Labourers	Per trip	1.00 trip	\$_____/trip	\$_____
<b>2.00</b>	<b>Labour: Direct or Productive used exclusively in the work at the Institution as follows:</b>				
<b>a.</b>	<b>During Regular working Hours (Monday through Friday, (0800 - 1700))</b>				
i	Gas Fitter - First Class	Per Hour	200.00 hours	\$_____/hour	\$_____
ii	Journeyman Refrigeration Mechanic	Per Hour	200.00 hours	\$_____/hour	\$_____
iii	Journeyman Sheet Metal Mechanic	Per Hour	80.00 hours	\$_____/hour	\$_____
iv	Apprentice (All levels)	Per Hour	200.00 hours	\$_____/hour	\$_____
v	General Labourer	Per Hour	200.00 hours	\$_____/hour	\$_____
<b>b.</b>	<b>Outside Regular Working Hours (Monday through Friday, 1700 - 0800)</b>				
i	Gas Fitter - First Class	Per Hour	16.00 hours	\$_____/hour	\$_____
ii	Journeyman Refrigeration Mechanic	Per Hour	16.00 hours	\$_____/hour	\$_____
iii	Apprentice (All levels)	Per Hour	16.00 hours	\$_____/hour	\$_____
iv	General Labourer	Per Hour	16.00 hours	\$_____/hour	\$_____

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

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File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

CSC

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c.	<b>Outside Regular Working Hours (Weekends and Statutory Holidays)</b>				
i	Gas Fitter - First Class	Per Hour	8.00 hours	\$_____/hour	\$_____
ii	Journeyman Refrigeration Mechanic	Per Hour	8.00 hours	\$_____/hour	\$_____
iii	Apprentice (All levels)	Per Hour	8.00 hours	\$_____/hour	\$_____
iv	General Labourer	Per Hour	8.00 hours	\$_____/hour	\$_____
<b>3.00</b>	Miscellaneous materials and replacement parts (except free issue) at laid down cost (which includes invoice cost. Transportation costs, Exchange, Customs and brokerage charges) plus a mark up of ____%) (which includes purchasing expenses, internal handling, G & A expenses and profit) excluding sales tax, Sales tax to be shown as a separate item, (% mark up x \$60,000. = )	%	\$60,000.00	_____ %	\$_____ —
<b>Sub Total B): Estimated Total Amount 2nd Year GST/HST Extra</b>					\$_____

Continued

**4.1 Unit Price Schedules - Rates** (continued)**4.2 TOTAL EVALUATED PRICE** (Initial 1 Year Term + 2nd Year)

Col. 1	Col. 2	Col. 3
Sub Total SCHEDULE A) Initial Year Term	Sub Total SCHEDULE B) 2nd Year	Total Evaluated Price (col.1 + col.2 = col.3)
\$ _____	\$ _____	\$ _____ GST/HST Extra

These items will be used for cost evaluation purposes only and do not constitute a guarantee or commitment on behalf of Canada of the quantity or amount to be used under the Standing Offer.

A rate must be entered for each item.

The Offeror agrees that the Price(s) per Unit as tendered govern in calculating the Total Evaluated Price. The Offeror understands that any errors in the extension of the Price per Unit, in the addition of the Estimated Total Price, and Estimated Total Amount will be corrected in order to obtain the Total Evaluated Price.

**Cost will be evaluated on the Total Evaluated Price in Column 3. It is anticipated that only one standing offer will be issued to the lowest compliant offeror.**

Solicitation No. - N° de l'invitation

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Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pwu308

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File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

CSC

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## **ANNEX F**

### **Code of Conduct and Certifications**

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

*NOTE TO OFFERORS: LEGIBLY PRINT OR TYPE DIRECTOR' SURNAMES AND GIVEN NAMES*



Architectural & Engineering Services

# Statement of Work

## HVAC

### Standing Offer

## Miscellaneous Works & Urgent Repairs

**CORRECTIONAL SERVICE CANADA**

**Bowden Institution**

[December 10, 2012]

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# I WORK DESCRIPTION

## I.1 TERMS OF REFERENCE

### I.1.1 PURPOSE

- .1 The purpose of the General Contractor Standing Offer is for general mechanical work including plumbing and HVAC, as and when required, at the following Correctional Service Canada Institutions;
  - .1 Bowden Institution and Annex, Innisfail, AB.
- .2 The Statement of Work (SOW) has been developed to ensure that the Contractor has a clear understanding of the Standing Offer Agreement (SOA) Work scope, procedures and services required to, upon SOA Call-up, deliver the complete goods and services, within the agreed to, price and schedule.

### I.1.2 THE PWGSC GENERAL CONDITIONS (GC)

- .1 The Statement of Work (SOW) document must be used in conjunction with the General Conditions (GC) document of the Standing Offer Agreement, as the two documents are complimentary.
- .2 The SOW describes Work-specific requirements, services and deliverables while the GC document outlines the term and conditions of the contract, common to all projects.
- .3 In the case of a conflict between the two documents, the requirements of the GC override the SOW Document.

### I.1.3 TERMINOLOGY

- .1 The following definitions for Terminology are:
  - .1 Quality Assurance Review: a review conducted by Public Works and Government Services Canada (PWGSC) as a knowledgeable client of Work submitted to the Departmental Representative or conducted by the Contractor. The Quality Assurance review by PWGSC does not relieve the Contractor of professional responsibilities for completeness or appropriateness of Work.
  - .2 Prime Contractor: as defined by Alberta's Occupational Health and Safety Act.

## I.2 GENERAL INFORMATION

### I.2.1 PROJECT INFORMATION

Project Information	
Project Title:	HVAC
Project Location:	CSC – Bowden Institution
Solicitation Number:	
PWGSC Project Number:	
User Department:	Correctional Services Canada
Client Representative:	Chief of Works

### I.2.2 DEPARTMENTAL REPRESENTATIVES

Department	Departmental Representative
PWGSC Project Manager:	to be determined at time of SOA Call-up
PWGSC Contracting Officer:	
CSC Client Representative:	Chief of Works

### **I.2.3 USER DEPARTMENT**

- .1 The User Department referred to throughout the SOW is Correctional Service Canada (CSC)
- .2 CSC Mission
  - .1 CSC, as part of the criminal justice system and respecting the rule of law, contributes to public safety by actively encouraging and assisting offenders to become law-abiding citizens, while exercising reasonable, safe, secure and humane control.

## **I.3 BACKGROUND INFORMATION EXISTING CONDITIONS**

### **I.3.1 AREA OF USE / RESPONSIBILITY**

- .1 Use of this Standing Offer Agreement (SOA) is for CSC Institutions in the following areas of the Western Region of Canada.
  - .1 Bowden Institution and Annex, Innisfail, AB.
- .2 Each of the CSC Institutions has unique security levels and regulations.
- .3 All facilities have a resident Chief of Works with limited dedicated staff.
- .4 Use of the SOA by CSC will be activated by a CSC Purchase order (Call Up) accompanied by PWGSC approval to issue.
- .5 Use of the SOA by PWGSC will be activated by a Call Up.
- .6 In all cases the name of the representative responsible for the Call up will appear on the Call Up document.

### **I.3.2 NEED**

- .1 The Institutions have a requirement for the Departmental Representative, to respond, to construction and maintenance issues, in a timely fashion.
- .2 The Institutions have a requirement for the Departmental Representative, to attend to minor Works, where timing makes it necessary to have pre-cleared Contractors.
- .3 The Institution has a requirement for the Departmental Representative, to address urgent issues.

### **I.3.3 WORK SECURITY**

- .1 The Contractor is required to obtain security clearances for all of the companies' personnel as well as any sub-Contractors visiting the Work site for any reason. Reasons to visit the site include, but are not limited to; preliminary site inspection, attendance at site meetings and any other reason related to the execution of SOA Call-up Work.
  - .1 Personnel must ensure that they have received clearance to attend the Institution(s) outlined in this SOA.
  - .2 Failure to comply with this requirement will result in denial of access to the site.
- .2 All site visits must be arranged through the Departmental Representative.

### **I.3.4 CONSTRAINTS AND CHALLENGES**

- .1 The Contractor will be required to become familiar with the Work site and obtain local information as required.
- .2 All Work must comply with the CSC Technical Criteria and related Standards. Reference to this document will be made available through the Departmental Representative or the CSC Chief of Works on Work specific basis.
- .3 Construction on the Work site will be performed during the full operation of the facilities. Work phasing must be planned to ensure that disruption to the daily operation of the facilities is kept to a minimum.

- .4 Environmental conditions must be kept under control during all phases of the Work. When relevant to the Work, a Designated Substances Report will be made available outlining existing conditions.
- .5 Each of the CSC Institution has their own particular security level and subsequently unique security regulations. The Contractor must become familiar with these regulations, particularly where tool control is concerned.
- .6 The intent is for the Work to meet current Codes, Standards and Guidelines.
- .7 The Contractor is to cooperate and coordinate with any other contractor on site.

## **I.4 PROJECT DELIVERY APPROACH**

### **I.4.1 CONSTRUCTION PHASE**

- .1 The Departmental Representative will state in the SOA Call-up whether the work is to be carried out based upon a;
  - .1 Time and material bases with an upset figure, or
  - .2 Fixed price quotation determined from the clearly outlined scope of Work.
- .2 Plans and Specifications, provided at the time of the SOA Call-up, will be the standard source of contract information outlining more complex Work.
- .3 In the case of less complex Work the SOA Call-up scope may be described by sketch and/or narration.
- .4 Renovations and new work may be conducted when the facility is fully occupied. In some cases, inmate access to the Work site may be restricted.
- .5 The Contractor shall ensure full co-ordination of the work of all Sub-Contractors.
- .6 Upon completion of the Work, and as requested in the SOA Call-up, the Contractor is to prepare and submit to the Departmental Representative as-built drawings based on site conditions.

### **I.4.2 SPECIAL CONDITIONS**

- .1 As stated in the Call Up:
  - .1 Work may be carried out during normal working hours
  - .2 Work may be carried out after normal working hours, or on weekends.
  - .3 Work will be carried out when the Institution is fully occupied and operational.
  - .4 Work may be carried out in areas cleared of inmates and staff.
- .2 In the absence of a statement regarding hours of work or occupancy, it is assumed that the Work will be carried out during normal working hours, when the Institution is fully occupied and operational.
- .3 The Contractor will be required to obtain relevant permits from the local Authorities having Jurisdiction.

## **I.5 SUMMARY OF SERVICES**

### **I.5.1 CONTEXT**

- .1 The Contractor will be assigned the duties and responsibility of Prime Contractor when the contractor is the sole contractor on the call up work site.
- .2 The Contractor may be assigned the duties and responsibility of Prime Contractor when two or more contractors occupy the same space and time. When the Contractor is acting in the capacity of the Prime Contractor, both construction and construction supervision for services are included within the assigned Work.

- .3 The Contractor may be required to provide a full mechanical construction team as outlined in Section 3 Required Services and supplemented by the SOA Call-up documents.
- .4 The services, for sub contractors, might be arranged through a separate Call-up against individual standing offers, by PWGSC, on an as-required basis.
- .5 All those employed to work on the site are to meet the requirements of the provincially legislated Apprenticeship and Industry Training Act. Tradespersons are to be registered apprentice or certified journeyman, skilled, qualified and supervised.
- .6 The work force may be augmented by general labourers.

## **I.6 EXISTING DOCUMENTATION**

### **I.6.1 DOCUMENTS AVAILABLE FOR THE SUCCESSFUL PROPONENT (CONTRACTOR)**

- .1 Copies of all Work specific documentation will be made available to the Contractor at the time of the SOA Call-up.
- .2 Limited as-built drawings and Operation & Maintenance Manuals are available on the Work site. If referenced, the Contractor will be responsible for verifying the accuracy of the information contained.

### **I.6.2 DISCLAIMER**

- .1 Reference information will be available in the language in which it is written.
- .2 The documentation may be unreliable and is offered, "As is" for the information of the Contractor.

## **I.7 CODES, ACTS, STANDARDS, REGULATIONS**

### **I.7.1 GENERAL**

- .1 The Work shall be constructed in a manner which:
  - .1 Is compliant with all applicable federal, provincial, municipal, and regional laws, acts, regulations, and Codes
  - .2 Minimizes disruption and interference with occupants, including the prevention of transmission of noise, when demolition or construction work occurs in the building or on the property
- .2 Adherence to all applicable codes and standards and without limiting the generality of the foregoing shall include the most current edition of the following:
  - .1 The NRC National Building Code of Canada,
  - .2 The NRC National Fire Code of Canada,
  - .3 The NRC National Plumbing Code of Canada,
  - .4 The Canadian Electrical Code,
  - .5 Canada Occupational Health and Safety Regulations,
  - .6 Canada Labour Code (including latest revisions of all regulations)
  - .7 Federal Fire Protection Standards,
  - .8 Treasury Board Fire Protection Standard,
  - .9 National Fire Protection Association (NFPA) standards,
  - .10 American Society for Testing and Materials (ASTM),
  - .11 American National Standards Institute (ANSI),
  - .12 American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) Handbooks and Standards,
  - .13 Sheet Metal and Air Conditioning Contractors National Association (SMACNA) Standards and Guidelines,
  - .14 Local and/or municipal codes and bylaws.

- .3 In the event of a conflict between Codes, the more stringent shall take precedence.

### **1.7.2 PWGSC DOCUMENTS**

- .1 In addition to applicable legislated codes and standards, the PWGSC documents listed below apply to this Work:
  - .1 Commissioning Manuals and Guidelines

## **2 PROJECT ADMINISTRATION**

### **2.1 GENERAL REQUIREMENTS**

- .1 The Contractor shall comply with the Work specific requirements as identified in the SOA Call-up.

### **2.2 COMMUNICATIONS AND MEETINGS**

#### **2.2.1 COMMUNICATION**

- .1 If any communication with the User Departments results in the need for any change to the scope of Work, quality, cost or schedule, the Contractor shall inform the Departmental Representative / Client Representative, and seek written direction, before taking any action. No change is to be actioned without written direction from the Departmental Representative.
- .2 Correspondence
  - .1 All correspondence from the Contractor shall be distributed as directed by the issuing Departmental Representative / Client Representative
  - .2 There shall be no correspondence between occupants or users of the facility and the Contractor, unless directed by the Departmental Representative / Client Representative.
  - .3 The terms of the Work scope, budget or schedules must be authorized in writing by the Departmental Representative through an official Contract Amendment as defined in the General Conditions of this SOA.
  - .4 All correspondence must carry the Contract name, PWGSC / CSC Project title, PWGSC / CSC Project number, File number and date.

#### **2.2.2 MEETINGS**

- .1 The Departmental Representative / Client Representative will arrange meetings, as required, throughout the Work.
- .2 Meetings will normally be held on site, in the offices of the issuing representative.

#### **2.2.3 WORK RESPONSE TIME**

- .1 It is a requirement of all Work that the key personnel of the Contractor are personally available to attend meetings or respond to inquiries within half a working day.
- .2 During the Work, the Contractor's Key Personnel shall be:
  - .1 Available to attend meetings and respond to inquiries within one (1) working day notice
  - .2 Able to respond to urgencies within one (1) hour, including those occurring during off-hours and on weekends/ holidays.
- .3 On occasion, there may be urgent, problem-solving meetings.
  - .1 The Contractor must be available to attend such meetings on the Work site within four (4) business hours.

## 2.3 ROLES AND RESPONSIBILITIES

### 2.3.1 CONTRACTOR

- .1 The “Contractor’s Team” must be eligible and registered to work in the province of Alberta. The Contractor’s Team is composed of the Contractor and designated employees along with Sub-Contractors and their designated employees.
- .2 The Contractor and Sub-Contractors must perform the Work to a professional standard as outlined in the SOA and SOA Call-up.
- .3 The Contractor shall:
  - .1 During the construction phases:
    - .1 Participate in construction meetings,
    - .2 Ensure sub-Contractors attend required meetings.
    - .3 Attend site inspection meetings.

### 2.3.2 THE PWGSC TEAM

- .1 Pertaining to PWGSC Issued Call Ups
  - .1 The PWGSC Project Manager is the Departmental Representative and is responsible for conveying all User Department requirements to the Contractor.
  - .2 The Departmental Representative will schedule, record and distribute the record of decisions for all meetings.
  - .3 The Departmental Representative will facilitate discussions between the main stakeholders of the overall project including, but not limited to; PWGSC, the Consultant, the Contractor and User Department stakeholders.

### 2.3.3 USER DEPARTMENT

- .1 The CSC Director is responsible for communicating the interests of CSC, in collaboration with the Departmental Representative.
  - .1 Unless directed otherwise, all communication with CSC is through the Departmental Representative.
  - .2 See Part 2.2.1 above.
- .2 The CSC Departmental Security Representative is responsible for the resolution of all security issues.

## 3 REQUIRED SERVICES

### 3.1 SUMMARY OF CONSTRUCTION WORK

#### 3.1.1 PRE-CONSTRUCTION REPORT

- .1 Undertake a pre-construction report to determine the following;
  - .1 Material take-off.
  - .2 Construction quote.
    - .1 The construction quote is not to include Project Management fees, Consultant fees, Risk Allowance, Escalation or GST and is in ‘Budget-Year (Current)’ dollars.
    - .2 The construction quote is to include Labour, Material, Building permit, Plant and Overhead & Profit
  - .3 Construction Milestone Schedule (including Shop Drawing submissions and approval timelines).

### 3.1.2 LIST OF REQUIRED CONTRACTOR RESOURCES AND PLANT. CONSTRUCTION SERVICES

- .1 Contractor is to provide all plant, labour, equipment and material to complete assigned Work.
- .2 The services to be provided by the Contractor will be defined in the SOA Call-up. Services may include, but shall not be limited to, the following:
  - .1 Obtain relevant permits from the Local Authority having Jurisdiction using the documents provided in the SOA Call-up.
  - .2 Prepare, Review and Submit for approval all required Shop Drawings.
  - .3 Prime Contractor duties, including responsibilities defined by the *Occupational Health and Safety Act*.
  - .4 Selective demolition.
  - .5 Waste sorting.
  - .6 Waste recycling or disposal at the end of each work day.
  - .7 Heating Ventilating and Air Conditioning work
    - .1 Gas Fitting work
    - .2 Refrigeration work
    - .3 Sheet Metal work
    - .4 A levels of Apprenticeship
    - .5 General Labour
  - .8 Field Services and Quality Assurance of Work conducted.
  - .9 Repair to any existing conditions that may be damaged during the Work.
  - .10 Preparation and submission of As-Built drawings to the Departmental Representative upon completion of the Work.
  - .11 Preparation and submission of maintenance manuals to the Departmental Representative upon completion of the Work.
  - .12 Daily Work-Site Clean-up and final Work Clean-up
  - .13 Other related duties as defined in the SOA Call-up

## **4 ANNEX**

### **4.1 TYPICAL SECURITY RESTRICTIONS**

#### **4.1.1 GENERAL**

##### **.1 PURPOSE**

- .1 To ensure that both the Work and the Institutional operations may proceed without undue disruption or hindrance and that the security of the Institution is maintained at all times.

#### **4.1.2 DEFINITIONS**

##### **.1 "Contraband" means:**

- .1 An intoxicant, including alcoholic beverages, drugs and narcotics,
- .2 A weapon or a component thereof, ammunition for a weapon, and anything that is designed to kill, injure or disable a person, or that is altered so as to be capable of killing, injuring or disabling a person, when possessed without prior authorization,
- .3 An explosive, or a bomb, or a component thereof,
- .4 Currency over any applicable prescribed limit \$50.00, and
- .5 Any item not described in articles (1) to (4) that could jeopardize the security of a Penitentiary or the safety of persons, when that item is possessed without prior authorization

##### **.2 "Unauthorized Smoking and related Items" means all smoking items including, but not limited to, cigarettes, cigars, tobacco, chewing tobacco, cigarette making machines, matches and lighters.**

##### **.3 "Commercial Vehicle" means any motor vehicle used for the shipment of material, equipment and tools required for the construction Work.**

##### **.4 "CSC" means Correctional Service Canada.**

##### **.5 "Director" means Director, Warden or Superintendent of the CSC Institution, as applicable.**

##### **.6 "Construction employees" mean persons working for the general Contractor, the sub-Contractors, equipment operators, material suppliers, testing and inspection companies and regulatory agencies.**

##### **.7 "Perimeter" means the fenced or walled area of the Institution that restrains the movement of the inmates.**

##### **.8 "Construction limits" means the area as shown on the contract drawings that the Contractor will be allowed to work. This area may or may not be isolated from the security area of the Institution. These are the immediate areas in and around the construction Work**

#### **4.1.3 PRELIMINARY PROCEEDINGS**

##### **.1 Prior to the commencement of work, the Contractor will meet with Departmental Representative and CSC representatives to:**

- .1 Discuss the nature and extent of all activities involved in the Work.
- .2 Establish mutually acceptable security procedures in accordance with this instruction and the Institution's particular requirements.

##### **.2 The Contractor will:**

- .1 Ensure that all construction employees are aware of the security requirements.
- .2 Ensure that a copy of the security requirements is always prominently on display at the job site.

##### **.3 Co-operate with Institutional personnel in ensuring that security requirements are observed by all construction employees.**

#### **4.1.4 CONSTRUCTION EMPLOYEES**

- .1 Submit to the Institution a list of the names with date of birth of all construction employees to be employed on the construction site and a security clearance form for each employee. The Departmental Representative will provide contact information within the Institution to the Contractor.
- .2 Allow two (2) weeks for processing of security clearances. Employees will not be admitted to the Institution without a valid security clearance in place and recent picture identification such as a provincial driver's license. Security clearances obtained from other CSC Institutions are not valid at this Institution.
- .3 The Departmental Representative may require that facial photographs may be taken of construction employees and these photographs may be displayed at appropriate locations in the Institution or in an electronic database for identification purposes. The Departmental Representative may require that Photo ID cards be provided for all construction workers. ID cards will then be left at the designated entrance to be picked upon arrival at the Institution and shall be displayed prominently on the construction employees clothing at all time while employees are in the Institution. Verify this requirement with the Departmental Representative
- .4 Entry to Institutional Property will be refused to any person there may be reason to believe may be a security risk.
- .5 Any person employed on the construction site will be subject to immediate removal from Institutional Property if they:
  - .1 Appear to be under the influence of alcohol, drugs or narcotics.
  - .2 Behave in an unusual or disorderly manner.
  - .3 Are in possession of contraband.

#### **4.1.5 VEHICLES**

- .1 All unattended vehicles on CSC property shall have windows closed; doors and trunks shall be locked and keys removed. The keys shall be securely in the possession of the owner or an employee of the company that owns the vehicle. The Institution requires lockable gas caps on all vehicles and motorized equipment used in the construction area.
- .2 The Departmental Representative may limit at any time the number and type of vehicles allowed within the Institution
- .3 Drivers of delivery vehicles for material required by the Work will not require security clearances but must remain with their vehicle the entire time that the vehicle is in the Institution. The Departmental Representative may require that these vehicles be escorted by Institutional staff or Commissionaires while in the Institution.
- .4 If the Departmental Representative permits trailers to be left inside the secure perimeter of the Institution, these trailer doors will be locked at all times. All windows will be securely locked when left unoccupied. All trailer windows shall be covered with expanded metal mesh. All storage trailers inside and outside the perimeter must be locked when not in use.

#### **4.1.6 PARKING**

- .1 The parking area(s) to be used by construction employees will be designated by the Departmental Representative. Parking in other locations will be prohibited and vehicles may be subject to removal.

#### **4.1.7 SHIPMENTS**

- .1 All shipments of Work material, equipment and tools shall be addressed in the Contractor's name to avoid confusion with the Institution's own shipments. The Contractor must have his own employees on site to receive any deliveries or shipments. CSC staff will NOT accept receipt of deliveries or shipments of any material equipment or tools.

#### **4.1.8 TELEPHONES**

- .1 There will be no installation of telephones, Facsimile machines and computers with Internet connections permitted within the perimeter of the Institution unless prior approval of the Departmental Representative is received.
- .2 The Departmental Representative will ensure that approved telephones, facsimile machine and computers with Internet connections are located where they are not accessible to inmates. All computers will have an approved password protection that will stop an Internet connection to unauthorized personnel.
- .3 Wireless cellular and digital telephones, including but not limited to devices for telephone messaging, pagers, BlackBerries, telephone used as 2-way radios, are not permitted within the perimeter of the Institution unless approved by the Departmental Representative. If wireless cellular telephones are permitted, the user will not permit their use by any inmate.
- .4 The Departmental Representative may approve but limit the use of two way radios.

#### **4.1.9 WORK HOURS**

- .1 Work hours within the Institution are: Monday to Friday 8:00 a.m. (0800hrs.) to 4:00 p.m. (1600 hrs).
- .2 Work will not be permitted during weekends and statutory holidays without the permission of the Departmental Representative. A minimum of seven days advance notice will be required to obtain the required permission. In case of emergencies or other special circumstances, this advance notice may be waved or period shortened by the Departmental Representative.

#### **4.1.10 OVERTIME WORK**

- .1 No overtime work will be allowed without permission of the Departmental Representative. A minimum forty-eight (48) hours advance notice is required when overtime work on the construction Work is necessary after formally approved by the Departmental Representative. If overtime work is required because of an emergency, such as the completion of a concrete pour or work to make the construction safe and secure, the Contractor will advise the Departmental Representative as soon as this condition is known and follow the directions given by the Departmental Representative.
- .2 When overtime work, weekend statutory holiday work is required and approved by the Departmental Representative, extra staff members may be posted by the Departmental Representative or his designate, to maintain the security surveillance. The Departmental Representative may post extra staff to monitor construction activities.

#### **4.1.11 TOOLS AND EQUIPMENT**

- .1 Maintain a complete list of all tools and equipment to be used during the construction Work. This inventory must be available for inspection when required. Tool lists are to include the following as well as any screw &/or drill bits and any disposable tool items such as disposable blades etc.
  - .1 Restricted tools (tools requiring special permission to carry on to site):
    - .1 Explosive tools (Hilti-gun, etc.)
    - .2 Bolt cutters
    - .3 Acids
    - .4 Bottle jacks (hydraulic)
    - .5 Knives (other than approved hobby knives and cutlery)
    - .6 Scissors, tailors;
    - .7 Adjustable wrenches, 240mm long or more;
    - .8 Tin snips
    - .9 Linesmen pliers

- .10 Metal cutting devices
- .11 Hacksaw blades, wrecking or cross bars
- .12 Files
- .13 Vice grip pliers with cutters in jaws
- .14 Picks
- .15 Portable, electrically driven power tools capable of cutting or drilling (skill saws, jigsaws and drill motors)
- .16 Welding equipment (accessories locked up)
- .17 Ropes, heavy cord
- .18 Axes
- .19 Ladders
- .20 Gasolines
- .21 Coal oil, turpentine
- .22 Lacquers and sealers
- .23 Pure ammonia
- .24 Pneumatic guns and staplers
- .25 Propane cylinders
- .2 Non-restricted tools:
  - .1 .1 Includes tools which are used daily and are not usually expected to be used to effect an escape.
  - .2 Throughout the Work maintain up-to-date the list of tools and equipment specified above.
- .3 Keep all tools and equipment under constant supervision, particularly power driven and cartridge-driven tools, cartridges, files, saw blades, rod saws, wire, rope, ladders and any sort of jacking device.
- .4 Store all tools and equipment in approved secure locations.
- .5 Lock all tool boxes when not in use. Keys are to remain in the possession of the employees of the Contractor.
- .6 Scaffolding shall be secured and locked when not erected and when erected, will be secured in a manner agreed upon with the Institutional designate.
- .7 All missing or lost tools or equipment shall be reported immediately to the Departmental Representative.
- .8 The CSC Director will ensure that the security staff members carry out checks of the Contractor's tools and equipment against the list provided by the Contractor. These checks may be carried out at the following intervals:
  - .1 At the beginning and conclusion of every construction Work
  - .2 Weekly, when the construction Work extends longer than a one week period.
  - .3 The Contractor may be subject to random checks by security staff to ensure proper storage and security of tools throughout the Work.
- .9 Certain tools/equipment such as cartridges and hacksaw blades are highly controlled items. The Contractor will be given at the beginning of the day, a quantity that will permit one day's work. Used blades/cartridges will be returned to the Designated Representative (or delegated alternate) at the end of each day.
- .10 If propane or natural gas is used for heating the construction, the Institution will require that an employee of the Contractor supervise the construction site during non-working hours.

#### 4.1.12 KEYS

- .1 If the Work involves Security Hardware the direction regarding keying and cylinders will be provided to the Contractor by the Departmental Representative.
- .2 All keys are to be provided to the Departmental Representative.

#### **4.1.13 SECURITY HARDWARE**

- .1 Turn over all removed security hardware to the Departmental Representative.

#### **4.1.14 PRESCRIPTION DRUGS**

- .1 Employees of the Contractor who are required to take prescription drugs during the workday shall obtain approval of the Departmental Representative to bring a maximum of one day supply into the Institution.

#### **4.1.15 SMOKING RESTRICTIONS**

- .1 Contractors and construction employees are not permitted to smoke nor possess unauthorized smoking items within the perimeter of a correctional facility.
- .2 Contractors and construction employees who are in violation of this policy will be requested to immediately cease smoking or dispose of any unauthorized smoking items and, if they persist, will be directed to leave the Institution.
- .3 Smoking is only permitted outside the perimeter of a correctional facility in an area designated by the Departmental Representative.

#### **4.1.16 CONTRABAND**

- .1 Weapons, ammunition, explosives, alcoholic beverages, drugs and narcotics are prohibited on Institutional property.
- .2 The discovery of contraband on the construction site and the identification of the person(s) responsible for the contraband shall be reported immediately to the Departmental Representative.
- .3 Contractors must be vigilant with both their staff and the staff of their sub-Contractors and suppliers. The discovery of contraband may result in cancellation of the security clearance of the affected employee. Serious infractions may result in the removal of the company from the Institution for the duration of the construction.
- .4 Presence of arms and ammunition in vehicles of Contractors, sub-Contractors and suppliers or employees of these will result in the immediate cancellation of security clearances for the driver of the vehicle.

#### **4.1.17 SEARCHES**

- .1 All vehicles and persons entering Institutional property may be subject to search.
- .2 When the Director suspects, on reasonable grounds, that an employee of the Contractor is in possession of contraband or unauthorized items, he may order that person to be searched.
- .3 All employees entering the Institution may be subject to screening of personal effects for traces of contraband drug residue.

#### **4.1.18 ACCESS TO AND FROM INSTITUTIONAL PROPERTY**

- .1 Construction personnel and commercial vehicles will not be admitted to the Institution after normal working hours, unless approved by the Departmental Representative.

#### **4.1.19 MOVEMENT OF VEHICLES**

- .1 Escorted commercial vehicles will be allowed to enter or leave the Institution through the vehicle access gate during the following hours:
  - .1 08:00 a.m. to 3:30 p.m. (or within hours of work approved by the Departmental Representative)
- .2 The Contractor shall advise the Departmental Representative twenty four (24) hours in advance of the arrival on the site of heavy equipment such as concrete trucks, cranes, etc.

- .3 Vehicles being loaded with soil or other debris, or any vehicle considered impossible to search must be under continuous supervision by CSC staff or Commissionaires working under the authority of the Departmental Representative.
- .4 Commercial vehicles will only be allowed access to Institutional property when their contents are certified by the Contractor or his representative as being strictly necessary to the execution of the construction Work.
- .5 Vehicles shall be refused access to Institutional property if, in the opinion of the Departmental Representative, they contain any article that may jeopardize the security of the Institution.
- .6 Private vehicles of construction employees will not be allowed within the security wall or fence of medium or maximum security Institutions.
- .7 With prior approval of the Departmental Representative, a vehicle may be used in the morning and evening to transport a group of employees to/from the work site. This vehicle will not remain within the Institution the remainder of the day.
- .8 With the approval of the Departmental Representative, equipment may be permitted to remain on the construction site overnight or over the weekend. This equipment must be securely locked, with the battery removed. The Departmental Representative may require that the equipment be secured with a chain and padlock to another solid object. Final procedures will be determined with the approval.

#### **4.1.20 MOVEMENT OF CONSTRUCTION EMPLOYEES ON INSTITUTIONAL PROPERTY**

- .1 Subject to the requirements of good security, the Departmental Representative will permit the Contractor and his employees as much freedom of action and movement as is possible.
- .2 However, notwithstanding paragraph above, the Departmental Representative may:
  - .1 Prohibit or restrict access to any part of the Institution.
  - .2 Require that in certain areas of the Institution, either during the entire construction Work or at certain intervals, construction employees only be allowed access when accompanied by a member of the CSC security staff.
- .3 During the lunch and coffee/health breaks, all employees will remain within the construction site. Employees are not permitted to eat in the officer's lounge and dining room.

#### **4.1.21 SURVEILLANCE AND INSPECTION**

- .1 Construction activities and all related movement of personnel and vehicles will be subject to surveillance and inspection by CSC security staff members to ensure that established security requirements are met.
- .2 CSC staff members will ensure that an understanding of the need to carry out surveillance and inspections, as specified above, is established among construction employees and maintained throughout the construction Work.

#### **4.1.22 STOPPAGE OF WORK**

- .1 The CSC Director may request at any time that the Contractor, his employees, sub-Contractors and their employees not enter or leave the work site immediately due to a security situation occurring within the Institution. The Contractor's site supervisor shall note the name of the staff member making the request and the time of the request and obey the order as quickly as possible. The Contractor shall advise the Departmental Representative within 24 hours of this delay to the progress of the work.

#### **4.1.23 CONTACTS WITH INMATES**

- .1 Unless specifically authorized, it is forbidden to come into contact with inmates, to talk with them, to receive objects from them or to give them objects. Any employee doing any of the above will be removed from the site and his security clearance revoked.

- .2 It is forbidden to take pictures of inmates, of CSC staff members or of any part of the Institution other than those required as part of this contract.

#### **4.1.24 COMPLETION OF CONSTRUCTION WORK**

Upon completion of the construction Work or, when applicable, the takeover of a facility, the Contractor shall remove all remaining construction material, tools and equipment that are not specified to remain in the Institution as part of the construction c