

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada
Telus Plaza North/Plaza Telus Nord
10025 Jasper Ave/10025 ave Jasper
5th Floor/5 etage
Edmonton
Alberta
T5J 1S6

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
THIS DOCUMENT CONTAINS A SECURITY
REQUIREMENT

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/Réception
des soumissions Travaux publics et Services gouvernementaux
Canada
Room 1650, 635 8th Ave. S.W.
Calgary
Alberta
T2P 3M3

Title - Sujet Repair Gas Distribution System	
Solicitation No. - N° de l'invitation W0142-12SO86/A	Date 2012-05-29
Client Reference No. - N° de référence du client W0142-12SO86	GETS Ref. No. - N° de réf. de SEAG PW-\$PWU-011-9436
File No. - N° de dossier PWU-1-34405 (011)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-06-19	
Time Zone Fuseau horaire Mountain Daylight Saving Time MDT	
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Hugo, Tammey	Buyer Id - Id de l'acheteur pwt140
Telephone No. - N° de téléphone (780)497-3917 ()	FAX No. - N° de FAX (780)497-3510
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE BASE ENGR SECTION, BUILDING 363 CANADA FORCES BASE SUFFIELD PO BOX 6000 STN MAIN MEDICINE HAT Alberta T1A8K8 Canada	
Security - Sécurité This request for a Standing Offer includes provisions for security. Cette Demande d'offre à commandes comprend des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

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B. RESULTING CONTRACT CLAUSES

General Conditions:

(i)	GC1	General Provisions	R2810D	(2011-05-16);
(ii)	GC2	Administration of the Contract	R2820D	(2011-05-16);
(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 (2010-01-11);

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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 SRCL,

2. Summary

Repair Gas Distribution System, CFB Suffield, Ralston, AB

This Request for a Standing Offer (RFSO) is for the supply and installation; including all materials, labour, tools, equipment, supervision and travel, of steel/plastic gas lines and materials for above and below ground installations at various buildings and areas at Canadian Forces Base Suffield, Ralston, AB for the Department of National Defence, Canada on an "as and when requested basis" during the period of the standing offer in accordance with Job Specification L-S381-9308/84 dated 27 October 2011: twenty one (21) pages attached. The period of the standing offer is a three year term from the date of award.

The total expenditure over the three year period is estimated at \$300,000.00 /GST included.

This procurement contains MANDATORY requirements. See Part 4 for details.

There is a MANDATORY security requirement associated with this Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7A - Standing Offer.

Offerors should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" document <http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31> on the Departmental Standard Procurement Documents Web site.

The requirement is subject to the provisions of the Agreement on Internal Trade (AIT)
<https://buyandsell.gc.ca/policy-and-guidelines/node/1553>

3. Health & Safety Requirements

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

4. Debriefing

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

W0142-12SO86/A

pwu011

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

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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.

PART 2 - STANDING OFFER - INSTRUCTIONS TO OFFERORS**1. Standard Instructions 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 (2012-03-02) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

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

DELETE sixty (60) days and **INSERT** One Hundred and Twenty (120) days

2. Submission of Offers

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

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 (Bidding 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 bid 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 in the offer. 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. 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. 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.

The estimated quantities 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.

1.2 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.

1.3 Type or legibly print the offeror's full business name and address in the spaces provided for that purpose in the offer. Indicate the offeror's telephone, emergency telephone and facsimile numbers.

1.4 Sign and date the Offer form in the space provided.

2. Offer Preparation Instructions

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

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

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 Annex B, Basis of Payment. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

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 with the Offer

Offers not meeting the following Mandatory Requirements at the time of closing will be deemed non-compliant and receive no further consideration:

- i) Signature and Submission - Page 1 of the Request for Standing Offer (RFSO), and any requisite certificates or licenses identified in the RFSO (eg: Journeyman Tickets) MUST be submitted with ANNEX E - OFFER portion including all appendices. 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.

B) MANDATORY REQUIREMENTS - Precedent to issuance of a Standing Offer

Failure to comply with the following Mandatory Requirements will result in rejection of the offer:

- i) Health & Safety Requirements - per attached Annex C .
- ii) Proof of Insurance - upon request, per Part 6.
- iii) Security Requirements - per Part 6.

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 The firm submitting the lowest price compliant submission will be issued a Standing Offer.

PART 5 - CERTIFICATIONS

Not Applicable

PART 6 - SECURITY AND INSURANCE REQUIREMENTS

1. Security Requirement

1. Before issuance of a standing offer, the following conditions must be met:
 - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
 - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7A - Standing Offer;
 - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.
3. For additional information on security requirements, bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" <http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31> document on the Departmental Standard Procurement Documents Web site.

2. Insurance Requirements

SACC Manual clause M9015T Insurance Requirements (2011-05-16)

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.

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 - Clause and Security Requirement Check List (SRCL) attached at ANNEX F

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC. Until the security screening of the Contractor personnel required by this Contract has been completed satisfactorily by the CISD, PWGSC, the Contractor personnel MAY NOT ENTER sites without an escort.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex F;
 - (b) Industrial Security Manual (Latest Edition).

For additional information on security requirements, proponents should consult the Industrial Security web site at:

<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>.

3. Standard Clauses and Conditions

- 1) .1 General Conditions - Standing Offer, 2005 (2012-03-02)
- 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.shtm

4. Term of Standing Offer - see Annex E - Offer**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 : Department of National Defence.

7. Call-up Procedures

1. Best Standing Offer: the offer that provides 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.

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File No. - N° du dossier

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Buyer ID - Id de l'acheteur

pwu011

CCC No./N° CCC - FMS No/ N° VME

8. CALL-UP INSTRUMENT

Public Works and
Government Services
Canada

Travaux 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 commande

Dated _____
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 - see Annex E - Offer**10. Financial Limitation - see Annex E - Offer****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 (2012-03-02), 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 / Specifications, 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 - Manitoba; (*insert applicable province of work*)
 - Annex D, Periodic Usage Report Form; and
 - Annex F; Security Requirement Check List (SRCL).
- 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. Status and resource availability

If for reasons beyond its control, the offeror is unable to provide the services of an individual named in its bid, the offeror may propose a substitute with similar qualifications and experience. The Offeror must notify the head of the standing offer of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For purposes of this clause, only the following reasons will be considered beyond the control of the Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination for default of an agreement.

If the offeror is not able to provide a replacement with similar qualifications and experience, Canada may set aside the Standing Offer.

15. 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.

Part 7 continued:**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 | (2011-05-16); |
| (ii) | GC2 | Administration of the Contract | R2820D | (2011-05-16); |
| (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 (2010-01-11);
- (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&ctrl=&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
- 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

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 Contracting 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 Contracting 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

- 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.
- 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:

- 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.

4.3 Supplemental Invoicing Instructions

.1 Invoices

- .1 All invoices submitted for payment shall show:
 - .1 Construction Engineering Work Order Number,
 - .2 Construction Engineering File Number,
 - .3 Requisition Number, {PWGSC-TPSGC 2829 (Call-Up Instrument),
 - .4 Public Works and Government Services Canada (PWGSC) Standing Offer Number, and
 - .5 same address as on PWGSC contract.
- .2 Invoices are to include a breakdown as follows:
 - .1 Hourly rate per the Offer and hours of work for each tradesperson.
 - .2 An itemized list of materials used, by cost, shall be shown on all invoices submitted for payment.
 - .3 Extended total.
 - .4 Good and Services Tax (GST/HST) shall be shown as a separate item.
 - .5 Where subcontracting is involved a copy of subcontractor's invoice shall accompany the invoice against the requisition.
 - .6 Where discount or markup is applicable, indicate separately.

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- .3 Invoices submitted for payment against this contract that are not properly identified will be returned to the Contractor for proper annotation before certification for payment is made.

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ANNEXES

Annex A	Statement of Work
Annex B	Basis of Payment
Annex C	Health & Safety Requirements
Annex D	Periodic Usage Report Form
Annex E	Offer
Annex F	Security Requirements Checklist

ANNEX A**STATEMENT OF WORK****As per Specification for Repairs to Gas Distribution System CFB Suffield, L-S381-9308/84 dated October 27, 2011.
(Attached as a PDF document.)****Objective**

To establish one Regional Individual Standing Offer (RISO) to support Canadian Forces Base Suffield (CFB Suffield) on an 'as and when requested' basis. For the provision of all material, equipment, labour, tools, supervision and expertise necessary, including delivery and pick up, to provide services and equipment with operator rentals as detailed herein for the Department of National Defence, Canadian Forces Base Suffield, Ralston Alberta.

Deliverables

The deliverables shall be to supply the requested services within 48 hours of receipt of call-up or as specified on the call-up. Tasks may include but are not limited to; underground utilities trenching and backfilling, leveling of terrain, clean up and removal of any resulting debris from sites on Base.

Special Conditions

1. DND reserves the right to request a detailed estimate to be provided to the Crown at no cost from the Contractor before issuing a call-up. Such estimate must be provided in writing. It may be faxed, emailed or mailed as directed at the time of the request.
2. All maintenance and or repairs for the Contractor's equipment will be the responsibility of the Contractor.
3. The Contractor will be paid for delivery/pickup charges only once during the period of hire for each call-up. If the Contractor's equipment breaks down during the period of hire, removals and replacement for said equipment will not be paid for by the Crown and are the responsibility of the Contractor. Should any equipment break down, charges will cease immediately until a replacement unit arrives. The Contractor will not be reimbursed for delivery/pickup charges for the replacement unit.
4. If the Contractor is notified by DND that the call-up is cancelled and it is determined that the equipment is already in transit, the contractor will be paid the amount equal to the mobilization/demobilization for each unit as indicated under the basis of payment herein.
5. Where the Contractor is subleasing a piece of equipment, the Contractor must first notify the Project Manager in writing. The notification must include the name of the sub-contractor.
6. All operators supplied by the Contractor must be fully qualified to operate the equipment in question in accordance with Provincial standards and all equipment must meet any applicable safety standards. Contractor's operators must produce proof of qualifications/certifications if asked at any time during a call-up. DND reserves the right to seek proof of such qualifications and to reject any operators or equipment that do not meet all applicable Provincial and or Federal licensing requirements or safety standards.
7. Contractor's operators and equipment may be required to conduct tasks alongside and with other civilian contractors and equipment as well as DND assets and so must have sufficient liability insurance for such tasks.
8. Contractor's operators may be required to wear specialized and non-standard PPE. Such PPE will be identified at time of call-up by DND and will be provided by DND. Site Authorities will issue such PPE and maintain control of any returnables. Site Authorities will be identified by DND at time of call-up and will normally be staff from DRDC, CFB or BATUS.

9. Contractor's operators working on the Range and Training area will require a Range Safety Brief, supplied by CFB Suffield. The Contractor is responsible to identify any of their operators who require a Range Safety Brief and contact CFB Suffield to arrange for their briefing at least a week prior to the actual start date of the tasking.
10. The Contractor shall be responsible for the restoration of all disturbed areas including adjacent areas to excavations, disturbed grassed areas, hard surfaces and any other area damaged due to work carried out, as indicated and to the satisfaction of the Project Authority as specified in the Call-up.

Inspection and Supervision

1. The Project Authority will perform quality assurance inspections under this Contract to ensure the work is performed in accordance with the specifications herein.
2. The Contractor must at all times have a supervisor in charge of the work performed under the contract. It is the responsibility of the supervisor to ensure that the work is properly carried out.
3. The Contractor must provide a telephone number where the supervisor or foreman may be reached at all times. The supervisor or foreman shall respond to a call within thirty (30) minutes.

ADDITIONAL CONDITIONS FOR THIS REQUIREMENT

Material and technique:

Material and techniques must not be altered by the contractor unless otherwise directed and approved by the Base Engineer. The Contractor must ensure that job safety is adhered to at all times and that all construction repairs on roadways are properly marked, ensure that lights, if necessary, and barriers are erected in accordance with traffic and pedestrian safety regulations.

List of material: An itemized list of all material and breakdown of all trade hours are to accompany all submissions to the Base Engineer.

Time Sheets:

Time sheets must be supplied "as and when requested" and approved daily.

Service Call:

Service call "Call-up" conditions:

- a) If the job will take longer than one day, the contractor will be paid the call out trip rate for the first hour of the first day he or she reports to the job.
- b) If more than one call-up occurs per day, the per trip rate and kilometer rate will only apply to the first call-up for that day providing the contractor is on site at the time of the call-up.

Overtime:

Overtime work will be at the discretion and approval of the Site Authority

Work Reports:

Work report conditions:

- a) Contractor must submit a copy of daily work reports at the end of each day worked, or at the Site Authorities discretion, on completion of a multi job day.
- b) Work reports must consist of:
 - Date
 - Brief description of work completed that day
 - Building or area work was completed in
 - DND work order number
 - Hours worked for each Journeyman and Helper
 - List of material used
 - Any problems found or foreseen
 - Work report number
- c) Work report to be signed by contractors representative and DND site authority.
- d) Invoice is to reference the DND work order number and work report number(s).

Invoices:

The invoice will be broken down in detail as per the contract pricing prior to being accepted by the accounting office. Copies of suppliers invoices are to be submitted with contractors invoice to substantiate cost.

Special Conditions:

- 1. No portion of this work can be sub-contracted unless approved by the site authority.

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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 for the actual hours/meters worked at the firm hourly/per meter rates detailed in Annex E.

Total Estimated Cost - Limitation of Expenditure: \$300,000.00 (GST/HST included) for a three year period.

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, prior to 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.

ALBERTA South

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 North

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:

Diana Izzotti	(403) 292-5786	diana.izzotti@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
1650, 635 - 8th Avenue SW
Calgary, Alberta
T2P 3M3

REPORT ON THE VOLUME OF BUSINESS

SUPPLIER: _____

REPORT FOR THE PERIOD ENDING: _____

Description of Work	Call-up #	TOTAL BILLING

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: CFB Suffield, Ralston, Alberta
Various Projects, PWGSC
Repair Gas Distribution System

1. OFFER

- .1 This Standing Offer, hereinafter called the "Offer", is made by the undersigned Offeror, hereinafter called the "Offeror", to Her Majesty the Queen in right of Canada, hereinafter called "Her Majesty", as represented by the Minister of Public Works and Government Services, hereinafter called the "Minister";
- .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 Departmental Representative, hereinafter called the "Departmental Representative";
- .4 The individual Call-ups may be issued, from time to time, during the period of (3) Three Years following the date of this Offer, hereinafter called the "Term", or until the maximum amount as described in subsection 3.1 below is expended, whichever comes first.

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 120 *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, 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 Her Majesty 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 Her Majesty.

- .6 A contract is formed between Her Majesty 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 Her Majesty 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 Her Majesty 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 The maximum amount payable by Her Majesty for **all** call ups issued pursuant to the Standing Offer(s) shall not exceed the amount of **\$300,000.00 GST/HST Included.**
- .2 The amount payable by Her Majesty for Work associated with a Call-up against this Offer shall be based on the Unit Prices set out in section 4 of the Offer or established pursuant thereto. The maximum amount payable for Work associated with any **one** Call-up shall not exceed the sum of **\$60,000.00, GST/HST included.** This maximum amount shall be established precisely from said Unit Prices, prior to the issuance of a Call-up. This maximum amount may include an amount not to exceed \$5,000.00. GST/HST extra, for a portion of the work which cannot be established precisely from said Unit Prices.
- .3 The Offeror shall notify the Departmental Representative when 80% of the amount shown in subsection 3.1 is expended or when there are three (3) months left on the Term of this Offer.
- .4 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.
- .5 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.
- .6 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 Goods and Services Tax (GST) or Harmonized Sales Tax (HST). The appropriate GST/HST amounts will be paid by her Majesty 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.
- .7 Payment by Her Majesty 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.
- .8 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.

. 9 Pricing

.1 The prices requested in the Offer are:

- .1 rate for regular hours/meter
- .2 rate for each hour/meter outside of regular hours Monday to Friday
- .3 rate for each hour/meter on weekends and statutory holidays

.2 The hourly or per meter 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 included in the first hour of a call out.
- .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 08:00 and 16:00 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 (GST Extra)

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.

Prices are to remain firm for the duration of the Standing Offer.

The estimated usages 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.

Schedule A) Year 1 - From Date of Standing Offer for a One Year period ; Dates to be determined (TBD):

Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6
Item	Category of labor, materials or equipment	Unit	Estimated usage per year	Unit Price: \$ ¢	Estimated total price: \$ ¢
A	Service Call out, including the first hour of on site productive labour, during Regular Working Hours 08:00 - 16:00, Monday thru Friday including travel and all related expenses				
	Gas Fitter Tradesman	Per Call	15	\$ _____	\$ _____
	Trade Helper	Per Call	15	\$ _____	\$ _____
B	Service Call out, including the first hour of on site productive labour, outside regular Working Hours 16:00 - 08:00, Monday thru Friday including travel and all related expenses				
	Gas Fitter Tradesman	Per Call	1	\$ _____	\$ _____
	Trade Helper	Per Call	1	\$ _____	\$ _____
C	Service Call out, including the first hour of on site productive labour, on weekends and Statutory Holidays, including travel and all related expenses				
	Gas Fitter Tradesman	Per Call	1	\$ _____	\$ _____
	Trade Helper	Per Call	1	\$ _____	\$ _____
D	Labour only in addition to the first hour. Hourly Rate During Regular Working Hours 08:00 - 16:00, Monday thru Friday				
	Gas Fitter Tradesman	Per Hour	90	\$ _____	\$ _____
	Trade Helper	Per Hour	90	\$ _____	\$ _____

Schedule A continued: Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6
Item	Category of labor, materials or equipment	Unit	Estimated usage per year	Unit Price: \$ ¢	Estimated total price: \$ ¢
E	Labour only in addition to the first hour. Hourly Rate Outside Regular Working Hours 16:00 - 08:00, Monday thru Friday				
	Gas Fitter Tradesman	Per Hour	15	\$ _____	\$ _____
	Trade Helper	Per Hour	15	\$ _____	\$ _____
F	Labour only in addition to the first hour. Hourly Rate for Weekends and Statutory Holidays				
	Gas Fitter Tradesman	Per Hour	7	\$ _____	\$ _____
	Trade Helper	Per Hour	7	\$ _____	\$ _____
G	Contractor's Mark Up on Allowance for unspecified material, replacement parts, required permits and certificates. (% mark up x \$5,000.00 = \$ Column 6)	_____ %			\$ _____
H	Equipment : Usage costs during regular hours				
	Directional Drill and Operator	Price per Meter	2000 meters	\$ _____	\$ _____
	Trencher and Operator	Price per Meter	2000 meters	\$ _____	\$ _____
	Hydrovac and 2 man Crew	Price per Hour	90 hours	\$ _____	\$ _____
	Backhoe and Operator	Price per Hour	90 hours	\$ _____	\$ _____
	Dump Truck and Operator	Price per Hour	90 hours	\$ _____	\$ _____

Schedule A continued: Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6
Item	Category of labor, materials or equipment	Unit	Estimated usage per year	Unit Price: \$ ¢	Estimated total price: \$ ¢
I	Equipment: Usage outside regular hours				
	Directional Drill and Operator	Price per Meter	500 meters	\$ _____	\$ _____ _____
	Trencher and Operator	Price per Meter	500 meters	\$ _____	\$ _____
	Hydrovac and 2 man Crew	Price per Hour	15 hours	\$ _____	\$ _____
	Backhoe and Operator	Price per Hour	15 hours	\$ _____	\$ _____
	Dump Truck and Operator	Price per Hour	15 hours	\$ _____	\$ _____
J	Equipment: Usage on weekends and Statutory Holidays				
	Directional Drill and Operator	Price per Meter	500 meters	\$ _____	\$ _____
	Trencher and Operator	Price per Meter	500 meters	\$ _____	\$ _____
	Hydrovac and 2 man Crew	Price per Hour	7 hours	\$ _____	\$ _____
	Backhoe and Operator	Price per Hour	7 hours	\$ _____	\$ _____
Schedule A continued: Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6

Item	Category of labor, materials or equipment	Unit	Estimated usage per year	Unit Price: \$ ¢	Estimated total price: \$ ¢
	Dump Truck and Operator	Price per Hour	7 hours	\$_____	\$_____
K	Equipment: Mobilization and Demobilization. Cost estimate based on 1 return trip x 4 trips a year.				
	Directional Drill and Operator	1 return trip	4x per year	\$_____	\$_____
	Trencher and Operator	1 return trip	4x per year	\$_____	\$_____
	Hydrovac and 2 man Crew	1 return trip	4x per year	\$_____	\$_____
	Backhoe and Operator	1 return trip	4x per year	\$_____	\$_____
	Dump Truck and Operator	1 return trip	4x per year	\$_____	\$_____
L	Schedule A: Total of all \$ amounts from Column A6 to K6 = L6: Bid amount for Year 1				\$_____ _____ GST/HST extra (Enter in column 1 of 4.2)

4.1 Unit Price Schedules (continued):**Schedule B) Year 2 - For a One Year period directly following Initial year 1 (dates to be determined):**

Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6
Item	Category of labor, materials or equipment	Unit	Estimated usage per year	Unit Price: \$ ¢	Estimated total price: \$ ¢
A	Service Call out, including the first hour of on site productive labour, during Regular Working Hours 08:00 - 16:00, Monday thru Friday including travel and all related expenses				
	Gas Fitter Tradesman	Per Call	15	\$ _____	\$ _____
	Trade Helper	Per Call	15	\$ _____	\$ _____
B	Service Call out, including the first hour of on site productive labour, outside regular Working Hours 16:00 - 08:00, Monday thru Friday including travel and all related expenses				
	Gas Fitter Tradesman	Per Call	1	\$ _____	\$ _____
	Trade Helper	Per Call	1	\$ _____	\$ _____
C	Service Call out, including the first hour of on site productive labour, on weekends and Statutory Holidays, including travel and all related expenses				
	Gas Fitter Tradesman	Per Call	1	\$ _____	\$ _____
	Trade Helper	Per Call	1	\$ _____	\$ _____
D	Labour only in addition to the first hour. Hourly Rate During Regular Working Hours 08:00 - 16:00, Monday thru Friday				
	Gas Fitter Tradesman	Per Hour	90	\$ _____	\$ _____
	Trade Helper	Per Hour	90	\$ _____	\$ _____
E	Labour only in addition to the first hour. Hourly Rate Outside Regular Working Hours 16:00 - 08:00, Monday thru Friday				
	Gas Fitter Tradesman	Per Hour	15	\$ _____	\$ _____
	Trade Helper	Per Hour	15	\$ _____	\$ _____
F	Labour only in addition to the first hour. Hourly Rate for Weekends and Statutory Holidays				
	Gas Fitter Tradesman	Per Hour	7	\$ _____	\$ _____
	Trade Helper	Per Hour	7	\$ _____	\$ _____

G	Contractor's Mark Up on Allowance for unspecified material, replacement parts, required permits and certificates. (% mark up x \$5,000.00 = \$ Column 6)	_____ %			\$ _____
Schedule B continued: Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6
Item	Category of labor, materials or equipment	Unit	Estimated usage per year	Unit Price: \$ ¢	Estimated total price: \$ ¢
H	Equipment : Usage costs during regular hours				
	Directional Drill and Operator	Price per Meter	2000 meters	\$ _____	\$ _____
	Trencher and Operator	Price per Meter	2000 meters	\$ _____	\$ _____
	Hydrovac and 2 man Crew	Price per Hour	90 hours	\$ _____	\$ _____
	Backhoe and Operator	Price per Hour	90 hours	\$ _____	\$ _____
	Dump Truck and Operator	Price per Hour	90 hours	\$ _____	\$ _____
I	Equipment: Usage outside regular hours				
	Directional Drill and Operator	Price per Meter	500 meters	\$ _____	\$ _____
	Trencher and Operator	Price per Meter	500 meters	\$ _____	\$ _____
	Hydrovac and 2 man Crew	Price per Hour	15 hours	\$ _____	\$ _____

	Backhoe and Operator	Price per Hour	15 hours	\$ _____	\$ _____
	Dump Truck and Operator	Price per Hour	15 hours	\$ _____	\$ _____
Schedule B continued: Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6
Item	Category of labor, materials or equipment	Unit	Estimated usage per year	Unit Price: \$ ¢	Estimated total price: \$ ¢
J	Equipment: Usage on weekends and Statutory Holidays				
	Directional Drill and Operator	Price per Meter	500 meters	\$ _____	\$ _____
	Trencher and Operator	Price per Meter	500 meters	\$ _____	\$ _____
	Hydrovac and 2 man Crew	Price per Hour	7 hours	\$ _____	\$ _____
	Backhoe and Operator	Price per Hour	7 hours	\$ _____	\$ _____
	Dump Truck and Operator	Price per Hour	7 hours	\$ _____	\$ _____
K	Equipment: Mobilization and Demobilization. Cost estimate based on 1 return trip x 4 trips a year.				
	Directional Drill and Operator	1 return trip	4x per year	\$ _____	\$ _____
	Trencher and Operator	1 return trip	4x per year	\$ _____	\$ _____
	Hydrovac and 2 man Crew	1 return trip	4x per year	\$ _____	\$ _____

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	Backhoe and Operator	1 return trip	4x per year	\$_____	\$_____
	Dump Truck and Operator	1 return trip	4x per year	\$_____	\$_____
Schedule B continued: Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6
L	Schedule B: Total of all \$ amounts from Column A6 to K6 = L6: Bid amount for Year 2				\$_____ GST/HST extra (Enter in column 2 of 4.2)

4.1 Unit Price Schedules (Continued)**Schedule C) Year 3 - For a One Year period directly following Year 2 (dates to be determined):**

Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6
Item	Category of labor, materials or equipment	Unit	Estimated usage per year	Unit Price: \$ ¢	Estimated total price: \$ ¢
A	Service Call out, including the first hour of on site productive labour, during Regular Working Hours 08:00 - 16:00, Monday thru Friday including travel and all related expenses				
	Gas Fitter Tradesman	Per Call	15	\$ _____	\$ _____
	Trade Helper	Per Call	15	\$ _____	\$ _____
B	Service Call out, including the first hour of on site productive labour, outside regular Working Hours 16:00 - 08:00, Monday thru Friday including travel and all related expenses				
	Gas Fitter Tradesman	Per Call	1	\$ _____	\$ _____
	Trade Helper	Per Call	1	\$ _____	\$ _____
C	Service Call out, including the first hour of on site productive labour, on weekends and Statutory Holidays, including travel and all related expenses				
	Gas Fitter Tradesman	Per Call	1	\$ _____	\$ _____
	Trade Helper	Per Call	1	\$ _____	\$ _____
D	Labour only in addition to the first hour. Hourly Rate During Regular Working Hours 08:00 - 16:00, Monday thru Friday				
	Gas Fitter Tradesman	Per Hour	90	\$ _____	\$ _____
	Trade Helper	Per Hour	90	\$ _____	\$ _____
E	Labour only in addition to the first hour. Hourly Rate Outside Regular Working Hours 16:00 - 08:00, Monday thru Friday				
	Gas Fitter Tradesman	Per Hour	15	\$ _____	\$ _____
	Trade Helper	Per Hour	15	\$ _____	\$ _____
F	Labour only in addition to the first hour. Hourly Rate for Weekends and Statutory Holidays				
	Gas Fitter Tradesman	Per Hour	7	\$ _____	\$ _____
	Trade Helper	Per Hour	7	\$ _____	\$ _____

G	Contractor's Mark Up on Allowance for unspecified material, replacement parts, required permits and certificates. (% mark up x \$5,000.00 = \$ Column 6)	_____ %			\$ _____
Schedule C continued: Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6
Item	Category of labor, materials or equipment	Unit	Estimated usage per year	Unit Price: \$ ¢	Estimated total price: \$ ¢
H	Equipment : Usage costs during regular hours				
	Directional Drill and Operator	Price per Meter	2000 meters	\$ _____	\$ _____
	Trencher and Operator	Price per Meter	2000 meters	\$ _____	\$ _____
	Hydrovac and 2 man Crew	Price per Hour	90 hours	\$ _____	\$ _____
	Backhoe and Operator	Price per Hour	90 hours	\$ _____	\$ _____
	Dump Truck and Operator	Price per Hour	90 hours	\$ _____	\$ _____
I	Equipment: Usage outside regular hours				
	Directional Drill and Operator	Price per Meter	500 meters	\$ _____	\$ _____
	Trencher and Operator	Price per Meter	500 meters	\$ _____	\$ _____
	Hydrovac and 2 man Crew	Price per Hour	15 hours	\$ _____	\$ _____

	Backhoe and Operator	Price per Hour	15 hours	\$ _____	\$ _____
	Dump Truck and Operator	Price per Hour	15 hours	\$ _____	\$ _____
Schedule C continued: Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6
Item	Category of labor, materials or equipment	Unit	Estimated usage per year	Unit Price: \$ ¢	Estimated total price: \$ ¢
J	Equipment: Usage on weekends and Statutory Holidays				
	Directional Drill and Operator	Price per Meter	500 meters	\$ _____	\$ _____
	Trencher and Operator	Price per Meter	500 meters	\$ _____	\$ _____
	Hydrovac and 2 man Crew	Price per Hour	7 hours	\$ _____	\$ _____
	Backhoe and Operator	Price per Hour	7 hours	\$ _____	\$ _____
	Dump Truck and Operator	Price per Hour	7 hours	\$ _____	\$ _____
K	Equipment: Mobilization and Demobilization. Cost estimate based on 1 return trip x 4 trips a year.				
	Directional Drill and Operator	1 return trip	4x per year	\$ _____	\$ _____
	Trencher and Operator	1 return trip	4x per year	\$ _____	\$ _____
	Hydrovac and 2 man Crew	1 return trip	4x per year	\$ _____	\$ _____

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	Backhoe and Operator	1 return trip	4x per year	\$_____	\$_____
	Dump Truck and Operator	1 return trip	4x per year	\$_____	\$_____
Schedule C continued: Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6
L	Schedule C: Total of all \$ amounts from Column A6 to K6 = L6: Bid amount for Year 3				\$_____ GST/HST extra (Enter in column 3 of 4.2)

Solicitation No. - N° de l'invitation

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Amd. No. - N° de la modif.

File No. - N° du dossier

PWU-1-34405

Buyer ID - Id de l'acheteur

pwu011

CCC No./N° CCC - FMS No/ N° VME

4.2 TOTAL EVALUATED PRICE: (Initial Year 1 Term + 2nd Year + 3rd Year)

Col. 1	Col. 2	Col. 3	Col. 4
Sub Total from L6 in SCHEDULE A Year 1	Sub Total from L6 in SCHEDULE B Year 2	Sub Total from L6 in SCHEDULE C Year 3	Total Evaluated Bid Price (col.1 + col.2 + col. 3 = col.4)
\$ _____	\$ _____	\$ _____	\$ _____ 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.

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.

A rate must be entered for each item. Bids will be evaluated on the Total Evaluated Price in Column 4. It is anticipated that only one standing offer will be issued to the lowest compliant offeror.

SIGNATURE:

Name and title of person authorized to sign on behalf of Bidder: _____
(Type or print)

Signature: _____ Date: _____

Business Name: _____

Address: _____

Tel: _____ Fax: _____

ANNEX F

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

2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC. Until the security screening of the Contractor personnel required by this Contract has been completed satisfactorily by the CISD, PWGSC, the Contractor personnel MAY NOT ENTER sites without an escort.

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

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

- (a) Security Requirements Check List (SRCL) document attached;
- (b) Industrial Security Manual (Latest Edition).



National Defence



CANADIAN FORCES BASE SUFFIELD
BASE ENGINEERING
SPECIFICATION
FOR
REPAIRS TO GAS DISTRIBUTION SYSTEM
CFB SUFFIELD

CFB Suffield Job No: L-S381-9308/84

SO: 86

Dated: 27 October 2011

D.R. Weatherbee
Contracts Inspector

S.L. Hatfield, MWO
A/Works O

R. Richard
Base Fire Chief

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PART 1 General

1.1 REFERENCES

- .1 National Building Code of Canada (NBC) latest edition including all amendments up to tender closing date.

1.2 DESCRIPTION OF WORK

- .1 Supply and install new steel/plastic gas lines and materials for above and below ground installations at various buildings and areas at CFB Suffield on an as required basis.

1.3 CODES

- .1 Perform work in accordance with National Building Code of Canada (NBC), the Operations Manager, Field Service Dept, and Occupational Health and Safety Division (WCB) provided that in any case of conflict or discrepancy, the more stringent requirements shall apply, including:

- .1 ASHRAE Standards and Recommendations.
- .2 CSA and ULC standards.
- .3 SMACNA Manuals.
- .4 Canadian Plumbing Code.
- .5 All applicable municipal and local codes and regulations.
- .6 National Building Code.
- .7 CSA B149 Code.
- .8 Canadian Labour Code.
- .9 Z662-11 Oil and Gas Pipeline Systems.

1.4 COST BREAKDOWN

- .1 The work to be performed on form DSS 942 Requisition Against a Standing Offer when ordered by the Base Engineering Officer is as follows:
 - .1 Submit hourly rates in bid price tables for tradesperson and helper:
 - .1 Cost for labour during regular working hours (08:00 to 16:00 Monday through Friday).
 - .2 Outside regular working hours (16:00 to 08:00 Monday through Friday).
 - .3 Outside regular working hours (Weekends and Statutory Holidays).

- .4 Lump sum price for first hour of a call out; including travel, vehicle, tradesperson and helper to CFB Suffield during regular hours.
- .5 Lump sum price for first hour of a call out; including travel, vehicle, tradesperson and helper to CFB Suffield outside regular hours.
- .6 Lump sum price for first hour of a call out; including travel, vehicle, tradesperson and helper to CFB Suffield on weekends and statutory holidays.
- .7 Production costs used exclusively in work done at job site:
 - .1 Directional drill and operator price per meter for regular hours, outside regular hours and weekends and statutory holidays.
 - .2 Backhoe and operator for excavation price per hour for regular hours, outside regular hours and weekends and statutory holidays.
 - .3 Trencher and operator price per meter for regular hours, outside regular hours and weekends and statutory holidays.
 - .4 Hydrovac and 2 man crew price per hour for regular hours, outside regular hours and weekends and statutory holidays.
 - .5 Dump truck and operator price per hour for regular hours, outside regular hours and weekends and statutory holidays.
- .8 Travel costs:
 - .1 Round trip costs for backhoe and operator to and from CFB Suffield.
 - .2 Round trip costs for trencher and operator to and from CFB Suffield.
 - .3 Round trip costs for Hydrovac and 2 man crew to and from CFB Suffield.
 - .4 Round trip costs for dump truck and operator to and from CFB Suffield.
 - .5 Round trip costs for Directional drill and to and from CFB Suffield.
- .9 Equipment rentals at invoice plus mark-up.
- .10 Sub-contractor invoice plus mark-up. Items .9 and .10 require prior consent of the Project Authority.
- .2 Estimates: Where a cost estimate has been submitted and accepted by the Project Authority, fully completed work must be performed or rendered at a cost no greater than 110% of such estimate.

- .2 All materials, except free issue, must be invoiced at the Contractor's current cost plus mark up percentage for tendering purposes. The Contractor must submit a suppliers invoice on all items of material. The Contractor must submit with invoice a detailed list with cost for all materials used on job including his material mark up if any.
- .3 Time charged and contract price of materials, if any, maybe verified by Government audit before or after payment is made under the terms of the Standing Offer.
- .4 Contractor must provide daily time sheets when working at CFB Suffield. Time sheets must be left with Contract Inspector at end of each working day.
- .5 Contractor must submit invoices within 30 days after completion of work.

1.5 CONTRACTOR'S USE OF SITE

- .1 Use of site: exclusive and complete for execution of work.

1.6 LOCATION OF EQUIPMENT AND FIXTURES

- .1 Location of equipment and/or outlets indicated or specified are to be considered as approximate.
- .2 Locate equipment, distribution systems to provide minimum interference and maximum usable space and in accordance with manufacturer's recommendations for safety, access and maintenance.
- .3 Inform Project Authority of impending installation and obtain his approval for actual location.

1.7 ALTERATIONS, ADDITIONS OR REPAIRS TO EXISTING BUILDING

- .1 Execute work with least possible interference or disturbance to occupants, public and normal use of premises. Arrange with Project Authority to facilitate execution of work.
- .2 Where security has been reduced by work of Contract, provide temporary means to maintain security.
- .3 Provide temporary dust screens, barriers, and warning signs in locations where renovation and alteration work is adjacent to areas used by public or government staff.

1.8 ADDITIONAL DRAWINGS

- .1 Project Authority may furnish additional drawings for clarification. These additional drawings have same meaning and intent as if they were included with plans referred to in Contract documents.
- .2 As-built drawings with exact locations and measurements of new lines must be supplied by the contractor to the Project Authority.

1.9 BUILDING SMOKING ENVIRONMENT

- .1 Comply with smoking restrictions.

1.10 INTENTION

- .1 It is the intention of these specifications and drawings to provide for complete gas line repair to meet the Department of National Defence requirements described herein, and in complete accordance with applicable codes and ordinances.

- .2 The work to be done must include the provision of all labour, materials, tools and equipment as well as the application of a competent knowledge of all natural gas piping and distribution system techniques. Installation, testing and operating the complete job as requested by the Project Authority, except where it is specifically mentioned that such materials and/or labour is not part of the Contract. Installers must be qualified to install buried polyethylene piping.

1.11 CONTRACT DRAWINGS

- .1 Drawings:
 - .1 Contract drawings are generally diagrammatic and are intended to indicate the scope and general arrangement of equipment. Care must be taken to ensure that the installation is in accordance with detailed drawings when provided and that the installation meets DND requirements.
 - .2 Verify dimensions at site.

1.12 COMMENCEMENT OF WORK

- .1 Work must commence when Contractor has a signed and approved DSS 942 authorizing him to perform work.
- .2 Work performed as requested by persons other than Project Authority or work not on an authorized DSS 942 must be done at Contractor's own expense.

1.13 COOPERATION

- .1 The Contractor must familiarize himself with the area in which work was requested and must cooperate with others doing work in this building or area so that their work will not conflict with his.

1.14 INSTALLATION CLEAN UP

- .1 Thoroughly clean piping and equipment of dirt, cuttings and other foreign substances. Disconnect, clean and reconnect whenever necessary for the purpose of locating and removing obstructions.
- .2 The Contractor must be responsible for the protection and maintenance of the work until the job has been completed and accepted by the Department of National Defence. The Contractor must be responsible for the sorting of the material inside and out of the area and must clean up all refuse caused by the Contractor's work.

PART 2 Product

2.1 GENERAL

- .1 Equipment to conform to applicable standards.
- .2 Use only new material and equipment.
- .3 Equipment supplied must be the product of a well established manufacturer with local service representation.

2.2 MATERIALS

- .1 All materials used must be new, unless otherwise specified. All equipment installed must be in accordance with manufacturer's printed installation directions.

PART 3 Execution

3.1 INSTALLATION

- .1 General:
 - .1 Installation to be always in accordance with applicable codes and standards.
 - .2 Installation to be in accordance with manufacturer's instructions and to complete satisfaction of Project Authority.

3.2 WORKMANSHIP

- .1 All work must be executed in a workmanlike manner and must present a neat and finished appearance when completed. The Contractor must keep a competent journeyman and assistant on the job during progress of work.

3.3 FINAL CLEANING

- .1 On a daily basis maintain area of work free from debris and waste material.
- .2 Dispose of water, materials and rubbish at a designated dump site.

END OF SECTION

2.2 MATERIALS

- .1 All materials used must be new, unless otherwise specified. All equipment installed must be in accordance with manufacturer's printed installation directions.

PART 3 Execution

3.1 INSTALLATION

- .1 General:
 - .1 Installation to be always in accordance with applicable codes and standards.
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3.2 WORKMANSHIP

- .1 All work must be executed in a workmanlike manner and must present a neat and finished appearance when completed. The Contractor must keep a competent journeyman and assistant on the job during progress of work.

3.3 FINAL CLEANING

- .1 On a daily basis maintain area of work free from debris and waste material.
- .2 Dispose of water, materials and rubbish at a designated dump site.

END OF SECTION

PART 1 General

1.1 FIRE SAFETY PLAN

- .1 Contractors and their personnel must be familiar with this Section and its requirements.

1.2 FIRE DEPARTMENT BRIEFING

- .1 Project Authority will coordinate arrangements for contractor to be briefed on Fire Safety at their pre-work conference by the Fire Chief before any work is commenced.

1.3 REPORTING FIRES

- .1 Know location of nearest fire alarm box and telephone, including emergency phone number.

Base: 911

Ralston (Off Base): 911

- .2 Report immediately all fire incidents to Fire Department as follows:
 - .1 activate nearest fire alarm box; or
 - .2 telephone.
- .3 Person activating fire alarm box must remain at box to direct Fire Department to scene of fire.
- .4 When reporting fire by telephone, give location of fire, name or number of building and be prepared to verify the location.

1.4 INTERIOR AND EXTERIOR FIRE PROTECTION AND ALARM SYSTEMS

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

1.5 FIRE EXTINGUISHERS

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

1.6 BLOCKAGE OF ROADWAYS

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

1.7 FIRE PRECAUTIONS

- .1 Private Contractors are responsible for providing a Fire Watcher service on a scale established in conjunction with the Base Fire Chief prior to job start up.
- .2 Base Fire Chief is to be advised of all cases involving the use of flame or spark producing devices including heating equipment in or around buildings.
- .3 Appropriate permits must be obtained prior to job start up.

1.8 SMOKING PRECAUTIONS

- .1 Although smoking is not permitted in hazardous areas, care must still be exercised in the use of smoking materials in non-restricted areas.
- .2 Smoking is not permitted in DND buildings.

1.9 RUBBISH AND WASTE MATERIALS

- .1 Rubbish and waste materials are to be kept to a minimum.
- .2 Burning of rubbish is prohibited.
- .3 Removal:
 - .1 Remove all rubbish from work site at end of workday or shift or as directed.
- .4 Storage:
 - .1 Store oily waste in approved receptacles to ensure maximum cleanliness and safety.
 - .2 Deposit greasy or oily rags and materials subject to spontaneous combustion in approved receptacles and remove as required in 1.10.3.1.

1.10 FLAMMABLE AND COMBUSTIBLE LIQUIDS

- .1 Handling, storage and use of flammable and combustible liquids are to be governed by the current National Fire Code of Canada.
- .2 Flammable and combustible liquids such as gasoline, kerosene and naphtha must be kept for ready use in quantities not exceeding 45 litres provided they are stored in approved safety cans bearing Underwriters' Laboratory of Canada or Factory Mutual seal of approval. Storage of quantities of flammable and combustible liquids exceeding 45 litres for work purposes requires permission of Fire Chief. Flammable and combustible liquids are prohibited from being stored within the building.
- .3 Transfer of flammable and combustible liquids is prohibited within buildings or jetties.

- .4 Transfer of flammable and combustible liquids must not be carried out in vicinity of open flames or any type of heat-producing devices.
- .5 Flammable liquids having a flash point below 38°C such as naphtha or gasoline must not be used as solvents or cleaning agents.
- .6 Flammable and combustible waste liquids, for disposal, must be stored in approved containers located in a safe ventilated area. Quantities are to be kept to a minimum and Fire Department is to be notified when disposal is required.

1.11 HAZARDOUS SUBSTANCES/HOT WORK/TEMPORARY HEAT PERMITS

- .1 Work entailing use of toxic or hazardous materials, chemicals and/or explosives, or otherwise creating hazard to life, safety or health, must be in accordance with National Fire Code of Canada.
- .2 Obtain from Fire Chief a "Hot Work" permit for work involving spark-producing equipment, welding, burning or use of blowtorches and salamanders, in buildings or facilities. Hot work permits may be issued between 0800 – 0900 hours daily.
- .3 Temporary Heating – Temporary heaters must be stamped as approved by a recognized testing agency (i.e. CDA, CSA, ULC). Only indirect flame type heaters are to be used. Only in exceptional circumstances are torpedo type heaters to be used and they must have 24 hour on site supervision. Heater permits require 24 hours notice and can be obtained from the Chief Fire Inspector daily between the hours of 0800 – 0900. After normal working hours, callouts for Fire Prevention staff to inspect and issue permits must be at the contractor's expense.
- .4 Heaters are to have an original and legible installation plate affixed stating clearances to be maintained from combustible materials. Stated clearances must be maintained at all times.
- .5 Heaters must be installed by a qualified gas fitter to meet the requirements of the Propane Installation Code or the National Gas installation Code, whichever is applicable.
- .6 All LPG cylinders must be supported against upset by non-combustible cable or chain. Cylinders must be protected against damage.
- .7 A permit becomes invalid if a heater is moved from the original location for which the permit was issued. A new permit must be obtained.
- .8 When Work is carried out in dangerous or hazardous areas involving use of heat, provide fire watchers equipped with sufficient fire extinguishers. Determination of dangerous or hazardous areas along with level of protection necessary for Fire Watch is at discretion of the Fire Chief. Contractors are responsible for providing fire watch service for work on a scale established and in conjunction with Fire Chief at pre-work conference.
- .9 Where flammable liquids, such as lacquers or urethanes are to be used, proper ventilation must be assured and all sources of ignition are to be eliminated. Fire Chief must be informed prior to and at cessation of such work.

1.12 QUESTIONS AND/OR CLARIFICATION

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

1.13 FIRE INSPECTION

- .1 Site inspections by Fire Chief must be coordinated through Project Authority.
- .2 Allow Fire Chief unrestricted access to work site.
- .3 Co-operate with Fire Chief during routine fire safety inspection of work site.
- .4 Immediately remedy all unsafe fire situations observed by Fire Chief.

PART 2 Products

2.1 NOT USED

- .1 Not Used.

PART 3 Execution

3.1 NOT USED

- .1 Not Used.

END OF SECTION

PART 1 General

1.1 ENVIRONMENTAL RESPONSIBILITY

- .1 All work under this contract must be conducted in an environmentally responsible manner. Maintain awareness of particularly environmentally sensitive areas located throughout the Base.

1.2 WORK AREA

- .1 Under the direction of the Project Authority, define and mark the construction area work limits prior to work commencing.
- .2 All work must be restricted to designated work area, designated access roads and designated ancillary worksites.

1.3 FUEL MANAGEMENT

- .1 Ensure that any fuel storage and transfer areas on site are designed, operated and maintained in accordance with the requirements of current applicable federal, provincial and municipal legislation, guidelines and codes, including the 2003 *Environmental Code of Practice for Aboveground and Underground Storage Tank Systems Containing Petroleum and Allied Petroleum Products*, published by the Canadian Council for Ministers of the Environment (CCME), and the most current version of the *National Fire Code of Canada* (NFCC), from the National Research Council (NRC).
- .2 Ensure requirements of Storage Tank Systems for Petroleum Products and Allied Petroleum Products Regulations 2008 Version.
- .3 Fuel storage and handling areas must be completely contained to prevent spills or leaks from migrating outside the designated storage or handling area, per the requirements of the NFCC.
- .4 Appropriate clean-up materials must be readily available to deal with spills or leaks.

1.4 FIRES

- .1 Fires and burning of rubbish on site are not permitted.
- .2 Additional requirements in accordance with Section 01 35 35 – DND Fire Safety Requirements.

1.5 WASTE MANAGEMENT

- .1 Do not bury rubbish and waste materials on site.
- .2 Ensure that all waste materials, equipment and debris are adequately contained on site.
- .3 Remove from DND property for disposal all wastes or volatile materials, such as mineral spirits, oil or paint thinner.

- .4 Ensure that sufficient numbers of waste and recycling containers are located on site and properly maintained and emptied to prevent overloading.
- .5 Minimize amount of waste to landfills by segregating recyclable materials from the waste stream into appropriate recycling containers. Ensure separation of materials into appropriate recycling or waste bins.
- .6 Additional requirements in accordance with Section 01 74 19 – Waste Management and Disposal

1.6 DRAINAGE

- .1 Provide temporary drainage and pumping as necessary to keep excavations and site free from water.
- .2 Do not pump water containing suspended materials into waterways, sewer or drainage systems.
- .3 Control disposal or runoff of water containing suspended materials or other harmful substances in accordance with local authority requirements.

1.7 SOIL HANDLING

- .1 Remove topsoil before any construction procedures commence to avoid compaction of topsoil.
- .2 Handle topsoil only when it is dry and warm
- .3 Pile topsoil in berms in locations as directed by Project Authority. Stockpile height not to exceed 2.5 - 3m.
- .4 Topsoil is to be replaced as the finish layer over all areas to be reseeded.
- .5 Avoid soil handling activities under high wind or unfavorable weather conditions, as directed by the Project Authority.

1.8 SITE CLEARING AND PLANT PROTECTION

- .1 Minimal surface disturbance techniques are to be employed on prairie landscapes.
- .2 When vegetation or brush removal is required, such activities are to be completed using non-chemical means, unless otherwise authorized by the Project Authority.
- .3 Protect trees and plants on site and adjacent properties where indicated.
- .4 Wrap in burlap, trees and shrubs adjacent to construction work, storage areas and trucking lanes, and encase with protective wood framework from grade level to height of 2 m.
- .5 Protect roots of designated trees to drip line during excavation and site grading to prevent disturbance or damage. Avoid unnecessary traffic, dumping and storage of materials over root zones.

- .6 Minimize stripping of topsoil and vegetation.
- .7 Restrict tree removals to areas indicated or designated by Project Authority.
- .8 Salvage vegetation and store at approved sites for future replacement as required and directed by Project Authority.

1.9 WORK ADJACENT TO WATERWAYS

- .1 Do not operate construction equipment in waterways.
- .2 Do not use waterway beds for borrow material.
- .3 Do not dump excavated fill, waste material or debris in waterways.
- .4 Design and construct temporary crossings to minimize erosion to waterways.
- .5 Do not skid logs or construction materials across waterways.
- .6 Avoid indicated spawning beds when constructing temporary crossings of waterways.
- .7 Do not blast under water or within 100 m of indicated spawning beds.
- .8 Enclose entire work area that is adjacent to waterway with an approved silt barrier to prevent addition of suspended sediments into the waterway.
- .9 In cases where silt barriers are not sufficient install additional erosion control devices as required to prevent any sediment from entering waterways.

1.10 POLLUTION CONTROL

- .1 Maintain temporary erosion and pollution control features installed under this contract.
- .2 Control emissions from equipment and plant to local authorities emission requirements.
- .3 Prevent sandblasting and other extraneous materials from contaminating air beyond application area, by providing temporary enclosures.
- .4 Cover or wet down dry materials and rubbish to prevent blowing dust and debris. Provide dust control for temporary roads.

1.11 EQUIPMENT

- .1 Equipment that is to be used in the execution of the work must be maintained in a manner that will not be detrimental to the environment and in compliance with the Canadian Environmental Protection Act (CEPA). Equipment that is in violation must be removed from the site until such time as it does comply with the above requirements.
- .2 Equipment and vehicles used on the prairie must be cleaned to remove weeds and spores prior to arriving on site.

- .3 Construction equipment must be well maintained, free from leaks and mechanical defects.
- .4 When equipment and vehicles are not in use, they must be stored in designated areas approved by the Project Authority.

1.12 STORAGE AND HANDLING

- .1 All hazardous substances (any substance that is poisonous or exhibits flammability, corrosivity, reactivity or toxicity) must be stored and handled in a manner that is not harmful to human life and will not pollute the environment.
- .2 All hazardous substances stored outdoors must be situated in or on a secondary containment device capable of fully containing 1.5 times the quantity of the largest container stored in or on it. Storage sites must be consolidated to the greatest extent possible to reduce the number of hazardous sites.
- .3 Where hazardous substances are stored indoors in quantities that cannot be contained safely by the building structure in the event of a leak, the Project Authority may direct that such substances be stored in or on proper secondary containment devices.

1.13 RESTORATION

- .1 Disturbed vegetated areas must be reclaimed to reestablish vegetative cover.
- .2 All destabilized areas must be restabilized and restored to pre-work conditions.
- .3 Reseed using only native seeds and plants approved by the Project Authority for site restoration, unless otherwise approved by the Project Authority. No exceptions to native seeds will be considered for reclamation of prairie areas.
- .4 Areas to be restored must be maintained and monitored to ensure successful restoration as determined in consultation with the Project Authority prior to work commencing. Areas where revegetation efforts were not successful must be reseeded, or replanted at no extra cost to the crown.

1.14 CLEAN UP

- .1 Leaks or spills of hazardous substances, regardless of the quantity of whether indoors or outdoors, must be stopped and cleaned up immediately and be prevented from entering storm or sanitary sewer systems or contaminating soil or water.
- .2 All spilled substances and materials contaminated by the spill must be collected in leak proof containers or double bagged for disposal off DND property. Disposal must be in a manner, which is acceptable to the local authority having jurisdiction over disposal of such substances.

1.15 REPORTING

- .1 All releases of hazardous substances into the environment (e.g., ground, water, drains, sewer systems, ditches, roads, parking areas, etc.) must be reported to the Project Authority as soon as possible.

1.16 INSPECTIONS

- .1 The project site from time to time may be inspected to ensure compliance with federal, provincial and local environmental requirements.
- .2 All spills reported under paragraph 1.15.1 of this Section are subject to inspection by the Base Environmental Officer and the Project Authority to confirm cleanup and disposal have been carried out satisfactorily.

PART 2 Products

2.1 NOT USED

- .1 Not Used.

PART 3 Execution

3.1 NOT USED

- .1 Not Used.

END OF SECTION

PART 1 General

1.1 CONSTRUCTION SAFETY MEASURES

- .1 All Contractors and their personnel must be familiar and comply with this section and its requirements.
- .2 Observe construction safety measures of National Building Code latest edition, National Fire Code of Canada latest edition, Workers'/Workmen's Compensation Board, Canada Labour Code, Part II and Canada Occupational Health & Safety Regulations and in any situation of conflict or discrepancy, the more stringent requirements must apply.

1.2 BASE SAFETY OFFICER BRIEFING

- .1 Project Authority must coordinate/arrange for Contractors Senior Staff to be briefed on Base Safety requirements. This must occur at the pre-commencement meeting by the Base Safety Officer and must be completed before any work is started.
- .2 The balance of on site employees and sub-contractors for the project must be briefed as the project progresses. For employees not covered in 1.2.1, briefings must be held as follows:
 - .1 A bi-weekly safety briefing has been established in Building 94, Base Training Center, at 0815, the selected Mondays (excluding holidays). All employees must be briefed, no exceptions.
- .3 The Base Safety Briefing is valid for one year from date of orientation and is transferable from job site to job site.

1.3 FMA SAFETY REQUIREMENTS

- .1 Contractor's doing work in the Force Maintenance Area (FMA), are to have one initial briefing per contract by the Chief Clerk in Building 229, before any work may commence. FMA includes all buildings east of the Jenner Highway.

1.4 EPG AND BASE RANGE AREA

- .1 When work is to be performed in the EPG (Experimental Proving Ground) and/or in the Base Range area, Contractor's and their personnel must attend a DRDC Field Safety Briefing and/or Range Safety Briefing from Range Control in order to obtain approval for access to site prior to any work commencing. All vehicles must be registered with the governing authority before entering the EPG and Range Control areas. The Contractor's Project superintendent will be provided with a radio that is able to communicate with the governing authority. All other Contractor vehicles must have a communication device, which must be the responsibility of the Contractor.

1.5 TOOLS AND EQUIPMENT

- .1 DND owned equipment, tools, devices, and machinery, including Personal Protective Equipment must not be provided to the Contractor.

1.6 CONFINED SPACE ENTRY POLICY

- .1 No employee will enter or be permitted to enter any confined space unless such entry is made in compliance with the applicable Federal Occupational Health and Safety Regulations and the Canada Labour Code, Part II Standards. Contractor must make himself and employees aware of and abide by the Base Policy on confined space entry and the locations affected by said policy.

1.7 FIRE SAFETY REQUIREMENTS

- .1 Comply with requirements of Sections 01 35 35 – DND Fire Safety Requirements.

1.8 SCAFFOLDING

- .1 Design and construct scaffolding in accordance with CSA S269.

1.9 OVERLOADING

- .1 Ensure no part of work is subjected to loading that will endanger its safety or will cause permanent deformation.

1.10 WHMIS

- .1 Comply with all requirements of the Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage, and disposal of hazardous materials and regarding labelling and provision of material safety data sheets acceptable to Human Resources Skills Development Canada and Health and Welfare Canada.
- .2 All employees who handle or are exposed to hazardous materials as defined under the Controlled Products Act (WHMIS Legislation) must be WHMIS trained in accordance with the Act.
- .3 Material Safety Data Sheets (MSDS) for all materials falling under the WHMIS program must be supplied to the work site by the Contractor or user(s), and readily accessible to all on-site personnel.
- .4 Deliver copies of WHMIS Material Safety Data Sheets to Project Authority on delivery of materials.

1.11 FALL PROTECTION

- .1 Approved fall protection equipment and methods must be used in accordance with Canada Labour Code Part II and the associated CSA Standards.
- .2 Safety belts and lanyards must be worn where falling hazards exist, as described under the Canada Labour Code, Part II. Contractor and their personnel must ensure they adhere to and strictly enforce the applicable federal regulations where it is impractical to provide adequate work platforms or staging.
- .3 All elevated work sites must have the area underneath cordoned off to prevent injuries from falling objects and anyone working in the proximity of said elevated work sites must utilize proper Personal Protective Equipment to avoid injury from possible falling objects.

1.12 PERSONAL PROTECTIVE EQUIPMENT (PPE)

- .1 Contractors and their personnel must comply with all Federal Safety Standards in relation to Personal Protective Equipment.
- .2 Hardhats and safety boots must be worn at all times at construction sites and when operating mobile equipment and any location in which an overhead hazard exists and the individuals work within close proximity could possibly be exposed to that hazard.
- .3 Eye and/or face protection must be worn when handling materials liable to injure or irritate eyes when engaging in any work, producing hazard from flying objects or when operating power lawn equipment or tools.
- .4 Hearing protection must be worn when entering or working in elevated noise hazard area. This includes, but not limited to, constructions sites, shop operations, lawn care and operators of equipment or vehicles, which produce noise levels above 85 decibels.
- .5 Respirators must be worn when a workers is or may be exposed to an oxygen deficient area or to harmful concentration of gas, vapours, smoke, fumes, mists, dusts or as recommended by the Material Safety Data Sheets (MSDS).
- .6 Protective clothing must be worn at all times in all stores and industrial environments, construction sites and while performing any type of landscaping/lawn care activity. No shorts, muscle shirts, capri pants or non-safety footwear allowed at all times.

PART 2 Products

2.1 NOT USED

- .1 Not Used.

PART 3 Execution

3.1 NOT USED

- .1 Not Used.

END OF SECTION

PART 1 General

1.1 POWER AND WATER SUPPLY

- .1 DND can provide free of charge, temporary electric power and water for cleaning and flushing purposes.
- .2 Supply of temporary services by DND is subject to DND requirements and may be discontinued by DND site representative at any time without notice, without acceptance of any liability for damage or delay caused by such withdrawal of temporary services.

PART 2 Products

2.1 NOT USED

- .1 Not used.

PART 3 Execution

3.1 NOT USED

- .1 Not used.

END OF SECTION

PART 1 General

1.1 RELATION TO OTHER TRADES

- .1 Schedule work in cooperation with other trades in a manner not to interfere with other work being carried out on the equipment.

1.2 DESCRIPTION OF SERVICE

- .1 Installation of natural gas steel/polyethylene piping. Fusion welded and steel risers.

PART 2 Products

2.1 PRODUCTS

- .1 Any part replaced must be from the original manufacturer and must have the same characteristics.

2.2 TEMPORARY REPAIR

- .1 Any repairs that use another manufacturer part(s) may be used but must be replaced with the original part as soon as possible. Written permission must be first cleared with the Project Authority.

PART 3 Execution

3.1 COMPLETION

- .1 Ensure all work is complete on time and to complete satisfaction of Project Authority.

END OF SECTION



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

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



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PARTIE A - RENSEIGNEMENTS GÉNÉRAUX / PARTIE A - RENSEIGNEMENTS GÉNÉRAUX

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
If Yes, indicate the level of sensitivity.
Dans l'affirmative, indiquer le niveau de sensibilité:

No / Non Yes / Oui

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

No / Non Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

PARTIE B - PERSONNEL SUPPLIEUR / PARTIE B - PERSONNEL FOURNISSEUR

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

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

Special comments:
Commentaires spéciaux : _____

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté?

No / Non Yes / Oui
 No / Non Yes / Oui

PARTIE C - SÉCURITÉ SUPPLIEUR / PARTIE C - MESURES DE PROTECTION FOURNISSEUR

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

No / Non Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

No / Non Yes / Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

No / Non Yes / Oui

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

No / Non Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

No / Non Yes / Oui



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PART C - Confidential / PARTIE C - Confidantiel

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC						
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COMSEC TOP SECRET / COMSEC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET / TRÈS SECRET	
												A	B				C
Information / Renseignements / Biens																	
Production																	
IT Media / Support TI																	
IT Link / Lien électronique																	

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).