

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

**Public Works and Government Services / Travaux
publics et services gouvernementaux
Kingston Procurement
Des Acquisitions Kingston
86 Clarence Street, 2nd floor
Kingston
Ontario
K7L 1X3
Bid Fax: (613) 545-8067**

Request For a Standing Offer Demande d'offre à commandes

Regional Master Standing Offer (RMSO)

Offre à commandes maître régionale (OCMR)

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

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

Comments - Commentaires

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

Issuing Office - Bureau de distribution

Public Works and Government Services / Travaux publics
et services gouvernementaux
Kingston Procurement
Des Acquisitions Kingston
86 Clarence Street, 2nd floor
Kingston
Ontario
K7L 1X3

Title - Sujet Flooring Contractor Services	
Solicitation No. - N° de l'invitation E6TOR-12RM13/A	Date 2012-11-19
Client Reference No. - N° de référence du client E6TOR-12-RM13	GETS Ref. No. - N° de réf. de SEAG PW-\$KIN-710-5987
File No. - N° de dossier KIN-2-38198 (710)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-12-05	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Dunphy, Ken	Buyer Id - Id de l'acheteur kin710
Telephone No. - N° de téléphone (613)545-8060 ()	FAX No. - N° de FAX (613)545-8067
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Government Departments in the Ontario Region for the geographical areas specified in the Pricing Basis, Annex B	
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

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PART 1 - GENERAL INFORMATION

1. Introduction

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

- | | |
|--------|---|
| Part 1 | General Information: provides a general description of the requirement; |
| Part 2 | Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO; |
| Part 3 | Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified; |
| Part 4 | Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection; |
| Part 5 | Certifications: includes the certifications to be provided; |
| Part 6 | Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and |
| Part 7 | 7A, Standing Offer, and 7B, Resulting Contract Clauses: |
| | 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions; |
| | 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer. |

The Annexes include the Statement of Work, the Basis of Payment, Health & Safety Requirements, Periodic Usage Report Form, Project Management Forms, Insurance Requirements and Security Requirements Checklist.

Summary

(i) Regional Master Standing Offer for the provision of labour, tools, equipment, materials and supervision for the supply and installation of flooring;

(ii) The Identified Users authorized to make call-ups against the Standing Offer include any government department, agency or Crown corporation listed in Schedules I, I.1, II, III, of the *Financial Administration Act*, R.S., 1985, c. F-11 in the Ontario Region (excluding the National Capital Region);

(iii) The period for making call-ups against the Standing Offer is from date of issuance to March 31, 2013 inclusive with an option to extend for an additional one-year period, from April 1, 2013 to March 31, 2014;

(iv) There is a security requirement contained in part 7A of the resulting Region Master Standing Offer. For additional information, consult Part 4 - Evaluation Procedures and Basis of Selection, and Part 6 - Security Requirements and Insurance Requirements.

(v) pursuant to section 01 of Standard Instructions 2006 and 2007, Offerors must submit a complete list of names of all individuals who are currently directors of the Offeror. Furthermore, as determined by the Special Investigations Directorate, Departmental Oversight Branch, each individual named on the list may be requested to complete a Consent to a Criminal Record Verification form and related documentation.

(vi) The requirement is limited to Canadian goods and/or services.

2. Summary of Requirement

Work includes the provision of labour, tools, equipment, materials and supervision for the supply and installation of flooring as detailed in Annex "F", entitled "Statement of Work", as and when requested by the Federal Government in the Ontario Region (excluding the National Capital Region).

Companies may submit offers to provide services at all or any of the following geographic areas in Ontario: Trenton & Belleville; Campbellford; Cobourg; Peterborough; Petawawa; Kingston; Brockville; Cornwall; London; Kitchener; Niagara Falls; Windsor; Hamilton; Toronto (GTA); Borden; Gravenhurst; North Bay; Sault Ste. Marie; Sudbury and French River Dam adjacent to the Dokis reserve. PWGSC intends to issue one Regional Master Standing Offer to the lowest compliant offeror for each area and each manufacturer. If an Offeror is recommended for Standing Offers for more than one geographic area, those applicable geographic areas will be combined into one Standing Offer. The term of the Standing Offers will be from date of award to March 31, 2013 with Canada having an option to extend the standing offers by one year. There is a security requirement contained in part 7A of the resulting Regional Master Standing Offer.

There is no minimum call-up value. Individual call-ups including all amendments and Harmonized Sales Tax, must not exceed \$60,000 for the Department of National Defence and \$100,000 for all other identified users. This procurement contains MANDATORY requirements as specified in Part 4. There are Health & Safety requirements specified in Part 5 "Certifications" which are one of the conditions precedent to issuance of the Standing Offer. The resulting Standing Offer must not be used when other trades standing offers or contracts are required to complete the project. The General Contractor Supply Arrangement or other procurement tools must be used in place of this Standing Offer when multiple trades are required to complete the project. The requirement is subject to the provisions of the Agreement on Internal Trade (AIT). The requirement is conditionally limited to Canadian goods and/or services.

3. Security Requirement

There is a security requirement contained in part 7A of the resulting Region Master Standing Offer. For additional information, consult Part 4 - Evaluation Procedures and Basis of Selection, and Part 6 - Security Requirements and Insurance Requirements.

4. Debriefings

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

PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

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

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

The 2006 (2012-07-11) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: sixty (60) days

Insert: one hundred 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.

3. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than seven (7) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

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 Ontario.

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

5. Compliance with Applicable Laws

1) By submission of an offer, the Offeror certifies that the Offeror has the legal capacity to enter into a contract and is in possession of all valid licenses, permits, registrations, certificates, declarations, filings, or other authorizations necessary to comply with all federal, provincial and municipal laws and regulations applicable to the submission of the offer and entry into any ensuing contract for the performance of the work.

2) For the purpose of validating the certification in paragraph 1) above, an Offeror shall, if requested, provide a copy of every valid license, permit, registration, certificate, declaration, filing or other authorization listed in the request, and shall provide such documentation within the time limit(s) set out in the said request.

3) Failure to comply with the requirements of paragraph 2) above shall result in disqualification of the offer.

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

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

Section I: Financial Offer 1 hard copy

Section II: Certifications 1 hard copy

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement

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

To assist Canada in reaching its objectives, offerors should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and 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.

Payment by Credit Card

Canada requests that offerors complete one of the following:

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

The following credit card(s) are accepted:

VISA _____
Master Card _____

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

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

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

Section II: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical criteria and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.
- (c) The evaluation team will determine first if there are three (3) or more offers with a valid Canadian Content certification. In that event, the evaluation process will be limited to the offers with the certification; otherwise, all offers will be evaluated. If some of the offers with a valid certification are declared non-responsive, or are withdrawn, and less than three responsive offers with a valid certification remain, the evaluation will continue among those offers with a valid certification. If all offers with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other offers received will be evaluated.

1.1. Technical Evaluation

1.1.1 Mandatory Technical Criteria

Any offer which fails to meet the following mandatory requirements will be deemed non-responsive and will receive no further consideration.

- .a Offers must be submitted on the Basis of Payment form located in ANNEX "B". A price (or percentage when applicable) must be provided for every item and pricing period in the Basis of Payment. Pricing must be firm in Canadian currency and must not be indexed or tied to an escalation factor.
- .b Offers must not contain any alteration to the preprinted or pre-typed sections of the Basis of Payment form, or any condition or qualification placed upon the offer.
- .c In ANNEX "B", the Offer must indicate what geographic areas the offer applies to.

1.2. Financial Evaluation

1.2.1 Financial Evaluation Criteria

Offers for each geographic area listed in ANNEX "B" will be evaluated individually. The extended price for the geographic area will be calculated by multiplying the estimated usage values by the Offeror's corresponding unit price or discount or markup percentage. The evaluated price for a geographic area is the aggregate of all the extended prices for all pricing periods for the geographic area.

2. Basis of Selection

The compliant offer with the lowest evaluated price for the geographic area(s) will be recommended for issuance of a Standing Offer for the applicable geographic area(s) upon compliance with the conditions stated in Parts 5 and 6. If an Offeror is recommended for Standing Offers for more than one geographic area those applicable geographic areas will be combined into one Standing Offer.

PART 5 - CERTIFICATIONS

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

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

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

1.1 Code of Conduct and Certifications - Related documentation

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

Offerors who are incorporated, including those submitting offers as a joint venture, must provide with their offer or promptly thereafter a complete list of names of all individuals who are currently directors of the Offeror. Offerors submitting offers as sole proprietorship, including those submitting offers as a joint venture, must provide the name of the owner with their offer or promptly thereafter. Offerors submitting offers as societies, firms, partnerships or associations of persons do not need to provide lists of names. If the required names have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply will render the offer non-responsive. Providing the required names is a mandatory requirement for issuance of a standing offer and award of a contract. Canada may, at any time, request that an Offeror provide properly completed and Signed Consent Forms (*Consent to a Criminal Record Verification form - PWGSC-TPSGC 229*) (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>) for any or all individuals aforementioned within the time specified. Failure to provide such Consent

2. Additional Certifications Precedent to Issuance of a Standing Offer

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

2.1 Bidder's Procurement Business Number (PBN)

Canadian suppliers are required to have a Procurement Business Number (PBN) before issuance of a standing offer. Suppliers may register for a PBN in the Supplier Registration Information service on line at the Business Access Canada Website. For non-Internet registration, suppliers may contact the Business Access Canada InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.

2.2 Canadian Content

SACC Manual clause A3050T 2010-01-11 Canadian Content Definition

2.2.1 Canadian Content Certification

This procurement is limited to Canadian goods and Canadian services.

The Offeror certifies that:

- () a minimum of 80 percent of the total price for the offer consist of Canadian goods and Canadian services as defined in paragraph 5 of clause A3050T.

For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult ANNEX 3.6.(9), Example 2, of the Supply Manual.

2.3 Federal Contractors Program - \$200,000 or more

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

Suppliers who have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive government contracts over the threshold for solicitation of bids as set out in the Government Contracts Regulations. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than the reduction of their workforce to less than 100 employees. Any bids from ineligible contractors, including a bid from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

- If the Bidder does not fall within the exceptions enumerated in 3.(a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP, the Bidder must fax (819-953-8768) a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.
- The Bidder, or, if the Bidder is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Bidder or the member of the joint venture

- () is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, or temporary employees having worked 12 weeks or more

in Canada;

- (b) () is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;
- (c) () is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC (having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is attached;
- (d) () is subject to the FCP, and has a valid certificate number as follows: _____ (e.g. has not been declared an ineligible contractor by HRSDC.)

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

2.4 Former Public Servant Certification

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

Definitions

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

- (a) an individual;
- (b) an individual who has incorporated;
- (c) a partnership made of former public servants; or
- (d) a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

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

"pension" means, in the context of the fee abatement formula, a pension or annual allowance paid under the *Public Service Superannuation Act* (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the *Supplementary Retirement Benefits Act*, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the *Canadian Forces Superannuation Act*, R.S., 1985, c. C-17, the *Defence Services Pension Continuation Act*, 1970, c. D-3, the *Royal Canadian Mounted Police Pension Continuation Act*, 1970, c. R-10, and the *Royal Canadian Mounted Police Superannuation Act*, R.S., 1985, c. R-11, the *Members of Parliament Retiring Allowances Act*, R.S. 1985, c. M-5, and that portion of pension payable to the *Canada Pension Plan Act*, R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

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

If so, the Offeror must provide the following information:

- (a) name of former public servant;
- (b) date of termination of employment or retirement from the Public Service.

Work Force Reduction Program

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? YES () NO ()

If so, the Offeror must provide the following information:

- (a) name of former public servant;
- (b) conditions of the lump sum payment incentive;
- (c) date of termination of employment;
- (d) amount of lump sum payment;
- (e) rate of pay on which lump sum payment is based;
- (f) period of lump sum payment including start date, end date and number of weeks;
- (g) number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.

Certification

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

2.5 Documents Required:

2.5.1 Proof of insurance coverage which meets or exceeds the coverage stated in Part 6.

2.5.2 Copy of company's most recent, signed Health and Safety General Plan

2.5.3 A copy of company's WSIB Clearance Certificate

2.5.4 A copy of all certificates as detailed in the specification. (e.g. Fall arrest, Confined Space etc.)

2.5.5 The Offeror must provide proof that they are an experienced flooring company that has been engaged in the installation of commercial flooring for a minimum of two (2) years.

PART 6 - SECURITY AND INSURANCE REQUIREMENTS

1. Security Requirement

At the Request for Standing Offers closing date, the following conditions must be met:

- (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
 - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicate in Part 7A - Standing Offer;
 - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
2. For additional information on security requirements, offerors should consult the Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Web site.

2. Insurance Requirements

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a standing offer as a result of the request for standing offer, can be insured in accordance with the Insurance Requirements specified in Annex F

If the information is not provided in the offer, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Summary of Requirement

Work includes the provision of labour, tools, equipment, materials and supervision for the supply and installation of flooring as detailed in Annex "F", entitled "Statement of Work", as and when requested by the Federal Government departments in the Ontario Region (excluding the National Capital Region) for the geographic areas specified in Annex "B".

The standing offer will be issued for a period of one (1) year with Canada having an option to extend the standing offers by one additional year. There is no minimum call-up value. Individual call-ups including all amendments and Harmonized Sales Tax, must not exceed \$60,000 for the Department of National Defence and \$100,000 for all other identified users. The Standing Offer is not to be used when other trades standing offers or contracts are required to complete the project. The General Contractor Supply Arrangement or other procurement tools must be used in place of this Standing Offer when multiple trades are required to complete the project. The Standing Offer holder may subcontract up to 10% of the value of the project construction estimate or call-up amount (not to exceed \$1,000 without taxes) for work by one other skilled trade.

2. Security Requirement

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:

1. The Contractor 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/Officer personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor/Officer must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex H;
 - (b) Industrial Security Manual (Latest Edition).

2.1 Additional Security Requirement for Correctional Service of Canada

Upon issuance of a call-up against the standing offer, the Contractor must provide a list of the personnel requiring access to Correctional Service of Canada in order for them to be cleared by a CPIC Security check before work can be performed at the various Institutions.

The Contractor must replace personnel that cannot be admitted to a CSC Institution for failure of meeting the security requirements. For CSC CPIC checks, the contact is the Standing Offer Project Authority identified in the call-up against the Standing Offer.

3. Standard Clauses and Conditions

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

3.1 General Conditions

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

3.2 Standing Offers Reporting

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

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

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

The quarterly reporting periods are defined as follows:

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

The data must be submitted to the Standing Offer Authority no later than thirty (30) calendar days after the end of the reporting period.

4. Term of Standing Offer

4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from date of issuance to March 31, 2013 inclusive.

4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional one-year period, from April 1, 2013 to March 31, 2014 under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 15 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

5. Authorities

5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Ken Dunphy
 Title: Supply Team Leader
 Public Works and Government Services Canada
 Acquisitions Branch
 Directorate: Ontario Region
 Address: 86 Clarence St. 2nd floor
 Telephone: (613) 545-8060

Facsimile: (613) 545-8067

E-mail address: Ken.Dunphy@pwgsc.gc.ca

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

5.2 Project Authority

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

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

5.3 Offeror's Representative

(Fill in).

Name: _____

Telephone: ____ - ____ - _____

Facsimile: ____ - ____ - _____

E-mail address: _____

6. Identified Users

The Identified Users authorized to make call-ups against the Standing Offer include any government department, agency or Crown corporation listed in Schedules I, I.1, II, III, of the *Financial Administration Act*, R.S., 1985, c. F-11.

7. Call-up Procedures

The Identified Users may only place call-ups with the Standing Offer holder for the particular geographic area stated in the Summary of Requirement in the Standing Offer. There is only one Standing Offer holder for each geographic area.

8. Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form *PWGSC-TPSGC 942, Call-up Against a Standing Offer*, an electronic version.

9. Limitation of Call-ups

Individual call-ups including all amendments and Harmonized Sales Tax must not exceed \$60,000 for the Department of National Defence and \$100,000 for all other identified users.

10. Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2012-07-16), General Conditions - Standing Offers - Goods or Services;
- d) Contract Documents Applicable to Call-ups issued against the Standing Offer listed in article 2 in Part 7 B;
- e) Annex "F", Statement of Work;
- f) Annex "B", Basis of Payment;
- g) Annex "C", Health & Safety Requirements;
- h) Annex "D", Periodic Usage Report Form;
- i) Annex "E", Project Management Forms;
- j) Annex "A", Insurance Requirement;
- k) Annex "G", Fire Safety
- l) Annex "H" Security Requirement Check List
- m) the Offeror's offer dated _____ (insert date of offer), (if the offer was clarified or amended, insert at the time of issuance of the offer: "as clarified on _____" or "as amended on _____" and insert date(s) of clarification(s) or amendment(s) if applicable).

* "Articles of Agreement" means the clauses and conditions set out in full text or incorporated by reference from the Standard Acquisition Clauses and Conditions Manual to form the body of the Contract; it does not include these general conditions, any supplemental general conditions, annexes, the Contractor's bid or any other document.

11. Certifications

11.1 Compliance

Compliance with the certifications and related documentation 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, provide the related documentation or if it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

12 SACC Manual Clauses

The following SACC Manual Clauses are incorporated by reference;
M3800C, Estimates, dated 2006-08-15;
A9062C, Canadian Forces Site Regulations, dated 2010-01-11;
A9068C, Government Site Regulations, dated 2010-01-11.

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 Ontario.

14. Additional Approval Required for Medium to High Risk Requirements

When the call-up includes Work which increases the risk to the Contractor, Canada or third parties, the Contractor must provide the Project Authority and affected personnel a site specific Health and Safety

Plan. The Project Authority must complete the Project Health and Safety Risk Assessment Form included in Annex "C" Appendix "B".

15. Inspection of Contractors Work and Safety Procedure

The Project Authority must inspect the Contractor's Work throughout the duration of the project for compliance with the call-up and the safety procedures in the Contractor's safety plan.

16. Documentation required on Project Files

The Standing Offer Authority may randomly review the project files that have been completed using this Standing Offer. If the appropriate documents are not included in the project file the Standing Offer Authority may revoke its delegated authority for the Project Authority to use this Standing Offer. The Project Authority must keep on the project file the following information:

- Original Call up with scope of work;
- Contractor's estimate of value of the Call up, with cost breakdown in accordance with Basis of Payment;
- Minutes from precommencement meeting between the Project Authority and the Contractor;
- Contractor's Site Specific Safety Plan;
- Log of Daily Inspections of Work;
- Deficiency Reports;
- Final Inspection Report;
- Amendments to scope of work and call-up; and
- All documents related to claims for additional payments, requested by the Contractor.

B. RESULTING CONTRACT CLAUSES

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

1. Statement of Work

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

2. Contract Documents Applicable to Call-ups issued against the Standing Offer

2.1 The following are the contract documents:

- (a) Contract Page when signed by Canada;
- (b) Annex F Statement of Work
- (c) Annex B Basis of Payment
- (d) Annex C Health and Safety Requirements
- (e) Annex D Periodic Usage Report Form
- (f) Annex E Project Management Forms
- (g) Annex A Insurance Requirements
- (i) Drawings and Specifications;
- (j) General Conditions and clauses

GC1 General Provisions	R2810D (2012-07-16);
GC2 Administration of the Contract	R2820D (2012-07-16);
GC3 Execution and Control of the Work	R2830D (2010-01-11);
GC4 Protective Measures	R2840D (2008-05-12);
GC5 Terms of Payment	R2550D (2010-01-11);
GC6 Delays and Changes in the Work	R2860D (2012-07-16);
GC7 Default, Suspension or Termination of Contract	R2870D (2008-05-12);
GC8 Dispute Resolution	R2884D (2008-05-12)
GC9 Insurance	R2590D (2011-05-16);
Fair Wages and Hours of Labour - Labour Conditions	R2940D (2012-07-16);
Allowable Costs for Contract Changes Under GC6.4.1	R2950D (2007-05-25);
- (k) Any amendment issued or any allowable bid revision received before the date and time set for solicitation closing;
- (l) Any amendment incorporated by mutual agreement between Canada and the Contractor before acceptance of the bid; and
- (m) Any amendment or variation of the contract documents that is made in accordance with the General Conditions.

2.2 The documents identified by title, number and date above 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://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>

2.3 Schedules of Wage Rates for Federal Construction Contracts is included by reference and may be accessed from the Web site:
http://www.rhdcc-hrsdc.gc.ca/eng/labour/employment_standards/contracts/schedule/index.shtml.

2.4 The language of the contract documents is the language of the Bid Form submitted

2.5 During the entire period of the Standing Offer and any call-ups made against the Standing Offer, the Offeror must diligently update, by written notice to the Standing Offer Authority, the list of

names of all individuals who are directors of the Offeror whenever there is a change. As well, whenever requested by Canada, the Offeror must provide the corresponding Consent Forms.

3. Limitation of Liability

GC1.6 of R2810D is deleted and replaced with the following:

GC1.6 Indemnification by the Contractor

- 1) The Contractor shall indemnify and save Canada harmless from and against all claims, demands, losses, costs, damages, actions, suits, or proceedings whether in respect to losses suffered by Canada or in respect of claims by any third party, brought or prosecuted and in any manner based upon, arising out of, related to, occasioned by, or attributable to the activities of the Contractor in performing the Work, provided such claims are caused by the negligent or deliberate acts or omissions of the Contractor, or those for whom it is responsible at law.
- 2) The Contractor's obligation to indemnify Canada for losses related to first party liability shall be limited to:
 - a) In respect to each loss for which insurance is to be provided pursuant to GC10.1 "Insurance Contracts" of R2900D, the Commercial General Liability insurance limit for one occurrence as referred to in the "Insurance Terms" of R2910D.
 - b) In respect to losses for which insurance is not required to be provided in accordance with GC10.1 "Insurance Contracts" of R2900D, the greater of the Contract Amount or \$5,000,000, but in no event shall the sum be greater than \$20,000,000.

The limitation of this obligation shall be exclusive of interest and all legal costs and shall not apply to any infringement of intellectual property rights or any breach of warranty obligations.

- 3) The Contractor's obligation to indemnify Canada for losses related to third party liability shall have no limitation and shall include the complete costs of defending any legal action by a third party. If requested by Canada, the Contractor shall defend Canada against any third party claims.
- 4) The Contractor shall pay all royalties and patent fees required for the performance of the Contract and, at the Contractor's expense, shall defend all claims, actions or proceedings against Canada charging or claiming that the Work or any part thereof provided or furnished by the Contractor to Canada infringes any patent, industrial design, copyright trademark, trade secret or other proprietary right enforceable in Canada.
- 5) Notice in writing of a claim shall be given within a reasonable time after the facts, upon which such claim is based, became known.

4. Term of Contract

4.1 Period of the Contract

The Work must be completed in accordance with the call-up against the Standing Offer. The Offeror must provide on-site response to urgent call-ups within 4 hours from receipt of the call-up. The Offeror must provide on-site response to all other call-ups with 2 working days of receipt of the call-up unless otherwise stated on the call-up document. Due to the volume of work required by the Identified Users the Offeror must be able to respond to multiple urgent and regular call-ups at the same time.

5. Payment

5.1 Basis of Payment

Payment will only be made in accordance with the Basis of Payment located in Annex "B". Except for disbursements pre-authorized by the Project Authority, Canada will not pay any charges or fees or any costs which are not specified in Annex "B". Canada will consider invoices from a subcontractor as a disbursement. No mark-up by the prime contractor, will be paid on disbursements.

5.2 Limitation of Price

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

5.3 Single Payment

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

5.5 Payment by Credit Card

(Use this clause if only one credit card is accepted)

The following credit card is accepted: _____.

OR

(Use this clause if more than one credit card are accepted)

The following credit cards are accepted: _____ and _____.

6. Invoicing Instructions

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

- (a) a copy of time sheets to support the time claimed;
- (b) a copy of the invoices, receipts and vouchers for all direct expenses;

2. Invoices must be distributed as follows:

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

7. Insurance Requirements

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

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

The Contractor must forward to the Contracting Authority within thirty (30) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

8. Performance Evaluation

- 1) Offeror shall take note that the performance of the Offeror 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 Offeror's performance be considered unsatisfactory, the standing offer may be set aside and the Offeror's bidding privileges on future work may be suspended indefinitely.
- 2) 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.

ANNEX "A"**INSURANCE REQUIREMENTS****Insurance****GC 9.1 General**

- 1) The Offeror shall, at the Offeror's expense, obtain and maintain insurance contracts in accordance with the requirements contained herein.
- 2) The payment of monies up to the deductible amount made in satisfaction of a claim shall be borne by the Offeror.

GC 9.2 Proof of Insurance

- 1) Before commencement of the Work, and within thirty (30) days after acceptance of its bid, the Offeror shall deposit with Canada a Certificate of Insurance (form PWGSC-TPSGC 357) (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/357.pdf>), available on Public Works and Government Services Canada Web site.
- 2) Upon request by Canada, the Offeror shall provide originals or certified true copies of all contracts of insurance maintained by the Offeror pursuant to the provisions contained herein.
- 3) The insurance policies shall be endorsed to provide Canada with not less than thirty (30) days notice in writing in advance of a cancellation of insurance or any reduction in coverage.

GC9.3 Commercial General Liability

- 1) The insurance coverage provided shall not be less than that provided by IBC Form 2100, as amended from time to time, and shall have an Each Occurrence Limit of not less than \$5,000,000.
- 2) The policy shall either include or be endorsed to include coverage for the following exposures or hazards if the Work is subject thereto:
 - (a) Blasting.
 - (b) Pile driving and caisson work.
 - (c) Underpinning.
 - (d) Removal or weakening of support of any building or land whether such support be natural or otherwise if the work is performed by the insured contractor.
- 3) The policy shall insure the Contractor and shall include Her Majesty the Queen in right of Canada, represented by the Minister of Public Works and Government Services Canada as an additional Insured, with respect to liability arising out of the operations of the contractor with regard to the work.
- 4) Unless otherwise directed in writing by Canada, or, otherwise stipulated elsewhere herein, the policy required herein shall be in force and be maintained from the date of contract award until the day of issue of the Certificate of Completion.

Annex "B"**BASIS OF PAYMENT**

The Offeror must provide firm pricing for all items. The format of the Pricing must not be altered except for the addition of numbers in all of the blank spaces. Pricing must not be indexed to any currency exchange rates or commercial index. All prices are firm net prices in Canadian funds including Canadian customs duties, excise taxes, and are to be FOB destination(s) indicated, including all delivery charges. GST/HST shall not be included in pricing and shall be shown as a separate item on invoices.

The Labour pricing is an all inclusive price for each person responding to a request for service and it includes but is not limited to: profit, overhead, direct labour, tools and equipment required to perform the service required for each service representative

Regular Hours are between 7:30 a.m. to 4:30 p.m. Monday to Friday excluding Statutory Holidays.

Parts and material that is not free issue will be supplied by Contractor at the laid down price plus a markup. The mark up is to include all invoice costs, overhead costs, transportation costs, exchange charges, customs, duty, and brokerage charges. GST/HST will be extra

Disbursements: Such as unforeseen work that requires less than \$1,000.00 of subcontracting, or the use and provision of tools or equipment not normally included in this type of work, must be PRE-APPROVED in writing by the Technical Authority and charged at cost with no allowance for overheads or profit. Copies of invoices must be provided to the Technical Authority

Pricing Periods for this requirement shall be:

Year 1 is from date of issue to March 31, 2013

Year 2 is from April 1, 2013 to March 31, 2014

Pricing Basis "A", High Usage Areas, Labour, Material

The Offeror must indicate which of the following geographic areas their pricing applies to by circling the area in the table below or inserting the name in the space below. The Offeror may copy these pages as required if they are submitting offers with different pricing.

Geographic Areas that service is offered: _____

High Usage Areas

Kingston	Campbellford	Petawawa
Trenton & Belleville	Borden	Greater Toronto Area

Item	Description	Unit of Issue	Yearly Estimated Usage	Unit Price Year 1	Unit Price Year 2
1	Relocation of furniture in the preparation of floor repairs or installations.	HRS	55	\$ / hr	\$ / hr
2	Removal of existing floor covering and all associated trims	M ²	1050	\$ / M ²	\$ / M ²
3	Removal of underlay	M ²	535	\$ / M ²	\$ / M ²
4	Supply and install new underlay ¼" mahogany	M ²	5	\$ / M ²	\$ / M ²
5	Supply and install new underlay ¼ Fir GIS	M ²	130	\$ / M ²	\$ / M ²
6	Supply and install new underlay ½ Fir GIS	M ²	130	\$ / M ²	\$ / M ²
7	Installation of carpet, Smooth edge including heat welded seams and minor filling of concrete or wood substrate	M ²	280	\$ / M ²	\$ / M ²
8	Installation of carpet, Glue down including minor filling of concrete or wood substrate	M ²	620	\$ / M ²	\$ / M ²
9	Installation of Ceramic Tile (floors and walls) including minor filling of concrete or wood substrate	M ²	150	\$ / M ²	\$ / M ²
10	Installation of Porcelain Tile including minor filling of concrete or wood substrate	M ²	35	\$ / M ²	\$ / M ²
11	Installation of Hardwood Flooring including minor filling of concrete or wood substrate	M ²	190	\$ / M ²	\$ / M ²
12	Installation of Laminate Flooring including minor filling of concrete or wood substrate	M ²	190	\$ / M ²	\$ / M ²
13	Installation of Sheet Vinyl including minor filling of concrete or wood substrate	M ²	190	\$ / M ²	\$ / M ²
14	Installation of Vinyl composition floor tile 12" x 12" x 1/8" including minor filling of concrete or wood substrate	M ²	310	\$ / M ²	\$ / M ²
15	Installation of Rubber Flooring including minor filling of concrete or wood substrate	M ²	470	\$ / M ²	\$ / M ²
16	Labor & material to repair welded seams	M	50	\$ / M	\$ / M
17	Sealing & waxing of new resilient flooring including all materials & equipment	M ²	430	\$ / M ²	\$ / M ²

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18	Remove and reinstall existing wood base and paint one coat semi-gloss to existing color or black as directed by the Technical Authority	M ²	200	\$ / M ²	\$ / M ²
19	Remove old and install new wood base ¾ x 3' white pine with primer and one coat of semi-gloss to existing color or black as directed by the Technical Authority	M ²	200	\$ / M ²	\$ / M ²
20	Supply & install new quarter round painted to match existing	M	70	\$ / M	\$ / M
21	Supply and install carpet strip ½ x ¾ white pine with primer and one coat of semi-gloss to existing color or black as directed by the Technical Authority	M ²	200	\$ / M ²	\$ / M ²
22	Remove existing 6" rubber base, clean surface of debris and glue and install new 6" rubber base	M	130	\$ / M	\$ / M
23	Remove existing 4" rubber base, clean surface of debris and glue and install new 4" rubber base	M	130	\$ / M	\$ / M
24	Remove existing 6" vinyl base, clean surface of debris and glue and install new 6" vinyl base	M	85	\$ / M	\$ / M
25	Remove existing 4" vinyl base, clean surface of debris and glue and install new 4" vinyl base	M	85	\$ / M	\$ / M
26	Remove existing 6" carpet base, clean surface of debris and glue and install new 6" carpet base	M	85	\$ / M	\$ / M
27	Remove existing 4" carpet base, clean surface of debris and glue and install new 4" carpet base	M	80	\$ / M	\$ / M
28	Remove metal moldings (threshold and stairnose)	EA	5	\$ / EA	\$ / EA
29	Supply and install new metal moldings (threshold and stairnose) a minimum of 50 mm wide	EA	10	\$ / EA	\$ / EA
30	Supply & install new door metals aluminum flat bar or nap-loc	M	45	\$ / M	\$ / M
31	Cutting and fitting doors	EA	10	\$ / EA	\$ / EA
32	Water closet lifting: The lifting of the water closet and reinstallation using new wax seal, closet hold-down bolts, hold-down bolt caps and wood screws (brass F.H. No. 10 x 31.8 mm)	EA	5	\$ / EA	\$ / EA
For similar items not covered above					
22	Tradesperson hourly rate when authorized by the Technical Authority	HR	85	\$ / hr	\$ / hr
23	Helper hourly rate when authorized by the Technical Authority	HR	85	\$ / hr	\$ / hr
24	Miscellaneous materials and supplies not listed will be at contractors cost plus mark-up of %	\$	\$41,000.00	%	%

Pricing Basis "B", Low Usage Areas, Labour, Material

The Offeror must indicate which of the following geographic areas their pricing applies to by circling the area in the table below or inserting the name in the space below. The Offeror may copy these pages as required if they are submitting offers with different pricing.

Geographic Areas that service is offered: _____

Low Usage Areas

Brockville	Kitchener	London
Coburg	Gravenhurst	Peterborough
Niagara Falls	Cornwall	Sudbury
Windsor	North Bay	French River Dam adjacent to the Dokis reserve
Hamilton	Sault Ste. Marie	

Item	Description	Unit of Issue	Yearly Estimated Usage	Unit Price Year 1	Unit Price Year 2
1	Relocation of furniture in the preparation of floor repairs or installations.	HRS	25	\$ / hr	\$ / hr
2	Removal of existing floor covering and all associated trims	M ²	450	\$ / M ²	\$ / M ²
3	Removal of underlay	M ²	230	\$ / M ²	\$ / M ²
4	Supply and install new underlay ¼" mahogany	M ²	5	\$ / M ²	\$ / M ²
5	Supply and install new underlay ¼ Fir GIS	M ²	60	\$ / M ²	\$ / M ²
6	Supply and install new underlay ½ Fir GIS	M ²	60	\$ / M ²	\$ / M ²
7	Installation of carpet, Smooth edge including heat welded seams and minor filling of concrete or wood substrate	M ²	120	\$ / M ²	\$ / M ²
8	Installation of carpet, Glue down including minor filling of concrete or wood substrate	M ²	265	\$ / M ²	\$ / M ²
9	Installation of Ceramic Tile (floors and walls) including minor filling of concrete or wood substrate	M ²	65	\$ / M ²	\$ / M ²
10	Installation of Porcelain Tile including minor filling of concrete or wood substrate	M ²	15	\$ / M ²	\$ / M ²
11	Installation of Hardwood Flooring including minor filling of concrete or wood substrate	M ²	80	\$ / M ²	\$ / M ²
12	Installation of Laminate Flooring including minor filling of concrete or wood substrate	M ²	80	\$ / M ²	\$ / M ²
13	Installation of Sheet Vinyl including minor filling of concrete or wood substrate	M ²	80	\$ / M ²	\$ / M ²
14	Installation of Vinyl composition floor tile 12" x	M ²	135	\$ / M ²	\$ / M ²

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	12" x 1/8" including minor filling of concrete or wood substrate				
15	Installation of Rubber Flooring including minor filling of concrete or wood substrate	M ²	200	\$ / M ²	\$ / M ²
16	Labor & material to repair welded seams	M	20	\$ / M	\$ / M
17	Sealing & waxing of new resilient flooring including all materials & equipment	M ²	185	\$ / M ²	\$ / M ²
18	Remove and reinstall existing wood base and paint one coat semi-gloss to existing color or black as directed by the Technical Authority	M ²	85	\$ / M ²	\$ / M ²
19	Remove old and install new wood base ¾ x 3' white pine with primer and one coat of semi-gloss to existing color or black as directed by the Technical Authority	M ²	85	\$ / M ²	\$ / M ²
20	Supply & install new quarter round painted to match existing	M	30	\$ / M	\$ / M
21	Supply and install Carpet strip ½ x ¾ white pine with primer and one coat of semi-gloss to existing color or black as directed by the Technical Authority	M ²	85	\$ / M ²	\$ / M ²
22	Remove existing 6" rubber base, clean surface of debris and glue and install new 6" rubber base	M	60	\$ / M	\$ / M
23	Remove existing 4" rubber base, clean surface of debris and glue and install new 4" rubber base	M	60	\$ / M	\$ / M
24	Remove existing 6" vinyl base, clean surface of debris and glue and install new 6" vinyl base	M	35	\$ / M	\$ / M
25	Remove existing 4" vinyl base, clean surface of debris and glue and install new 4" vinyl base	M	35	\$ / M	\$ / M
26	Remove existing 6" carpet base, clean surface of debris and glue and install new 6" carpet base	M	35	\$ / M	\$ / M
27	Remove existing 4" carpet base, clean surface of debris and glue and install new 4" carpet base	M	30	\$ / M	\$ / M
28	Remove metal moldings (threshold and stairnose)	EA	1	\$ / EA	\$ / EA
29	Supply and install new metal moldings (threshold and stairnose) a minimum of 50 mm wide	EA	3	\$ / EA	\$ / EA
30	Supply & install new door metals aluminum flat bar or nap-loc	M	20	\$ / M	\$ / M
31	Cutting and fitting doors	EA	3	\$ / EA	\$ / EA
32	Water closet lifting: The lifting of the water closet and reinstallation using new wax seal, closet hold-down bolts, hold-down bolt caps and wood screws (brass F.H. No. 10 x 31.8 mm)	EA	2	\$ / EA	\$ / EA

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

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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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For similar items not covered above					
22	Tradesperson hourly rate when authorized by the Technical Authority	HR	35	\$ / hr	\$ / hr
23	Helper hourly rate when authorized by the Technical Authority	HR	35	\$ / hr	\$ / hr
24	Miscellaneous materials and supplies not listed will be at contractors cost plus mark-up of %	\$	\$17,500.00	%	%

ANNEX "C"**HEALTH AND SAFETY REQUIREMENTS**

Company's Safety plan is to include:

1. Safety Policy Statement including:
 - a. What a safety plan is
 - b. Why is it necessary
 - c. Who is it for
 - d. When does it apply
 - e. Where does it apply
2. General Policy to include:
 - a. How will this policy be achieved including:
 1. Training
 2. Discipline
 3. Refreshers
 - b. A process on how the company will keep their personal up to date on the job site (Tailgate briefings) with a deliverable of the minutes given to the Project or Technical Authority on a monthly basis utilizing appendix A.
4. A process on dealing with and reporting of injury's on the job site.
5. A process on dealing with subcontractors, suppliers and visitors in reference to Safety and access control.
6. Company standards on Personal Protective Equipment:
 - a. How they are maintained
 - b. Who is responsible
 - c. What they are responsible for
7. Note if your company has a safety committee and who they are.
8. An organizational chart on who is responsible for what (on the job site).

ANNEX "C"**APPENDIX "A" , CONTRACTOR SITE SAFETY BRIEFING**

Ensuring Safety on the work site for all who are at Government of Canada Sites

Purpose: Contractors have a legal responsibility to provide a safe work environment for their employees. Therefore, the purpose of this checklist is to identify the essential equipment and /or procedures necessary to also promote such an environment for Federal Government personnel, while working on site.

PART 1 - GENERAL DATA

Project Title #: _____ Date: _____
 dd / mm / yy
 Project OPI: _____ Work Order #: _____
 Civic Address: _____ Requisition #: _____
 Certification required for project _____

PART 2 - SAFETY EQUIPMENT

Safety equipment is considered the responsibility of the Contractor. The following equipment will be held on all job sites:

☐ Fire Extinguisher (Type) & Location _____ ☐ Hazard Warning Signs (location) _____
☐ First Aid Kit (location) _____ ☐ Physical Barriers/Visual Warnings (location) _____

Comments: _____

PART 3 - PERSONAL PROTECTIVE EQUIPMENT (PPE)

Check for the following approved PPE, to be provided by the Contractor as required, for specific worksite:

☐ Head Protection _____ ☐ Skin Protection _____
☐ Respiratory protection _____ ☐ Hazard specific gloves/clothing _____
☐ Hearing Protection _____ ☐ Trenching/shoring equipment _____
☐ Foot/leg protection _____ ☐ Fall arrest equipment _____
☐ Eye protection equipment. (location) _____ ☐ Emergency rescue/extraction _____

Comments: _____

PART 4 - SAFETY PROCEDURES AND TRAINING

As required to on specific work sites, the contractor must have:

- | | |
|---|---|
| <input type="checkbox"/> Confined Space Entry Permit
_____ | <input type="checkbox"/> Hazard Containment procedures
_____ |
| <input type="checkbox"/> Confined Space Entry Training
_____ | <input type="checkbox"/> Working alone communication protocols
_____ |
| <input type="checkbox"/> De-energizing/Blanking procedures
_____ | <input type="checkbox"/> WHMIS compliance training
_____ |
| <input type="checkbox"/> Lock out/Tag out procedures
_____ | <input type="checkbox"/> Documented Safety plan/program
_____ |
| <input type="checkbox"/> On site Standard First Aid Qualification.
_____ | <input type="checkbox"/> Other _____ |

Comments: _____

PART 5- SIGNATORY BLOCK

I, _____, employed by _____, have
 (Contractor's name Printed) (Contractor's Company)

discussed the safety considerations noted on the above date.

Contractor's signature_____
date_____
signature for Canada_____
date

Names of workers briefed:

_____	_____
_____	_____
_____	_____
_____	_____

Any other paper work required for this safety document can be made as an attachment to this document.

Solicitation No. - N° de l'invitation

E6TOR-12RM13/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

kin710

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

File No. - N° du dossier

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ANNEX "C", APPENDIX "B", HEALTH AND SAFETY RISK ASSESSMENT FORM

Call-up #	Standing Offer #
Does this contract include high risk work or installations? Check boxes that apply	

a) exposure to unexploded ordinance	Yes
b) excavation	Yes
c) exposure to high voltage/ arc flash	Yes
d) working at heights	Yes
e) working in confined space Confined space entry permit must be completed and put on file prior to entry	Yes
f) hot work	Yes
g) working with chemicals	Yes
h) traffic control	Yes
i) exposure to pressure vessels	Yes
j) Requirement to lock out potential energy sources, electrical, pressurized gas, liquid or steam	Yes
k) Exposure to Asbestos, Lead Paint, Biological substances or other designated substances	Yes
l) Other: [Describe risk]	Yes

If yes is answered to any of the above, a copy of the project specific safety plan from the contractor must be provided with this call-up request and this form must be signed by the Project Authority's Supervisor. This form must remain on the project file.

For Contracts Section Use Only

Signing the section below signifies that the Project Authority has examined the risks and the Call-up complies with: all terms and conditions of applicable PWGSC documents; the Financial Administrative Act; applicable Construction Safety Regulations and; the Occupational Health and Safety Act as it applies to Project Owners.

Signature of Project Authority:_____ Dated:_____

Signature of Supervisor:_____ Dated:_____

Solicitation No. - N° de l'invitation

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Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

kin710

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

File No. - N° du dossier

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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:

Public Works and Government Services Canada	(613) 545-8067	Kingston.Procurement@pwgsc-tpsgc.gc.ca
<i>Name</i>	<i>Fax</i>	

at:

Public Works and Government Services Canada
Acquisitions Branch Ontario Region
86 Clarence St. 2nd floor
Kingston, Ontario
K7L 1X3

REPORT ON THE VOLUME OF BUSINESS

SUPPLIER: _____

REPORT FOR THE PERIOD ENDING: _____

Description of Work	Call up #	Total Billing

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

PREPARED BY:

NAME: _____

SIGNATURE: _____

TELEPHONE NO.: _____

Final Inspection Sign-Off Sheet (Service)

Project #:

Standing Offer #:

Call-up #:

Originated By:

No.	Description	Accepted: Print name	Date inspection completed	Comments
1	Complies with contract and specifications			
1.a	Complies with National Building Code (NBC)			
1.b	Complies with Canadian Electrical Code (CEC)			
1.c	Complies with National Plumbing Code (NPC)			
1.d	Complies with National Fire Code (NFC)			
1.e	Complies with National Fire Prevention Code (NFPA)			
1.f	Complies with Other applicable standard:			
1.g	Complies with Other applicable standard:			
2	100% of systems, equipment and ancillary devices installed, operate as intended and as per manufacturer's instructions			
3	All administrative deliverables met, approved and are on file (shop drawings, commissioning manuals as built, inspection reports etc...)			
4	Job site and associated mechanical rooms are clean and all waste removed			

ANNEX "F"**STATEMENT OF WORK****1) Summary**

The work under this requirement comprises the furnishing of all labour, materials, tools, equipment, transportation and supervision required to carry out the supply and installation of flooring, on an "as requested" basis at Federal Government Facilities in the Ontario Region.

2) Standards

Throughout this document and in the resulting call-ups the latest version of these standards must be adhered to during the performance of the work:

All floor coverings must be installed to manufacturers' specifications and a copy of the manufacturers' specification must be supplied to the Technical Authority prior to work commencing.

National Building Code (NBC)

National Fire Code (NFC)

Canada Labour Code (CLC)

Canadian Standards Association (CSA)

Canadian General Standards Board (CGSB)

Ontario Health and Safety Act (OHSA)

Workers Compensation Act (WCA)

Base Administrative Instructions, Base/Wing Standing Orders, Unit Instructions, Standard Operating Practices and Commissioner Directives.

Base Construction Engineers Health and safety Program Section 3.7 Confined Space (Annex C)

3) Certifications

All of the service provider's personnel performing work on-site must have the appropriate trade licenses and certifications to perform the work specified on the call-up document. This includes but is not limited to:

a) Certifications

Fall Arrest Certification
 Confined Space Certification
 Standard First Aid Certification
 Rescuer CPR Certification

4) Foreseeable Safety Hazards

a) Ontario Occupational Health and Safety Act R.S.O. 1990 Part III articles 29 and 30 identifies legislated compliance requirements for Canada (the Owner or Project Owner) dealing directly and indirectly with

person(s), other than employees, in the workplace. The Contractor must comply with all of its responsibilities under the Ontario Occupational Health and Safety Act R.S.O. 1990.

b) Though it is not Canada's responsibility to enforce the Ontario Occupational Health and Safety Act R.S.O. 1990, Canada intends to proactively exercise its obligation to due diligence for Health and Safety of its employees and Contractors. Prior to commencement of work, Canada will require the service provider to provide a task and site specific safety plan regardless of the service provider's obligation under the Ontario Health and Safety Act.

- i) The means small service providers who are not required Provincially to complete an annual Health and Safety Program will be required to provide one as part of this requirement;
- ii) Canada will identify the common medium to high risk tasks, and will provide the Contractor with a copy of their designated substances survey. Each requirement should be considered on an individual basis to establish appropriate safety requirements and due diligence. The Service provider's review and subsequent safety plan must be communicated to Canada and their employees should not be relegated to a simple "one size fits all format. Each situation must be tailored specifically in writing to the project at hand.
- iii) Canada will require task specific safety plans with proof of attendance of all the service providers employees, sub contracted employees and if required Canada's effected employees having been briefed. This task specific safety plan will be based on the hazard assessment of the requirement / task.

c) Canada's due diligence will be exercised by the Project Authority by verifying that the service provider:

- i) has an established and current safety program in force for all employees under contract for this requirement;
- ii) has complied with all applicable WSIB legislation;
- iii) has completed task/requirement specific safety plans and that all employees that will be on site have been briefed;
- iv) is providing their own supervision for safety aspects of the project.
- v) is performing the work in a safe manor using correct protective equipment supplied by the Contractor.

d) If the Project Authority observes that the work is being performed in a manner that is contrary to the applicable safety legislation.

- i) The Project Authority will identify the hazard to the service provider's responsible person, who is identified in their safety plan.
- ii) If the unsafe work practice continues the Project Authority may stop work until the service provider can rectify the unsafe practice. No compensation will be paid to the service provider for work stoppages due to their personnel's unsafe work practices.
- iii) Canada may require that the service provider replace their personnel if those personnel are repeatedly performing unsafe work.

e) Common Medium to High Risk Hazards

- i) This is not an all inclusive list but are the most commonly occurring hazards. The service provider must identify all known hazards and communicate them in writing to their employees and other effected people before work commences. Under no circumstances will work proceed without an approved task specific safety plan on a project with the following hazards:

(1) Exposure to unexploded ordinance (UXO). When work on this requirement is on a military establishment there is a UXO risk. Canadian Forces Base (CFB) Petawawa and

CFB Borden have known UXO risks. Each CFB has a written procedure for access to known areas with UXO hazards. Even in areas that do not require special UXO training, service providers must ensure they inform staff that if for any reason they see what may be a UXO, they must not investigate closer, leave the area and inform the appropriate authorities.

(2) Excavation - Extreme care and planning for all excavations (manual and machine) before commencing.

(3) Exposures to high voltage / arc flash - many of Canada's facilities operate their own electrical distribution system which is a combination of above and below ground high voltage power distribution. Extreme care and planning must be completed not only when working directly on, or near, electrical equipment but when completing tasks that may cause planned or unplanned exposure to live electrical systems.

(4) Working at heights - Canada maintains various types of structures such as buildings, towers, manholes, and training facilities that require persons to be at risk of falling. Extreme care and planning must be completed on all work where there is risk of a fall. This must include not only elevated work but work at ground level (such as over a manhole or on a bridge).

(5) Working in confined space - Canada has many different types of confined spaces. Extreme care and planning must be completed on all projects where there is risk associated with entering a confined space. Service providers must comply with Canada's confined space access policy including entry permit process.

(6) Hot work - Canada's facilities require a hot work permit for all activities listed in their Fire Hall's hot work permit process. Extreme care and planning must be completed on all projects where there is risk of personal injury or fire due to hot work. Many of Canada's facilities use a high pressure and low pressure steam for central heating purposes. Extreme care and planning must be completed on all projects where there is risk of working on steam lines or coming in close proximity.

(7) Working with chemicals - Many projects require the use of chemicals to complete them. Extreme care and planning must be completed on all projects where there is risk associated with the use of chemicals. Material Safety Data Sheets must be maintained on site for all chemicals. In addition to the safety issues to persons, care must be taken with regards to the chemical reaction with the surfaces it will come in contact with. Under no circumstances will service provider's chemicals be disposed of in any location or system on Canada's property.

(8) Traffic control - In many facilities, Canada maintains its own road system and emergency services responders. Under no circumstances shall the service provider close or inhibit traffic without the appropriate approvals. This allows emergency service responders to adjust routes for emergency responses. In addition to the road networks, Canada has many high traffic parking areas and institution vehicle areas. Extreme care and planning must be completed on all projects where there is risk associated with traffic coming in contact with service provider's employees.

(9) Exposure to pressure vessels – many of Canada's facilities contain regulated pressure vessels in areas such as heating systems, boilers and ice making plants. The service provider must ensure that a qualified person is in attendance at all times when installing or maintaining pressure vessels. Extreme care and planning must be completed on all

projects where there is risk associated with planned or close proximity work on pressure vessels

(10) Requirement to lock out potential energy sources – Canada's facilities contain many potential electrical and mechanical energy sources. It is critical that the service provider investigate all potential energy sources for each project and ensures they have a process for lock out in place. Turning off a device without locking it out is unacceptable. Extreme care and planning must be used on all projects where there is risk associated with electro-mechanical energy sources.

(11) Other – at the time of work, if there is other, and there are many known hazards, the Technical Authority and the service provider will agree on what they are and ensure the hazard are covered in the work site specific safety plan.

5) Technical Requirements

a) Administration

A company representative must complete the fire safety Construction/Demolition Sites Annex "C" and return it to the technical authority.

At no time will the Contractor enter or leave Canada's facilities without signing in and out with the Technical Authority. Please note time of arrival and time of departure on the work slips;

Access to Canada's facilities and/or to the work site of a project could be interrupted at anytime with little or no notice by operational and/or security requirements. If the Contractor is asked to leave the work site they must comply. To claim for time lost the Contractor must provide the Technical Authority or Project Authority within 15 days of the incident, the name of the person that instructed them to leave.

The contractor will provide on-site emergency service with a four (4) hour response time and a seven (7) day twenty four (24) hour emergency response telephone line.

The contractor will provide regular on-site service with a twenty four (24) hour response time (7) days per week.

The Contractor shall not refuse any calls from the Technical Authority or his authorized representative and will carry out the required service within four (4) hours of notification.

Emergency call-out reports will be submitted weekly.

No extra charges will be paid for recurring service calls which are the direct result of the Contractor's failure to carry out thorough inspections, adjustments to equipment, etc

6) Materials

Materials and parts used shall be equal to existing or shall be those specified by the Manufacturer of the equipment. Substitutes may only be installed if so authorized by the Technical Authority.

If, in any emergency, the Contractor installs parts other than those specified, he shall replace them with specified parts or equal, before claiming payment.

All replacement parts, whether new or reconditioned, shall carry a warranty covering the contract period. Should any replacement installed by the Contractor prove defective during the SOA or warranty period, they shall be replaced at no cost to DND for materials or labour.

The Contractor shall maintain a stock of replacement parts in service vehicle in sufficient quantity to ensure the serviceability of the units and equipment. The Contractor will not charge time used to pick-up parts not stocked on the service vehicle.

7) Work

Work covered in this standing offer includes, but is not necessarily confined to the following:

Work requirements are to provide all labour, materials and equipment required to carry out the supply and installation of flooring, including;

- a) Removal of all existing quarter round or carpet strip, floor covering and underlay.
- b) Re-nail loose sub-floor.
- c) Supply and install all floor coverings as per the manufacturers specifications such as: Carpet, Vinyl Composition Floor Tile, Sheet Vinyl Floor Covering, Robber Flooring, Laminate Flooring, Hardwood Flooring, and Ceramic Flooring.
- d) Supply and install Quarter round, Carpet Strip, Rubber Base and wood base.
- e) Supply and installation of underlay.(as required with approval of the Technical Authority). Joint filler for underlay shall be of good quality as recommended by floor covering manufacturer. Fasteners and fastening method, to be approved by the Technical Authority.
- f) Lifting of water closet and re-installing complete with seal and bolts.
- g) Supply and install threshold and stair nosing. Finish and style to be approved by the Technical Authority prior to the installation. (with a minimum width of 50 mm).
- h) Painting of Quarter Round or Carpet Strip, and Wood Base will be to match the existing wall colour or to a colour approved by the Technical Authority. (Latex primer and Semi-Gloss oil one Coat ea.)
- i) Adhesives as per manufacturers specifications.
- j) Sealers as per manufacturers specifications.
- k) All types of floor coverings will be commercial grade. Each call-up will define the quality and characteristics required.
 - i) All materials in each area shall be of the same manufacturer's run to ensure matching colours and patterns.
 - ii) Execution of this requirement will entail the use of the trade terminology "cuts" in the supplying of carpeting by the Contractor to the exact measurements required to perform the designated task. The practice of requiring the Technical Authority to order specified carpeting by lot is not acceptable.

-
- iii) For the calculation of carpeting required, the area measured will be at the length required by a 3.6m width. Wastage will be included.
 - iv) The Technical Authority when measuring the site of material required, will allow 50.8 mm in the overall length and width of the installation, except when additional length will be beneficial. This, when applicable, will be on the call-up.
 - l) Where connecting to existing work, the Contractor will execute cutting, fitting and patching required to make work fit properly.
 - m) The Contractor will be responsible to ensure that, personnel are properly trained and experienced. They should have a complete knowledge of the work, specification and equipment involved.
 - n) From time of call-up, the Contractor will have three (3) weeks to obtain carpet material and begin installation.
 - o) The Contractor will provide service during regular working hours (0730 - 1600 hours) when requested by the Technical Authority or his representative.
 - p) The Contractor will advise the Technical Authority or his representative of the telephone number at which he or his representative can be reached, at any time while on a job.
 - q) The Contractor will receive a call-up from the Technical Authority or his delegate prior to attending a service call-up. The Contractor will arrange any details concerning call-up with technical authority prior to initiating work. At no time will the Contractor enter or leave the site without reporting to the Technical Authority.
 - r) When repairs other than those requested are required, the Contractor shall notify the Technical Authority giving full details of the additional work and obtain his written approval through issuance of an amended call-up, prior to carrying out the additional work.
 - s) The Contractor will be advised of the personnel authorized to request services. Services undertaken at the request of unauthorized persons shall be done at the Contractor's risk with regard to payment.

The Contractor shall clean and tidy up work site daily. All empty containers, discarded materials and the like shall be removed from the site at the completion of each day's work. This debris shall not be placed in the occupant's garbage cans located inside or out, but will be disposed off base by the Contractor in accordance with local ordinances and anti-pollution laws or as detailed within the call-up issued by the Technical Authority. On completion of the job, the site shall be left clean and tidy to the complete satisfaction of the Technical Authority.

8) Work excluded

This does not include any other construction service work that is included on other standing offers or supply arrangements issued by the Government of Canada.

9) Reports

Contractor must provide a detailed, accurate service report, upon completion of each site visit/call-up, on hard copy and in electronic format, to include:

-
- i. Thorough explanations of all services performed, sub-divided into each major assembly of the equipment serviced and/or installed
 - ii. Parts list of all assemblies/components repaired/replaced and consumable materials used during the service call;
 - iii. As Built drawings of all new systems and revisions to current systems;
 - iv. Submit copies of manufacturers data, operating instructions, and warranty(s) when replacement parts or components are used; and
 - v. Comments/recommendations by the contractor or the service personnel regarding operations, deficiencies, proposed upgrades, and estimated costs;

10) Estimates

All price estimates must list the quantity and type of work and associated unit price along with itemized priced material lists as stated in the Basis of Pricing. Lot prices will not be accepted for estimates.

Only one call up charge can be included per estimate. Call up rate is to be utilized for the transportation and accommodation costs of the contractor's employees, tools and materials to and from the project site and will include one hour of productive labour on site. It does not matter how many employees, tools or materials are brought to the project site this price will stay the same. The call up rate will only be applied once per call up; it does not matter how many days it takes to complete a project. After the first hour of productive on-site labour (which is included in the call-up rate) the hourly rate per employee on the project site will apply.

The Contractor must not exceed the value on the estimate and the call up document. If it appears that the call-up value will be exceeded the Contractor must stop work and inform the Technical or Project Authority that an amendment is required. The Contractor must not commence work until they receive the amendment.

11) Warrantees and Guarantees

The Contractor will provide copies of all warranties and manufacturer's instructions as requested by the Technical Authority.

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



Annex G

General/Fire Safety Procedures for Construction/Demolition Sites at Canadian Forces Bases

Location(s) (to include both BLDG Number and Civic Address): _____

Start Date of Job: _____

- ☐ A project fire safety plan shall be prepared and submitted to the Fire Prevention Bureau. Fire inspections will be ***IAW NBC of Canada***.
- ☐ Contractors are to ensure all employee's receive not only all the required safety equipment but also ensure all employee's are trained in their use ***IAW The Occupational Health and Safety Act (OSHA) Construction Regulations***.
- ☐ Trailer(s) on site shall be spaced a minimum distance of 5m on all sides and shall be located 10m from all other existing structures.
- ☐ Dumpsters shall be placed a minimum distance of 3m from buildings. Garbage and combustible materials shall be removed from work area daily and put in dumpsters. Smoking material shall be disposed of in metal containers.
- ☐ Serviceable fire extinguishers shall be placed at the work site and shall be accessible at all times. The size, type, placement, and quantity of fire extinguishers will be job specific.
- ☐ A hotwork permit will be issued by the Fire Prevention Bureau at (loc 6111) after an on-site inspection. Regulations contained in the Hotwork Permit will be strictly adhered to.
- ☐ For hotwork involving welding, cutting, grinding, soldering, and thawing pipes, every worker who may be required to use fire extinguishing equipment shall be trained in its use.
- ☐ Kettle operators and torch applied roofers shall be trained in the use of fire extinguishers and be knowledgeable in the operations and hazards involved.
- ☐ Flammable / combustible liquids and gas cylinders are to be stored and used in an approved manner.
- ☐ Means of egress and exits shall be accessible at all times in occupied areas. Exit and emergency lighting shall remain serviceable.
- ☐ Onsite storage areas shall be separated from all structures. Spacing shall be determined by the type(s) of hazards being stored. All storage areas shall be secured against unauthorized entry both when working and after hours.
- ☐ Where part of the building continues to be occupied, that part shall be separated from the construction site by a 1 hr fire separation. AHJ will determine this requirement.
- ☐ Where tests, repairs or alterations are made to fire protection installations, including fire hydrants, water mains, sprinkler and standpipe systems, a procedure of notification shall be established and approved by the Chief Fire Inspector.
- ☐ Fire protection equipment shall not be removed from the building or used other than for fire fighting purposes unless pre-approved by the Chief Fire Inspector.
- ☐ Base Fire Department is to be notified of all road closures and when roads are open.
- ☐ Contractor is to be given civic address of work site and instructed in the event of an emergency they must give civic address along with the building number to 911 dispatch. Workers shall be familiar with phone locations, emergency equipment and will know their role(s) during an emergency.
- ☐ A Fire Safety/ Fire Evacuation Plan shall be posted at the worksite.

- ☐ All applicable warning signs shall be set up around the worksite and will display all hazards involved within that jobsite.
- ☐ If the contractor cannot meet any of the safety procedures listed in this document or any related document, contact will be made with the Chief Fire Inspector to work out an acceptable solution before the job begins.
- ☐ A **fire**, as defined in “*DAOD 4007-1 Reporting and Investigation of Fire and Incidents*” shall be reported to the Base Fire Hall without delay.

The following information shall be posted around the jobsite and the emergency procedures listed shall be explained to all employees working at the jobsite.

“IN CASE OF FIRE”

- **SHOUT FIRE, FIRE, FIRE.**
- **ACTIVATE THE NEAREST FIRE ALARM PULL STATION TO NOTIFY OCCUPANTS AND FIRE DEPT.**
- **IF SAFE, USE FIRE EXTINGUISHER TO FIGHT THE FIRE.**
- **EVACUATE IF UNABLE TO EXTINGUISH THE FIRE.**

“UPON HEARING THE FIRE ALARM”

- **STOP WORK IMMEDIATELY.**
- **CLOSE WINDOWS AND DOORS LEAVE LIGHTS ON.**
- **EVACUATE OUT THE NEAREST EXIT.**
- **REPORT TO THE DESIGNATED ASSEMBLY AREA.**

“ASSEMBLY LOCATION”

(example Parking Lot behind building)

- **CALL FIRE DEPARTMENT @ 9-1-1 FROM A SAFE LOCATION**
- **Call 9-1-1 report what type of emergency and ensure civic address is given.**
- **This pertains to all emergency situations.**

Compliance / Authorization by AHJ (authority having jurisdiction)

Acknowledge: “I am aware of these regulations requiring compliance with CFB Petawawa Fire Safety Orders and Directives in connection with the work to be performed”.

Signed: _____
Supervisor or Individual Performing Work

Date: _____



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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization Ministère ou organisme gouvernemental d'origine Public Works and Government Services Canada		2. Branch or Directorate / Direction générale ou Direction Acquisitions	
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 Regional Master Standing Offer for the supply and installation of flooring for all federal government departments and agencies in Ontario region.			
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 commerciales 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"/>	
Not releasable À ne pas diffuser <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:	
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input type="checkbox"/>		NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input type="checkbox"/>		NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>		NATO SECRET NATO SECRET <input type="checkbox"/>	
SECRET SECRET <input type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>			
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>			
		PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
		PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
		PROTECTED C PROTÉGÉ C <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"/>	



PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité : ☒ No ☐ Yes
Non 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?
Short Title(s) of material / Titre(s) abrégé(s) du matériel : ☒ No ☐ Yes
Document Number / Numéro du document : Non Oui

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

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis
- | | | | |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET - SIGINT
TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS
ACCÈS AUX EMBLEMES | | | |
- 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? ☒ No ☐ Yes
If Yes, will unscreened personnel be escorted:
Dans l'affirmative, le personnel en question sera-t-il escorté? ☒ No ☐ Yes
Non Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

PRODUCTION

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

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No ☐ Yes
Non Oui



PART C (continued) / PARTIE C (suite)

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	Confidential Confidentiel	Secret	Top Secret Très Secret	NATO Restricted NATO Diffusion Restreinte	NATO Confidential	NATO Secret	COSMIC Top Secret COSMIC Très Secret	Protected Protégé			Confidential Confidentiel	Secret	Top Secret Très Secret
											A	B	C			
Information / Assets 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 PROTÉGÉ 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.

12. b) Will the document 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 indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



PART D - AUTHORIZATION / PARTIE D - AUTORISATION

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

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Dunphy, Ken	A/Supply Team Leader	
Telephone no. - N° de téléphone (613) 545-8060	Facsimile - Télécopieur (613) 545-8067	E-mail address - Adresse courriel Ken.Dunphy@pwgsc.gc.ca
		Date 2012-10-08

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

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Von Zuben, John	Regional Chief Security	
Telephone no. - N° de téléphone (416) 512-5968	Facsimile - Télécopieur (416) 952-6481	E-mail address - Adresse courriel John.VonZuben@pwgsc.gc.ca
		Date 2012-10-09

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes? ☒ No Non ☐ Yes Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Dunphy, Ken	A/Supply Team Leader	
Telephone no. - N° de téléphone (613) 545-8060	Facsimile - Télécopieur (613) 545-8067	E-mail address - Adresse courriel Ken.Dunphy@pwgsc.gc.ca
		Date 2012-10-09

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

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Anna Kulycka	Contract Security Officer	
Telephone no. - N° de téléphone (613) 957-1258	Facsimile - Télécopieur (613) 954-4171	E-mail address - Adresse courriel Anna.Kulycka@tpsgc-pwgsc.gc.ca
		Date 2012-10-10