

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

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

Request For a Standing Offer Demande d'offre à commandes

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

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

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

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

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

Title - Sujet Electric, Plum, Carp, Var. Border Sites		
Solicitation No. - N° de l'invitation 47310-139176/A		Date 2012-10-01
Client Reference No. - N° de référence du client 47310-139176		GETS Ref. No. - N° de réf. de SEAG PW-\$PWB-020-3146
File No. - N° de dossier PWB-2-35062 (020)	CCC No./N° CCC - FMS No./N° VME	
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-10-24		Time Zone Fuseau horaire Atlantic Daylight Saving Time ADT
Delivery Required - Livraison exigée See Herein		
Address Enquiries to: - Adresser toutes questions à: Donovan, Janine PWB		Buyer Id - Id de l'acheteur pwb020
Telephone No. - N° de téléphone (506)636-5347 ()		FAX No. - N° de FAX (506)636-4376
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Electrical, Mechanical, Plumbing, & Carpentry Services Various N.B. Border Svcs Agency Port of Entry Sites New Brunswick Canada		
Security - Sécurité This request for a Standing Offer includes provisions for security. Cette Demande d'offre à commandes comprend des dispositions en matière de sécurité.		

Instructions: See Herein

Instructions: Voir aux présentes

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

**REQUEST FOR STANDING OFFER (RFSO)
ELECTRICAL, MECHANICAL, PLUMBING & CARPENTRY SERVICES
VARIOUS BORDER SERVICE AGENCY PORTS, NEW BRUNSWICK
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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 and Insurance Requirements: includes specific requirements that must be addressed by offerors; and

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

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

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

The Annexes include the Basis of Payment, Certifications, Complete list of each individual who is currently on the Bidder's Board of Directors, Specifications and the Security Requirements Check List.

2. Summary

Canada Border Services Agency has a requirement for the establishment of a Regional Individual Standing Offer (RISO). This Standing Offer includes, but is not limited to, the following work at various Canada Border Service Agency Ports in New Brunswick:

- The furnishing of all necessary labour, supervision, transportation, material, tools and equipment to carry out the maintenance, minor repairs, and/or installations of plumbing services.
- The provisions of all labour, materials, tools, supervision and equipment necessary for minor maintenance, minor construction and repair of mechanical systems.
- The provisions of all labour, material, tools, test equipment and equipment necessary to perform minor construction and/or minor repairs and maintenance to buildings and building equipment included in carpentry, structural, flashing, roofing.
- The provisions of all labour, materials, tools, supervision and equipment necessary for minor maintenance, minor construction and repair of electrical systems

The work will be performed as and when requested, for a period of two years from date of award, with options to extend for two additional one year periods. The work will be performed in accordance with the Specifications attached at Annex "D".

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

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

3. Debriefings

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

4. Security Requirement

There is a security requirement associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses.

PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

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

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

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

The text under Subsection 4 of Section 01 - Code of Conduct and Certifications - Offer of 2006 referenced above is replaced by:

Offerors should provide, with their offer or promptly thereafter, a complete list of names of all individuals who are currently directors of the Offeror. If such a list has 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 provide such a list within the required time frame will render the offer non-responsive. Offerors must always submit the list of directors before issuance of a standing offer.

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/formulaire-forms-eng.html>) for any or all individuals named in the aforementioned list within a specified delay. Failure to provide such Consent Forms within the delay will result in the offer being declared non-responsive.

The text under Subsection 5 of Section 01 - Code of Conduct and Certifications - Offer of 2006 referenced above is replaced by:

The Offeror must diligently maintain the list up-to-date by informing Canada in writing of any change occurring during the validity period of the Offer, and must also provide Canada, when requested, with the corresponding Consent Forms. The Offeror will also be required to diligently maintain the list and when requested, provide Consent Forms during the period of any standing offer arising from this Request for Standing Offers (RFSO) and any call-ups made against the Standing Offer.

1.1 SACC Manual clauses

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

2. Submission of Offers

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

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

3. Enquiries - Request for Standing Offers

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

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

4. Applicable Laws

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

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

Solicitation No. - N° de l'invitation

47310-139176/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pwb020

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

47310-139176

File No. - N° du dossier

PWB-2-35062

CCC No./N° CCC - FMS No/ N° VME

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

Section I: Financial Offer

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

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

1.1 Financial Evaluation

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

2. Basis of Selection

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

PART 5 - CERTIFICATIONS

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

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

1. Code of Conduct Certifications - Certifications Precedent to Issuance of a Standing Offer

1.1 Offerors should provide, with their offer or promptly thereafter, a complete list of names of all individuals who are currently directors of the Offeror. If such a list has not been received by the time the evaluation of offers is completed, the Standing Offer Authority will inform the Offeror of a time frame within which to provide the information. Offerors must submit the list of directors before issuance of a standing offer, failure to provide such a list within the required time frame will render the offer non-responsive.

The Standing Offer Authority 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/formulaire-forms-eng.html>) for any or all individuals named in the aforementioned list within a specified delay. Failure to provide such Consent Forms within the delay will result in the offer being declared non-responsive.

2. Certifications Precedent to Issuance of Standing Offer

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

PART 6 - SECURITY AND INSURANCE REQUIREMENTS

1. Security Requirement

1. Before issuance of a standing offer, the following conditions must be met:
 - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
 - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7A - Standing Offer;
 - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.
3. For additional information on security requirements, 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 B**. If the information is not provided in the offer, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

1.1 The Offeror offers to fulfill the requirement in accordance with the Specifications in Annex "D".

2. Security Requirement for Canadian Supplier: PWGSC File #47310-139176

1. The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screen (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor 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 must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex "E"
 - (b) Industrial Security Manual (Latest Edition).

3. Standard Clauses and Conditions

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

3.1 General Conditions

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

The text under Subsection 4 of Section 11 - Code of Conduct and Certifications - Standing Offer of 2005 referenced above is replaced by:

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.

4. Term of Standing Offer

4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from two years from date of award.

4.2 Option to Extend the Standing Offer

The Contractor grants to Canada the irrevocable option to extend the term of the Standing Offer by up to two additional, one year period under the same conditions. The Contractor agrees that, during the extended period of the Standing Offer, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 30 calendar days before the expiry date of the Standing Offer. The option may only be exercised by the Standing Offer Authority, and will be evidenced for administrative purposes only, through a contract amendment.

5. Authorities

5.1 Standing Offer Authority

The Standing Offer Authority is:

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

Telephone: (506) 636-5347
Facsimile: (506) 636-4376
E-mail address: janine.donovan@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

Name: _____

Telephone: () _____

Fax: () _____

E-mail: _____

6. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Canada Border Services Agency.

7. Call-up Instrument

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

8. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$25,000.00 (Harmonized Sales Tax excluded).

9. Financial Limitation

The total cost to Canada resulting from call-ups against the Standing Offer must not exceed the sum of \$380,000.00 (Harmonized Sales Tax extra) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call-ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

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

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) Supplemental General Conditions 2010C (2012-07-16), General Conditions - Services (Medium Complexity);
- e) Specifications and drawings;
- f) Annex "A", Basis of Payment;
- g) Any amendment issued or any allowable offer revision received before the date and time set for solicitation closing
- h) the Offeror's offer

11. Certifications

11.1. Compliance

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

12. Applicable Laws

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

13. Estimates

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

14. Insurance Requirements

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

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

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

B. RESULTING CONTRACT CLAUSES

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

1. Statement of Work

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

2. Standard Clauses and Conditions

2.1 General Conditions

Supplemental General Conditions 2010C (2012-07-16), General Conditions - Services (Medium Complexity); apply to and form part of the Contract.

The text under Subsection 4 of Section 27 - Code of Conduct and Certifications - Contract of 2010C referenced above is replaced by:

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. Term of Contract

3.1 Period of the Contract

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

4. Payment

4.1 Basis of Payment

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

4.2 Limitation of Price

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

4.3 Single Payment

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

5. Invoicing Instructions

Solicitation No. - N° de l'invitation

47310-139176/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pwb020

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

47310-139176

File No. - N° du dossier

PWB-2-35062

CCC No./N° CCC - FMS No/ N° VME

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

2. Invoices must be distributed as follows:

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

ANNEX "A" - BASIS OF PAYMENT
TABLE 1 - PLUMBING SERVICES
TWO YEAR STANDING OFFER AGREEMENT

Two years from date of award				
Description	Unit of Measure	Estimated Quantity	Unit Price	Estimated Total Price
1. First Productive Hour Service Calls, including travel time and all related expenses, assessments and one person hour productive labour at the job site (minimum call-out time).				
a. During Regular Hours: 0800-1600 Hours Mondays through Friday				
Licensed Plumber	Call	100	\$ _____	\$ _____
2nd Year Apprentice	Call	100	\$ _____	\$ _____
b. Outside Regular Hours: Monday through Sunday including all day Saturday, Sunday and holidays				
Licensed Plumber	Call	50	\$ _____	\$ _____
2nd Year Apprentice	Call	50	\$ _____	\$ _____
2. Subsequent Hours: Labour only, in addition to (1) above				
a. During Regular Hours: 0800-1600 Hours Mondays through Friday				
Licensed Plumber	Hour	1,000	\$ _____	\$ _____
2nd Year Apprentice	Hour	600	\$ _____	\$ _____
b. Outside Regular Hours: Monday through Sunday including all day Saturday Sunday and holidays				
Licensed Plumber	Hour	100	\$ _____	\$ _____
2nd Year Apprentice	Hour	100	\$ _____	\$ _____
3. Travail Outside Main Town Office area (Grand Falls) (Does not Include labour)	Km	2,000	\$ _____	\$ _____
4. Allowance for material, replacement parts, required permits, certificates, special equipment and security at net cost, plus a markup of ____% applied to the net cost. Additional costs for subcontractors to complete the initial task.	Allowance	\$15,000.00	Mark-up ____% = \$ _____	Allowance + Mark up = \$ _____
Total Table 1 - Estimated Amount used for Evaluation - Transfer Estimated Amount to Annex "A" Basis of Payment - Summary				\$ _____

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

ANNEX "A" - BASIS OF PAYMENT
TABLE 2 - MECHANICAL SERVICES
TWO YEAR STANDING OFFER AGREEMENT

Two years from date of award				
Description	Unit of Measure	Estimated Quantity	Unit Price	Estimated Total Price
1.First Productive Hour Service Calls, including travel time and all related expenses, assessments and one person hour productive labour at the job site (minimum call-out time).				
a. During Regular Hours: 0800-1600 Hours Mondays through Friday				
Licensed Mechanic	Call	100	\$ _____	\$ _____
2nd Year Apprentice	Call	100	\$ _____	\$ _____
b. Outside Regular Hours: Monday through Sunday including all day Saturday, Sunday and holidays				
Licensed Mechanic	Call	50	\$ _____	\$ _____
2nd Year Apprentice	Call	50	\$ _____	\$ _____
2.Subsequent Hours: Labour only, in addition to (1) above				
a. During Regular Hours: 0800-1600 Hours Mondays through Friday				
Licensed Mechanic	Hour	1,000	\$ _____	\$ _____
2nd Year Apprentice	Hour	600	\$ _____	\$ _____
b. Outside Regular Hours: Monday through Sunday including all day Saturday Sunday and holidays				
Licensed Mechanic	Hour	100	\$ _____	\$ _____
2nd Year Apprentice	Hour	100	\$ _____	\$ _____
3. Travail Outside Main Town Office area (Grand Falls) (Does not Include labour)	Km	2,000	\$ _____	\$ _____
4. Allowance for material, replacement parts, required permits, certificates, special equipment and security at net cost, plus a markup of ____% applied to the net cost. Additional costs for subcontractors to complete the initial task.	Allowance	\$15,000.00	Mark-up ____% = \$ _____	Allowance + Mark up = \$ _____
Total Table 2 - Estimated Amount used for Evaluation -				\$ _____
Transfer Estimated Amount to Annex "A" Basis of Payment - Summary				

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

ANNEX "A" - BASIS OF PAYMENT
TABLE 3 - CARPENTRY SERVICES
TWO YEAR STANDING OFFER AGREEMENT

Two years from date of award				
Description	Unit of Measure	Estimated Quantity	Unit Price	Estimated Total Price
1. First Productive Hour Service Calls, including travel time and all related expenses, assessments and one person hour productive labour at the job site (minimum call-out time).				
a. During Regular Hours: 0800-1600 Hours Mondays through Friday				
Licensed Carpenter	Call	100	\$ _____	\$ _____
2nd Year Apprentice	Call	100	\$ _____	\$ _____
b. Outside Regular Hours: Monday through Sunday including all day Saturday, Sunday and holidays				
Licensed Carpenter	Call	50	\$ _____	\$ _____
2nd Year Apprentice	Call	50	\$ _____	\$ _____
2. Subsequent Hours: Labour only, in addition to (1) above				
a. During Regular Hours: 0800-1600 Hours Mondays through Friday				
Licensed Carpenter	Hour	1,000	\$ _____	\$ _____
2nd Year Apprentice	Hour	600	\$ _____	\$ _____
b. Outside Regular Hours: Monday through Sunday including all day Saturday Sunday and holidays				
Licensed Carpenter	Hour	100	\$ _____	\$ _____
2nd Year Apprentice	Hour	100	\$ _____	\$ _____
3. Travel Outside Main Town Office area (Grand Falls) (Does not Include labour)	Km	2,000	\$ _____	\$ _____
4. Allowance for material, replacement parts, required permits, certificates, special equipment and security at net cost, plus a markup of ____% applied to the net cost. Additional costs for subcontractors to complete the initial task.	Allowance	\$15,000.00	Mark-up ____% = \$ _____	Allowance + Mark up = \$ _____
Total Table 3 - Estimated Amount used for Evaluation				\$ _____
Transfer Estimated Amount to Annex "A" Basis of Payment - Summary				

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

**ANNEX "A" - BASIS OF PAYMENT
TABLE 4 - ELECTRICAL SERVICES
TWO YEAR STANDING OFFER AGREEMENT**

Two years from date of award				
Description	Unit of Measure	Estimated Quantity	Unit Price	Estimated Total Price
1. First Productive Hour Service Calls, including travel time and all related expenses, assessments and one person hour productive labour at the job site (minimum call-out time).				
a. During Regular Hours: 0800-1600 Hours Mondays through Friday				
Licensed Electrician	Call	100	\$ _____	\$ _____
2nd Year Apprentice	Call	100	\$ _____	\$ _____
b. Outside Regular Hours: Monday through Sunday including all day Saturday, Sunday and holidays				
Licensed Electrician	Call	50	\$ _____	\$ _____
2nd Year Apprentice	Call	50	\$ _____	\$ _____
2. Subsequent Hours: Labour only, in addition to (1) above				
a. During Regular Hours: 0800-1600 Hours Mondays through Friday				
Licensed Electrician	Hour	1,000	\$ _____	\$ _____
2nd Year Apprentice	Hour	600	\$ _____	\$ _____
b. Outside Regular Hours: Monday through Sunday including all day Saturday Sunday and holidays				
Licensed Electrician	Hour	100	\$ _____	\$ _____
2nd Year Apprentice	Hour	100	\$ _____	\$ _____
3. Travail Outside Main Town Office area (Grand Falls) (Does not Include labour)	Km	2,000	\$ _____	\$ _____
4. Allowance for material, replacement parts, required permits, certificates, special equipment and security at net cost, plus a markup of ____% applied to the net cost. Additional costs for subcontractors to complete the initial task.	Allowance	\$15,000.00	Mark-up ____% = \$ _____	Allowance + Mark up = \$ _____
Total Table 4 - Estimated Amount used for Evaluation -				\$ _____
Transfer Estimated Amount to Annex "A" Basis of Payment - Summary				

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

**ANNEX "A" - BASIS OF PAYMENT
TABLE 5 - PLUMBING SERVICES
FIRST OPTION YEAR**

First Option Year				
Description	Unit of Measure	Estimated Quantity	Unit Price	Estimated Total Price
1. First Productive Hour Service Calls, including travel time and all related expenses, assessments and one person hour productive labour at the job site (minimum call-out time).				
a. During Regular Hours: 0800-1600 Hours Mondays through Friday				
Licensed Plumber	Call	50	\$ _____	\$ _____
2nd Year Apprentice	Call	50	\$ _____	\$ _____
b. Outside Regular Hours: Monday through Sunday including all day Saturday, Sunday and holidays				
Licensed Plumber	Call	25	\$ _____	\$ _____
2nd Year Apprentice	Call	25	\$ _____	\$ _____
2. Subsequent Hours: Labour only, in addition to (1) above				
a. During Regular Hours: 0800-1600 Hours Mondays through Friday				
Licensed Plumber	Hour	500	\$ _____	\$ _____
2nd Year Apprentice	Hour	300	\$ _____	\$ _____
b. Outside Regular Hours: Monday through Sunday including all day Saturday Sunday and holidays				
Licensed Plumber	Hour	50	\$ _____	\$ _____
2nd Year Apprentice	Hour	50	\$ _____	\$ _____
3. Travel Outside Main Town Office area (Grand Falls) (Does not Include labour)	Km	1,000	\$ _____	\$ _____
4. Allowance for material, replacement parts, required permits, certificates, special equipment and security at net cost, plus a markup of ____% applied to the net cost. Additional costs for subcontractors to complete the initial task.	Allowance	\$7,500.00	Mark-up ____% = \$ _____	Allowance + Mark up = \$ _____
Total Table 5 - Estimated Amount used for Evaluation -				\$ _____
Transfer Estimated Amount to Annex "A" Basis of Payment - Summary				

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

**ANNEX "A" - BASIS OF PAYMENT
TABLE 6 - MECHANICAL SERVICES
FIRST OPTION YEAR**

First Option Year				
Description	Unit of Measure	Estimated Quantity	Unit Price	Estimated Total Price
1. First Productive Hour Service Calls, including travel time and all related expenses, assessments and one person hour productive labour at the job site (minimum call-out time).				
a. During Regular Hours: 0800-1600 Hours Mondays through Friday				
Licensed Mechanic	Call	50	\$ _____	\$ _____
2nd Year Apprentice	Call	50	\$ _____	\$ _____
b. Outside Regular Hours: Monday through Sunday including all day Saturday, Sunday and holidays				
Licensed Mechanic	Call	25	\$ _____	\$ _____
2nd Year Apprentice	Call	25	\$ _____	\$ _____
2. Subsequent Hours: Labour only, in addition to (1) above				
a. During Regular Hours: 0800-1600 Hours Mondays through Friday				
Licensed Mechanic	Hour	500	\$ _____	\$ _____
2nd Year Apprentice	Hour	300	\$ _____	\$ _____
b. Outside Regular Hours: Monday through Sunday including all day Saturday Sunday and holidays				
Licensed Mechanic	Hour	50	\$ _____	\$ _____
2nd Year Apprentice	Hour	50	\$ _____	\$ _____
3. Travel Outside Main Town Office area (Grand Falls) (Does not Include labour)	Km	1,000	\$ _____	\$ _____
4. Allowance for material, replacement parts, required permits, certificates, special equipment and security at net cost, plus a markup of ____% applied to the net cost. Additional costs for subcontractors to complete the initial task.	Allowance	\$7,500.00	Mark-up ____% = \$ _____	Allowance + Mark up = \$ _____
Total Table 6 - Estimated Amount used for Evaluation				\$ _____
Transfer Estimated Amount to Annex "A" Basis of Payment - Summary				

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

**ANNEX "A" - BASIS OF PAYMENT
TABLE 7 - CARPENTRY SERVICES
FIRST OPTION YEAR**

First Option Year				
Description	Unit of Measure	Estimated Quantity	Unit Price	Estimated Total Price
1. First Productive Hour Service Calls, including travel time and all related expenses, assessments and one person hour productive labour at the job site (minimum call-out time).				
a. During Regular Hours: 0800-1600 Hours Mondays through Friday				
Licensed Carpenter	Call	50	\$ _____	\$ _____
2nd Year Apprentice	Call	50	\$ _____	\$ _____
b. Outside Regular Hours: Monday through Sunday including all day Saturday, Sunday and holidays				
Licensed Carpenter	Call	25	\$ _____	\$ _____
2nd Year Apprentice	Call	25	\$ _____	\$ _____
2. Subsequent Hours: Labour only, in addition to (1) above				
a. During Regular Hours: 0800-1600 Hours Mondays through Friday				
Licensed Carpenter	Hour	500	\$ _____	\$ _____
2nd Year Apprentice	Hour	300	\$ _____	\$ _____
b. Outside Regular Hours: Monday through Sunday including all day Saturday Sunday and holidays				
Licensed Carpenter	Hour	50	\$ _____	\$ _____
2nd Year Apprentice	Hour	50	\$ _____	\$ _____
3. Travel Outside Main Town Office area (Grand Falls) (Does not Include labour)	Km	1,000	\$ _____	\$ _____
4. Allowance for material, replacement parts, required permits, certificates, special equipment and security at net cost, plus a markup of ____% applied to the net cost. Additional costs for subcontractors to complete the initial task.	Allowance	\$7,500.00	Mark-up ____% = \$ _____	Allowance + Mark up = \$ _____
Total Table 7 - Estimated Amount used for Evaluation				\$ _____
Transfer Estimated Amount to Annex "A" Basis of Payment - Summary				

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

**ANNEX "A" - BASIS OF PAYMENT
TABLE 8 - ELECTRICAL SERVICES
FIRST OPTION YEAR**

First Option Year				
Description	Unit of Measure	Estimated Quantity	Unit Price	Estimated Total Price
1. First Productive Hour Service Calls, including travel time and all related expenses, assessments and one person hour productive labour at the job site (minimum call-out time).				
a. During Regular Hours: 0800-1600 Hours Mondays through Friday				
Licensed Electrician	Call	50	\$ _____	\$ _____
2nd Year Apprentice	Call	50	\$ _____	\$ _____
b. Outside Regular Hours: Monday through Sunday including all day Saturday, Sunday and holidays				
Licensed Electrician	Call	25	\$ _____	\$ _____
2nd Year Apprentice	Call	25	\$ _____	\$ _____
2. Subsequent Hours: Labour only, in addition to (1) above				
a. During Regular Hours: 0800-1600 Hours Mondays through Friday				
Licensed Electrician	Hour	500	\$ _____	\$ _____
2nd Year Apprentice	Hour	300	\$ _____	\$ _____
b. Outside Regular Hours: Monday through Sunday including all day Saturday Sunday and holidays				
Licensed Electrician	Hour	50	\$ _____	\$ _____
2nd Year Apprentice	Hour	50	\$ _____	\$ _____
3. Travail Outside Main Town Office area (Grand Falls) (Does not Include labour)	Km	1,000	\$ _____	\$ _____
4. Allowance for material, replacement parts, required permits, certificates, special equipment and security at net cost, plus a markup of ____% applied to the net cost. Additional costs for subcontractors to complete the initial task.	Allowance	\$7,500.00	Mark-up ____% = \$ _____	Allowance + Mark up = \$ _____
Total Table 8 - Estimated Amount used for Evaluation				\$ _____
Transfer Estimated Amount to Annex "A" Basis of Payment - Summary				

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

**ANNEX "A" - BASIS OF PAYMENT
TABLE 9 - PLUMBING SERVICES
SECOND OPTION YEAR**

Second Option Year				
Description	Unit of Measure	Estimated Quantity	Unit Price	Estimated Total Price
1. First Productive Hour Service Calls, including travel time and all related expenses, assessments and one person hour productive labour at the job site (minimum call-out time).				
a. During Regular Hours: 0800-1600 Hours Mondays through Friday				
Licensed Plumber	Call	50	\$ _____	\$ _____
2nd Year Apprentice	Call	50	\$ _____	\$ _____
b. Outside Regular Hours: Monday through Sunday including all day Saturday, Sunday and holidays				
Licensed Plumber	Call	25	\$ _____	\$ _____
2nd Year Apprentice	Call	25	\$ _____	\$ _____
2. Subsequent Hours: Labour only, in addition to (1) above				
a. During Regular Hours: 0800-1600 Hours Mondays through Friday				
Licensed Plumber	Hour	500	\$ _____	\$ _____
2nd Year Apprentice	Hour	300	\$ _____	\$ _____
b. Outside Regular Hours: Monday through Sunday including all day Saturday Sunday and holidays				
Licensed Plumber	Hour	50	\$ _____	\$ _____
2nd Year Apprentice	Hour	50	\$ _____	\$ _____
3. Travail Outside Main Town Office area (Grand Falls) (Does not Include labour)	Km	1,000	\$ _____	\$ _____
4. Allowance for material, replacement parts, required permits, certificates, special equipment and security at net cost, plus a markup of ____% applied to the net cost. Additional costs for subcontractors to complete the initial task.	Allowance	\$7,500.00	Mark-up ____% = \$ _____	Allowance + Mark up = \$ _____
Total Table 9 - Estimated Amount used for Evaluation				\$ _____
Transfer Estimated Amount to Annex "A" Basis of Payment - Summary				

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

**ANNEX "A" - BASIS OF PAYMENT
TABLE 10 - MECHANICAL SERVICES
SECOND OPTION YEAR**

Second Option Year				
Description	Unit of Measure	Estimated Quantity	Unit Price	Estimated Total Price
1. First Productive Hour Service Calls, including travel time and all related expenses, assessments and one person hour productive labour at the job site (minimum call-out time).				
a. During Regular Hours: 0800-1600 Hours Mondays through Friday				
Licensed Mechanic	Call	50	\$ _____	\$ _____
2nd Year Apprentice	Call	50	\$ _____	\$ _____
b. Outside Regular Hours: Monday through Sunday including all day Saturday, Sunday and holidays				
Licensed Mechanic	Call	25	\$ _____	\$ _____
2nd Year Apprentice	Call	25	\$ _____	\$ _____
2. Subsequent Hours: Labour only, in addition to (1) above				
a. During Regular Hours: 0800-1600 Hours Mondays through Friday				
Licensed Mechanic	Hour	500	\$ _____	\$ _____
2nd Year Apprentice	Hour	300	\$ _____	\$ _____
b. Outside Regular Hours: Monday through Sunday including all day Saturday Sunday and holidays				
Licensed Mechanic	Hour	50	\$ _____	\$ _____
2nd Year Apprentice	Hour	50	\$ _____	\$ _____
3. Travel Outside Main Town Office area (Grand Falls) (Does not Include labour)	Km	1,000	\$ _____	\$ _____
4. Allowance for material, replacement parts, required permits, certificates, special equipment and security at net cost, plus a markup of ____% applied to the net cost. Additional costs for subcontractors to complete the initial task.	Allowance	\$7,500.00	Mark-up ____% = \$ _____	Allowance + Mark up = \$ _____
Total Table 10 - Estimated Amount used for Evaluation				\$ _____
Transfer Estimated Amount to Annex "A" Basis of Payment - Summary				

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

**ANNEX "A" - BASIS OF PAYMENT
TABLE 11 - CARPENTRY SERVICES
SECOND OPTION YEAR**

Second Option Year				
Description	Unit of Measure	Estimated Quantity	Unit Price	Estimated Total Price
1. First Productive Hour Service Calls, including travel time and all related expenses, assessments and one person hour productive labour at the job site (minimum call-out time).				
a. During Regular Hours: 0800-1600 Hours Mondays through Friday				
Licensed Carpenter	Call	50	\$ _____	\$ _____
2nd Year Apprentice	Call	50	\$ _____	\$ _____
b. Outside Regular Hours: Monday through Sunday including all day Saturday, Sunday and holidays				
Licensed Carpenter	Call	25	\$ _____	\$ _____
2nd Year Apprentice	Call	25	\$ _____	\$ _____
2. Subsequent Hours: Labour only, in addition to (1) above				
a. During Regular Hours: 0800-1600 Hours Mondays through Friday				
Licensed Carpenter	Hour	500	\$ _____	\$ _____
2nd Year Apprentice	Hour	300	\$ _____	\$ _____
b. Outside Regular Hours: Monday through Sunday including all day Saturday Sunday and holidays				
Licensed Carpenter	Hour	50	\$ _____	\$ _____
2nd Year Apprentice	Hour	50	\$ _____	\$ _____
3. Travel Outside Main Town Office area (Grand Falls) (Does not Include labour)	Km	1,000	\$ _____	\$ _____
4. Allowance for material, replacement parts, required permits, certificates, special equipment and security at net cost, plus a markup of ____% applied to the net cost. Additional costs for subcontractors to complete the initial task.	Allowance	\$7,500.00	Mark-up ____% = \$ _____	Allowance + Mark up = \$ _____
Total Table 11 - Estimated Amount used for Evaluation - Transfer Estimated Amount to Annex "A" Basis of Payment - Summary				\$ _____

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

**ANNEX "A" - BASIS OF PAYMENT
TABLE 12 - ELECTRICAL SERVICES
SECOND OPTION YEAR**

Second Option Year				
Description	Unit of Measure	Estimated Quantity	Unit Price	Estimated Total Price
1. First Productive Hour Service Calls, including travel time and all related expenses, assessments and one person hour productive labour at the job site (minimum call-out time).				
a. During Regular Hours: 0800-1600 Hours Mondays through Friday				
Licensed Electrician	Call	50	\$ _____	\$ _____
2nd Year Apprentice	Call	50	\$ _____	\$ _____
b. Outside Regular Hours: Monday through Sunday including all day Saturday, Sunday and holidays				
Licensed Electrician	Call	25	\$ _____	\$ _____
2nd Year Apprentice	Call	25	\$ _____	\$ _____
2. Subsequent Hours: Labour only, in addition to (1) above				
a. During Regular Hours: 0800-1600 Hours Mondays through Friday				
Licensed Electrician	Hour	500	\$ _____	\$ _____
2nd Year Apprentice	Hour	300	\$ _____	\$ _____
b. Outside Regular Hours: Monday through Sunday including all day Saturday Sunday and holidays				
Licensed Electrician	Hour	50	\$ _____	\$ _____
2nd Year Apprentice	Hour	50	\$ _____	\$ _____
3. Travel Outside Main Town Office area (Grand Falls) (Does not Include labour)	Per km	1,000	\$ _____	\$ _____
4. Allowance for material, replacement parts, required permits, certificates, special equipment and security at net cost, plus a markup of ____% applied to the net cost. Additional costs for subcontractors to complete the initial task.	Allowance	\$7,500.00	Mark-up ____% = \$ _____	Allowance + Mark up = \$ _____
Total Table 12 - Estimated Amount used for Evaluation				\$ _____
Transfer Estimated Amount to Annex "A" Basis of Payment - Summary				

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

ANNEX "A" - BASIS OF PAYMENT SUMMARY

**TABLE 1, TABLE 2, TABLE 3, TABLE 4, TABLE 5, TABLE 6, TABLE 7, TABLE 8,
TABLE 9, TABLE 10, TABLE 11 & TABLE 12 - TOTAL ESTIMATED AMOUNT**

Description		
ANNEX "A" - BASIS OF PAYMENT TABLE 1 - PLUMBING SERVICES TWO YEAR STANDING OFFER AGREEMENT		\$ _____
ANNEX "A" - BASIS OF PAYMENT TABLE 2 - MECHANICAL SERVICES TWO YEAR STANDING OFFER AGREEMENT		\$ _____
ANNEX "A" - BASIS OF PAYMENT TABLE 3 - CARPENTRY SERVICES		\$ _____
ANNEX "A" - BASIS OF PAYMENT TABLE 4 - ELECTRICAL SERVICES		\$ _____
ANNEX "A" - BASIS OF PAYMENT TABLE 5 - PLUMBING SERVICES FIRST OPTION YEAR		\$ _____
ANNEX "A" - BASIS OF PAYMENT TABLE 6 - MECHANICAL SERVICES FIRST OPTION YEAR		\$ _____
ANNEX "A" - BASIS OF PAYMENT TABLE 7 - CARPENTRY SERVICES FIRST OPTION YEAR		\$ _____
ANNEX "A" - BASIS OF PAYMENT TABLE 8 - ELECTRICAL SERVICES FIRST OPTION YEAR		\$ _____
ANNEX "A" - BASIS OF PAYMENT TABLE 9 - PLUMBING SERVICES SECOND OPTION YEAR		\$ _____
ANNEX "A" - BASIS OF PAYMENT TABLE 10 - MECHANICAL SERVICES SECOND OPTION YEAR		\$ _____
ANNEX "A" - BASIS OF PAYMENT TABLE 11 - CARPENTRY SERVICES SECOND OPTION YEAR		\$ _____
ANNEX "A" - BASIS OF PAYMENT TABLE 12 - ELECTRICAL SERVICES SECOND OPTION YEAR		\$ _____
Estimated Amount used for Evaluation - Table 1, Table 2, Table 3, Table 4, Table 5, Table 6, Table 7, Table 8, Table 9, Table 10, Table 11 and Table 12 - Total		\$ _____

ANNEX "B"

Certifications Precedent to Standing Offer Award

1. Workers' Compensation Certification - Letter of Good Standing

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

2. Maintaining Worker's Compensation Board Coverage

Within seven (7) days of request from Standing Offer Authority and prior to award of Standing Offer Agreement, Offeror must provide a signed statement indicating that the company will maintain Worker's Compensation Board coverage for the life of the Standing Offer Agreement, including the sub-contractor

3. External Safety Audit

Within seven (7) days from Standing Offer Authority and prior to award of Standing Offer Agreement, Offeror must provide documentation indicating that they have successfully completed a recognized current (within the last 3 years) **EXTERNAL SAFETY AUDIT**. This audit is to be performed by an independent company/person qualified to conduct safety audit

4. Qualifications

All work requested under this Standing Offer Agreement is to be performed by qualified tradespersons. Proof of such license must be provided within seven (7) days of request from Standing Offer Authority and prior to award of Standing Offer Agreement.

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

INSURANCE REQUIREMENTS

Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this

nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.

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

Solicitation No. - N° de l'invitation

47310-139176/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pwb020

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

47310-139176

File No. - N° du dossier

PWB-2-35062

CCC No./N° CCC - FMS No/ N° VME

ANNEX C

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

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

Solicitation No. - N° de l'invitation

47310-139176/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pwb020

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

47310-139176

File No. - N° du dossier

PWB-2-35062

CCC No./N° CCC - FMS No/ N° VME

ANNEX D

SPECIFICATIONS

CANADA BORDER SERVICES AGENCY

PLUMBING SERVICES

STANDING OFFER AGREEMENT

SPECIFICATION

Canada Border Services Agency	Standing Offer Agreement	Index
Atlantic Region	Plumbing Services	

Description: Standing Offer Agreement - Plumbing Services

Location: Canada Border Services Agency Stations -
 - Grand Falls, NB
 - Gillespie, NB
 - Four Falls, NB
 - River de Chute, NB
 - Centerville N.B.
 - Woodstock, N.B.
 - Bloomfield, N.B.
 - Fosterville N.B.
 - Forest City N.B.
 - Milltown, N.B.
 - Campobello Island N.B.
 - Deer Island N.B.

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3. Environmental Requirements	1 - 2
4. Plumbing Requirements	1
5. Appendix "A" - Estimate Job Slip	1

The following definitions apply to the work to be directed by the Agency Representative.

<u>Add</u>	Make an addition to.
<u>Adjust</u>	Bring components to a more effective relative position.
<u>Assemble</u>	To take apart and put together again.
<u>Balance Load</u>	To balance the three (3) phase and single phase circuits which enter (or leave) the main switchboards, transformers and distribution panel boards, by calculating new and existing loads accordingly.
<u>Breakdown Maintenance</u>	To perform repairs to damaged equipment due to failures.
<u>Clean</u>	Scrape, brush, flush and vacuum as required to remove dust, dirt and foreign matter.
<u>Check / Inspect</u>	View closely for dirt, foreign substance, lack of lubricant, wear, damage, tightness, tension, alignment, leaks, cracks, spalling, deformation, overloading and settings. Make a critical appraisal of equipment, component and parts' ability to fulfil their function to a high degree of efficiency.
<u>Energy Source</u>	Any electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other source of energy of potential harm to workers.
<u>Hot Work</u>	Hot Work includes any welding, cutting of material by use of torch or other open flame devices and grinding which produces sparks.
<u>Instruct</u>	Inform Agency Representative of any new operating procedures. Demonstrate and explain purpose, benefit and method of implementing new procedures.
<u>Isolate</u>	To physically prevent the transmission or release of an energy source to machinery or equipment.
<u>Lubricate</u>	Apply oil or grease to joints between moving parts and joints between fixed and moving parts.
<u>Measure</u>	Determine capacity or amount in standard units using an appropriate instrument. Measure condenser and evaporator pressure drop with differential pressure meter or "U" tube manometer. Measure motor overload with instrument approved by overload manufacturer.
<u>Paint</u>	Clean, prepare and paint surfaces to paint manufacturer's recommendations with paint and primer recommended by paint manufacturer for applicable surface and use.

Predictive Maintenance

To perform required repairs that have been declared in advance, on the basis of observation, experience and/or scientific reasons.

Preventative Maintenance

To inspect, test and re-condition a system, in order to prevent failures, at regularly scheduled intervals in accordance with specific instructions.

Prove

Operate and determine if operation produces intended response.

Remove

Take off or away from.

Repack

Fill with packing again.

Repair

Restore to a sound state.

Replace

Restore by removing old components and replacing with new components.

Report

To Agency Representative on-site and include in work report, results of inspection and proving, note problems encountered, services required, services performed and readings taken.

Request for Isolation

Authorization form to be complete (PWGSC-TPSCGC13). Equipment is to be isolated and re-energized using Procedures for Isolation Form (PWGSC-TPSCGC12) following the written process for the correct sequence.

Shut Down

Take out of service.

Start Up

Return to service.

Tighten

Securely fix in place.

Treat

Act upon with agent.

1. **Scope of Work** .1 The Contractor shall furnish all necessary labour, supervision, transportation, material, tools and equipment to carry out this Standing Offer Agreement (SOA) of maintenance, minor repairs and/or installations of plumbing services and provide the services as described throughout this specification.
2. **Location** .1 Work site for this Standing Offer Agreement is for **Canada Border Services Agency Crossing Stations** including but not limited to the following:
- .1 Grand Falls: 1015 Main Street, Grand Falls, NB E3Z 2X1
 - .2 Gillespie: 600 Rte 375, Grand Falls, DSL, E3Z 1Z6
 - .3 Four Falls: 415 Brown Road, Four Falls, NB E3Z 2C6
 - .4 River de Chute: 205 Smugglers Road, River de Chute, NB E7H 2X5
 - .5 Woodstock: 1403 Route 95 Belleville NB, E7M-4Z9
 - .6 Centerville: 1449 Route 10, Royaltown, NB E7K-2E3
 - .7 Fosterville: 4575 Route 122 Fosterville, NB E6H-2B6
 - .8 Forest City: 1699 Forest City Road Forest City, NB E3H-1Z6
 - .9 Bloomfield: 185 Line Road Bloomfield Carleton County NB E7K-1C5
 - .10 Deer Island (Seasonal Port) 175 Deer Island Point Rd, Cummings Cove. E5V-1G5
 - .11 Milltown 486 Milltown Blvd, St Stephen, NB E3L-2X1
 - .12 Campobello Island - 1 Route 774, Welshpool, NB E5E-1A1
- .2 Immediately upon receipt of award of the Standing Offer Agreement, the successful Contractor will contact the Contract Inspector as indicated on award documents to arrange a pre-job meeting prior to commencement of any work.
3. **Agency Representative** .1 All reference to Agency Representative in this specification is to be understood that he/she is representing the Canada Border Services Agency (CBSA).
- .2 Address all references concerning this Standing Offer Agreement to Agency Representative :
- Canada Border Services Agency
Manager of F I E O
1969 Upper Water Street 5th Floor
Halifax N.S. B3J-3R7

4. Responsibility & Communications

.1

This agreement is for work between the plumbing contractor and Canada Border Services Agency. It is vital that all personnel involved realize that all formal communications concerning this agreement shall be confined to the Contractor and the list of CBSA Representative(s) given to the contractor for the appropriate locations.

.2

It is EMPHASIZED that the only person authorized to give instructions is the appropriate CBSA Representative. Any instruction given, which involves a deviation or change to the requirements of plans and/or specifications, will be given in writing. The Contractor's undertaking of any work contrary to the contract documents without written authority shall be entirely at his own risk, irrespective of any implied, or presumed, agreement or understanding.

5. Emergency and Service Call ups

.1

The Contractor shall maintain and provide CBSA with current phone, fax and pager numbers to be able to provide response to requests for service from the local Agency Representative on a twenty-four (24) hour, seven (7) day per week basis. If the request for service is from the after hours Agency Representative, the Contractor shall, immediately upon completion of the service, report back to the Representative describing the action taken to correct the problem. The following Work Priorities and Response Times shall apply:

.1 Emergency

A priority of "Emergency" is defined as a deficiency or breakdown that requires immediate attention to reduce the potential for danger to occupants, the general public, the environment, or the facility. Maintenance and minor construction identified with this priority must be responded to immediately and must be reported without delay to designated Agency Representative.

Standard Response Times -

Urban/Rural	ASAP -Max 1 hour Response
On Site	ASAP - Max 2 hours

.2 Routine

A priority of "Routine" is defined as essential maintenance and minor construction requirements which should be rectified at the earliest possible opportunity. It is considered as deficiencies or breakdowns that do not impair current operations or pose any danger to the occupants, the general public, the environment or the facility.

Standard Response Times -

Urban/Rural	24Hrs.
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| 6. Contractor's Responsibilities | .1 | The Contractor will advise the Agency Representative of the telephone number at which he/she or his/her representative may be contacted at any time. |
| | .2 | On award of Standing Offer Agreement, the Contractor must provide names of personnel performing work on this Standing Offer Agreement complete with proof of their qualifications. |
| | .3 | The Contractor shall not refuse any call for service requested by a Agency Representative and the time lapse between call out and start of work shall be as per Item 5 of this section. |
| | .4 | The Contractor, prior to commencement of work, shall report to the Agency Representative for the appropriate location. Appropriate Agency Representatives for each location shall be discussed at the pre-job meeting. |
| | .5 | The Contractor shall contact the Agency Representative on the first working day following and "after normal working hours" emergency or urgent call and obtain a requisition number. |
| | .6 | The Contractor, when requested by the Agency Representative for an emergency service, will proceed to the site, repair or protect the system or equipment from further damage. When the system has been made safe, the Contractor shall provide, within one (1) working day, a detailed estimate to complete repairs and put the equipment in proper working order. |
| | .7 | The work covered by this specification may include planned spring start-up and shutdown maintenance service. Upon completion of each scheduled inspection, the Contractor will submit two (2) completed, work schedules and two (2) completed copies of Contractor's own "Maintenance Service Report". |
| | .8 | Service and/or repair to be provided on an "as and when requested" basis only. |
| | .9 | The Contractor shall report to the site with a service vehicle which is well stocked with replacement parts to conduct maintenance repairs and minor construction on the systems in these facilities. |
| 7. Log Books | .1 | The Contractor shall complete all applicable log books outlining all work performed. Payment shall not be made if log book is incomplete. Log books shall be kept on site at all times. |
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8. Invoicing

- .1 Contractor shall submit daily Job Slip(s) signed by the Agency Representative with an invoice. No invoice will be considered for payment unless accompanied by signed Job Slip(s) as detailed in Appendix "A".
- .2 Invoice must show :
 1. Standing Offer Agreement number,
 2. Work location, Bldg. number,
 3. Date and CCID number,
 4. Work Order & requisition number,
 5. Name of person who authorized call,
 6. Hours broken down as per Unit Price Table,
 7. Material net cost and % mark-up,
 8. Job slip(s) completed and signed by CBSA Representative,
 9. Submit all warranty paper work,
 10. Sub trades work and licence(s),
 11. Invoice shall include a copy of all disposal fees,
 12. On approved sub-contract work, shall include all material and labour used plus mark-up.
- .3 In event of a dispute, the Contractor is to make any and all records available to the Agency Representative to substantiate time and/or materials spent on any one job.
- .4 One (1) copy of the invoice shall be sent/delivered within thirty (30) days to :

Canada Border Services Agency
1969 Upper Water Street
Halifax N.S. B3J-3R7
Attn: Fixed Infrastructure and Environmental Operations
- .5 All call ups shall be supported with a -942 requisition. Invoices shall be made out separately for each requisition covered under this specification.
- .6 No invoices shall be processed without proper information as outlined in this section.

- 9. Documents Required .1** Maintain at job site, a copy of the following:
- .1 Specification;
 - .2 Call-up Work Order;
 - .3 Scope of Work and Contract Drawing(s);
 - .4 Daily Job Slip(s).
- 10. Replacement Parts .1** The Contractor is required to repair or replace worn or defective parts or complete components of the system(s) using only genuine manufacturer's replacement parts.
- .2 Replacement parts by another manufacturer may be used with written permission of the Agency Representative.
 - .3 Request direction from the Agency Representative prior to replacing any component.
 - .4 Where an equipment inventory numbering system exists, identify on the log sheet the number of the equipment where the replacement part was used.
- 11. Work Schedule .1** At each normal service call, the Contractor must have personnel on-site providing the service continuously on every working day until the work is completed.
- .2 Contractor shall inform the Agency Representative of any delays because of availability of material to complete the work.
- 12. Site Visits .1** The Agency Representative may, without prior notification, visit the site.
- 13. Codes and Legislated Requirements .1** The following codes and standards in effect at the time of award are subject to change / revision. The latest editions of each shall be enforced during the term of the contract.
- .1 National Building Code of Canada.
 - .2 Part II of the Canada Labour Code.
 - .3 Canada Occupational Health and Safety Regulations of Part II of the Canada Labour Code.
 - .4 Fire Commission of Canada #301 Standard for Building Construction Operations.
 - .5 The Provincial Occupational Health and Safety Act Regulations.
 - .6 Canadian Electrical Code, Part I, CSA C22.1.
 - .7 Canadian Environmental Protection Act.
 - .8 Canada Fire Safety Regulations.
 - .9 The Provincial Environmental Acts and Regulations.
 - .10 Materials and workmanship must conform to or exceed applicable standards of Canadian Government Specifications Board (CGSB), Canadian Standards Association (CSA), American Society for Testing Materials (ASTM) and referenced organizations.
 - .11 The Contractor can obtain addresses for codes and standards from Agency Representative upon request.

- .12 In the event of a conflict between any of the above codes or standards, the most stringent shall apply.
 - .13 These standards shall be considered an integral part of the specifications and shall be read in conjunction with the drawings and specifications. The Contractor shall be fully familiar with their contents and requirements as related to the work and materials specified.
- 14. Licences, Permits and Fee**
- .1 Provide the authorities having jurisdiction with all information requested.
 - .2 Pay all fees and obtain certificates and permits required.
 - .3 Furnish all certificates and permits as required by Federal, Provincial and Municipal, including Municipal Building Permits.
 - .4 New panel installations shall require Provincial Power Inspections.
- 15. Taxes**
- .1 Pay applicable Federal, Provincial and Municipal taxes.
- 16. Examination**
- .1 Examine the existing conditions and determine those conditions affecting the work.
- 17. Existing Services**
- .1 Protect and maintain existing active services.
 - .2 Connect to existing services with minimum disturbance to occupants and building operation.
 - .3 Use existing services at no cost.
 - .4 Use designated sanitary facilities.
 - .5 Any shutdown or closure of active service or facility to execute service or repair must first be approved by Agency Representative or his designate. Normal working hours shall be construed as 0800 hours to 1600 hours, Monday through Friday inclusive excluding holidays.
 - .6 Ensure that capacity of services is adequate prior to imposing additional loads. Connecting and disconnecting is Contractor's expense and responsibility.
 - .7 Inform the Agency Representative immediately of any code violations or required repairs which could pose a hazard to employees or building occupants.
 - .8 When connecting to or disconnecting from an existing electrical system, ensure a balanced load upon completion of work.

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| 18. Cleaning | .1 | Maintain work area free of accumulated waste and rubbish. |
| | .2 | Remove and dispose of debris, used and obsolete material on a daily basis. |
| | .3 | Remove grease, dust, dirt, stains, fingerprints and other foreign materials from interior and exterior finished surfaces affected by Standing Offer Agreement work. |
| | .4 | Disposal of debris shall be the Contractor's responsibility and shall be off CBSA property and in accordance with municipal requirements. |
| | .5 | On completion of the work under each call-up all surplus material, including materials declared surplus by CBSA, plant, tools, equipment and debris shall be removed from the job site to the satisfaction of the Agency Representative. |
| 19. Co-ordination and Protection | .1 | Execute work with minimum disturbance to occupants, public and normal use of building. Make arrangements with Agency to facilitate execution of work. Maintain access and exists as work area could be occupied during execution of work. |
| | .2 | Movement of office furniture is the Contractor's responsibility. |
| | .3 | Furniture including desks, file cabinets, shelving units, chairs, and cabinets which are moved because of the work requirements will be moved back at the end of each work day. |
| | .4 | Asbestos assessment drawings, where available, are to be referenced before any interior finished surfaces are disturbed and protect existing work from damage. |
| | .5 | Where necessary, cover all building contents, materials and fittings in work areas prior to commencing work, remove covers on completion of work. |
| | .6 | Obtain Agency Representative's approval before cutting, boring or sleeving load bearing members. |
| | .7 | All possible safety precautions are to be taken to ensure the protection of employees or occupants during the course of the work. |
| | .8 | Obtain Agency Representative's approval before isolating any security, monitoring or audible alerting devices. |
| | .9 | In the event the Fire Alarm System is deemed inoperable due to ongoing work by the Contractor, a trained sentry/rounds man will carry out the functions of fire watch. |
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- 20. Product Approvals**
- .1 The Contractor shall ensure that all controlled products used in the performance of the work are classified and labelled according to the Workplace Hazardous Materials Information System (WHMIS).
 - .2 The Contractor shall submit for approval the Material Safety Data Sheets (MSDS) for all controlled products that will be used in the performance of this work.
 - .3 No controlled products are to be brought on-site without prior approved Material Safety Data Sheets (MSDS).
 - .4 Material Safety Data Sheets (MSDS) to remain on-site at all times.
- 21. Materials and Equipment**
- .1 Equipment and materials to be new, CSA certified, and **manu-**factured to standard quoted.
 - .2 Where there is no alternative to supplying equipment which is not CSA certified, obtain special approval from an independent testing agency recognized by the provincial Department of Labour.
 - .3 Use products of one manufacturer or same type as existing, including classification, unless otherwise specified.
 - .4 Request direction from Agency Representative prior to replacing any component.
 - .5 Unless otherwise specified, comply with manufacturer's latest printed instructions for materials and installation methods.
 - .6 Deliver, store and maintain materials with manufacturer's seals and labels intact.
 - .7 Store materials in accordance with manufacturer's and supplier's instructions.
 - .8 Do not store materials on-site without Agency Representative's approval.
 - .9 Canada Border Services Agency accepts no responsibility for materials or equipment stored on-site.
 - .10 When an equipment inventory numbering system exists, identify to the appropriate Agency contact all pertinent data relative to the new piece of equipment upon installation.
 - .11 As requested, the Contractor to supply drawings and manufacturer's instructions and specifications on all new equipment.

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| 22. Personnel | .1 | The Contractor shall have the capability of providing two qualified construction Plumbers within 24 hour call-up. Where applicable, each of plumbing journeyperson may have an apprentice who is registered with the Department of Labour in the appropriate Province at the second year level. This apprentice shall be under the direct supervision of the plumbing journeyperson. |
| | .2 | The Contractor will provide the Agency Representative with a list of all people working on Canada Border Services Agency premises, complete with a copy of their licences, where applicable, and will update the list immediately when personnel changes. |
| 23. Work Done by Other Means | .1 | This Standing Offer Agreement does not create an exclusive right of the Contractor to perform all work which might be required. The Agency reserves the right to have any work done by other means. |
| 24. Workmanship | .1 | All equipment panels and control covers must be replaced and properly fitted utilizing all fastening screws and/or bolts according to equipment design. All workmanship is subject to inspection and approval. |
| | .2 | Replace all work unsatisfactory to the Agency Representative without extra cost. |
| | .3 | All work and materials covered by this specification shall be subject to inspection at any and all times by the Agency Representative. |
| | .4 | Submit schedule to and obtain approval from the Agency Representative for any shut-down or closure of active service or facility. Adhere to approved schedule and provide notice to affected parties. |
| | .5 | Do not employ any unfit person or anyone unskilled in their required duties. The Agency Representative reserves the right to require the dismissal from the site, workers deemed incompetent, careless, insubordinate or otherwise objectionable. |
| | .6 | The Contractor shall employ a competent and experienced supervisor with the authority to speak on his behalf on day-to-day routine matters. |
| 25. Cutting, Fitting and Patch | .1 | Execute cutting, fitting and patching required to make work fit properly. |
| | .2 | Where new work connects with existing and where existing work is altered, or cut; patch and make good to match existing work. On abandoned service lines; cap or otherwise seal the |

lines at the cut-off points or as directed by the Agency Representative.

.3 Obtain Agency Representative's approval before cutting, boring or sleeving load-bearing members.

.4 Make cuts with clean, true, smooth edges. Make patches inconspicuous in final assembly.

.5 Fit work airtight to pipe, sleeves, ducts and conduits.

26. Site Security

.1 Access to the site is under the direction of the Canada Border Services Agency. All visitors entering areas issuing a daily pass will be aware of the requirement for search as a condition of issue.

.2 While within the confines of CBSA, all employees and representatives of the Contractor shall comply with all of the Standing Orders as promulgated by CBSA Authorities. Agency Representative will provide copies of relevant Standing Orders.

.3 Site security is the responsibility of the Contractor who shall erect temporary site enclosures, barricades and fencing to prevent unauthorized entry, pilferage and vandalism.

.4 Any work that may disrupt the operations of the occupying clients will be carried out after normal building operational hours. For all work carried out after normal building operational hours, the Agency Representative will determine acceptable building security.

27. Security Clearance

.1 The security clearance level for this Standing Offer Agreement is **Enhanced Reliability**.

.2 The Contractor and his personnel must be suitable for security clearance which shall be completed before starting of any work. See attached form.

.3 The Agency Representative will make the necessary arrangements for security clearances if deemed necessary.

.4 The Contractor shall submit his/her name and the names of all employees, including new employees engaged during the Standing Offer Agreement who will be working under this Standing Offer Agreement to the Agency Representative immediately following notification of Standing Offer Agreement award.

.5 The Contractor and his/her employees will be required to provide personal information, such as address and date of birth; and complete Government forms in order to receive the required clearance level.

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| | | .6 | Only those employees who receive the required clearance level will be allowed on-site. |
| | | .7 | The Contractor shall have a picture ID for each employee and shall be worn in a visible location while on site at all times. |
| 28. | Notification of Requirement | .1 | A Requisition, on a -942, shall be issued by the Agency Representative, to notify the Contractor of requirements against this Standing Offer Agreement. |
| | | .2 | Prior to commencing work, an estimated cost shall be submitted by the Agency Representative or his authorized representative in writing, including the total costs for all work that will be performed as requested in accordance with Standing Offer Agreement price table. |
| | | .3 | When requested by the Agency Representative, provide an adequate breakdown of quote to show how costs were incurred. |
| 29. | Meetings | .1 | Attend meetings at site when notified by Agency Representative. |
| | | .2 | No work on this Standing Offer Agreement is to proceed until the successful contractor has attended the pre-job meeting. |
| | | .3 | Comply with applicable CBSA Procedures outlined in briefing. |
| 30. | Subcontractors | .1 | Only sub-contractors that have been pre-approved, in writing, by the Agency Representative are permitted to work on any part of this Standing Offer Agreement. |
| | | .2 | The Contractor shall ensure that all Contractor's personnel, sub contractors and subcontractor's personnel understand and comply with the regulations at all times, while within the confines of CBSA property. |
| | | .3 | Approved sub-contractor's work shall be invoiced using the Unit Price Table. |
| 31. | Drawings and Maintenance Manuals | .1 | Where available, Maintenance Manuals and drawings for new work are to be accessible for viewing by the Agency Representative when required. Maintenance Manuals and drawings for existing work are available for viewing from the Agency Representative, when required. |
| | | .2 | Additions, relocation or removal of plumbing equipment are to be recorded, dated and initialled by the Contractor or the Agency Representative on the "as-built" prints where applicable. |
| | | .3 | "As-built" drawings are to be revised accordingly to indicate any deviations to the originals. |
| 32. | Asbestos Discovery | .1 | Demolition of spray or trowel-applied asbestos can be hazardous to health. Should material resembling spray or trowel- |

applied asbestos be encountered in the course of demolition work, stop work and notify Agency Representative immediately. Do not proceed until written instructions have been received from Agency Representative.

33. Protection of Existing Facilities

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

34. Power and Water Supply

- .1 CBSA may provide, free of charge, temporary electric power and water for construction purposes.
- .2 Agency Representative will determine delivery points and quantitative limits. Agency Representative's written permission is required before any connection is made. Connect to existing power supply in accordance with Canadian Electrical Code.
- .3 Provide, at no cost to CBSA, all equipment and temporary lines to bring these services to project site.
- .4 Supply of temporary services by CBSA is subject to CBSA requirements and may be discontinued by CBSA site representative at any time without notice, without acceptance of any liability for damage or delay caused by such withdrawal of temporary services.
- .5 After the temporary service lines are no longer required, the Contractor shall remove all lines and equipment, restore the connection points to their original condition.

35. Lighting and Power

- .1 Provide temporary lighting and power as required to:
 - .1 Facilitate progress of work.
 - .2 Protect work and products against dampness and cold.
 - .3 Prevent moisture condensation on surfaces.
 - .4 Provide ambient temperatures and humidity levels for storage, installation and curing of materials.
 - .5 Provide adequate ventilation to meet health regulations for safe working environment.

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| | | .2 | Maintaining strict supervision of operation of temporary heating and ventilating equipment to: |
| | | .1 | Conform with applicable codes and standards. |
| | | .2 | Enforce safe practices. |
| | | .3 | Prevent abuse of services. |
| | | .4 | Prevent damage to finishes. |
| | | .5 | Vent direct-fired combustion units to outside. |
| 36. | Site Signs and Notices | .1 | Safety and Instruction Signs and Notices: |
| | | .1 | Signs and notices for safety and instruction shall be in both official languages. Graphic symbols shall conform to CAN3-Z321-77. |
| 37. | Site Visit | .1 | Failure to visit the site, to examine the Specifications or otherwise to become familiar with Site Conditions, shall not relieve the Contractor of any responsibility to provide the complete work in accordance with the Contract Documents. |
| 38. | Guarantee/Warranty | .1 | All labour, materials, and equipment supplied under this Contract shall be warranted for a period of one (1) year after completion of the Contract. |
| | | .2 | Where the Contractor supplies equipment purchased from a supplier or manufacturer, he shall obtain from such supplier or manufacturer a warranty for the term specified and such warranty shall be made out to Her Majesty the Queen in right of Canada and shall provide to the CBSA Agency Representative. |
| | | .3 | For all items where the manufacturer's normal guarantee/warranty periods exceed that specified the Contractor shall obtain from the manufacturer or supplier, a warranty for the manufacturer's normal warranty period. |
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1. **Compliance Requirements**
 - .1 Comply with the Canada Labour Code Part II and the Canada Occupational Health and Safety Regulations.
 - .2 Comply with the Provincial Occupational Health and Safety Act and supporting Occupational General Safety Regulations as amended from time to time.
 - .3 Observe and enforce construction safety measures required by the following statutes and authorities:
 - .1 The National Building Code of Canada, Part 8.
 - .2 The National Fire Code of Canada.
 - .3 Provincial Workers Compensation Board.
 - .4 Municipal Statutes and Ordinances.
 - .5 Workplace Electrical Safety, Z462.
 - .4 Agency Representative will provide a copy of any relevant special written instructions to be followed.
 - .5 The Contractor and his/her personnel must adhere to the Federal Government 'NO SMOKING' Policy while in Federal facilities and/or Scent Free Policy if applicable.
 - .6 All sub-contractors shall adhere to the above qualifications.
2. **Submittals**
 - .1 Prior to Award Contractors are to provide (within seven (7) calendar days after closing):
 - .1 Documentation indicating that the Contractor has successfully completed a recognized current (within the last 3 yrs.) **EXTERNAL SAFETY AUDIT**. This audit to be performed by an independent company/person qualified to conduct safety audits.
 - .2 A letter of good standing from Worker's Compensation Board.
 - .3 Signed statement by Owner of company that the company will maintain Worker's Compensation Board coverage for the life of the Standing Offer Agreement (SOA) / Service Contract (SC), including sub-contractor.
 - .4 Before Work Begins Contractors shall provide :
 - .1 The Contractor has prepared, through risk assessment, a site-specific health and safety management plan.
3. **Training**
 - .1 Before Work Begins Contractors are to provide documentation:
 - .1 Certification of training for safety for all personnel that will be involved with the Standing Offer Agreement/Service Contract. Updated list complete with licenses shall be kept on site including personnel changes.

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| | .2 | Training for workers shall include (but not limited to) |
| | .1 | Safe operation of tools and equipment. |
| | .2 | Proper use and maintenance of personal protective equipment (PPE). |
| | .3 | Safe work practices and procedures for their given work tasks or function. |
| | .4 | Site conditions and minimum site safety rules. |
| 4. | Disciplinary Procedures for Safety Violations | |
| | .1 | Contractors shall have their own written disciplinary procedures for violation or non-compliance of work site safety rules and regulations. |
| | .2 | Contractor shall immediately address and correct any health and safety violations and non-compliance issues. |
| | .3 | Disciplinary Procedures applied by Agency Representative for non-compliance and safety violations shall be as follows: |
| | .1 | First Violation: Verbal warning issued to the Contractor for the first violation of a safety regulation, rules, policy and procedures. (Violation will be documented on contract file, copy to Contractor and PWGSC). |
| | 2 | Second Violation: Written warning to Contractor for second violation of a safety regulation, rules, policy and procedures. (Violation will be documented on contract file, copy to Contractor and PWGSC). |
| | .3 | Third Violation: A third violation of a safety regulation, rules, policy and procedures may result in the termination of the contract with a recommendation to the Contracting Authority that the Contractor be denied access to future SOA/SC(s). (Documented to contract file, copies to Contractor and PWGSC). |
| | .4 | Serious Violation: For a serious violation of a safety regulation, rules, policy and procedures as deemed by a Regulator, Project Manager or Safety Officer a recommendation will be made to the Contracting Authority to immediately terminate the SOA/SC(s). (Violation documented on contract file, copies to Contractor and PWGSC). |
| | .5 | Charges Laid or Guilty Determination by Courts: Infractions of safety regulations, rules, policy and procedures that result in charges being laid by a Regulator against the Contractor or the Contractor being found guilty by the courts may result in that Contractor being denied access to future contracts. |
| 5. | Asbestos | |
| | .1 | Within the confines of the site, the provision of products containing fibrous asbestos materials is prohibited. |

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| | | .2 | Demolition or disturbance of spray or trowel-applied asbestos can be hazardous to health. Should material resembling spray or trowel-applied asbestos be encountered in course of work, stop work and notify Agency Representative immediately. Do not proceed until written instructions have been received from Agency Representative. |
| 6. | Fastening Devices
Explosive Actuated | .1 | Explosive actuated devices shall not be used, until approved by Agency Representative. |
| 7. | Hot Work | .1 | All hot work activity, as defined in "Service Definitions" of this specification, is to take place with written permission from the Agency Representative (Hot Work Permit). |
| | | .2 | The ventilation system in the area of any Hot Work activity is to be isolated to prevent migration of fumes/smoke and to reduce any possible spread of fire to other areas of the facility. |
| | | .3 | Contractor is to employ an employee trained in the use of fire extinguishers as fire watch during any Hot Work for a minimum of 60 minutes after activity has ceased. |
| 8. | Confined Spaces | .1 | All work in confined spaces will be carried out in compliance with the Canada Occupational Safety and Health Regulations, Part XI. |
| | | .2 | The Contractor to provide and maintain all equipment as required by any person to enter and/or perform work in a safe manner, in compliance with the Canada Occupational Safety and Health Regulations, Part XI. |
| | | .3 | The Contractor to provide and maintain training, as required by the Canada Occupational Safety and Health Regulations, Part XI. |
| | | .1 | The Contractor and/or his employees shall provide proof of training and qualifications when requested by the Agency Representative. |
| | | .4 | The Contractor to provide the Agency Representative with a copy of an "Entry Permit" for each and every entry into the confined space to ensure compliance with the Canada Occupational Safety and Health Regulations, Part XI. |
| | | .5 | The Contractor to have a hazard assessment of the confined space performed. |
| | | .1 | The Contractor to provide the Agency Representative with a copy of the hazard assessment. |
| 9. | Fall Protection | .1 | All work carried out above the mandatory height restrictions, From unguarded structure or vehicle and/or from ladders staging and scaffolding, will be done in compliance with the Canada Occupational Safety and Health Regulations, Part XII, Section 12.10. |

- .2 The components of a fall protection system shall meet the standards as outlined in the Canada Occupational Safety and Health Regulations, Part XII, Section 12.10 (2).
 - .3 The Contractor is to ensure fall protection equipment is maintained, inspected and tested by a qualified person as required by the Canada Occupational Safety and Health Regulations, Part XII, Section 12.3.
- 10. Safety Plan**
- .1 The Contractor shall provide a copy of their company's Occupational Health and Safety Policy and Program. It shall meet the requirements of the Provincial Occupational Health and Safety Acts. The Agency Representative shall advise the Contractor where the Federal Standards apply.
 - .2 The Contractor shall perform site hazard assessments to establish site specific safe work practices/procedures for the safety and well being of their employees. Copies shall be made available to Agency Representative upon request.
 - .3 All copies of the formal Hazard Assessments conducted by the Contractor throughout the duration of the work shall be retained and made available to the Agency Representative immediately upon request.
 - .4 It is the Contractor's responsibility to be familiar with all applicable Safety Acts, Regulations, Codes and contract requirements. These must be identified and addressed in the Safety Plan, by identifying Standard Operating Procedures (SOP) and safe work practices (SWP) which incorporate clear and specific control measures, applicable rules, procedures and practices, all of which shall become mandatory.
 - .5 Post the Safety Plan at a common location on the site visible to all workers and persons accessing the site. Ensure that all employees, including sub-contractors' personnel, are advised of such Safety Plan and of the posted location.
 - .6 The Contractor shall ensure all workers and authorized persons entering the work site are notified of and abide by the posted Safety Plan, safety rules, procedures, safe work practices and applicable Safety Acts, Regulations, and codes. Any non-compliance person shall be subject to disciplinary procedures.
 - .7 Shall ensure that all applicable personal protective equipment (PPE) is used.
 - .8 The Agency Representative shall coordinate arrangements for the Contractor to be briefed on site safety within fourteen (14) days of award of Standing Offer Agreement/Service Contract.

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| 11. Product Approvals | .1 | The Contractor shall ensure that all controlled products used in the performance of the work are classified and labeled according to the Workplace Hazardous Materials Information System (WHMIS). |
| | .2 | The Contractor shall submit for approval the Material Safety Data Sheets (MSDS) for all controlled products that will be used in the performance of this work. |
| | .3 | No controlled products are to be brought on-site without prior approved Material Safety Data Sheets (MSDS). |
| | .4 | Material Safety Data Sheets (MSDS) to remain on-site at all times. |
| 12. Lockouts/Tagouts | .1 | Prepare Lockout/tagout Procedures in writing. Describe safe work practices, work functions and sequence of activities to be followed on site to safely isolate all potential energy sources and lockout/tag out facilities and equipment. |

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| 1. | Environmental | .1 | All work is to be performed in accordance with the Federal Environmental Protection Act and the Provincial Environmental Acts and Regulations. |
| 2. | Disposal of Wastes | .1 | Do not bury rubbish and waste materials on site unless approved by Agency Representative. |
| | | .2 | Do not dispose of waste or volatile materials, such as mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers. |
| 3. | Drainage | .1 | Provide temporary drainage and pumping as necessary to keep excavations and site free from water. |
| | | .2 | Do not pump water containing suspended materials into waterways, sewer or drainage systems. |
| | | .3 | Control disposal or runoff of water containing suspended materials or other harmful substances in accordance with local authority requirements. |
| 4. | Site Clearing and Plant Protection | .1 | Protect trees and plants on site and adjacent properties where indicated. |
| | | .2 | Wrap in burlap, trees and shrubs adjacent to construction work, storage areas and trucking lanes, and encase with protective wood framework from grade level to height of 2 m. |
| | | .3 | Protect roots of designated trees to drip line during excavation and site grading to prevent disturbance or damage. Avoid unnecessary traffic, dumping and storage of materials over root zones. |
| | | .4 | Minimize stripping of topsoil and vegetation. |
| | | .5 | Restrict tree removal to areas indicated or designated by Agency Representative. |

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| 5. | Work Adjacent to Waterways | .1 | Do not operate construction equipment in waterways. |
| | | .2 | Do not use waterway beds for borrow material. |
| | | .3 | Do not dump excavated fill, waste material or debris in waterways. |
| | | .4 | Design and construct temporary crossings to minimize erosion to waterways. |
| | | .5 | Do not skid logs or construction materials across waterways. |
| | | .6 | Avoid indicated spawning beds when constructing temporary crossings of waterways. |
| | | .7 | Do not blast under water or within 100 m of indicated spawning beds. |
| 6. | Pollution Control | .1 | Maintain temporary erosion and pollution control features installed under this contract. |
| | | .2 | Control emissions from equipment and plant to local authorities emission requirements. |
| | | .3 | Prevent sandblasting and other extraneous materials from contaminating air beyond application area, by providing temporary enclosures. |
| | | .4 | Cover or wet down dry materials and rubbish to prevent blowing dust and debris. Provide dust control for temporary roads. |
| 7. | Open Fire | .1 | Fires on site are not permitted. |

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| 1. Journeyman | .1 | The journeyman shall: <ul style="list-style-type: none">.1 Carry out and assist in various types of building maintenance as requested by Canada Border Services Agency..2 Relocate, install or repair plumbing equipment such as, but not limited to: emergency cleaning of sanitary lines, water pipes and fittings, valves, floor and roof drains, water specialities, plumbing fixtures and domestic hot water storage heaters, or any other plumbing requirements requested by CBSA, such as testing and reliability..3 Produce all certificates and permits upon request of the Agency Representative..4 Instruct the Agency Representative on-site of any new operating procedures when installing or modifying new or existing equipment..5 Shall immediately inform the Agency Representative of any unsafe situations or conditions related to the work site..6 Where applicable, each journeyman plumber may have an apprentice who is registered with the Department of Labour in the appropriate Province at a second year level. |
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| 2. Warranty and Guarantees | .1 | Where the Contractor supplies equipment purchased from supplier or manufacturer, the Contractor shall obtain a warranty for the manufacturer's normal warranty period and such warranty shall be made out to Her Majesty the Queen in Right of Canada. |
| | .2 | The Contractor shall provide a written guarantee against defects in workmanship and materials for a period of one year. Such guarantee shall be made out to Her Majesty the Queen in Right of Canada. Guarantee to be dated from date of acceptance of work performed. |

Estimate JOB SLIP

PLUMBING

Company Name: _____ **Date:** _____

Requisition #: _____ **Location:** _____

Description of Work: _____

No. of Plumber(s): _____ **Hours Required** _____ **Rate as per the SOA** _____ **Sub -Total** _____
x x =

No. of Apprentice(s) _____ **Rate as per the SOA** _____ **Sub -Total** _____
x x =

Total Labour _____

Material and Supplies : _____

Subtotal : _____

() % Mark Up: _____

Material Total : _____

Total Labour: _____

HST: _____

Job Total : _____

**CBSA Agency Representative
Signature**

NOTE: Estimate job slip shall accompany all 942 call-up requisition.

Canada Border Services Agency

MECHANICAL

STANDING OFFER AGREEMENT

SPECIFICATION

Description: Standing Offer Agreement- Mechanical Services

Location: Canada Border Services Agency Stations -
- Grand Falls, NB
- Gillespie, NB
- Four Falls, NB
- River de Chute, NB
- Centerville N.B.
- Woodstock, N.B.
- Bloomfield, N.B.
- Fosterville N.B.
- Forest City N.B.
- Milltown, N.B.
- Campobello Island N.B.
- Deer Island N.B.

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The following definitions apply to the work to be directed by the Agency Representative.

<u>Add</u>	Make an addition to.
<u>Adjust</u>	Bring components to a more effective relative position.
<u>Assemble</u>	To take apart and put together again.
<u>Balance Load</u>	To balance the three (3) phase and single phase circuits which enter (or leave) the main switchboards, transformers and distribution panel boards, by calculating new and existing loads accordingly.
<u>Breakdown Maintenance</u>	To perform repairs to damaged equipment due to failures.
<u>Clean</u>	Scrape, brush, flush and vacuum as required to remove dust, dirt and foreign matter.
<u>Check / Inspect</u>	View closely for dirt, foreign substance, lack of lubricant, wear, damage, tightness, tension, alignment, leaks, cracks, spalling, deformation, overloading and settings. Make a critical appraisal of equipment, component and parts' ability to fulfil their function to a high degree of efficiency.
<u>Energy Source</u>	Any electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other source of energy of potential harm to workers.
<u>Hot Work</u>	Hot Work includes any welding, cutting of material by use of torch or other open flame devices and grinding which produces sparks.
<u>Instruct</u>	Inform Agency Representative of any new operating procedures. Demonstrate and explain purpose, benefit and method of implementing new procedures.
<u>Isolate</u>	To physically prevent the transmission or release of an energy source to machinery or equipment.
<u>Lubricate</u>	Apply oil or grease to joints between moving parts and joints between fixed and moving parts.
<u>Measure</u>	Determine capacity or amount in standard units using an appropriate instrument. Measure condenser and evaporator pressure drop with differential pressure meter or "U" tube manometer. Measure motor overload with instrument approved by overload manufacturer.
<u>Paint</u>	Clean, prepare and paint surfaces to paint manufacturer's recommendations with paint and primer recommended by paint manufacturer for applicable surface and use.

Predictive Maintenance

To perform required repairs that have been declared in advance, on the basis of observation, experience and/or scientific reasons.

Preventative Maintenance

To inspect, test and re-condition a system, in order to prevent failures, at regularly scheduled intervals in accordance with specific instructions.

Prove

Operate and determine if operation produces intended response.

Remove

Take off or away from.

Repack

Fill with packing again.

Repair

Restore to a sound state.

Replace

Restore by removing old components and replacing with new components.

Report

To Agency Representative on-site and include in work report, results of inspection and proving, note problems encountered, services required, services performed and readings taken.

Request for Isolation

Authorization form to be complete (PWGSC-TPSCGC13). Equipment is to be isolated and re-energized using Procedures for Isolation Form (PWGSC-TPSCGC12) following the written process for the correct sequence.

Shut Down

Take out of service.

Start Up

Return to service.

Tighten

Securely fix in place.

Treat

Act upon with agent.

1. **Scope of Work** .1 The work under this Standing Offer Agreement includes, but shall not be limited to, the provisions of all labour, materials, tools, supervision and equipment necessary for minor maintenance, minor construction and repair of mechanical systems and provide the services listed within this specification.
2. **Location** .1 Work site for this Standing Offer Agreement is for **Canada Border Services Agency Crossing Stations** including but not limited to the following:
 - .1 **Grand Falls:** 1015 Main Street, Grand Falls, NB E3Z 2X1
 - .2 **Gillespie:** 600 Rte 375, Grand Falls, DSL, E3Z 1Z6
 - .3 **Four Falls:** 415 Brown Road, Four Falls, NB E3Z 2C6
 - .4 **River de Chute:** 205 Smugglers Road, River de Chute, NB E7H 2X5
 - .5 Woodstock: 1403 Route 95 Belleville NB, E7M-4Z9
 - .6 Centerville: 1449 Route 10, Royaltown, NB E7K-2E3
 - .7 Fosterville: 4575 Route 122 Fosterville, NB E6H-2B6
 - .8 Forest City: 1699 Forest City Road Forest City, NB E3H-1Z6
 - .9 Bloomfield: 185 Line Road Bloomfield Carleton County NB E7K-1C5
 - .10 Deer Island (Seasonal Port) 175 Deer Island Point Rd, Cummings Cove, E5V-1G5
 - .11 Milltown 486 Milltown Blvd, St Stephen, NB E3L-2X1
 - .12 Campobello Island - 1 Route 774, Welshpool, NB E5E-1A1

.2 Immediately upon receipt of award of the Standing Offer Agreement, the successful Contractor will contact the Contract Inspector as indicated on award documents to arrange a pre-job meeting prior to commencement of any work.
3. **Agency Representative** .1 All reference to Agency Representative in this specification is to be understood that he/she is representing the Canada Border Services Agency (CBSA).

.2 Address all references concerning this Standing Offer Agreement to Agency Representative :
Canada Border Services Agency
Manager of F I E O
1969 Upper Water Street
Halifax N.S.
B3J-3R7
4. **Responsibility & Communications** .1 This agreement is for work between the mechanical contractor and Canada Border Services Agency. It is vital that all personnel involved realize that all formal communications concerning this agreement shall be confined to the Contractor and the list of CBSA Representative(s) given to the contractor for the appropriate locations.

- .2 It is EMPHASIZED that the only person authorized to give instructions is the appropriate CBSA Representative. Any instruction given, which involves a deviation or change to the requirements of plans and/or specifications, will be given in writing. The Contractor's undertaking of any work contrary to the contract documents without written authority shall be entirely at his own risk, irrespective of any implied, or presumed, agreement or understanding.
5. **Emergency and Service Call ups**
- .1 The Contractor shall maintain and provide CBSA with current phone, fax and pager numbers to be able to provide response to requests for service from the local Agency Representative on a twenty-four (24) hour, seven (7) day per week basis. If the request for service is from the after hours Agency Representative, the Contractor shall, immediately upon completion of the service, report back to the Representative describing the action taken to correct the problem. The following Work Priorities and Response Times shall apply:
- .1 **Emergency**
A priority of "Emergency" is defined as a deficiency or breakdown that requires immediate attention to reduce the potential for danger to occupants, the general public, the environment, or the facility. Maintenance and minor construction identified with this priority must be responded to immediately and must be reported without delay to designated Agency Representative.
Standard Response Times -
Urban/Rural **ASAP -Max 1 hour Response**
On Site **ASAP - Max 2 hours**
- .2 **Routine**
A priority of "Routine" is defined as essential maintenance and minor construction requirements which should be rectified at the earliest possible opportunity. It is considered as deficiencies or breakdowns that do not impair current operations or pose any danger to the occupants, the general public, the environment or the facility.
Standard Response Times -
Urban/Rural **24Hrs.**
6. **Contractor's Responsibilities**
- .1 The Contractor will advise the Agency Representative of the telephone number at which he/she or his/her representative may be contacted at any time.
- .2 On award of Standing Offer Agreement, the Contractor must provide names of personnel performing work on this Standing Offer Agreement complete with proof of their qualifications.

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- .3 The Contractor shall not refuse any call for service requested by a Agency Representative and the time lapse between call out and start of work shall be as per Item 5 of this section.
- .4 The Contractor, prior to commencement of work, shall report to the Agency Representative for the appropriate location. Appropriate Agency Representatives for each location shall be discussed at the pre-job meeting.
- .5 The Contractor shall contact the Agency Representative on the first working day following and "after normal working hours" emergency or urgent call and obtain a requisition number.
- .6 The Contractor, when requested by the Agency Representative for an emergency service, will proceed to the site, repair or protect the system or equipment from further damage. When the system has been made safe, the Contractor shall provide, within one (1) working day, a detailed estimate to complete repairs and put the equipment in proper working order.
- .7 The work covered by this specification may include planned spring start-up and shutdown maintenance service. Upon completion of each scheduled inspection, the Contractor will submit two (2) completed, work schedules and two (2) completed copies of Contractor's own "Maintenance Service Report".
- .8 Service and/or repair to be provided on an "as and when requested" basis only.
- .9 The Contractor shall report to the site with a service vehicle which is well stocked with replacement parts to conduct maintenance repairs and minor construction on the systems in these facilities.
- 7. Log Books**
- .1 The Contractor shall complete all applicable log books outlining all work performed. Payment shall not be made if log book is incomplete. Log books shall be kept on site at all times.
- 8. Invoicing**
- .1 Contractor shall submit daily Job Slip(s) signed by the Agency Representative with an invoice. No invoice will be considered for payment unless accompanied by signed Job Slip(s) as detailed in Appendix "A".
- .2 Invoice must show :
1. Standing Offer Agreement number,
 2. Work location, Bldg. number,
 3. Date and CCID number,
 4. Work Order & requisition number,
 5. Name of person who authorized call,
 6. Hours broken down as per Unit Price Table,
 7. Material net cost and % mark-up,
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8. Job slip(s) completed and signed by CBSA Representative,
9. Submit all warranty paper work,
10. Sub trades work and licence(s),
11. Invoice shall include a copy of all disposal fees,
12. On approved sub-contract work, shall include all material and labour used plus mark-up.
- .3 In event of a dispute, the Contractor is to make any and all records available to the Agency Representative to substantiate time and/or materials spent on any one job.
- .4 One (1) copy of the invoice shall be sent/delivered within thirty (30) days to :
- Canada Border Services Agency
1969 Upper Water Street
Halifax N.S.B3J-3R7
Saint John, New Brunswick E2L 2C7
Attn: Fixed Infrastructure and Environmental Operations
- .5 All call ups shall be supported with a requisition. Invoices shall be made out separately for each requisition covered under this specification.
- .6 No invoices shall be processed without proper information as outlined in this section.
- 9. Documents Required** .1 Maintain at job site, a copy of the following:
- .1 Specification;
- .2 Call-up Work Order;
- .3 Scope of Work and Contract Drawing(s);
- .4 Daily Job Slip(s).
- 10. Replacement Parts** .1 The Contractor is required to repair or replace worn or defective parts or complete components of the system(s) using only genuine manufacturer's replacement parts.
- .2 Replacement parts by another manufacturer may be used with written permission of the Agency Representative.
- .3 Request direction from the Agency Representative prior to replacing any component.
- .4 Where an equipment inventory numbering system exists, identify on the log sheet the number of the equipment where the replacement part was used.
- 11. Work Schedule** .1 At each normal service call, the Contractor must have personnel on-site providing the service continuously on every working day until the work is completed.
- .2 Contractor shall inform the Agency Representative of any delays because of availability of material to complete the work.

- 12. Site Visits** .1 The Agency Representative may, without prior notification, visit the site.
- 13. Codes and Legislated Requirements** .1 The following codes and standards in effect at the time of award are subject to change / revision. The latest editions of each shall be enforced during the term of the contract.
- .1 National Building Code of Canada.
 - .2 Part II of the Canada Labour Code.
 - .3 Canada Occupational Health and Safety Regulations of Part II of the Canada Labour Code.
 - .4 Fire Commission of Canada #301 Standard for Building Construction Operations.
 - .5 The Provincial Occupational Health and Safety Act Regulations.
 - .6 Canadian Electrical Code, Part I, CSA C22.1.
 - .7 Canadian Environmental Protection Act.
 - .8 Canada Fire Safety Regulations.
 - .9 The Provincial Environmental Acts and Regulations.
 - .10 Materials and workmanship must conform to or exceed applicable standards of Canadian Government Specifications Board (CGSB), Canadian Standards Association (CSA), American Society for Testing Materials (ASTM) and referenced organizations.
 - .11 The Contractor can obtain addresses for codes and standards from Agency Representative upon request.
 - .12 In the event of a conflict between any of the above codes or standards, the most stringent shall apply.
 - .13 These standards shall be considered an integral part of the specifications and shall be read in conjunction with the drawings and specifications. The Contractor shall be fully familiar with their contents and requirements as related to the work and materials specified.
- 14. Licences, Permits and Fee** .1 Provide the authorities having jurisdiction with all information requested.
- .2 Pay all fees and obtain certificates and permits required.
 - .3 Furnish all certificates and permits as required by Federal, Provincial and Municipal, including Municipal Building Permits.
 - .4 New panel installations shall require Provincial Power Inspections.
- 15. Taxes** .1 Pay applicable Federal, Provincial and Municipal taxes.
- 16. Examination** .1 Examine the existing conditions and determine those conditions affecting the work.
- 17. Existing Services** .1 Protect and maintain existing active services.

- .2 Connect to existing services with minimum disturbance to occupants and building operation.
 - .3 Use existing services at no cost.
 - .4 Use designated sanitary facilities.
 - .5 Any shutdown or closure of active service or facility to execute service or repair must first be approved by Agency Representative or his designate. Normal working hours shall be construed as 0800 hours to 1600 hours, Monday through Friday inclusive excluding holidays.
 - .6 Ensure that capacity of services is adequate prior to imposing additional loads. Connecting and disconnecting is Contractor's expense and responsibility.
 - .7 Inform the Agency Representative immediately of any code violations or required repairs which could pose a hazard to employees or building occupants.
 - .8 When connecting to or disconnecting from an existing electrical system, ensure a balanced load upon completion of work.
- 18. Cleaning**
- .1 Maintain work area free of accumulated waste and rubbish.
 - .2 Remove and dispose of debris, used and obsolete material on a daily basis.
 - .3 Remove grease, dust, dirt, stains, fingerprints and other foreign materials from interior and exterior finished surfaces affected by Standing Offer Agreement work.
 - .4 Disposal of debris shall be the Contractor's responsibility and shall be off CBSA property and in accordance with municipal requirements.
 - .5 On completion of the work under each call-up all surplus material, including materials declared surplus by CBSA, plant, tools, equipment and debris shall be removed from the job site to the satisfaction of the Agency Representative.
- 19. Co-ordination and Protection**
- .1 Execute work with minimum disturbance to occupants, public and normal use of building. Make arrangements with Agency to facilitate execution of work. Maintain access and exists as work area could be occupied during execution of work.
 - .2 Movement of office furniture is the Contractor's responsibility.
 - .3 Furniture including desks, file cabinets, shelving units, chairs, and cabinets which are moved because of the work requirements will be moved back at the end of each work day.

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| | .4 | Asbestos assessment drawings, where available, are to be referenced before any interior finished surfaces are disturbed and protect existing work from damage. |
| | .5 | Where necessary, cover all building contents, materials and fittings in work areas prior to commencing work, remove covers on completion of work. |
| | .6 | Obtain Agency Representative's approval before cutting, boring or sleeving load bearing members. |
| | .7 | All possible safety precautions are to be taken to ensure the protection of employees or occupants during the course of the work. |
| | .8 | Obtain Agency Representative's approval before isolating any security, monitoring or audible alerting devices. |
| | .9 | In the event the Fire Alarm System is deemed inoperable due to ongoing work by the Contractor, a trained sentry/rounds man will carry out the functions of fire watch. |
| 20. Product Approvals | .1 | The Contractor shall ensure that all controlled products used in the performance of the work are classified and labelled according to the Workplace Hazardous Materials Information System (WHMIS). |
| | .2 | The Contractor shall submit for approval the Material Safety Data Sheets (MSDS) for all controlled products that will be used in the performance of this work. |
| | .3 | No controlled products are to be brought on-site without prior approved Material Safety Data Sheets (MSDS). |
| | .4 | Material Safety Data Sheets (MSDS) to remain on-site at all times. |
| 21. Materials and Equipment | .1 | Equipment and materials to be new, CSA certified, and manufactured to standard quoted. |
| | .2 | Where there is no alternative to supplying equipment which is not CSA certified, obtain special approval from an independent testing agency recognized by the provincial Department of Labour. |
| | .3 | Use products of one manufacturer or same type as existing, including classification, unless otherwise specified. |
| | .4 | Request direction from Agency Representative prior to replacing any component. |
| | .5 | Unless otherwise specified, comply with manufacturer's latest printed instructions for materials and installation methods. |
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| | .6 | Deliver, store and maintain materials with manufacturer's seals and labels intact. |
| | .7 | Store materials in accordance with manufacturer's and supplier's instructions. |
| | .8 | Do not store materials on-site without Agency Representative's approval. |
| | .9 | Canada Border Services Agency accepts no responsibility for materials or equipment stored on-site. |
| | .10 | When an equipment inventory numbering system exists, identify to the appropriate Agency contact all pertinent data relative to the new piece of equipment upon installation. |
| | .11 | As requested, the Contractor to supply drawings and manufacturer's instructions and specifications on all new equipment. |
| 22. Personnel | .1 | The Contractor shall have the capability of providing two qualified construction Mechanics within 24 hour call-up. Where applicable, each of mechanical journeyman may have an apprentice who is registered with the Department of Labour in the appropriate Province at the second year level. This apprentice shall be under the direct supervision of the mechanical journeyman. |
| | .2 | The Contractor will provide the Agency Representative with a list of all people working on Canada Border Services Agency premises, complete with a copy of their licences, where applicable, and will update the list immediately when personnel changes. |
| 23. Work Done by Other Means | .1 | This Standing Offer Agreement does not create an exclusive right of the Contractor to perform all work which might be required. The Agency reserves the right to have any work done by other means. |
| 24. Workmanship | .1 | All equipment panels and control covers must be replaced and properly fitted utilizing all fastening screws and/or bolts according to equipment design. All workmanship is subject to inspection and approval. |
| | .2 | Replace all work unsatisfactory to the Agency Representative without extra cost. |
| | .3 | All work and materials covered by this specification shall be subject to inspection at any and all times by the Agency Representative. |
| | .4 | Submit schedule to and obtain approval from the Agency Representative for any shut-down or closure of active service or |

- facility. Adhere to approved schedule and provide notice to affected parties.
- .5 Do not employ any unfit person or anyone unskilled in their required duties. The Agency Representative reserves the right to require the dismissal from the site, workers deemed incompetent, careless, insubordinate or otherwise objectionable.
- .6 The Contractor shall employ a competent and experienced supervisor with the authority to speak on his behalf on day-to-day routine matters.
- 25. Cutting, Fitting and Patch**
- .1 Execute cutting, fitting and patching required to make work fit properly.
- .2 Where new work connects with existing and where existing work is altered, or cut; patch and make good to match existing work. On abandoned service lines; cap or otherwise seal the lines at the cut-off points or as directed by the Agency Representative.
- .3 Obtain Agency Representative's approval before cutting, boring or sleeving load-bearing members.
- .4 Make cuts with clean, true, smooth edges. Make patches inconspicuous in final assembly.
- .5 Fit work airtight to pipe, sleeves, ducts and conduits.
- 26. Site Security**
- .1 Access to the site is under the direction of the Canada Border Services Agency. All visitors entering areas issuing a daily pass will be aware of the requirement for search as a condition of issue.
- .2 While within the confines of CBSA, all employees and representatives of the Contractor shall comply with all of the Standing Orders as promulgated by CBSA Authorities. Agency Representative will provide copies of relevant Standing Orders.
- .3 Site security is the responsibility of the Contractor who shall erect temporary site enclosures, barricades and fencing to prevent unauthorized entry, pilferage and vandalism.
- .4 Any work that may disrupt the operations of the occupying clients will be carried out after normal building operational hours. For all work carried out after normal building operational hours, the Agency Representative will determine acceptable building security.
- 27. Security Clearance**
- .1 The security clearance level for this Standing Offer Agreement is **Enhanced Reliability**.

- .2 The Contractor and his personnel must be suitable for security clearance which shall be completed before starting of any work. See attached form.
 - .3 The Agency Representative will make the necessary arrangements for security clearances if deemed necessary.
 - .4 The Contractor shall submit his/her name and the names of all employees, including new employees engaged during the Standing Offer Agreement who will be working under this Standing Offer Agreement to the Agency Representative immediately following notification of Standing Offer Agreement award.
 - .5 The Contractor and his/her employees will be required to provide personal information, such as address and date of birth; and complete Government forms in order to receive the required clearance level.
 - .6 Only those employees who receive the required clearance level will be allowed on-site.
 - .7 The Contractor shall have a picture ID for each employee and shall be worn in a visible location while on site at all times.
- 28. Notification of Requirement**
- .1 A Requisition, on a PWGSC-942, shall be issued by the Agency Representative, to notify the Contractor of requirements against this Standing Offer Agreement.
 - .2 Prior to commencing work, an estimated cost shall be submitted by the Agency Representative or his authorized representative in writing, including the total costs for all work that will be performed as requested in accordance with Standing Offer Agreement price table.
 - .3 When requested by the Agency Representative, provide an adequate breakdown of quote to show how costs were incurred.
- 29. Meetings**
- .1 Attend meetings at site when notified by Agency Representative.
 - .2 No work on this Standing Offer Agreement is to proceed until the successful contractor has attended the pre-job meeting.
 - .3 Comply with applicable CBSA Procedures outlined in briefing.
- 30. Subcontractors**
- .1 Only sub-contractors that have been pre-approved, in writing, by the Agency Representative are permitted to work on any part of this Standing Offer Agreement.
 - .2 The Contractor shall ensure that all Contractor's personnel, sub contractors and subcontractor's personnel understand and comply with the regulations at all times, while within the confines of CBSA property.

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| | | .3 | Approved sub-contractor's work shall be invoiced using the Unit Price Table. |
| 31. | Drawings and Maintenance Manuals | .1 | Where available, Maintenance Manuals and drawings for new work are to be accessible for viewing by the Agency Representative when required. Maintenance Manuals and drawings for existing work are available for viewing from the Agency Representative, when required. |
| | | .2 | Additions, relocation or removal of mechanical equipment are to be recorded, dated and initialled by the Contractor or the Agency Representative on the "as-built" prints where applicable. |
| | | .3 | "As-built" drawings are to be revised accordingly to indicate any deviations to the originals. |
| 32. | Asbestos Discovery | .1 | Demolition of spray or trowel-applied asbestos can be hazardous to health. Should material resembling spray or trowel-applied asbestos be encountered in the course of demolition work, stop work and notify Agency Representative immediately. Do not proceed until written instructions have been received from Agency Representative. |
| 33. | Protection of Existing Facilities | .1 | The Contractor shall take all necessary precautions to ensure against damage to existing facilities. Any damage to such facilities as a result of the Contractors operations shall be repaired or replaced by the Contractor at his own expense, as soon as is reasonably possible. |
| | | .2 | Special coverings and protection shall be provided to protect plants, walls, projections and adjacent work where materials are being removed, installed or hoisted. |
| | | .3 | The Contractor shall protect all occupant owned furnishings and equipment, and the building from damage during execution of this contract. |
| | | .4 | Where the Agency Representative considers it necessary, provide and erect warning signs and barriers. |
| 34. | Power and Water Supply | .1 | CBSA may provide, free of charge, temporary electric power and water for construction purposes. |
| | | .2 | Agency Representative will determine delivery points and quantitative limits. Agency Representative's written permission is required before any connection is made. Connect to existing power supply in accordance with Canadian Electrical Code. |
| | | .3 | Provide, at no cost to CBSA, all equipment and temporary lines to bring these services to project site. |

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| | | .4 | Supply of temporary services by CBSA is subject to CBSA requirements and may be discontinued by CBSA site representative at any time without notice, without acceptance of any liability for damage or delay caused by such withdrawal of temporary services. |
| | | .5 | After the temporary service lines are no longer required, the Contractor shall remove all lines and equipment, restore the connection points to their original condition. |
| 35. | Lighting and Power | .1 | Provide temporary lighting and power as required to: <ul style="list-style-type: none">.1 Facilitate progress of work..2 Protect work and products against dampness and cold..3 Prevent moisture condensation on surfaces..4 Provide ambient temperatures and humidity levels for storage, installation and curing of materials..5 Provide adequate ventilation to meet health regulations for safe working environment. |
| | | .2 | Maintaining strict supervision of operation of temporary heating and ventilating equipment to: <ul style="list-style-type: none">.1 Conform with applicable codes and standards..2 Enforce safe practices..3 Prevent abuse of services..4 Prevent damage to finishes..5 Vent direct-fired combustion units to outside. |
| 36. | Site Signs and Notices | .1 | Safety and Instruction Signs and Notices: <ul style="list-style-type: none">.1 Signs and notices for safety and instruction shall be in both official languages. Graphic symbols shall conform to CAN3-Z321-77. |
| 37. | Site Visit | .1 | Failure to visit the site, to examine the Specifications or otherwise to become familiar with Site Conditions, shall not relieve the Contractor of any responsibility to provide the complete work in accordance with the Contract Documents. |
| 38. | Guarantee/Warranty | .1 | All labour, materials, and equipment supplied under this Contract shall be warranted for a period of one (1) year after completion of the Contract. |
| | | .2 | Where the Contractor supplies equipment purchased from a supplier or manufacturer, he shall obtain from such supplier or manufacturer a warranty for the term specified and such warranty shall be made out to Her Majesty the Queen in right of Canada and shall provide to the CBSA Agency Representative. |
| | | .3 | For all items where the manufacturer's normal guarantee/warranty periods exceed that specified the Contractor shall obtain from the manufacturer or supplier, a warranty for the manufacturer's normal warranty period. |

1. **Compliance Requirements**
 - .1 Comply with the Canada Labour Code Part II and the Canada Occupational Health and Safety Regulations.
 - .2 Comply with the Provincial Occupational Health and Safety Act and supporting Occupational General Safety Regulations as amended from time to time.
 - .3 Observe and enforce construction safety measures required by the following statutes and authorities:
 - .1 The National Building Code of Canada, Part 8.
 - .2 The National Fire Code of Canada.
 - .3 Provincial Workers Compensation Board.
 - .4 Municipal Statutes and Ordinances.
 - .5 Workplace Electrical Safety, Z462.
 - .4 Agency Representative will provide a copy of any relevant special written instructions to be followed.
 - .5 The Contractor and his/her personnel must adhere to the Federal Government 'NO SMOKING' Policy while in Federal facilities and/or Scent Free Policy if applicable.
 - .6 All sub-contractors shall adhere to the above qualifications.
2. **Submittals**
 - .1 Prior to Award Contractors are to provide (within seven (7) calendar days after closing):
 - .1 Documentation indicating that the Contractor has successfully completed a recognized current (within the last 3 yrs.) **EXTERNAL SAFETY AUDIT**. This audit to be performed by an independent company/person qualified to conduct safety audits.
 - .2 A letter of good standing from Worker's Compensation Board.
 - .3 Signed statement by Owner of company that the company will maintain Worker's Compensation Board coverage for the life of the Standing Offer Agreement (SOA) / Service Contract (SC), including sub-contractor.
 - .4 Before Work Begins Contractors shall provide :
 - .1 The Contractor has prepared, through risk assessment, a site-specific health and safety management plan.
3. **Training**
 - .1 Before Work Begins Contractors are to provide documentation:
 - .1 Certification of training for safety for all personnel that will be involved with the Standing Offer Agreement/Service Contract. Updated list complete with licenses shall be kept on site including personnel changes.

- .2 Training for workers shall include (but not limited to)
 - .1 Safe operation of tools and equipment.
 - .2 Proper use and maintenance of personal protective equipment (PPE).
 - .3 Safe work practices and procedures for their given work tasks or function.
 - .4 Site conditions and minimum site safety rules.
- 4. **Disciplinary Procedures for Safety Violations**
 - .1 Contractors shall have their own written disciplinary procedures for violation or non-compliance of work site safety rules and regulations.
 - .2 Contractor shall immediately address and correct any health and safety violations and non-compliance issues.
 - .3 Disciplinary Procedures applied by Agency Representative for non-compliance and safety violations shall be as follows:
 - .1 **First Violation:** Verbal warning issued to the Contractor for the first violation of a safety regulation, rules, policy and procedures. (Violation will be documented on contract file, copy to Contractor and PWGSC).
 - 2 **Second Violation:** Written warning to Contractor for second violation of a safety regulation, rules, policy and procedures. (Violation will be documented on contract file, copy to Contractor and PWGSC).
 - .3 **Third Violation:** A third violation of a safety regulation, rules, policy and procedures may result in the termination of the contract with a recommendation to the Contracting Authority that the Contractor be denied access to future SOA/SC(s). (Documented to contract file, copies to Contractor and PWGSC).
 - .4 **Serious Violation:** For a serious violation of a safety regulation, rules, policy and procedures as deemed by a Regulator, Project Manager or Safety Officer a recommendation will be made to the Contracting Authority to immediately terminate the SOA/SC(s). (Violation documented on contract file, copies to Contractor and PWGSC).
 - .5 **Charges Laid or Guilty Determination by Courts:** Infractions of safety regulations, rules, policy and procedures that result in charges being laid by a Regulator against the Contractor or the Contractor being found guilty by the courts may result in that Contractor being denied access to future contracts.
- 5. **Asbestos**
 - .1 Within the confines of the site, the provision of products containing fibrous asbestos materials is prohibited.

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| | .2 | Demolition or disturbance of spray or trowel-applied asbestos can be hazardous to health. Should material resembling spray or trowel-applied asbestos be encountered in course of work, stop work and notify Agency Representative immediately. Do not proceed until written instructions have been received from Agency Representative. |
| 6. Fastening Devices Explosive Actuated | .1 | Explosive actuated devices shall not be used, until approved by Agency Representative. |
| 7. Hot Work | .1 | All hot work activity, as defined in "Service Definitions" of this specification, is to take place with written permission from the Agency Representative (Hot Work Permit). |
| | .2 | The ventilation system in the area of any Hot Work activity is to be isolated to prevent migration of fumes/smoke and to reduce any possible spread of fire to other areas of the facility. |
| | .3 | Contractor is to employ an employee trained in the use of fire extinguishers as fire watch during any Hot Work for a minimum of 60 minutes after activity has ceased. |
| 8. Confined Spaces | .1 | All work in confined spaces will be carried out in compliance with the Canada Occupational Safety and Health Regulations, Part XI. |
| | .2 | The Contractor to provide and maintain all equipment as required by any person to enter and/or perform work in a safe manner, in compliance with the Canada Occupational Safety and Health Regulations, Part XI. |
| | .3 | The Contractor to provide and maintain training, as required by the Canada Occupational Safety and Health Regulations, Part XI. |
| | .1 | The Contractor and/or his employees shall provide proof of training and qualifications when requested by the Agency Representative. |
| | .4 | The Contractor to provide the Agency Representative with a copy of an "Entry Permit" for each and every entry into the confined space to ensure compliance with the Canada Occupational Safety and Health Regulations, Part XI. |
| | .5 | The Contractor to have a hazard assessment of the confined space performed. |
| | .1 | The Contractor to provide the Agency Representative with a copy of the hazard assessment. |
| 9. Fall Protection | .1 | All work carried out above the mandatory height restrictions, from unguarded structure or vehicle and/or from ladders, staging and scaffolding, will be done in compliance with the Canada Occupational Safety and Health Regulations, Part XII, Section 12.10. |

10. Safety Plan

- .2 The components of a fall protection system shall meet the standards as outlined in the Canada Occupational Safety and Health Regulations, Part XII, Section 12.10 (2).
- .3 The Contractor is to ensure fall protection equipment is maintained, inspected and tested by a qualified person as required by the Canada Occupational Safety and Health Regulations, Part XII, Section 12.3.
- .1 The Contractor shall provide a copy of their company's Occupational Health and Safety Policy and Program. It shall meet the requirements of the Provincial Occupational Health and Safety Acts. The Agency Representative shall advise the Contractor where the Federal Standards apply.
- .2 The Contractor shall perform site hazard assessments to establish site specific safe work practices/procedures for the safety and well being of their employees. Copies shall be made available to Agency Representative upon request.
- .3 All copies of the formal Hazard Assessments conducted by the Contractor throughout the duration of the work shall be retained and made available to the Agency Representative immediately upon request.
- .4 It is the Contractor's responsibility to be familiar with all applicable Safety Acts, Regulations, Codes and contract requirements. These must be identified and addressed in the Safety Plan, by identifying Standard Operating Procedures (SOP) and safe work practices (SWP) which incorporate clear and specific control measures, applicable rules, procedures and practices, all of which shall become mandatory.
- .5 Post the Safety Plan at a common location on the site visible to all workers and persons accessing the site. Ensure that all employees, including sub-contractors' personnel, are advised of such Safety Plan and of the posted location.
- .6 The Contractor shall ensure all workers and authorized persons entering the work site are notified of and abide by the posted Safety Plan, safety rules, procedures, safe work practices and applicable Safety Acts, Regulations, and codes. Any non-compliance person shall be subject to disciplinary procedures.
- .7 Shall ensure that all applicable personal protective equipment (PPE) is used.
- .8 The Agency Representative shall coordinate arrangements for the Contractor to be briefed on site safety within fourteen (14) days of award of Standing Offer Agreement/Service Contract.

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| 11. Product Approvals | .1 | The Contractor shall ensure that all controlled products used in the performance of the work are classified and labeled according to the Workplace Hazardous Materials Information System (WHMIS). |
| | .2 | The Contractor shall submit for approval the Material Safety Data Sheets (MSDS) for all controlled products that will be used in the performance of this work. |
| | .3 | No controlled products are to be brought on-site without prior approved Material Safety Data Sheets (MSDS). |
| | .4 | Material Safety Data Sheets (MSDS) to remain on-site at all times. |
| 12. Lockouts/Tagouts | .1 | Prepare Lockout/tagout Procedures in writing. Describe safe work practices, work functions and sequence of activities to be followed on site to safely isolate all potential energy sources and lockout/tag out facilities and equipment. |

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| 1. | Environmental | .1 | All work is to be performed in accordance with the Federal Environmental Protection Act and the Provincial Environmental Acts and Regulations. |
| 2. | Disposal of Wastes | .1 | Do not bury rubbish and waste materials on site unless approved by Agency Representative. |
| | | .2 | Do not dispose of waste or volatile materials, such as mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers. |
| 3. | Drainage | .1 | Provide temporary drainage and pumping as necessary to keep excavations and site free from water. |
| | | .2 | Do not pump water containing suspended materials into waterways, sewer or drainage systems. |
| | | .3 | Control disposal or runoff of water containing suspended materials or other harmful substances in accordance with local authority requirements. |
| 4. | Site Clearing and Plant Protection | .1 | Protect trees and plants on site and adjacent properties where indicated. |
| | | .2 | Wrap in burlap, trees and shrubs adjacent to construction work, storage areas and trucking lanes, and encase with protective wood framework from grade level to height of 2 m. |
| | | .3 | Protect roots of designated trees to drip line during excavation and site grading to prevent disturbance or damage. Avoid unnecessary traffic, dumping and storage of materials over root zones. |
| | | .4 | Minimize stripping of topsoil and vegetation. |
| | | .5 | Restrict tree removal to areas indicated or designated by Agency Representative. |

5. **Work Adjacent to Waterways**
- .1 Do not operate construction equipment in waterways.
 - .2 Do not use waterway beds for borrow material.
 - .3 Do not dump excavated fill, waste material or debris in waterways.
 - .4 Design and construct temporary crossings to minimize erosion to waterways.
 - .5 Do not skid logs or construction materials across waterways.
 - .6 Avoid indicated spawning beds when constructing temporary crossings of waterways.
 - .7 Do not blast under water or within 100 m of indicated spawning beds.
6. **Pollution Control**
- .1 Maintain temporary erosion and pollution control features installed under this contract.
 - .2 Control emissions from equipment and plant to local authorities emission requirements.
 - .3 Prevent sandblasting and other extraneous materials from contaminating air beyond application area, by providing temporary enclosures.
 - .4 Cover or wet down dry materials and rubbish to prevent blowing dust and debris. Provide dust control for temporary roads.
7. **Open Fire**
- .1 Fires on site are not permitted.

**1. Journeyman
Mechanic**

.1

The journeyman mechanic shall:

- .1 Carry out and assist in various types of building mechanical maintenance and minor construction as requested by Canada Border Services Agency Canada. Maintenance types defined in Section 1, Item 11, Service Definitions.
- .2 Relocate, replace, install or repair mechanical equipment such as, but not limited to, air handling units, fan coils, heat exchangers, strainers, heating water pumps, chill water pumps, sump pumps, expansion tanks, fuel tanks, water cooler, fire water pumps, backflow preventers.
- .3 Inform the Agency Representative of any "phase unbalance" (voltage or current) produced by new or additional equipment in a new or existing system. Carry out adjustments and record results.
- .4 Produce all certificates and permits upon request of the Agency Representative.
- .5 Instruct the Agency Representative on-site of any new operating procedures when installing or modifying new or existing equipment.
- .6 Shall immediately inform the Agency Representative of any unsafe situations or conditions related to the work site.
- .7 Where applicable, each journeyperson mechanic may have an apprentice who is registered with the Department of Labour in the appropriate Province at a second year level.

Estimate JOB SLIP

MECHANICAL

Company Name: _____ **Date:** _____

Requisition #: _____ **Location:** _____

Description of Work: _____

No. of Mechanic(s): _____ **Hours Required** _____ **Rate as per the SOA** _____ **Sub -Total** _____
x x =

No. of Apprentice(s) _____ **Rate as per the SOA** _____ **Sub -Total** _____
x x =

Total Labour _____

Material and Supplies : _____

Subtotal : _____

() % Mark Up: _____

Material Total : _____

Total Labour: _____

HST: _____

Job Total : _____

**CBSA Agency Representative
Signature**

NOTE: Estimate job slip shall accompany all 942 call-up requisition.

CANADA BORDER SERVICES AGENCY

CARPENTRY SERVICES

STANDING OFFER AGREEMENT

SPECIFICATION

Canada Border Services Agency	Standing Offer Agreement	Index
Atlantic Region	Carpentry Services	

Description: Standing Offer Agreement - Carpentry Services

Location: Canada Border Services Agency Stations -

- Grand Falls, NB
- Gillespie, NB
- Four Falls, NB
- River de Chute, N.B.
- Centerville N.B.
- Woodstock, N.B.
- Bloomfield, N.B.
- Fosterville N.B.
- Forest City N.B.
- Milltown, N.B.
- Campobello Island N.B.
- Deer Island N.B.

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2. Safety Requirements	1 - 4
3. Environmental Requirements	1 - 2
4. Carpentry Requirements	1
5. Appendix "A" - Estimate Job Slip	1

The following definitions apply to the work to be directed by the Agency Representative.

<u>Add</u>	Make an addition to.
<u>Adjust</u>	Bring components to a more effective relative position.
<u>Assemble</u>	To take apart and put together again.
<u>Balance Load</u>	To balance the three (3) phase and single phase circuits which enter (or leave) the main switchboards, transformers and distribution panel boards, by calculating new and existing loads accordingly.
<u>Breakdown Maintenance</u>	To perform repairs to damaged equipment due to failures.
<u>Clean</u>	Scrape, brush, flush and vacuum as required to remove dust, dirt and foreign matter.
<u>Check / Inspect</u>	View closely for dirt, foreign substance, lack of lubricant, wear, damage, tightness, tension, alignment, leaks, cracks, spalling, deformation, overloading and settings. Make a critical appraisal of equipment, component and parts' ability to fulfil their function to a high degree of efficiency.
<u>Energy Source</u>	Any electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other source of energy of potential harm to workers.
<u>Hot Work</u>	Hot Work includes any welding, cutting of material by use of torch or other open flame devices and grinding which produces sparks.
<u>Instruct</u>	Inform Agency Representative of any new operating procedures. Demonstrate and explain purpose, benefit and method of implementing new procedures.
<u>Isolate</u>	To physically prevent the transmission or release of an energy source to machinery or equipment.
<u>Lubricate</u>	Apply oil or grease to joints between moving parts and joints between fixed and moving parts.
<u>Measure</u>	Determine capacity or amount in standard units using an appropriate instrument. Measure condenser and evaporator pressure drop with differential pressure meter or "U" tube manometer. Measure motor overload with instrument approved by overload manufacturer.
<u>Paint</u>	Clean, prepare and paint surfaces to paint manufacturer's recommendations with paint and primer recommended by paint manufacturer for applicable surface and use.

Predictive Maintenance

To perform required repairs that have been declared in advance, on the basis of observation, experience and/or scientific reasons.

Preventative Maintenance

To inspect, test and re-condition a system, in order to prevent failures, at regularly scheduled intervals in accordance with specific instructions.

Prove

Operate and determine if operation produces intended response.

Remove

Take off or away from.

Repack

Fill with packing again.

Repair

Restore to a sound state.

Replace

Restore by removing old components and replacing with new components.

Report

To Agency Representative on-site and include in work report, results of inspection and proving, note problems encountered, services required, services performed and readings taken.

Request for Isolation

Authorization form to be complete (PWGSC-TPSCGC13). Equipment is to be isolated and re-energized using Procedures for Isolation Form (PWGSC-TPSCGC12) following the written process for the correct sequence.

Shut Down

Take out of service.

Start Up

Return to service.

Tighten

Securely fix in place.

Treat

Act upon with agent.

1. **Scope of Work** .1 Scope of work under this Standing Offer Agreement includes, but is not limited to the provisions of all labour, material, tools, test equipment and equipment necessary to perform minor construction and/or minor repairs and maintenance to buildings and building equipment, included in carpentry, structural, flashing, roofing, as specified within this specification, and/or shown on Drawings/Specifications provided by CBSA Representative.

2. **Location** .1 Work site for this Standing Offer Agreement is for **Canada Border Services Agency Crossing Stations** including but not limited to the following:
 - .1 **Grand Falls:** 1015 Main Street, Grand Falls, NB E3Z 2X1
 - .2 **Gillespie:** 600 Rte 375, Grand Falls, DSL, E3Z 1Z6
 - .3 **Four Falls:** 415 Brown Road, Four Falls, NB E3Z 2C6
 - .4 **River de Chute:** 205 Smugglers Road, River de Chute, NB E7H 2X5
 - .5 Woodstock: 1403 Route 95 Belleville NB, E7M-4Z9
 - .6 Centerville: 1449 Route 10, Royaltown, NB E7K-2E3
 - .7 Fosterville: 4575 Route 122 Fosterville, NB E6H-2B6
 - .8 Forest City: 1699 Forest City Road Forest City, NB E3H-1Z6
 - .9 Bloomfield: 185 Line Road Bloomfield Carleton County NB E7K-1C5
 - .10 Deer Island (Seasonal Port) 175 Deer Island Point Rd, Cummings Cove. E5V-1G5
 - .11 Milltown 486 Milltown Blvd, St Stephen, NB E3L-2X1
 - .12 Campobello Island - 1 Route 774, Welshpool, NB E5E-1A1
 - .2 Immediately upon receipt of award of the Standing Offer Agreement, the successful Contractor will contact the Contract Inspector as indicated on award documents to arrange a pre-job meeting prior to commencement of any work.

3. **Agency Representative** .1 All reference to Agency Representative in this specification is to be understood that he/she is representing the Canada Border Services Agency (CBSA).

 .2 Address all references concerning this Standing Offer Agreement to Agency Representative :

Canada Border Services Agency
 Manager of F I E O
 1969 Upper Water Street
 Halifax N.S.
 B3J-3R7

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4. **Responsibility & Communications**
- .1 This agreement is for work between the carpentry contractor and Canada Border Services Agency. It is vital that all personnel involved realize that all formal communications concerning this agreement shall be confined to the Contractor and the list of CBSA Representative(s) given to the contractor for the appropriate locations.
- .2 It is EMPHASIZED that the only person authorized to give instructions is the appropriate CBSA Representative. Any instruction given, which involves a deviation or change to the requirements of plans and/or specifications, will be given in writing. The Contractor's undertaking of any work contrary to the contract documents without written authority shall be entirely at his own risk, irrespective of any implied, or presumed, agreement or understanding.
5. **Emergency and Service Call ups**
- .1 The Contractor shall maintain and provide CBSA with current phone, fax and pager numbers to be able to provide response to requests for service from the local Agency Representative on a twenty-four (24) hour, seven (7) day per week basis. If the request for service is from the after hours Agency Representative, the Contractor shall, immediately upon completion of the service, report back to the Representative describing the action taken to correct the problem. The following Work Priorities and Response Times shall apply:
- .1 **Emergency**
A priority of "Emergency" is defined as a deficiency or breakdown that requires immediate attention to reduce the potential for danger to occupants, the general public, the environment, or the facility. Maintenance and minor construction identified with this priority must be responded to immediately and must be reported without delay to designated Agency Representative.
Standard Response Times -
Urban/Rural **ASAP - Max 1 hour Response**
On-Site **ASAP - Max 2 hours**
- .2 **Routine**
A priority of "Routine" is defined as essential maintenance and minor construction requirements which should be rectified at the earliest possible opportunity. It is considered as deficiencies or breakdowns that do not impair current operations or pose any danger to the occupants, the general public, the environment or the facility.
Standard Response Times -
Urban/Rural **24Hrs.**

6. Contractor's Responsibilities

- .1 The Contractor will advise the Agency Representative of the telephone number at which he/she or his/her representative may be contacted at any time.
- .2 On award of Standing Offer Agreement, the Contractor must provide names of personnel performing work on this Standing Offer Agreement complete with proof of their qualifications.
- .3 The Contractor shall not refuse any call for service requested by a Agency Representative and the time lapse between call out and start of work shall be as per Item 5 of this section.
- .4 The Contractor, prior to commencement of work, shall report to the Agency Representative for the appropriate location. Appropriate Agency Representatives for each location shall be discussed at the pre-job meeting.
- .5 The Contractor shall contact the Agency Representative on the first working day following and "after normal working hours" emergency or urgent call and obtain a requisition number.
- .6 The Contractor, when requested by the Agency Representative for an emergency service, will proceed to the site, repair or protect the system or equipment from further damage. When the system has been made safe, the Contractor shall provide, within one (1) working day, a detailed estimate to complete repairs and put the equipment in proper working order.
- .7 The work covered by this specification may include planned spring start-up and shutdown maintenance service. Upon completion of each scheduled inspection, the Contractor will submit two (2) completed, work schedules and two (2) completed copies of Contractor's own "Maintenance Service Report".
- .8 Service and/or repair to be provided on an "as and when requested" basis only.
- .9 The Contractor shall report to the site with a service vehicle which is well stocked with replacement parts to conduct maintenance repairs and minor construction on the systems in these facilities.

7. Log Books

- .1 The Contractor shall complete all applicable log books outlining all work performed. Payment shall not be made if log book is incomplete. Log books shall be kept on site at all times.

8. Invoicing

- .1 Contractor shall submit daily Job Slip(s) signed by the Agency Representative with an invoice. No invoice will be considered for payment unless accompanied by signed Job Slip(s) as detailed in Appendix "A".
- .2 Invoice must show :
 1. Standing Offer Agreement number,
 2. Work location, Bldg. number,
 3. Date and CCID number,
 4. Work Order & requisition number,
 5. Name of person who authorized call,
 6. Hours broken down as per Unit Price Table,
 7. Material net cost and % mark-up,
 8. Job slip(s) completed and signed by CBSA Repres.,
 9. Submit all warranty paper work,
 10. Sub trades work and licence(s),
 11. Invoice shall include a copy of all disposal fees,
 12. On approved sub-contract work, shall include all material and labour used plus mark-up.
- .3 In event of a dispute, the Contractor is to make any and all records available to the Agency Representative to substantiate time and/or materials spent on any one job.
- .4 One (1) copy of the invoice shall be sent/delivered within thirty (30) days to :

Canada Border Services Agency
F I E O Section
1969 Upper Water Street
Halifax N.S. B3J-3R7
- .5 All call ups shall be supported with a requisition. Invoices shall be made out separately for each requisition covered under this specification.
- .6 No invoices shall be processed without proper information as outlined in this section.

9. Documents Required .1

- Maintain at job site, a copy of the following:
- .1 Specification;
 - .2 Call-up Work Order;
 - .3 Scope of Work and Contract Drawing(s);
 - .4 Daily Job Slip(s).

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| 10. Replacement Parts | .1 | The Contractor is required to repair or replace worn or defective parts or complete components of the system(s) using only genuine manufacturer's replacement parts. |
| | .2 | Replacement parts by another manufacturer may be used with written permission of the Agency Representative. |
| | .3 | Request direction from the Agency Representative prior to replacing any component. |
| | .4 | Where an equipment inventory numbering system exists, identify on the log sheet the number of the equipment where the replacement part was used. |
| 11. Work Schedule | .1 | At each normal service call, the Contractor must have personnel on-site providing the service continuously on every working day until the work is completed. |
| | .2 | Contractor shall inform the Agency Representative of any delays because of availability of material to complete the work. |
| 12. Site Visits | .1 | The Agency Representative may, without prior notification, visit the site. |
| 13. Codes and Legislated Requirements | .1 | <p>The following codes and standards in effect at the time of award are subject to change / revision. The latest editions of each shall be enforced during the term of the contract.</p> <ul style="list-style-type: none"> .1 National Building Code of Canada. .2 Part II of the Canada Labour Code. .3 Canada Occupational Health and Safety Regulations of Part II of the Canada Labour Code. .4 Fire Commission of Canada #301 Standard for Building Construction Operations. .5 The Provincial Occupational Health and Safety Act Regulations. .6 Canadian Electrical Code, Part I, CSA C22.1. .7 Canadian Environmental Protection Act. .8 Canada Fire Safety Regulations. .9 The Provincial Environmental Acts and Regulations. .10 Materials and workmanship must conform to or exceed applicable standards of Canadian Government Specifications Board (CGSB), Canadian Standards Association (CSA), American Society for Testing Materials (ASTM) and referenced organizations. .11 The Contractor can obtain addresses for codes and standards from Agency Representative upon request. .12 In the event of a conflict between any of the above codes or standards, the most stringent shall apply. .13 These standards shall be considered an integral part of the specifications and shall be read in conjunction with the drawings and specifications. The Contractor shall be |

fully familiar with their contents and requirements as related to the work and materials specified.

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| 14. Licences, Permits and Fee | .1 | Provide the authorities having jurisdiction with all information requested. |
| | .2 | Pay all fees and obtain certificates and permits required. |
| | .3 | Furnish all certificates and permits as required by Federal, Provincial and Municipal, including Municipal Building Permits. |
| | .4 | New panel installations shall require Provincial Power Inspections. |
| 15. Taxes | .1 | Pay applicable Federal, Provincial and Municipal taxes. |
| 16. Examination | .1 | Examine the existing conditions and determine those conditions affecting the work. |
| 17. Existing Services | .1 | Protect and maintain existing active services. |
| | .2 | Connect to existing services with minimum disturbance to occupants and building operation. |
| | .3 | Use existing services at no cost. |
| | .4 | Use designated sanitary facilities. |
| | .5 | Any shutdown or closure of active service or facility to execute service or repair must first be approved by Agency Representative or his designate. Normal working hours shall be construed as 0800 hours to 1600 hours, Monday through Friday inclusive excluding holidays. |
| | .6 | Ensure that capacity of services is adequate prior to imposing additional loads. Connecting and disconnecting is Contractor's expense and responsibility. |
| | .7 | Inform the Agency Representative immediately of any code violations or required repairs which could pose a hazard to employees or building occupants. |
| | .8 | When connecting to or disconnecting from an existing electrical system, ensure a balanced load upon completion of work. |
| 18. Cleaning | .1 | Maintain work area free of accumulated waste and rubbish. |
| | .2 | Remove and dispose of debris, used and obsolete material on a daily basis. |

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| | .3 | Remove grease, dust, dirt, stains, fingerprints and other foreign materials from interior and exterior finished surfaces affected by Standing Offer Agreement work. |
| | .4 | Disposal of debris shall be the Contractor's responsibility and shall be off CBSA property and in accordance with municipal requirements. |
| | .5 | On completion of the work under each call-up all surplus material, including materials declared surplus by CBSA, plant, tools, equipment and debris shall be removed from the job site to the satisfaction of the Agency Representative. |
| 19. Co-ordination and Protection | .1 | Execute work with minimum disturbance to occupants, public and normal use of building. Make arrangements with Agency to facilitate execution of work. Maintain access and exists as work area could be occupied during execution of work. |
| | .2 | Movement of office furniture is the Contractor's responsibility. |
| | .3 | Furniture including desks, file cabinets, shelving units, chairs, and cabinets which are moved because of the work requirements will be moved back at the end of each work day. |
| | .4 | Asbestos assessment drawings, where available, are to be referenced before any interior finished surfaces are disturbed and protect existing work from damage. |
| | .5 | Where necessary, cover all building contents, materials and fittings in work areas prior to commencing work, remove covers on completion of work. |
| | .6 | Obtain Agency Representative's approval before cutting, boring or sleeving load bearing members. |
| | .7 | All possible safety precautions are to be taken to ensure the protection of employees or occupants during the course of the work. |
| | .8 | Obtain Agency Representative's approval before isolating any security, monitoring or audible alerting devices. |
| | .9 | In the event the Fire Alarm System is deemed inoperable due to ongoing work by the Contractor, a trained sentry/rounds man will carry out the functions of fire watch. |
| 20. Product Approvals | .1 | The Contractor shall ensure that all controlled products used in the performance of the work are classified and labelled according to the Workplace Hazardous Materials Information System (WHMIS). |
| | .2 | The Contractor shall submit for approval the Material Safety Data Sheets (MSDS) for all controlled products that will be used in the performance of this work. |

21. Materials and Equipment

- .3 No controlled products are to be brought on-site without prior approved Material Safety Data Sheets (MSDS).
- .4 Material Safety Data Sheets (MSDS) to remain on-site at all times.
- .1 Equipment and materials to be new, CSA certified, and **manu-**factured to standard quoted.
- .2 Where there is no alternative to supplying equipment which is not CSA certified, obtain special approval from an independent testing agency recognized by the provincial Department of Labour.
- .3 Use products of one manufacturer or same type as existing, including classification, unless otherwise specified.
- .4 Request direction from Agency Representative prior to replacing any component.
- .5 Unless otherwise specified, comply with manufacturer's latest printed instructions for materials and installation methods.
- .6 Deliver, store and maintain materials with manufacturer's seals and labels intact.
- .7 Store materials in accordance with manufacturer's and supplier's instructions.
- .8 Do not store materials on-site without Agency Representative's approval.
- .9 Canada Border Services Agency accepts no responsibility for materials or equipment stored on-site.
- .10 When an equipment inventory numbering system exists, identify to the appropriate Agency contact all pertinent data relative to the new piece of equipment upon installation.
- .11 As requested, the Contractor to supply drawings and manufacturer's instructions and specifications on all new equipment.

22. Personnel

- .1 The Contractor shall have the capability of providing two qualified Carpenters within 24 hour call-up. Where applicable, each of carpentry journeyman may have an apprentice who is registered with the Department of Labour in the appropriate Province at the second year level. This apprentice shall be under the direct supervision of the carpentry journeyman.
- .2 The Contractor will provide the Agency Representative with a list of all people working on Canada Border Services Agency premises, complete with a copy of their licences, where

			applicable, and will update the list immediately when personnel changes.
23.	Work Done by Other Means	.1	This Standing Offer Agreement does not create an exclusive right of the Contractor to perform all work which might be required. The Agency reserves the right to have any work done by other means.
24.	Workmanship	.1	All equipment panels and control covers must be replaced and properly fitted utilizing all fastening screws and/or bolts according to equipment design. All workmanship is subject to inspection and approval.
		.2	Replace all work unsatisfactory to the Agency Representative without extra cost.
		.3	All work and materials covered by this specification shall be subject to inspection at any and all times by the Agency Representative.
		.4	Submit schedule to and obtain approval from the Agency Representative for any shut-down or closure of active service or facility. Adhere to approved schedule and provide notice to affected parties.
		.5	Do not employ any unfit person or anyone unskilled in their required duties. The Agency Representative reserves the right to require the dismissal from the site, workers deemed incompetent, careless, insubordinate or otherwise objectionable.
		.6	The Contractor shall employ a competent and experienced supervisor with the authority to speak on his behalf on day-to-day routine matters.
25.	Cutting, Fitting and Patch	.1	Execute cutting, fitting and patching required to make work fit properly.
		.2	Where new work connects with existing and where existing work is altered, or cut; patch and make good to match existing work. On abandoned service lines; cap or otherwise seal the lines at the cut-off points or as directed by the Agency Representative.
		.3	Obtain Agency Representative's approval before cutting, boring or sleeving load-bearing members.
		.4	Make cuts with clean, true, smooth edges. Make patches inconspicuous in final assembly.
		.5	Fit work airtight to pipe, sleeves, ducts and conduits.
26.	Site Security	.1	Access to the site is under the direction of the Canada Border Services Agency. All visitors entering areas issuing a daily pass

will be aware of the requirement for search as a condition of issue.

.2 While within the confines of CBSA, all employees and representatives of the Contractor shall comply with all of the Standing Orders as promulgated by CBSA Authorities. Agency Representative will provide copies of relevant Standing Orders.

.3 Site security is the responsibility of the Contractor who shall erect temporary site enclosures, barricades and fencing to prevent unauthorized entry, pilferage and vandalism.

.4 Any work that may disrupt the operations of the occupying clients will be carried out after normal building operational hours. For all work carried out after normal building operational hours, the Agency Representative will determine acceptable building security.

27. Security Clearance

.1 The security clearance level for this Standing Offer Agreement is **Enhanced Reliability**.

.2 The Contractor and his personnel must be suitable for security clearance which shall be completed before starting of any work. See attached form.

.3 The Agency Representative will make the necessary arrangements for security clearances if deemed necessary.

.4 The Contractor shall submit his/her name and the names of all employees, including new employees engaged during the Standing Offer Agreement who will be working under this Standing Offer Agreement to the Agency Representative immediately following notification of Standing Offer Agreement award.

.5 The Contractor and his/her employees will be required to provide personal information, such as address and date of birth; and complete Government forms in order to receive the required clearance level.

.6 Only those employees who receive the required clearance level will be allowed on-site.

.7 The Contractor shall have a picture ID for each employee and shall be worn in a visible location while on site at all times.

28. Notification of Requirement

.1 A Requisition, on a I _____, shall be issued by the Agency Representative, to notify the Contractor of requirements against this Standing Offer Agreement.

.2 Prior to commencing work, an estimated cost shall be submitted by the Agency Representative or his authorized representative in writing, including the total costs for all work that will be

			performed as requested in accordance with Standing Offer Agreement price table.
		.3	When requested by the Agency Representative, provide an adequate breakdown of quote to show how costs were incurred.
29. Meetings		.1	Attend meetings at site when notified by Agency Representative.
		.2	No work on this Standing Offer Agreement is to proceed until the successful contractor has attended the pre-job meeting.
		.3	Comply with applicable CBSA Procedures outlined in briefing.
30. Subcontractors		.1	Only sub-contractors that have been pre-approved, in writing, by the Agency Representative are permitted to work on any part of this Standing Offer Agreement.
		.2	The Contractor shall ensure that all Contractor's personnel, sub contractors and subcontractor's personnel understand and comply with the regulations at all times, while within the confines of CBSA property.
		.3	Approved sub-contractor's work shall be invoiced using the Unit Price Table.
31. Drawings and Maintenance Manuals		.1	Where available, Maintenance Manuals and drawings for new work are to be accessible for viewing by the Agency Representative when required. Maintenance Manuals and drawings for existing work are available for viewing from the Agency Representative, when required.
		.2	Additions, relocation or removal of carpentry equipment are to be recorded, dated and initialled by the Contractor or the Agency Representative on the "as-built" prints where applicable.
		.3	"As-built" drawings are to be revised accordingly to indicate any deviations to the originals.
32. Asbestos Discovery		.1	Demolition of spray or trowel-applied asbestos can be hazardous to health. Should material resembling spray or trowel-applied asbestos be encountered in the course of demolition work, stop work and notify Agency Representative immediately. Do not proceed until written instructions have been received from Agency Representative.
33. Protection of Existing Facilities		.1	The Contractor shall take all necessary precautions to ensure against damage to existing facilities. Any damage to such facilities as a result of the Contractors operations shall be repaired or replaced by the Contractor at his own expense, as soon as is reasonably possible.
		.2	Special coverings and protection shall be provided to protect plants, walls, projections and adjacent work where materials are being removed, installed or hoisted.

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| | .3 | The Contractor shall protect all occupant owned furnishings and equipment, and the building from damage during execution of this contract. |
| | .4 | Where the Agency Representative considers it necessary, provide and erect warning signs and barriers. |
| 34. Power and Water Supply | .1 | CBSA may provide, free of charge, temporary electric power and water for construction purposes. |
| | .2 | Agency Representative will determine delivery points and quantitative limits. Agency Representative's written permission is required before any connection is made. Connect to existing power supply in accordance with Canadian Electrical Code. |
| | .3 | Provide, at no cost to CBSA, all equipment and temporary lines to bring these services to project site. |
| | .4 | Supply of temporary services by CBSA is subject to CBSA requirements and may be discontinued by CBSA site representative at any time without notice, without acceptance of any liability for damage or delay caused by such withdrawal of temporary services. |
| | .5 | After the temporary service lines are no longer required, the Contractor shall remove all lines and equipment, restore the connection points to their original condition. |
| 35. Lighting and Power | .1 | Provide temporary lighting and power as required to: <ul style="list-style-type: none">.1 Facilitate progress of work..2 Protect work and products against dampness and cold..3 Prevent moisture condensation on surfaces..4 Provide ambient temperatures and humidity levels for storage, installation and curing of materials..5 Provide adequate ventilation to meet health regulations for safe working environment. |
| | .2 | Maintaining strict supervision of operation of temporary heating and ventilating equipment to: <ul style="list-style-type: none">.1 Conform with applicable codes and standards..2 Enforce safe practices..3 Prevent abuse of services..4 Prevent damage to finishes..5 Vent direct-fired combustion units to outside. |
| 36. Site Signs and Notices | .1 | Safety and Instruction Signs and Notices: <ul style="list-style-type: none">.1 Signs and notices for safety and instruction shall be in both official languages. Graphic symbols shall conform to CAN3-Z321-77. |
| 37. Site Visit | .1 | Failure to visit the site, to examine the Specifications or otherwise to become familiar with Site Conditions, shall not |

relieve the Contractor of any responsibility to provide the complete work in accordance with the Contract Documents.

38. Guarantee/Warranty .1

All labour, materials, and equipment supplied under this Contract shall be warranted for a period of one (1) year after completion of the Contract.

.2

Where the Contractor supplies equipment purchased from a supplier or manufacturer, he shall obtain from such supplier or manufacturer a warranty for the term specified and such warranty shall be made out to Her Majesty the Queen in right of Canada and shall provide to the CBSA Agency Representative.

.3

For all items where the manufacturer's normal guarantee/warranty periods exceed that specified the Contractor shall obtain from the manufacturer or supplier, a warranty for the manufacturer's normal warranty period.

1. **Compliance Requirements**
 - .1 Comply with the Canada Labour Code Part II and the Canada Occupational Health and Safety Regulations.
 - .2 Comply with the Provincial Occupational Health and Safety Act and supporting Occupational General Safety Regulations as amended from time to time.
 - .3 Observe and enforce construction safety measures required by the following statutes and authorities:
 - .1 The National Building Code of Canada, Part 8.
 - .2 The National Fire Code of Canada.
 - .3 Provincial Workers Compensation Board.
 - .4 Municipal Statutes and Ordinances.
 - .5 Workplace Electrical Safety, Z462.
 - .4 Agency Representative will provide a copy of any relevant special written instructions to be followed.
 - .5 The Contractor and his/her personnel must adhere to the Federal Government 'NO SMOKING' Policy while in Federal facilities and/or Scent Free Policy if applicable.
 - .6 All sub-contractors shall adhere to the above qualifications.
2. **Submittals**
 - .1 Prior to Award Contractors are to provide (within seven (7) calendar days after closing):
 - .1 Documentation indicating that the Contractor has successfully completed a recognized current (within the last 3 yrs.) **EXTERNAL SAFETY AUDIT**. This audit to be performed by an independent company/person qualified to conduct safety audits.
 - .2 A letter of good standing from Worker's Compensation Board.
 - .3 Signed statement by Owner of company that the company will maintain Worker's Compensation Board coverage for the life of the Standing Offer Agreement (SOA) / Service Contract (SC), including sub-contractor.
 - .4 Before Work Begins Contractors shall provide :
 - .1 The Contractor has prepared, through risk assessment, a site-specific health and safety management plan.
3. **Training**
 - .1 Before Work Begins Contractors are to provide documentation:
 - .1 Certification of training for safety for all personnel that will be involved with the Standing Offer Agreement/Service Contract. Updated list complete with licenses shall be kept on site including personnel changes.

- .2 Training for workers shall include (but not limited to)
 - .1 Safe operation of tools and equipment.
 - .2 Proper use and maintenance of personal protective equipment (PPE).
 - .3 Safe work practices and procedures for their given work tasks or function.
 - .4 Site conditions and minimum site safety rules.
- 4. **Disciplinary Procedures for Safety Violations**
 - .1 Contractors shall have their own written disciplinary procedures for violation or non-compliance of work site safety rules and regulations.
 - .2 Contractor shall immediately address and correct any health and safety violations and non-compliance issues.
 - .3 Disciplinary Procedures applied by Agency Representative for non-compliance and safety violations shall be as follows:
 - .1 **First Violation:** Verbal warning issued to the Contractor for the first violation of a safety regulation, rules, policy and procedures. (Violation will be documented on contract file, copy to Contractor and PWGSC).
 - 2 **Second Violation:** Written warning to Contractor for second violation of a safety regulation, rules, policy and procedures. (Violation will be documented on contract file, copy to Contractor and PWGSC).
 - .3 **Third Violation:** A third violation of a safety regulation, rules, policy and procedures may result in the termination of the contract with a recommendation to the Contracting Authority that the Contractor be denied access to future SOA/SC(s). (Documented to contract file, copies to Contractor and PWGSC).
 - .4 **Serious Violation:** For a serious violation of a safety regulation, rules, policy and procedures as deemed by a Regulator, Project Manager or Safety Officer a recommendation will be made to the Contracting Authority to immediately terminate the SOA/SC(s). (Violation documented on contract file, copies to Contractor and PWGSC).
 - .5 **Charges Laid or Guilty Determination by Courts:** Infractions of safety regulations, rules, policy and procedures that result in charges being laid by a Regulator against the Contractor or the Contractor being found guilty by the courts may result in that Contractor being denied access to future contracts.
- 5. **Asbestos**
 - .1 Within the confines of the site, the provision of products containing fibrous asbestos materials is prohibited.

- .2 Demolition or disturbance of spray or trowel-applied asbestos can be hazardous to health. Should material resembling spray or trowel-applied asbestos be encountered in course of work, stop work and notify Agency Representative immediately. Do not proceed until written instructions have been received from Agency Representative.
6. **Fastening Devices Explosive Actuated** .1 Explosive actuated devices shall not be used, until approved by Agency Representative.
7. **Hot Work** .1 All hot work activity, as defined in "Service Definitions" of this specification, is to take place with written permission from the Agency Representative (Hot Work Permit).
- .2 The ventilation system in the area of any Hot Work activity is to be isolated to prevent migration of fumes/smoke and to reduce any possible spread of fire to other areas of the facility.
- .3 Contractor is to employ an employee trained in the use of fire extinguishers as fire watch during any Hot Work for a minimum of 60 minutes after activity has ceased.
8. **Confined Spaces** .1 All work in confined spaces will be carried out in compliance with the Canada Occupational Safety and Health Regulations, Part XI.
- .2 The Contractor to provide and maintain all equipment as required by any person to enter and/or perform work in a safe manner, in compliance with the Canada Occupational Safety and Health Regulations, Part XI.
- .3 The Contractor to provide and maintain training, as required by the Canada Occupational Safety and Health Regulations, Part XI.
- .1 The Contractor and/or his employees shall provide proof of training and qualifications when requested by the Agency Representative.
- .4 The Contractor to provide the Agency Representative with a copy of an "Entry Permit" for each and every entry into the confined space to ensure compliance with the Canada Occupational Safety and Health Regulations, Part XI.
- .5 The Contractor to have a hazard assessment of the confined space performed.
- .1 The Contractor to provide the Agency Representative with a copy of the hazard assessment.
9. **Fall Protection** .1 All work carried out above the mandatory height restrictions, from unguarded structure or vehicle and/or from ladders, staging and scaffolding, will be done in compliance with the Canada Occupational Safety and Health Regulations, Part XII, Section 12.10.

10. Safety Plan

- .2 The components of a fall protection system shall meet the standards as outlined in the Canada Occupational Safety and Health Regulations, Part XII, Section 12.10 (2).
- .3 The Contractor is to ensure fall protection equipment is maintained, inspected and tested by a qualified person as required by the Canada Occupational Safety and Health Regulations, Part XII, Section 12.3.
- .1 The Contractor shall provide a copy of their company's Occupational Health and Safety Policy and Program. It shall meet the requirements of the Provincial Occupational Health and Safety Acts. The Agency Representative shall advise the Contractor where the Federal Standards apply.
- .2 The Contractor shall perform site hazard assessments to establish site specific safe work practices/procedures for the safety and well being of their employees. Copies shall be made available to Agency Representative upon request.
- .3 All copies of the formal Hazard Assessments conducted by the Contractor throughout the duration of the work shall be retained and made available to the Agency Representative immediately upon request.
- .4 It is the Contractor's responsibility to be familiar with all applicable Safety Acts, Regulations, Codes and contract requirements. These must be identified and addressed in the Safety Plan, by identifying Standard Operating Procedures (SOP) and safe work practices (SWP) which incorporate clear and specific control measures, applicable rules, procedures and practices, all of which shall become mandatory.
- .5 Post the Safety Plan at a common location on the site visible to all workers and persons accessing the site. Ensure that all employees, including sub-contractors' personnel, are advised of such Safety Plan and of the posted location.
- .6 The Contractor shall ensure all workers and authorized persons entering the work site are notified of and abide by the posted Safety Plan, safety rules, procedures, safe work practices and applicable Safety Acts, Regulations, and codes. Any non-compliance person shall be subject to disciplinary procedures.
- .7 Shall ensure that all applicable personal protective equipment (PPE) is used.
- .8 The Agency Representative shall coordinate arrangements for the Contractor to be briefed on site safety within fourteen (14) days of award of Standing Offer Agreement/Service Contract.

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| 11. Product Approvals | .1 | The Contractor shall ensure that all controlled products used in the performance of the work are classified and labeled according to the Workplace Hazardous Materials Information System (WHMIS). |
| | .2 | The Contractor shall submit for approval the Material Safety Data Sheets (MSDS) for all controlled products that will be used in the performance of this work. |
| | .3 | No controlled products are to be brought on-site without prior approved Material Safety Data Sheets (MSDS). |
| | .4 | Material Safety Data Sheets (MSDS) to remain on-site at all times. |
| 12. Lockouts/Tagouts | .1 | Prepare Lockout/tagouts Procedures in writing. Describe safe work practices, work functions and sequence of activities to be followed on site to safely isolate all potential energy sources and lockout/tag out facilities and equipment. |

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| 1. Environmental | .1 | All work is to be performed in accordance with the Federal Environmental Protection Act and the Provincial Environmental Acts and Regulations. |
| 2. Disposal of Wastes | .1 | Do not bury rubbish and waste materials on site unless approved by Agency Representative. |
| | .2 | Do not dispose of waste or volatile materials, such as mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers. |
| 3. Drainage | .1 | Provide temporary drainage and pumping as necessary to keep excavations and site free from water. |
| | .2 | Do not pump water containing suspended materials into waterways, sewer or drainage systems. |
| | .3 | Control disposal or runoff of water containing suspended materials or other harmful substances in accordance with local authority requirements. |
| 4. Site Clearing and Plant Protection | .1 | Protect trees and plants on site and adjacent properties where indicated. |
| | .2 | Wrap in burlap, trees and shrubs adjacent to construction work, storage areas and trucking lanes, and encase with protective wood framework from grade level to height of 2 m. |
| | .3 | Protect roots of designated trees to drip line during excavation and site grading to prevent disturbance or damage. Avoid unnecessary traffic, dumping and storage of materials over root zones. |
| | .4 | Minimize stripping of topsoil and vegetation. |
| | .5 | Restrict tree removal to areas indicated or designated by Agency Representative. |
| 5. Work Adjacent to Waterways | .1 | Do not operate construction equipment in waterways. |
| | .2 | Do not use waterway beds for borrow material. |
| | .3 | Do not dump excavated fill, waste material or debris in waterways. |
| | .4 | Design and construct temporary crossings to minimize erosion to waterways. |
| | .5 | Do not skid logs or construction materials across waterways. |
| | .6 | Avoid indicated spawning beds when constructing temporary crossings of waterways. |

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| | .7 | Do not blast under water or within 100 m of indicated spawning beds. |
| 6. Pollution Control | .1 | Maintain temporary erosion and pollution control features installed under this contract. |
| | .2 | Control emissions from equipment and plant to local authorities emission requirements. |
| | .3 | Prevent sandblasting and other extraneous materials from contaminating air beyond application area, by providing temporary enclosures. |
| | .4 | Cover or wet down dry materials and rubbish to prevent blowing dust and debris. Provide dust control for temporary roads. |
| 7. Open Fire | .1 | Fires on site are not permitted. |

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| 1. | Journeyman | .1 | <p>The journeyman shall:</p> <ul style="list-style-type: none"> .1 Conduct and assist in various types of building maintenance as requested by CBSA. Maintenance types defined in Section 1, Service Definitions. .2 Relocate, install, repair or test equipment as requested by the Agency Representative. .3 Produce all certificates and permits upon request of the Agency Representative. .4 Instruct the Agency Representative on-site of any new operating procedures when installing or modifying new or existing equipment. |
| 2. | Structural Work General | .1 | Perform all structural work in accordance with each individual requisition, as shown on the drawings and as directed by the Agency Representative. |
| | | .2 | Wood framing members shall be erected plumb, true and to the dimensions as shown on the drawings. |
| | | .3 | Windows, doors and frames shall be set true and plumb. |
| | | .4 | All hardware shall be installed to manufacturer's instructions. |
| | | .5 | Gyproc, tape and crack fill in accordance with CSA A82-31. |
| | | .6 | Patching and repairs shall match adjacent surfaces, unless otherwise specified. |
| | | .7 | Roofing repairs, as required. |
| 3. | Warranty and Guarantees | .1 | Where the Contractor supplies equipment purchased from supplier or manufacturer, the Contractor shall obtain a warranty for the manufacturer's normal warranty period and such warranty shall be made out to Her Majesty the Queen in Right of Canada. |
| | | .2 | The Contractor shall provide a written guarantee against defects in workmanship and materials for a period of one year. Such guarantee shall be made out to Her Majesty the Queen in Right of Canada. Guarantee to be dated from date of acceptance of work performed. |

Estimate JOB SLIP

CARPENTRY

Company Name: _____ **Date:** _____

Requisition #: _____ **Location:** _____

Description of Work: _____

No. of Carpenter(s):	Hours Required	Rate as per the SOA	Sub -Total
_____ x _____	x _____	= _____	
No. of Apprentice(s)			
_____ x _____	x _____	= _____	
Total Labour			_____

Material and Supplies : _____

Subtotal : _____

(____) % Mark Up: _____

Material Total : _____

Total Labour: _____

HST: _____

Job Total : _____

**CBSA Agency Representative
Signature**

NOTE: Estimate job slip shall accompany all 942 call-up requisition.

Canada Border Services Agency

ELECTRICAL

STANDING OFFER AGREEMENT

SPECIFICATION

Canada Border Services Agency	Standing Offer Agreement	Index
Atlantic Region	Electrical	

Description: Standing Offer Agreement- Electrical

Location: Canada Border Services Agency Stations -
 - Grand Falls, NB
 - Gillespie, NB
 - Four Falls, NB
 - River de Chute, NB
 - Centerville N.B.
 - Woodstock, N.B.
 - Bloomfield, N.B.
 - Fosterville N.B.
 - Forest City N.B.
 - Milltown, N.B.
 - Campobello Island N.B.
 - Deer Island N.B.

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The following definitions apply to the work to be directed by the Agency Representative.

<u>Add</u>	Make an addition to.
<u>Adjust</u>	Bring components to a more effective relative position.
<u>Assemble</u>	To take apart and put together again.
<u>Balance Load</u>	To balance the three (3) phase and single phase circuits which enter (or leave) the main switchboards, transformers and distribution panel boards, by calculating new and existing loads accordingly.
<u>Breakdown Maintenance</u>	To perform repairs to damaged equipment due to failures.
<u>Clean</u>	Scrape, brush, flush and vacuum as required to remove dust, dirt and foreign matter.
<u>Check / Inspect</u>	View closely for dirt, foreign substance, lack of lubricant, wear, damage, tightness, tension, alignment, leaks, cracks, spalling, deformation, overloading and settings. Make a critical appraisal of equipment, component and parts' ability to fulfil their function to a high degree of efficiency.
<u>Energy Source</u>	Any electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other source of energy of potential harm to workers.
<u>Hot Work</u>	Hot Work includes any welding, cutting of material by use of torch or other open flame devices and grinding which produces sparks.
<u>Instruct</u>	Inform Agency Representative of any new operating procedures. Demonstrate and explain purpose, benefit and method of implementing new procedures.
<u>Isolate</u>	To physically prevent the transmission or release of an energy source to machinery or equipment.
<u>Lubricate</u>	Apply oil or grease to joints between moving parts and joints between fixed and moving parts.
<u>Measure</u>	Determine capacity or amount in standard units using an appropriate instrument. Measure condenser and evaporator pressure drop with differential pressure meter or "U" tube manometer. Measure motor overload with instrument approved by overload manufacturer.
<u>Paint</u>	Clean, prepare and paint surfaces to paint manufacturer's recommendations with paint and primer recommended by paint manufacturer for applicable surface and use.

<u>Predictive Maintenance</u>	To perform required repairs that have been declared in advance, on the basis of observation, experience and/or scientific reasons.
<u>Preventative Maintenance</u>	To inspect, test and re-condition a system, in order to prevent failures, at regularly scheduled intervals in accordance with specific instructions.
<u>Prove</u>	Operate and determine if operation produces intended response.
<u>Remove</u>	Take off or away from.
<u>Repack</u>	Fill with packing again.
<u>Repair</u>	Restore to a sound state.
<u>Replace</u>	Restore by removing old components and replacing with new components.
<u>Report</u>	To Agency Representative on-site and include in work report, results of inspection and proving, note problems encountered, services required, services performed and readings taken.
<u>Request for Isolation</u>	Authorization form to be complete (PWGSC-TPSCGC13). Equipment is to be isolated and re-energized using Procedures for Isolation Form (PWGSC-TPSCGC12) following the written process for the correct sequence.
<u>Shut Down</u>	Take out of service.
<u>Start Up</u>	Return to service.
<u>Tighten</u>	Securely fix in place.
<u>Treat</u>	Act upon with agent.

- | | | | |
|----|------------------------------|----|---|
| 1. | Scope of Work | .1 | The work under this Standing Offer Agreement includes but shall not be limited to the provisions of all labour, materials, tools, supervision and equipment necessary for minor maintenance minor construction and repair of electrical systems and provide the services listed within this specification. |
| 2. | Location | .1 | <p>Work site for this Standing Offer Agreement is for Canada Border Services Agency Crossing Stations including but not limited to the following:</p> <ul style="list-style-type: none"> .1 Grand Falls: 1015 Main Street, Grand Falls, NB E3Z 2X1 .2 Gillespie: 600 Rte 375, Grand Falls, DSL, E3Z 1Z6 .3 Four Falls: 415 Brown Road, Four Falls, NB E3Z 2C6 .4 River de Chute: 205 Smugglers Road, River de Chute, NB E7H 2X5 .5 Woodstock: 1403 Route 95 Belleville NB, E7M-4Z9 .6 Centerville: 1449 Route 10, Royalton, NB E7K-2E3 .7 Fosterville: 4575 Route 122 Fosterville, NB E6H-2B6 .8 Forest City: 1699 Forest City Road Forest City, NB E3H-1Z6 .9 Bloomfield: 185 Line Road Bloomfield Carleton County NB E7K-1C5 .10 Deer Island (Seasonal Port) 175 Deer Island Point Rd, Cummings Cove. E5V-1G5 .11 Milltown 486 Milltown Blvd, St Stephen, NB E3L-2X1 .12 Campobello Island - 1 Route 774, Welshpool, NB E5E-1A1 <p>.2 Immediately upon receipt of award of the Standing Offer Agreement, the successful Contractor will contact the Contract Inspector as indicated on award documents to arrange a pre-job meeting prior to commencement of any work.</p> |
| 3. | Agency Representative | .1 | All reference to Agency Representative in this specification is to be understood that he/she is representing the Canada Border Services Agency (CBSA). |
| | | .2 | <p>Address all references concerning this Standing Offer Agreement to Agency Representative :</p> <p style="margin-left: 40px;">Canada Border Services Agency
 Manager of F I E O
 1969 Upper Water Street
 Halifax N.S. B3J-3R7</p> |

4. Responsibility & Communications

.1

This agreement is for work between the electrical contractor and Canada Border Services Agency. It is vital that all personnel involved realize that all formal communications concerning this agreement shall be confined to the Contractor and the list of CBSA Representative(s) given to the contractor for the appropriate locations.

.2

It is EMPHASIZED that the only person authorized to give instructions is the appropriate CBSA Representative. Any instruction given, which involves a deviation or change to the requirements of plans and/or specifications, will be given in writing. The Contractor's undertaking of any work contrary to the contract documents without written authority shall be entirely at his own risk, irrespective of any implied, or presumed, agreement or understanding.

5. Emergency and Service Call ups

.1

The Contractor shall maintain and provide CBSA with current phone, fax and pager numbers to be able to provide response to requests for service from the local Agency Representative on a twenty-four (24) hour, seven (7) day per week basis. If the request for service is from the after hours Agency Representative, the Contractor shall, immediately upon completion of the service, report back to the Representative describing the action taken to correct the problem. The following Work Priorities and Response Times shall apply:

.1 Emergency

A priority of "Emergency" is defined as a deficiency or breakdown that requires immediate attention to reduce the potential for danger to occupants, the general public, the environment, or the facility. Maintenance and minor construction identified with this priority must be responded to immediately and must be reported without delay to designated Agency Representative.

Standard Response Times -

Urban/Rural	ASAP -Max 1 hour Response
On Site	ASAP - Max 2 hours

.2 Routine

A priority of "Routine" is defined as essential maintenance and minor construction requirements which should be rectified at the earliest possible opportunity. It is considered as deficiencies or breakdowns that do not impair current operations or pose any danger to the occupants, the general public, the environment or the facility.

Standard Response Times -

Urban/Rural	24Hrs.
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6. Contractor's Responsibilities

- .1 The Contractor will advise the Agency Representative of the telephone number at which he/she or his/her representative may be contacted at any time.
- .2 On award of Standing Offer Agreement, the Contractor must provide names of personnel performing work on this Standing Offer Agreement complete with proof of their qualifications.
- .3 The Contractor shall not refuse any call for service requested by a Agency Representative and the time lapse between call out and start of work shall be as per Item 5 of this section.
- .4 The Contractor, prior to commencement of work, shall report to the Agency Representative for the appropriate location. Appropriate Agency Representatives for each location shall be discussed at the pre-job meeting.
- .5 The Contractor shall contact the Agency Representative on the first working day following and "after normal working hours" emergency or urgent call and obtain a requisition number.
- .6 The Contractor, when requested by the Agency Representative for an emergency service, will proceed to the site, repair or protect the system or equipment from further damage. When the system has been made safe, the Contractor shall provide, within one (1) working day, a detailed estimate to complete repairs and put the equipment in proper working order.
- .7 The work covered by this specification may include planned spring start-up and shutdown maintenance service. Upon completion of each scheduled inspection, the Contractor will submit two (2) completed, work schedules and two (2) completed copies of Contractor's own "Maintenance Service Report".
- .8 Service and/or repair to be provided on an "as and when requested" basis only.
- .8 On award of Standing Offer Agreement, the Contractor must provide names of personnel performing work on this Standing Offer Agreement complete with proof of their qualifications.
- .9 The Contractor shall report to the site with a service vehicle which is well stocked with replacement parts to conduct maintenance repairs and minor construction on the systems in these facilities.

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- 7. Log Books** .1 The Contractor shall complete all applicable log books outlining all work performed. Payment shall not be made if log book is incomplete. Log books shall be kept on site at all times.
- 8. Invoicing** .1 Contractor shall submit daily Job Slip(s) signed by the Agency Representative with an invoice. No invoice will be considered for payment unless accompanied by signed Job Slip(s) as detailed in Appendix "A".
- .2 Invoice must show :
1. Standing Offer Agreement number,
 2. Work location, Bldg. number,
 3. Date and CCID number,
 4. Work Order & requisition number,
 5. Name of person who authorized call,
 6. Hours broken down as per Unit Price Table,
 7. Material net cost and % mark-up,
 8. Job slip(s) completed and signed by CBSA Representative,
 9. Submit all warranty paper work,
 10. Sub trades work and licence(s),
 11. Invoice shall include a copy of all disposal fees,
 12. On approved sub-contract work, shall include all material and labour used plus mark-up.
- .3 In event of a dispute, the Contractor is to make any and all records available to the Agency Representative to substantiate time and/or materials spent on any one job.
- .4 One (1) copy of the invoice shall be sent/delivered within thirty (30) days to :
- Canada Border Services Agency
1969 Upper Water Street
Halifax N.S.
B3J-3R7
Attn: F I E O
- .5 All call ups shall be supported with a PWGSC-942 requisition. Invoices shall be made out separately for each requisition covered under this specification.
- .6 No invoices shall be processed without proper information as outlined in this section.
- 9. Documents Required** .1 Maintain at job site, a copy of the following:
- .1 Specification;
 - .2 Call-up Work Order;
 - .3 Scope of Work and Contract Drawing(s);
 - .4 Daily Job Slip(s).

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| 10. Replacement Parts | .1 | The Contractor is required to repair or replace worn or defective parts or complete components of the system(s) using only genuine manufacturer's replacement parts. |
| | .2 | Replacement parts by another manufacturer may be used with written permission of the Agency Representative. |
| | .3 | Request direction from the Agency Representative prior to replacing any component. |
| | .4 | Where an equipment inventory numbering system exists, identify on the log sheet the number of the equipment where the replacement part was used. |
| 11. Work Schedule | .1 | At each normal service call, the Contractor must have personnel on-site providing the service continuously on every working day until the work is completed. |
| | .2 | Contractor shall inform the Agency Representative of any delays because of availability of material to complete the work. |
| 12. Site Visits | .1 | The Agency Representative may, without prior notification, visit the site. |
| 13. Codes and Legislated Requirements | .1 | The following codes and standards in effect at the time of award are subject to change / revision. The latest editions of each shall be enforced during the term of the contract. |
| | .1 | National Building Code of Canada. |
| | .2 | Part II of the Canada Labour Code. |
| | .3 | Canada Occupational Health and Safety Regulations of Part II of the Canada Labour Code. |
| | .4 | Fire Commission of Canada #301 Standard for Building Construction Operations. |
| | .5 | The Provincial Occupational Health and Safety Act Regulations. |
| | .6 | Canadian Electrical Code, Part I, CSA C22.1. |
| | .7 | Canadian Environmental Protection Act. |
| | .8 | Canada Fire Safety Regulations. |
| | .9 | The Provincial Environmental Acts and Regulations. |
| | .10 | Materials and workmanship must conform to or exceed applicable standards of Canadian Government Specifications Board (CGSB), Canadian Standards Association (CSA), American Society for Testing Materials (ASTM) and referenced organizations. |
| | .11 | The Contractor can obtain addresses for codes and standards from Agency Representative upon request. |
| | .12 | In the event of a conflict between any of the above codes or standards, the most stringent shall apply. |
| | .13 | These standards shall be considered an integral part of the specifications and shall be read in conjunction with the drawings and specifications. The Contractor shall be |
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fully familiar with their contents and requirements as related to the work and materials specified.

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| 14. Licences, Permits and Fee | .1 | Provide the authorities having jurisdiction with all information requested. |
| | .2 | Pay all fees and obtain certificates and permits required. |
| | .3 | Furnish all certificates and permits as required by Federal, Provincial and Municipal, including Municipal Building Permits. |
| | .4 | New panel installations shall require Provincial Power Inspections. |
| 15. Taxes | .1 | Pay applicable Federal, Provincial and Municipal taxes. |
| 16. Examination | .1 | Examine the existing conditions and determine those conditions affecting the work. |
| 17. Existing Services | .1 | Protect and maintain existing active services. |
| | .2 | Connect to existing services with minimum disturbance to occupants and building operation. |
| | .3 | Use existing services at no cost. |
| | .4 | Use designated sanitary facilities. |
| | .5 | Any shutdown or closure of active service or facility to execute service or repair must first be approved by Agency Representative or his designate. Normal working hours shall be construed as 0800 hours to 1600 hours, Monday through Friday inclusive excluding holidays. |
| | .6 | Ensure that capacity of services is adequate prior to imposing additional loads. Connecting and disconnecting is Contractor's expense and responsibility. |
| | .7 | Inform the Agency Representative immediately of any code violations or required repairs which could pose a hazard to employees or building occupants. |
| | .8 | When connecting to or disconnecting from an existing electrical system, ensure a balanced load upon completion of work. |
| 18. Cleaning | .1 | Maintain work area free of accumulated waste and rubbish. |
| | .2 | Remove and dispose of debris, used and obsolete material on a daily basis. |

Canada Border Services Agency		Standing Offer Agreement	Section 1
Atlantic Region		Electrical	General Requirements Page 7
	.3	Remove grease, dust, dirt, stains, fingerprints and other foreign materials from interior and exterior finished surfaces affected by Standing Offer Agreement work.	
	.4	Disposal of debris shall be the Contractor's responsibility and shall be off CBSA property and in accordance with municipal requirements.	
	.5	On completion of the work under each call-up all surplus material, including materials declared surplus by CBSA, plant, tools, equipment and debris shall be removed from the job site to the satisfaction of the Agency Representative.	
19. Co-ordination and Protection	.1	Execute work with minimum disturbance to occupants, public and normal use of building. Make arrangements with Agency to facilitate execution of work. Maintain access and exists as work area could be occupied during execution of work.	
	.2	Movement of office furniture is the Contractor's responsibility.	
	.3	Furniture including desks, file cabinets, shelving units, chairs, and cabinets which are moved because of the work requirements will be moved back at the end of each work day.	
	.4	Asbestos assessment drawings, where available, are to be referenced before any interior finished surfaces are disturbed and protect existing work from damage.	
	.5	Where necessary, cover all building contents, materials and fittings in work areas prior to commencing work, remove covers on completion of work.	
	.6	Obtain Agency Representative's approval before cutting, boring or sleeving load bearing members.	
	.7	All possible safety precautions are to be taken to ensure the protection of employees or occupants during the course of the work.	
	.8	Obtain Agency Representative's approval before isolating any security, monitoring or audible alerting devices.	
	.9	In the event the Fire Alarm System is deemed inoperable due to ongoing work by the Contractor, a trained sentry/rounds man will carry out the functions of fire watch.	
20. Product Approvals	.1	The Contractor shall ensure that all controlled products used in the performance of the work are classified and labelled according to the Workplace Hazardous Materials Information System (WHMIS).	
	.2	The Contractor shall submit for approval the Material Safety Data Sheets (MSDS) for all controlled products that will be used in the performance of this work.	

21. Materials and Equipment

- .3 No controlled products are to be brought on-site without prior approved Material Safety Data Sheets (MSDS).
- .4 Material Safety Data Sheets (MSDS) to remain on-site at all times.
- .1 Equipment and materials to be new, CSA certified, and manufactured to standard quoted.
- .2 Where there is no alternative to supplying equipment which is not CSA certified, obtain special approval from an independent testing agency recognized by the provincial Department of Labour.
- .3 Use products of one manufacturer or same type as existing, including classification, unless otherwise specified.
- .4 Request direction from Agency Representative prior to replacing any component.
- .5 Unless otherwise specified, comply with manufacturer's latest printed instructions for materials and installation methods.
- .6 Deliver, store and maintain materials with manufacturer's seals and labels intact.
- .7 Store materials in accordance with manufacturer's and supplier's instructions.
- .8 Do not store materials on-site without Agency Representative's approval.
- .9 Canada Border Services Agency accepts no responsibility for materials or equipment stored on-site.
- .10 When an equipment inventory numbering system exists, identify to the appropriate Agency contact all pertinent data relative to the new piece of equipment upon installation.
- .11 As requested, the Contractor to supply drawings and manufacturer's instructions and specifications on all new equipment.

22. Personnel

- .1 The Contractor shall have the capability of providing two qualified construction Electricians within 24 hour call-up. Where applicable, each of electrical journeyperson may have an apprentice who is registered with the Department of Labour in the appropriate Province at the second year level. This apprentice shall be under the direct supervision of the electrical journeyperson.
- .2 The Contractor will provide the Agency Representative with a list of all people working on Canada Border Services Agency premises, complete with a copy of their licences, where

			applicable, and will update the list immediately when personnel changes.
23.	Work Done by Other Means	.1	This Standing Offer Agreement does not create an exclusive right of the Contractor to perform all work which might be required. The Agency reserves the right to have any work done by other means.
24.	Workmanship	.1	All equipment panels and control covers must be replaced and properly fitted utilizing all fastening screws and/or bolts according to equipment design. All workmanship is subject to inspection and approval.
		.2	Replace all work unsatisfactory to the Agency Representative without extra cost.
		.3	All work and materials covered by this specification shall be subject to inspection at any and all times by the Agency Representative.
		.4	Submit schedule to and obtain approval from the Agency Representative for any shut-down or closure of active service or facility. Adhere to approved schedule and provide notice to affected parties.
		.5	Do not employ any unfit person or anyone unskilled in their required duties. The Agency Representative reserves the right to require the dismissal from the site, workers deemed incompetent, careless, insubordinate or otherwise objectionable.
		.6	The Contractor shall employ a competent and experienced supervisor with the authority to speak on his behalf on day-to-day routine matters.
25.	Cutting, Fitting and Patch	.1	Execute cutting, fitting and patching required to make work fit properly.
		.2	Where new work connects with existing and where existing work is altered, or cut; patch and make good to match existing work. On abandoned service lines; cap or otherwise seal the lines at the cut-off points or as directed by the Agency Representative.
		.3	Obtain Agency Representative's approval before cutting, boring or sleeving load-bearing members.
		.4	Make cuts with clean, true, smooth edges. Make patches inconspicuous in final assembly.
		.5	Fit work airtight to pipe, sleeves, ducts and conduits.
26.	Site Security	.1	Access to the site is under the direction of the Canada Border Services Agency. All visitors entering areas issuing a daily pass

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- will be aware of the requirement for search as a condition of issue.
- .2 While within the confines of CBSA, all employees and representatives of the Contractor shall comply with all of the Standing Orders as promulgated by CBSA Authorities. Agency Representative will provide copies of relevant Standing Orders.
- .3 Site security is the responsibility of the Contractor who shall erect temporary site enclosures, barricades and fencing to prevent unauthorized entry, pilferage and vandalism.
- .4 Any work that may disrupt the operations of the occupying clients will be carried out after normal building operational hours. For all work carried out after normal building operational hours, the Agency Representative will determine acceptable building security.
- 27. Security Clearance**
- .1 The security clearance level for this Standing Offer Agreement is **Enhanced Reliability**.
- .2 The Contractor and his personnel must be suitable for security clearance which shall be completed before starting of any work. See attached form.
- .3 The Agency Representative will make the necessary arrangements for security clearances if deemed necessary.
- .4 The Contractor shall submit his/her name and the names of all employees, including new employees engaged during the Standing Offer Agreement who will be working under this Standing Offer Agreement to the Agency Representative immediately following notification of Standing Offer Agreement award.
- .5 The Contractor and his/her employees will be required to provide personal information, such as address and date of birth; and complete Government forms in order to receive the required clearance level.
- .6 Only those employees who receive the required clearance level will be allowed on-site.
- .7 The Contractor shall have a picture ID for each employee and shall be worn in a visible location while on site at all times.
- 28. Notification of Requirement**
- .1 A Requisition, on a PWGSC-942, shall be issued by the Agency Representative, to notify the Contractor of requirements against this Standing Offer Agreement.
- .2 Prior to commencing work, an estimated cost shall be submitted by the Agency Representative or his authorized representative in writing, including the total costs for all work that will be

			performed as requested in accordance with Standing Offer Agreement price table.
		.3	When requested by the Agency Representative, provide an adequate breakdown of quote to show how costs were incurred.
29. Meetings		.1	Attend meetings at site when notified by Agency Representative.
		.2	No work on this Standing Offer Agreement is to proceed until the successful contractor has attended the pre-job meeting.
		.3	Comply with applicable CBSA Procedures outlined in briefing.
30. Subcontractors		.1	Only sub-contractors that have been pre-approved, in writing, by the Agency Representative are permitted to work on any part of this Standing Offer Agreement.
		.2	The Contractor shall ensure that all Contractor's personnel, sub contractors and subcontractor's personnel understand and comply with the regulations at all times, while within the confines of CBSA property.
		.3	Approved sub-contractor's work shall be invoiced using the Unit Price Table.
31. Drawings and Maintenance Manuals		.1	Where available, Maintenance Manuals and drawings for new work are to be accessible for viewing by the Agency Representative when required. Maintenance Manuals and drawings for existing work are available for viewing from the Agency Representative, when required.
		.2	Additions, relocation or removal of electrical equipment are to be recorded, dated and initialled by the Contractor or the Agency Representative on the "as-built" prints where applicable.
		.3	"As-built" drawings are to be revised accordingly to indicate any deviations to the originals.
32. Asbestos Discovery		.1	Demolition of spray or trowel-applied asbestos can be hazardous to health. Should material resembling spray or trowel-applied asbestos be encountered in the course of demolition work, stop work and notify Agency Representative immediately. Do not proceed until written instructions have been received from Agency Representative.
33. Protection of Existing Facilities		.1	The Contractor shall take all necessary precautions to ensure against damage to existing facilities. Any damage to such facilities as a result of the Contractors operations shall be repaired or replaced by the Contractor at his own expense, as soon as is reasonably possible.
		.2	Special coverings and protection shall be provided to protect plants, walls, projections and adjacent work where materials are being removed, installed or hoisted.

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| | | .3 | The Contractor shall protect all occupant owned furnishings and equipment, and the building from damage during execution of this contract. |
| | | .4 | Where the Agency Representative considers it necessary, provide and erect warning signs and barriers. |
| 34. Power and Water Supply | | .1 | CBSA may provide, free of charge, temporary electric power and water for construction purposes. |
| | | .2 | Agency Representative will determine delivery points and quantitative limits. Agency Representative's written permission is required before any connection is made. Connect to existing power supply in accordance with Canadian Electrical Code. |
| | | .3 | Provide, at no cost to CBSA, all equipment and temporary lines to bring these services to project site. |
| | | .4 | Supply of temporary services by CBSA is subject to CBSA requirements and may be discontinued by CBSA site representative at any time without notice, without acceptance of any liability for damage or delay caused by such withdrawal of temporary services. |
| | | .5 | After the temporary service lines are no longer required, the Contractor shall remove all lines and equipment, restore the connection points to their original condition. |
| 35. Lighting and Power | | .1 | Provide temporary lighting and power as required to: <ul style="list-style-type: none"> .1 Facilitate progress of work. .2 Protect work and products against dampness and cold. .3 Prevent moisture condensation on surfaces. .4 Provide ambient temperatures and humidity levels for storage, installation and curing of materials. .5 Provide adequate ventilation to meet health regulations for safe working environment. |
| | | .2 | Maintaining strict supervision of operation of temporary heating and ventilating equipment to: <ul style="list-style-type: none"> .1 Conform with applicable codes and standards. .2 Enforce safe practices. .3 Prevent abuse of services. .4 Prevent damage to finishes. .5 Vent direct-fired combustion units to outside. |
| 36. Site Signs and Notices | | .1 | Safety and Instruction Signs and Notices: <ul style="list-style-type: none"> .1 Signs and notices for safety and instruction shall be in both official languages. Graphic symbols shall conform to CAN3-Z321-77. |
| 37. Site Visit | | .1 | Failure to visit the site, to examine the Specifications or otherwise to become familiar with Site Conditions, shall not |

relieve the Contractor of any responsibility to provide the complete work in accordance with the Contract Documents.

38. Guarantee/Warranty .1

All labour, materials, and equipment supplied under this Contract shall be warranted for a period of one (1) year after completion of the Contract.

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Where the Contractor supplies equipment purchased from a supplier or manufacturer, he shall obtain from such supplier or manufacturer a warranty for the term specified and such warranty shall be made out to Her Majesty the Queen in right of Canada and shall provide to the CBSA Agency Representative.

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For all items where the manufacturer's normal guarantee/warranty periods exceed that specified the Contractor shall obtain from the manufacturer or supplier, a warranty for the manufacturer's normal warranty period.

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| 1. Compliance Requirements | <ul style="list-style-type: none">.1 Comply with the Canada Labour Code Part II and the Canada Occupational Health and Safety Regulations..2 Comply with the Provincial Occupational Health and Safety Act and supporting Occupational General Safety Regulations as amended from time to time..3 Observe and enforce construction safety measures required by the following statutes and authorities:<ul style="list-style-type: none">.1 The National Building Code of Canada, Part 8..2 The National Fire Code of Canada..3 Provincial Workers Compensation Board..4 Municipal Statutes and Ordinances..5 Workplace Electrical Safety, Z462..4 Agency Representative will provide a copy of any relevant special written instructions to be followed..5 The Contractor and his/her personnel must adhere to the Federal Government 'NO SMOKING' Policy while in Federal facilities and/or Scent Free Policy if applicable..6 All sub-contractors shall adhere to the above qualifications. |
| 2. Submittals | <ul style="list-style-type: none">.1 <u>Prior to Award</u> Contractors are to provide (within seven (7) calendar days after closing):<ul style="list-style-type: none">.1 Documentation indicating that the Contractor has successfully completed a recognized current (within the last 3 yrs.) EXTERNAL SAFETY AUDIT. This audit to be performed by an independent company/person qualified to conduct safety audits..2 A letter of good standing from Worker's Compensation Board..3 Signed statement by Owner of company that the company will maintain Worker's Compensation Board coverage for the life of the Standing Offer Agreement (SOA) / Service Contract (SC), including sub-contractor..4 <u>Before Work Begins</u> Contractors shall provide :<ul style="list-style-type: none">.1 The Contractor has prepared, through risk assessment, a site-specific health and safety management plan. |
| 3. Training | <ul style="list-style-type: none">.1 <u>Before Work Begins</u> Contractors are to provide documentation:<ul style="list-style-type: none">.1 Certification of training for safety for all personnel that will be involved with the Standing Offer Agreement/Service Contract. Updated list complete with licenses shall be kept on site including personnel changes. |

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| | .2 | Training for workers shall include (but not limited to) |
| | .1 | Safe operation of tools and equipment. |
| | .2 | Proper use and maintenance of personal protective equipment (PPE). |
| | .3 | Safe work practices and procedures for their given work tasks or function. |
| | .4 | Site conditions and minimum site safety rules. |
| 4. | | Disciplinary Procedures for Safety Violations |
| | .1 | Contractors shall have their own written disciplinary procedures for violation or non-compliance of work site safety rules and regulations. |
| | .2 | Contractor shall immediately address and correct any health and safety violations and non-compliance issues. |
| | .3 | Disciplinary Procedures applied by Agency Representative for non-compliance and safety violations shall be as follows: |
| | .1 | First Violation: Verbal warning issued to the Contractor for the first violation of a safety regulation, rules, policy and procedures. (Violation will be documented on contract file, copy to Contractor and PWGSC). |
| | 2 | Second Violation: Written warning to Contractor for second violation of a safety regulation, rules, policy and procedures. (Violation will be documented on contract file, copy to Contractor and PWGSC). |
| | .3 | Third Violation: A third violation of a safety regulation, rules, policy and procedures may result in the termination of the contract with a recommendation to the Contracting Authority that the Contractor be denied access to future SOA/SC(s). (Documented to contract file, copies to Contractor and PWGSC). |
| | .4 | Serious Violation: For a serious violation of a safety regulation, rules, policy and procedures as deemed by a Regulator, Project Manager or Safety Officer a recommendation will be made to the Contracting Authority to immediately terminate the SOA/SC(s). (Violation documented on contract file, copies to Contractor and PWGSC). |
| | .5 | Charges Laid or Guilty Determination by Courts: Infractions of safety regulations, rules, policy and procedures that result in charges being laid by a Regulator against the Contractor or the Contractor being found guilty by the courts may result in that Contractor being denied access to future contracts. |
| 5. | | Asbestos |
| | .1 | Within the confines of the site, the provision of products containing fibrous asbestos materials is prohibited. |

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| | | .2 | Demolition or disturbance of spray or trowel-applied asbestos can be hazardous to health. Should material resembling spray or trowel-applied asbestos be encountered in course of work, stop work and notify Agency Representative immediately. Do not proceed until written instructions have been received from Agency Representative. |
| 6. | Fastening Devices Explosive Actuated | .1 | Explosive actuated devices shall not be used, until approved by Agency Representative. |
| 7. | Hot Work | .1 | All hot work activity, as defined in "Service Definitions" of this specification, is to take place with written permission from the Agency Representative (Hot Work Permit). |
| | | .2 | The ventilation system in the area of any Hot Work activity is to be isolated to prevent migration of fumes/smoke and to reduce any possible spread of fire to other areas of the facility. |
| | | .3 | Contractor is to employ an employee trained in the use of fire extinguishers as fire watch during any Hot Work for a minimum of 60 minutes after activity has ceased. |
| 8. | Confined Spaces | .1 | All work in confined spaces will be carried out in compliance with the Canada Occupational Safety and Health Regulations, Part XI. |
| | | .2 | The Contractor to provide and maintain all equipment as required by any person to enter and/or perform work in a safe manner, in compliance with the Canada Occupational Safety and Health Regulations, Part XI. |
| | | .3 | The Contractor to provide and maintain training, as required by the Canada Occupational Safety and Health Regulations, Part XI. |
| | | .1 | The Contractor and/or his employees shall provide proof of training and qualifications when requested by the Agency Representative. |
| | | .4 | The Contractor to provide the Agency Representative with a copy of an "Entry Permit" for each and every entry into the confined space to ensure compliance with the Canada Occupational Safety and Health Regulations, Part XI. |
| | | .5 | The Contractor to have a hazard assessment of the confined space performed. |
| | | .1 | The Contractor to provide the Agency Representative with a copy of the hazard assessment. |
| 9. | Fall Protection | .1 | All work carried out above the mandatory height restrictions, from unguarded structure or vehicle and/or from ladders, staging and scaffolding, will be done in compliance with the Canada Occupational Safety and Health Regulations, Part XII, Section 12.10. |

10. Safety Plan

- .2 The components of a fall protection system shall meet the standards as outlined in the Canada Occupational Safety and Health Regulations, Part XII, Section 12.10 (2).
- .3 The Contractor is to ensure fall protection equipment is maintained, inspected and tested by a qualified person as required by the Canada Occupational Safety and Health Regulations, Part XII, Section 12.3.
- .1 The Contractor shall provide a copy of their company's Occupational Health and Safety Policy and Program. It shall meet the requirements of the Provincial Occupational Health and Safety Acts. The Agency Representative shall advise the Contractor where the Federal Standards apply.
- .2 The Contractor shall perform site hazard assessments to establish site specific safe work practices/procedures for the safety and well being of their employees. Copies shall be made available to Agency Representative upon request.
- .3 All copies of the formal Hazard Assessments conducted by the Contractor throughout the duration of the work shall be retained and made available to the Agency Representative immediately upon request.
- .4 It is the Contractor's responsibility to be familiar with all applicable Safety Acts, Regulations, Codes and contract requirements. These must be identified and addressed in the Safety Plan, by identifying Standard Operating Procedures (SOP) and safe work practices (SWP) which incorporate clear and specific control measures, applicable rules, procedures and practices, all of which shall become mandatory.
- .5 Post the Safety Plan at a common location on the site visible to all workers and persons accessing the site. Ensure that all employees, including sub-contractors' personnel, are advised of such Safety Plan and of the posted location.
- .6 The Contractor shall ensure all workers and authorized persons entering the work site are notified of and abide by the posted Safety Plan, safety rules, procedures, safe work practices and applicable Safety Acts, Regulations, and codes. Any non-compliance person shall be subject to disciplinary procedures.
- .7 Shall ensure that all applicable personal protective equipment (PPE) is used.
- .8 The Agency Representative shall coordinate arrangements for the Contractor to be briefed on site safety within fourteen (14) days of award of Standing Offer Agreement/Service Contract.

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| 11. Product Approvals | .1 | The Contractor shall ensure that all controlled products used in the performance of the work are classified and labeled according to the Workplace Hazardous Materials Information System (WHMIS). |
| | .2 | The Contractor shall submit for approval the Material Safety Data Sheets (MSDS) for all controlled products that will be used in the performance of this work. |
| | .3 | No controlled products are to be brought on-site without prior approved Material Safety Data Sheets (MSDS). |
| | .4 | Material Safety Data Sheets (MSDS) to remain on-site at all times. |
| 12. Lockouts/Tagouts | .1 | Prepare Lockout/tagout Procedures in writing. Describe safe work practices, work functions and sequence of activities to be followed on site to safely isolate all potential energy sources and lockout/tag out facilities and equipment. |

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| 1. Environmental | .1 | All work is to be performed in accordance with the Federal Environmental Protection Act and the Provincial Environmental Acts and Regulations. |
| 2. Disposal of Wastes | .1 | Do not bury rubbish and waste materials on site unless approved by Agency Representative. |
| | .2 | Do not dispose of waste or volatile materials, such as mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers. |
| 3. Drainage | .1 | Provide temporary drainage and pumping as necessary to keep excavations and site free from water. |
| | .2 | Do not pump water containing suspended materials into waterways, sewer or drainage systems. |
| | .3 | Control disposal or runoff of water containing suspended materials or other harmful substances in accordance with local authority requirements. |
| 4. Site Clearing and Plant Protection | .1 | Protect trees and plants on site and adjacent properties where indicated. |
| | .2 | Wrap in burlap, trees and shrubs adjacent to construction work, storage areas and trucking lanes, and encase with protective wood framework from grade level to height of 2 m. |
| | .3 | Protect roots of designated trees to drip line during excavation and site grading to prevent disturbance or damage. Avoid unnecessary traffic, dumping and storage of materials over root zones. |
| | .4 | Minimize stripping of topsoil and vegetation. |
| | .5 | Restrict tree removal to areas indicated or designated by Agency Representative. |
| 5. Work Adjacent to Waterways | .1 | Do not operate construction equipment in waterways. |
| | .2 | Do not use waterway beds for borrow material. |
| | .3 | Do not dump excavated fill, waste material or debris in waterways. |
| | .4 | Design and construct temporary crossings to minimize erosion to waterways. |
| | .5 | Do not skid logs or construction materials across waterways. |
| | .6 | Avoid indicated spawning beds when constructing temporary crossings of waterways. |

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| | | .7 | Do not blast under water or within 100 m of indicated spawning beds. |
| 6. | Pollution Control | .1 | Maintain temporary erosion and pollution control features installed under this contract. |
| | | .2 | Control emissions from equipment and plant to local authorities emission requirements. |
| | | .3 | Prevent sandblasting and other extraneous materials from contaminating air beyond application area, by providing temporary enclosures. |
| | | .4 | Cover or wet down dry materials and rubbish to prevent blowing dust and debris. Provide dust control for temporary roads. |
| 7. | Open Fire | .1 | Fires on site are not permitted. |

- | | | | |
|----|-------------------------------|----|---|
| 1. | Journeyman Electrician | .1 | The journeyman electrician shall: |
| | | .1 | Carry out and assist in various types of building electrical maintenance and minor construction as requested by Canada Border Services Agency Canada. Maintenance types defined in Section 1, Item 11, Service Definitions. |
| | | .2 | Relocate, install or repair electrical equipment; such as, but not limited to, lighting fixtures, receptacles, relays, pac poles, wiring runs, panels, breakers, portable equipment, or any other electrical requirements requested by Canada Border Services Agency Canada; such as, testing, calibrating, programming or electrical measurements. |
| | | .3 | Inform the Agency Representative of any "phase unbalance" (voltage or current) produced by new or additional equipment in a new or existing system. Carry out adjustments and record results. |
| | | .4 | Produce all certificates and permits upon request of the Agency Representative. |
| | | .5 | Instruct the Agency Representative on-site of any new operating procedures when installing or modifying new or existing equipment. |
| | | .6 | Shall immediately inform the Agency Representative of any unsafe situations or conditions related to the work site. |
| | | .7 | Where applicable, each journeyperson electrician may have an apprentice who is registered with the Department of Labour in the appropriate Province at a second year level. |
| | | .8 | Inform the Agency Representative when electrical repairs, renovations, alterations and installations require updated operating procedures, schematics, electrical single-line drawings and related documents. |

PART 1 - GENERAL	.1	Materials to new, CSA certified, and manufactured to standard quoted, where applicable.
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PART 2 - PRODUCTS

2.1 Conduit	.1	Flexible metal conduit: to CSA C22.2 No. R(1992).
	.2	Electrical metallic tubing: to CSA C22.2 No. 83-M1985(R1999).

2.2 Conduit Fittings	.1	Fittings for raceways: to CSA C22.2 No. 18-1992.
-----------------------------	----	--

PART 3 - EXECUTION

3.1 Installation Guidelines	.1	Minimum size conductors for branch circuit wiring shall be #12 copper RW 90, X-link.
	2	E.M.T. and RW 90 conductors to be installed for branch circuit wiring.
	.3	All E.M.T. and flexible conduit to have #14 insulated green ground wire minimum.
	.4	All E.M.T. to have steel set screw couplings and connectors. (no cast).
	.5	AC-90 X-Link, flexible armoured cable, copper conductors with anti-shorts may be used for lighting fixture drops, in demountable partitions and in other application where, in accordance with the Agency Representative, it is not feasible to run conduit.
	.6	Flexible conduit and #12 RW 90 conductors to be installed as fixture drops from junction boxes.
	.7	All new circuits to be colour-coded and numbered at breakers, junction boxes and wiring devices. Include panel number and circuit number on each conductor.
	.8	No splices allowed inside panelboards (distribution, power and lighting).
	.9	Panel Directories are to be brought up to date with each new circuit change or installation.

-
- .10 Receptacles to match existing in type and positioning or equivalent.
 - .11 Switches to be nylon faced, specification grade:
Type: Hubbell 1201 - 15 ampere or equal
Hubbell 1221 - 20 ampere or equal
 - .12 Any replacement or new installation of fluorescent fixtures shall contain energy saving ballasts and lamps as follows or equivalent:
Type: Surface-mounted - CFI = Director-2 series with Halophane lens or equal.
Recessed - CFI - Prismalyte lens or equal.
Electronic Ballast Type - Advance Rapid Start or EBT Instant Start, or equal.
Lamp Type - 32 Watt, 3500 K, T-8, G.E. or equal.

3.2 Installation

- .1 Flexible metal conduit runs shall not exceed 1.5 meters.
- .2 Install separate ground wire in E.M.T.
- .3 Lugs, terminals, screws used for termination of wiring to be suitable for copper conductors.
- .4 Minimum acceptable size wire to be used is #12 AWG copper conductors.

Estimate JOB SLIP

ELECTRICAL

Company Name: _____ **Date:** _____

Requisition #: _____ **Location:** _____

Description of Work: _____

No. of Electrician(s):	Hours Required	Rate as per the SOA	Sub -Total
_____ x _____	x _____	= _____	
No. of Apprentice(s)			
_____ x _____	x _____	= _____	
Total Labour			_____

Material and Supplies : _____

Subtotal : _____

() % Mark Up: _____

Material Total : _____

Total Labour: _____

HST: _____

Job Total : _____

**CBSA Agency Representative
Signature**

NOTE: Estimate job slip shall accompany all 942 call-up requisition.

ANNEX E

SECURITY REQUIREMENTS CHECK LIST



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Contract Number / Numéro du contrat

47310-139176

Security Classification / Classification de sécurité

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		2. Branch or Directorate / Direction générale ou Direction	
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		Atlantic Regional Office	
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 RISO for the provision of mechanical, electrical, plumbing and carpentry services as required. Term of Standing Offer Oct 1, 2012 to Sept 30 2016			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input checked="" 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"/>		No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	
Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>		Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>	
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"/>	

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PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?

☒ No
Non
 ☐ Yes
Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

☒ No
Non
 ☐ Yes
Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

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

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

☒ RELIABILITY STATUS
COTE DE FIABILITÉ

☐ TOP SECRET - SIGINT
TRÈS SECRET - SIGINT

☐ SITE ACCESS
ACCÈS AUX EMPLACEMENTS

☐ CONFIDENTIAL
CONFIDENTIEL

☐ NATO CONFIDENTIAL
NATO CONFIDENTIEL

☐ SECRET
SECRET

☐ NATO SECRET
NATO SECRET

☐ TOP SECRET
TRÈS SECRET

☐ COSMIC TOP SECRET
COSMIC TRÈS SECRET

Special comments:

Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?

Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté?

☒ No
Non
 ☐ Yes
Oui

☐ No
Non
 ☒ Yes
Oui
PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?

Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

☒ No
Non
 ☐ Yes
Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?

Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

☒ No
Non
 ☐ Yes
Oui
PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?

Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

☒ No
Non
 ☐ Yes
Oui
INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?

Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

☒ No
Non
 ☐ Yes
Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?

Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

☒ No
Non
 ☐ Yes
Oui



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47316-139126

Security Classification / Classification de sécurité

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 CONFIDENTIEL	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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Media / Support TI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Link / Lien électronique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

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

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

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

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PART D - AUTHORIZATION / PARTIE D - AUTORISATION

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

Name (print) - Nom (en lettres moulées)
Dave Dempster

Title - Titre

FIEO

TELEPHONE OFFICER

Signature

Telephone No. - N° de téléphone
1-506-636-6309Facsimile No. - N° de télécopieur
1-506-636-3325E-mail address - Adresse courriel
Dave.Dempster@cbsa-
asfc.gc.caDate
July 18, 2012

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

Name (print) - Nom (en lettres moulées)
Steve Berry

Title - Titre

Manager, Security

Signature

Telephone No. - N° de téléphone
902 426 6325Facsimile No. - N° de télécopieur
902 426 7360E-mail address - Adresse courriel
stephen.berry@cbsa-asfc.gc.caDate
2012-09-0515. 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
NonYes
Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

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

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Roxanne Antille

Contract Security Officer, Contract Security Division

Roxanne.Antille@tpsgc-pwsc.gc.ca

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

tel/tel - 613-957-6168 / Fax/telec - 613-954-4171

Sept 24/12