

**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**
**Réception des soumissions - TPSGC / Bid
Receiving - PWGSC**
601-1550, Avenue d'Estimauville
Québec
Québec
G1J 0C7

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

Regional Master Standing Offer (RMSO)
Offre à commandes maître régionale (OCMR)

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

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

Comments - Commentaires

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

Issuing Office - Bureau de distribution
TPSGC-PWGSC
601-1550, Avenue d'Estimauville
Québec
Québec
G1J 0C7

Title - Sujet Pose de revêtements de sol	
Solicitation No. - N° de l'invitation E6QUE-110004/A	Date 2012-05-14
Client Reference No. - N° de référence du client E6QUE-11-0004	GETS Ref. No. - N° de réf. de SEAG PW-\$QCM-015-14612
File No. - N° de dossier QCM-1-34247 (015)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-05-29	
Time Zone Fuseau horaire Heure Avancée de l'Est HAE	
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Cameron, Sylvie	Buyer Id - Id de l'acheteur qcm015
Telephone No. - N° de téléphone (418)649-2879 ()	FAX No. - N° de FAX (418)648-2209
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: TOUS LES MINISTÈRES ET ORGANISMES FÉDÉRAUX DE LA RÉGION DE QUEBEC QUEBEC Québec G1K4K1 Canada	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

Telephone No. - N° de téléphone
Facsimile No. - N° de télécopieur

**Name and title of person authorized to sign on behalf of Vendor/Firm
(type or print)**
**Nom et titre de la personne autorisée à signer au nom du fournisseur/
de l'entrepreneur (taper ou écrire en caractères d'imprimerie)**

Signature

Date

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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, the security requirement, if applicable and the basis of selection;
- Part 5: Certifications:
includes the certifications to be provided;
- Part 6: Security Requirements:
includes specific requirements that must be addressed by offerors; and
- Part 7A: Standing Offer:
includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
- Part 7B: Resulting Contract Clauses:
includes the clauses and conditions which will apply to any contract resulting from a "call-up" made pursuant to the standing offer.

The Annexes include the "Statement of Work", the "Basis of Payment", the "Periodic Report", the "Insurance Requirements", and the "Security Requirements Checklist".

2. Summary

Upon request, perform the laying of resilient flooring and removal of flooring in federal government buildings within a 50 km radius of the city of Quebec, including Valcartier and Donnacona. In addition, supply the products, labour, tools and equipment required to perform the work according to the Statement of Work.

The period for making call-ups and providing services against the Standing Offer is from the date of the offer to **May 31, 2013**, with two options of one year each.

This requirement is subject to the Internal Trade Agreement.

3. Security Requirement

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

4. Debriefings

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

PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) 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 terms and conditions of the Standing Offer and Resulting Contract(s).

The 2006 (2012-03-02) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

1.1 SACC Manual Clauses

SACC Référence	Section	Date
B3000T	Equivalent Products	16/06/06

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.

Facsimile copies of offers are acceptable. The facsimile number for receipt of offers is (418) 648-2209.

3. Enquiries - Request for Standing Offers

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

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

4. Applicable Laws

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

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 its choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the offerors.

5. Authorizations - licences RBQ

The services shall be performed in accordance with existing provincial and municipal regulations and by-laws. The contractor shall be responsible for any charges imposed by such regulations and by-laws. In conformity with the Provincial Building Contractors Vocational Qualifications Act, we certify that we are holding a licence that authorizes us to complete the work specified herein.

6. Construction Wages

Wages paid for trades governed by one of the collective agreements "Conventions collectives" applicable to the construction sectors of this project, must not be lower than the wages specified in Appendix "D" of said agreements, most recent and updated version, at the time of the bid closing.

Any changes that may occur after the bid closing date will not modify the quoted rates.

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

Section I: Financial Offer

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

2. Payment by Credit Card

Canada requests that offerors complete one of the following:

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

The following credit card(s) are accepted:

VISA _____

MasterCard _____

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

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

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

Section II: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

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

1.1. Technical Evaluation

1.1.1 Mandatory Technical Criteria

At the closing of bids, the Offeror must hold a valid license from the Régie du Bâtiment du Québec.

1.2 Financial Evaluation

1.2.1 For purposes of evaluation only, the weight of each requested rate will be allocated in accordance with Annex B, Basis of Payment, "% of use" column.

2. Basis of Selection

An offer must comply with the requirements of the Request for Standing Offer and meet all mandatory technical evaluation criteria to be declared responsive. Among the compliant bids, the responsive offer with the lowest evaluated price, according to the quantities and approximate values mentioned herein, will

be recommended for issuance of a standing offer. The price of the bid will be evaluated in Canadian dollars, excluding the Goods and Services Tax or Harmonized Sales Tax, FOB destination for goods, including excise tax and customs duties in Canada.

PART 5 - CERTIFICATIONS

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

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

1. Certifications Precedent to Issuance of a Standing Offer

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

1.1 Former Public Servant Certification

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

Definitions

For the purposes of this clause,

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

a. an individual;

b. an individual who has incorporated;

c. a partnership made of former public servants; or

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

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

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

Former Public Servant in Receipt of a Pension

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

If so, the Offeror must provide the following information:

a.name of former public servant;

b.date of termination of employment or retirement from the Public Service.

Work Force Reduction Program

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

If so, the Offeror must provide the following information:

a.name of former public servant;

b.conditions of the lump sum payment incentive;

c.date of termination of employment;

d.amount of lump sum payment;

e.rate of pay on which lump sum payment is based;

f.period of lump sum payment including start date, end date and number of weeks;

g.number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

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

Certification

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

PART 6 - SECURITY REQUIREMENT

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

Insurance Requirements

For each call-up against the Standing Offer, the Offeror must comply with the insurance requirements specified in the attached Annex D.

The Offeror must maintain the insurance coverage for the duration of the call-up. Compliance with the insurance requirements does not release the Offeror from or reduce its liability under the call-up.

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

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 Statement of Work at Annex "A".

2. Security Requirement

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

3.1 General Conditions

2005 (2012-03-02) General Conditions - Standing Offers - Goods or Services, apply to and form part of this Standing Offer.

3.2 Standing Offers Reporting

3.2.1 Periodic Usage Reports - Standing Offer

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

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

The data must be submitted every three months *to the Standing Offer Authority*.

The quarterly reporting periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31;

4th quarter: January 1 to March 31.

The data must be submitted to the Standing Offer Authority no later than 15 calendar days after the end of the reporting period.

4. Term of the Standing Offer

4.1 Period of the Standing Offer

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

4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for two additional periods of one year each, respectively from June 1, 2013 to May 31, 2014 and from June 1, 2014 to May 31, 2015 under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

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

5. Authorities

5.1 Standing Offer Authority

The Standing Offer Authority is:

Sylvie Cameron
Public Works and Government Services Canada
601-1550 D'Estimauville Ave.
Quebec, Que.
G1J 0C7

Telephone : (418) 649-2879
Facsimile : (418) 648-2209
E-mail address : sylvie.cameron@tpsgc-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: _____

Facsimile: _____

E-mail address : _____

6. Identified Users

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

7. Call-up Instrument

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

8. Limitation of Call-ups

Individual call-ups against this Standing Offer must not exceed \$40,000.00 (Goods and Services Tax or Harmonized Sales Tax included).

9. Amount indicated on the first page

The amount indicated on the first page of the standing offer is for statistics purposes only and does not constitute a limitation of expenditures.

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 (2012-03-02), General Conditions - Standing Offers - Goods or Services;
- d) the supplemental general conditions LAB-180 (2004-12-10), Labour Conditions;
- e) the general conditions 2035 (2012-03-02), General Conditions - Higher Complexity Services;
- f) Annex " A ", Statement of Work;
- g) Annex " B ", Basis of Payment;
- h) the Offeror's offer dated _____ (*insert date of 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 the province of Quebec.

13. Performance Evaluation

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

The form PWGSC-TPSGC 2913, SELECT - Contractor Performance Evaluation Report Form, is used to record the performance.

(<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/2913.pdf>)

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

2035 (2012-03-02) General Conditions - Higher Complexity Services apply to and form part of the Contract.

Item 17, Interest on Overdue Accounts, of 2035 General Conditions - Higher Complexity Services, will not apply to payments made by credit cards at point of sale.

2.2 Supplemental general conditions

LAB-180 (2004-12-10), Labour Conditions, apply to and form part of the Contract.

3. Term of the 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

Payment for the provision of services under a call-up will be a fixed amount using the rates specified in Annex B (Basis of payment).

4.2 SACC Manual Clauses

SACC Reference	Title	Date
A9117C	T1204 - Direct Request by Customer Department	
30/11/07		
C0711C	Time Verification	12/05/08
C6000C	Limitation of Price	25/05/07

4.3 Payment by Credit Card

The following credit card is accepted: _____.

OR

The following credit cards are accepted: _____ and _____.

5. Invoicing Instructions

- .1 Computerized invoices in three (3) copies shall be submitted (at least one of these copies is to be an original). These shall bear the following information:
 - .1 Name, address and telephone number;
 - .2 Serial number of the invoice and date;
 - .3 All référence numbers on the DSS 942 form; attach a copy of this form to the invoice;
 - .4 Enter Standing Offer no. E6QUE-110004;
 - .5 Enter work order no. __-__-__-__-__-__;
 - .6 Locations and dates of services provided;
 - .7 Detailed description of the products and services supplied (cost, quantity) on the basis of the prices quoted in the Standing Offer;
 - .8 Invoice amount before GST;
 - .9 GST amount;
 - .10 Total invoice amount; and
 - .11 GST number.
- .2 Create one invoice for each call-up. Invoice within five (5) working days following completion of each order. In the event of an error in the invoice, credit shall be provided within five (5) working days from the request for correction.
- .3 To each invoice, attach one copy of the corresponding call-up (see **para. 1.8**) as well as the control documents specified in the Statement of Work (work orders). If the control documents are not included or do not bear the required signature, the invoices will not be paid.
- .4 Working days, statutory holidays and regular hours are defined in **para. 1.10** of the Statement of Work. Work performed during the construction block holiday period shall be paid at the same rate as working days. The other clauses relating to billable services and products are listed under PRICING in the standing offer or the contract.

Solicitation No. - N° de l'invitation

E6QUE-110004/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

qcm015

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

E6QUE-11-0004

QCM-1-34247

6. Billing Address

To be confirmed by the departmental representative.

7. SACC Manual Clauses

SACC Reference	Title	Date
A9006C	Defence Contract	12/05/08
A9019C	Hazardous Waste Disposal	16/05/11
A9039C	Salvage	12/05/08
A9062C	Canadian Forces Site Regulations	16/05/11
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ANNEX «A»

Statement of Work

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qcm015

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-
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 - 3.10 Quality assurance

PART 1 - GENERAL**1.1 Interpretation of documents**

- .1 The term “departmental representative” means the person designated by the client department and authorized to issue and co-ordinate call-ups from the Contractor and to inspect and approve the work.
- .2 Call-up forms are also contract documents. Work descriptions or drawings may be attached to these forms. Advise the departmental representative of any error on these forms or on the attached documents.

1.2 Description

- .1 Upon request, perform the following work:
 - .1 Lay resilient flooring.
 - .2 Remove flooring.
- .2 Supply the products, labour, tools and equipment required to perform the work according to the Statement of Work.

1.3 Location access

- .1 The manner of accessing the site shall be specified by the departmental representative.
- .2 Access to buildings will be subject to the prevailing regulations and to the client department's requirements. Identification cards may have to be worn.
- .3 Smoking is banned in federal government buildings and in and around the experimental complexes of the Defence Research and Development Canada-Valcartier Agency.

1.4 Location of work

- .1 Federal government buildings within a 50 km radius of the city of Quebec, including Valcartier and Donnacona.

1.5 Quality standards

- .1 The work shall be carried out using recognized best methods in accordance with the estimate and the plans and specifications. If, during an inspection, the departmental representative observes any non-compliance, the work shall be redone at the contractor's expense.
- .2 The contractor must have all the specialized equipment and qualified staff needed to do all its work. The departmental representative reserves the right to charge to the contractor, equipment and labour costs incurred by client departments.

.3 CSA standards can be obtained at the following address:

Canadian Standards Association
5060 Spectrum Way
Mississauga, Ontario
L4W 5N6

tel.: 416-747-4000 or 1-800-463-6727
fax: 416-747-2473
sales@csa.ca
<http://www.csa.ca>

1.6 Safety standards

- .1 Comply with the provincial Act Respecting Occupational Health and Safety and any other provincial act or regulation concerning the Commission de la santé et de la sécurité du travail (CSST), including the Regulation Respecting Industrial and Commercial Establishments (S-2.1, r.9) and the Safety Code for the Construction Industry, published under regulation S-2.1 r.6. In addition, comply with federal acts, regulations and standards, the Canada Labour Code, regulations specific to client departments and generally accepted industry standards. In the event of a discrepancy or conflict between legislative and regulatory provisions and the safety standards applicable to the contract or the work, the most stringent provisions or standards shall prevail.
- .2 During the first site meeting (see **para. 1.14**), the departmental representative will explain the actions to be taken in the event of a dangerous situation and provide the emergency telephone numbers to be used on the worksites.
- .3 Suspend work at the request of the departmental representative if he/she believes the work is not proceeding safely or according to applicable safety legislation.
- .4 Implement a safety program (supervision, instructions, training and site safety plans) that applies to all employees affected by this Statement of Work.
- .5 Provide any equipment or devices needed to meet the requirements of **subsection 1.6.1**, including individual protective equipment and a first aid kit.
- .6 Inform all relevant persons of on-site health and safety risks prior to commencing work and regularly throughout the work. Keep a record of the information communicated, including the date and time of such communication.

1.7 Call-up instructions

- .1 Works shall be authorized and confirmed by the departmental representative using Form PWGSC-TPSGC 942 "Call-up against a Standing Offer".
- .2 Respond to all these call-ups and only to these call-ups. Services performed at the request of unauthorized persons will not be paid for.

1.8 Estimating and planning

- .1 At the request of the departmental representative, estimate, at no charge, the scope of certain jobs. Estimates may be communicated orally or by fax. Estimates shall not represent a commitment by the client department in any way, and shall not be used as references on invoices.
- .2 Site work estimates shall include the approximate number of hours of work required and the names of potential suppliers of the primary products.
- .3 For each call-up, check whether the call-up contains the necessary information regarding the work to be performed, the products required and the existing facilities. Obtain any additional information from the departmental representative by telephone or fax, as required. An advance site visit is permitted but is not paid.

1.9 Availability and timeframes

Definitions

- .1 Working days are from Monday to Friday, including construction industry holidays, but excluding statutory holidays.
- .2 For the construction industry, statutory holidays are as follows: Good Friday, Easter Monday, Victoria Day, Saint-Jean-Baptiste Day, Confederation Day, Labour Day, Thanksgiving, Remembrance Day, Christmas Day and New Year's Day. These days are identified as "statutory public holidays" at <http://www.ccq.org>.
- .3 In general, normal hours are from 7:30 am to 4:30 pm on working days. Confirm the exact hours with the client department for each call-up.

Staff availability

- .4 The persons in charge of the administration and execution of the work shall always be available immediately, without delay and shall comply with the following:
 - .1 Be reachable by fax during regular hours to accept call-ups.
 - .2 Be reachable by telephone or fax for administrative questions during regular hours.
 - .3 Be reachable by telephone at any time or on any day when work is under way and employees are on site.

Schedule and timetable

- .5 Provide services for the entire contract period, regardless of the season, including construction holidays.
- .6 Unless otherwise indicated, perform the work during regular hours. An unpaid meal break is permitted.

- .7 Carry out work during evenings, weekends and statutory holidays as required by the departmental representative.
- .8 If several call-ups are issued in the same week, a weekly schedule can be obtained from the departmental representative, namely from the person normally in charge of the file.

Response time

- .9 Contractor must answer any calls from an authorized person and shall respond within 48 hours of receiving a call.
- .10 Begin work on the date and time specified in the call-up or later faxed by the departmental representative. Do not begin work late or in advance without written authorization from the departmental representative.
- .11 The required response time for the work may be as little as ten (10) working days.
- .12 Notify the departmental representative in writing of any delays imposed by suppliers.

Labour and equipment availability

- .13 For piecework always be prepared to supply an installation team. For hourly rate work, always be prepared to supply a resilient-flooring installer or an installation team, depending on the call-up. An installation team must consist of a resilient-flooring installer and another person who may be a resilient-flooring installer or an apprentice resilient-flooring installer.

Work continuity

- .14 Notwithstanding the work schedule and timetable requirements referred to in the preceding paragraphs, perform the work with no interruptions, unless instructed otherwise by the departmental representative. Interruptions requested by the departmental representative shall be communicated in writing, either on the service order, on a subsequently faxed document, or in a memo on the final work order.

1.10 Inspection and control

Entries and exits

- .1 For every entry and exit, contact the departmental representative and sign the log book (one signature per person) as instructed. Record the exact time (to the minute) of signature. For the NDM (Valcartier Garrison), Log books are kept at the following locations:
 - .1 at the offices of contract inspectors (Building 72) for work at the Valcartier Garrison during working hours;
 - .2 at Building C-19 for work at the Quebec City Citadel at all times;

- .3 at the worksite, in the cases of work performed at armouries or naval reserve units.
For the DRDC-V, the register is kept at the north gate sentry box.

Communication on site

- .2 Also contact the departmental representative in the following cases:
 - .1 each time an important stage of the work has been finished;
 - .2 whenever there is a problem on the job site;
 - .3 at agreed-upon times; and
 - .4 whenever work must be covered or hidden from sight.

Work order

- .3 Drafts a work order before leaving the premises and forward it to the departmental representative for verification and signature.
For the DRDC-V, work tickets will be left with Engineering in Room 207, Building 56.
- .4 The work order will be used to verify the invoice and must include the following information:
 - .1 the place and date of the work performed;
 - .2 a description of the work performed;
 - .3 the printed names of all employees;
 - .4 the exact time of each entry and exit in accordance with the log book, as well as the exact time of each break and when work resumed, if the contract specifies hourly rates;
 - .5 the amount of work performed, if the contract specifies unit prices;
 - .6 the amounts and descriptions of billable products, if the contract specifies payment for the products; and
 - .7 the signature of the employee who drafted the order.

1.11 Temporary services

- .1 The client department may provide electrical power and water supply without cost.
- .2 Contractor must supply all temporary materials required to access the services in question.
- .3 Temporary utilities supplied by the client department are subordinate to its needs and may be suspended without notice at any time by its site representative. The client department will not be held liable for damages or delays caused by the interruption of such utilities.

1.12 Cleaning and protection of the environment

- .1 On completion of the work, leave the site tidy and free of waste, debris, materials, tools and equipment. Clean up the site to the satisfaction of the departmental representative.
- .2 While work is being done, keep the work site tidy and free of waste and debris. Store volatile waste in covered metal containers and dispose of it on a daily basis.

- .3 Dispose of certain waste materials outside of federal government properties in accordance with federal, provincial and municipal environmental protection regulations. These waste materials include: demolition materials not kept by the federal government, toxic materials and water containing suspended matter. Have each disposal approved by the departmental representative. Find an **MDDEP-** (Ministère du Développement Durable de l'Environnement et des Parcs) approved dumpsite and cover the fees charged by the site's owner.

1.13 Initial site meeting

- .1 The first site meeting shall be held as soon as possible following the award of the contract or standing offer. Site meetings may be convened for each client department.
- .2 The departmental representative shall determine the date and place of the meeting, as well as who should attend. The following persons will likely be asked to attend:
- .1 The contractor;
 - .2 The person who will prepare the invoices; and
 - .3 The employee who will most often be designated as the person responsible for performing the work.
- .3 The meeting agenda is as follows:
- .1 A reading of the contract clauses that are most important and most specific. The documents may not be amended during the meeting (see **para. 1.1.2**), but withdrawal is allowed in the case of standing offers;
 - .2 An exchange of information, documentation and samples (see **para. 1.14.4** and **1.14.6**);
 - .3 Comments from the departmental representative regarding site access terms and conditions.
- .4 At the meeting, provide the following:
- .1 Name and telephone number of the person in charge of administration;
 - .2 Name and telephone number of the person in charge of performing the work;
 - .3 A list of employees who will be working on call-ups and photocopies of documents demonstrating their qualifications (unless the documents were already provided before awarding);
 - .4 A list of suppliers' names, addresses and telephone numbers; and
 - .5 Material safety data sheets, data sheets and samples required in Part 2 of the Statement of Work.
- .5 During the contract period, contact the departmental representative in writing regarding any changes to the information provided.
- .6 At the meeting, the departmental representative shall provide the following:
- .1 The contact information of the departmental representative responsible for the file in question;
 - .2 List of representatives authorized by the project manager, if applicable;
 - .3 Fire safety regulations; and

Solicitation No. - N° de l'invitation

E6QUE-110004/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

qcm015

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

E6QUE-11-0004

QCM-1-34247

- .4 The procedure in the event of danger and the emergency telephone numbers to be used from local telephones and cell phones.

PART 2 - PRODUCTS

2.1 General

- .1 Use new, flawless materials, from the same batch to ensure that colours are uniform.
- .2 For each call-up, the departmental representative shall specify the type, design and colour of the products to be used, as well as the surface areas to be covered.
- .3 The contractor is responsible for on-site verification of all the exact measurements of the floors.

2.2 Material safety data sheets

- .1 Transport hazardous materials to the work site in their original containers. Each container shall be labelled in compliance with Workplace Hazardous Materials Information System (**WHMIS**) requirements.
- .2 All chemicals, such as cleaning products, varnishes, paints, solvents, coatings, gases and any other toxic products shall be considered hazardous products.
- .3 Before starting work, submit for the Engineer's approval all MSDSs for hazardous products. These shall comply with the WHMIS requirements and contain the following information:
 - .1 Product identification;
 - .2 Ingredients;
 - .3 Physical data;
 - .4 Flammability and explosibility;
 - .5 Reactivity;
 - .6 Toxicological properties;
 - .7 Preventive measures;
 - .8 First aid measures; and
 - .9 Preparation information.

2.3 Data sheets

- .1 Upon request by the departmental representative, provide data sheets for all products used, and submit these for the representative's approval before beginning the work. These sheets must come from the manufacturer and include the product's composition, the thickness of components for coverings, recommended use, directions for chemicals, installation instructions for flooring or stair treads and, where applicable, certification that the product is biodegradable and safe for the environment.
- .2 Provide data sheets for:
 - .1 the filler in **para. 2.14.2**
 - .2 the leveller in **para. 2.14.3**

2.4 Samples

- .1 Provide the following samples:
 - .1 each colour of each design of the chosen product in **para. 2.5.2** (vinyl tiles);
 - .2 each colour of each design of the chosen product in **para. 2.6.2** (linoleum);
 - .3 each colour of the chosen product in **para. 2.7.2** (rubber flooring);
 - .4 each colour of each pattern of each product in **para. 2.8** (anti-static tiles);
 - .5 each colour of each pattern of each product in **para. 2.9** (carpet);
 - .6 each colour of each pattern of each product in **para. 2.10** (carpet squares);
 - .7 each colour of each pattern of each product in **para. 2.11** (pre-molded stair treads); and
 - .8 each colour of the chosen product in **para. 2.12** (baseboard).

2.5 Vinyl tiles

- .1 Composite vinyl tiles compliant with CSA standard A126.1-M1984, type A (smooth surface and design throughout the tile).
Size: 305 mm x 305 mm x 3.17 mm (12" x 12" x 1/8")
- .2 For each call-up, the departmental representative shall specify the design and colour. Be prepared to provide one of the following products, whatever the design or colour requested:
TARKETT AZROCK
ARMSTRONG STANDARD EXCELON
Or equivalent approved in advance by the departmental representative.

2.6 Linoleum

- .1 Biodegradable covering that is baked, calendered and composed of the following: linseed oil, pine tar, wood pellets, cork, clay, chalk and environmentally safe pigments. The backing shall be jute. Compliant with CSA standard A126.3, type II.
Width: 2 m
Thickness: 2.5 mm
- .2 For each call-up, the departmental representative shall specify the design and colour. Be prepared to provide one of the following three products, whatever the design or colour requested:
FORBO MARMOLEUM (designs: Real, Fresco, Walton, Dual, Vivace, Artoleum)
ARMSTRONG LINOLEUM (designs: Marmorette, Colorette, Linorette, Uni Walton, Granette)
TARKETT LINOSOM (designs: Veneto, Etrusco, Trentino, Toscano)
CORLON with Hydrocord backing from Armstrong
Or equivalent approved in advance by the departmental representative.

2.7 Rubber flooring

- .1 Rubber flooring tiles compliant with CSA standard A126.4-M1984 with the following features:
Minimum size: 900 mm x 900 mm

Minimum thickness: 3 mm

Design: slate

Colour: plain

- .2 For each call-up, the departmental representative shall specify the colour. Be prepared to provide one of the following products, whatever the colour requested:
 AMTICO MARATHON LAKELAND SLATE
 MONDO BOLLI ARDOISE
 Or equivalent approved in advance by the departmental representative.

2.8 Anti-static tiles

- .1 Pure conducting vinyl flooring, type CVT-600 for computer rooms, compliant with CSA standard A126.1 type A and CSA standard A126.3 type II, with the following characteristics:
 Minimum dimensions: 300 mm x 300 mm
 Minimum thickness: 3 mm
 For each call-up, the departmental representative will specify the product selected.

2.9 Carpet

- .1 28 oz. quality carpet made with bulked continuous filament nylon to government standard 4GP-129. Must be anti-static and permanently dirt-resistant.
 For each call-up, the departmental representative will specify the product selected.

2.10 Carpet squares

- .1 28 oz. quality carpet squares made with bulked continuous filament nylon to government standard 4GP-129. Must be anti-static and permanently dirt-resistant.
 Minimum dimensions: 500mm x 500mm
 For each call-up, the departmental representative will specify the product selected.

2.11 Pre-molded stair treads

Commercial stair tread - type 1

- .1 Made of a single piece of rubber consisting of the nosing, the step (run) and the riser. The type 1 commercial stair tread also includes a vinyl stringer that runs the length of the tread. The stringer must be designed to support the rubber at the junction of the step and the riser.
 Run thickness at the centre: minimum 3 mm
 Run depth + riser: minimum 18"
- .2 For each call-up, the departmental representative shall specify the product, pattern and colour. Be prepared to provide all the following products and patterns, whatever the colour requested:
 AMTICO MARATHON CLASSIC (patterns: round, square, slate)
 MONDO MONDOSTEP TYPE B (pattern: round)

JOHNSONITE ROUNDEL TREAD/RISER (RTR) (patterns: round, square, hammered)
Or equivalent approved in advance by the departmental representative.

Commercial stair tread - type 2

- .3 Made of a single piece of rubber consisting of the nosing and the step (run).
Run thickness at the centre: minimum 3.5 mm
Run depth: minimum 12"
- .4 For each call-up, the departmental representative shall specify the product, pattern and colour. Be prepared to provide all the following products and patterns, whatever the colour requested:
AMTICO MARATHON CLASSIC (patterns: round, square)
JOHNSONITE ROUNDEL TREAD (RH) (patterns: round, square, hammered)
Or equivalent approved in advance by the departmental representative.

2.12 Baseboard

Vinyl and rubber baseboard

- .1 Resilient baseboard, including stringer, with the following features:
Thickness: 1/8"
Product offered in two heights: 4", 6"
Minimum section length: 100'
- .2 For each call-up, the departmental representative shall specify the colour. Be prepared to provide one of the following two products, whatever the size and colour requested:
ARMSTRONG BASEBOARD
JOHNSONITE BASEBOARD
Or equivalent approved in advance by the departmental representative.

Carpet baseboard

- .3 Finished carpet baseboard with rubber trim, with the following characteristics:
Height: 4"

2.13 Thresholds, trim and moulding

Aluminum

- .1 Screw-on aluminium extrusions designed to cover joints between two pieces of equal or unequal flooring. For each call-up, the departmental representative shall specify the product and finish. Be prepared to provide both of the following products, whatever the finish requested:
DAYMOND DURATRIM, model A-10 (flat 15/16" x 3/32") (finishes: anodized, brass)
DAYMOND DURATRIM, model A-14 (angle 15/16" x 3/32") (finishes: anodized, brass)
Or equivalent approved in advance by the departmental representative.

Vinyl and rubber

- .2 Adhesive vinyl and rubber accessories. For each call-up, the departmental representative shall specify the product and colour. Be prepared to provide both of the following products, whatever the colour requested:
 JOHNSONITE REDUCER, model RRS-XX-C (1/8" taper to 1 1/4" taper)
 JOHNSONITE TRANSITION MOULDING, model CTA-XX-A (1 3/8"-wide cap between 1/8" tile and 1/4" carpet)
 Or equivalent approved in advance by the departmental representative.

Pine

- .3 Quarter rounds in pine to CSA standards 0141 (3/4" X 3/4")

Linoleum moulding

- .4 Provide the appropriate moulding for finishing linoleum coverings installed to overlap the baseboards. Use the moulding sold by the manufacturer of the coverings used.

2.14 Preparation productsStripper

- .1 Commercial use product designed to strip hard or resilient floors over which new flooring is to be installed.
 Example of an acceptable product:
 ARMSTRONG S-325 NEW BEGINNING FLOOR STRIPPER AND CLEANER
 Or equivalent approved in advance by the departmental representative.

Filler

- .2 Cement- and polymer-latex-based product designed to fill holes, cracks and dents up to 6 mm (1/4") deep in support surfaces (concrete, wood, terrazzo, ceramics, vinyl asbestos or composite vinyl tiles, linoleum). The product shall be compatible with the support surface and adhesive used. It shall also be approved by the manufacturer of the flooring to be installed.
 Examples of acceptable products:
 ARMSTRONG S-180 LATEX UNDERLAYMENT (on concrete, wood, ceramics)
 MAPEI PLANIPATCH (on concrete and plywood)
 Or equivalent approved in advance by the departmental representative.

Leveller

- .3 Cement- and polymer-latex-based product designed to level the textured surface of existing vinyl flooring on which new resilient flooring is to be installed. The product shall be compatible with the adhesive used and be approved by the manufacturer of the flooring to be installed.
 Examples of acceptable products:

ARMSTRONG S-188 TWO-PART EMBOSSING LEVELER
ROBERTS 800 VINYL FLOOR EMBOSSING LEVELER (pre-mixed)
Or equivalent approved in advance by the departmental representative.

Adhesive neutralizer

- .4 Product designed to overlay and level asphalt-based adhesive residue following removal of old flooring.
Only acceptable product:
PROSOL PRO-SEAL
Or equivalent approved in advance by the departmental representative.

2.15 Installation products

Adhesives, sealants and joint seams

- .1 Use products recommended by the manufacturers of the installation materials and that are compatible with the support surfaces.

PART 3 - PERFORMANCE

3.1 Company qualification

- .1 Perform all the work set out in this Statement of Work.
- .2 The company must offer the services of at least one installation team. An installation team may consist of two resilient-flooring installers or one resilient-flooring installer and one apprentice resilient-flooring installer. They shall be qualified according to **para. 3.2**.

3.2 Worker qualification

- .1 Employees assigned to call-ups shall be pre-screened by the departmental representative according to the criteria specified below.
- .2 The work in this Statement of Work shall be performed by resilient-flooring installers and apprentice resilient-flooring installers, qualified according to the paragraph below.
- .3 All persons who perform work associated with a construction trade must hold a valid competency card issued by the Commission de la Construction du Québec (CCQ) for the trade in question. The workers must also have sufficient experience to perform the work requested.
- .4 All workers required to handle chemicals must be familiar with the WHMIS requirements for the products used (see Part 2 of the Statement of Work).

3.3 Site preparation

- .1 On the date scheduled for the start of the work, report to the site with all the tools, equipment, materials, parts and other products required to begin the work and continue it without interruption.
- .2 Disconnect and move any appliances or any other furniture or object that could hinder the performance of the work, except for plumbing fixtures in the washrooms. Remove the grates from the heating and ventilation systems. Replace everything once the work is completed.
- .3 Take all measures required to prevent the spread of odours and dust within the building.
- .4 Keep the room and the products at a temperature of 21°C.

3.4 Flooring removal

- .1 The existing flooring shall be removed down to the support surface. Acceptable supports shall be: vinyl asbestos or composite vinyl tiles, linoleum and hard coverings (wood, terrazzo, ceramics, concrete or other). If the existing flooring consists of a single layer of sheet vinyl over an acceptable support surface, the Departmental representative may decide to leave it in place.

- .2 Using hand tools, remove all flooring accessories, such as thresholds, trim, quarter-rounds and doorstops. At the request of the departmental representative, remove baseboards as well. If the departmental representative plans to have the accessories re-used, put them aside along with their fasteners and re-install them after the new flooring has been installed.
- .3 Remove stair treads using hand tools.
- .4 To remove carpets and glued flooring, use the most appropriate method. At the request of the departmental representative, use an electric carpet stripper.
- .5 Remove all covering and adhesive residue. Leave a clean, smooth support surface.

3.5 Support surface preparation

- .1 Clean the surface and contact the departmental representative.
- .2 If the surface is made of wood, first drive in the nail or screw heads.
- .3 If the surface is made of composite vinyl or vinyl asbestos tiles, remove loose pieces and fill the holes with pieces of tile of matching thickness.
- .4 The floor shall have no joints wider than 1/8", and all joints shall be filled with a non-shrinking joint compound.
- .5 If a large part of the support surface is accidentally torn off, uncovering an asphalt-based adhesive surface, remove the rest of the covering, apply an adhesive neutralizer and skip to **para. 3.6**. If rubber flooring is being installed on a concrete slab resting directly on the ground, use filler instead of adhesive neutralizer.
- .6 Apply a stripper to the support surface, unless there is a new floor or a bare subfloor. Follow the product manufacturer's instructions.
- .7 Sand painted or varnished surfaces.
- .8 Ensure that the surface is smooth, clean and dry before applying filler, leveller or adhesive.
- .9 If the support surface is a sheet of textured vinyl, apply leveller. On other support surfaces, apply filler to dents, cracks and holes, as needed. Apply the product and let it dry according to the manufacturer's instructions.
- .10 Contact the departmental representative once the preparations are complete.

3.6 Adhesive application

- .1 Apply the adhesive uniformly according to the manufacturer's instructions. To avoid having the adhesive harden before installation, do not apply it to too large a surface area.

3.7 Installation of flooring tiles/squares

- .1 Lay the tiles from the center of the room, parallel to the lines of the building, so that the peripheral tiles are at least half as wide as the regular tile. Be careful not to align the joints with those of the underlying covering.
- .2 For each call-up, the departmental representative shall specify the tile layout:
 - .1 in a square grid or in staggered rows
 - .2 with intermittent or parallel marbling
 - .3 forming an overall design using two or three different colours of tile.
- .3 Close up the joints without allowing the adhesive to come up. Remove excess adhesive immediately.
- .4 Use a 45 kg roller on the surface.

3.8 Installation of flooring sheets

- .1 Use full roll widths to create as few joints as possible. The edges shall be at least one-third of the roll width. The departmental representative shall specify the joint direction. Be careful not to align the joints with those of the underlying covering.
- .2 To make sealed joints, overlap the two sheets to be joined and cut both simultaneously. Seal continuously using a needle applicator in the joint.
- .3 Use weld beads at the request of the departmental representative.
- .4 After each edge has been installed, use a 45 kg roller on the flooring.

3.9 Installation of accessories

- .1 Rubber baseboard: coat the baseboards with adhesive and install them so that they adhere completely to the wall and floor. Bend the baseboards at the outer corners. At the inner corners, trim the ends into shape.
- .2 Thresholds and trim: install the trim where the edges of the flooring are unprotected, and at joints between two different coverings. Use the fasteners recommended by the manufacturer.

3.10 Quality assurance

- .1 The contractor shall guarantee the quality of performance and products for five (5) years from the date of acceptance of the work. Any defect arising during this period and any damage caused by such a defect shall be corrected or repaired by the contractor at the contractor's own expense and to the satisfaction of the departmental representative.

ANNEX «B»

Basis of Payment

PART 1 - GENERAL

.1 Costs and expenses

- .1 **ONLY** the products and services billed at the rates and prices set forth below shall be paid. Rates and prices submitted include **ALL** that is necessary to perform the work in accordance with the Statement of Work. This includes mainly, but without being limited to: profit, administrative fees and expenses; transportation of labour, equipment and materials; purchase, rental and use of equipment, tools, and accessories regardless of whether they may be reused; ladders, scaffolding, protective material for work areas and safety equipment; wear on bits, blades and other accessories; fuel and other products needed to operate vehicles and equipment; gases, welding rods and electrodes; and clean up and waste disposal costs.
- .2 No payment will be made for specific difficulties.

.2 Firm commitment

- .1 The rates and prices set forth shall not be increased or decreased owing to increases or decreases in the cost of labour, products, tools, equipment or expenses.

.3 Percentage of use

- .1 The percentage of use is approximate and represents arbitrary values for the sole purpose of bid evaluations. It is in no way binding the Canada.

Part 2 - PRICING

.1 Area and length rates

- .1 Area and length rates include all required products, including fasteners, and all workers employed. They include installation as well as site preparation (**para. 3.3** of the Statement of Work) and preparation of all types of surfaces (**paras. 2.14 and 3.5** of the Statement of Work).
- .2 Area and length rates apply to the net surfaces and lengths to be covered.
- .3 Area and length rates apply regardless of date, time or quantity.

.2 Hourly rates

- .1 Hourly rates apply to productive work time at the work site. Productive work time on site is the time period between the entry time and the exit time as signed for in the log book, minus breaks, travel time (except for travel between two buildings in the same complex of a client department), interruptions due to equipment malfunction, breakdown, maintenance or replenishment, and unauthorized work stoppages. The billable time for each requisition is the total productive time rounded off to the first decimal.
- .2 Regular time is the time spent performing productive work during regular hours (see **para. 1.9.3** of the Statement of Work) and which does not exceed eight (8) hours per day.
- .3 Time outside normal hours means time devoted to productive work carried out on Saturdays, Sundays and statutory holidays and after a normal day's work (see **para. 1.9.7** of the Statement of Work) and shall not exceed eight (8) hours per day.
- .4 If all the work requested for a same day is completed in less than one hour, or if the department representative interrupts the work within one hour of the workers' arrival for cause of poor weather, technical problems, or inability to reach the worksite, the client department shall pay at least one hour of work per person for the day in question. However, this only applies to labour that has been requested and provided.

.3 Cost price of materials and products for hourly-rate work

- .1 Invoice each item at the cost price (price paid to the supplier before taxes) plus a mark-up percentage to cover expenses and profit. Upon request, provide supporting documentation for the cost price. Purchase materials and parts at the lowest possible cost. The department representative reserves the right to check the cost price with various suppliers.
- .2 **ONLY** installed products and materials will be paid for. Surplus and wastage will not be paid for. Products needed to perform the work but not installed (e.g. cleaning products, solvents, sandpaper) will also not be paid for.

PART 3 - BIDDING**.1 Rates and prices submitted****.1 Area rates - Flooring installation**

See para 2.1 under PRICING		TO BE COMPLETED	% of use
0.1	Vinyl tiles (para 2.5 of the Statement of Work)	\$ m²	37.50%
0.2	Linoleum (para 2.6 of the Statement of Work)	\$ m²	24.00%
0.3	Rubber flooring (para 2.7 of the Statement of Work)	\$ m²	1.50%
0.4	Anti-static tiles (para 2.8 of the Statement of Work)	\$ m²	3.50%
0.5	Carpet (para 2.9 of the Statement of Work)	\$ m²	0.25%
0.6	Carpet squares (para 2.10 of the Statement of Work)	\$ m²	0.25%

.2 Length rates - Installation of stair treads (para. 2.11** of the Statement of Work)**

See para 2.1 under PRICING		TO BE COMPLETED	% of use
0.1	Commercial tread - type 1	\$ m	1.50%
0.2	Commercial tread - type 2	\$ m	0.50%

.3 Length rates - Installation of accessories

.1 Length rates for installation of accessories apply only to flooring installation according to area rates (paragraph #1 above).

See para 2.1 under PRICING		TO BE COMPLETED	% of use
0.1	102 mm rubber baseboard (para 2.12 of the Statement of Work)	\$ m	3.00%
0.2	152 mm rubber baseboard (para 2.12 of the Statement of Work)	\$ m	4.50%
0.3	100 mm carpet baseboard (para 2.12 of the Statement of Work)	\$ m	0.50%
0.4	Thresholds, trim and moulding (para 2.13 of the Statement of Work)	\$ m	2.50%

.4 Area rates - Flooring removal (para 3.4 of the Statement of Work)**.1** Flooring removals also include removal in stairways and pre-moulded risers.

	TO BE COMPLETED	% of use
0.1 Glued vinyl or rubber flooring	\$ <u> </u> m ²	1.50%
0.2 Carpet glued over its entire area	\$ <u> </u> m ²	2.50%
0.3 Carpet or other flooring not glued or glued only at the edges	\$ <u> </u> m ²	1.00%

.5 Hourly rates - Resilient flooring installer and installation team (para 3.2 of the Statement of Work)**.1** Hourly rates apply to installation of flooring and accessories not covered by paragraphs 1, 2 and 3 above (under BIDDING) and to installation of products provided by the client department. The departmental representative may request an installer or an installation team.**.2** An installation team shall consist of two (2) persons: one resilient-flooring installers and, at least, one apprentice resilient-flooring installer.

See para 2.2 under PRICING	TO BE COMPLETED	% of use
0.1 Resilient-flooring installer		6.00%
Regular hour	\$ <u> </u> hr	
Time outside normal hours	\$ <u> </u> hr	
0.2 Installation team		4.00%
Regular hour	\$ <u> </u> hr	
Time outside normal hours	\$ <u> </u> hr	

.6 Cost price - Materials and products for hourly-rate work (See para 5 under BIDDING)

See para 2.3 under PRICING	TO BE COMPLETED	% of use
0.1 Mark-up	<u> </u> %	5.50%

.7 Annual increase**.1** Submit a percentage increase in these costs for the two option years.

	TO BE COMPLETED	% of use
0 Cost increase (% 1st option year)	<u> </u> %	**
0.2 Cost increase (% 2nd option year)	<u> </u> %	**

****The evaluation will take into account the cost increase for the two options of one year each.**

ANNEX «C»

Data for periodic usage report

Please forward, by email, all the informations regarding this standing offer to the two following consignees:

- NCR.SOMO@pwgsc.gc.ca
- sylvie.cameron@pwgsc.gc.ca

or by mail to : Standing Offers Coordination Office
 Place du Portage
 11, Laurier Street, 7C2, Station 40
 Gatineau, Qc K1A 0S5

Please use the Standing Offer number in the Subject line and clearly indicate:

- The standing offer number for which the data is submitted;
- The period for which the data has been accumulated (start date to end date);
- The Department with whom the standing offer was arranged;
- The start date and end date for the standing offer;
- The total spend to date, by government department;
- The product description;
- The units of measurement;
- The delivery date.

(Add lines as necessary)

Standing Offer		(Insert Standing Offer #)			Start Date of SO (DD/MM/YYYY)		End Date of SO (DD/MM/YYYY)	
Total Value to Date (\$)		Total Value for Reporting Period (\$)			Start Reporting Period (DD/MM/YYYY)		End Reporting Period (DD/MM/YYYY)	
Department Requesting	Order Number	Item Description	(Part Number, If Applicable)	Item Quantity	Unit of Measure (each, litre, etc..)	Date or Order	Date of Delivery	Value of Order (not including GST or Delivery)

ANNEX «D»

Insurance Requirements

CG9 - Insurance R2590D

GC 9.1 General

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

GC9.2 Proof of Insurance

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

GC9.3 Commercial General Liability

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

Solicitation No. - N° de l'invitation

E6QUE-110004/A

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

E6QUE-11-0004

Amd. No. - N° de la modif.

File No. - N° du dossier

QCM-1-34247

Buyer ID - Id de l'acheteur

qcm015

CCC No./N° CCC - FMS No/ N° VME

ANNEX «E»

Security Requirements Checklist

(see attached)



Government
of Canada

Gouvernement
du Canada

Contract Number / Numéro du contrat

E6QUE-110004

Security Classification / Classification de sécurité

Sans classification

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization Ministère ou organisme gouvernemental d'origine TPSGC/PWGSC		2. Branch or Directorate / Direction générale ou Direction Approvisionnement/Supply	
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 Offre à commandes (1 an + 2 années d'option) Remplacement de couvre-planchers			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
6. Indicate the type of access required - Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p.ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciales sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input type="checkbox"/> S/O		NATO / OTAN <input type="checkbox"/> S/O	
Foreign / Étranger <input type="checkbox"/> S/O			
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>		All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>			
Restricted to: / Limité à: <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:		Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information S/O			
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"/>	

Security Classification / Classification de sécurité

Sans classification



PART A (continued) / PARTIE A (suite)

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

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

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis
- | | | | |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET - SIGINT
TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS
ACCÈS AUX EMPLACEMENTS | | | |
- Special comments:
Commentaires spéciaux : _____
- NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.
10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☐ No / Non ☒ Yes / Oui
If Yes, will unscreened personnel be escorted:
Dans l'affirmative, le personnel en question sera-t-il escorté? ☐ No / Non ☒ Yes / Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

PRODUCTION

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

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

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



PART C (continued) / PARTIE C (suite)

For users completing the form manually use the summary chart below to indicate the category(les) 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																
IT Media Support TI																
IT Link Lien électronique																

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

☒ No
Non

☐ Yes
Oui

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

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

☒ No
Non

☐ Yes
Oui

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



PART D - AUTHORIZATION / PARTIE D - AUTORISATION

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

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Sylvie Cameron	Spécialiste de l'approvisionnement	
Telephone no. - N° de téléphone	Facsimile - Télécopieur	E-mail address - Adresse courriel
(418) 649-2879	(418) 648-2209	sylvie.cameron@tpsgc-pwgsc.gc.ca
		Date
		2012-03-16

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

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
PIERRE LEMIEUX	COORDONNATEUR SSPMW	
Telephone no. - N° de téléphone	Facsimile - Télécopieur	E-mail address - Adresse courriel
(418) 649-2910	(418) 648-2822	pierre.lemieux@tpsgc.gc.ca
		Date
		2012/03/16

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

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Sylvie Cameron	Spécialiste de l'approvisionnement	
Telephone no. - N° de téléphone	Facsimile - Télécopieur	E-mail address - Adresse courriel
(418) 649-2879	(418) 648-2209	sylvie.cameron@tpsgc-pwgsc.gc.ca
		Date
		2012-03-16

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

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
		Jacques Saumur
Telephone no. - N° de téléphone	Facsimile - Télécopieur	E-mail address - Adresse courriel
() - -	() - -	
		Date
		3-APRIL-2012

Jacques Saumur
Contract Security Officer, Contract Security Division
Jacques.Saumur@tpsgc-pwgsc.gc.ca
Tel/Tél - 613-948-1732 / Fax/Téléc - 613-954-4171