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1	Meter & Valve Controller Maintenance CE	W0142	W0142	1	Each	\$		See Herein	

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## PART 1 - GENERAL INFORMATION

### 1. Introduction

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

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

The Annexes include the Statement of Work, the Basis of Payment and any other annexes.

### 2. Summary

The Department of National Defence (DND) Canadian Forces Base (CFB) Suffield, Ralston, Alberta has a requirement for the supply of all labour, equipment, tools, materiels, supervision, and expertise necessary to perform meter calibration and repairs on both a semi annual and as and when requested basis.

The period of the Standing Offer will be from date of issuance to February 28, 2014 with two (2) additional one (1) year periods

There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security, Financial and Insurance Requirements, and Part 7A - Standing Offer. Offerors should consult the "[Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders](http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31)" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the [Departmental Standard Procurement Documents](#) Web site."

pursuant to section 01 of Standard Instructions 2006 and 2007, Offerors must submit a complete list of names of all individuals who are currently directors of the Offeror. Furthermore, as determined by the

Special Investigations Directorate, Departmental Oversight Branch, each individual named on the list may be requested to complete a Consent to a Criminal Record Verification form and related documentation

The requirement is subject to a preference for Canadian goods and/or services.

### 3. Security Requirement

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

### 4. Debriefings

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

## PART 2 - OFFEROR INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<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 (2012-11-19) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

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

Delete: sixty (60) days

Insert: one hundred and twenty (120) days

### 2. Submission of Offers

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

### 3. Enquiries - Request for Standing Offers

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

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be

clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that offerors do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

#### 4. Applicable Laws

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

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.

### PART 3 - OFFER PREPARATION INSTRUCTIONS

#### 1. Offer Preparation Instructions

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

Section I: Technical Offer ( 2 hard copies)

Section II: Financial Offer (1 hard copy)

Section III: Certifications (1 hard copy)

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

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

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

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

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

. To assist Canada in reaching its objectives, offerors should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

#### Section I: Technical Offer

In their technical offer, offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

## Section II: Financial Offer

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

### Payment by Credit Card

Canada requests that offerors complete one of the following:

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

The following credit card(s) are accepted:

VISA \_\_\_\_\_

Master Card \_\_\_\_\_

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

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

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

## Section III: Certifications

Offerors must submit the certifications required under Part 5.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 1. Evaluation Procedures

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

### 1.1 Financial Evaluation

#### 1.2.1 M0222T Evaluation of Price (2010-01-11)

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Refer to Annex B - Basis of Payment

## **2. Basis of Selection**

### **2.1 Basis of Selection - Mandatory Technical Criteria Only**

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria 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 and related documentation to be issued a standing offer. Canada will declare an offer non-responsive if the required certifications and related documentation are not completed and submitted as requested.

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

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

#### **1.1 Code of Conduct and Certifications - Related documentation**

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

Offerors who are incorporated, including those submitting offers as a joint venture, must provide with their offer or promptly thereafter a complete list of names of all individuals who are currently directors of the Offeror. Offerors submitting offers as sole proprietorship, including those submitting offers as a joint venture, must provide the name of the owner with their offer or promptly thereafter. Offerors submitting offers as societies, firms, partnerships or associations of persons do not need to provide lists of names. If the required names have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply will render the offer non-responsive.

Providing the required names is a mandatory requirement for issuance of a standing offer and award of a contract.

Canada may, at any time, request that an Offeror provide properly completed and Signed Consent Forms ([Consent to a Criminal Record Verification](http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html) form- PWGSC-TPSGC 229) (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>) for any or all individuals aforementioned within the time specified. Failure to provide such Consent Forms within the time period provided will result in the offer being declared non-responsive.

## 2. Additional Certifications Precedent to Issuance of a Standing Offer

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

### 2.1 Federal Contractors Program - Certification

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

The Bidder, or, if the Bidder is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Bidder or the member of the joint venture

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

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

### 2.2 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 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 FPS . 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

As per the above definitions, is the Offeror a FPS in receipt of a pension? YES ( ) NO ( )

If so, the Offeror must provide the following information, for all FPS in receipt of a pension, as applicable:

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

By providing this information, Offerors agree that the successful Offeror's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

### 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.

## 2.3 Canadian Content Certification

### 2.3.1 SACC Manual clause A3050T (2010-01-11) Canadian Content Definition

## 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.

### 3. Insurance Requirements

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex D .

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

## PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

## 1. Offer

1.1 The Offeror offers to perform the Work 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.

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, attached at Annex C;
- (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) (<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 (2012-11-19) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

### 3.2 Standing Offers Reporting

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

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

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

The quarterly reporting periods are defined as follows:

1st quarter: April 1 to June 30;

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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.

The Contractor must also send a copy to the Department of National Defence and is authorized to mail or send their invoices electronically, to the following address, (do one or the other, but not both):

Mail:

Base Commander  
CFB Suffield  
PO Box 6000 Stn Main  
Attn: Invoice accounts  
Medicine Hat, AB  
T1A 8K8

Or

E-mail to: [Invoices@intern.mil.ca](mailto:Invoices@intern.mil.ca)

#### **4. Term of Standing Offer**

##### **4.1 Period of the Standing Offer**

The period for making call-ups against the Standing Offer is from date of issuance to February 28, 2014.

##### **4.2 Extension of Standing Offer**

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional two (2) one (1) year option periods 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:

Name: LaVona Parker  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch

Solicitation No. - N° de l'invitation

W0142-13SO52/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

wpg207

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

W0142-13SO52

File No. - N° du dossier

WPG-2-35197

CCC No./N° CCC - FMS No/ N° VME

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Telephone: 204-984-2351

Facsimile: 204-983-7796

E-mail address: lavona.parker@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:

Name: TBD

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

E-mail address: \_\_\_\_\_

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

## 5.3 Offeror's Representative

Nom : TBD

Titre : \_\_\_\_\_

Organisation : \_\_\_\_\_

Adresse : \_\_\_\_\_

Téléphone : \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

Télécopieur : \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

Courriel : \_\_\_\_\_

## 6. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: TBD

## 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 an electronic version.

## 8. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$TBD (Goods and Services Tax or Harmonized Sales Tax included).

## 9. 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 (2012-11-19), General Conditions - Standing Offers - Goods or Services
- d) the general conditions (2029) General Conditions - Goods or Services (Low Dollar Value)
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment ;
- g) Annex C, Security Requirements Check List ;
- h) Annex D, Insurance Requirements;
- i) the Offeror's offer dated TBD.

## 10. Certifications

### 10.1 Compliance

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

### 10.2 SACC Manual Clauses

M3060C Canadian Content Certification (2008-05-12)

## 11. 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 TBD.

## 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

2029 (2012-11-19), General Conditions - Goods or Services (Low Dollar Value) apply to and form part of the Contract.

Section 12 Interest on Overdue Accounts, of \_2029 (2012-11-19), General Conditions - Goods or Services (Low Dollar Value) will not apply to payments made by credit cards.

## 2.3 **SACC Manual Clauses**

## 3. **Term of Contract**

### 3.1 **Delivery Date**

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

## 4. **Payment**

### 4.1 **Basis of Payment - Limitation of Expenditure**

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B, to a limitation of expenditure of \$ TBD. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

### 4.2 **Limitation of Expenditure**

1.Canada's total liability to the Contractor under the Contract must not exceed \$ TBD. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

2.No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

a.when it is 75 percent committed, or

b.four (4) months before the contract expiry date, or

c.as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,whichever comes first.

3.If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### 4.3 **Multiple Payments**

H1001C Multiple Payments (2008-05-12)

### 4.4 **SACC Manual Clauses**

Solicitation No. - N° de l'invitation

W0142-13SO52/A

Amd. No. - N° de la modif.

File No. - N° du dossier

WPG-2-35197

Buyer ID - Id de l'acheteur

wpg207

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

W0142-13SO52

CCC No./N° CCC - FMS No/ N° VME

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A9117C T1204 - Direct Request by Customer Department (2007-11-30)

C0710C Time and Contract Price Verification (2007-11-30)

C0711C Time Verification (2008-05-12)

#### **4.5 Payment by Credit Card**

The following credit cards are accepted: \_\_\_\_\_ and \_\_\_\_\_.

#### **5. Invoicing Instructions**

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

Each invoice must be supported by:

- a.copies of the work report and receipts;
- b.work report numbers

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.

#### **6. Insurance Requirements**

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

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

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## Annex A - Statement of Work

The Department of National Defence (DND) Canadian Forces Base (CFB) Suffield, Ralston, Alberta has a requirement for the supply of all labour, equipment, tools, materials, supervision, and expertise necessary to perform meter and valve controllers calibration and repairs on both a semi annual and as and when requested basis in accordance with Specification Number L-3831-9901/766 Dated August 14, 2012.

The period of the Standing Offer will be from date of issuance to February 28, 2014 with two (2) additional one (1) year periods

### Mandatory Conditions

#### 1. Call up conditions:

a) Should the call up work take longer than one day, the contractor will be paid the service call rate for the first hour that he reports to the job each day (not applicable to semi annual inspections).

b) If more than one call -up occurs per day, the service call rate will apply to the first call-up for that day, providing the Contractor is on site at the time of the call-up.

c) Overtime work will be at the discretion of the site authority.

2) The Contractor must employ certified technicians who are experienced in all aspects of servicing and maintaining gas well and all related devices. Evidence of such qualifications must be provided to the Site Authority at their request.

3) The Contractor must be able to respond to emergency service/repairs within three (3) hours of receiving call-up.

4) The Contractor must submit a copy of daily work reports and/or daily time sheets at the end of each day worked, or at the site authorities discretion on completion of a multi-day job.

a) Reports or Contractors worksheets must have the following details:

- i) date;
- ii) brief description of work completed that day;
- iii) DND work order number;
- iv) Hours worked for each tradesman and helper;
- v) List of materials used;
- vi) Any problem found or suspected; and
- vii) Work report number(s)

5) The Contractor must submit a copy of daily work reports and/or daily time sheets at the end of each day worked, or at the Site Authorities discretion on completion of a multi-day job.

**PART 1. General**

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

**CODES**

- .1 Perform work in accordance with National Building Code of Canada (NBC), the Operations Manager, Field Service Dept, and Occupational Health and Safety Division (WCB) provided that in any case of conflict or discrepancy, the more stringent requirements must apply.
- .2 Meet or exceed requirements of:
  - .1 Contract documents;
  - .2 Specified standards, codes and referenced documents;
    - .1 Canadian Electrical Code.
    - .2 CSA and ULC standards.
    - .3 SMACNA Manuals.
    - .4 Alberta Building Code and all associated codes and regulations.
    - .5 Installation Code for Natural Gas Burning Appliances and Equipment, CAN1-B149.2-M91.

**CONTRACTOR'S USE OF SITE**

- .1 Use of site: execution of work.
- .2 Obtain and pay for use of additional storage or work areas.

**LOCATION OF EQUIPMENT AND FIXTURES**

- .1 Location of equipment, and/or outlets indicated or specified are to be considered as approximate.
- .2 Locate equipment, distribution systems to provide minimum interference and maximum useable space and in accordance with manufacturer's recommendations for safety, access and maintenance.

- .3 Inform Project Authority of impending installation and obtain his approval for actual location.

### **ALTERATIONS, ADDITIONS OR REPAIRS TO EXISTING BUILDING**

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

### **ADDITIONAL DRAWINGS**

- .1 Project Authority may furnish additional drawings for clarification. These additional drawings have same meaning and intent as if they were included with plans referred to in Contract documents.

### **BUILDING SMOKING ENVIRONMENT**

- .1 Comply with smoking restrictions.

### **INTENTION**

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

### **CONTRACT DRAWINGS**

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

### **QUALIFICATIONS**

- .1 Personnel must be qualified through ERCB Regulations and qualified to service all equipment involved with this Contract.

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## COMMENCEMENT OF WORK

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

## COOPERATION

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

## INSTALLATION CLEAN-UP

- .1 The Contractor must be responsible for the protection and maintenance of his work until the job has been completed and accepted by DND. He must be responsible for the sorting of his material inside and out of the building and must clean up all refuse caused by his work.

## PART 2 Products

### GENERAL

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

### MATERIALS

- .1 All materials used must be new and the best of its respective kind unless otherwise specified. All equipment installed must be in accordance with manufacturer's printed installation directions.
- .2 Permanent replacement of components: must be factory approved parts and of the same brand name as the defective ones being removed.
- .3 Any components replaced in a temporary emergency situation having a brand name other than the original defective component must be replaced as soon as possible with the required name component.

## REPAIR REPORT

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- .1 Upon completion of repairs, a report must be submitted to the Project Authority by the serviceman performing the repairs.
  - .2 The report must indicate the checks made, condition of the equipment, adjustments made, and parts replaced. Recommendation as to maintenance work required must also be made in the report.

### **PART 3 Execution**

#### **INSTALLATION**

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

#### **WORKMANSHIP**

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

#### **FINAL CLEANING**

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

**END OF SECTION**

**PART 1      General****FIRE SAFETY PLAN**

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

**FIRE DEPARTMENT BRIEFING**

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

**REPORTING FIRES**

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

Base: 911

Ralston (Off Base): 911

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

**INTERIOR AND EXTERIOR FIRE PROTECTION AND ALARM SYSTEMS**

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

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## **FIRE EXTINGUISHERS**

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

## **BLOCKAGE OF ROADWAYS**

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

## **FIRE PRECAUTIONS**

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

## **SMOKING PRECAUTIONS**

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

## **RUBBISH AND WASTE MATERIALS**

- .1 Rubbish and waste materials are to be kept to a minimum.
- .2 Burning of rubbish is prohibited.
- .3 Removal:
  - .1 Remove all rubbish from work site at end of workday or shift or as directed.
- .4 Storage:
  - .1 Store oily waste in approved receptacles to ensure maximum cleanliness and safety.
  - .2 Deposit greasy or oily rags and materials subject to spontaneous combustion in approved receptacles and remove as required in 1.10.6.

## **FLAMMABLE AND COMBUSTIBLE LIQUIDS**

- .1 Handling, storage and use of flammable and combustible liquids are to be governed by the current National Fire Code of Canada.
- .2 Flammable and combustible liquids such as gasoline, kerosene and naphtha must be kept for ready use in quantities not exceeding 45 litres provided they are stored in approved

safety cans bearing Underwriters' Laboratory of Canada or Factory Mutual seal of approval. Storage of quantities of flammable and combustible liquids exceeding 45 litres for work purposes requires permission of Fire Chief. Flammable and combustible liquids are prohibited from being stored within the building.

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

### **HAZARDOUS SUBSTANCES/HOT WORK/TEMPORARY HEAT PERMITS**

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

## QUESTIONS AND/OR CLARIFICATION

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

## FIRE INSPECTION

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

## END OF SECTION

### PART 1 General

#### ENVIRONMENTAL RESPONSIBILITY

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

#### WORK AREA

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

#### FUEL MANAGEMENT

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

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- .4 Appropriate clean-up materials must be readily available to deal with spills or leaks.

### **FIRES**

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

### **WASTE MANAGEMENT**

- .1 Do not bury rubbish and waste materials on site.  
.2 Ensure that all waste materials, equipment and debris are adequately contained on site.  
.3 Remove from DND property for disposal all wastes or volatile materials, such as mineral spirits, oil or paint thinner.  
.4 Ensure that sufficient numbers of waste and recycling containers are located on site and properly maintained and emptied to prevent overloading.  
.5 Minimize amount of waste to landfills by segregating recyclable materials from the waste stream into appropriate recycling containers. Ensure separation of materials into appropriate recycling or waste bins.  
.6 Additional requirements in accordance with Waste Management and Disposal.

### **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.

### **SOIL HANDLING**

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

### **SITE CLEARING AND PLANT PROTECTION**

- .1 Minimal surface disturbance techniques are to be employed on prairie landscapes.  
.2 When vegetation or brush removal is required, such activities are to be completed using non-chemical means, unless otherwise authorized by the Project Authority.

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- .3 Protect trees and plants on site and adjacent properties where indicated.
  - .4 Wrap in burlap, trees and shrubs adjacent to construction work, storage areas and trucking lanes, and encase with protective wood framework from grade level to height of 2 m.
  - .5 Protect roots of designated trees to drip line during excavation and site grading to prevent disturbance or damage. Avoid unnecessary traffic, dumping and storage of materials over root zones.
  - .6 Minimize stripping of topsoil and vegetation.
  - .7 Restrict tree removals to areas indicated or designated by Project Authority.
  - .8 Salvage vegetation and store at approved sites for future replacement as required and directed by Project Authority.

#### **WORK ADJACENT TO WATERWAYS**

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

#### **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.

#### **EQUIPMENT**

- .1 Equipment that is to be used in the execution of the work must be maintained in a manner that will not be detrimental to the environment and in compliance with the Canadian

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Environmental Protection Act (CEPA). Equipment that is in violation must be removed from the site until such time as it does comply with the above requirements.

- .2 Equipment and vehicles used on the prairie must be cleaned to remove weeds and spores prior to arriving on site.
- .3 Construction equipment must be well maintained, free from leaks and mechanical defects.
- .4 When equipment and vehicles are not in use, they must be stored in designated areas approved by the Project Authority.

### **STORAGE AND HANDLING**

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

### **RESTORATION**

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

### **CLEAN UP**

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

## **REPORTING**

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

## **INSPECTIONS**

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

## **END OF SECTION**

### **PART 1 General**

#### **CONSTRUCTION SAFETY MEASURES**

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

#### **BASE SAFETY OFFICER BRIEFING**

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

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## **FMA SAFETY REQUIREMENTS**

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

## **EPG AND BASE RANGE AREA**

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

## **TOOLS AND EQUIPMENT**

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

## **CONFINED SPACE ENTRY POLICY**

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

## **FIRE SAFETY REQUIREMENTS**

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

## **SCAFFOLDING**

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

## **OVERLOADING**

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

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## **WHMIS**

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

## **FALL PROTECTION**

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

## **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

- .1 Contractors and their personnel must comply with all Federal Safety Standards in relation to Personal Protective Equipment.
- .2 Hardhats and safety boots must be worn at all times at construction sites and when operating mobile equipment and any location in which an overhead hazard exists and the individuals work within close proximity could possibly be exposed to that hazard.
- .3 Eye and/or face protection must be worn when handling materials liable to injure or irritate eyes when engaging in any work, producing hazard from flying objects or when operating power lawn equipment or tools.
- .4 Hearing protection must be worn when entering or working in elevated noise hazard area. This includes, but not limited to, constructions sites, shop operations, lawn care and operators of equipment or vehicles, which produce noise levels above 85 decibels.

- .5 Respirators must be worn when a workers is or may be exposed to an oxygen deficient area or to harmful concentration of gas, vapours, smoke, fumes, mists, dusts or as recommended by the Material Safety Data Sheets (MSDS).
- .6 Protective clothing must be worn at all times in all stores and industrial environments, construction sites and while performing any type of landscaping/lawn care activity. No shorts, muscle shirts, capri pants or non-safety footwear allowed at all times.

### END OF SECTION

## **PART 1      General**

### **GENERAL**

- .1 Conduct cleaning and disposal operations to comply with local ordinances and anti-pollution laws.
- .2 Store volatile waste in covered metal containers and remove from premises at end of each working day.
- .3 Provide adequate ventilation during use of volatile noxious substances. Use of building ventilation systems is not permitted for this purpose.

### **MATERIALS**

- .1 Use only cleaning materials recommended by manufacturer on surface to be cleaned and as recommended by cleaning material manufacturer.

### **FINAL CLEANING**

- .1 Remove grease, dust, dirt, stains, labels, fingerprints and other foreign materials from interior and exterior finished surfaces including glass and other polished surfaces.
- .2 Remove debris and surplus materials from crawl areas and other accessible concealed spaces.

### END OF SECTION

### Annex B - Basis of Payment

G.S.T is excluded of the prices quoted herein (if applicable)

G.S.T will be shown as a separate line item on the invoice (if applicable)

Estimated usages:

Estimated usages are for evaluation purposes only and do not necessarily reflect actual purchase volumes. The estimated usages will not form part of any resulting standing offer.

Year #1, from date of issuance to February 28, 2014

Year #2, from date of issuance to February 28, 2015

Year #3, from date of issuance to February 28, 2016

Product/Size of Unit	Est Usage	Price /Unit		
		Year #1	Year # 2	Year # 3
<p><b>1. Inspections:</b> Lump sum price per meter to cover calibration, replacement of "C" Cell chart drive batteries, replacement of 44 series disposable meter pins and replacement of 31 day chart drives no. P50 and P500 including all travel, labour, mileage and accomodation costs if required. Inspections to be done semi-annually in May and October of each year</p> <p>A. Lump sum price per meter:</p>	41 meters	\$_____/ea	\$_____/ea	\$_____/ea
<p><b>2. Inspections:</b> All inclusive lump sum per valve controllers to cover calibration and repairs including travel, labour, mileage and accomodation costs if required. Calibration to be done semi-annually in May and October of each year.</p> <p>A. Lump sum price</p>	9			

<b>3. Emergency Service Repairs (on an “as and when” requested basis as authorized by the Site Authority):</b>				
<b>A. Service Call - Lump sum price CFB Suffield and return for a technician, helper (if required) and service truck (all transportation, vehicle, mileage and meal expenses are to be included):</b>				
i) During regular working hours (Monday thru Friday, excluding statutory holidays)	8 trips	\$___/trip		
ii) Outside regular working hours (Monday thru Friday)	1 trip	\$___/trip	\$___/trip	\$___/trip
iii) Outside regular working hours (weekend & statutory holidays)	1 trip	\$___/trip	\$___/trip	\$___/trip
<b>B. Productive Labour - (only in addition to 2.A above)</b>				
i) During regular working hours (Monday thru Friday, excluding statutory holidays)				
a) technician	24 hours	\$___/hour	\$___/hour	\$___/hour
b) helper	11 hours	\$___/hour	\$___/hour	\$___/hour
ii) Outside regular working hours (Monday thru Friday)				
a) technician	4 hours	\$___/hour	\$___/hour	\$___/hour
b) helper	2 hours	\$___/hour	\$___/hour	\$___/hour

iii) Outside regular working hours (weekend & statutory holidays)				
a) technician	4 hours	\$_____/hour	\$_____/hour	\$_____/hour
b) helper	2 hours	\$_____/hour	\$_____/hour	\$_____/hour
<b>4. Materiels:</b> Materiels and replacement parts (except free issue) required for maintenance and repairs (which includes invoice cost, transportation costs, exchange, customs and purchasing expenses, internal handling, G & A expenses and profit) plus a mark up excluding sales tax for items valued at \$100.00 or more. Sales tax to be shown as a separate line item.	\$3,000	Mark - up Percentage_____%		

The evaluated total will be calculated as follows:

The price quoted for item 1.A times the estimated usage x 2  
 Plus the price quoted for item 2.A times the estimated usage x2  
 Plus the price quoted for 3.A.i times the estimated usage  
 Plus the price quoted for 3.A.ii times the estimated usage  
 Plus the price quoted for 3.A iii times the estimated usage  
 Plus the price quoted for 3.B i .(a) times the estimated usage  
 Plus the price quoted for 3.B i (b) times the estimated usage  
 Plus the price quoted for 3.B ii (a) times the estimated usage  
 Plus the price quoted for 3.B ii (b) times the estimated usage  
 Plus the price quoted for 3.B.iii (a) times the estimated usage  
 Plus the price quoted for 3.B iii (b) times the estimated usage  
 Plus the estimated usage of \$3,000.00 plus mark-up  
 Equals the total evaluated bid for year #1

This Calculation will be applied to each year of pricing and all periods will be added together to determine the total evaluated offer.

#### ANNEX C - Security Requirements Checklist

See attached PDF

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## ANNEX D - Insurance

### 1. 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 Public Works and Government Services Canada.

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.

l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

r. Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

Director Business Law Directorate,  
Quebec Regional Office (Ottawa),  
Department of Justice,  
284 Wellington Street, Room SAT-6042,  
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:

Senior General Counsel,  
Civil Litigation Section,  
Department of Justice  
234 Wellington Street, East Tower  
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then

Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

## ANNEX "E"

### Standing Offer Usage Report Form

As a requirement of this Standing Offer, a Usage Report shall be submitted on a quarterly basis. **The Contractor understands that it is there responsibility to implement a system for tracking call-ups against this standing offer in order to provide usage reports and ensure that the financial limitation is not exceeded. Failure to comply may result in the setting aside of the Standing offer.**

#### Quarterly Usage Report Schedule:

Period of:	Report Due no later than:
April 01 to June 30	July 15
July 01 to September 31	October 15
October 01 to December 31	January 15
January 01 to March 31	April 15

Each Usage Report is to be comprised of:

- a) Completed Call-ups:

The Offeror hereby offers to provide information on completed Call-ups as per the format below:

<b>Supplier Name:</b>		<b>Contact Name / Number:</b>	
<b>Standing Offer Number:</b>		<b>Period Covered:</b>	

Department	Call-up Number	Dollar Value (GST Included)
(A) Total Dollar Value Call-ups for this reporting period:		
(B) Accumulated Call-up totals to date:		
(A+B) Total Accumulated Call-ups		

Solicitation No. - N° de l'invitation

W0142-13SO52/A

Amd. No. - N° de la modif.

File No. - N° du dossier

WPG-2-35197

Buyer ID - Id de l'acheteur

wpg207

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

W0142-13SO52

CCC No./N° CCC - FMS No/ N° VME

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

**Send Report to: LaVona Parker@pwgsc.gc.ca or Fax to: (204) 983-7796**

**Appendix A - American Gas Association Report #3**

See Attached PDF

**Appendix B - Wells and Meters**

See Attached PDF

AMERICAN GAS ASSOCIATION REPORT #3

## UNITS OF MEASURE

14.020 A record or report of any measurement of gas required by the Act of these regulations shall be made in units of 1000 cubic metres to one decimal place.

(AR 151/71; AR 67/72; AR 229/79)

## METERING AND MEASUREMENT OF GAS

14.030 (1) Where the measurement of gas is required for any purpose, its volume shall be computed as a number of cubic metres it would occupy at standard conditions of 101.234 kilopascals absolute and 15°C, but for the purpose of any permit issued under the provisions of the **Gas Resources Preservation Act**, or the **Gas Resources Preservation Act, 1956**, prior to December 31, 1960, the standard conditions to be referred to in occupying the volume of gas shall be the standard conditions prescribed in the permit, or, if no standard conditions are so prescribed, the standard conditions of 99.596 kilopascals absolute and 15°C shall be used and indicated.

(2) Whenever the conditions of pressure and temperature differ from the standard conditions prescribed in subsection (1), conversion of the volume from the conditions under which measurement is made to the standard conditions shall be made in accordance with the Ideal Gas Laws and corrected for deviation from the Ideal Gas Laws.

(3) Correction for deviation from Ideal Gas Laws shall be based on Tables of the American Gas Association published in Gas Measurement Committee Report No. 3 or by such other method as the Board may approve.

(AR 151/71; AR 229/79)

14.030 (1) The licensee of a well, battery or group of wells shall accurately measure all gas produced therefrom with an approved gas meter, which shall be calibrated within the first month of operation and thereafter on a regular basis as specified by the Board.

(2) The board, upon application in writing, may relieve the licensee of the requirement of subsection (1), subject to the condition that he supply to the Board satisfactory estimates of the volumes of gas produced.

(3) An applicant under subsection (2) shall conform to the provisions of Section 15.140 concerning such applications.

14.050 (1) Upon the discovery of any gas metering error, the licensee shall have the meter corrected immediately and shall report corrected production for the period during which the meter measured incorrectly.

14.060 (1) The licensee of a well or battery at which gas is produced shall:

- (a) maintain the meter in good operating condition;
- (b) safeguard the meter suitably from weather and from interference from unauthorized person;
- (c) where there is a by-pass around a meter, fit it with valves that, when closed, effectively stop all flow of gas through the by-pass; and
- (d) when a by-pass around a meter is opened or when, for any other reason gas does not reach the meter, make suitable entry in the daily record of the well and on the meter chart where one is taken.

(2) Whenever the volume of gas at a well or battery requires correction for flowing temperature and there is no continuous recording of gas flow temperature, the operator shall equip each meter run with a thermometer well and take record on the chart or in the daily record the temperature of the gas stream at least once per week.

(3) The licensee of a well or battery shall include a reasonable estimate of all unmetered gas production in the gas volume computation for the period covered by a chart, meter, index counter or data printer output.

#### ORIFICE METERS

14.070 (1) Where an orifice meter is used to measure gas production, the licensee shall equip the meter with a chart record and shall install the meter in accordance with the provisions of the code of the American Gas Association, published as Gas Measurement Committee Report No. 3.

(2) The licensee of a gas well shall, unless otherwise directed by the Board, use for the measurement of gas production either a circular chart drive, not slower than seven days per cycle, or a suitable strip chart.

(3) The licensee of an oil well at which gas is produced shall use for the metering of gas production a 24-hour chart drive unless the Board, upon application and upon being satisfied that gas production can be accurately determined, permits the use of a slower clock drive.

(4) Where an orifice meter is used, the licensee shall record, or cause to be recorded, on the chart

- (a) identification of the gas stream being metered;
- (b) the size of the orifice plate in use;
- (c) the size of the meter tube;
- (d) the time of orifice plate changes;
- (e) the time and date of start and finish of the record;  
and
- (f) the flowing gas temperature;

(5) The licensee shall mark or cause to be marked the measured inside diameter of each orifice meter tube in millimeters to one decimal place on the tube or flange.

(6) The licensee shall stamp or cause to be stamped on each orifice plate its bore in millimeters to two decimal places.

(7) Unless otherwise required by the Board, the computation period for the gas volumes measured shall be for the period of the chart rotation but, for gas wells, the maximum day's production in each month shall also be calculated.

(8) Where a person is required to compute the volume of gas, he shall do so according to the code of the American Gas Association, published as Gas Measurement Committee Report No. 3 using all the factors in the following gas flow formula taken from the report:

$$Q F_b \times F_r \times Y \times F_{pb} \times F_{cb} \times T_{tf} \times F_g \times F_{pv}$$

$$\times F_m \times (h_w \times pf) \times op.\text{hrs.};$$

But where gas is produced with oil the factors,  $F_r$  and  $Y$ , need not be used in calculating test gas volumes where the difference in the result would not exceed two percent.

(8.1) The density factor used to compute the gas production of a well or group of wells shall either be determined from correlation tables obtained from the Board, if available, or determined from semi-annual measurements or gas density.

(9) Upon application, the Board may, where special circumstances warrant, grant relief from the requirement of a chart record on an integrating orifice meter.

(AR 151.71; AR 93/73; AR 229/79)

#### ROTARY DISPLACEMENT METERS

14.080 (1) Where the licensee of a well, battery or group of wells uses a rotary displacement meter to measure gas production, he shall:

- (a) install the meter in accordance with the specifications recommended by the manufacturer;
- (b) install a dampening orifice downstream from the meter;
- (c) provide pressure taps immediately on each side of the meter, fitted with 6 millimeter valves so that a measurement of the differential pressure across the meter may be taken;
- (d) enter in the well or battery records all data necessary for calculating the volume of gas produced and correct the measured volumes of gas produced for operating pressure, temperature and super-compressibility.
- (e) equip the meter with a non-reset counter;
- (f) install a thermometer well in the pipe near the meter;
- (g) take at least once per week a temperature measurement of the gas stream and enter it in the daily record; and
- (h) equip the meter in the case of test gas production from an oil well with either an index to correct the volume to base pressure conditions or chart recording equipment to record the volume throughput and the meter operating pressure.



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat

W1142-13B082

Security Classification / Classification de sécurité: Unclass

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

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

TBS/ECT 350-103(2004/12)

Security Classification / Classification de sécurité: Unclass





Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat  
W0142-139062

Security Classification / Classification de sécurité  
Unclass

**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 classifiés 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?  
If Yes, indicate the level of sensitivity: Dans l'affirmative, indiquer le niveau de sensibilité:  No / Non  Yes / Oui

Site Title(s) of material / Titre(s) abrégé(s) du matériel

Document Number / Numéro du document

**PART B - PERSONNEL FOURNISSEUR / 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 FIABILITE | <input type="checkbox"/> CONFIDENTIAL / CONFIDENTIEL           | <input type="checkbox"/> SECRET / SECRET           | <input type="checkbox"/> TOP SECRET / TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET - SIGINT / TRÈS SECRET - SIGINT        | <input type="checkbox"/> NATO CONFIDENTIAL / NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET / NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET / COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS / ACCÈS AUX EMBLEMES                  |  |  |   |

Special comments

Commentaires spéciaux: This SRCL is being submitted as the contractor requires unescorted access to a Controlled Access Zone/Area

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

**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 de 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 opérations du fournisseur seront-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



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat W0143-138092
Security Classification / Classification de sécurité Unclassified

**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 premise(s).  
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	Secret	TOP SECRET	NATO RESTRICTED / NATO DIFFUSION RESTRICTION	NATO CONFIDENTIAL	NATO SECRET	CONFIDENTIAL	TOP SECRET	SECRET	TOP SECRET	
Information / Informations														
Equipment / Équipements														
Personnel / Personnel														
Facilities / Installations														
Other / Autres														

12. a) Is the description of the work contained within the SROU PROTECTED and/or CLASSIFIED?  
La description du travail visé par le présent LVERB 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 SROU be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente LVERB 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 s'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat 170-142-133052
Security Classification / Classification de sécurité Unclass

**PART D - AUTHORIZATION / PARTIE D - AUTORISATION**

13. Organization Project Authority / Charge de projet de l'organisme			
Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Dan Weatherbee	CE Contract Inspector		

Telephone No. - N° de téléphone 403-944-1482	Facsimile No. - N° de télécopieur 403-944-4308	E-mail address - Adresse courriel DANIEL.WEATHERBEE@cpsr.ca	Date 7 Sep 13
---	---	--	------------------

14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Supervisor of MP GP HQ - <b>Industrial Security</b> Senior Security Analyst Tel: 413-946-4135 Fax: 413-946-7889			

Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

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?	<input type="checkbox"/> No / Non	<input checked="" type="checkbox"/> Yes / Oui
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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	
Anna Kulycka	Contract Security Officer		

Telephone No. - N° de téléphone 413-954-1234	Facsimile No. - N° de télécopieur 413-954-9171	E-mail address - Adresse courriel anna.kulycka@cpsr.ca	Date Oct 1, 2012
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	3	13-22-15-9	C913543	2.065	2.063	DCM 91 832	36.47
	4	14-10-15-9	C913539	2.064	2.062	DCM 91 839	36.40
	7	05-15-15-9	C913550	2.064	2.063	DCM 91 836	36.51
	10	13-16-15-9	C913541	2.064	2.062	DCM 91 833	36.52
	13	07-15-15-9	C913548	2.063	2.061	DCM 91 840	36.44
410	15L	07-10-15-9	C904671	2.059	2.053	EG 04000	36.24
410	15R	07-10-15-9	C23828	2.053	2.051	4216	36.32
	17	09-10-15-9	C913553	2.064	2.063	DCM 91 844	36.64
	19	01-10-15-9	C913554	2.063	2.062	DCM 91 843	36.52
	20	13-02-15-9	C913536	2.063	2.064	DCM 91 847	36.31
	21	05-11-15-9	C913551	2.065	2.064	DCM 91 846	36.60
	22	13-11-15-9	C913547	2.064	2.063	DCM 91 845	36.30
	23	11-11-15-9	C913546	2.063	2.062	DCM 91 842	36.50
	26	14-11-15-9	C913549	2.064	2.064	DCM 91 841	36.50
201	28L	10-04-15-9	C904670	2.056	2.053	EG 04001	36.25
201	28R	10-04-15-9	C20011	2.067	2.063	C11118	36.26
	29	10-03-15-9	C913535	2.064	2.063	DCM 91 838	36.54
	30	16-10-15-9	C913538	2.063	2.065	DCM 91 934	36.53
	31	12-11-15-9	C913540	2.063	2.061	DCM 91 930	36.59
	32	06-15-15-9	C913544	2.064	2.063	DCM 91 837	36.48
	34	09-16-15-9	C913545	2.062	2.063	DCM 91 828	36.5
	35	10-16-15-9	C913542	2.066	2.064	DCM 91 831	36.18
	36	14-16-15-9	C913552	2.063	2.062	DCM 91 829	36.64
200	37	06-16-15-9	C27650	2.059	2.060		36.81
119	38L	07-03-15-9	C43358	1.946	1.942	EA 04177	36.56
119	38R	07-03-15-9	C43266	1.946	1.942	EA 04118	36.55
198	39L	10-15-15-9	371393	2.064	2.065	E 34496	36.68
198	39R	10-15-15-9	371444	2.066	2.053	EE 04026	36.72
	40L	16-22-15-9	C892287	1.946	1.914	EE 04020	36.48
	40R	16-22-15-9	C892290	1.945	1.941		36.62
	41L	06-09-15-9	C892285	1.939	1.942		36.66
	41R	06-09-15-9	C892289	1.940	1.940		36.42
	42L	16-09-15-9	C892288	1.941	1.939		36.53
	42R	16-09-15-9	C892292	1.939	1.941		36.62
	43L	16-16-15-9	C892286	1.944	1.942		36.73
	43R	16-16-15-9	C892291	1.944	1.940		36.59
313	1						
189	5	15-22-15-9	C38223	2.067	2.071	DCM 85 910	36.62
	11	07-22-15-9	C900887	2.063	2.064	DCM 90 318	36.50
76	76	12-13-15-9	C904398	2.070	2.067	E 39881	36.62
187	4	14-10-15-9	C38225	2.067	2.068		36.63
188	9	06-10-15-9	C38222	2.068	2.068		36.48