

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**

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

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

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

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

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

## Comments - Commentaires

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

**Issuing Office - Bureau de distribution**  
Public Works and Government Services / Travaux publics  
et services gouvernementaux  
Kingston Procurement  
Des Acquisitions Kingston  
86 Clarence Street, 2nd floor  
Kingston  
Ontario  
K7L 1X3

<b>Title - Sujet</b> Carpentry Services	
<b>Solicitation No. - N° de l'invitation</b> E6TOR-12RM15/A	<b>Date</b> 2012-11-08
<b>Client Reference No. - N° de référence du client</b> E6TOR-12-RM15	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$KIN-519-5979
<b>File No. - N° de dossier</b> KIN-2-38212 (519)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2012-11-28</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Choquette, Herb	<b>Buyer Id - Id de l'acheteur</b> kin519
<b>Telephone No. - N° de téléphone</b> (613)536-4874 ( )	<b>FAX No. - N° de FAX</b> (613)545-8067
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> As stated in call-up document	
<b>Security - Sécurité</b> This request for a Standing Offer includes provisions for security. Cette Demande d'offre à commandes comprend des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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

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

### 2. Summary of Requirement

Work includes the provision of skilled licensed labour, tools, equipment, materials and supervision for building carpentry and woodworking services including the installation of doors and windows as detailed in Annex "F", entitled "Statement of Work", as and when requested by the Federal Government in the Ontario Region (excluding the National Capital Region). It is anticipated that 1 firm will be issued a standing offer for each geographic area listed in ANNEX "B" including but not limited to areas of: Belleville; Borden; Brockville; Campbellford; Coburg; Cornwall; the French River Dam adjacent to the Dokis reserve; Gravenhurst; Hamilton; Kingston; Kitchener; London; Niagara Falls; North Bay; Petawawa; Peterborough; Sault Ste. Marie; Sudbury; Toronto (GTA); Trenton and Windsor. The term of the Standing Offers will be from date of award to March 31, 2013 with Canada having an option to extend the standing offers by one year.

There is no minimum call-up value. Individual call-ups including all amendments and Harmonized Sales Tax, must not exceed \$60,000 for the Department of National Defence and \$100,000 for all other identified users. This procurement contains MANDATORY requirements as specified in Part 4. There are Health & Safety requirements specified in Part 5 "Certifications" which are one of the conditions precedent

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to issuance of the Standing Offer. The resulting Standing Offer must not be used when other trades standing offers or contracts are required to complete the project. The General Contractor Supply Arrangement or other procurement tools must be used in place of this Standing Offer when multiple trades are required to complete the project. The requirement is subject to the provisions of the Agreement on Internal Trade (AIT). The requirement is conditionally limited to Canadian goods and/or services

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.

### **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.

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

#### Delete:

Offerors must submit the following as part of their offer:  
a complete list of names of all individuals who are currently directors of the Offeror;  
a properly completed and signed Consent Form, for each individual named in the aforementioned list.

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

#### Insert:

Offerors should provide, with their bid or promptly thereafter, a complete list of names of all individuals who are currently directors of the Bidder. If such a list has not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to provide such a list within the required time frame will render the bid non-responsive. Offerors must always submit the list of directors before contract award.

Canada may, at any time, request that a Bidder provide properly completed and Signed Consent Forms ([Consent to a Criminal Record Verification form - PWGSC-TPSGC 229](#)) for any or all individuals named in the aforementioned list within a specified delay. Failure to provide such Consent Forms within the delay will result in the bid being declared non-responsive.

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

The Offeror must diligently maintain the list up-to-date by informing Canada in writing of any change occurring during the validity period of the bid, and must also provide Canada, when requested, with the corresponding Consent Forms. The Offeror will also be required to diligently maintain the list and when requested, provide Consent Forms during the period of any contract arising from this solicitation.

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

Delete: sixty (60) days

Insert: one hundred twenty (120) days

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## **2. Submission of Offers**

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

## **3. Enquiries - Request for Standing Offers**

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

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

## **4. Applicable Laws**

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

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

## **5. Compliance with Applicable Laws**

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

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

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

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## PART 3 - OFFER PREPARATION INSTRUCTIONS

### 1. Offer Preparation Instructions

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

Section I: Financial Offer 1 hard copy

Section II: Certifications 1 hard copy

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

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

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

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

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

#### Section I: Financial Offer

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

#### Payment by Credit Card

Canada requests that offerors complete one of the following:

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

The following credit card(s) are accepted:

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

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

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

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

#### Section II: Certifications

Offerors must submit the certifications required under Part 5.



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## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **1. Evaluation Procedures**

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

#### **1.1. Technical Evaluation**

##### **1.1.1 Mandatory Technical Criteria**

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

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

#### **1.2. Financial Evaluation**

##### **1.2.1 Financial Evaluation Criteria**

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

### **2. Basis of Selection**

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

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## PART 5 - CERTIFICATIONS

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

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

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

1.1 Offerors should provide, with their bids or promptly thereafter, a complete list of names of all individuals who are currently directors of the Bidder. If such a list has not been received by the time the evaluation of bids is completed, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Offerors must submit the list of directors before contract award, failure to provide such a list within the required time frame will render the bid non-responsive.

The Contracting Authority may, at any time, request that a Bidder provide properly completed and Signed Consent Forms ([\*Consent to a Criminal Record Verification form - PWGSC-TPSGC 229\*](#)) for any or all individuals named in the aforementioned list within a specified delay. Failure to provide such Consent Forms within the delay will result in the bid being declared non-responsive.

### 2. Certifications Required Precedent to Standing Offer Issuance

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

#### 2.1 Bidder's Procurement Business Number (PBN)

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

#### 2.2 Canadian Content

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

##### 2.2.1 Canadian Content Certification

This procurement is conditionally limited to Canadian goods and Canadian services.

The Offeror certifies that:

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

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

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**1.3 Federal Contractors Program - \$200,000 or more**

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

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

2. If the Bidder does not fall within the exceptions enumerated in 3.(a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP, the Bidder must fax (819-953-8768) a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.
3. 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, or temporary employees having worked 12 weeks or more in Canada;
- (b) ( ) is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;
- (c) ( ) is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC (having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is attached;
- (d) ( ) is subject to the FCP, and has a valid certificate number as follows: \_\_\_\_\_ (e.g. has not been declared an ineligible contractor by HRSDC.)

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

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## 2.4 Former Public Servant Certification

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

### Definitions

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

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

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

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

### Former Public Servant in Receipt of a Pension

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

If so, the Offeror must provide the following information:

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

### Work Force Reduction Program

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

If so, the Offeror must provide the following information:

- (a) name of former public servant;
- (b) conditions of the lump sum payment incentive;
- (c) date of termination of employment;
- (d) amount of lump sum payment;
- (e) rate of pay on which lump sum payment is based;
- (f) period of lump sum payment including start date, end date and number of weeks;

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

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

**Certification**

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

2.5 Documents Required:

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

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

2.5.3 A copy of company's WSIB Clearance Certificate

2.5.4 A copy of all applicable trades certificates as detailed in the specification. (e.g. Certificate of Qualification for each tradesman and proof of registration in the Apprenticeship program for all apprentices,)

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## **PART 6 - SECURITY AND INSURANCE REQUIREMENTS**

### **1. Security Requirement**

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

- (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
- (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicate in Part 7A – Standing Offer;
- (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.

2. For additional information on security requirements, offerors should consult the Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Web site.

### **2. Insurance Requirements**

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

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

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## PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 1. Summary of Requirement

Work includes the provision of skilled licensed labour, tools, equipment, materials and supervision for building carpentry and woodworking services including the installation of doors and windows as detailed in Annex "F", entitled "Statement of Work", as and when requested by the Federal Government in \_\_\_\_\_, Ontario. The Standing Offer is not to be used when other trades standing offers or contracts are required to complete the project. The General Contractor Supply Arrangement other procurement tools could be must be used in place of this Standing Offer when multiple trades are required to complete the project. The Standing Offer holder may subcontract up to 10% of the value of the project construction estimate or call-up amount (not to exceed \$1,000.00 without taxes) for work by one other skilled trade.

#### 2. Security Requirement

##### SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:

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

##### 2.1 Additional Security Requirement for Correctional Service of Canada

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

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

#### 3. Standard Clauses and Conditions

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

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### 3.1 General Conditions

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

#### Delete:

1. During the entire period of the Standing Offer, the Offeror must diligently update, by written notice to the Standing Offer Authority, the list of names of all individuals who are directors of the Offeror, as well as the Corresponding Consent Forms.

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

#### Insert:

1. During the entire period of the Contract, the Contractor must diligently update, by written notice to the Contracting Authority, the list of names of all individuals who are directors of the Contractor whenever there is a change. As well, whenever requested by Canada, the Contractor must provide the corresponding Consent Forms.

### 3.2 Standing Offers Reporting

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

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

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

The quarterly reporting periods are defined as follows:

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

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

## 4. Term of Standing Offer

### 4.1 Period of the Standing Offer

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

### 4.2 Extension of Standing Offer

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



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

## **5. Authorities**

### **5.1 Standing Offer Authority**

The Standing Offer Authority is:

Name: Herb Choquette  
Title: Supply Team Leader  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Ontario Region  
Address: 86 Clarence St. 2nd floor

Telephone: (613) - 536 - 4874  
Facsimile: (613) - 545 - 8067  
E-mail address: herb.choquette@pwgsc.gc.ca

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

### **5.2 Project Authority**

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

### **5.3 Offeror's Representative**

(*Offeror to Fill in*).

Name: \_\_\_\_\_  
Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
E-mail address: \_\_\_\_\_

## **6. Identified Users**

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

## **7. Call-up Procedures**

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

## **8. Call-up Instrument**

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

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## 9. Limitation of Call-ups

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

## 10. Priority of Documents

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

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

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

## 11. Certifications

### 11.1 Compliance

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

## 12 SACC Manual Clauses

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

## 13. Applicable Laws

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

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#### **14. Additional Approval Required for Medium to High Risk Requirements**

When the call-up includes Work which increases the risk to the Contractor, Canada or third parties, the Contractor must provide the Project Authority and affected personnel a site specific Health and Safety Plan. The Project Authority must complete the Project Health and Safety Risk Assessment Form included in Annex "C" Appendix "B".

#### **15. Inspection of Contractors Work and Safety Procedure**

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

#### **16. Documentation required on Project Files**

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

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

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## **B. RESULTING CONTRACT CLAUSES**

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

### **1. Statement of Work**

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

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

#### **2.1 The following are the contract documents:**

- (a) Contract Page when signed by Canada;
- (b) Annex F Statement of Work
- (c) Annex B Basis of Payment
- (d) Annex C Health and Safety Requirements
- (e) Annex D Periodic Usage Report Form
- (f) Annex E Project Management Forms
- (g) Annex A Insurance Requirements
- (i) Drawings and Specifications;
- (j) General Conditions and clauses
  - GC1 General Provisions R2810D (2012-07-16);
  - GC2 Administration of the Contract R2820D (2012-07-16);
  - GC3 Execution and Control of the Work R2830D (2010-01-11);
  - GC4 Protective Measures R2840D (2008-05-12);
  - GC5 Terms of Payment R2550D (2010-01-11);
  - GC6 Delays and Changes in the Work R2860D (2012-07-16);
  - GC7 Default, Suspension or Termination of Contract R2870D (2008-05-12);
  - GC8 Dispute Resolution R2884D (2008-05-12)
  - GC9 Insurance R2590D (2011-05-16);
  - Fair Wages and Hours of Labour - Labour Conditions R2940D (2012-07-16);
  - Allowable Costs for Contract Changes Under GC6.4.1 R2950D (2007-05-25);
  - Schedules of Wage Rates for Federal Construction Contracts;
  - (k) Any amendment issued or any allowable bid revision received before the date and time set for solicitation closing;
  - (l) Any amendment incorporated by mutual agreement between Canada and the Contractor before acceptance of the bid; and
  - (m) Any amendment or variation of the contract documents that is made in accordance with the General Conditions.

2.2 The documents identified by title, number and date above are incorporated by reference and are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Web site: <http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>

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

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

2.5 During the entire period of the Contract, the Contractor must diligently update, by written notice to the Contracting Authority, the list of names of all individuals who are directors of the Contractor

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whenever there is a change. As well, whenever requested by Canada, the Contractor must provide the corresponding Consent Forms.

### **3. Limitation of Liability**

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

#### **GC1.6 Indemnification by the Contractor**

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

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

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

### **4. Term of Contract**

#### **4.1 Period of the Contract**

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

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## 5. Payment

### 5.1 Basis of Payment

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

### 5.2 Limitation of Price

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

### 5.3 Single Payment

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

### 5.4 Payment by Credit Card

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

The following credit card is accepted: \_\_\_\_\_.

OR

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

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

## 6. Invoicing Instructions

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

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

2. Invoices must be distributed as follows:

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

## 7. Insurance Requirements

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

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

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

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Client Ref. No. - N° de réf. du client  
W0125-3-m123

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File No. - N° du dossier  
KIN-2-38159

Buyer ID - Id de l'acheteur  
kin519  
CCC No./N° CCC - FMS No./N° VME

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**8. Performance Evaluation**

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

2) An electronic version of the form PWGSC-TPSGC 2913, SELECT - Contractor Performance Evaluation Report Form, used to record the performance is available on the Public Works and Government Services Canada (PWGSC) Web site.

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## **ANNEX "A", INSURANCE REQUIREMENTS**

### **Insurance**

#### **GC 9.1 General**

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

#### **GC 9.2 Proof of Insurance**

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

#### **GC9.3 Commercial General Liability**

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



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**Annex "B", BASIS OF PAYMENT:**

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

**The Service Call pricing** is an all inclusive price for each person responding to a request for service and it includes but is not limited to: all traveling expenses, profit, overhead, direct labour, tools and equipment required to perform the first hour of onsite productive labour for one service representative. Service Call pricing will not be applicable if the service representative is already at the site when Call-up is received by the Contractor. Service call pricing will not be applicable if the service personnel are required to return to the work site for a second day.

**Urgent Service Call pricing** is for the same service as Service Call pricing except the Offeror's on-site response must be within 4 hours of receiving the call up.

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

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

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

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

**Pricing Periods** for this requirement shall be:  
Year 1 is from date of issue to March 31, 2013  
Year 2 is from April 1, 2013 to March 31, 2014

### Pricing Basis "A", Carpenter Labour and Material for High Usage Areas

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

**Geographic Areas that service is offered:** \_\_\_\_\_

#### High Usage Areas

Kingston	Trenton & Belleville	Petawawa
Campbellford	Borden	Toronto (GTA)

ITEM	Description	Annual Estimated Usage	Unit Price Year One	Unit Price Year Two	Unit Price Year Three
A 1	<b>Service Call during regular working hours, Monday to Friday</b>				
a).	Journeyman	8 call-ins/yr	\$_____/call	\$_____/call	\$_____/call
b).	Apprentice	8 call-ins/yr	\$_____/call	\$_____/call	\$_____/call
A 2	<b>Urgent Service Call during regular working hours, Monday to Friday</b>				
a).	Journeyman	1 call-in/yr	\$_____/call	\$_____/call	\$_____/call
b).	Apprentice	1 call-in/yr	\$_____/call	\$_____/call	\$_____/call
A 3	<b>Urgent Service Call outside regular working hours, Monday to Friday</b>				
a).	Journeyman	1 call-in/yr	\$_____/call	\$_____/call	\$_____/call
b).	Apprentice	1 call-in/yr	\$_____/call	\$_____/call	\$_____/call
A4.	<b>Urgent Service Call Saturdays, Sundays and Statutory Holidays</b>				
a).	Journeyman	1 call-in/yr	\$_____/call	\$_____/call	\$_____/call
b).	Apprentice	1 call-in/yr	\$_____/call	\$_____/call	\$_____/call

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File No. - N° du dossier  
KIN-2-38159

Buyer ID - Id de l'acheteur  
kin519  
CCC No./N° CCC - FMS No./N° VME

ITEM	Description	Annual Estimated Usage	Unit Price Year One	Unit Price Year Two	Unit Price Year Three
B 1.	<b>Labour during Regular hours</b>				
a).	Journeyman	60 hrs/yr	\$_____/hr	\$_____/hr	\$_____/hr
b).	Apprentice	60 hrs/yr	\$_____/hr	\$_____/hr	\$_____/hr
B 2.	<b>Labour outside regular working hours, Monday to Friday</b>				
a).	Journeyman	3 hrs/yr	\$_____/hr	\$_____/hr	\$_____/hr
b).	Apprentice	3 hrs/yr	\$_____/hr	\$_____/hr	\$_____/hr
B 3.	<b>Labour Saturdays, Sundays and Statutory Holidays</b>				
a).	Journeyman	3 hrs/yr	\$_____/hr	\$_____/hr	\$_____/hr
b).	Apprentice	3 hrs/yr	\$_____/hr	\$_____/hr	\$_____/hr
C 1.	<b>Parts and Materials.</b>				
	Mark up on laid down cost	\$10,000.00	_____%	_____%	

### Pricing Basis "B", Low Usage Areas, Labour, Material for Carpenters

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

Geographic Areas that service is offered: \_\_\_\_\_

#### Low Usage Areas

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

### Pricing Basis "B", Labour, Material for Carpenters

ITEM	Description	Annual Estimated Usage	Unit Price Year One	Unit Price Year Two	Unit Price Year Three
A 1	<b>Service Call during regular working hours, Monday to Friday</b>				
a).	Journeyman	3 call-ins/yr	\$ _____/call	\$ _____/call	\$ _____/call
b).	Apprentice	3 call-ins/yr	\$ _____/call	\$ _____/call	\$ _____/call
A 2	<b>Urgent Service Call during regular working hours, Monday to Friday</b>				
a).	Journeyman	1 call-in/yr	\$ _____/call	\$ _____/call	\$ _____/call
b).	Apprentice	1 call-in/yr	\$ _____/call	\$ _____/call	\$ _____/call
A 3	<b>Urgent Service Call outside regular working hours, Monday to Friday</b>				
a).	Journeyman	1 call-in/yr	\$ _____/call	\$ _____/call	\$ _____/call
b).	Apprentice	1 call-in/yr	\$ _____/call	\$ _____/call	\$ _____/call
A4.	<b>Urgent Service Call Saturdays, Sundays and Statutory Holidays</b>				
a).	Journeyman	1 call-in/yr	\$ _____/call	\$ _____/call	\$ _____/call
b).	Apprentice	1 call-in/yr	\$ _____/call	\$ _____/call	\$ _____/call

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Client Ref. No. - N° de réf. du client  
W0125-3-m123

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-2-38159

Buyer ID - Id de l'acheteur  
kin519  
CCC No./N° CCC - FMS No./N° VME

ITEM	Description	Annual Estimated Usage	Unit Price Year One	Unit Price Year Two	Unit Price Year Three
B 1.	<b>Labour during Regular hours</b>				
a).	Journeyman	14 hrs/yr	\$_____/hr	\$_____/hr	\$_____/hr
b).	Apprentice	14 hrs/yr	\$_____/hr	\$_____/hr	\$_____/hr
B 2.	<b>Labour outside regular working hours, Monday to Friday</b>				
a).	Journeyman	1 hrs/yr	\$_____/hr	\$_____/hr	\$_____/hr
b).	Apprentice	1 hrs/yr	\$_____/hr	\$_____/hr	\$_____/hr
B 3.	<b>Labour Saturdays, Sundays and Statutory Holidays</b>				
a).	Journeyman	1 hrs/yr	\$_____/hr	\$_____/hr	\$_____/hr
b).	Apprentice	1 hrs/yr	\$_____/hr	\$_____/hr	\$_____/hr
C 1.	<b>Parts and Materials.</b>				
	Mark up on laid down cost	\$1,000.00	_____%	_____%	

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## ANNEX 'C', HEALTH AND SAFETY REQUIREMENTS

Company's Safety plan is to include:

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

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

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

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

### **PART 1 - GENERAL DATA**

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

### **PART 2 - SAFETY EQUIPMENT**

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

- |   |  |
|---|--|
| <input type="checkbox"/> Fire Extinguisher (Type) & Location<br>_____ | <input type="checkbox"/> Hazard Warning Signs (location)<br>_____              |
| <input type="checkbox"/> First Aid Kit (location)<br>_____            | <input type="checkbox"/> Physical Barriers/Visual Warnings (location)<br>_____ |

Comments: \_\_\_\_\_

### **PART 3 - PERSONAL PROTECTIVE EQUIPMENT (PPE)**

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

- |   |   |
|---|---|
| <input type="checkbox"/> Head Protection<br>_____                         | <input type="checkbox"/> Skin Protection<br>_____                 |
| <input type="checkbox"/> Respiratory protection<br>_____                  | <input type="checkbox"/> Hazard specific gloves/clothing<br>_____ |
| <input type="checkbox"/> Hearing Protection<br>_____                      | <input type="checkbox"/> Trenching/shoring equipment<br>_____     |
| <input type="checkbox"/> Foot/leg protection<br>_____                     | <input type="checkbox"/> Fall arrest equipment<br>_____           |
| <input type="checkbox"/> Eye protection<br>equipment. (location)<br>_____ | <input type="checkbox"/> Emergency rescue/extraction<br>_____     |

Comments: \_\_\_\_\_

---

#### PART 4 - SAFETY PROCEDURES AND TRAINING

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

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

Comments: \_\_\_\_\_

#### PART 5- SIGNATORY BLOCK

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

discussed the safety considerations noted on the above date.

\_\_\_\_\_  
Contractor's signature

\_\_\_\_\_  
date

\_\_\_\_\_  
signature for Canada

\_\_\_\_\_  
date

Names of workers briefed:

_____	_____
_____	_____
_____	_____
_____	_____

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



Solicitation No. - N° de l'invitation  
W0125-13M123/A  
Client Ref. No. - N° de réf. du client  
W0125-3-m123

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-2-38159

Buyer ID - Id de l'acheteur  
kin519  
CCC No./N° CCC - FMS No./N° VME

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

Call-up #	Standing Offer #
<b>Does this contract include high risk work or installations? Check boxes that apply</b>	
a) exposure to unexploded ordnance	<b>Yes</b>
b) excavation	<b>Yes</b>
c) exposure to high voltage/ arc flash	<b>Yes</b>
d) working at heights	<b>Yes</b>
e) working in confined space Confined space entry permit must be completed and put on file prior to entry <input type="checkbox"/>	<b>Yes</b>
f) hot work	<b>Yes</b>
g) working with chemicals	<b>Yes</b>
h) traffic control	<b>Yes</b>
i) exposure to pressure vessels	<b>Yes</b>
j) Requirement to lock out potential energy sources, electrical, pressurized gas, liquid or steam	<b>Yes</b>
k) Exposure to Asbestos, Lead Paint, Biological substances or other designated substances	<b>Yes</b>
l) Other: <a href="#">[Describe risk]</a>	<b>Yes</b>
<input type="checkbox"/>	
If yes is answered to any of the above, a copy of the project specific safety plan from the contractor must be provided with this call-up request and this form must be signed by the Project Authority's Supervisor. This form must remain on the project file.	
<b>For Contracts Section Use Only</b>	
Signing the section below signifies that the Project Authority has examined the risks and the Call-up complies with: all terms and conditions of applicable PWGSC documents; the Financial Administrative Act; applicable Construction Safety Regulations and; the Occupational Health and Safety Act as it applies to Project Owners.	
Signature of Project Authority: _____ Dated: _____	
Signature of Supervisor: _____ Dated: _____	

Solicitation No. - N° de l'invitation  
W0125-13M123/A  
Client Ref. No. - N° de réf. du client  
W0125-3-m123

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-2-38159

Buyer ID - Id de l'acheteur  
kin519  
CCC No./N° CCC - FMS No./N° VME

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**ANNEX" D", PERIODIC USAGE REPORT FORM**

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As a requirement of this Request for Standing Offer, a report shall be submitted as follows:

Return to:

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

at:

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

**REPORT ON THE VOLUME OF BUSINESS**

SUPPLIER: \_\_\_\_\_

REPORT FOR THE PERIOD ENDING: \_\_\_\_\_

Description of Work	Call up #	Total Billing

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

**PREPARED BY:**

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TELEPHONE NO.: \_\_\_\_\_

Buyer ID - Id de l'acheteur  
kin519  
CCC No./N° CCC - FMS No./N° VME

Solicitation No. - N° de l'invitation  
W0125-13M123/A  
Client Ref. No. - N° de réf. du client  
W0125-3-m123

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-2-38159

Buyer ID - Id de l'acheteur  
kin519  
CCC No./N° CCC - FMS No./N° VME

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**Final Inspection Sign-Off Sheet (Service)**

Project #:

Standing Offer #:

Call-up #:

Originated By:

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

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## Annex "F", Statement of Work

### 1) Identification

Work includes the provision of skilled licensed labour, tools, equipment, materials and supervision for building **carpentry and woodworking** services including the installation of doors and windows.

### 2) Standards

- a) National Building Code (NBC)
- b) National Fire Code (NFC)
- c) Canadian Standards Association (CSA)
- d) Canadian General Standards Board (CGSB)
- e) Ontario Health and Safety Act (OHSA)
- f) Trades Qualification Apprenticeship Authority (TQAA)
- g) **General Carpenter 403A**
- h) **Apprenticeship and Certificate Act (ACA)**
- i) **Cabinetmaker 438A**

### 3) Foreseeable Site Hazards

- a) Canada has developed a list of foreseeable hazards. This is not an all-inclusive list because of the generic nature of this process and because we do not know the actual job at this time. At the time of call up against this requirement and as part of the Contractor Site Safety Briefing all hazards shall be identified by the site inspector and contractor representative for documentation and information for all workers.
- b) Ontario Occupational Health and Safety Act R.S.O. 1990 Part III articles 29 and 30 identifies legislated compliance requirements for Canada (the Owner or Project Owner) dealing directly and indirectly with person(s), other than employees, in the workplace. The Contractor must comply with all of its responsibilities under the Ontario Occupational Health and Safety Act R.S.O. 1990.
- c) Though it is not Canada's responsibility to enforce the Ontario Occupational Health and Safety Act R.S.O. 1990, Canada intends to proactively exercise its obligation to due diligence for Health and Safety of its employees and Contractors. Prior to commencement of work, Canada will require the service provider to provide a task and site specific safety plan regardless of the service provider's obligation under the Ontario Health and Safety Act.
  - i) The means small service providers who are not required Provincially to complete an annual Health and Safety Program will be required to provide one as part of this requirement;
  - ii) Canada will identify the common medium to high risk tasks. Each requirement should be considered on an individual basis to establish appropriate safety requirements and due diligence. The Service provider's review and subsequent safety plan must be communicated to Canada and their employees should not be relegated to a simple "one size fits all format. Each situation must be tailored specifically in writing to the project at hand.
  - iii) Canada will require task specific safety plans with proof of attendance of all the service providers employees, sub contracted employees and if required Canada's effected employees having been briefed. This task specific safety plan will be based on the hazard assessment of the requirement / task.
- d) Canada's due diligence will be exercised by the Project Authority by verifying that the service provider:
  - i) has an established and current safety program in force for all employees under contract for this requirement;
  - ii) has complied with all applicable WSIB legislation;

- 
- iii) has completed task/requirement specific safety plans and that all employees that will be on site have been briefed;
  - iv) is providing their own supervision for safety aspects of the project.
  - v) is performing the work in a safe manor using the correct protective equipment.
- e) If the Project Authority observes that the work is being performed in a manner that is contrary to the applicable safety legislation.
- i) The Project Authority will identify the hazard to the service provider's responsible person, who is identified in their safety plan.
  - ii) If the unsafe work practice continues the Project Authority may stop work until the service provider can rectify the unsafe practice. No compensation will be paid to the service provider for work stoppages due to their personnel's unsafe work practices.
  - iii) Canada may require that the service provider replace their personnel if those personnel are repeatedly performing unsafe work.
- f) Common Medium to High Risk Hazards
- i) This is not an all inclusive list but are the most commonly occurring hazards. The service provider must identify all known hazards and communicate them in writing to their employees and other effected people before work commences. Under no circumstances will work proceed without an approved task specific safety plan on a project with the following hazards:
    - (1) Exposure to unexploded ordinance (UXO). When work on this requirement is on a military establishment there is a UXO risk. Canadian Forces Base (CFB) Petawawa and CFB Borden have known UXO risks. Each CFB has a written procedure for access to known areas with UXO hazards. Even in areas that do not require special UXO training, service providers must ensure they inform staff that if for any reason they see what may be a UXO, they must not investigate closer, leave the area and inform the appropriate authorities.
    - (2) Excavation –Extreme care and planning for all excavations (manual and machine) before commencing.
    - (3) Exposures to high voltage / arc flash – many of Canada's facilities operate their own electrical distribution system which is a combination of above and below ground high voltage power distribution. Extreme care and planning must be completed not only when working directly on, or near, electrical equipment but when completing tasks that may cause planned or unplanned exposure to live electrical systems.
    - (4) Working at heights – Canada maintains various types of structures such as buildings, towers, manholes, and training facilities that require persons to be at risk of falling. Extreme care and planning must be completed on all work where there is risk of a fall. This must include not only elevated work but work at ground level (such as over a manhole or on a bridge).
    - (5) Working in confined space – Canada has many different types of confined spaces. Extreme care and planning must be completed on all projects where there is risk associated with entering a confined space. Service providers must comply with Canada's confined space access policy including entry permit process.
    - (6) Hot work – Canada's facilities require a hot work permit for all activities listed in their Fire Hall's hot work permit process. Extreme care and planning must be completed on all projects where there is risk of personal injury or fire due to hot work. Many of Canada's facilities use a high pressure and low pressure steam for central heating purposes. Extreme care and planning must be completed on all projects where there is risk of working on steam lines or coming in close proximity.
    - (7) Working with chemicals- Many projects require the use of chemicals to complete them. Extreme care and planning must be completed on all projects where there is risk associated with the use of chemicals. Material Safety Data Sheets must be maintained on site for all

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chemicals. In addition to the safety issues to persons, care must be taken with regards to the chemical reaction with the surfaces it will come in contact with. Under no circumstances will service provider's chemicals be disposed of in any location or system on Canada's property.

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

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

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

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

#### **4) Technical Requirements**

##### **a) Administration**

- i) A company representative must complete the fire safety Construction/Demolition Sites Annex E and return it to the approving authority
- ii) The Contractor will normally provide service during regular working hours (0730 – 1630 hours) when requested by the Technical Authority.
- iii) All work must be performed by tradespersons appropriately licensed in the province of Ontario or by registered apprentices supervised by a journeyman.
- iv) The Contractor will advise the Technical or his representative of the telephone number at which he or his representative may be reached at any time during normal working hours.
- v) All price estimates for pre-priced jobs and invoices for non-pre-priced jobs must demonstrate individually priced labour hours by type and rate along with individually itemized and priced material lists. No bulk estimates of labour, material or labour and materials is authorized except for an invoice for a call up with a previously approved itemized estimate with no changes to it. This includes estimating and invoicing of amendments too. All claims for partial payment must be accompanied with the itemized breakdown of approved estimate with what is completed and what is not, plus an additional 10% holdback.
- vi) With drawings provided by the Technical Authority update building drawings as per "as-built" drawings and data once requested work is completed and before invoice is paid. Prior to

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work commencing the Technical Authority may request shop drawings, mock-ups or manufacturers data on any materials used or on new installations or modifications.

- vii) The scope of work will specify the location, the type of repair and a general scope of work the Contractor is expected to perform.
  - viii) The Contractor will be advised of the personnel authorized to request services. Services undertaken at the request of unauthorized persons shall be done at the Contractor's risk with regard to payment.
  - ix) Once the Contractor has been notified of the requirement, the work will start and completion shall not be unduly delayed. Any unforeseen circumstances causing delay shall be immediately referred to the Technical Authority.
  - x) The Contractor shall report to the Technical Authority upon arrival to sign in before starting work and must sign out upon completion of the day's work. The Technical Authority shall be given a written report on the status of each repair prior to the contractors' daily departure from base. The equipment shall be tested for functionality, when the repair is complete.
  - xi) All work shall be scheduled with the approval of the Technical Authority or his representative as to cause a minimum of inconvenience to the occupant.
  - xii) If repairs other than those requested are required, the Contractor shall notify the Technical Authority or his representative giving full details of the additional scope of work and obtaining the approval of the Technical Authority prior to carrying out the additional work.
  - xiii) The Contractor's fully price supported invoice will be forwarded to the address listed on the Call –up document on completion of the work containing the following information:
    - (1) Labour and material costs shown separately.
    - (2) List of materials used and a copy of the supplier's invoices for purchased material to verify mark up.
    - (3) All invoices must have the work order, building location(s), and requisition numbers required.
    - (4) Copies of manufacturer's warranty(s) if applicable.
    - (5) Comments of the serviceman
- b) On Site
- i) Examples of what types of work can be expected in this Carpentry requirement:
  - ii) Preliminary examination of the site including the taking of all measurements required to complete the work.
  - iii) Install/repair/replace: wood and steel framing components including steps and stairs; man doors, garage doors, roll up security doors, windows and screens, associated hardware, gypsum board wall cover, crack-filling and panelling; interior and exterior trim work, rough framing, forming, cabinetry, wood, metal and vinyl siding and wood fencing.



- 
- iv) Manufacture/install/repair: cabinets, cupboards and countertops.
  - v) Install/repair: tee-bar ceiling systems.
  - vi) Install/repair/relocate: small wood frame sheds and pre-engineered metal structures.
  - vii) Carry out painting touch-ups to areas involved in the work performed under this contract.
  - viii) Provide temporary dust screens, barriers, warning signs in locations where renovations and alteration work is adjacent to areas used by public or government staff.
  - ix) Demolition and disposal of all above stated work.
  - x) Cleaning will consist of daily policing and clean-up for the duration of the work period. On completion of the work requirement, all tools, equipment, surplus materials and debris will be removed from the work area and the site left in a clean and tidy condition. At no time will the Contract use Canada's dumpsters all debris is to be remove off site and disposed off according to Federal, Provincial and Municipal guidelines, by-laws, regulations and laws.

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### **Annex G**

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

**Location(s)** (to include both BLDG Number and Civic Address): \_\_\_\_\_

**Start Date of Job:** \_\_\_\_\_

- ☐ A project fire safety plan shall be prepared and submitted to the Fire Prevention Bureau. Fire inspections will be ***IAW NBC of Canada***.
- ☐ Contractors are to ensure all employee's receive not only all the required safety equipment but also ensure all employee's are trained in their use IAW ***The Occupational Health and Safety Act (OSHA) Construction Regulations***.
- ☐ Trailer(s) on site shall be spaced a minimum distance of 5m on all sides and shall be located 10m from all other existing structures.
- ☐ Dumpsters shall be placed a minimum distance of 3m from buildings. Garbage and combustible materials shall be removed from work area daily and put in dumpsters. Smoking material shall be disposed of in metal containers.
- ☐ Serviceable fire extinguishers shall be placed at the work site and shall be accessible at all times. The size, type, placement, and quantity of fire extinguishers will be job specific.
- ☐ A hotwork permit will be issued by the Fire Prevention Bureau at (loc 6111) after an on-site inspection. Regulations contained in the Hotwork Permit will be strictly adhered to.
- ☐ For hotwork involving welding, cutting, grinding, soldering, and thawing pipes, every worker who may be required to use fire extinguishing equipment shall be trained in its use.
- ☐ Kettle operators and torch applied roofers shall be trained in the use of fire extinguishers and be knowledgeable in the operations and hazards involved.
- ☐ Flammable / combustible liquids and gas cylinders are to be stored and used in an approved manner.

- 
- ☐ Means of egress and exits shall be accessible at all times in occupied areas. Exit and emergency lighting shall remain serviceable.
  - ☐ Onsite storage areas shall be separated from all structures. Spacing shall be determined by the type(s) of hazards being stored. All storage areas shall be secured against unauthorized entry both when working and after hours.
  - ☐ Where part of the building continues to be occupied, that part shall be separated from the construction site by a 1 hr fire separation. AHJ will determine this requirement.
  - ☐ Where tests, repairs or alterations are made to fire protection installations, including fire hydrants, water mains, sprinkler and standpipe systems, a procedure of notification shall be established and approved by the Chief Fire Inspector.
  - ☐ Fire protection equipment shall not be removed from the building or used other than for fire fighting purposes unless pre-approved by the Chief Fire Inspector.
  - ☐ Base Fire Department is to be notified of all road closures and when roads are open.
  - ☐ Contractor is to be given civic address of work site and instructed in the event of an emergency they must give civic address along with the building number to 911 dispatch. Workers shall be familiar with phone locations, emergency equipment and will know their role(s) during an emergency.
  - ☐ A Fire Safety/ Fire Evacuation Plan shall be posted at the worksite.
  - ☐ All applicable warning signs shall be set up around the worksite and will display all hazards involved within that jobsite.
  - ☐ If the contractor cannot meet any of the safety procedures listed in this document or any related document, contact will be made with the Chief Fire Inspector to work out an acceptable solution before the job begins.
  - ☐ A **fire**, as defined in “*DAOD 4007-1 Reporting and Investigation of Fire and Incidents*” shall be reported to the Base Fire Hall without delay.

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

**“IN CASE OF FIRE”**

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

**“UPON HEARING THE FIRE ALARM”**

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

**“ASSEMBLY LOCATION”**

(example Parking Lot behind building)



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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		Public Works and Government Services Canada	2. Branch or Directorate / Direction générale ou Direction Ontario Region/Acquisitions	
3. a) Subcontract Number / Numéro du contrat de sous-traitance			3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Provide all labour, tools, material, equipment and supervision to perform woodworking/carpentry work. Fournir tout le travail, les outils, le matériel, l'équipement et la supervision pour effectuer le travail du bois / charpente travail.				
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 <b>no</b> overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale <b>sans</b> 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"/> Specify country(ies): / Préciser le(s) pays :		Restricted to: / Limité à : <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays :		Restricted to: / Limité à : <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays :
7. c) Level of information / Niveau d'information				
PROTECTED A PROTÉGÉ A <input type="checkbox"/>		NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>		PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>		NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>		PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>		PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>		NATO SECRET NATO SECRET <input type="checkbox"/>		CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>		SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>				TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>				TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>



**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non Oui  
If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☒ No ☐ Yes  
Non Oui

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

Document Number / Numéro du document :

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

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

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

Special comments:

Commentaires spéciaux : \_\_\_\_\_

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

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

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☐ No ☒ Yes  
Non Oui  
If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté? ☐ No ☒ Yes  
Non Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? ☒ No ☐ Yes  
Non Oui

**PRODUCTION**

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

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No ☐ Yes  
Non Oui



**PART C - (continued) / PARTIE C - (suite)**

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

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non ☐ Yes  
Oui

**If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".**

**Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.**

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non ☐ Yes  
Oui

**If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).**

**Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).**



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

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

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Choquette, Herb	Supply Specialist		
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
613-536-4874	613-545-8067	herb.choquette@pwgsc.gc.ca	Pr oPor vor

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

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
von Zuben, John	SO		
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
Pr ovi r dví eoa	Pr ovi devoPar	Pr ovidr veal bvú , t snqjsiqip	

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?  
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

☐ No ☐ Yes  
Non Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

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

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date