

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

**Public Works and Government Services Canada  
Telus Plaza North/Plaza Telus Nord  
10025 Jasper Ave./10025 ave. Jaspe  
5th floor/5e étage  
Edmonton  
Alberta  
T5J 1S6  
Bid Fax: (780) 497-3510**

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

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

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

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

## Comments - Commentaires

**Vendor/Firm Name and Address**

Raison sociale et adresse du fournisseur/de l'entrepreneur

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada  
Telus Plaza North/Plaza Telus Nord  
10025 Jasper Ave./10025 ave Jasper  
5th floor/5e étage  
Edmonton  
Alberta  
T5J 1S6

<b>Title - Sujet</b> Asphalt Rd Parking Lot Repair	
<b>Solicitation No. - N° de l'invitation</b> W0127-13LP23/A	<b>Date</b> 2013-03-22
<b>Client Reference No. - N° de référence du client</b> W0127-13LP23	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$PWU-009-9757
<b>File No. - N° de dossier</b> PWU-2-35426 (009)	<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 2013-04-11</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Mountain Daylight Saving Time MDT
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Davyduke (RPC), Katherine	<b>Buyer Id - Id de l'acheteur</b> pwu009
<b>Telephone No. - N° de téléphone</b> (780)497-3547 ( )	<b>FAX No. - N° de FAX</b> (780)497-3510
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE Engineer Services Company Edmonton Garrison PO Box 10500 Station Forces EDMONTON Alberta T5J 4J5 Canada	
<b>Security - Sécurité</b> This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Vendor/Firm Name and Address</b>	
Raison sociale et adresse du fournisseur/de l'entrepreneur	
<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 (type or print)</b>	
<b>Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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(vii) GC7 Default, Suspension or Termination of Contract	R2870D (2008-05-12);
(viii) GC8 Dispute Resolution	R2884D (2008-05-12);
(ix) GC9 Insurance	R2590D (2011-05-16);

## Supplementary Conditions, if any;

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## PART 1 - GENERAL INFORMATION

### 1. Introduction

The Request for Standing Offers (RFSO) template 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, Usage Reports, Offer, and any other annexes.

### 2. Summary

Asphalt / Gravel Road & Parking Lot Repair Standing Offer, CFB Edmonton, AB.

Work under this standing offer includes the provision of skilled licensed labour, tools, equipment, supervision and material as requested by Department of National Defence in the form of call ups for Asphalt / Gravel Road & Parking Lot Repairwork at the Edmonton Garrison, CFB Edmonton, AB. Services are to be provided on an "as required" basis. It is anticipated that only 1 firm will be issued a standing offer. The standing offer will be issued for a term of three (3) years. The total expenditures over the term is estimated at \$2,100,000.00 (GST/HST included). This procurement contains MANDATORY requirements. See Part 4 and 5 of the RFSO for details.

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

The requirement is subject to the provisions of the Agreement on Internal Trade (AIT).

### 3. Health & Safety Requirements

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There are Health & Safety requirements associated with this requirement. See Annex C

#### **4. Debriefing**

After issuance of a standing offer, offerors may request a debriefing on the results of the request for standing offers. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of notification that their offer was unsuccessful. The debriefing may be provided in writing, by telephone or in person. The debriefing will include an outline of the reasons the submission was not successful, making reference to the evaluation criteria. The confidentiality of information relating to other submissions will be protected.

## **PART 2 - STANDING OFFER - INSTRUCTIONS TO OFFERORS**

### **1. Standard Instructions, Clauses and Conditions**

All instructions, clauses and conditions identified in the Request for Standing Offers RFSO by title, number and date are set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada (PWGSC). The Manual is available on the PWGSC Web site: <http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>

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

The 2006 (2013-03-21) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

### **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.

#### **2.1 Revision of Offer:**

An offer submitted in accordance with these instructions may be revised by letter or facsimile, provided that the revision is received at the office designated for the receipt of offers (Offering address) on or before the date and time set for the closing of the RFSO. The facsimile shall be on the offeror's letterhead or bear a signature that identifies the offeror.

A revision to the unit price schedule must clearly identify the change(s) in the unit price(s) and the specific item(s) to which each change applies.

A letter or facsimile submitted to confirm an earlier revision shall be clearly identified as a confirmation.

Failure to comply with any of the above provisions shall result in the rejection of the non-compliant revision(s) only. The offer shall be evaluated based on the original offer submitted and all other compliant revision(s).

Facsimile number for receipt of revisions: **(780) 497-3510**

#### **2.2 Firm Price and/or Rates:**

The Offeror is required to submit firm prices, rates or both that will apply for the entire period of the Standing Offer.

#### **2.3 Form:** Offers not submitted on the prescribed Offer Form will not be considered.

#### **2.4 Alterations:** Any alteration to the pre-printed or pre-typed sections of the Offer Form, or any condition or qualification placed upon the offer may be cause for disqualification of the offer. Alterations, corrections, changes or erasures made to statements or figures entered on the Offer Form by the offeror shall be initialed by the person or persons signing the offer. Initials shall be original(s). Alterations, corrections, changes or erasures that are not initialed shall be deemed void and without effect.

#### **2.5 Incomplete Offers:** Incomplete offers may be rejected.

#### **2.6 Taxes**

The offeror is responsible for all applicable taxes.

Offerors are not to include any amounts for the Goods and Services Tax (GST) or Harmonized Sales Tax (HST), whichever is applicable. Any amount levied in respect of the GST/HST shall be

billed as a separate item on invoices submitted by the contractor, and shall be paid in addition to the amount approved by Canada for work performed under any resulting Contract. The Contractor shall be required to remit the appropriate amount to the Canada Revenue Agency in accordance with the applicable legislation.

The Federal Government is exempt from the Quebec Sales Tax (QST). Offerors shall not include in their prices any amount that is intended to cover the QST on goods and services performed in the execution of the Work except for such amounts for which an Input Tax Refund is not available. The successful Offeror should make arrangements directly with the Province of Quebec to recover any QST paid by it in performing the Work under the resulting Contract.

## **2.7 Performance Evaluation**

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

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.

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

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

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

## **4. Applicable Laws**

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

## PART 3 - OFFER PREPARATION INSTRUCTIONS

### 1. General

- 1.1 Insert the hourly rate or unit price against each class of labour, plant, or item of specified material listed on the Unit Price Schedule of the Offer form. Insert the percentage mark-up for Unspecified Material, if any; mathematical extensions against all items including the Contractor's Mark-up on Unspecified Material if applicable, and Total Estimated Amount, GST/HST extra.
- 1.2 Submit the Offer, duly completed, to the office designated on page 1 of the RFSO in accordance with the Standard Instructions.
- 1.3 Sign and date the Offer in accordance with the RFSO.

### 2. Offer Preparation Instructions

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

Section I: Annex E - Financial Offer (1 hard copies)

Section II: Certifications (1 hard copies)

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

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

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

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

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

To assist Canada in reaching its objectives, offerors are encouraged to:

- 1) use 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.

#### Section II: Certifications

Offerors must submit the certifications required under Part 5.



## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 1. Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.
- (c) Offers shall be evaluated on the basis of the lowest compliant offer being recommended for issuance of a Standing Offer.

#### 1.1 Technical Evaluation

##### 1.1.1 Mandatory Technical Criteria

##### a) MANDATORY REQUIREMENTS - Required as part of the Offer

- i) Pursuant to the General Instructions, submission of Request for Standing Offer (RFSO), offers must be submitted to the office designated for the receipt of offers, and must be received on or before the date and time set for solicitation closing shown on page 1 of the RFSO. A rate must be entered for each item listed in the unit price schedule of the offer.

##### b) MANDATORY REQUIREMENTS - Precedent to issuance of a Standing Offer

- i) Status and Availability of Resources
- ii) Health & Safety Requirements
- iii) Code of Conduct Certifications (*see Part 5 - Certifications*)
- iv) Insurance
- v) Proof of Financial Capability - upon request

#### 1.2. Financial Evaluation

##### 1.2.1 Price Schedule - A rate must be entered for each item.

- 1.2.2 Offers retained pursuant to Part 4, will be evaluated on the basis of the total estimated amount quoted, GST/HST extra. It is anticipated that one standing offer will be issued to the lowest compliant offeror.

### 2. Basis of Selection

#### 2.1 Basis of Selection - Lowest Evaluated Price

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

### 3. Ranking

#### 3.1 Only 1 firm will be issued a standing offer.

#### 3.2 The firm submitting the lowest price compliant submission will be issued a Standing Offer.

## PART 5 - CERTIFICATIONS

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

Compliance with the certifications offerors provide to Canada is subject to verification by Canada during the offer evaluation period (before issuance of a standing offer) and after issuance of a standing offer. The Standing Offer Authority will have the right to ask for additional information to verify 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. Mandatory Certifications Required Precedent to Issuance of a Standing Offer

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

By submitting an offer, the Offeror certifies, for itself and its affiliates, to be in compliance with the Code of Conduct and Certifications clause of the 2006 (2013-03-21) Standard Instructions. The related documentation therein required will help Canada in confirming that the certifications are true.

### 2. Additional Certifications Precedent to Issuance of a Standing Offer and Certifications Required with the Offer

Offerors must submit the certifications as provided below:

#### 2.1 Certifications Required with the Offer

Offerors must submit the following duly completed certifications with their offer.

#### 2.2 Additional Certifications Precedent to Issuance of a Standing Offer

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

##### 2.2.3 Health & Safety Requirements - per attached Annex C.

##### 2.2.4 Insurance, per article 3 of Part 6. (R2590D GC9 - Insurance)

##### 2.2.5 Former Public Servant – Competitive Requirements M3025T (2013-01-28)

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

#### Definitions

For the purposes of this clause,

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

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

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

"pension" means a pension or annual allowance paid under the Public Service Superannuation Act (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the Supplementary Retirement Benefits Act, R.S., 1985, c. S-24 as it affects the 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**

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

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

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

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

#### **Work Force Reduction Program**

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of a work force reduction program?

**YES ( ) NO ( )**

If so, the Offeror must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;

- 
- f. period of lump sum payment including start date, end date and number of weeks;
  - g. number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

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

**2.2.6 Proof of Financial Capability** - upon request, per article 2 of Part 6.

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## PART 6 - FINANCIAL AND INSURANCE REQUIREMENTS

### 1. Financial Capability

Financial Statements: In order to confirm an offeror's financial capability to perform the Contract, the Standing Offer Authority may during the RFSO evaluation phase, request from that offeror current financial information. The requested financial information may include, but is not limited to, an offeror's most recent audited financial statements or financial statements certified by an offeror's chief financial officer. The information provided will be considered in the offer evaluation and selection process. If an offer is found to be non-responsive on the basis that an offeror is considered financially incapable of performing the Work, that offeror will receive a written notification from the Standing Offer Authority.

Should an offeror provide the requested information to Canada in confidence while indicating that the disclosed information is confidential, Canada will treat the information in a confidential manner in accordance with the Access to Information Act, R.S. 1985, c.A-1.

### 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 SACC Manual clause R2590D GC9 - Insurance (2011-05-16)

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.

Certificate of Insurance form - PWGSC-TPSGC 357 (06/2007) is available at web site:

<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/357.pdf>

## PART 7 - CLAUSES & CONDITIONS

### PART 7(A) - STANDING OFFER

#### 1. Offer - attached at ANNEX E

- .1 General Provisions
- .2 Financial Terms
- .3 Prices

#### 2. Standard Clauses and Conditions

- 1) .1 General Conditions - Standing Offer, 2005 (2012-11-19)
- 2) The documents identified by title, number and date in paragraph 1) 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://sacc.pwgsc.gc.ca/sacc/query.do?lang=en&id=r&date=current&title=&detail=&type=all&action=search>

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

#### 3. Term of Standing Offer

##### 3.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from date of award for a three year period.

#### 5. Authorities

##### 5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: *see front page of Standing Offer for details*  
Public Works and Government Services Canada  
Acquisitions Branch

Directorate: Real Property Contracting

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, they are 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 (Departmental Representative) 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.

## 6. Identified users

The Identified User authorized to make call-ups against the Standing Offer is : Department of National Defence

## 7. Call-up Procedures

1. Best Standing Offer: the offer that provides best value lowest prices will be retained.

The Project Authority will establish the scope of work to be performed by the successful firm and negotiate the level of effort required to perform the work based on the hourly rates contained in the Standing Offer.

Solicitation No. - N° de l'invitation

W0127-13LP23/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pww009

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

W0127-13LP23

File No. - N° du dossier

PWU-2-35426

CCC No./N° CCC - FMS No/ N° VME

**8. CALL-UP INSTRUMENT**Public Works and  
Government Services  
CanadaTravaux publics et  
Services gouvernementaux  
Canada**CALL-UP AGAINST A STANDING OFFER**  
**COMMANDE SUBSÉQUENTE À UNE OFFRE**  
**PERMANENTE**In accordance with  
STANDING OFFER NO.:Conformément à  
L'OFFRE PERMANENTE No. \_\_\_\_\_Call-up no. - No de  
commandeDated \_\_\_\_\_  
and the terms and conditions  
therein, you are  
Requested to carry out the work  
described below.En date du \_\_\_\_\_  
Et les modalités qui y sont énumérées, vous êtes prié  
d'exécuter les travaux décrits ci-après.

Contractor's name and address - Nom et adresse de l'entrepreneur		Send invoice to - Expédier la facture à  attention:
Fax No. ( )		
Project no. - No du projet	Note: Quote standing offer number, project number and call-up number on your invoice. Inscrire le numéro de l'offre permanente, le numéro du projet et le numéro de commande sur la facture.	
Location of work - Endroit des travaux		Call-up cost, GST/HST extra - Coût de la commande, TPS en plus

Work description - Description des travaux
--

Certified pursuant to subsection 32 (1) of the Financial Administration Act Certifié en vertu du paragraphe 32 (1) de la Loi sur la gestion des finances publiques  _____ Signature	_____ Date
Departmental Representative - Représentant du ministère  _____ Signature	_____ Date

PWGSC-TPSGC 2829 (03/2006)



## 9. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$60,000.00 (Goods and Services Tax or Harmonized Sales Tax included).

## 10. Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$2,100,000.00 (Goods and Services Tax excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 3 months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

## 11. Priority Documents

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

- a) the call up against the Standing Offer, including any annexes and any amendments;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2012-11-19), General Conditions - Standing Offers - Goods or Services
- d) any amendment or variation in the Standing Offer that is made in accordance with the terms and conditions of the Standing Offer;
- e) the general conditions dated and listed in Part 7B, Resulting Contract Clauses;
- f) the Supplemental general conditions;
- g) Annexes:  
Annex A, Statement of Work, and any amendment to the solicitation document incorporated in the Standing Offer before the date of the Standing Offer;  
Annex B, Basis of Payment;  
Annex C, Health & Safety Requirements - Alberta;  
Annex D, Periodic Usage Report Form; and
- h) the Offeror's offer Annex E, dated \_\_\_\_\_ (To be inserted at a later date);

## 12. Certifications

### 12.1 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

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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.

### 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 the province of work.

### 14. Proactive Disclosure of Contracts with Former Public Servants A3025C (2012-11-19)

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

### 15. Estimates

Where an estimate of the cost of performing specific work is required, the Identified User will provide the Offeror with a statement of the work required and the Offeror must provide the Identified User with an estimate of the cost of performing the specified work in accordance with the pricing provision of the Standing Offer. The Offeror must not undertake any of the specified work unless and until a call-up is issued by the Identified User. The estimated cost stated in the call-up must not be exceeded without the specific written authorization of the Identified User.

### 16. Offeror Contact Information

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
Email: \_\_\_\_\_

## PART 7 (B) - RESULTING CONTRACT CLAUSES

- 1) The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer:
    - (a) Statement of Work - The Contractor must perform the Work described in the call-up against the Standing Offer;
    - (b) General Conditions:
 

(i)	GC1	General Provisions	R2810D	(2012-11-19);
(ii)	GC2	Administration of the Contract	R2820D	(2012-07-16);
(iii)	GC3	Execution and Control of the Work	R2830D	(2010-01-11);
(iv)	GC4	Protective Measures	R2840D	(2008-05-12);
(v)	GC5	Terms of Payment	R2550D	(2010-01-11);
(vi)	GC6	Delays and Changes in the Work	R2865D	(2008-05-12);
(vii)	GC7	Default, Suspension or Termination of Contract	R2870D	(2008-05-12);
(viii)	GC8	Dispute Resolution	R2884D	(2008-05-12);
(ix)	GC9	Insurance	R2590D	(2011-05-16);
    - (c) Supplementary Conditions, if any;
    - (d) Fair Wages and Hours of Labour - Labour Conditions R2940D (2012-07-16);
    - (e) Allowable Costs for Contract Changes Under GC6.4.1 R2950D (2007-05-25);
    - (f) Schedules of Wage Rates for Federal Construction Contracts;
    - (g) Any amendment issued or any allowable bid revision received before the date and time set for solicitation closing;
    - (h) Any amendment incorporated by mutual agreement between Canada and the Contractor before acceptance of the bid; and
    - (i) Any amendment or variation of the contract documents that is made in accordance with the General Conditions.
  - 2) The documents identified by title, number and date in paragraph 1) 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 Website:
 

<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/rqqr.do?lang=eng&verb=rese&id=r&date=current&ttl=&detail=&type=all&action=search>
  - 3) Schedules of Wage Rates for Federal Construction Contracts is included by reference and may be accessed from the Website:
 

[http://www.hrsdc.gc.ca/eng/labour/employment\\_standards/contracts/schedule/index.shtml](http://www.hrsdc.gc.ca/eng/labour/employment_standards/contracts/schedule/index.shtml)
- NOTE:** Contractors should note that a copy of the Labour Conditions and the Fair Wage Schedule applicable to the project location must be posted at the work site in a convenient, easily accessible location.
- 4) The language of the contract documents shall be the language of the Bid and Acceptance Form submitted.
  - 5) A contract is formed between Canada and the Offeror only when a Call-up duly signed is issued by the Departmental Representative and accepted by the Offeror\*. The Offeror shall then be

referred to as "the Contractor" and the Contract includes the Offer, the Specifications referred to in the Unit Price Schedule, the General Conditions, and the Call-up .

## 6) Interpretation

*"Accepted by the Offeror"* \* means that the Offeror has agreed to, and commenced performance of the work.

*"Minister"* includes a person acting for the Minister, the Minister's successor in office, their lawful deputy and their representatives appointed for the purpose of the Standing Offer.

*"Departmental Representative"* means the Project Authority who 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.

*"Superintendent"* or *"Supervisor"* means the employee or representative of the Contractor designated by the Contractor to act as Superintendent;

*"Unit Price Table"* means the table of prices per unit set out in the Offer; and

*"Work"* means, subject only to any express stipulation in the Contract to the contrary, everything that is necessary to be done, furnished or delivered by the Contractor to perform the Contract in accordance with the work as described in each Call-up, and in the technical specifications or statement of work.

## 1. SUPPLEMENTAL CONDITIONS

**INSERT** the following supplementary conditions in the resulting General Conditions:

### 1.1. T1204 - Direct Request by Customer Department

1.1.1 Pursuant to paragraph 221 (1)(d) of the Income Tax Act, R.S. 1985, c.1 (5th Supp.), payments made by departments and agencies to contractors under applicable services contracts (including contracts involving a mix of goods and services) must be reported on a T1204 Government Service Contract Payments slip.

1.1.2 To enable departments and agencies to comply with this requirement, the Contractor must provide Canada, upon request, its business number or Social Insurance Number, as applicable. (These requests may take the form of a general call-letter to contractors, in writing or by telephone).

### 1.2. Periodic Reports

1.2.1 The Offeror shall provide to the Standing Offer Authority biannual reports on usage of the Standing Offer, showing the number and total value of call-ups by each consignee. Reports shall be submitted in the format shown on the attached Annex D "Periodic Usage Report Form" and forwarded to the Standing Offer Authority no later than fifteen (15) days after the designated reporting period.

1.2.2 The Offeror understands that failure to comply may result in the setting aside of the Standing Offer.

## 2. Term of Contract

## 2.1 Period of the Contract

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

## 3. Payment

### 3.1 CHANGES TO GC5 R2550D - TERMS OF PAYMENT

**DELETE** GC5.4, GC5.5, and GC5.6 and **INSERT** the following:

#### GC5.4 Payment

##### .1 Terms of Payment

1. Where the duration of the work identified in a call-up is greater than 30 days, the Contractor may submit monthly progress claims, and shall be entitled to receive progress payments at monthly or other agreed intervals. Subject to verification by the Departmental Representative, payment of the Contractor's invoice for work satisfactorily completed shall be made not later than 30 days after receipt thereof. The due date shall be the 30th day following receipt of a properly submitted invoice.
2. The Contractor shall submit a separate invoice for each Call-up to the Departmental Representative in accordance with any invoicing instructions set out herein. The properly submitted invoice shall be delivered to the Departmental Representative in the agreed format with sufficient detail, information, and backup to permit verification.

The Contractor's invoice shall show the following, as separate items:

(a) the amount of the progress payment being claimed for Work satisfactorily performed excluding GST/HST;

(b) the amount for any tax calculated (GST/HST) in accordance with the applicable federal tax legislation; and

(c) the total amount which shall be the sum of the amounts referred to in (a) and (b) above.

3. The amount of the tax shown on the invoice shall be paid by Canada to the Contractor in addition to the amount of the progress payment for Work satisfactorily performed.
4. If, within 15 days of receipt of the invoice, additional information is requested by the Departmental Representative for the purpose of verification, the 30 day payment period shall commence upon receipt of the requested information. Payment shall be made prior to or on the thirtieth (30) day after receipt of the corrected invoice or the required information.
  - .1 Any monthly progress payment made to the Contractor may be subject to a 10% holdback which shall be released to the Contractor with the final payment unless the amount held back is required by Canada to remedy any defect in the Contractor's work.
  - .2 Where the duration of the Work identified in a call-up is equal to or less than thirty (30) days, the Contractor may receive a single payment as full consideration for the Work performed.

5. Upon completion of the Work in the progress claim, the Contractor maybe requested to provide a completed and signed statutory declaration containing a declaration that, up to the date of the progress claim, the Contractor has complied with all lawful obligations with respect to the Labour Conditions and that, in respect of the Work, all lawful obligations of the Contractor to its Subcontractors and Suppliers, referred to collectively in the declaration as "subcontractors and suppliers", have been fully discharged before any further payment is made.
6. Upon written notice by a Sub-Contractor, with whom the Contractor has a direct contract, of an alleged non payment to the Sub-Contractor, the Departmental Representative may provide the Sub-Contractor with a copy of the latest approved progress payment made to the Contractor for the Work.
7. Upon the satisfactory completion of all Work, the amount due, less any payments already made, shall be paid to the Contractor not later than thirty (30) days after receipt of a properly submitted invoice, and upon request, with a Statutory Declaration in accordance with paragraph 5 above.

### **3.2 Basis of Payment - see Annex B**

### **3.3 Limitation of Price**

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

### **3.4 Supplemental Invoicing Instructions**

#### **.1 Invoices**

##### **.1 All invoices submitted for payment shall show:**

- .1 Construction Engineering Work Order Number,
- .2 Construction Engineering File Number,
- .3 Requisition Number, DSS 942 (Requisition on Contract),
- .4 Public Works and Government Services Canada (PWGSC) Standing Offer Number, and
- .5 same address as on PWGSC contract.

##### **.2 Invoices are to include a breakdown as follows:**

- .1 Hourly rate per the Offer and hours of work for each tradesperson.
- .2 An itemized list of materials used, by cost, shall be shown on all invoices submitted for payment.
- .3 Extended total.
- .4 Good and Services Tax (GST/HST) shall be shown as a separate item.
- .5 Where subcontracting is involved a copy of subcontractor's invoice shall accompany the invoice against the requisition.
- .6 Where discount or markup is applicable, indicate separately.

##### **.3 Invoices submitted for payment against this contract that are not properly identified will be returned to the Contractor for proper annotation before certification for payment is made.**

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Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pwu009

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

W0127-13LP23

File No. - N° du dossier

PWU-2-35426

CCC No./N° CCC - FMS No/ N° VME

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## ANNEXES

Annex A	Statement of Work
Annex B	Basis of Payment
Annex C	Health & Safety Requirements - Alberta
Annex D	Periodic Usage Report Form
Annex E	Offer
Annex F	Code of Conduct Certifications - List

Solicitation No. - N° de l'invitation

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## ANNEX A

Attached



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## ANNEX B

### .1 Basis of Payment

Payments in respect of the agreed price shall be made upon satisfactory performance of the Work, and upon approval of the Departmental Representative, but such payments shall not exceed the amount(s) as specified in the Call Up, for the Work without written authorization.

In consideration of the Contractor satisfactorily completing all of its obligations under the resulting Contract, the Contractor will be paid a firm price, Goods and Services Tax or Harmonized Sales Tax extra.

#### .1 Hourly Rates:

The Contractor will be paid firm hourly rates as follows, for work performed in accordance with the Contract.

See attached for details

Total Estimated Cost - Limitation of Expenditure: 2,100,000.00 GST/HST extra

## ANNEX C

### MANDATORY HEALTH AND SAFETY - *for Work in the Province of Alberta*

#### 1.) SPECIAL INSTRUCTIONS TO BIDDERS (SI):

##### WCB AND SAFETY PROGRAM

- 1) The recommended Bidder shall provide to the Contracting Authority, Standing Offer issue:
  - 1.1 a Workers Compensation Board Premium Rate Statement - Alberta, or equivalent documentation from another jurisdiction;
  - 1.2 a Workers Compensation Board letter of good standing, also listing covered Directors, Principals, Proprietor(s) or Partners who will be or who are anticipated to be present on the work site(s), or equivalent documentation from another jurisdiction; and
  - 1.3 a Certificate of Recognition (COR) or Registered Safety Plan (RSP). A health and safety policy and program, as required by other provincial/territorial Occupational Health and Safety Acts, will be acceptable in lieu of a COR or RSP.
- 2) The recommended Bidder shall deliver all of the above documents to the Contracting Authority on or before the date stated (usually 3-5 days after notification) by the Contracting Authority. Failure to comply with the request may result in the bid being declared non-compliant.

#### 2.) SUPPLEMENTARY CONDITIONS (SC):

##### Workplace Safety and Health

##### 1. EMPLOYER/PRIME CONTRACTOR

- 1.1 The Contractor shall, for the purposes of the Occupational Health and Safety Act, Alberta, and for the duration of the Work:
  - 1.1.1 act as the Employer, where there is only one employer on the work site, in accordance with the Authority Having Jurisdiction;
  - 1.1.2 accept the role of Prime Contractor, where there are two or more employers involved in work at the same time and space at the work site, in accordance with the Authority Having Jurisdiction; and
  - 1.1.3 agree, in the event of two or more Contractors working at the same time and space at the work site, without limiting the General Conditions, to Canada's order \* to:
    - 1.1.3.1 accept, as the Prime Contractor, the responsibility for Canada's other Contractor(s);  
or
    - 1.1.3.2 accept that Canada's other Contractor is Prime Contractor and conform to that Contractor's Site Specific Health and Safety Plan.

\* *"order" definition: after contract award, Contractor is ordered by a Change Order*

## 2. SUBMITTALS

### 2.1 The Contractor shall provide to Canada:

- 2.1.1 prior to the pre-construction meeting, a transmittal and copy of a completed Notice of Project form PWGSC - TPSGC 458 (form will be provided to the proposed contractor prior to award), as sent to the Authority Having Jurisdiction (AHJ); and
- 2.1.2 prior to commencement of work and without limiting the terms of the General Conditions:
  - 2.1.2.1 copies of all other necessary permits, notifications and related documents as called for in the scope of work/specifications and/or by the AHJ; and
  - 2.1.2.2 a site specific Health and Safety Plan as requested.

*NOTE: Please do not include any forms that include personal 3rd party information such as the names of the contractor's employees and their related claims information.*

## 3. LABOUR AUTHORITY CONTACT:

*The contact below represents the Labour Authority in the jurisdiction (AHJ). They are not representatives of the Workers Compensation.*

Do not contact the people referenced below for issues pertaining to WCB or WCB Clearances. Those queries must be directed specifically to the WCB, and where the WCB has both a Labour and Compensation component, WCB issues must be directed to the Compensation/Employer Services sections.

### **ALBERTA North**

Alberta Human Resources and Employment  
Workplace Health and Safety  
10th Floor, 7th Street Plaza  
10030-107 Street  
Edmonton, Alberta, T5J 3E4

Telephone: (780)422-5949  
Facsimile:(780) 427-0999

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## ANNEX D

### Periodic Usage Report Form

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

Return to:

Katherine Davyduke	(780) 497-3510	Katherine.Davyduke@pwgsc-tpsgc.gc.ca
<i>Name</i>	<i>Fax</i>	<i>Email Address</i>

at:

Public Works and Government Services Canada  
Real Property Contracting, Acquisitions Branch  
10025 Jasper Ave., 5th Floor  
Edmonton, AB T5J 1S6

### REPORT ON THE VOLUME OF BUSINESS

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

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

Description of Work	Call-up #	TOTAL BILLING

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

**PREPARED BY:** \_\_\_\_\_

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

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

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

## ANNEX E OFFER

### **Description of Work:**Edmonton, Alberta

Asphalt / Gravel Road & Parking Lot Repair, DND

Asphalt / Gravel Road & Parking Lot Repair, Standing Offer

### 1. OFFER

- .1 This Standing Offer is made by the Offeror to Canada;
- .2 This Offer is to furnish all necessary tools, plant, equipment, services, materials and labour to execute and complete the Work described above in careful and workmanlike manner;
- .3 The Work shall be more particularly described in individual Call-ups to be issued by the Project Authority, hereinafter called the "Departmental Representative";
- .4 Individual Call-ups may be issued, from time to time, during the period identified in Part 7A, clause 4.1, hereinafter called the "Term".

### 2. GENERAL PROVISIONS

- .1 This Offer when signed by or on behalf of the Offeror, the Specifications referred to in the Unit Price Schedule below and the General Conditions shall constitute the complete Offer subject to the provisions contained therein;
- .2 The Hourly Rate and the Unit Price, as offered, govern in calculating each Estimated Total Price; any errors in the extension of the Unit Price and in the addition of the Estimated Total Prices will be corrected in order to obtain the actual Total Estimated Amount;
- .3 This Offer supersedes and cancels all communications, negotiations and agreements relating to the Work other than those contained in the Offer;
- .4 that this tender may not be withdrawn for a period of 60 days following the tender closing time,

The Offeror agrees

- .1 to carry out individual work projects as requisitioned from time to time by the Departmental Representative in **Call- ups Against a Standing Offer**, form PWGSC/TPSGC 2829, copies of which the Offeror acknowledges to have in its possession, in accordance with the requirements set out therein and in consideration of payment of amounts to be determined pursuant to section 3. Below;
- .2 to provide, on demand from the Departmental Representative, a detailed price estimate, calculated in accordance with section 4 below, and a proposed work schedule for each work project; and
- .3 to commence Work promptly upon receipt of each Call-up issued pursuant to this Offer, duly signed by the Departmental Representative.

- 
- .5 This Offer does not constitute a binding contract between Canada and the Offeror. The Departmental Representative shall have the right to issue a Call-up with those other offerors which have also submitted offers to Canada.
  - .6 A contract is formed between Canada and the Offeror only when a Call-up duly signed is issued by the Departmental Representative and accepted by the Offeror. The Offeror shall then be referred to as "the Contractor" and the Contract includes the Offer, the Specifications referred to in the Unit Price Schedule below, the General Conditions and the Call-up .
  - .7 The estimated number of hours, the quantities of material and plant, and the amount of the Allowance for Unspecified material set out in the Unit Price Schedule are for the purpose of comparative evaluation of the offers and do not express an obligation on the part of Canada to order any or all of the work, material or plant listed therein.
  - .8 The Offeror declares that no bribe, gift or benefit has been or will be paid, given, promised or offered directly or indirectly to any official or employee of Canada or to a member of the family of such person, with a view to influence the entry into or the administration of any contract which may result from this Offer.

### 3. FINANCIAL TERMS

- .1 Each item specified in the Unit Price Schedule in subsection 4.1 includes wages, traveling time and costs, allowances, supervision, liabilities as employer, insurance, and the use of all tools, tackle, etc., overhead, profit and all other liabilities whatsoever.
- .2 Unspecified Material shall be reimbursed at net cost, as supported by invoices, plus Markup as established in section 4 of this Offer. "Net Cost" means all amounts reasonably and properly paid by the Offeror in respect of materials required for and used in the Work, and includes packing, handling and delivery charges, less any trade discounts received by the Offeror. The Offeror's Markup on Unspecified Material covers overheads, profit, and all other expenses whatsoever.
- .3 The prices inserted in section 4 of this Offer include all applicable federal, provincial, and municipal taxes.
  - .1 However, they do not include any amount for the Goods and Services Tax (GST) or Harmonized Sales Tax (HST). The appropriate GST/HST amounts will be paid by Canada to the Offeror in addition to the amounts paid against the amount of the contract. The Offeror shall make appropriate remittances to Revenue Canada in accordance with the legislation.
  - .2 The prices do not include the Québec Sales Tax. The Offeror shall arrange directly with the Province of Québec for the reimbursement of Provincial Sales Tax paid to this Province for the purpose of any contract resulting from this Offer.
- .4 Payment by Canada for the Offeror's own special equipment not covered by the Unit Price Schedule and required at the job site will be no greater than the local going rental rate for such equipment or the rate published by the local construction association for such equipment, whichever is the lower.
- .5 The cost of subcontract work, including special equipment rentals approved by the Project Authority, shall be reimbursed at actual cost with the addition of ten (10) percent to cover overheads, profit, and all other expenses whatsoever. "Actual cost" means all amounts reasonably and properly paid by the Contractor for those parts of the Work carried out by subcontractors.

## .6 Pricing

### .1 The prices requested in the Offer are:

- .1 hourly rates for regular hours;
- .2 hourly rate for each hour outside of regular hours; and
- .3 mark up on allowance for unspecified material, replacement parts, required permits and certificates. for purposes of evaluation.

### .2 The hourly rates requested in the offer and acceptance for specific types of service shall be the total cost to perform the work including but not limited to:

- .1 labour including supervision, allowances and liability insurance;
- .2 travel time;
- .3 transportation/vehicle expenses;
- .4 tools and tackle;
- .5 overhead and profit;
- .6 any other incidental expenses other than supply of materials and replacement parts relating to the delivery of labour.

### .3 It is considered that regular hours of work fall between 0730 and 1600 hours, Monday to Friday.

#### 4. PRICES

The Offeror agrees that the following are the prices referred to in sections 2 and 3 above:

##### 4.1 Unit Price Schedules - Rates

###### SCHEDULE A) Initial Year

Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6
<u>Item</u>	<u>Class of Labour, material or plant</u>	<u>Unit</u>	<u>Estimated Hours/ Quantity</u>	<u>Unit Price</u> \$¢	<u>Estimated total price</u> \$¢
1.	Saw cutting per lineal meter	lm	300	\$ _____ /lm	\$ _____
2	Granular fill placed and compacted	m3	300	\$ _____ /m3	\$ _____
3	Removal of granular material and HMAC	m3	500	\$ _____ /m3	\$ _____
4	HMAC, placed and compacted				
A	50 mm	m2	4,000	\$ _____ /m2	\$ _____
B	70 mm	m2	2,000	\$ _____ /m2	\$ _____
5	Crack filling per lineal meter	lm	6,500	\$ _____ /lm	\$ _____
6	Routing & Crack filling per lineal meter	lm	2,000	\$ _____ /lm	\$ _____
7	Grinding asphalt (depth of 25 mm)	m2	300	\$ _____ /m2	\$ _____
8	Non shrinkable fill (fillcrete)	m3	100	\$ _____ /m3	\$ _____
9	Street / Parking Lot sweeping	m2	3,000	\$ _____ /m2	\$ _____
<b>Sub Total A): Estimated Total Amount Year 1 GST/HST Extra</b>					\$ _____

###### SCHEDULE B) Second Year

Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6
<u>Item</u>	<u>Class of Labour, material or plant</u>	<u>Unit</u>	<u>Estimated Hours/ Quantity</u>	<u>Unit Price</u> \$¢	<u>Estimated total price</u> \$¢
1.	Saw cutting per lineal meter	lm	300	\$ _____ /lm	\$ _____
2	Granular fill placed and compacted	m3	300	\$ _____ /m3	\$ _____
3	Removal of granular material and HMAC	m3	500	\$ _____ /m3	\$ _____
4	HMAC, placed and compacted				
A	50 mm	m2	4,000	\$ _____ /m2	\$ _____
B	70 mm	m2	2,000	\$ _____ /m2	\$ _____
5	Crack filling per lineal meter	lm	6,500	\$ _____ /lm	\$ _____
6	Routing & Crack filling per lineal meter	lm	2,000	\$ _____ /lm	\$ _____
7	Grinding asphalt (depth of 25 mm)	m2	300	\$ _____ /m2	\$ _____
8	Non shrinkable fill (fillcrete)	m3	100	\$ _____ /m3	\$ _____
9	Street / Parking Lot sweeping	m2	3,000	\$ _____ /m2	\$ _____
<b>Sub Total B): Estimated Total Amount Year 2 GST/HST Extra</b>					\$ _____

continued



**4.1 Unit Price Schedules - Rates (continued)****SCHEDULE C) Third Year**

Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6
<u>Item</u>	<u>Class of Labour, material or plant</u>	<u>Unit</u>	<u>Estimated Hours/ Quantity</u>	<u>Unit Price</u> \$ <u>¢</u>	<u>Estimated total price</u> \$ <u>¢</u>
1.	Saw cutting per lineal meter	lm	300	\$ _____ /lm	\$ _____
2	Granular fill placed and compacted	m3	300	\$ _____ /m3	\$ _____
3	Removal of granular material and HMAc	m3	500	\$ _____ /m3	\$ _____
4	HMAc, placed and compacted				
A	50 mm	m2	4,000	\$ _____ /m2	\$ _____
B	70 mm	m2	2,000	\$ _____ /m2	\$ _____
5	Crack filling per lineal meter	lm	6,500	\$ _____ /lm	\$ _____
6	Routing & Crack filling per lineal meter	lm	2,000	\$ _____ /lm	\$ _____
7	Grinding asphalt (depth of 25 mm)	m2	300	\$ _____ /m2	\$ _____
8	Non shrinkable fill (fillcrete)	m3	100	\$ _____ /m3	\$ _____
9	Street / Parking Lot sweeping	m2	3,000	\$ _____ /m2	\$ _____
<b>Sub Total C): Estimated Total Amount Year 3 GST/HST Extra</b>					\$ _____

**4.1 Unit Price Schedules - Rates (continued)****4.2 TOTAL EVALUATED PRICE (Initial 1 Year Term + 2nd Year)**

Col. 1	Col. 2	Col. 3	Col. 4
Sub Total SCHEDULE A) Initial Year Term	Sub Total SCHEDULE B) <u>2nd Year</u>	Sub Total SCHEDULE C) <u>3rd Year</u>	Total Evaluated Price (col.1 + col.2 + col. 3= col.4)
\$ _____	\$ _____	\$ _____	\$ _____ GST/HST Extra

These items will be used for cost evaluation purposes only and do not constitute a guarantee or commitment on behalf of Canada of the quantity or amount to be used under the Standing Offer.

A rate must be entered for each item.

The Offeror agrees that the Price(s) per Unit as tendered govern in calculating the Total Evaluated Price. The Offeror understands that any errors in the extension of the Price per Unit, in the addition of the Estimated Total Price, and Estimated Total Amount will be corrected in order to obtain the Total Evaluated Price.

**Cost will be evaluated on the Total Evaluated Price in Column 4. It is anticipated that only one standing offer will be issued to the lowest compliant offeror.**

Solicitation No. - N° de l'invitation

W0127-13LP23/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pwu009

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

W0127-13LP23

File No. - N° du dossier

PWU-2-35426

CCC No./N° CCC - FMS No/ N° VME

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**ANNEX F**

**Code of Conduct and Certifications**

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

*NOTE TO OFFERORS: LEGIBLY PRINT OR TYPE DIRECTOR' SURNAMES AND GIVEN NAMES*



**DEPARTMENT OF NATIONAL DEFENCE**

**ASPHALT / GRAVEL ROADWAYS & PARKING LOTS**  
**MAINTENANCE & REPAIRS**

**STATEMENT OF WORK**

**EDMONTON GARRISON**

**JOB NO. 13LP23**

**DATE: 18 JANUARY 2013**

## **STATEMENT OF WORK**

### **.1 Description of Work**

- .1 Work under this standing offer comprises the furnishing of all labour, materials, equipment, tools, supervision and transportation necessary to repair hot mixed asphaltic concrete (HMAC) and / or gravel surfaced roads, runways, ramps and parking areas at Edmonton Garrison, including 7 Canadian Forces Supply Depot (7CFSD) and satellite locations (Cardiff transmitter site, Riverbend receiver site & HMCS Nonsuch)
- .2 General Scope of Work
  - .1 Excavation of paved / gravel surfaces showing base failure, deteriorated surfaces and potholes, and the rebuilding with additional granular aggregate, compaction and / or repaving with HMAC.
  - .2 Re-leveling of low areas designated by the Contract Inspector with hot mix asphaltic concrete or gravel.
  - .3 Preparation and sealing of random cracks.
  - .4 Cleaning / sweeping of streets and parking lots of sand and debris as requested.
  - .5 Areas for repair will be designated by the Contract Inspector. The Contractor is advised that the specified pavement / gravel repairs are scattered throughout the whole areas specified and are not concentrated in a few locations. Scopes will vary from minor pot hole repair and skin patching to large rebuilding and overlay.
  - .6 Scheduling of work will be arranged between Contractor and Engineer.

### **.2 Codes and Standards**

- .1 Materials and workmanship must conform to or exceed applicable standards of Canadian Standards Association (CSA), American Society for Testing and Materials (ASTM) and other referenced organizations.
- .2 Conform to the latest revision of dated referenced standards as reaffirmed or revised to date of the specification. Standards or Codes not dated shall be deemed the edition in force on the date of the specification.

### **.3 Contractor's use of Site**

- .1 Exclusive and complete for the execution of the work except as follows:
  - .1 Site usage will vary from job to job and restrictions will be addressed when a scope of work or request for estimate is made.
  - .2 Do not unreasonably encumber site with materials and equipment.
  - .3 Movement around the site will be subject to any restrictions imposed by Base Commander or Contract Inspector.

**.4 Inspection**

- .1 All work and materials covered by this specification shall be subject to inspection at any time by the Contract Inspector.

**.5 Hours of Work**

- .1 Normal working hours will be 0730 - 1600 hours, Monday through Friday. Any work carried out other than normal working hours must have previous written approval by the Contracts Officer.
- .2 Contractor to report to the Contract Inspector prior to starting work.
- .3 Upon award of contract, submit a construction schedule for the work indicating the anticipated progress stages within the time of completion shown in the PWGSC Form 942, call-up against a standing offer.
- .4 When schedule has been approved by the Contract Inspector, take the necessary measures to complete the work within the scheduled time. Work schedules once agreed upon shall not be altered without prior written approval from the Contract Inspector.

**.6 Reporting Irregularities**

- .1 During the work, the Contractor shall notify the Contract Inspector of irregularities in the work area such as structural defects, mechanical and/or electrical problems and any other defects which are discovered and are beyond the scope of work.

**.7 Workmanship**

- .1 Workmanship shall be of the highest quality, executed by workers experienced and skilled for the respective duties for which they are employed. Immediately notify the Contract Inspector if required work is such as to make it impossible to produce required results. Helper ratio is to be in accordance with provincial licensing authority regulations.
- .2 The tradesperson who is actually carrying out the work shall be a journeyman worker. Proof of trade qualification will be requested by the Contract Inspector. If no licensing authority is in place, contractor shall provide a minimum of one fully trained worker with a Certificate of Proficiency issued by an organization or manufacturer for the execution of the specific work or for the installation of specific materials.
- .3 Workers who do not hold a Journeyman Ticket will be charged as a Labourer.
- .4 All workers on site will be familiar with all safety practices pertaining to general worksite safety and safety in reference to their specific trade.

**.8 Estimates**

- Contractor to provide a complete and detailed cost estimate for each project.

**.9 Supervision**

- .1 A Foreman or responsible person will be designated by the Contractor and shall be present on the job at all times to liaise with the Contract Inspector.

**.10 Cutting, Fitting, and Patching**

- .1 Execute cutting, fitting, and patching required to make work fit properly.
- .2 Where new work connects with existing and where existing work is altered or cut, patch and make good to match existing work.
- .3 Make cuts with clean, true, smooth edges. Make patches inconspicuous in the final assembly.

**.11 Protection of Existing Facilities**

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

**.12 Temporary Services**

- .1 DND may provide free of charge, temporary electric power and water for construction purposes subject to the following terms:
  - .1 The points of delivery and limits on quantities available shall be determined on site by the Contract Inspector, whose written permission must be obtained before any connection is made.
  - .2 From the point of delivery the Contractor shall provide, at their own expense, all equipment and temporary lines to bring these services to the site of work. Equipment and temporary lines shall be installed and operated in a manner approved by the Contract Inspector.
- .2 The supply of temporary services by DND is subject to DND requirements and may be discontinued by the DND Site Authority at any time without notice to the Contractor and the Crown will not accept any liability for any damage or delay caused by such withdrawal of temporary services.

**.13 Completion Time**

- .1 All work shall be completed within a reasonable time frame as mutually agreed to by the Contract Inspector and Contractor at the time of Call-up and as stated on the completed PWGSC 942 Call-up Against a Standing Offer.

**.14 Permits**

- .1 Contractor shall be in possession of a valid dig permit issued by the DND prior to commencement of excavations or like works. Hand digging is mandatory when working in close proximity to any underground utility.
- .2 Contractor shall be in possession of a valid Hot Work Permit issued by the DND when performing any cutting, welding or soldering using an open flame.

**.15 Tools**

- .1 Trades persons will have, on site, all required tools normally associated with the trade in which they are employed and which are required to complete the requested work.

**.16 Equipment**

- .1 Contractor to supply all equipment (backhoe, haulage trucks, etc.) complete with competent operator.

**.17 Invoice**

- .1 All invoices are to be submitted within thirty (30) days of work completion and be prepared using the basis of pricing of the standing offer.
- .2 Invoice to contain the following information:
  - .1 Date Started / Completed
  - .2 Engineer Services Work Order / Requisition Number
  - .3 Material list, cost plus mark-up (if required)
  - .4 Sub Total
  - .5 GST
  - .6 Total

**.18 Warranty**

The contractor shall warranty all materials and work for a period of twelve (12) months after date of acceptance. If at any time during this period, any portion of the work requires repairs by reason of faulty material or workmanship, the DND shall notify the contractor that such repairs are necessary and shall define the amount and nature of the work to be done in order to rebuild it. If the contractor does not cause such repairs to be completed within ten (10) calendar days after such notice, the DND shall have the right to purchase the materials and employ workers to execute the repairs and the cost shall be borne by the Contractor.



## **Safety Requirements**

### **.1 Fire Safety Plan**

- .1 Contractors and their employees shall familiarize themselves with the area in which they are working, making note of locations for alarm stations, hose cabinets, exits, telephones and the like.

### **.2 Construction Safety Measures**

- .1 Observe and enforce all construction safety measures required by the National Building Code of Canada, Provincial Government, Workers' / Workman's Compensation Board and Municipal Authorities.

- .1 In the event of conflict between any provision of the above authorities, the most stringent provision shall apply.

- .2 Fire Safety Requirements: comply with requirements of the Orders and Precautions for Civilian Contractors as issued by the Base Fire Chief.

- .3 All personnel are to be thoroughly familiar with the contents of the orders and regulations specified in this paragraph and in addition, to be conversant with relevant regulations pertaining to reporting a fire and all fire incidents to the nearest Fire Department by the following means available.

#### **Reporting a fire - Steele Barracks (Lancaster Park)**

- 1) Activate nearest fire alarm, or**
- 2) On base: dial 4333, give location and nature of incident;**
- 3) Married Quarters or non government phone: dial 973-4333 and give location and nature of incident.**

- .4 When transmitting an alarm by phone, give the location of the fire and the name or number of the building and be prepared to verify the location.

- .5 Before starting the job, know the location of the nearest fire alarm or telephone covering the areas of work.

- .6 Fire Watchers: Whenever work is being carried out in dangerous or hazardous areas involving the use of heat, fire watchers, provided with sufficient fire equipment to control or extinguish fire, shall be provided. Private contractors are responsible for providing fire watcher service on a scale established in conjunction with the Engineer prior to commencing work.

- .7 The Fire Chief is to be advised by telephone (4436) in all cases involving welding, burning or the use of blow torches, salamanders, etc. in buildings or hazardous areas.

- .8 Fire Hydrants, fire protection systems and sprinkler systems: Under no circumstances are these systems to be shut off or blocked in any way without permission from the Fire Chief. This includes cutting off the electrical power in buildings equipped with 110 V activated fire warning systems.

**.9 Flammable Liquids**

- .1 The handling, storage and use of flammable liquids are to be governed by the current National Fire Code of Canada.
- .2 Flammable liquids such as gasoline, kerosene and naphtha may be kept for ready use in quantities not exceeding 45 litres provided they are stored in approved safety cans bearing the Underwriter's Laboratory of Canada or Factory Mutual seal of approval. Storage of quantities of flammable liquids exceeding 20 litres for work purposes requires the permission of the Fire Chief.
- .3 Transfer of flammable liquids is prohibited within buildings. In all cases where the transfer of such liquids is necessary, care is to be taken to provide adequate bonding between containers and ground.
- .4 Transfer of flammable liquids shall not be carried out in the vicinity of open flame or any type of heat producing device.
- .5 Flammable liquids having a flash point below 38 degree C such as naphtha or gasoline shall not be used as solvents or cleaning agents.
- .6 Storage of quantities of flammable liquids exceeding 45 litres for work purposes requires the prior permission of the Base Fire Chief. Flammable liquids having a flash point below 37.7 degrees C, such as gasoline or naphtha etc., shall not be used as solvents or cleaning agents.
- .7 Solvents and Adhesives: take suitable fire precautions, use in well ventilated areas only.
- .8 Storage and removal of rubbish and waste materials:
  - .1 Extreme care is required where it is necessary to store flammable paints, thinners, rags, etc. in work areas to ensure maximum possible cleanliness.
  - .2 Provide adequate barriers in areas of work and install flashing lights at excavation left overnight.

**.3 Smoking Precautions**

- .1 Smoking is not permitted in DND Building. Workers to exercise care in the use of tobacco in non-restricted areas.

**.4 WHMIS**

- .1 Comply with requirements of Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage and disposal of hazardous Materials and regarding labelling and provision of material safety data sheets acceptable to Labour Canada and Health & Welfare Canada.
- .2 Deliver copies of WHMIS to Engineer upon the delivery of materials.

**.5 Fires**

- .1 Fires and burning of rubbish on site shall not be permitted.

**.6 Protection of Property**

- .1 All DND property to be properly protected. Any damage caused to roads, grounds and structures by the Contractor shall be repaired at their expense.

**.7 Cleaning**

- .1 Conduct cleaning and disposal operation to comply with local ordinances and anti-pollution laws.
- .2 Store volatile waste in covered metal containers, and remove from premises at end of each working day.
- .3 Provide adequate ventilation during use of volatile or noxious substances. The use of the building ventilation system is not permitted for this purpose.
- .4 Do not dispose of waste or volatile materials such as mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers.
- .5 Prevent accumulation of construction wastes. Remove from the areas of work on completion of work in that area or at the end of each working day.
- .6 Broom clean paved areas, rake clean other surfaces of ground.

## Asphalt Patching and Repairs

### Products

#### **Materials**

- .1** Granular base material:
- .1 Crushed pit run or screened stone, gravel or sand consisting of hard durable particles. Free from clay lumps, cementation, organic material, frozen material or other deleterious material.
  - .2 Gradations to be within following limits when tested to ASTM C136-84a and ASTM C117-84, and giving a smooth curve without sharp breaks when plotted on a semi-log grading chart.

<u>ASTM Sieve Designation</u>	<u>% Passing</u>
19 mm	100
12.5 mm	70 - 100
4.75 mm	40 - 70
2.00 mm	23 - 50
0.425 mm	7 - 25
0.075 mm	3 - 8

- .3 At least 70% of particles, by mass, retained on 4.75 mm sieve to have at least one freshly fractured face.
- .2** Asphalt Binder: to CGSB 16-GP-3M, produced by refining of petroleum, uniform in character, shall not foam when heated to 177° C and shall meet the following requirements:
- .1 Penetration at 25 Deg C, 100 g, 5 sec      105 (+)
  - .2 Kinematic Viscosity at 135 Deg C (centistokes) 200 (+)
  - .3 Ductility at 25 Deg C      100 (+)
  - .4 Solubility in carbon tetrachloride % 99.5 (+)
  - .5 Thin film oven test penetration after test 25 Deg C, 100 g, 5 Sec,  
% of original    45(+)
- .3** Asphalt Concrete Aggregate (for full depth patching)
- .1 Coarse aggregate is aggregate retained on 4.75 mm sieve and fine aggregate is aggregate retained on 4.75 sieve.
  - .2 Do not use aggregate having known polishing characteristics in mixes for surface courses.

- .3 Gradation of aggregates blended to job mix formula to be within the following limits when tested to ASTM C117-84, and ASTM C136-84A (AASHTO T27 and T11-78) and giving a smooth curve without sharp breaks when plotted on semi-log grading chart.

ASTM Sieve Designated	% Passing
12.5 mm	100
4.75 mm	55 - 75
2.0 mm	35 - 55
0.425 mm	15 - 30
0.180 mm	5 - 20
0.075 mm	3 - 8

- .4 Tack coat: Emulsified asphalt material conforming to the Asphalt Institute Specification for Anionic emulsified asphalt. The emulsion class to anionic, the type - slow setting, the grade, SS-1, RS-1, RS-1K, or SS-K.
- .5 Asphaltic prime coat: liquid asphalt, grades RC-70; RC-250, or MC-250.
- .6 Sand blotter: clean granular material passing 4.75 mm sieve and free from organic matter or other deleterious materials,
- .7 Hot mix asphalt concrete (for skin patching)
- .1 Asphalt content of 9%.
  - .2 Maximum aggregate size 6 mm
  - .3 Mix type 11a to Asphalt Institute Mix Composition Table.

## **Execution**

### **3.1 Excavation**

- .1 As marked out by the Contract Inspector, the contractor shall saw, cut, and excavate deteriorated asphalt and weak base or unsuitable material to a depth as specified or as directed by the Contract Inspector. Asphalt surface to be cut 300 mm back from deteriorated areas.
- .2 Where asphalt surface and base is excavated the cut faces shall be straight and vertical. The hole shall be shaped so that a square shoulder in the direction of the traffic is provided against which the patch can be placed.
- .3 As required, the Contract Inspector shall authorize over excavation of unsuitable sub-grade material. These areas shall be filled with specified fill compacted to minimum of 100% of standard Proctor Density.
- .4 Obtain Contract Inspector's approval of completed excavations.
- .5 Dispose of asphalt rubble and unsuitable excavated material off DND property, or where directed by the Contract Inspector.
- .6 Erect warning signs and barricades around open excavations as approved by the Contract Inspector.
- .7 Keep excavation free of water while work is in progress.,

### **3.2 Backfill**

- .1 Stockpile fill material in areas designated by Contract Inspector. Stockpile granular materials in a manner to prevent segregation.
- .2 Do not backfill until Contract Inspector has examined the excavation and given their approval for backfilling.
- .3 Areas to be backfilled to be free of debris, ice, snow, water and frozen ground.
- .4 Do not use backfill material which is frozen or contains ice, snow or frozen ground.
- .5 Place specified granular material in uniform layers not exceeding 150 mm when compacted or to such other depth as approved by Contract Inspector. Compact each layer before placing succeeding layer.
- .6 Compact using approved mechanical tamping devices or by hand tamping to achieve specified compaction.
- .7 Bring compacted granular fill to level of adjacent granular base. Allow for HMAC layer 75 mm thick.
- .8 Use granular fill as specified. Compaction densities are percentage of maximum densities obtained from ASTM D698-78 (Standard Proctor Density)

.9 Testing of materials and compaction may be carried out by a testing laboratory designated by the Contract Inspector. Frequency of tests will be determined by the Contract Inspector.

.10 The DND shall pay costs for inspection and testing.

### **3.3 Hot Mix Asphaltic Concrete Paving (HMAC)**

.1 Upon request, submit manufacturer's test data and certification that asphaltic cement meets requirements of this section.

.2 Upon request, submit asphaltic concrete mix design and trial mix test results to Contract Inspector for approval at least one week prior to commencing work.

.3 Mix aggregated and asphalt cement in proportions to meet following criteria based on standard Marshall Test Procedure ASTM D1559-82 with compactive effort of 50 blows on each face of specimen.

.1 Stability: 5.5 kN minimum

.2 Flow Value: 2.0-4.0 mm

.3 Air voids 3 - 5%

.4 Minimum percentage voids in mineral aggregated in accordance with Fig. 111-5 of Asphalt Institute, MS-2, 1988 printing.

.4 Liquid Asphalt

.1 Apply asphalt primer to granular base at rate (approx. 2.0L/m<sup>2</sup>) directed but do not exceed 2.2L/m<sup>2</sup>.

.2 Do not apply prime when air temperature is less than 5 Deg C or when rain is forecast within 2 hours.

.3 Paint contact surfaces of curbs, gutters, existing asphalt and like structures with a thin uniform coat of asphalt material.

.4 Asphalt prime to be applied to the approved base with an approved pressure distribution capable of distributing asphalt material in an uniform spray without atomization at temperature required.

.5 If asphalt prime fails to penetrate, spread sand blotter material in amounts required to absorb excess material. Sweep and remove excess blotter material.

.6 Allow asphalt prime to thoroughly cure prior to placing asphalt.

.5 Obtains Contract Inspector's approval of prime coat prior to placing asphalt.

.6 Place asphalt concrete to thickness, grades and lines indicated or directed by Contract Inspector ensuring positive drainage of all surfaces.

.7     **Placing Conditions**

- .1     Place asphalt mixtures only when air temperature is above 5 Deg C.
  - .2     When temperatures of surface on which material is to be placed falls below 10 Deg C, provide extra rollers as necessary to obtain required compaction before cooling.
  - .3     Do not place hot-mix asphalt when pools of standing water exist on surface to be paved, during rain or when surface is damp.
- .8     Place asphalt mixture to min 75 mm compacted lift, brought to same grade and plane as adjacent pavements.
- .9     Use spreading and compaction equipment compatible with the size of area for paving.
- .10    Roll asphalt continuously to a density of not less than 98% of density obtained in a laboratory.
- .11    For small areas use hand compactors, for larger areas use rollers, sized for easy use for the areas in question.
- .12    Roll, compact and finish all HMAC surfaces in a manner to provide a smooth even surface with no bumps or ripples and meeting the Contract Inspector's complete approval.

**3.4    Leveling of Depressed Areas**

- .1     Broom clean area for surface patching, removing all dust, dirt and foreign matter.
- .2     Apply tack coat, sprayed at a rate of 0.5 L/m<sup>2</sup>. Let dry.
- .3     Place skin patch with specified hot mix. Take care to make feathered edges, removing the coarse aggregate particles before final compaction.
- .4     Compact the skin patch with mechanical roller to bring patch surface to level of adjacent paved surfaces.

**3.5    Street/Parking Lot Cleaning (Sweeping)**

- .1     Identified streets / parking lots shall be swept to remove sand and accumulated debris as requested. Areas to be swept shall be wet down to minimize dust. Water points and dump locations shall be provided by the Contract Inspector.



## Sealing pavement cracks for maintenance purposes

### Part 1 General

#### 1.1 Scope

- .1 Material and application method of crack sealer specified in this section shall be used in all areas designated by the Contract Inspector. Cracks for sealing will be marked out by the Contract Inspector.

#### 1.2 Samples

- .1 At least two weeks prior to commencing work, submit to Contract Inspector, one 4 Litre container of sealant proposed for use and two copies of manufacturer's recommended method of preparation and application of sealant.

#### 1.3 Measurement for Payment:

- .1 Pavement crack sealing, regardless of quantity material and labour due to various crack sizes, will be measured in metres.

### Part 2 Products

#### 2.1 Materials

- .1 Sealant: to ASTM D-3405-75T

### Part 3 Execution

#### 3.1 Application Equipment

- .1 Air compressor, capable of providing oil free compressed air, minimum pressure of 550 Kpa.
- .2 Kettle: shall be a dual jacketed, oil heated type. Direct flame type **SHALL NOT BE USED.**
- .3 Applicators: air pressured pump type or nozzle and container type applicator meeting the Contract Inspector's approval.

#### 3.2 Preparation

- .1 Use joint plow or high pressure water to remove old sealant material from designated cracks
- .2 Clean all loose dust, dirt, rubble and the like from cracks with oil free compressed air applied at 550 Kpa minimum pressure.
- .3 Sweep up and dispose of material removed from cracks as directed.
- .4 Ensure all cracks are surface dry before applying crack filler.
- .5 Where cracks extend into base or subgrade, fill crack with clean dry fine sand or sand asphalt emulsion to within 20 mm of pavement surface.
- .6 Obtain Contract Inspector's approval of preparation of cracks before application of sealing compound.

### **3.3 Application of Sealant**

- .1 Cracks to be clean and dry before filling.
- .2 Fill cracks with sealant immediately after cleaning.
- .3 Fill cracks when air temperature is above 10 Deg C and daily low temperature does not fall below 5 Deg C and no rain is forecast.
- .4 Heat sealant in specified double boiler melting unit to the recommended temperature, ready for application.
- .5 Fill cracks to within 3 mm of road surface. Level off overfill with "V" type rubber spreader.
- .6 Ensure cracks are satisfactory sealed. Do not overfill. Where shrinkage occurs, additional separate applications may be required.
- .7 Do not allow traffic on new sealed areas until sealant has set.