

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada**  
Room 1650, 635 8th Ave. S.W.  
Calgary  
Alberta  
T2P 3M3

<b>Title - Sujet</b> Gas Well Cleaning	
<b>Solicitation No. - N° de l'invitation</b> W0142-12SC02/A	<b>Date</b> 2012-07-17
<b>Client Reference No. - N° de référence du client</b> W0142-12SC02	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$CAL-097-5986
<b>File No. - N° de dossier</b> CAL-2-35013 (097)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-08-02</b>	
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Levesque-Welch, Nicole	<b>Buyer Id - Id de l'acheteur</b> cal097
<b>Telephone No. - N° de téléphone</b> (403)292-4716 ( )	<b>FAX No. - N° de FAX</b> (403)292-5786
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE B ENGR SECTION, BUILDING 363 CFB – SUFFIELD BOX 6000, STN MAIN MEDICINE HAT Alberta T1A8K8 Canada	
<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.	

**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**  
THIS DOCUMENT CONTAINS A SECURITY  
REQUIREMENT

**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/Travaux  
publics et Services gouvernementaux Canada  
Room 1650, 635 8th Ave. S.W.  
Calgary  
Alberta  
T2P 3M3

**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 (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>

Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire FOB/FAM	Destination	Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
1	Gas Well Cleaning	W0142	W0142	1	Each	\$			See Herein	

## **TABLE OF CONTENTS**

### **PART 1 - GENERAL INFORMATION**

1. Introduction
2. Summary
3. Security Requirement
4. Debriefings

### **PART 2 - OFFEROR INSTRUCTIONS**

1. Standard Instructions, Clauses and Conditions
2. Submission of Offers
3. Enquiries - Request for Standing Offers
4. Applicable Laws

### **PART 3 - OFFER PREPARATION INSTRUCTIONS**

1. Offer Preparation Instructions

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

1. Evaluation Procedures
2. Basis of Selection

### **PART 5 - CERTIFICATIONS**

1. Code of Conduct Certifications - Consent to a Criminal Record Verification
2. Certifications Precedent to Issuance of a Standing Offer and Certifications Required with the Offer

### **PART 6 - SECURITY REQUIREMENTS**

1. Security Requirement

### **PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

#### **A. STANDING OFFER**

1. Offer
2. Security Requirement
3. Standard Clauses and Conditions
4. Term of Standing Offer
5. Authorities
6. Identified Users
7. Call-up Instrument
8. Limitation of Call-ups
9. Priority of Documents
10. Certifications
11. Applicable Laws

#### **B. RESULTING CONTRACT CLAUSES**

Solicitation No. - N° de l'invitation

W0142-12SC02/A

Amd. No. - N° de la modif.

File No. - N° du dossier

CAL-2-35013

Buyer ID - Id de l'acheteur

ca1097

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

W0142-12SC02

CCC No./N° CCC - FMS No/ N° VME

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1. Statement of Work
  2. Standard Clauses and Conditions
  3. Term of Contract
  4. Payment
  5. Invoicing Instructions
  6. Insurance Requirements
  7. SACC Manual Clauses
  8. Mandatory Health and Safety

**List of Annexes:**

- Annex "A" - Statement of Work
- Annex "B" - Basis of Payment
- Annex "C" - Security Requirements Checklist
- Annex "D" - Standing Offer Usage Report

## PART 1 - GENERAL INFORMATION

### 1. Introduction

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

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

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

### 2. Summary

For the provision of Gas Well Cleaning Services for Canadian Forces Base (CFB) Suffield, Ralston, Alberta as required during the period of the Standing Offer and in accordance with Specification number L-S381-9901/765 dated 9 February 2012. The Standing Offer will be in effect for a period of 2 years, with two (2) option years.

Pursuant to section 01 of Standard Instructions 2006 and 2007, a Consent to a Criminal Record Verification form, must be submitted with the offer, by Request for Standing Offers closing date, for each individual who is currently on the Offeror's Board of Directors.

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

### 3. Security Requirement

There is a security requirement associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. Offerors should consult the ["Security Requirements for PWGSC Bid Solicitations - Instructions](#)

Solicitation No. - N° de l'invitation

W0142-12SC02/A

Amd. No. - N° de la modif.

File No. - N° du dossier

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Buyer ID - Id de l'acheteur

ca1097

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

W0142-12SC02

CCC No./N° CCC - FMS No/ N° VME

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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."

#### **4. Debriefings**

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

## PART 2 - OFFEROR INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

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

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

Delete: sixty (60) days  
Insert: one hundred and eighty (180) days

#### 1.1 SACC Manual Clauses

B1000T	Condition of Material	2007-11-30
M0019T	Firm Price and/or Rates	2007-05-25

### 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.

Due to the nature of the Request for Standing Offers, transmission of offers by electronic mail to PWGSC will not be accepted.

### 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.

Solicitation No. - N° de l'invitation

W0142-12SC02/A

Amd. No. - N° de la modif.

File No. - N° du dossier

CAL-2-35013

Buyer ID - Id de l'acheteur

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

W0142-12SC02

CCC No./N° CCC - FMS No/ N° VME

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#### **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 Alberta.

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.

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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 II: Financial Offer (one hard copy)

Section III: Certifications (one 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 II: Financial Offer**

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

#### **1.1 SACC Manual Clauses**

C3011T

Exchange Rate Fluctuation

2010-01-11

#### **1.2 Prices - Items**

Offerors must submit firm prices for all items listed in Annex "B".

#### **1.3 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.

Solicitation No. - N° de l'invitation

W0142-12SC02/A

Amd. No. - N° de la modif.

File No. - N° du dossier

CAL-2-35013

Buyer ID - Id de l'acheteur

ca1097

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

W0142-12SC02

CCC No./N° CCC - FMS No/ N° VME

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The following credit card(s) are accepted:

VISA \_\_\_\_\_

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

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

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

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

### **Section III: Certifications**

Offerors must submit the certifications required under Part 5.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 1. Evaluation Procedures

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

### 1.2 Financial Evaluation

The estimated usages listed in Annex "B" are for evaluation purposes only and will not form part of any resulting Standing Offer.

The total aggregate bid offer will be calculated by multiplying the unit price for each line item by the associated estimated usage and summing the values.

Calculation will be applied to each option year of pricing and all periods will be totalled to determine the total evaluated aggregate bid price of the Offer.

M0222T

Evaluation of Price

2010-01-11

### 2. Basis of Selection

(M0069T, 2007-05-25)

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

## PART 5 - CERTIFICATIONS

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

Compliance with the certifications offerors provide to Canada is subject to verification by Canada during the offer evaluation period (before issuance of a standing offer) and after issuance of a standing offer. The Standing Offer Authority will have the right to ask for additional information to verify 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 - Consent to a Criminal Record Verification

1.1 Offerors must submit as part of their offer, by Request for Standing Offers closing date:

- (a) a complete list of names of all individuals who are currently directors of the Offeror;
- (b) a properly completed and signed form Consent to a Criminal Record Verification (PWGSC-TPSGC 229), for each individual named in the list.

### 2. 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 Precedent to Issuance of 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 requirements within that time period will render the offer non-responsive.

##### 2.1.1 Federal Contractors Program - Certification

###### 2.1.1.1 Federal Contractors Program - \$200,000 or more (M2000T, 2010-08-16)

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 the issuance of a standing offer. If the Offeror, or, if the Offeror 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 issuance of a standing offer.

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 offers from ineligible contractors, including an offer from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

2. If the Offeror 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 Offeror 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 Offeror, or, if the Offeror is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Offeror or the member of the joint venture

- (a) ( ) is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;
- (b) ( ) is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;
- (c) ( ) is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC (having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is attached;
- (d) ( ) is subject to 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.

### 2.1.2 Former Public Servant Certification

(M3025T, 2010-01-11)

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.

### 2.2 Certifications Required with the Offer

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

## **2.2.1 Canadian Content Certification**

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

#### **2.2.1.2 Canadian Content Certification**

M3066T (2010-01-11)

This procurement is conditionally limited to Canadian services.

Subject to the evaluation procedures contained in the request for standing offer, offerors acknowledge that only offers with a certification that the services offered are Canadian services, as defined in clause A3050T, may be considered.

Failure to provide this certification completed with the offer will result in the services offered being treated as non-Canadian services.

The Offeror certifies that:

( ) the services offered are Canadian services as defined in paragraph 4 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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## **PART 6 - SECURITY REQUIREMENTS**

### **1. Security Requirement**

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

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## **PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

### **A. STANDING OFFER**

#### **1. Offer**

The Offeror offers to perform the Work in accordance with the Statement of Work at Annex "A".

#### **2. Security Requirement**

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
  - (a) Security Requirements Check List and security guide (if applicable), attached at Annex "C";
  - (b) Industrial Security Manual (Latest Edition).

#### **3. Standard Clauses and Conditions**

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

##### **3.1 General Conditions**

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

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## **3.2 Standing Offers Reporting**

### **3.2.1 Periodic Usage Reports - Standing Offer**

(M7010C, 2012-07-16)

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

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex "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 fifteen (15) calendar days after the end of the reporting period.

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

The period for making call-ups against the Standing Offer is from TBD to TBD. (For a period of two years from date of issuance)

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

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

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

**5. Authorities**

**5.1 Standing Offer Authority**

The Standing Offer Authority is:

Nicole Levesque-Welch  
Supply Specialist

Telephone: 403-292-4716  
Facsimile: 403-292-5786  
Email: nicole.levesque-welch@pwgsc-tpsgc.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:

**\*\*\*To be determined at issuance of 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 under the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

**5.3 Offeror's Representative (To be completed by Offeror)**

Name \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

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

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

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

**6. Identified Users**

The Identified User authorized to make call-ups against the Standing Offer is: CFB Suffield, Ralston, Alberta.

**7. Call-up Instrument**

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

---

## 8. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$50,000.00 (Goods and Services Tax or Harmonized Sales Tax included).

## 9. Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2012-07-16), Standing Offers - Goods or Services;
- d) the general conditions 2010C (2012-07-16), Services (Medium Complexity);
- e) Annex "A", Statement of Work;
- f) Annex "B", Basis of Payment;
- g) Annex "C", Security Requirements Check List;
- h) the Offeror's offer TBD.

## 10. Certifications

### 10.1 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.

## 11. Applicable Laws

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

## B. RESULTING CONTRACT CLAUSES

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

### 1. Statement of Work

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

### 2. Standard Clauses and Conditions

#### 2.1 General Conditions

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

### 3. Term of Contract

#### 3.1 Period of the Contract

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

### 4. Payment

#### 4.1 Basis of Payment - Limitation of Expenditure (C0206C - 2011-05-16)

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

#### 4.2 SACC Manual Clauses

C0710C	Time and Contract Price Verification	2007-11-30
C0711C	Time Verification	2008-05-12
C2000C	Taxes - Foreign-based Contractor	2007-11-30
C2604C	Canadian Customs Duty and Sales Tax - Foreign-Based Contractor	2010-01-11
H1000C	Single Payment	2008-05-12

## 5. Invoicing Instructions

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

Each invoice must be supported by:

- (a) A complete and detailed list of materials including supplier's invoices

2. Invoices must be distributed as follows:

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

## 6. Insurance Requirements

(G1001C, 2008-05-12)

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

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

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

### 6.1 Commercial General Liability Insurance

(G2001C, 2008-05-12)

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - (a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - (b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - (c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - (d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.

- 
- (e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - (f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - (g) Employees and, if applicable, Volunteers must be included as Additional Insured.
  - (h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - (i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - (j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - (k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
  - (l) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

## 6.2 Automobile Liability Insurance

(G2020C, 2008-05-12)

1. The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.
2. The policy must include the following:
  - (a) Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
  - (b) Accident Benefits - all jurisdictional statutes
  - (c) Uninsured Motorist Protection
  - (d) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.
  - (e) Liability for Physical Damage to Non-owned Automobiles: Other Provinces: SEF#27

## 7. SACC Manual Clauses

A9039C	Salvage	
2008-05-12		
A9062C	Canadian Forces Site Regulations	2011-05-16
B7500C	Excess Goods	2006-06-16

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

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

#### SI13 WCB AND SAFETY PROGRAM

1.1 The recommended Bidder must provide to the Contracting Authority, prior to Standing Offer issue:

- 1.1.1 a Workers Compensation Board Statement of Injury Cost Supplement - *Alberta*, or equivalent documentation from another jurisdiction;
- 1.1.2 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
- 1.1.3 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.

1.2 The recommended Bidder must 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):

#### SC02 Workplace Safety and Health

##### 1. EMPLOYER/CONTRACTOR

- 1.1 The Contractor must, for the purposes of the Workplace Safety and Health Act and Regulations, 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 assume the role of 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 assume, as the Contractor, the responsibility for Canada's other Contractor(s); or
    - 1.1.3.2 accept that Canada's other Contractor is 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

## 1. SUBMITTALS

### 1.1 The Contractor must 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.

<u>ALBERTA South</u>	<u>ALBERTA North</u>
Alberta Human Resources and Employment Workplace Health and Safety 600 – 727, 7th Avenue S.W. Calgary, Alberta, T2P 0Z5  Telephone: (403) 297-7896 Facsimile: (403) 297-7893	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

Solicitation No. - N° de l'invitation

W0142-12SC02/A

Amd. No. - N° de la modif.

File No. - N° du dossier

CAL-2-35013

Buyer ID - Id de l'acheteur

ca1097

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

W0142-12SC02

CCC No./N° CCC - FMS No/ N° VME

## **ANNEX "A"**

### **STATEMENT OF WORK**

**TITLE:** Gas Well Cleaning

**OBJECTIVE:**

For the provision of Gas Well Cleaning Services for Canadian Forces Base (CFB) Suffield, Ralston, Alberta as required during the period of the Standing Offer and in accordance with Specification number L-S381-9901/765 dated 9 February 2012 (see attached).

Cleaning of gas wells would normally be done in the fall of each year.

**ANNEX "B"****BASIS OF PAYMENT**

G.S.T. is excluded of the prices quoted herein (if applicable)  
G.S.T. will be shown as a separate item on the invoice (if applicable)

**A. FOR THE PERIOD OF TBD TO TBD (2 years):**

Article no.	Description	Estimated usage	Unit Price	
			Year #1	Year #2
1	Lump sump price to complete Series 1 cleaning of 33 gas wells as identified in Annex "A", as requested. Price includes all travel, labour, mileage and accommodation costs.	2 per year	\$_____/lot	\$_____/lot
2	Lump sump price to complete Series 1 cleaning of an individual well as identified in Annex "A", as requested. Price includes all travel, labour, mileage and accommodation costs.	2 per year	\$_____/Well	\$_____/Well
3	Lump sump price to complete Series 2 cleaning of an individual well as identified in Annex "A", as requested. Price includes all travel, labour, mileage and accommodation costs.	2 per year	\$_____/Well	\$_____/Well
4	Lump sump price to complete Series 2 cleaning per 24 hour period, as requested. Price includes all travel, labour, mileage and accommodation costs.	2 per year	\$_____/24 hour period	\$_____/24 hour period
5	Materials and replacements parts (except free issue) at laid down cost (which includes invoice cost, transportation costs, exchange, customs and purchasing expenses, internal handling, G & A expenses and profit) plus a <b>mark-up</b> excluding sales tax. Sales tax to be shown as a separate item.	Laid down cost of \$1,000.00 per year	_____%	_____%

**B. OPEN YEAR #1**

Article no.	Description	Estimated usage	Unit Price
1	Lump sump price to complete Series 1 cleaning of 33 gas wells as identified in Annex "A", as requested. Price includes all travel, labour, mileage and accommodation costs.	2 per year	\$_____/lot
2	Lump sump price to complete Series 1 cleaning of an individual well as identified in Annex "A", as requested. Price includes all travel, labour, mileage and accommodation costs.	2 per year	\$_____/Well
3	Lump sump price to complete Series 2 cleaning of an individual well as identified in Annex "A", as requested. Price includes all travel, labour, mileage and accommodation costs.	2 per year	\$_____/Well
4	Lump sump price to complete Series 2 cleaning per 24 hour period, as requested. Price includes all travel, labour, mileage and accommodation costs.	2 per year	\$_____/24 hour period
5	Materials and replacements parts (except free issue) at laid down cost (which includes invoice cost, transportation costs, exchange, customs and purchasing expenses, internal handling, G & A expenses and profit) plus a <b>mark-up</b> excluding sales tax. Sales tax to be shown as a separate item.	Laid down cost of \$1,000.00	_____%

**C. OPEN YEAR #2**

Article no.	Description	Estimated usage	Unit Price
1	Lump sump price to complete Series 1 cleaning of 33 gas wells as identified in Annex "A", as requested. Price includes all travel, labour, mileage and accommodation costs.	2 per year	\$_____/lot
2	Lump sump price to complete Series 1 cleaning of an individual well as identified in Annex "A", as requested. Price includes all travel, labour, mileage and accommodation costs.	2 per year	\$_____/Well
3	Lump sump price to complete Series 2 cleaning of an individual well as identified in Annex "A", as requested. Price includes all travel, labour, mileage and accommodation costs.	2 per year	\$_____/Well
4	Lump sump price to complete Series 2 cleaning per 24 hour period, as requested. Price includes all travel, labour, mileage and accommodation costs.	2 per year	\$_____/24 hour period
5	Materials and replacements parts (except free issue) at laid down cost (which includes invoice cost, transportation costs, exchange, customs and purchasing expenses, internal handling, G & A expenses and profit) plus a <b>mark-up</b> excluding sales tax. Sales tax to be shown as a separate item.	Laid down cost of \$1,000.00	_____%

Solicitation No. - N° de l'invitation

W0142-12SC02/A

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CAL-2-35013

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ca1097

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

W0142-12SC02

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**ANNEX "C"**

**SECURITY REQUIREMENTS CHECK LIST (SRCL)**

(see attached document)

Solicitation No. - N° de l'invitation

W0142-12SC02/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

cal097

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

W0142-12SC02

File No. - N° du dossier

CAL-2-35013

CCC No./N° CCC - FMS No/ N° VME

**ANNEX "D"**

**STANDING OFFER USAGE REPORT**

Return to:

Public Works and Government Services Canada  
Acquisitions Branch  
Facsimile: (403) 292-5786  
Email: wst-pa-cal@pwgsc-tpsgc.gc.ca

**Quarterly Usage Report Schedule:**

- ( ) 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.

SUPPLIER:

STANDING OFFER NO: W0142-12SC02  
DEPARTMENT OR AGENCY: DND, CFB Suffield

Item No.	Call-Up/contract No. Description	Value of the Call-Up/Contract (GST/HST excluded)
(A) Total Dollar Value Call-ups for this reporting period:		
(B) Accumulated Call-Up totals to date:		
(A+B) Total Accumulated Call-Ups:		

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

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

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

DATE: \_\_\_\_\_



National Defence



**CANADIAN FORCES BASE SUFFIELD**  
**BASE ENGINEERING**  
**SPECIFICATION**  
**FOR**  
**CLEANING OF GAS WELLS**

CFB Suffield Job No: L-S381-9901/765

SC No: 02

Dated: 9 February 2012

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D.R. Weatherbee  
Contracts Inspector

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E.A. Turzanski, Lt  
Wokrs O

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L. Purcell  
A/Base Fire Chief

## TABLE OF CONTENTS

Pages

### Division 1 - GENERAL REQUIREMENTS

Section 01 11 00 – Summary of Work .....	2
Section 01 35 35 - DND Fire Safety Requirements .....	4
Section 01 35 43 – Environmental Procedures .....	5
Section 01 35 45 – Safety Requirements .....	3

### Annexes

Annex A – Procedure for Cleaning Gas Wells .....	2
--	---

**PART 1      General**

**1.1            REFERENCES**

- .1      National Building Code of Canada (NBC) latest edition, including all amendments up to tender closing date.

**1.2            DESCRIPTION OF WORK**

- .1      Supply of all equipment and materials required to carry out a complete cleaning of up to 33 gas wells as requested by Project Authority under the terms of the Contract.
- .2      On completion of all work; provide an industry standard detailed written report for each well cleaned detailing all work performed and any noteworthy observations. Report must be delivered to CFB Suffield Project Authority within 15 business days of completion of all work.
- .3      All work is to be carried out at CFB Suffield, Ralston, Alberta.

**1.3            CODES**

- .1      Perform work in accordance with National Building Code of Canada (NBC) latest edition, the Operations Manager, and Field Services Department provided that in any case of conflict or discrepancy, the more stringent requirements must apply, including:
  - .1      CSA and ULC standards.
  - .2      Canadian Plumbing Code.
  - .3      Installation Code for Natural Gas Burning Appliances and Equipment, CAN/CGSB149.1-M91.
  - .4      Canadian Electrical Code and all associated codes and regulations.
  - .5      All applicable municipal and local codes and regulations.
  - .6      National Building Code latest edition.
- .2      Meet or exceed requirements of:
  - .1      Contract documents; and
  - .2      Specified standards, codes and referenced documents.

**1.4            CONTRACTOR'S USE OF SITE**

- .1      Do not unreasonably encumber site with materials or equipment.
- .2      Comply with requirements of Base Fire Standing Orders.
- .3      Prevent damage to building, installed equipment and adjacent property. Make good any damages.

- .4 Contractor must arrange with Project Authority for clearance and permission to enter compounds.

**1.5 CLEANING**

- .1 Cleaning must be done by a company having personnel competent in the cleaning of gas wells.

**1.6 GENERAL**

- .1 It is the intention of these specifications to provide a complete cleaning of gas wells using endless tubing with 6900 kPa of compressed air and foaming agent. To meet the DND requirements described herein and in complete accordance with all applicable codes and ordinances.
- .2 The Contractor must ensure that all tradesmen have a competent knowledge of gas well cleaning and safety procedures.
- .3 Cleaning to be carried out in the fall of each year or when requested with a timing and questions of technical nature through Project Authority.
- .4 Contractor to perform removal and replacement of buildings and fences, if required, to the complete satisfaction of the on site Project Authority.

**1.7 CLEAN UP**

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

**1.8 FINAL CLEANING**

- .1 On a daily basis maintain area of work free from debris and waste materials.
- .2 Disposal of waste materials to approved dumpsite that handles this type of materials.

**Part 2 Products**

**2.1 GENERAL**

- .1 Equipment to conform to applicable standards.

**Part 3 Execution**

**3.1 NOT USED**

- .1 Not used.

END OF SECTION

**PART 1      General**

**1.1            FIRE SAFETY PLAN**

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

**1.2            FIRE DEPARTMENT BRIEFING**

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

**1.3            REPORTING FIRES**

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

Base: 911

Ralston (Off Base): 911

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

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

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

**1.5            FIRE EXTINGUISHERS**

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

## **1.6 BLOCKAGE OF ROADWAYS**

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

## **1.7 FIRE PRECAUTIONS**

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

## **1.8 SMOKING PRECAUTIONS**

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

## **1.9 RUBBISH AND WASTE MATERIALS**

- .1 Rubbish and waste materials must be kept to a minimum.
- .2 Burning of rubbish is prohibited.
- .3 Removal:
  - .1 Remove all rubbish from work site at end of workday or shift or as directed.
- .4 Storage:
  - .1 Store oily waste in approved receptacles to ensure maximum cleanliness and safety.
  - .2 Deposit greasy or oily rags and materials subject to spontaneous combustion in approved receptacles and remove as required in 1.10.3.1.

## **1.10 FLAMMABLE AND COMBUSTIBLE LIQUIDS**

- .1 Handling, storage and use of flammable and combustible liquids are to be governed by the current National Fire Code of Canada.
- .2 Flammable and combustible liquids such as gasoline, kerosene and naphtha must be kept for ready use in quantities not exceeding 45 litres provided they are stored in approved safety cans bearing Underwriters' Laboratory of Canada or Factory Mutual seal of approval. Storage of quantities of flammable and combustible liquids exceeding 45 litres for work purposes requires permission of Fire Chief. Flammable and combustible liquids are prohibited from being stored within the building.
- .3 Transfer of flammable and combustible liquids is prohibited within buildings or jetties.

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

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

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

**1.12 QUESTIONS AND/OR CLARIFICATION**

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

**1.13 FIRE INSPECTION**

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

**PART 2 Products**

**2.1 NOT USED**

- .1 Not Used.

**PART 3 Execution**

**3.1 NOT USED**

- .1 Not Used.

**END OF SECTION**

**PART 1      General**

**1.1            ENVIRONMENTAL RESPONSIBILITY**

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

**1.2            WORK AREA**

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

**1.3            FUEL MANAGEMENT**

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

**1.4            FIRES**

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

**1.5            WASTE MANAGEMENT**

- .1      Do not bury rubbish and waste materials on site.
- .2      Ensure that all waste materials, equipment and debris are adequately contained on site.
- .3      Remove from DND property for disposal all wastes or volatile materials, such as mineral spirits, oil or paint thinner.

- .4 Ensure that sufficient numbers of waste and recycling containers are located on site and properly maintained and emptied to prevent overloading.
- .5 Minimize amount of waste to landfills by segregating recyclable materials from the waste stream into appropriate recycling containers. Ensure separation of materials into appropriate recycling or waste bins.

## **1.6 DRAINAGE**

- .1 Provide temporary drainage and pumping as necessary to keep excavations and site free from water.
- .2 Do not pump water containing suspended materials into waterways, sewer or drainage systems.
- .3 Control disposal or runoff of water containing suspended materials or other harmful substances in accordance with local authority requirements.

## **1.7 SOIL HANDLING**

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

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

- .1 Minimal surface disturbance techniques must be employed on prairie landscapes.
- .2 When vegetation or brush removal is required, such activities must be completed using non-chemical means, unless otherwise authorized by the Project Authority.
- .3 Protect trees and plants on site and adjacent properties where indicated.
- .4 Wrap in burlap, trees and shrubs adjacent to construction work, storage areas and trucking lanes, and encase with protective wood framework from grade level to height of 2 m.
- .5 Protect roots of designated trees to drip line during excavation and site grading to prevent disturbance or damage. Avoid unnecessary traffic, dumping and storage of materials over root zones.
- .6 Minimize stripping of topsoil and vegetation.

- .7 Restrict tree removals to areas indicated or designated by Project Authority.
- .8 Salvage vegetation and store at approved sites for future replacement as required and directed by Project Authority.

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

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

#### **1.10 POLLUTION CONTROL**

- .1 Maintain temporary erosion and pollution control features installed under this contract.
- .2 Control emissions from equipment and plant to local authorities emission requirements.
- .3 Prevent sandblasting and other extraneous materials from contaminating air beyond application area, by providing temporary enclosures.
- .4 Cover or wet down dry materials and rubbish to prevent blowing dust and debris. Provide dust control for temporary roads.

#### **1.11 EQUIPMENT**

- .1 Equipment that is to be used in the execution of the work must be maintained in a manner that will not be detrimental to the environment and in compliance with the Canadian Environmental Protection Act (CEPA). Equipment that is in violation must be removed from the site until such time as it does comply with the above requirements.
- .2 Equipment and vehicles used on the prairie must be cleaned to remove weeds and spores prior to arriving on site.
- .3 Construction equipment must be well maintained, free from leaks and mechanical defects.

- .4 When equipment and vehicles are not in use, they must be stored in designated areas approved by the Project Authority.

#### **1.12 STORAGE AND HANDLING**

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

#### **1.13 RESTORATION**

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

#### **1.14 CLEAN UP**

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

#### **1.15 REPORTING**

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

**1.16 INSPECTIONS**

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

**PART 2 Products**

**2.1 NOT USED**

- .1 Not Used.

**PART 3 Execution**

**3.1 NOT USED**

- .1 Not Used.

**END OF SECTION**

**PART 1      General**

**1.1            CONSTRUCTION SAFETY MEASURES**

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

**1.2            BASE SAFETY OFFICER BRIEFING**

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

**1.3            FMA SAFETY REQUIREMENTS**

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

**1.4            EPG AND BASE RANGE AREA**

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

**1.5            TOOLS AND EQUIPMENT**

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

**1.6 CONFINED SPACE ENTRY POLICY**

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

**1.7 FIRE SAFETY REQUIREMENTS**

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

**1.8 SCAFFOLDING**

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

**1.9 OVERLOADING**

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

**1.10 WHMIS**

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

**1.11 FALL PROTECTION**

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

**1.12 PERSONAL PROTECTIVE EQUIPMENT (PPE)**

- .1 Contractors and their personnel must comply with all Federal Safety Standards in relation to Personal Protective Equipment.
- .2 Hardhats and safety boots must be worn at all times at construction sites and when operating mobile equipment and any location in which an overhead hazard exists and the individuals work within close proximity could possibly be exposed to that hazard.
- .3 Eye and/or face protection must be worn when handling materials liable to injure or irritate eyes when engaging in any work, producing hazard from flying objects or when operating power lawn equipment or tools.
- .4 Hearing protection must be worn when entering or working in elevated noise hazard area. This includes, but not limited to, constructions sites, shop operations, lawn care and operators of equipment or vehicles, which produce noise levels above 85 decibels.
- .5 Respirators must be worn when a workers is or may be exposed to an oxygen deficient area or to harmful concentration of gas, vapours, smoke, fumes, mists, dusts or as recommended by the Material Safety Data Sheets (MSDS).
- .6 Protective clothing must be worn at all times in all stores and industrial environments, construction sites and while performing any type of landscaping/lawn care activity. No shorts, muscle shirts, capri pants or non-safety footwear allowed at all times.

**PART 2 Products**

**2.1 NOT USED**

- .1 Not Used.

**PART 3 Execution**

**3.1 NOT USED**

- .1 Not Used.

END OF SECTION

**Gas Well Identifiers**

DND Well #3	13/22/15/09/W4	Milk River*
DND Well #4	14/10/15/09/W4	Milk River
DND Well #7	05/15/15/09/W4	Milk River
DND Well #10	13/16/15/09/W4	Milk River
DND Well #13	07/15/15/09/W4	Milk River
DND Well #15	07/10/15/09/W4	Milk River & Second White Spec (SWS)
DND Well #17	09/10/15/09/W4	Milk River
DND Well #19	01/10/15/09/W4	Milk River
DND Well #20	13/02/15/09/W4	Milk River
DND Well #21	05/11/15/09/W4	Milk River
DND Well #22	13/11/15/09/W4	Milk River
DND Well #23	11/11/15/09/W4	Milk River
DND Well #26	14/11/15/09/W4	Milk River
DND Well #28	10/04/15/09/W4	Milk River & SWS
DND Well #29	10/03/15/09/W4	Milk River
DND Well #30	16/10/15/09/W4	Milk River
DND Well #31	12/11/15/09/W4	Milk River
DND Well #32	06/15/15/09/W4	Milk River
DND Well #34	09/16/15/09/W4	Milk River
DND Well #35	10/16/15/09/W4	Milk River
DND Well #36	14/16/15/09/W4	Milk River
DND Well #37	06/16/15/09/W4	SWS
DND Well #38	07/03/15/09/W4	Milk River & SWS
DND Well #39	10/15/15/09/W4	Milk River & SWS
DND Well #40	16/22/15/09/W4	Milk River & SWS
DND Well #41	06/09/15/09/W4	Milk River & SWS
DND Well #42	16/09/15/09/W4	Milk River & SWS
DND Well #43	16/16/15/09/W4	Milk River & SWS
DND Well #44	15/10/15/09/W4	Milk River & SWS
DND Well #45	11/03/15/09/W4	Milk River & SWS
DND Well #46	08/04/15/09/W4	Milk River & SWS
DND Well #47	05/04/15/09/W4	Milk River & SWS
DND Well #48	12/04/15/09/W4	Milk River & SWS

### **Series 1 Procedure for Cleaning Gas Wells**

- Remove wellhead and meter run piping or fibreglass huts (if applicable).
- Spot mud tank and take note of wind direction.
- Rig up on Well.
- Run in with plain end tubing cut off at 45 degree angle.
- Clean Well to bottom taking note of final depth attained.
- Use up to 2 gallons Van Foam, one bbl of water and up to 7000 kpa air pressure to clean Well or as directed by DND on site representative.
- Repeat as necessary. Rig off Well.
- Replace all piping and or buildings (if applicable).
- Leave Well turned off.
- Close all gates.
- Leave location clean of debris.

### **Series 2 Procedure for Gas Well Swabbing**

- Crew safety talk.
- Remove fibreglass hut and appropriate Wellhead/meter run piping as needed.
- Spot swab rig on Well and anchor as necessary.
- Spot swab tank and take note of wind direction.
- Swab Well to top of perforations (cups per swab as per DND site Supervisor).
- Swab a maximum of twelve (12) hrs per Well.
- Note and report swab cup condition to DND site Supervisor after each swab.
- Measure all returns per swab on log sheet.
- Pull two swabs after no returns found, taking note of final depth.
- Shut in and wait for twelve (12) hours and re-swab Well.
- Make note of fluid change (if any) to DND site Supervisor.
- Rig off Well.
- Replace all Well piping, equipment and buildings.
- Leave location clean and all gates closed and secured.

END OF SECTION



Government of Canada

Gouvernement du Canada

Contract Number / Numéro du contrat W0142 12SC02/001/CAL
Security Classification / Classification de sécurité Unclass

**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 Department of National Defence	2. Branch or Directorate / Direction générale ou Direction Base Engineering Branch, CFB Suffield, AB
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3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
--	---

4. Brief Description of Work / Brève description du travail  
Gas Well Cleaning - See attached Summary of Work.

5. a) Will the supplier require access to Controlled Goods?  
Le fournisseur aura-t-il accès à des marchandises contrôlées?  No  Yes

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?  No  Yes

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)  No  Yes

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.  No  Yes

6. c) Is this a commercial courier or delivery requirement with no overnight storage?  
S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?  No  Yes

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"/>
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7. b) Release restrictions / Restrictions relatives à la diffusion

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:	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>   Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>   Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:
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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"/>



Contract Number / Numéro du contrat W0142 12SC02/001/CAL
Security Classification / Classification de sécurité Unclass

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

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  
If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité :

No / Non  Yes / Oui

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

No / Non  Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :  
Document Number / Numéro du document :

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

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

- |   |   |   |  |
|---|---|---|--|
| <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 : Reliability Status - Require Access to Base Only

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.  
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  
If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?

No / Non  Yes / Oui  
 No / Non  Yes / Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

No / Non  Yes / Oui  
 No / Non  Yes / Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

No / Non  Yes / Oui

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

No / Non  Yes / Oui  
 No / Non  Yes / Oui



Contract Number / Numéro du contrat W0142 12SC02/001/CAL
Security Classification / Classification de sécurité Unclass

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

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.  
Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.  
Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Renseignements / Biens																
Production																
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 indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).