

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

Title - Sujet Plumbing Services Nunavut	
Solicitation No. - N° de l'invitation EJ196-102651/A	Date 2012-03-07
Client Reference No. - N° de référence du client EJ196-102651	GETS Ref. No. - N° de réf. de SEAG PW-\$PWU-014-9329
File No. - N° de dossier PWU-1-34339 (014)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-03-28	Time Zone Fuseau horaire Mountain Daylight Saving Time MDT
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Lau (RPC), Chris	Buyer Id - Id de l'acheteur pwu014
Telephone No. - N° de téléphone (780)497-3981 ()	FAX No. - N° de FAX (780)497-3510
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: See Herein	
Security - Sécurité This request for a Standing Offer includes provisions for security. Cette Demande d'offre à commandes comprend des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

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(ii) GC2 Administration of the Contract	R2820D (2011-05-16);
(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);

Supplementary Conditions, if any;

Fair Wages and Hours of Labour - Labour Conditions
 Allowable Costs for Contract Changes Under GC6.4.1

R2940D (2010-01-11);
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PART 1 - GENERAL INFORMATION

1. Introduction

The Request for Standing Offers (RFSO) template is divided into six parts:

- (i) Part 1, General Information;
- (ii) Part 2, Offeror Instructions;
- (iii) Part 3, Offer Preparation Instructions;
- (iv) Part 4, Evaluation Procedures and Basis of Selection;
- (v) Part 5, Certifications, and
- (vi) Part 6:
 - 6A, Standing Offer, and
 - 6B, Resulting Contract Clauses; and,
 - the Annexes.

Part 1: provides a general description of the requirement;

Part 2: provides the instructions applicable to the clauses and conditions of the RFSO and states that the Offeror agrees to be bound by the clauses and conditions contained in all parts of the RFSO;

Part 3: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;

Part 4: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, the security requirement, if applicable, and the basis of selection;

Part 5: includes the certifications to be provided;

Part 6A: includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

Part 6B: 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, SRCL, CLCA and any other annexes applicable to the requirement.

2. Summary

Plumbing Services Standing Offer, Various Locations, Nunavut

Work under this standing offer includes the provision of plumbing repairs, renovations, alterations, installations, and maintenance services for the Crown Owned Housing Units, GOCB, Federal Housing and other buildings managed by PWGSC within the Territory of Nunavut. Services are to be provided on an "as and when requested" basis. It is anticipated that only 1 firm will be issued a standing offer. The standing offer will be issued for a term of five (5) years. The total expenditures over the term is estimated at \$262,500.00 (GST/HST included).

This procurement contains a MANDATORY requirements. See Part 4 for details.

"This Document Contains a Security Requirement"

There is a security requirement associated with this requirement. For additional information, consult Part 4 - Evaluation Procedures and Basis of Selection, and Part 6A - Standing Offer. Offerors should consult the

"Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" document on the Departmental Standard Procurement Documents Web site.

[Http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a29](http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a29)

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

3. Communications Notification

As a courtesy, the Government of Canada requests that successful offerors notify the Standing Offer Authority in advance of their intention to make public an announcement related to the issuance of a standing offer.

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.

5. Health & Safety Requirements

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

6. Industrial Security Requirement:

There is a security requirement associated with this requirement. For additional information, see Part 4, Part 6A, and Annex F . For additional information on security requirements, proponents should consult the Industrial Security web site at: <http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>.

7. Comprehensive Land Claim Agreement (CLCA):

Nunavut Land Claims Agreement

The resulting Standing Offer is to be used for deliveries within the Nunavut Comprehensive Land Claims Settlement Areas. See Annex G.

The following CLCA agreement will apply to the proposed Standing Offer:

1) Nunavut Land Claims Agreement, Article 24, Part 6."

(http://www.nucj.ca/library/bar_ads_mat/Nunavut_Land_Claims_Agreement.pdf)

PART 2 - STANDING OFFER - INSTRUCTIONS TO OFFERORS

1. Standard Instructions and Conditions

- .1 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://sacc.pwgsc.gc.ca/sacc/query.do?lang=en&id=r&date=current&title=&detail=&type=all&action=search>

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 (2011-05-16) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

1. Changes to 2006 Standard Instructions:

- .1 Subsection 06 - Delayed Offers, of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

DELETE in it's entirety.

- .2 Subsection 08 - Customs Clearance, of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

DELETE in it's entirety.

SUPPLEMENTARY INSTRUCTIONS

1. Submission of Offers

- .1 Offers received after the offer closing date and time will not be considered. Late offers will be returned unopened. 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 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.
- .3 Offers not submitted on the prescribed Offer Form will not be considered.
- .4 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.
- .5 Incomplete offers may be rejected.

2. Enquiries - Request for Standing Offers

1. To ensure the integrity of the competitive bid process, enquiries and other communications regarding the bid solicitation, from the issue date of the solicitation up to the closing date, are to be directed ONLY to the individual named on page one (1) of the bid solicitation. Enquiries and other communications are NOT to be directed to any other government official(s). Failure to comply with this paragraph 1 can (for that reason alone) result in the disqualification of the bid.
2. Enquiries must be IN WRITING.
3. Enquiries must be received no less than 5 calendar days prior to the bid closing date to allow sufficient time to provide a response. Enquiries received after that time might not be answered prior to the bid closing date.
4. To ensure consistency and quality of information provided to bidders with respect to significant enquiries received, and the replies to such enquiries, any information will be provided simultaneously to bidders to which this solicitation has been sent, without revealing the sources of the enquiries.

3. 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.

Nunavut Land Claims Agreement (1993)

The requirements of the Nunavut Land Claims Agreement

(http://www.nucj.ca/library/bar_ads_mat/Nunavut_Land_Claims_Agreement.pdf) will apply to the proposed procurement. Bidders are therefore requested to maximize Inuit employment, subcontracting and on-the-job training opportunities, and involve local, regional and Inuit citizens and businesses, in carrying out the work under this project. The benefits that apply to this procurement are contained in: Article 24 of The Agreement Between The Inuit of the Nunavut Settlement Area and Her Majesty the Queen in Right of Canada.

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. General

- .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.

The estimated quantities 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.

- .2 Type or legibly print the offeror's full business name and address in the spaces provided for that purpose in the offer. Indicate the offeror's telephone, emergency telephone and facsimile numbers.
- .3 Sign and date the Offer form in the space provided

2. Offer Preparation Instructions

- .1 Offers are to be submitted on the form provided, duly completed, in an envelope provided by the Offeror, and shall be addressed and submitted to the office designated for the receipt of offers on or before the date and time set for RFSO closing.
- .2 Canada requests that offerors provide their offer in separately bound sections as follows:

Section I: Annex E - Financial Offer (1 Hard Copy)

- .3 Prices must appear in the financial offer only. No prices must be indicated in any other section of the offer.
- .4 Section I: Financial Offer
Offerors must submit their financial offer in accordance with the Annex E "Financial Offer". The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.
- .5 Section II: Certifications
Offerors must submit the certifications required under Part 5.

3. Receipt of Offers

- .1 Offers must be received on or before the date and time set for solicitation closing shown on page 1 of the RFSO. The offeror should retain a copy of the offer for their record.

4. Revision of Offer

- .1 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 (Bidding 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.

- .2 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.
- 3) A letter or facsimile submitted to confirm an earlier revision shall be clearly identified as a confirmation.
- 4) Failure to comply with any of the above provisions shall result in the rejection of the non-compliant revision(s) only. The bid shall be evaluated based on the original offer submitted and all other compliant revision(s).
- .5 Facsimile number for receipt of revisions: **(780) 497-3510**

5. Taxes

- .1 The offeror is responsible for all applicable taxes.
 - .1 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.
 - .2 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.

6. Performance Evaluation

- 1) 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.
- 2) An electronic version of the form PWGSC-TPSGC 2913, SELECT - Contractor Performance Evaluation Report Form, used to record the performance is available on the Public Works and Government Services Canada (PWGSC) Web site.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Assessment of Offers

- (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.

- .1 Offers shall be evaluated on the basis of the lowest compliant offer being recommended for issuance of a Standing Offer.
- .2 The retention of an offer does not bind the Department to any set amount of work to be assigned to the offeror. Offers may be retained from more than one offeror, in which case, the Department may issue a call-up against any of the Standing Offers resulting from this invitation, for any given work project in accordance with the Call-up Procedures identified in Part 6(A) - Standing Offer.

.3 Evaluation Results

Following completion of the evaluation and after issuance of SO's, Offerors will be notified individually by the PWGSC SO Authority of the result of the process as it pertains to their submission. Offerors may request a debriefing.

2. Financial Evaluation

- 1. 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.

The total assessed bid price will be used for evaluation purposes only and will be calculated by reducing the total actual bid price by a percentage equal to the total number of percent assigned through evaluation of the bid in accordance with the Nunavut Land Claim Agreement. It is anticipated that one standing offer will be issued to the lowest compliant offeror.

3. Basis of Selection

- .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.

4. MANDATORY REQUIREMENTS - Required with the Offer

Offers not meeting the following Mandatory Requirements at the time of closing will be deemed non-compliant and receive no further consideration.

- 1. Price Schedule - A rate must be entered for each item.
- 2. Signature and Submission - Page 1 of the Request for Standing Offer (RFSO), and any requisite certificates or licenses identified in the RFSO (eg: Journeyman Tickets) MUST be submitted with ANNEX E - OFFER (Part 6A) portion including all appendices. 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.

5. MANDATORY REQUIREMENTS - Precedent to issuance of a Standing Offer

Failure to comply with the following Mandatory Requirements will result in rejection of the offer.

1. **Health & Safety Requirements** - per attached Annex C
2. Proof of Licensing - upon request, as contained in Part 6B, General Conditions.
3. Proof of Insurance - upon request, as contained in Part 6B, General Conditions

2. 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 6A - 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 6A - 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. Canada will not delay the issuance of any standing offer to allow offerors to obtain the required clearance.
3. For additional information on security requirements, bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" document on the Departmental Standard Procurement Documents Web site.
<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a29>

6. Ranking

- .1 Only 1 firm will be issued a standing offer.
- .2 The firm submitting the lowest price compliant submission will be issued a Standing Offer.
- .3 See Part 6(A) section 7. for Call up Procedures

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Buyer ID - Id de l'acheteur

pwu014

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

EJ196-102651

File No. - N° du dossier

PWU-1-34339

CCC No./N° CCC - FMS No/ N° VME

PART 5 - CERTIFICATIONS

N/A

PART 6 - CLAUSES & CONDITIONS

PART 6(A) - STANDING OFFER

1. Offer - attached at ANNEX E

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

2. Security Requirement - Clause and Security Requirement Check List (SRCL) attached at ANNEX F

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

For additional information on security requirements, proponents should consult the Industrial Security web site at: <http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>.

3. Standard Clauses and Conditions

- 1) .1 General Conditions - Standing Offer, 2005 (2011-05-16)
- .2 Supplementary Conditions, if any;
- .3 Insurance, R2590D (2011-05-16);
- .4 Fair Wages and Hours of Labour - Labour Conditions, R2940D (2010-01-11);
- .5 Schedules of Wage Rates for Federal Construction Contracts;
- 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

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) Changes to 2005 General Conditions

- .1 Subsection 08 - Delayed Offers of 2005, General Conditions - Standing Offers - Goods or Services is **DELETED** in it's entirety.

4. Term of Standing Offer - see Annex E - Offer

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 : Public Works and Government Services Canada.

7. Call-up Procedures

1. Best Standing Offer: the offer that provides the lowest compliant assessed price will be retained

The Technical 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 SO.

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8. CALL-UP INSTRUMENTPublic Works and
Government Services
CanadaTravaux publics et
Services gouvernementaux
Canada**CALL-UP AGAINST A STANDING OFFER**
COMMANDE SUBSÉQUENTE À UNE OFFRE
PERMANENTEIn 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
Fax No. ()		attention:
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)

The Work will be authorized or confirmed by the identified User(s) using either the PWGSC-TPSGC 2829 form or the SIGMA Form "Call-Up Against a Standing Offer".

9. Limitation of Call-ups - see Annex E - Offer

10. Financial Limitation - see Annex E - Offer

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 (2011-05-16), 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 6B, Resulting Contract Clauses;
- f) the supplemental general conditions;
- g) Annexes:
 - Annex A, Statement of Work / Specifications, 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 - Nunavut;
 - Annex D, Periodic Usage Report Form; and
 - Annex F; Security Requirement Check List (SRCL).
 - Annex G, Comprehensive Land Claim Agreement (CLCA)
- h) the Offeror's offer Annex E, dated _____ (insert date of offer);

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 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. 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.

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The estimated cost stated in the call-up must not be exceeded without the specific written authorization of the Identified User.

15. Offeror's Contact Information

Name: _____
Title: _____
Address: _____
Phone Number: _____
Fax Number: _____
Email: _____

PART 6 (B) - RESULTING CONTRACT CLAUSES

- 1) The following are the resulting contract documents:
 - (a) Call up form and Statement of Work when signed by Canada;
 - (b) General Conditions:

(i)	GC1	General Provisions	R2810D	(2011-05-16);
(ii)	GC2	Administration of the Contract	R2820D	(2011-05-16);
(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 (2010-01-11);
 - (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&ttrl=&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
- 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. T1204 - Direct Request by Customer Department

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.
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).

2. Periodic Reports

- .1 The Offeror shall provide to the Contracting 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 Contracting Authority no later than fifteen (15) days after the designated reporting period.
- .2 The Offeror understands that failure to comply may result in the setting aside of the Standing offer.

2 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.

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-
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.

ALL OTHER TERMS AND CONDITIONS OF PART 6 REMAIN IN FULL FORCE AND EFFECT.

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ANNEXES

Annex A	Statement of Work
Annex B	Basis of Payment
Annex C	Health & Safety Requirements - Nunavut
Annex D	Periodic Usage Report Form
Annex E	Offer
Annex F	Security Requirements Checklist (SRCL)
Annex G	Comprehensive Land Claim Agreement (CLCA)

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ANNEX A

Statement of Work Attached

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: \$250,000.00 (GST/HST extra)

ANNEX C

MANDATORY HEALTH AND SAFETY - *for Work in the Northwest Territories & Nunavut*

1.) SPECIAL INSTRUCTIONS TO BIDDERS (SI):

SI13 WCB AND SAFETY PROGRAM

1. The recommended Bidder shall provide to the Contracting Authority, prior to Standing Offer issue:
 - 1.1 a Workers Compensation Claims Cost Summary - *Northwest Territories & Nunavut*, or equivalent documentation from another jurisdiction;
 - 1.2 a Workers' Safety and Compensation Commission 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.

Exemption to Generic Safety Programs (*Northwest Territories & Nunavut Territory only*) - Contractors having ten (10) or less employees do not require a written program. However, evidence of a system to manage health and safety remains a requirement.

2.) SUPPLEMENTARY CONDITIONS (SC):

SC02 Workplace Safety and Health

1. EMPLOYER/PRINCIPAL CONTRACTOR

- 1.1 The Contractor shall, for the purposes of the Safety Act and General Safety Regulations, Northwest Territories & Nunavut Territory, 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 Principal 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 Principal Contractor, the responsibility for Canada's other Contractor(s); or
 - 1.1.3.2 accept that Canada's other Contractor is Principal 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.

NUNAVUT

Workers' Compensation Board
Northwest Territories and Nunavut
Prevention Services
Box 8888
Yellowknife, NT, X1A 2R3
Attention: Chief Industrial Safety Officer

Telephone: (867) 669- 4403
Facsimile: (867) 873- 0262

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DECLARATION

DATE: _____

COMPANY NAME: _____

ADDRESS: _____

This company is exempt from the Northwest Territories/Nunavut Safety Act and Regulations requirement to have a formalized Health and Safety Policy and Program, on the basis that this company does not at the present time employ more than ten (10) full time employees, including those required on all current projects for all clients. By signing this Declaration the Contractor certifies they will remain in compliance with the identified AHJ's requirements regarding health and safety at the work site.

Current number of full time employees: _____

TITLE OF COMPANY OFFICER

SIGNATURE

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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:

Christopher Lau	(780) 497-3510	christopher.lau@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
5th Floor, Telus Plaza North, 10025 Jasper Avenue
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 PART 6 (A) - OFFER

Description of Work: Nunavut
Plumbing and Drainage, PWGSC
Plumbing and Drainage Standing Offer

Standing Offer Solicitation No.: EJ196-102651/A

1. OFFER

- .1 This Standing Offer, hereinafter called the "Offer", is made by the undersigned Offeror, hereinafter called the "Offeror", to Her Majesty the Queen in right of Canada, hereinafter called "Her Majesty", as represented by the Minister of Public Works and Government Services, hereinafter called the "Minister";
- .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 Departmental Representative, hereinafter called the "Departmental Representative";
- .4 The individual Call-ups may be issued, from time to time, during the period of (5) Five Years following the date of this Offer, hereinafter called the "Term", or until the maximum amount as described in subsection 3.1 below is expended, whichever comes first.

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 Her Majesty 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 Her Majesty.
 - .6 A contract is formed between Her Majesty 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 Her Majesty 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 Her Majesty 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 The maximum amount payable by Her Majesty for all call ups issued pursuant to the Standing Offer(s) shall not exceed the amount of **\$250,000.00 GST/HST Extra.**
- .2 The amount payable by Her Majesty for Work associated with a Call-up against this Offer shall be based on the Unit Prices set out in section 4 of the Offer or established pursuant thereto. The maximum amount payable for Work associated with any one Call-up shall not exceed the sum of \$50,000.00, GST/HST Included. This maximum amount shall be established precisely from said Unit Prices, prior to the issuance of a Call-up. This maximum amount may include an amount not to exceed \$5,000.00, GST/HST extra, for a portion of the work which cannot be established precisely from said Unit Prices.
- .3 The Offeror shall notify the Departmental Representative when 80% of the amount shown in subsection 3.1 is expended or when there are three (3) months left on the Term of this Offer.
- .4 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.
- .5 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.
- .6 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 Goods and Services Tax (GST) or Harmonized Sales Tax (HST). The appropriate GST/HST amounts will be paid by her Majesty 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.
- .7 Payment by Her Majesty 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.
- .8 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.
- .9 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 0830 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
Item	Class of Labour, material or plant	Unit	Estimated Hours/ Quantity	Unit Price	Estimated total price
				\$ ¢	\$ ¢
1.	Hourly rate, including travel time and all related expenses. a) During Regular Hours: 0830 - 1600 hours, Monday through Friday i) Journeyman Plumber ii) Apprentice Plumber b) Outside Regular Hours: Monday through Sunday, including all day Saturday, Sunday and holidays. i) Journeyman Plumber ii) Apprentice Plumber	per hour per hour per hour per hour	120 120 75 75	\$ _____ \$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____ \$ _____
2.	Contractor's Mark Up on Allowance for unspecified material, replacement parts, required permits and certificates. (% mark up x \$17,000. =)	%	\$17,000.00	_____ %	_____ \$
Sub Total A): Estimated Total Amount Year 1 GST/HST Extra					_____ \$

continued

4.1 Unit Price Schedules - Rates (continued)**SCHEDULE B) Year 2**

Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6
Item	Class of Labour, material or plant	Unit	Estimated Hours/ Quantity	Unit Price	Estimated total price
				\$ ¢	\$ ¢
1.	Hourly rate, including travel time and all related expenses. a) During Regular Hours: 0830 - 1600 hours, Monday through Friday i) Journeyman Plumber ii) Apprentice Plumber b) Outside Regular Hours: Monday through Sunday, including all day Saturday, Sunday and holidays. i) Journeyman Plumber ii) Apprentice Plumber	per hour per hour per hour per hour	120 120 75 75	\$ _____ \$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____ \$ _____
2.	Contractor's Mark Up on Allowance for unspecified material, replacement parts, required permits and certificates. (% mark up x \$17,000. =)	%	\$17,000.00	_____ %	_____ \$
Sub Total B): Estimated Total Amount Year 2 GST/HST Extra					_____ \$

continued

4.1 Unit Price Schedules - Rates (continued)

SCHEDULE C) Year 3

Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6
Item	Class of Labour, material or plant	Unit	Estimated Hours/ Quantity	Unit Price	Estimated total price
				\$ ¢	\$ ¢
1.	Hourly rate, including travel time and all related expenses. a) During Regular Hours: 0830 - 1600 hours, Monday through Friday i) Journeyman Plumber ii) Apprentice Plumber b) Outside Regular Hours: Monday through Sunday, including all day Saturday, Sunday and holidays. i) Journeyman Plumber ii) Apprentice Plumber	per hour per hour per hour per hour	120 120 75 75	\$ _____ \$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____ \$ _____
2.	Contractor's Mark Up on Allowance for unspecified material, replacement parts, required permits and certificates. (% mark up x \$17,000. =)	%	\$17,000.00	_____ %	_____ \$
Sub Total C): Estimated Total Amount Year 3 GST/HST Extra					_____ \$

continued

4.1 Unit Price Schedules - Rates (continued)

SCHEDULE D) Year 4

Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6
Item	Class of Labour, material or plant	Unit	Estimated Hours/ Quantity	Unit Price	Estimated total price
				\$ ¢	\$ ¢
1.	Hourly rate, including travel time and all related expenses. a) During Regular Hours: 0830 - 1600 hours, Monday through Friday i) Journeyman Plumber ii) Apprentice Plumber b) Outside Regular Hours: Monday through Sunday, including all day Saturday, Sunday and holidays. i) Journeyman Plumber ii) Apprentice Plumber	per hour per hour per hour per hour	120 120 75 75	\$ _____ \$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____ \$ _____
2.	Contractor's Mark Up on Allowance for unspecified material, replacement parts, required permits and certificates. (% mark up x \$17,000. =)	%	\$17,000.00	_____ %	_____ \$
Sub Total D): Estimated Total Amount Year 4 GST/HST Extra					_____ \$

continued

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

Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6
Sub Total SCHEDULE A) Initial Year Term	Sub Total SCHEDULE B) 2nd Year	Sub Total SCHEDULE C) 3rd Year	Sub Total SCHEDULE D) 4th Year	Sub Total SCHEDULE E) 5th Year	Total Evaluated Price (col.1 + col.2 + col.3 + col.4 + col.5 = col.6)
\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____ 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 6. It is anticipated that only one standing offer will be issued to the lowest compliant offeror.

Any standing offer resulting from this solicitation will be awarded to the responsive bidder whose total assessed bid price is the lowest. In order to be considered responsive, a bid must satisfy all mandatory terms, conditions, and specifications of this solicitation document. The total assessed bid price will be used for evaluation purposes only and will be calculated by reducing the total actual bid price by a percentage equal to the total number of percentage assigned through evaluation of the bid in accordance with the Nunavut Settlement Area Bid Criteria.

SIGNATURE:

Name and title of person authorized to sign on behalf of Bidder (Type or print)

Signature

Date

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ANNEX F

Security Requirements Checklist (SRCL) Attached

ANNEX G

In compliance with the requirements of Article 24 - Government Contracts, of the Agreement Between The Inuit of the Nunavut Settlement Area and Her Majesty the Queen in Right of Canada, the following conditions shall apply in the award of any Contract resulting from this solicitation:

Contractor Selection

Any contract resulting from this solicitation will be awarded to the responsive bidder whose total assessed bid price is the lowest. In order to be considered responsive, a bid must satisfy all mandatory terms, conditions, and specifications of this solicitation document. The total assessed bid price will be used for evaluation purposes only and will be calculated by reducing the total actual bid price by a percentage equal to the total number of points assigned through evaluation of the bid in accordance with the Nunavut Settlement Area Bid Criteria.

Nunavut Settlement Area Bid Criteria

Bids will be evaluated and allocated a range of points in accordance with the degree to which the Bidder's proposed method of carrying out the work meets the objectives of the following criteria:

In this requirement "Nunavut Representations" will allow for up to a maximum of 10% downward adjustment to a proponent's price, for evaluation purposes only, in accordance with the following Bid Criteria. This provides for socioeconomic benefits in the region.

BID CRITERIA	AVAILABLE POINTS
The existence of head offices, administrative offices or other facilities in the Nunavut Settlement Area	2 Points
The employment of Inuit labor, engagement of Inuit professional services, or use of suppliers that are Inuit or Inuit firms in carrying out the contract.	5 Points
The undertaking of commitments, under the contract, with respect to on- the-job training or skills development for Inuit.	3 Points
TOTAL POSSIBLE POINTS	10 Points

For purposes of interpretation:

"Inuit firm" shall be a firm, the name of which appears on the most current list of Inuit firms created in accordance with the requirements of Article 24.7.1 of the Agreement Between The Inuit of the Nunavut Settlement Area and Her Majesty the Queen in Right of Canada; and

"Inuit" shall be a person whose name appears on the most current Inuit Enrolment List created in accordance with the requirements of Article 35.2.1 of the Agreement Between The Inuit of the Nunavut Settlement Area and Her Majesty the Queen in Right of Canada.

"deliveries to" means "goods delivered to, and services performed in".

For more information on the contents of these lists, please contact:

Nunavut Tunngavik Incorporated

Telephone #: (867) 645-3199

P.O. Box 280

Facsimile #: (867) 645-3452

Rankin Inlet, N.W.T. X0C 0G0

Evaluation and Assessment - Submission Requirements

In order for a bid to be assigned points for representations made in respect of any criterion (hereinafter collectively referred to as the "Nunavut Representations"), appropriately documented evidence of conformance with the stated objective of the criterion must be provided with the tender submission.

The Minister reserves the right to verify any information provided in the "Nunavut Representations" and that untrue statements may result in the tender being declared non-responsive.

Treatment of Representations and Warranties

The Bidder acknowledges that:

- a) the Minister relies upon the "Nunavut Representations" to evaluate bids; and
- b) the "Nunavut Representations" shall become covenants under any contract(s) resulting from this solicitation.

W0043T NLCA - Evaluation Criteria (1998/06/15)

The benefits that apply to this procurement are contained in: Section 4, Inuit of Nunavut Land Claims Agreement (NLCA), clauses:

24.6.1 Whenever practicable, and consistent with sound procurement management, and subject to Canada's international obligations, all of the following criteria, or as many as may be appropriate with respect to any particular contract, shall be included in the bid criteria established by the Government of Canada for the awarding of its government contracts in the Nunavut Settlement Area:

- (a) the existence of head offices, administrative offices or Other facilities in the Nunavut Settlement Area;
- (b) the employment of Inuit labour, engagement of Inuit professional services, or use of suppliers that are Inuit or Inuit firms in carrying out the contracts; or
- (c) the undertaking of commitments, under the contract, with respect to on-the-job training or skills development for Inuit.

SC03 Liquidated Damages

1. The contractor acknowledges that:

1.1 the Invitation to Tender (ITT) or Request for Proposal (RFP) and this Contract fall within the ambit of the Agreement Between the Inuit of the Nunavut Settlement Area and Her Majesty the Queen in right of Canada (the "Agreement"); and

1.2 pursuant to Article 24.6.1 of the "Agreement", the bid criteria included in the RFP or ITT and this contract included a request for commitments to carry out the work in a manner that meets the objectives of the following criteria:

- 1.2.1 The existence of head offices, administrative offices or other facilities in the Nunavut Settlement Area;
- 1.2.2 The employment of Inuit labor, engagement of Inuit professional services, or use of suppliers that are Inuit or Inuit firms in carrying out the contract.
- 1.2.3 The undertaking of commitments, under the contract, with respect to on-the-job training or skills development for Inuit.

2. The contractor acknowledges and confirms that it made the following commitments (collectively the "Nunavut Representations") as contemplated in paragraph 1 above in its bid for this contract (To be completed at time of contract award):

COMMITMENTASSIGNED POINT

2.1
2.2
2.3

3. The contractor acknowledges that the "Nunavut Representations":

3.1 are covenants under this contract; and

3.2 each represents a percentage of the initial total contract value equal to the number of points assigned to the commitment/representation at the time of evaluation and stated in paragraph 2. above in the "ASSIGNED POINTS" column.

4. Without prejudice to any other legal or equitable rights Her Majesty may have, if at any time during the contract, the Contractor breaches any or all of the "Nunavut Representations", Her Majesty shall be entitled to set-off, from any contract monies owing to the Contractor, the applicable sum or sums identified per each "Nunavut Representation" in paragraph 3.2.

5. The Contractor further acknowledges that:

5.1 the sums in paragraph 3.2 are a genuine pre-estimate of damages arrived at through negotiation with Her Majesty. Those negotiations considered the financial, administrative and other costs, including consequential costs, of any such breach; and

5.2 The Contractor acknowledges that it has had legal advice to the full extent deemed necessary by itself. Furthermore the Contractor acknowledges that it did not act under any duress.

ANNEX A

SW 1.

General

1. This standing offer is for the provision of plumbing repairs, renovations, alterations and installations and maintenance services for the Crown Owned Housing Units, GOCB, Federal Housing and other buildings Managed by PWGSC within the Territory of Nunavut - as and when requested.

Administrations

I. Requirements:

1. The Contractor shall attend site meetings when notified by the Site Authority.
2. The Contractor shall contact the Site Authority upon entering and leaving the premises - at all times.
3. The Contractor shall give the Site authority forty-eight (48) hours notice, in writing, before replacing any licensed plumber, who has been pre-approved to work on this standing offer, and shall provide proof that the replacement plumber meets the same technical requirements as stipulated (in the original Request For Standing Offer) before the replacement plumber is allowed on site.
4. The Contractor shall have access to, at all times, sufficient direct replacement parts, Original Equipment Manufacturer (OEM) parts, to ensure the immediate repair of any component, which may render the equipment in-operational for more than twenty-four (24) hours.
5. The Contractor shall provide a copy their "Safe Work Policy" to the Site Authority within two (2) weeks following award of this Standing Offer, and shall subsequently provide an additional copy for review every 12 months.
6. The Contractor shall ensure that all of their service plumbers have the applicable safety training to perform the work under this Standing Offer.
 - a. The training shall include, but not be limited to, Fall Protection, Hoisting and Rigging, Confined Spaces, and any other safety training as required under all applicable Codes, Acts, Standards and Regulations.
7. The Contractor shall provide MSDS sheets for any chemicals being used by the Contractor on the work site.
8. **The Contractor shall ensure that all plumbing repairs, renovations, alterations and installations are recorded, as required, and that all operating procedures, schematics and related documents are promptly updated upon completion of the work.**
9. The Contractor shall record in the building logbook (where present) all on-site services repairs, testing & verification, installations and alterations.
10. The Contractor shall ensure that the appropriate signage is used and posted as required when working on site or when is in progress on-site.
11. The Contractor shall ensure that all plumbing services are inspected and accepted by the Authority Having Jurisdiction.

II. Regular Service Calls:

1. The Contractor shall respond to a “Regular” Call-Up within two (2) hours of being notified and begin work immediately thereafter; unless the Site Authority states another mutually agreed time on the Call-Up against the Standing Offer.
2. The Contractor shall advise the Site Authority of any deficiencies noted with the equipment.
3. The Contractor shall examine the site before providing a quotation, and report any conditions likely to adversely affect the proposed work.
4. Submission of a quotation is considered confirmation that contractor has inspected the site and is conversant with the site conditions and the scope of work requested.
5. The Contractor shall perform all Regular Service Calls for regular maintenance between the hours 08:30 to 16:00 hours - Monday through Friday. Any variance from this schedule shall be approved- in writing - by the Site Authority.

III. Emergency Service Calls (ESC):

1. **All service personnel shall report on site, ready to service the equipment, within one (1) hour of receiving an emergency service call request.**
2. In an emergency the Contractor shall proceed immediately to repair and/or protect the occupants, equipment and property from further damage. Once the damage is mitigated the Contractor shall report the incident to the Site Authority then wait for further approval instruction prior to completing any additional repairs.
3. The Contractor shall advise the Site Authority of the evolving status of any emergency request, and shall submit a written report of the actions taken and any recommendations.
4. The Contractor shall ensure that only **pre-qualified** licensed plumbers attend all emergency calls, on a twenty-four (24) hour / seven (7) day per week basis.
5. Apprentices are not permitted to respond to an “Emergency Service Call”, or to work on building systems in an emergency without the direct supervision of a commercially licensed journeyman plumber.

IV. Service Response and Reporting

1. The Contractor shall respond to "Emergency or Urgent" requests and be on site within one (1) hour after being notified.
2. The Contractor shall report his site-observations to the Site Authority verbally then follow-up with a written report within 24 hours of any emergency or urgent requests.
3. The report shall detail the work completed, work outstanding, and an estimated time of completion.

V. Contract Documents - Call-Up

1. Each Call-Up shall include the description of requirement, the start and completion date and time, specifications, drawings (if necessary) material requirements, and respective Departmental Policies, detailing the procedures in performing the work (if applicable).
2. The Contractor shall supply shop drawings, schematics, diagrams, and manufacturers instructions and specifications on all new equipment and installations.

VI. Diagrams - Adjustments Procedures and Operational Descriptions

1. The Contractor shall prove to the satisfaction of the Site Authority (when requested), that they are in possession of complete schematic wiring diagrams, detailed sequence of

operation procedures, operating characteristics of any equipment serviced under this Standing Offer.

2. In cases where Diagrams and Inventory, as provided by the Site Authority, are incorrect, it is the Contractors' responsibility to provide, in writing, any correction or alterations, to the Site Authority, in order to correct such errors.
3. The Contractor shall report all discrepancies as soon as possible to the Site Authority.

VII. Interim or incident Reporting

1. The Contractor shall report to the Site Authority verbally, and follow-up with a written report within twenty-four (24) hours of each service call. The service report shall:
 - a. Detail the work completed, any outstanding work, justification, and an estimated time of completion
 - b. Inform the Site Authority of any improper procedures noted.
 - c. **Be provided via E-mail, Compact Disc, DVD, or USB Stick - in MS Word or PDF format.**
 - d. Include a checklist for each piece of equipment serviced.
 - e. Be signed each time service is performed, and a copy shall be left with the occupant – unless instructed otherwise by the Site Authority.

VIII. Quarterly Reports

1. The Contractor shall provide a quarterly summary report to both the Site Authority, and the Technical Authority. The report shall list all inspection and maintenance completed in the respective quarter, and include completed checklists for the respective equipment.
2. All reports must include:
 - a. Date and time of inspection
 - b. Building name and location
 - c. Plumbers' names and signature
 - d. Equipment identification (model and serial No.)
 - e. Work performed
 - f. Parts replaced
 - g. Condition of equipment
1. Invoices **must** include:
 - a. PWGSC reference & contract numbers or Call-up number
 - b. Period covered by invoice
 - c. Building name & address

NOTE: Invoices will be returned unpaid if not accompanied by service reports for the respective Call-Up.

IX. Health & Safety

1. Submit site-specific Health and Safety Plan: Within 5 days after date of Notice to Proceed and prior to commencement of **planned** work. Health and Safety Plan must include:
 - a. Results of site-specific safety hazard assessment.
 - b. Results of safety and health risk or hazard analysis for site tasks and operation found in work plan.
2. Submit 3 copies of Contractor's authorized representative's work site health and safety inspection reports to Departmental Representative as required.

3. Submit copies of reports or directions issued by Federal, Provincial and Territorial health and safety inspectors.
4. Submit copies of incident and accident reports.
5. Submit WHMIS MSDS - Material Safety Data Sheets.
6. Departmental Representative will review Contractor's site-specific Health and Safety Plan and provide comments to Contractor within 2 days after receipt of plan. Revise plan as appropriate and resubmit plan to Departmental Representative within 2 days after receipt of comments from Departmental Representative.
7. Departmental Representative's review of Contractor's final Health and Safety plan should not be construed as approval and does not reduce the Contractor's overall responsibility for construction Health and Safety.
8. Medical Surveillance: where prescribed by legislation, regulation or safety program, submit certification of medical surveillance for site personnel prior to commencement of Work, and submit additional certifications for any new site personnel to Departmental Representative.

X. Fire, Safety Requirements

Site inspections by HRSD, Authority Having Jurisdiction, shall be coordinated through the Site Authority.

- a. The Contractor shall:
 - b. Allow HRSD, Authority Having Jurisdiction, unrestricted access to the work site.
 - c. Cooperate with HRSD, Authority Having Jurisdiction, during routine fire safety inspections of the work site.
 - d. Immediately remedy all unsafe fire situations determined by HRSD, Authority Having Jurisdiction.
 - e. Comply with the Standard for Building Construction Operations and FCC Nos. 301 & 302. Copies may be obtained from HRDC, Fire Protection Services, Iqaluit, Nunavut. Comply with National Building Code 2005 (Part 8, Safety Measures at Construction and Demolition Sites), and respective Territorial Regulations for Construction Projects.
 - f. Comply with the requirements of the Workplace Hazardous Materials Information System (WHMIS) regarding the use, handling, storage, and disposal of hazardous materials; and regarding the labeling and provision of the Material Safety Data Sheets acceptable to Labour Canada.

SW 2.

1. The Contract shall provide all transportation, supervision, labour, material, tools, and equipment and obtain all permits and certificates necessary to complete the scope of work requested on each "Call-up".
2. All work performed against this Standing Offer shall be done in compliance with the most current Codes, Standards, Regulations, and Best Practices.

II. Reference

- a. Work shall conform to the current minimum applicable standards of the Canadian General Standards Board, the Canadian Standards Association (CSA), the National Building Code of Canada, Parts II & IV of the Canada Labour Code, Fire Commission of Canada #301 Standard of Building Construction Operations, Workers Compensation Board and Municipal Statutes and Authorities, American Society for Testing Materials (ASTM) and referenced organizations, Canada Occupational Safety and Health Regulations, and all applicable Territorial and Municipal Standards.
- b. ASTM D2235-[01], Specification for Solvent Cement for Acrylonitrile-Butadiene-Styrene (ABS) Plastic Pipe and Fittings.
- c. ASTM D2564-[02], Specification for Solvent Cements for Poly (Vinyl-Chloride) (PVC) Plastic Piping Systems.
- d. Canadian Standards Association (CSA International).
3. CSA-Series B1800- [02], Plastic Non-pressure Pipe Compendium.
4. CSA-B181.2- [02], PVC Drain, Waste and Vent Pipe and Pipe Fittings.
5. CSA-B182.1- [02], Plastic Drain and Sewer Pipe and Pipe Fittings.
6. CAN/CSA-B45 Series-02, Plumbing Fixtures
7. CAN/CSA-B125-01, Plumbing Fittings
8. CAN/CSA-B651-95 (R2001), Barrier-Free Design.
9. **In the case of conflict or discrepancy the most stringent requirement of the above references shall apply.**

III. Materials

1. The Contractor shall:
 - a. Match the existing fixtures where possible, unless otherwise notified. If otherwise notified follow the Submittal Procedures.
 - b. Ensure that equipment and materials are new, CSA approved, and manufactured to the standards quoted.
 - c. Where there is no alternative to supply equipment that is not CSA approved, obtain special approval from HRSD, Authority Having Jurisdiction, and notify the Site Authority.
 - d. Use the same manufacturer or type as existing, including classification, unless otherwise specified, and notify the Site Authority of such discrepancies.
 - e. Unless otherwise specified, comply with the manufacturer's latest printed instructions for installation methods, and use of materials.
 - f. Ensure that all equipment panels and control covers are replaced and properly fitted utilizing all fastening screws and/or bolts according to equipment design.
 - g. Note that all workmanship is subject to inspection and approval.
 - h. Water Efficiency:
 - a. Provide showerheads, kitchen and bathroom faucets with low flow models aerators.]

- b. Provide efficient equipment to heat and supply service water to meet water-use target of less than $2.0 \text{ m}^3 / \text{m}^2 / \text{year}$.
- i Water Use Reduction
 - a. Use low-flow or electronic sensor faucet.
 - b. Provide low flow toilets to CAN/CSA 45.0, maximum 6 Litres/flush.
 - c. Provide urinals to CAN/CSA 45.0, maximum flow rate of 0.06 Litres/flush cycle complete with adjusting flush valves for minimum acceptable volume.
 - d. Provide water saving showerheads: flow rates $9.5 \text{ l/min @ } 5.5 \text{ kg/cm}^2 \text{ litres/min}$.

IV. Product Data

1. Product data, such as manufacturers catalogue sheets, brochures, literature, performance charts and diagrams shall be used to illustrate standard manufactured products as used by the Contractor.
2. The Contractor shall:
 - a. Submit five (5) copies of such product data to the Site Authority for each requirement.
 - b. Delete information not applicable to the requirement.
 - c. Cross-reference product data information to applicable portions of Standing Offer documents.
3. The Contractor shall ensure the following:
 - a. Fixtures: manufacture in accordance with CAN/CSA-B45 series.
 - b. Trim, fittings: manufacture in accordance with CAN/CSA-B125.
 - c. Exposed plumbing brass to be chrome plated.
 - d. Number, locations: architectural drawings to govern.
 - e. Fixtures in any one location to be product of one manufacturer and of same type.
 - f. Trim in any one location to be product of one manufacturer and of same type.
 - g. Provide accessories to limit maximum flow rate to 8.35 l/minute at 413 kPa .
 - h. Waste fitting: chrome plated-cast brass outlet strainer, enameled cast iron trap standard with brass cleanout and adjustable floor flange.
 - i. Rim guard: stainless steel, continuous on three sides.

V. Submittal Procedures

- a. Submit to Departmental Representative submittals listed for review. Submit promptly and in orderly sequence to not cause delay in Work. Failure to submit in ample time is not considered sufficient reason for extension of Contract Time and no claim for extension by reason of such default will be allowed.
- b. Do not proceed with Work affected by submittal until review is complete.
- c. Present shop drawings, product data, samples and mock-ups in SI Metric units.
- d. Where items or information is not produced in SI Metric units converted values are acceptable.
- e. Review submittals prior to submission to Departmental Representative. This review represents that necessary requirements have been determined and verified, or will be, and that each submittal has been checked and coordinated with requirements of Work and Contract Documents. Submittals not stamped, signed, dated and identified as to specific project will be returned without being examined and considered rejected.
- f. Notify Departmental Representative, in writing at time of submission, identifying deviations from requirements of Contract Documents stating reasons for deviations.
- g. Verify field measurements and affected adjacent Work are coordinated.

- h. Contractor's responsibility for errors and omissions in submission is not relieved by Departmental Representative's review of submittals.
- i. Contractor's responsibility for deviations in submission from requirements of Contract Documents is not relieved by Departmental Representative review.
- j. Keep one reviewed copy of each submission on site.

VI. Shop Drawing and Product Data

- 1. The term "shop drawings" means drawings, diagrams, illustrations, schedules, performance charts, brochures and other data, which are to be provided by Contractor to illustrate details of a portion of Work.
- 2. Submit shop drawings bearing stamp and signature of qualified professional engineer registered or licensed in Province, Canada.
- 3. Indicate materials, methods of construction and attachment or anchorage, erection diagrams, connections, explanatory notes and other information necessary for completion of Work. Where articles or equipment attach or connect to other articles or equipment, indicate that such items have been coordinated, regardless of Section under which adjacent items will be supplied and installed. Indicate cross-references to design drawings and specifications.
- 4. Allow 3 days for Departmental Representative's review of each submission.
- 5. Adjustments made on shop drawings by Departmental Representative are not intended to change Contract Price. If adjustments affect value of Work, state such in writing to Departmental Representative prior to proceeding with Work.
- 6. Make changes in shop drawings as Departmental Representative may require, consistent with Contract Documents. When resubmitting, notify Departmental Representative in writing of revisions other than those requested.
- 7. Accompany submissions with transmittal letter, in duplicate, containing:
 - a. Date.
 - b. Project title and number
 - c. Contractor's name and address.
 - d. Identification and quantity of each shop drawing, product data and sample.
 - e. Other pertinent data.
- 8. Submissions include:
- 9. Date and revision dates.
- 10. Project title and number.
- 11. Name and address of:
 - a. Subcontractor.
 - b. Supplier.
 - c. Manufacturer.
- 12. Contractor's stamp, signed by Contractor's authorized representative certifying approval of submissions, verification of field measurements and compliance with Contract Documents.
- 13. Details of appropriate portions of Work as applicable:
 - a. Fabrication.
 - b. Layout, showing dimensions, including identified field dimensions, and clearances.
 - c. Setting or erection details.
 - d. Capacities.
 - e. Performance characteristics.

- f. Standards.
 - g. Operating weight.
 - h. Wiring diagrams.
 - i. Single line and schematic diagrams.
 - j. Relationship to adjacent work.
14. After Departmental Representative's review, distribute copies.
 15. Submit one transparency on plastic film, 3 prints and 1 electronic copy of shop drawings for each requirement requested in specification Sections and as Departmental Representative may reasonably request.
 16. Submit 3 copies of product data sheets or brochures for requirements requested in specification Sections and as requested by Departmental Representative where shop drawings will not be prepared due to standardized manufacture of product.
 17. Submit 1 electronic copy of test reports for requirements requested in specification Sections and as requested by Departmental Representative.
 18. Report signed by authorized official of testing laboratory that material, product or system identical to material, product or system to be provided has been tested in accord with specified requirements.
 19. Testing must have been within 3 years of date of contract award for project.
 20. Submit 3 copies of certificates for requirements requested in specification Sections and as requested by Departmental Representative.
 - a. Statements printed on manufacturer's letterhead and signed by responsible officials of manufacturer of product, system or material attesting that product, system or material meets specification requirements.
 - b. Certificates must be dated after award of project contract complete with project name.
 21. Submit 3 copies of manufacturers instructions for requirements requested in specification Sections and as requested by Departmental Representative.
 - a. Pre-printed material describing installation of product, system or material, including special notices and Material Safety Data Sheets concerning impedances, hazards and safety precautions.
 22. Submit 3 copies of Manufacturer's Field Reports for requirements requested in specification Sections and as requested by Departmental Representative.
 23. Documentation of the testing and verification actions taken by manufacturer's representative to confirm compliance with manufacturer's standards or instructions.
 24. Submit 3 copies of Operation and Maintenance Data for requirements requested in specification Sections and as requested by Departmental Representative.
 25. If upon review by Departmental Representative, no errors or omissions are discovered or if only minor corrections are made, transparency copies will be returned and fabrication and installation of Work may proceed.
 - a. If shop drawings are rejected, noted copy will be returned and resubmission of corrected shop drawings, through same procedure indicated above, must be performed before fabrication and installation of Work may proceed.
 26. The review of shop drawings by Public Works and Government Services Canada (PWGSC) is for sole purpose of ascertaining conformance with general concept.
 27. This review shall not mean that PWGSC approves detail design inherent in shop drawings, responsibility for which shall remain with Contractor submitting same, and such review shall not relieve Contractor of responsibility for errors or omissions in shop drawings or of responsibility for meeting requirements of construction and Standing

Offer Documents.

28. Without restricting generality of foregoing, Contractor is responsible for dimensions to be confirmed and correlated at job site, for information that pertains solely to fabrication processes or to techniques of construction and installation and for co-ordination of Work of sub-trades.
29. Submit for review samples in duplicate as requested in respective specification Sections. Label samples with origin and intended use.
30. Deliver samples prepaid to Departmental Representative's business address.
31. Notify Departmental Representative in writing, at time of submission of deviations in samples from requirements of Standing Offer Documents.
32. Where colour, pattern or texture is criterion submit full range of samples.
33. Adjustments made on samples by Departmental Representative are not intended to change Contract Price. If adjustments affect value of Work, state such in writing to Departmental Representative prior to proceeding with Work.
34. Make changes in samples, which Departmental Representative may require, consistent with Contract Documents.
35. Reviewed and accepted samples will become standard of workmanship and material against which installed Work will be verified.

SW 3.

I Installations

The Contractor shall ensure the following:

1. Standard: to comply with manufacturer's recommendations unless otherwise indicated or specified.
2. Wall-hung fixtures: as indicated, measured from finished floor.
3. Physically handicapped: to comply with most stringent of either NBCC or CAN/CSA B651.
4. Adjust water flow rate to design flow rates.
5. Adjust pressure to fixtures to ensure no splashing at maximum pressures.
6. Provide one set of special tools required to service equipment as recommended by manufacturers
7. Adjust flush valves to suit actual site conditions.
8. Aerators: operation, cleanliness.
9. Vacuum breakers, backflow preventers: operation under all conditions.
10. Water closets, urinals: flushing action.
11. Verify temperature settings, operation of control, limit and safety controls.
12. Clean the interior and exterior of all systems including strainers. Vacuum the interior of ductwork and air handling units.
13. Protect equipment and systems openings from dirt, dust, and other foreign materials with materials appropriate to system.
14. Hot permits shall be obtain where the use of heating or open flame tools may cause fire - confirm with the Authority Having Jurisdiction.
15. The Contractor shall not use powder-actuated tools using explosives in an occupied building.

II. Responsibility

1. Be responsible for health and safety of persons on site, safety of property on site and for protection of persons adjacent to site and environment to extent that they may be affected by conduct of Work.
2. Comply with and enforce compliance by employees with safety requirements of Contract Documents, applicable federal, provincial, territorial and local statutes, regulations, and ordinances, and with site-specific Health and Safety Plan.

III. Compliance Requirements

1. Comply with Safety Act, General Safety Regulations, R.R.N.W.T.
2. Comply with Occupational Health and Safety Act, General Safety Regulations, O.I.C.
3. Comply with Canada Labour Code, Canada Occupational Safety and Health Regulations.

IV. Unforeseen Hazards

1. When unforeseen or peculiar safety-related factor, hazard, or condition occur during performance of Work, follow procedures in place for Employee's Right to Refuse Work in accordance with Acts and Regulations of Territory having jurisdiction and advise Departmental Representative verbally and in writing.

- V. Posting of Documents**
1. Ensure applicable items, articles, notices and orders are posted in conspicuous location on site in accordance with Acts and Regulations of Territory having jurisdiction, and in consultation with Departmental Representative.
- VI. Power Activated Devices**
1. Use powder actuated devices only after receipt of written permission from Departmental Representative.
- VII. Correction of Non-Compliance**
1. Immediately address health and safety non-compliance issues identified by authority having jurisdiction or by Departmental Representative.
 2. Provide Departmental Representative with written report of action taken to correct non-compliance of health and safety issues identified.
 3. Departmental Representative may stop Work if non-compliance of health and safety regulations is not corrected.
- VIII. Work Stoppage**
1. Give precedence to safety and health of public and site personnel and protection of environment over cost and schedule considerations for Work.
- IX. Testing**
1. Obtain written reports from manufacturer verifying compliance of Work, in handling, installing, applying, protecting and cleaning of product and submit to Technical Authority.
 2. Provide manufacturer's field services consisting of product use recommendations and periodic site visits for inspection of product installation in accordance with manufacturer's instructions.
- X. Demonstration**
1. Supply tools, equipment and personnel to demonstrate and instruct operating and maintenance personnel in operating, controlling, adjusting, trouble-shooting and servicing of all systems and equipment during regular work hours, prior to acceptance.
 2. Use operation and maintenance manual, as-built drawings, and audio visual aids as part of instruction materials.
- XI. Transportation, Tools and Equipment**
1. The Contractor shall provide transportation, to and from the work site; for the Contractor's workmen, for their tools and equipment, and for materials required for the performance of the work required. The supply of all tools and equipment required for the satisfactory performance of the work shall be the responsibility of the Contractor.
- XII. Use of Site and Facilities**
1. The Contractor shall: Execute the work with the least possible interference or disturbance to the normal use of the premises, and shall make arrangements with the Site Authority to coordinate access to the premises.
 2. Provide temporary means to maintain security where security is reduced by work, and shall use closures to protect work temporarily until permanent enclosures are completed.

3. Limit the areas of work and storage and shall not unreasonably encumber the site with materials or equipment, and shall not store materials on site without the Site Authority's prior approval - PWGSC (The Site Authority) will not accept no responsibility for materials or equipment stored on site.
4. Where an equipment inventory numbering system exists, identify to the Site Authority a record of all pertinent data of the new or replacement equipment upon installation.
5. Ensure work-site security with the approval of the Site Authority.

XIII. Temporary Power and Light

1. PWGSC will pay for all temporary power, during construction, for temporary lighting and the operation of power tools, to a maximum supply identified by PWGSC.
2. The Contractor shall:
 - a. Arrange for connection with the appropriate utility company, and pay for all related costs for installation, maintenance and removal.
 - b. Supply temporary power for electric cranes and other equipment required in excess of that stated above.
 - c. Provide and maintain temporary lighting throughout the project, and ensure that the level of illumination on all floors and stairs is not less than 162 lx.
 - d. Electrical power and lighting systems installed under this agreement may be used for construction requirements only with the prior approval of PWGSC.

XIV. Temporary Heating and Ventilation

The Contractor shall:

1. Provide temporary heating as required during construction periods, including the provision of attendance, maintenance and fuel.
2. Construction heaters used inside the building must be vented outside or be of the flameless type. Solid fuel salamanders are not permitted.
3. Provide temporary heat and ventilation in enclosed areas as required to:
 - a. Facilitate the progress of the work.
 - b. Protect work and products against dampness and cold.
 - c. Prevent moisture condensation on surfaces.
 - d. Provide ambient temperatures and humidity levels for storage, installation and curing of materials.
 - e. Provide adequate ventilation to meet health regulations for safe working environment.
 - f. Maintain temperatures to a minimum of 10 degrees Celsius in unoccupied areas where construction is in progress.
 - g. Continue to provide ventilation and exhaust systems after cessation of work to assure removal of harmful contaminants.
 - h. Ventilate to:
 - i. Prevent accumulations of dust, fumes, mists, vapours or gases in areas occupied during construction.
 - ii. Provide local exhaust ventilation to prevent harmful accumulation of hazardous substances into atmosphere of occupied areas.
 - iii. Dispose of exhaust materials in a manner that will not result in harmful exposure to persons.
 - iv. Ventilate storage spaces containing hazardous or volatile materials.
 - v. Ventilate temporary sanitary facilities.

- vi. Permanent heating system of building may be used when available; however, the Contractor shall be held responsible for any damage to the heating system if use is permitted.
- vii. Ensure Dates of Substantial Performance and Warranties for new plumbing and heating systems do not commence until Site Authority accepts the entire system.
- viii. PWGSC will pay for utility charges when the temporary heat source exists building equipment.
- ix. Maintain strict supervision of the operation of temporary heating and ventilating equipment to:
 - a) Conform with applicable Codes, Standards, and Departmental Policy
 - b) Enforce safe practices.
 - c) Prevent abuse of services.
 - d) Prevent damage to finishes.
 - e) Vent direct-fired combustion units to outside.
 - f) Be responsible for damage to Work due to failure in providing adequate heat and protection during construction

X. Hazardous Substances

1. Work entailing the use of toxic or hazardous materials, chemicals and/or explosives, or otherwise creating any hazard to life, safety or health, will be in accordance with National Fire Code of Canada.
2. The Contractor shall:
3. Obtain from HRSD, Authority Having Jurisdiction, a "Hot Work" permit for work involving welding, burning or use of blowtorches and salamanders, in buildings or facilities.
4. Provide firewatchers equipped with sufficient fire extinguishers when work is carried out in dangerous or hazardous areas involving use of heat. Determination of dangerous or hazardous areas along with level of protection necessary for Fire Watch is at the discretion of HRSD, Authority Having Jurisdiction.
5. Provide fire watch service for work on a scale established and in conjunction with HRSD, Authority Having Jurisdiction.
6. Where flammable liquids, such as lacquers or urethanes are to be used, proper ventilation shall be assured, and all sources of ignition be eliminated. HRDC - Authority Having Jurisdiction is to be informed prior to and at the cessation of such work.

XI. Signs

1. The Contractor shall:
 - a. Provide common-use signs related to traffic control, information, instruction, use of equipment, and public safety devices, in both official languages or by the use of commonly understood graphic symbols to the Site Authority's approval.
 - b. Note that no advertising will be permitted on work sites under this Standing Offer.

XII. Cutting, Patching & Making Good

1. The Contractor shall:
 - a. Cut existing surfaces as required to accommodate new work.
 - b. Remove all items shown or specified for removal.

- c. Patch and make good surfaces that have been cut, damaged or disturbed, to the Site Authority's approval, and shall match the existing material, colour, finish and texture.
- d. Install fire stops and smoke seals in accordance with CAN4-S115, around pipes, ductwork, cables, and other objects penetrating fire separations to provide fire resistance not less than the fire resistance rating of surrounding floor, ceiling, and wall assembly.

XIII. Access and Conveyors

- 1. The Contractor shall:
 - a. Provide scaffolding, ladders and conveyors required for work.
 - b. Ensure that support of such equipment is independent of finished surfaces.
 - c. Construct and maintain scaffolding, ladders and conveyors in accordance with relevant municipal, provincial and all applicable regulations.

XIV. Dust Control

- 1. The Contractor shall:
 - a. Provide dust tight screens or partitions to localize dust generating activities, and for the protection of workers, finished areas of work, and the general public.
 - b. Maintain and relocate protection until such work is complete.
 - c. Protect all furnishings within the work area with 0.102 mm thick (4 mil) polyethylene film during construction. Remove film during non- construction hours and leave premises in a clean, unencumbered and safe condition for normal daytime function.

XV. Rectifying Defects

- 1. The Contractor shall:
 - a. Rectify at the Contractor's own expense any defects that appear in the work, upon notice by the Site Authority.
 - b. Repair and make good all parts of the existing building affected by the work performed.
 - c. All work shall be, at least, equal in kind, quality and finish to the existing work.
 - d. Ensure continuity of building services including required access for personnel and vehicles where the work affects occupied portions of a building.
 - e. Patch and make good surfaces, damaged or disturbed, to the satisfaction of the -Site Authority.

XVI. Asbestos Discovery

- 1. Demolition of spray or trowel-applied asbestos can be hazardous to health. Should material resembling spray or trowel-applied asbestos be encountered during the course of demolition, the Contractor shall stop work and notify the Site Authority immediately. Do not proceed until written instructions have been received from the Site Authority.

XVII. Removed Material

- 1. Unless otherwise specified, materials for removal become the Contractor's property and shall be removed from site at the Contractors own expense.

XVIII. Blockage of Roadways

1. The Contractor shall advise HRSD, Authority Having Jurisdiction, of any work that would impede fire apparatus response. This includes violation of minimum overhead clearance, as prescribed by the Fire Chief, erecting of barricades and digging of trenches.

XIX. Protection

1. The Contractor shall:
 - a. Protect finished work against damage until take over.
 - b. Protect adjacent work against the spread of dust and dirt beyond the work areas.
 - c. Protect operatives and other users of the site from all hazards.
 - d. Take all possible safety precautions to ensure the protection of employees or occupants during the course of the work.

XX. Rubbish and Waste Materials

1. The Contractor shall:
 - a. Ensure that rubbish and waste materials on site are kept to a minimum.
 - b. Note that burning of rubbish is prohibited.
 - c. Remove all rubbish from the work site at the end of the workday or shift or as directed.
 - d. Storage:
 - i. Store oily waste in approved receptacles to ensure maximum cleanliness and safety.
 - ii. Deposit greasy or oily rags and materials subject to spontaneous combustion in approved receptacles and remove as required.

2. CONSTRUCTION WASTE MANAGEMENT

- a. Use systems and materials with post-consumer and post-industrial recycled content.
- b. Local/Regional Materials
- c. Use paints and coatings that meet or exceed VOC limits established by Environmental Choice Programs guideline for water borne surface coatings CCD-047 and CCD-048.
- d. Use adhesives that meet or exceed VOC limits established by Environmental Choice Programs guideline for adhesives CCD-046.
- e. Use sealant products that meet or exceed VOC limits established by Environmental Choice Programs guideline for sealants, CCD-045.

XXI. Clean Up

1. The Contractor shall clean the work area as work progresses, at the end of each work period, and more frequently as requested by the Site Authority, and shall remove debris from the work site, neatly stack material for use, and perform general clean up.
2. Upon completion of the work, the Contractor shall remove all scaffolding, temporary protection and surplus materials, as well as:
 - a. Make good all defects as noted at this stage.
 - b. Clean areas under this agreement to a condition at least equal to that previously existing and to the approval of the Site Authority. If not cleaned to the approval of the Site Authority, PWGSC reserves the right to have the work area cleaned by a professional cleaner and billed back to the Contractor.
 - c. Maintain a work area free of accumulated waste and rubbish.

- d. Remove and dispose of debris, used and obsolete material on a daily basis.
- e. Remove grease, dust, dirt, stains, fingerprints and other foreign materials, from sight-exposed interior and exterior finished surfaces as affected by the work.
- f. Outdoor footwear may be worn on the premises only if disposal coverings are used, otherwise clean safety footwear must be used at all times.
- g. The Contractor is forbidden from using cleaning supplies and materials within the tenant facilities.

XXII. Closeout Submittals:

- 1. Prepare instructions and data using personnel experienced in maintenance and operation of described products.
- 2. Copy will be returned after final inspection, with Site Authority's comments.
- 3. Revise content of documents as required prior to final submittal.
- 4. 3 days prior to Substantial Performance of the Work, submit to the Departmental Representative, four final copies of operating and maintenance manuals in English and French.
- 5. Ensure spare parts, maintenance materials and special tools provided are new, undamaged or defective, and of same quality and manufacture as products provided in Work.
- 6. Furnish evidence, if requested, for type, source and quality of products provided.
- 7. Defective products will be rejected, regardless of previous inspections. Replace products at own expense.
- 8. Pay costs of transportation.

9. FORMAT

- a. Organize data as instructional manual.
- b. Binders: vinyl, hard covered, 3 'D' ring, loose leaf 219 x 279 mm with spine and face pockets.
- c. When multiple binders are used correlate data into related consistent groupings. Identify contents of each binder on spine.
- d. Cover: identify each binder with type or printed title 'Project Record Documents'; list title of project and identify subject matter of contents.
- e. Arrange content by process flow, under Section numbers and sequence of Table of Contents.
- f. Provide tabbed flyleaf for each separate product and system, with typed description of product and major component parts of equipment.
- g. Text: manufacturer's printed data, or typewritten data.
- h. Drawings: provide with reinforced punched binder tab. Bind in with text; fold larger drawings to size of text pages.

10. CONTENTS – EACH VOLUME

- a. Table of Contents: provide title of project;
 - i. Date of submission; names.
 - ii. Addresses, and telephone numbers of Consultant and Contractor with name of responsible parties.
 - iii. Schedule of products and systems, indexed to content of volume.
- b. For each product or system:
 - i. List names, addresses and telephone numbers of subcontractors and

suppliers, including local source of supplies and replacement parts.

- c. Product Data: mark each sheet to identify specific products and component parts, and data applicable to installation; delete inapplicable information.
- d. Drawings: supplement product data to illustrate relations of component parts of equipment and systems, to show control and flow diagrams.
- e. Typewritten Text: as required to supplement product data. Provide logical sequence of instructions for each procedure, incorporating manufacturer's instructions.

11. AS-BUILTS AND SAMPLES

- a. Maintain, in addition to requirements in General Conditions, at site for Departmental Representative one record copy of:
 - i. Contract Drawings.
 - ii. Specifications.
 - iii. Addenda.
 - iv. Change Orders and other modifications to Contract.
 - v. Reviewed shop drawings, product data, and samples.
 - vi. Field test records.
 - vii. Inspection certificates.
 - viii. Manufacturer's certificates.
- b. Store record documents and samples in field office apart from documents used for construction. Provide files, racks, and secure storage.
- c. Label record documents and file in accordance with Section number listings in List of Contents of this Project Manual. Label each document "PROJECT RECORD" in neat, large, printed letters.
- d. Maintain record documents in clean, dry and legible condition. Do not use record documents for construction purposes.
- e. Keep record documents and samples available for inspection by Departmental Representative.

12. RECORDING ACTUAL SITE CONDITIONS

- a. Record information on set of opaque drawings, and in copy of Project Manual.
- b. Provide felt tip marking pens, maintaining separate colours for each major system, for recording information.
- c. Record information concurrently with construction progress. Do not conceal Work until required information is recorded.
- d. Contract Drawings and shop drawings: mark each item to record actual construction, including:
 - i. Measured depths of elements of foundation in relation to finish first floor datum.
 - ii. Measured horizontal and vertical locations of underground utilities and appurtenances, referenced to permanent surface improvements.
 - iii. Measured locations of internal utilities and appurtenances, referenced to visible and accessible features of construction.
 - iv. Field changes of dimension and detail.
 - v. Changes made by change orders.
 - vi. Details not on original Contract Drawings.

- vii. References to related shop drawings and modifications.
- e. Specifications: mark each item to record actual construction, including:
 - i. Manufacturer, trade name, and catalogue number of each product actually installed, particularly optional items and substitute items.
 - ii. Changes made by Addenda and change orders.
- f. Other Documents: maintain manufacturer's certifications, inspection certifications, and field test records, required by individual specifications sections.

13. EQUIPMENT AND SYSTEMS

- a. Each Item of Equipment and Each System: include description of unit or system, and component parts. Give function, normal operation characteristics, and limiting conditions. Include performance curves, with engineering data and tests, and complete nomenclature and commercial number of replaceable parts.
- b. Panel board circuit directories: provide electrical service characteristics, controls, and communications.
- c. Include installed colour coded wiring diagrams.
- d. Operating Procedures: include start-up, break-in, and routine normal operating instructions and sequences. Include regulation, control, stopping, shutdown, and emergency instructions. Include summer, winter, and any special operating instructions.
- e. Maintenance Requirements: include routine procedures and guide for trouble-shooting; disassembly, repair, and reassembly instructions; and alignment, adjusting, balancing, and checking instructions.
- f. Provide servicing and lubrication schedule, and list of lubricants required.
- g. Include manufacturer's printed operation and maintenance instructions.
- h. Include sequence of operation by controls manufacturer.
- i. Provide original manufacturer's parts list, illustrations, assembly drawings, and diagrams required for maintenance.
- j. Provide installed control diagrams by controls manufacturer.
- k. Provide Contractor's co-ordination drawings, with installed colour coded piping diagrams.
- l. Provide charts of valve tag numbers, with location and function of each valve, keyed to flow and control diagrams.
- m. Provide list of original manufacturer's spare parts, current prices, and recommended quantities to be maintained in storage.
- n. Include test and balancing reports as specified in Section 01 45 00 - Quality Control.
- o. Additional requirements: as specified in individual specification sections.

14. MATERIALS AND FINISHES

- a. Building Products, Applied Materials, and Finishes: include product data, with catalogue number, size, composition, and colour and texture designations. Provide information for re-ordering custom manufactured products.
- b. Instructions for cleaning agents and methods, precautions against detrimental agents and methods, and recommended schedule for cleaning and maintenance.
- c. Moisture-Protection and Weather-Exposed Products: include manufacturer's recommendations for cleaning agents and methods, precautions against

detrimental agents and methods, and recommended schedule for cleaning and maintenance.

- d. Additional Requirements: as specified in individual specifications sections.

15. SPARE PARTS

- a. Provide spare parts, in quantities specified in individual specification sections.
- b. Provide items of same manufacture and quality as items in Work.
- c. Deliver to location as directed; place and store.
- d. Receive and catalogue items. Submit inventory listing to Departmental Representative. Include approved listings in Maintenance Manual.
- e. Obtain receipt for delivered products and submit prior to final payment.

16. MAINTENANCE MATERIALS

- a. Provide maintenance and extra materials, in quantities specified in individual specification sections.
- b. Provide items of same manufacture and quality as items in Work.
- c. Deliver to location as directed; place and store.
- d. Receive and catalogue items. Submit inventory listing to Departmental Representative. Include approved listings in Maintenance Manual.
- e. Obtain receipt for delivered products and submit prior to final payment.

17. SPECIAL TOOLS

- a. Provide special tools, in quantities specified in individual specification section.
- b. Provide items with tags identifying their associated function and equipment.
- c. Deliver to location as directed; place and store.
- d. Receive and catalogue items. Submit inventory listing to Departmental Representative. Include approved listings in Maintenance Manual.

18. STORAGE HANDLING AND PROTECTION

- a. Store spare parts, maintenance materials, and special tools in manner to prevent damage or deterioration.
- b. Store in original and undamaged condition with manufacturer's seal and labels intact.
- c. Store components subject to damage from weather in weatherproof enclosures.
- d. Store paints and freezable materials in a heated and ventilated room.
- e. Remove and replace damaged products at own expense and to satisfaction of Departmental Representative.

19. WARRANTIES AND BONDS

- a. Develop warranty management plan to contain information relevant to Warranties.
- b. Submit warranty management plan, 7 days before planned pre-warranty conference, to Departmental Representative approval.
- c. Warranty management plan to include required actions and documents to assure that Department Representative receives warranties to which it is entitled.
- d. Provide plan in narrative form and contain sufficient detail to make it suitable for use by future maintenance and repair personnel.
- e. Submit, warranty information made available during construction phase, to Departmental Representative for approval prior to each monthly pay estimate.

- f. Assemble approved information in binder and submit upon acceptance of work.
Organize binder as follows:
 - i. Separate each warranty or bond with index tab sheets keyed to Table of Contents listing.
 - ii. List subcontractor, supplier, and manufacturer, with name, address, and telephone number of responsible principal.
 - iii. Obtain warranties and bonds, executed in duplicate by subcontractors, suppliers, and manufacturers, within seven days after completion of applicable item of work.
 - iv. Verify that documents are in proper form, contain full information, and are notarized.
 - v. Co-execute submittals when required.
 - vi. Retain warranties and bonds until time specified for submittal.
- g. Except for items put into use with Owner's permission, leave date of beginning of time of warranty until Date of Substantial Performance is determined.
- h. Include information contained in warranty management plan as follows:
 - i. Roles and responsibilities of personnel associated with warranty process, including points of contact and telephone numbers within the organizations of Contractors, subcontractors, manufacturers or suppliers involved.
 - ii. Listing and status of delivery of Certificates of Warranty for extended warranty items, to include HVAC balancing, pumps, motors, transformers, and commissioned systems such as fire protection, alarm systems, sprinkler systems, lightning protection systems.,
 - iii. Provide list for each warranted equipment, item, feature of construction or system indicating:
 - 1. Name of item.
 - 2. Model and serial numbers.
 - 3. Location where installed.
 - 4. Name and phone numbers of manufacturers or suppliers.
 - 5. Names, addresses and telephone numbers of sources of spare parts.
 - 6. Warranties and terms of warranty: include one-year overall warranty of construction. Indicate items that have extended warranties and show separate warranty expiration dates.
 - 7. Cross-reference to warranty certificates as applicable.
 - 8. Starting point and duration of warranty period.
 - 9. Summary of maintenance procedures required to continue warranty in force.
 - 10. Cross-Reference to specific pertinent Operation and Maintenance manuals.
 - 11. Organization, names and phone numbers of persons to call for warranty service.
 - 12. Typical response time and repair time expected for various warranted equipment.
 - iv. Procedure and status of tagging of equipment covered by extended warranties.
 - v. Post copies of instructions near selected pieces of equipment where operation is critical for warranty and/or safety reasons.

- i. Respond in a timely manner to oral or written notification of required construction warranty repair work.
- j. Written verification will follow oral instructions. Failure to respond will be cause for the Departmental Representative to proceed with action against Contractor.

20. PRE-WARRANTY CONFERENCE

- a. Meet with Departmental Representative, to develop understanding of requirements of this section. Schedule meeting prior to contract completion, and at time designated by Departmental Representative.
- b. Departmental Representative will establish communication procedures for:
 - i. Notification of construction warranty defects.
 - ii. Determine priorities for type of defect.
 - iii. Determine reasonable time for response.
- c. Provide name, telephone number and address of licensed and bonded company that is authorized to initiate and pursue construction warranty work action.
- d. Ensure contact is located within local service area of warranted construction, is continuously available, and is responsive to inquiries for warranty work action.

21. WARRANTY TAGS

- a. Tag, at time of installation, each warranted item. Provide durable, oil and water resistant tag approved by Departmental Representative.
- b. Attach tags with copper wire and spray with waterproof silicone coating.
- c. Leave date of acceptance until project is accepted for occupancy.
- d. Indicate following information on tag:
 - i. Type of product/material.
 - ii. Model number.
 - iii. Serial number.
 - iv. Contract number.
 - v. Warranty period.
 - vi. Inspector's signature.
 - vii. Construction Contractor.

22. INDEPENDENT INSPECTION AGENCIES

- a. If an Independent Inspection/Testing Agencies is engaged by Departmental Representative for purpose of inspecting and/or testing portions of Work. The cost of such services will be borne by Departmental Representative if the work is found to be in accordance with the contract Documents.
- b. Provide equipment required for executing inspection and testing by appointed agencies.
- c. Employment of inspection/testing agencies does not relax responsibility to perform Work in accordance with Contract Documents.
- d. If defects are revealed during inspection and/or testing, appointed agency will request additional inspection and/or testing to ascertain full degree of defect. Correct defect and irregularities as advised by Departmental Representative at no cost to Departmental Representative. Pay costs for retesting and re-inspection.

23. REJECTED WORK

- a. Remove defective Work, whether result of poor workmanship, use of defective products or damage and whether incorporated in Work or not, which has been

rejected by Departmental Representative as failing to conform to Contract Documents. Replace or re-execute in accordance with Contract Documents.

- b. Make good other Contractor's work damaged by such removals or replacements promptly.
- c. If in opinion of Departmental Representative it is not expedient to correct defective Work or Work not performed in accordance with Contract Documents, Owner will deduct from Contract Price difference in value between Work performed and that called for by Contract Documents, amount of which will be determined by Departmental Representative.

ANNEX F

Government
of CanadaGouvernement
du Canada

Contract Number / Numéro du contrat

EJ196-10-2651

Security Classification / Classification de sécurité
UNCLASSIFIED

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

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



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

EJ196-10-2651

Security Classification / Classification de sécurité
UNCLASSIFIED

PART A (continued) / PARTIE A (suite)

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

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

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

Document Number / Numéro du document :

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

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

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

Special comments:

Commentaires spéciaux :

Only security screened personnel to be utilized.

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

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

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

PRODUCTION

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

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

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



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

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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL 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	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 indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).