

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada**  
1713 Bedford Row  
Halifax, N.S./Halifax, (N.É.)  
B3J 1T3  
Bid Fax: (902) 496-5016

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

National Master Standing Offer (NMSO)  
Offre à commandes principale et nationale (OCPN)

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**  
Acquisitions  
1713 Bedford Row  
Halifax, N.S./Halifax, (N.É.)  
B3J 3C9

<b>Title - Sujet</b> SERVICE/MAINTENANCE/REPAIRS	
<b>Solicitation No. - N° de l'invitation</b> W010C-13C031/A	<b>Date</b> 2013-05-14
<b>Client Reference No. - N° de référence du client</b> W010C-13-C031	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$HAL-309-8991
<b>File No. - N° de dossier</b> HAL-2-69364 (309)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2013-06-25</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Atlantic Daylight Saving Time ADT	
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> MacNeil, Blaine A.	<b>Buyer Id - Id de l'acheteur</b> hal309
<b>Telephone No. - N° de téléphone</b> (902)496-5180 ( )	<b>FAX No. - N° de FAX</b> (902)496-5016
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE SEE HEREIN Canada	
<b>Security - Sécurité</b> This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

## **"THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT"**

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## **PART 1 - GENERAL INFORMATION**

### 1. Introduction

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, if applicable, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and

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Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:

7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

2. Summary

This Standing Offer comprises the furnishing of all labour, materials, tools, equipment, transportation and supervision required to perform scheduled preventive maintenance and repairs of shielded enclosures at various locations of CFB Halifax in accordance with this specification.

See Annex A, Statement of Requirement for detailed specifications.

3. Security Requirement

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

4. Debriefings

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

## **PART 2 - OFFEROR INSTRUCTIONS**

1. Standard Instructions, Clauses and Conditions

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

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

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

## 2. Submission of Offers

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

## 3. Enquiries - Request for Standing Offers

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

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

## 4. Applicable Laws

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

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

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

### 1. Offer Preparation Instructions

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

Section I: Technical Offer (2 hard copies)

Section II: Financial Offer (1 hard copy)

### Section III: Certifications (1 hard copy)

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

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

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

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

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

### Section I: Technical Offer

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

### Section II: Financial Offer

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

#### Payment by Credit Card

Canada requests that offerors complete one of the following:

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

The following credit card(s) are accepted:

VISA \_\_\_\_\_

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

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

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offer.

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

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

### Section III: Certifications

Offerors must submit the certifications required under Part 5.

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

### 1. Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

#### 1.1 Technical Evaluation

1.1.1 The following documents are required at time of bid submission:

**A) Proof of an Independent Safety Audit**

**B) Confirmation of Workers' Compensation Coverage**

**C) Confirmation from Offeror that these will be maintained for the life of the Standing Offer Agreement**

#### 2.1 Financial Evaluation

##### 2.1.1 Mandatory Financial Criteria

The offeror is to complete Annex B, Basis of Payment.

### 2. Basis of Selection

2.1 An Offer must comply with all requirements of the solicitation to be declared responsive. The responsive Offer with the lowest evaluated price will be recommended for award of a Standing Offer.

## **PART 5 - CERTIFICATIONS**

Bidders must provide the required certifications to be awarded a contract. Canada will declare a bid non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting

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Authority will have the right to ask for additional information to verify bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

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

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

### **1.1. Code of Conduct Certifications - Certifications Required Precedent to Issuance of a Standing Offer**

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

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

### **1.2 Federal Contractors Program**

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

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

If the Offeror does not fall within the exceptions enumerated in 3.(a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP, the Offeror must fax (819-953-8768) a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.

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

The Offeror or the member of the joint venture

( ) is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;

( ) is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;

( ) is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC (having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is attached;

( ) is subject to FCP, and has a valid certificate number as follows: \_\_\_\_\_ (e.g. has not been declared an ineligible contractor by HRSDC).

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

### 1.3 Former Public Servant Certification

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

Definitions

For the purposes of this clause,

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

an individual;

an individual who has incorporated;

a partnership made of former public servants; or

a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

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

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

Allowances Act , R.S. 1985, c. M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Reduction Program

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

If so, the Offeror must provide the following information:

name of former public servant;  
conditions of the lump sum payment incentive;  
date of termination of employment;  
amount of lump sum payment;  
rate of pay on which lump sum payment is based;  
period of lump sum payment including start date, end date and number of weeks;  
number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

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

## PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

### 1. Security Requirements

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

- (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
- (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicate in Part 7A - Standing Offer;

- (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.

## PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 1. Offer

1.1 The Offeror offers to fulfill the requirement in accordance with the specification indicated in Annex "A".

#### 2. Security Requirement

2.1 The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance at the level of SECRET, issued by the Ca-nadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

2.2 The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid personnel security screening at the level of SECRET, granted or approved by CISD/PWGSC.

Until the security screening of the Contractor personnel required by this Contract has been completed satisfactorily by the CISD, PWGSC, the Contractor personnel MAY NOT HAVE ACCESS to (CLASSIFIED/PROTECTED) information or assets, and MAY NOT ENTER sites where such information or assets are kept, without an escort.

2.3 Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.

2.4 The Contractor/Offeror must comply with the provisions of the:

- (a) Security Requirements Check List and security guide
- (b) Industrial Security Manual (Latest Edition).

2.5 Additional Security Requirements for 12 Wing Shearwater Airfield Operation Zone(AOZ):

2.5.1 The Contractor and/or Sub-contractor's employees must have as a minimum, "reliability Status" security clearance in order to access any restricted site, or be accompanied by an assigned, qualified, security cleared escort.

2.5.2 The Airfield Operation Zone(AOZ) safety and security briefing is required by all personnel needing access while driving work vehicles onto the AOZ.

2.5.3 Any vehicles accessing the runways, helo landing areas or taxi areas as defined by 12 Wing Shearwater Air Traffic Control, must have a RAMP qualified escort at all times.

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2.5.4 A valid, up-to-date Contract Employee Access List(CEAL) along with the AOZ certification, under most circumstances, will guarantee Tarmac access; although 12 WingOps will have the final decision, dependent upon the current Threat-Risk-Analysis(TRA) and immediate operational requirements.

### 3. Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the Standard Acquisition Clauses and Conditions (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

#### 3.1 General Conditions

2005 (2012-11-19) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

#### 3.2 Standing Offers Reporting

### 4. Term of Standing Offer

#### 4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from the date of issuance for a one (1) year period.

#### 4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for two (2) additional periods of twelve (12) months each under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

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

### 5. Authorities

#### 5.1 Standing Offer Authority

The Standing Offer Authority for the Contract is:

Name: Blaine MacNeil  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Address: 1713 Bedford Row / Halifax, NS / B3J 3C9

Telephone: (902)496-5180

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Facsimile: (902)496-5016

E-mail address: blaine.macneil@pwgsc.gc.ca

The Standing Offer Authority is responsible for the management of the Standing Offer and any changes to the Standing Offer must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Standing Offer based on verbal or written requests or instructions from anybody other than the Standing Offer Authority.

## 5.2 Project Authority

The Project Authority will be identified upon the issuance of a Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Standing Offer and is responsible for all matters concerning the technical content of the Work under the Standing Offer. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Standing Offer Authority.

## 5.3 Offeror's Representative

Name:

Title:

Organization:

Address:

Telephone:

Facsimile:

E-mail address:

## 6. Identified Users

A list of persons authorized to place service calls will be supplied to the contractor upon the issuance of a Standing Offer.

## 7. Call-up Procedures

The identified user will issue a call-up against a standing offer each time goods/services are required.

## 8. Call-up Instrument

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

## 9. Limitation of Call-ups

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Individual call-ups against the Standing Offer must not exceed \$40,000.00 (Goods and Services Tax or Harmonized Sales Tax included).

## 10. Financial Limitation

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

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or two (2) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

## 11. Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2012-11-19), General Conditions - Standing Offers - Goods or Services;
- d) the general conditions 2010C (2013-03-21), General Conditions - Services, Medium Complexity;
- e) Annex A, Statement Requirement;
- f) the Offeror's offer \_\_\_\_\_ (insert date of offer) and any applicable amendments

## 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.

### 12.2 SACC Manual Clauses

## M3800 Estimates (2006-08-15)

### 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 Nova Scotia.

## **B. RESULTING CONTRACT CLAUSES**

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

### 1. Statement of Requirement

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

Additional notes:

1. Visit Clearance Request: Immediately after award of Standing Offer Agreement(SOA), the Contractor must apply for a "Visit Clearance Request(VCR)" for each employee in order to access DND property. Proof of the VCR application must be provided to the Contract Inspector within 30 days after award of SOA.

### 2. Standard Clauses and Conditions

#### 2.1 General Conditions

2010C (2013-03-21), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

#### 2.3 SACC Manual Clauses

### 3. Term of Contract

#### 3.1 Delivery

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

### 4. Payment

#### 4.1 Basis of Payment

#### 4.2 Limitation of Price

SACC Manual clause C6000C (2011-05-16) Limitation of Price

#### 4.3 Multiple Payments

## SACC Manual clause H1001C (2008-05-12) Multiple Payments

### 4.4 SACC Manual Clauses

#### 4.5 Payment by Credit Card

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

#### 5. Invoicing Instructions

#### 6. Insurance

##### Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.

2. The Commercial General Liability policy must include the following:

(a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows:

Canada, as represented by Public Works and Government Services Canada.

(b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.

(c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.

(d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.

(e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.

(f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.

(g) Employees and, if applicable, Volunteers must be included as Additional Insured.

(h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)

(i) Broad Form Property Damage including Completed Operations:

Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.

(j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.

(k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

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

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

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

Director Business Law Directorate,  
Quebec Regional Office (Ottawa),  
Department of Justice,  
284 Wellington Street, Room SAT-6042,  
Ottawa, Ontario, K1A 0H8  
For other provinces and territories, send to:  
Senior General Counsel,  
Civil Litigation Section,  
Department of Justice  
234 Wellington Street, East Tower  
Ottawa, Ontario K1A 0H8

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

## 7. SACC Manual Clauses

A9062C Canadian Forces Site Regulations (2011-05-16)

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

Please note that the Estimated Usage and the Extended Price are to be used for **evaluation purposes ONLY**, and do not reflect the actual amount used or cost of this requirement..

Table 1: Pricing to cover period of Jan 1, 2010 to Dec 31, 2010					
Class of Labour, Plant or Material		Unit of measure	Unit price per	Estimated Usage	Extended Price
<b>First Hour Service Call</b> , including travel time and all related expenses and one person hour productive labour at the job site					
<b>During Regular Hours:</b> 0700-1600 hours, Mon-Fri					
<b>Shield Technician</b>		Per call	\$_____	105	\$_____
<b>Technician's Helper</b>		Per call	\$_____	30	\$_____
<b>Outside Regular Hours:</b> Mon - Sun, including all day Sat, Sun and holidays					
<b>Shield Technician</b>		Per call	\$_____	2	\$_____
<b>Technician's Helper</b>		Per call	\$_____	1	\$_____
<b><i>Subsequent Hours (Labour in addition to above)</i></b>					
<b>Second Hour Service Call</b> , one person hour productive labour at the job site					
<b>During Regular Hours:</b> 0700-1600 hours, Mon-Fri					
<b>Shield Technician</b>		Per call	\$_____	210	\$_____
<b>Technician's Helper</b>		Per call	\$_____	100	\$_____
<b>Outside Regular Hours:</b> Mon - Sun, including all day Sat, Sun and holidays					
<b>Shield Technician</b>		Per call	\$_____	2	\$_____
<b>Technician's</b>		Per call	\$_____	1	\$_____

	Helper			
<b>Allowance for system materials:</b> replacement parts, repairs, etc at a NET cost, plus a markup of 10% applied to the NET cost	Allowance	n/a		n/a
<b>Allowance for rental of special equipment:</b> scaffold, manlift, etc at a NET cost, plus a markup of 10% applied to the NET cost	Allowance	n/a		n/a

Total sum of Table 1 Extended Prices \$ \_\_\_\_\_

Please note that the Estimated Usage and the Extended Price are to be used for **evaluation purposes ONLY**, and do not reflect the actual amount used or cost of this requirement.

Table 2: Pricing to cover option period of Jan 1, 2011 to Dec 31, 2011					
Class of Labour, Plant or Material		Unit of measure	Unit price per	Estimated Usage	Extended Price
<b>First Hour Service Call</b> , including travel time and all related expenses and one person hour productive labour at the job site					
<b>During Regular Hours:</b> 0700-1600 hours, Mon-Fri					
<b>Shield Technician</b>		Per call	\$ _____	105	\$ _____
<b>Technician's Helper</b>		Per call	\$ _____	30	\$ _____
<b>Outside Regular Hours:</b> Mon - Sun, including all day Sat, Sun and holidays					
<b>Shield Technician</b>		Per call	\$ _____	2	\$ _____
<b>Technician's Helper</b>		Per call	\$ _____	1	\$ _____
<b>Subsequent Hours (Labour in addition to above)</b>					
<b>Second Hour Service Call</b> , one person hour productive labour at the job site					
<b>During Regular Hours:</b> 0700-1600 hours, Mon-Fri					
<b>Shield</b>		Per call	\$ _____	210	\$ _____

		<b>Technician</b>				
		<b>Technician's Helper</b>	Per call	\$_____	100	\$_____
	<b>Outside Regular Hours: Mon - Sun, including all day Sat, Sun and holidays</b>					
		<b>Shield Technician</b>	Per call	\$_____	2	\$_____
		<b>Technician's Helper</b>	Per call	\$_____	1	\$_____
<b>Allowance for system materials:</b> replacement parts, repairs, etc at a NET cost, plus a markup of 10% applied to the NET cost			Allowance	n/a		n/a
<b>Allowance for rental of special equipment:</b> scaffold, manlift, etc at a NET cost, plus a markup of 10% applied to the NET cost			Allowance	n/a		n/a

Total sum of Table 2 Extended Prices \$\_\_\_\_\_

Please note that the Estimated Usage and the Extended Price are to be used for **evaluation purposes ONLY**, and do not reflect the actual amount used or cost of this requirement.

Table 3: Pricing to cover option period of Jan 1, 2012 to Dec 31, 2012					
Class of Labour, Plant or Material		Unit of measure	Unit price per	Estimated Usage	Extended Price
<b>First Hour Service Call</b> , including travel time and all related expenses and one person hour productive labour at the job site					
<b>During Regular Hours:</b> 0700-1600 hours, Mon-Fri					
<b>Shield Technician</b>		Per call	\$_____	105	\$_____
<b>Technician's Helper</b>		Per call	\$_____	30	\$_____
<b>Outside Regular Hours: Mon - Sun, including all day Sat, Sun and holidays</b>					
<b>Shield Technician</b>		Per call	\$_____	2	\$_____
<b>Technician's Helper</b>		Per call	\$_____	1	\$_____

<b><i>Subsequent Hours (Labour in addition to above)</i></b>						
<b>Second Hour Service Call</b> , one person hour productive labour at the job site						
	<b>During Regular Hours:</b> 0700-1600 hours, Mon-Fri					
		<b>Shield Technician</b>	Per call	\$ _____	210	\$ _____
		<b>Technician's Helper</b>	Per call	\$ _____	100	\$ _____
	<b>Outside Regular Hours:</b> Mon - Sun, including all day Sat, Sun and holidays					
		<b>Shield Technician</b>	Per call	\$ _____	2	\$ _____
		<b>Technician's Helper</b>	Per call	\$ _____	1	\$ _____
<b>Allowance for system materials:</b> replacement parts, repairs, etc at a NET cost, plus a markup of 10% applied to the NET cost			Allowance	n/a		n/a
<b>Allowance for rental of special equipment:</b> scaffold, manlift, etc at a NET cost, plus a markup of 10% applied to the NET cost			Allowance	n/a		n/a

Total sum of Table 3 Extended Prices \$ \_\_\_\_\_

\*Cumulative Total (Table 1 + Table 2 + Table 3) \$ \_\_\_\_\_

**\*Total price for evaluation**

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## **ANNEX C**

### **SECURITY REQUIREMENT CHECKLIST**

Department of National Defence



Specification

Standing Offer Agreement

**Preventive Maintenance and Repair  
of Shielded Enclosures**

CFB Halifax, NS

Job No.W010C-13-C031

2012-09-21

<u>Section</u>	<u>Title</u>	<u>Pages</u>
<u>Division 01 - General Requirements</u>		
01 11 00	GENERAL INSTRUCTIONS	7
01 35 30	HEALTH AND SAFETY REQUIREMENTS	6
01 35 35	DND FIRE SAFETY REQUIREMENTS	4
01 35 36	SECURITY, SAFETY AND FIRE REGULATIONS CFAD BEDFORD, NS	5
01 61 00	COMMON PRODUCT REQUIREMENTS	3
01 74 11	CLEANING	2
<u>Division 13 - Special Construction</u>		
13 35 00	PREVENTIVE MAINTENANCE AND REPAIR OF SHIELDED ENCLOSURES	8

PART 1 - GENERAL

- 1.1 RELATED SECTIONS .1 Section 01 61 00 Common Product Requirements.  
.2 Section 13 35 00 Preventive Maintenance and Repair of Shielded Enclosures.
- 1.2 REFERENCES .1 C-98-016-MIS/MF-010 Description and Maintenance Instructions(RFI/EMI) Shielded Rooms.
- 1.3 DESCRIPTION OF WORK .1 Work of this Standing Offer Agreement comprises the furnishing of all labour, materials, tools, equipment, transportation and supervision required to perform scheduled preventive maintenance and repairs of shielded enclosures at various locations of CFB Halifax in accordance with this specification.
- 1.4 ENGINEER .1 All reference to the Engineer in this specification, who is the Contract Inspector which is representing the Formation Construction Engineering Officer(FCEO).  
.2 The Engineer will provide the Contractor with a list of his/her authorized representatives at the pre-job meeting.
- 1.5 WORK INCLUDED .1 Work included in this Standing Offer Agreement includes but will not be limited to the following:  
.1 Perform scheduled preventive maintenance to shielded enclosures as per reference and directives of Engineer.  
.2 Conduct repairs to shielded enclosures and equipment.  
.3 Testing of shielding effectiveness.  
.4 Conduct inspections as required.  
.5 Conduct minor electrical and electronic repairs to shield enclosure.  
.6 Maintain shield equipment inventory.  
.7 Replacement of parts or equipment.  
.8 Provide an emergency repair service.
-

1.5 WORK INCLUDED .1  
(Cont'd)

- (Cont'd)  
.9 Provide maintenance reports as per Section 13 35 00.  
.10 Clean up.

1.6 LOCATIONS OF .1  
JOB SITES

- Areas covered under this specification include but not limited to the following locations:  
.1 Stadacona - Halifax, NS;  
.2 HMC Dockyard - Halifax, NS;  
.3 CFAD Bedford - Bedford, NS.

1.7 SITE ACCESS .1

- Access to the site is under the direction of the Department of National Defence. All visitors entering areas issuing a daily pass will be aware of the requirement for search as a condition of issue.  
.2 While within the confines of CFB Halifax all employees and representatives of the Contractor must comply with all of the Standing Orders as promulgated by Base Authorities.

1.8 PRE-JOB .1  
MEETING

- Immediately upon receipt of award of Standing Offer Agreement, the successful Contractor will contact the Engineer to arrange a pre-job meeting prior to commencement of any work.

1.9 CONTRACTOR .1  
QUALIFICATIONS

- The Contractor must satisfy the Engineer that he/she has adequate and qualified staff to perform the service expected. This includes all service calls within an acceptable time period and having adequate parts on hand to meet the requirements of the job, both during silent and normal working hours.  
.2 Whenever the Contractor uses sub-contractors, they too must perform to and comply with all requirements of this Standing Offer.

1.10 WORKMANSHIP .1

- Workmanship must be the best quality executed by workers experienced and skilled in the respective duties for which they are employed.  
.2 Do not employ any unfit person or anyone unskilled in their required duties. The Engineer reserves the right to require the

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- 1.10 WORKMANSHIP (Cont'd) .2 (Cont'd)  
dismissal from the site, workers deemed incompetent, careless, insubordinate or otherwise objectionable.
- .3 Decisions as to the quality or fitness of workmanship in cases of dispute rest solely with the Engineer whose decision is final.
- .4 The Contractor will employ a competent and experienced supervisor with the authority to speak on his behalf on day-to-day routine matters.
- 1.11 CONTRACTOR'S USE OF SITE .1 Contractor will be briefed on use of site by the Engineer.
- .2 Do not unreasonably encumber site with materials or equipment.
- .3 Move stored products or equipment which interferes with operations of Engineer or other Contractors.
- .4 The Engineer will brief the Contractor on access to restricted areas.
- 1.12 PARKING .1 One parking space will be made available on site for company vehicles and equipment only. Maintain and administer this space as directed.
- 1.13 NORMAL WORKING HOURS .1 Normal working hours will be 0730 to 1600 hours, Monday to Friday. Any work carried out other than normal working hours must be authorized by the Engineer.
- 1.14 CODES AND STANDARDS .1 The following Codes and Standards are referenced to in this Standing Offer Agreement specification:
- .1 Perform work in accordance with the latest edition of National Building Code of Canada(NBC), Canadian Electrical Code C22.1-12, Canada Labour Code Part II, National Fire Code of Canada, ULC Standards, and any other Provincial or municipal regulations and by-laws provided that in any case of conflict or discrepancy, the more stringent requirements will apply.
- .2 ITSG-02, "Criteria for the Design, Fabrication, Supply, Installation and Acceptance Testing of Walk-in, Radio-Frequency-Shielded Enclosures" by the Communication Security Establishment(CSE).
-

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- 1.14 CODES AND STANDARDS  
(Cont'd)
- .1 (Cont'd)
- .3 ITSG-02, Annex B.3 "Shielding - Effectiveness Performance Requirements".
- .4 ITSG-02, Annex B.4 "Shielding - Effectiveness Test Procedures", B.5 "Other Test and Inspection Procedures" and Annex B "Acceptance Testing of Radio-Frequency-Shielded Enclosures".
- .5 ITSG-02, Chapter 6, "Maintenance".
- .6 MIL-STD-285, "Attenuation Measurements for Enclosures, Electromagnetic Shielding, for Electronic Test Purposes, Method of".
- .2 National Defence Construction Engineering Technical Order(CETO) shielded rooms must meet or exceed requirements of Standing Offer documents, specified standards, codes and referenced documents.
- 1.15 PROTECTION OF EXISTING FACILITIES
- .1 The Contractor must take all necessary precautions to ensure against damage to existing facilities. Any damage to such facilities as a result of the Contractor's operations must be repaired or replaced by the Contractor at his own expense, as soon as is reasonably possible.
- .2 Special coverings and protection must be provided to protect plants, walls, projections and adjacent work where materials are being removed, installed or hoisted.
- .3 The Contractor must protect all occupant owned furnishings and equipment, and the building from damage during execution of the Contract.
- .4 Where the Engineer considers it necessary, provide and erect warning signs and barriers.
- 1.16 ALTERATIONS, ADDITIONS OR REPAIRS TO EXISTING BUILDING
- .1 Execute work with least possible interference or disturbance to occupants, public and normal use of premises. Arrange with Engineer to facilitate execution of work.
- .2 Where security has been reduced by work of Contract, provide temporary means to maintain security.
- .3 Provide temporary dust screens, barriers, warning signs in locations where renovation and alteration work is adjacent to areas used by public or government staff.
- .4 Any work that may disrupt the operations of the occupying clients will be carried out after normal building operational hours. For all
-





- 1.20 EMERGENCY AND SERVICE CALL-UPS (Cont'd) .2 The Contractor will be advised of the personnel authorized to request emergency service. Services undertaken at the request of unauthorized persons will be done at the Contractor's risk, with regards to payment.
- .3 Report service calls executed outside normal working hours to the Engineer, immediately on the next working day.
- 1.21 INSPECTION .1 All work and materials covered by this specification will be subject to inspection at any time by the Engineer or his/her representative.
- 1.22 REPORTING IRREGULARITIES .1 The Contractor must notify the Engineer of irregularities in the work area, such as structural defects, mechanical and/or electrical problems and/or any work beyond the scope of work.

PART 2 - PRODUCTS

Not used.

PART 3 - EXECUTION

Not used.

PART 1 - GENERAL

1.1 CONSTRUCTION  
SAFETY MEASURES

- .1 Observe and enforce construction safety measures by complying with the requirements of the following statutes and authorities:
    - .1 Canada Labour Code Part II and the Canada Occupational Health and Safety Regulations.
    - .2 The Nova Scotia Occupational Health and Safety Act and supporting Occupational General Safety Regulations as amended from time to time.
    - .3 Most recent amendments to the National Building Code of Canada, Part 8 and National Fire Code of Canada.
  - .2 Refer to Section 01 35 35, DND Fire Safety Requirements.
  - .3 Engineer will provide a copy of any relevant special written instructions to be followed.
  - .4 **Before Work Begins**
    - .1 Bidder/Tender to provide documentation if requested by the Crown, indicating all safety training attained for each person who will be involved with the Standing Offer.
  - .5 The following disciplinary measures will be taken for any violations of safety under this Standing Offer Agreement:
    - .1 **First Violation:** Verbal warning issued to the Contractor for the first violation of a safety regulation(Violation will be documented on Standing Offer file, copy to Contractor DCC or PWGSC).
    - .2 **Second Violation:** Written warning to Contractor for second violation of a safety regulation(Violation will be documented on Standing Offer file, copy to Contractor, DCC or PWGSC).
    - .3 **Third Violation:** A third violation of a safety regulation may result in the termination of the Standing Offer with a recommendation to the Contracting Authority that the Contractor be denied access to Formation Construction Engineering contracts(Documented to Standing Offer file, copies to Contractor, DCC or PWGSC).
    - .4 **Serious Violation:** For a serious violation of a safety regulation as deemed by a regulator, project manager or safety officer a recommendation will be made to the Contracting Authority to immediately terminate the Contract/Standing Offer(Violation documented on Standing Offer file, copies to Contractor, DCC or PWGSC).
-

1.1 CONSTRUCTION SAFETY MEASURES  
(Cont'd)

.5 (Cont'd)

.5 **Charges Laid or Guilty Determination by Courts:**  
Infractions of safety regulations that result in charges being laid by a regulator against the Contractor or the Contractor being found guilty by the courts may result in that Contractor being denied access to Formation Construction Engineering contracts.

1.2 HAZARD ASSESSMENTS

.1

Contractor must implement and carry out a health and safety hazard assessment program as part of the Work. Program to include:

.1 **Initial Hazard Assessment:** Carried out upon notification of Contract award and/or prior to commencement of Work.

.2 **On-going Hazard Assessments:** Performed during the progress of Work identifying new or potential health risks and safety hazards not previously known. As a minimum, hazards assessments must be carried out when:

.1 New sub-trade work, new sub-contractor(s) or new workers arrive at the site to commence another portion of the Work.

.2 The scope of Work has been changed.

.3 Work conducted in confined spaces.

.4 Potential hazard or weakness in current health and safety practices are identified by the Engineer.

.2 Hazard assessments will be project and site specific, based on review of Standing Offer documents and site.

.3 Each hazard assessment to be made in writing. Keep copies of all assessments on site for duration of Work. Upon request, make available to Engineer.

.4 The Contractor must notify the Engineer of suspected hazardous material during work and not apparent from drawings, specifications, or report pertaining to work(e.g. lead, asbestos etc.). Do not disturb such material pending instructions from the Engineer. The Engineer will make the necessary arrangements for testing the material as required.

1.3 ASBESTOS  
PRODUCT & ASBESTOS  
ACTIVITY

- .1 Within the confines of the Base, the provision of new products containing fibrous asbestos materials is prohibited.
- .2 Demolition or disturbance of spray or trowel-applied asbestos can be hazardous to health. Should material resembling spray or trowel-applied asbestos be encountered in course of work, stop work and notify Engineer immediately. Do not proceed until written instructions have been received from Engineer.

1.4 FASTENING  
DEVICES EXPLOSIVE  
ACTUATED

- .1 Explosive actuated devices must not be used.

1.5 HOT WORK

- .1 All hot work activity is to take place with Engineer's approval and written permission from the Formation Fire Chief(Hot work permit). Hot work permits and fire-watch requirements will be provided by the Dockyard Fire Hall at 427-3500.
- .2 The ventilation system in the area of any Hot Work activity is to be isolated to prevent migration of fumes/smoke and to reduce any possible spread of fire to other areas of the facility.
- .3 Contractor is to employ an employee trained in the use of fire extinguishers as fire watch during any Hot Work for a minimum of 30 minutes after activity has ceased.

1.6 CONFINED SPACES

- .1 All work in confined spaces will be carried out in compliance with the Canada Occupational Safety and Health Regulations, Part XI.
  - .2 The Contractor to provide and maintain all equipment as required by any person to enter and/or perform work in a safe manner, in compliance with the Canada Occupational Safety and Health Regulations, Part XI.
  - .3 The Contractor to provide and maintain training, as required by the Canada Occupational Safety and Health Regulations, Part XI.
    - .1 The Contractor and/or his employees must provide proof of training and qualifications when requested by the Engineer.
  - .4 The Contractor to provide the Engineer with a copy of an «Entry Permit» for each and every entry into the confined space to ensure compliance with the Canada Occupational Safety and Health Regulations, Part XI.
  - .5 The Contractor to have a hazard assessment of the confined space performed.
-

1.6 CONFINED SPACES .5  
(Cont'd)

(Cont'd)

.1 The Contractor to provide the Engineer with a copy of the hazard assessment.

1.7 FALL PROTECTION .1

All work carried out above the mandatory height restrictions, from unguarded structure and/or scaffolding, will be done in compliance with the Canada Occupational Safety and Health Regulations, Part XII, Section 12.10.

.2 The components of a fall protection system must meet the standards as outlined in the Canada Occupational Safety and Health Regulations, Part XII, Section 12.10(2).

.3 The Contractor is to ensure fall protection equipment is maintained, inspected and tested by a qualified technician as required by the Canada Occupational Safety and Health Regulations, Part XII, Section 12.3.

1.8 ARC FLASH .1

The Contractor is to ensure all electrical equipment such as switchboards, panel boards, motor control centres and meter socket enclosures be marked to warn persons of potential electric shock and arc flash hazards. This labeling is required for all new & modified installations.

.2 The warning label must also include information regarding «arc flash hazard category(0 to 4)» and the «Flash Protection Boundary» as defined in NFPA 70E. All projects specifications must include short circuit study and flash hazard analysis.

.3 In accordance with the new CSA Standards Z462-08 para 4.3.3.3 Electrical Contractors are now required to perform a shock and flash hazard analysis to select the appropriate PPE to wear. Electrical Contractors are now required Arc-rated personal protective equipment while troubleshooting and diagnostic testing that cannot be performed unless the electrical conductor or circuit part is energized. All Contractor work practices must protect each employee from arc flash and from contact with live parts directly with any part of the body or indirectly through some other conductive object.

1.9 SAFETY .1

The Contractor must perform site hazard assessments to establish site specific safe work practice procedures for the safety and well being of his/her employees. Copies must be made available to Department of National Defence upon request.

.2 All copies of the formal Hazard Assessments conducted by the Contractor throughout the duration of the work will be retained and made available to the Engineer immediately upon request.

1.9 SAFETY  
(Cont'd)

- .3 It is the Contractor's responsibility to be familiar with all applicable Safety Acts, Regulations, Codes and Standing Offer requirements. These must be identified and addressed in the Safety Plan, by identifying Standard Operating Procedures(SOP) and safe work practices(SWP) which incorporate clear and specific control measures, applicable rules, procedures and practices, all of which will become mandatory.
- .4 The Contractor must ensure all workers and authorized persons entering the work site are notified of and abide by the posted Safety Plan, safety rules, procedures, safe work practices and applicable Safety Acts, Regulations, and codes. Any person not complying with these will not be permitted on the site.
- .5 Contractor must ensure that all applicable personal protective equipment(PPE) is used.
- .1 All personnel are required to wear hard hats, in accordance with CSA Z94.1-05.
- .2 All personnel are required to wear safety footwear, in accordance with CSA Z195-09.
- .3 All personnel are required to wear eye & face protection, in accordance with CSA Z94.3.1-09.
- .4 When and where noise level is above 85 decibels; all personnel are required to wear hearing protection, in accordance with CAN/CSA Z94.2-02(R2007).
- .5 Where toxic or noxious gas fumes, or oxygen deficiency or excessive dust may occur, so as to create a hazard to life, safety or health; all personnel are required to wear respiratory protection, in accordance with CAN/CSA Z94.4-02(R2007).
- .6 The Engineer will coordinate arrangements for the Contractor to be briefed on site safety within fourteen(14) days of award of Standing Offer Agreement.

1.10 SITE SIGNS  
AND NOTICES

- .1 Safety and instruction signs and notices:
- .1 Signs and notices for safety and instruction must be in both official languages. Graphic symbols must conform to CAN/CSA Z321-96(R2006).

PART 2 - PRODUCTS

Not used.

PART 3 - EXECUTION

Not used.

PART 1 - GENERAL

- 1.1 EMERGENCY REPORTING .1 Telephone number: Dial 9-1-1.
- 1.2 FIRE SAFETY ENFORCEMENT .1 Within the confines of the Base, the prescription and enforcement of mandatory fire safety measures will be exercised under the authority of the Formation Fire Chief.
- .2 Comply with and enforce compliance by all Contractor personnel with all requirements of this specification section, and with the most recent edition of the National Building Code of Canada(NBC) and the National Fire Code of Canada(NFC), including all subsequent revisions issued by the National Research Council of Canada.
- .3 The Engineer reserves the right to require the dismissal from site of persons deemed careless or otherwise in violation of the fire safety requirements.
- 1.3 FIRE SAFETY BRIEFING .1 Prior to commencement of work under this Standing Offer, the Engineer will arrange a meeting of all parties concerned to review and clarify requirements for fire safety measures. This may involve a briefing by the Formation Fire Chief.
- .2 The Engineer will provide direction for reporting of fire including the emergency telephone number for fire reporting and location of fire alarms within or adjacent to work area.
- 1.4 FIRE WATCH .1 For hot work activity, the Contractor will provide the service of fire-watch persons on a scale and schedule as prescribed by the Dockyard Fire Hall at the time of issuance of the hot work permit.
- 1.5 FIRE EXTINGUISHERS .1 Supply fire extinguishers, as prescribed by the Formation Fire Chief, necessary to protect work in progress and contractor's physical plant on site.
- 1.6 SMOKING PRECAUTIONS .1 In accordance with these fire safety requirements particular to the work area and site, the Engineer and Formation Fire Chief will designate hazardous areas as well as non-restricted areas where smoking may be permitted.
-



1.10 RUBBISH &  
WASTE MATERIAL

- .1 Storage:
  - .1 Where it is necessary to store oily waste in work areas exercise extreme care to ensure maximum possible safety and cleanliness.
  - .2 Greasy or oily rags or materials subject to spontaneous combustion must be deposited and kept in a receptacle approved by the Formation Fire Chief and removed as directed by the Engineer.
- .2 The burning of rubbish is prohibited.
- .3 Removal:
  - .1 All rubbish must be removed from the work site at the end of the work day or shift or as directed by the Engineer.

1.11 FLAMABLE  
LIQUIDS

- .1 The handling, storage and use of flammable liquids are to be governed and guided by the requirements established by the Formation Fire Chief and in accordance with the approved fire safety plan.
- .2 Indoor storage of flammable liquids must not exceed thirty(30) litres provided that they are stored in areas and containers approved by the Formation Fire Chief.
- .3 The Engineer reserves the right to require removal from the site any storage containers not acceptable to the Formation Fire Chief.
- .4 The Engineer will not permit indoor storage of quantities of flammable liquids exceeding thirty(30) litres for on-site work purposes, without the written permission of the Formation Fire Chief.
- .5 Transfer of flammable liquids within buildings is prohibited.
- .6 Transfer of flammable liquids must not be carried out in the vicinity of open flames or any type of heat producing devices.
- .7 Flammable liquids having a flash point below twenty-two(22) degrees C such as naphtha or gasoline must not be used as solvents or cleaning agents.
- .8 Flammable waste liquids, for disposal, must be stored in approved containers located in a safe ventilated area. Quantities are not to exceed thirty(30) litres. Dumping or burning of flammable liquids on site is prohibited.

1.12 HAZARDOUS  
SUBSTANCES

- .1 Exercise special precautions necessary to safeguard life and property from damage by fire or explosives.
- .2 If the work entails the use of any toxic or hazardous materials, chemicals or explosives, or otherwise creates a hazard to life, safety or health, work must be in accordance with the most recent edition of the requirements of the National Fire Code of Canada, and measures prescribed by the Formation Fire Chief.

1.13 HAZARDOUS  
HOT WORK

- .1 Prior to commencing any «Hot Work» involving open flame, burning, welding or heating, the Contractor must obtain a «hot work permit» issued by the Formation Fire Chief at the Dockyard Fire Hall, 427-3500.

PART 2 - PRODUCTS

Not used.

PART 3 - EXECUTION

Not used.

PART 1 - GENERAL

**CONTRACTOR MUST ENSURE THAT ALL THEIR PERSONNEL ARE FAMILIAR WITH THESE REGULATIONS AND REQUIREMENTS.**

- 1.1 GENERAL .1 The following is a summary of the security, safety and fire regulations of Canadian Forces Ammunition Depot, Bedford, as promulgated by the Base Commander, CFB Halifax and administered by the Superintendent CFAD Bedford NS.
- .2 Contractor's personnel will be subject to all of the regulations while working within confines of CFAD Bedford.
- 1.2 PRE JOB SECURITY AND SAFETY MEETING .1 Prior to commencement of Work, the Contractor must meet with the Site Security, Safety and Fire Safety Regulations Officers. In accordance with direction of Engineer and these site officers, ensure that all employees of the Contractor are given thorough instructions on security, safety and fire precautions peculiar to an Ammunition Depot and that the regulations are fully compiled with, at all times, by all Contractor personnel.
- 1.3 SECURITY PASSES .1 Contractors must report to the NCO I/C Commissionaires at Building 153; submit names of all their personnel and description of all their vehicles to arrange the issue of the required temporary passes prior to proceeding to work within the the confines of the depot.
- 1.4 CONDITIONS FOR ACCESS .1 All visitors will be issued a daily pass and will be required to sign an acknowledgement that they are aware of and consent to the following conditions for access.
- .2 The person to whom this pass is issued agrees to return the pass to the Security Guard at the gate when the Contract or employment at CFAD Bedford expires.
- .3 All vehicles entering and leaving CFAD Bedford may be searched to ensure that no prohibited articles are taken into nor contraband articles are taken out of the Ammunition Depot.
- 1.5 FIRE SERVICE CFAD BEDFORD .1 Fire service at CFAD Bedford is provided by DND Fire Service from 0730 until 1600 hours, Monday to Friday. All Contract work will be ended by 1530 hours daily. Fire response at all other times is provided by HRM. Before any work is carried out during
-

1.5 FIRE SERVICE .1  
CFAD BEDFORD  
(Cont'd)

(Cont'd)  
silent hours, the Dockyard Platoon Chief must be contacted at 427-0550, local 3500.

1.6 SEARCHES .1

The Canadian Corps of Commissionaires may conduct a personal search of individuals at any time within the Ammunition Depot. Vehicles entering or leaving the Depot may be searched to ensure that contraband articles are not taken into the Explosives Area and that property is not taken out without authorization.

1.7 ALARMS .1

**Depot Alarms:** A siren is sounded only in the event of an emergency such as a fire, explosion, thunderstorm or evacuation. A siren is also sounded to signify «All Clear».

.2

**Fire Emergency:** A series of «Hi-Lo» sounds on the Depot Alarm System signifies an emergency in the explosive area. Contractors must cease operations and proceed in their own vehicles to the nearest exit gate out of the explosive area. If no vehicle available proceed to the nearest «Fire Assembly Point» at Buildings 169 or 143.

.3

**Thunder and Lightning:** A series of «Beeps» on the Depot Alarm System signifies a thunder/lightning storm warning. Contractors must cease operations and proceed in their own vehicles to the nearest exit gate out of the explosive area. If no vehicle available proceed to the nearest «Fire Assembly Point» at Buildings 169 or 143.

.4

**Evacuation:** A series of «Slow Whoops» on the Depot Alarm System signifies that evacuation in the explosive area has been ordered by the Superintendent. The evacuation could be extended to include the non-explosive area as well as so ordered by the Superintendent.

.5

**All Clear:** A continuous blast on the Depot Alarm System signifies that the emergency situation is «All Clear».

1.8 REPORTING OF .1  
FIRES

All fires, regardless of whether they have been extinguished or not, must be reported immediately to the Base Fire Department.

.2

All Contractors and employees must familiarize themselves with the locations of the nearest fire alarm box or telephone.

.3

Fires may be reported by ringing the nearest street alarm box or by telephoning 911. Persons reporting the fire must remain at the alarm box or telephone until the Fire Department arrives and be prepared to direct Fire Fighters to the scene of the fire.

1.9 PROHIBITED  
ARTICLES

- .1 The following articles are prohibited and/or controlled from being taken inside the explosive area. Permission by the Superintendent may be granted for certain articles:
  - .1 Matches or other flame producing equipment(including vehicle lighters);
  - .2 Pipes, smoking appliances, tobacco products, or smoking materials in any form;
  - .3 Explosives or chemicals;
  - .4 Lights, lamps or electrical devices/tools which are not explosion proof;
  - .5 Cameras;
  - .6 Food and drink; and
  - .7 Radio transmitting devices(i.e. mobile radios, cellular phones, remote car starters, and garage door openers, etc).
- .2 No persons will introduce, possess or consume alcoholic beverages, narcotics or any intoxicant within the confines of the Ammunition Depot.
- .3 The site security officers will seize and hold at the gate, any such materials found by search.

1.10 SAFETY AND  
FIRE REGULATIONS

- .1 **Smoking:** Is strictly prohibited in explosive areas.
- .2 **Buildings:** Smoking is prohibited in all buildings.
- .3 **Safety Precautions Electrical/Electronic Equipment:** All personnel operating or maintaining electrical/electronic equipment involving the use of voltage higher than 50V must brief the Site Safety and Fire Safety Officers concerning all safety rules in the operating and instructional manuals covering the equipment.
- .4 **Flammables, Explosives or Chemicals:** As required, may be allowed into the explosive area provided that the Depot Safety Officer and the Depot Fire Department are made aware of this and that approval by the Superintendent is given. These items after approval may be transported by the Contractors provided the transportation route is known by the Depot Fire Department and adequate fire extinguishers are available.
- .5 **Open Flame or Welding:** Prior approval must be obtained before commencing any work involving cutting, welding or use of open flame appliances in or around buildings containing explosives. The Fire Safety Officer will check out the work area and ensure

1.10 SAFETY AND  
FIRE REGULATIONS  
(Cont'd)

- .5 Open Flame or Welding:(Cont'd)  
that adequate fire extinguishers and first aid appliances are available and that fire watchers have been posted.
- .6 **Fuel Dispensing Containers:** Contractors must ensure that all of their fuel dispensing containers meet or exceed the following standards:
  - .1 Type II safety container, leakproof, Terne plate construction, UL listed and FM approved.
  - .2 Container must have spring-operated spout cap which opens to allow vapours to escape and self closes on release of internal pressures.
  - .3 Container must have flexible or rigid built-in metal dispensing nozzle to prevent static sparks.
  - .4 Standard of Acceptance: Protectoseal, Model Nos. 247, 249, 8410 and 8420.
  - .5 Other acceptable products: Safe-T-Way.
  - .6 Any other model must be approved by the BFC.
  - .7 Violation of any of the above regulations will result in immediate cancellation of the offender's Security Pass and expulsion from the site.

1.11 TRAFFIC  
REGULATIONS

- .1 **Vehicles:** All operators must adhere strictly to the following rules while proceeding through the Ammunition Depot.
    - .1 Drivers must not leave the motors of their vehicles running or leave the vehicles unattended when parked between buildings or traverses.
    - .2 Drivers must not drive vehicles in the direction opposite to that indicated by the «One-Way» signs.
    - .3 No one will operate a vehicle within the Depot area at a speed greater than 25 kilometers per hour at any time.
    - .4 No one will operate a vehicle within the Depot area at a speed greater than 8 kilometers per hour at any time, while passing between blast walls and buildings.
    - .5 No one will leave a vehicle unattended within 10 metres of a fire hydrant or within 30 metres of a building containing explosives.
-

1.11 TRAFFIC  
REGULATIONS  
(Cont'd)

- .1 Vehicles:(Cont'd)
- .6 All vehicles must be equipped with a fire extinguisher of a suitable size and type so that it may be used to extinguish any fire originating in that vehicle.
- .7 Violation of any of the above regulations will result in immediate cancellation of the offender's Vehicle Pass and expulsion from the site.
- .2 **Roadways:** In the event of a fire or emergency all roads and buildings within CFAD Bedford must be accessible at all times. Contractors required to disrupt roadways during the course of their work, must ensure that at least one lane of each roadway is passable, at all times. Vehicles not required to transport personnel to the nearest exit gate must be parked on the side of the road and away from the nearest building.
- .3 **Fueling:** Fueling of vehicles within the explosive areas is prohibited. Small equipment(lawn mowers, chainsaws, etc.) may be re-fueled, but only at sites designated by the Safety Officer and Fire Safety Officer. Comply with all safety practices pertaining to re-fueling hot equipment. Provide adequate fire extinguishers of types prescribed by the Fire Safety Officer. Only approved safety dispensing containers, as specified at sub-paragraph 1.10.6, will be permitted within the confines of the Ammunition Depot.
- .4 Violation of any of the above regulations will result in immediate cancellation of the vehicle pass and expulsion of the offender from the site.

PART 2 - PRODUCTS

Not used.

PART 3 - EXECUTION

Not used.

PART 1 - GENERAL

1.1 RELATED  
SECTIONS

- .1 Section 01 11 00 General Instructions.
- .2 Section 01 61 00 Common Product Requirements.

1.2 QUALITY

- .1 Products, materials, equipment and articles incorporated in Work must be new, not damaged or defective, and of best quality for purpose intended. If requested, furnish evidence as to type, source and quality of products provided.
- .2 Defective products, whenever identified prior to completion of Work, will be rejected, regardless of previous inspections. Inspection does not relieve responsibility, but is precaution against oversight or error. Remove and replace defective products at own expense and be responsible for delays and expenses caused by rejection.
- .3 Should disputes arise as to quality or fitness of products, decision rests strictly with Engineer based upon requirements of Contract Documents.

1.3 AVAILABILITY

- .1 Immediately upon signing Contract, review product delivery requirements and anticipate foreseeable supply delays for items. If delays in supply of products are foreseeable, notify Engineer of such, in order that substitutions or other remedial action may be authorized in ample time to prevent delay in performance of Work.
- .2 In event of failure to notify Engineer at commencement of Work and should it subsequently appear that Work may be delayed for such reason, Engineer reserves right to substitute more readily available products of similar character, at no increase in Contract Price or Contract Time.

1.4 STORAGE,  
HANDLING AND  
PROTECTION

- .1 Handle and store products in manner to prevent damage, adulteration, deterioration and soiling and in accordance with manufacturer's instructions when applicable.
  - .2 Store packaged or bundled products in original and undamaged condition with manufacturer's seal and labels intact. Do not remove from packaging or bundling until required in Work.
  - .3 Store products subject to damage from weather in weatherproof enclosures.
-

1.4 STORAGE,  
HANDLING AND  
PROTECTION  
(Cont'd)

- .4 Remove and replace damaged products at own expense and to satisfaction of Engineer.

1.5 MANUFACTURER'S  
INSTRUCTIONS

- .1 Unless otherwise indicated in specifications, install or erect products in accordance with manufacturer's instructions. Do not rely on labels or enclosures provided with products. Obtain written instructions directly from manufacturers.
- .2 Notify Engineer in writing, of conflicts between specifications and manufacturer's instructions, so that Engineer or Engineering Technical Advisor will establish course of action.
- .3 Improper installation or erection of products, due to failure in complying with these requirements, authorizes Engineer to require removal and re-installation at no increase in Contract Price or Contract Time.

1.6 REMEDIAL WORK

- .1 Perform remedial work required to repair or replace parts or portions of Work identified as defective or unacceptable. Co-ordinate adjacent affected Work as required.
- .2 Perform remedial work by specialists familiar with materials affected. Perform in a manner to neither damage nor put at risk any portion of Work.

1.7 ACCEPTABILITY  
OF MATERIALS

- .1 After award of Work, requests for "acceptance" of materials in addition to those presently established as "acceptable" by Contract Documents need be provided to the Engineer.
- .2 Requests must be supported with sufficient product information to enable an assessment to be made for approval.

1.8 CONFORMANCE

- .1 When material or equipment is specified by standard or performance specifications, upon request of Engineer, obtain from manufacturer an independent testing laboratory report, stating that material or equipment meets or exceeds specified requirements.
-

PART 2 - PRODUCTS

Not used.

PART 3 - EXECUTION

Not used.

PART 1 - GENERAL

1.1 PROJECT  
CLEANLINESS

- .1 Maintain Work in tidy condition, free from accumulation of waste products and debris, other than that caused by Owner or other Contractors.
- .2 Remove waste materials from site at daily regularly scheduled times or dispose of as directed by Engineer. Do not burn waste materials on site.
- .3 Make arrangements with and obtain permits from authorities having jurisdiction for disposal of waste and debris.
- .4 Provide on-site containers for collection of waste materials and debris.
- .5 Store volatile waste in covered metal containers, and remove from premises at end of each working day.
- .6 Provide adequate ventilation during use of volatile or noxious substances. Use of building ventilation systems is not permitted for this purpose.
- .7 Use only cleaning materials recommended by manufacturer of surface to be cleaned, and as recommended by cleaning material manufacturer.
- .8 Schedule cleaning operations so that resulting dust, debris and other contaminants will not fall on wet, newly painted surfaces nor contaminate building systems.

1.2 FINAL CLEANING

- .1 When Work is Substantially Performed remove surplus products, tools, construction machinery and equipment not required for performance of remaining Work.
  - .2 Remove waste products and debris other than that caused by others, and leave Work clean and suitable for occupancy.
  - .3 Prior to final review remove surplus products, tools, construction machinery and equipment.
  - .4 Remove waste products and debris other than that caused by Owner or other Contractors.
  - .5 Remove stains, spots, marks and dirt from decorative work, electrical and mechanical fixtures, furniture fitments, walls, and floors.
-

PART 2 - PRODUCTS

Not used.

PART 3 - EXECUTION

Not used.

## PART 1 - GENERAL

### 1.1 RELATED SECTIONS

- .1 Section 01 11 00 General Instructions.
- .2 Section 01 61 00 Common Product Requirements.

### 1.2 REFERENCES

- .1 ITSG-02, "Criteria for the Design, Fabrication, Supply, Installation and Acceptance Testing of Walk-in, Radio-Frequency-Shielded Enclosures" by the Communication Security Establishment(CSE).
- .2 ITSG-02, Annex B.3 "Shielding - Effectiveness Performance Requirements".
- .3 ITSG-02, Annex B.4 "Shielding - Effectiveness Test Procedures", B.5 "Other Test and Inspection Procedures" and Annex B "Acceptance Testing of Radio-Frequency-Shielded Enclosures".
- .4 ITSG-02, Chapter 6, "Maintenance".
- .5 MIL-STD-285, "Attenuation Measurements for Enclosures, Electromagnetic Shielding, for Electronic Test Purposes, Method of".
- .6 C-98-016-MIS/MF-010 Description and Maintenance Instructions(RFI/EMI) Shielded Rooms.

### 1.3 DEFINITIONS

- .1 **Allowable Threshold Limit:** Is the minimum acceptable level of shielding effectiveness, below which maintenance and repair procedures must be implemented.
  - .2 **Operating Authority:** Means the Public Service department or agency responsible for the operation and/or maintenance of a shielded enclosure.
  - .3 **Preventive Maintenance:** Means the systematic examination, testing, cleaning, lubrication, adjustment, authorized parts replacement and authorized repairs, to ensure efficient operation of equipment and systems.
  - .4 **Contractor:** Is the person or firm contracted to carry out repair and maintenance of shielded enclosures.
  - .5 **Qualified Inspector:** Means a person who holds a current certificate of qualification for the inspection, maintenance, repair and/or testing of shielded enclosures from the Communications Security Establishment.
-

1.3 DEFINITIONS  
(Cont'd)

- .6 **Shield:** Means an electrically continuous housing for a facility, area or component used to attenuate incident electric, magnetic and plane wave fields, both by absorption and reflection.
- .7 **Shielding Effectiveness:** Is the performance criteria of a radio frequency shielded enclosure. Shielding effectiveness is defined as the reduction in the amount of electromagnetic energy, when measured in decibels(dB), resulting from the introduction of the shield. This reduction is commonly referred to as attenuation.
- .8 **User:** Is the group occupying a shielded enclosure.

1.4 SHIELD  
ENCLOSURES LOCATION  
AND DOOR TYPE

- .1 **Stadacona:**
    - .1 S17 CFNOS Carroll Building(Door type/number):
      - .1 manual / 1
      - .2 electric / 2
      - .3 emergency manual / 1
      - .4 cargo loading / 1
      - .5 pneumatic / 2
    - .2 S82 CFNES Pullen Building(Door type/number):
      - .1 emergency manual / 2
      - .2 cargo loading / 1
    - .3 S89 Trinity(Door type/number):
      - .1 cargo loading / 3
      - .2 emergency manual / 3
      - .3 shield / 6
  - .2 **HMC Dockyard:**
    - .1 D125 Crypto Support Unit(Door type/number):
      - .1 manual / 1
    - .2 D201 MARLANT HQ(Door type/number):
      - .1 manual / 2
      - .2 emergency manual / 1
-

1.4 SHIELD .2  
ENCLOSURES LOCATION  
AND DOOR TYPE  
(Cont'd)

- HMC Dockyard:(Cont'd)  
.2 (Cont'd)  
.3 cargo loading / 2  
.4 shield / 5  
.3 D247 CSE Repair Facility(Door type/number):  
.1 shield / 2  
.3 **CFAD Bedford:**  
.1 BM212 Missile Maintenance Facility(Door type/number):  
.1 shield / 1

1.5 LOCATION OF .1  
FIXTURES

- .1 Consider location of existing shield equipment and devices indicated and/or specified as approximate.  
.2 Relocation and installation of shield equipment and devices are to provide minimum interference in accordance with manufacturer's recommendations for safety, maintenance, and as provided in ITSG-02, CSA and ULC Standards.  
.3 Inform Engineer of impending relocation and/or installation of shield equipment and obtain his approval for actual location.

1.6 SAFETY .1  
EQUIPMENT

- .1 Contractor will be responsible to supply all the necessary safety equipment to complete the work safely which includes, but not limited, to the following:  
.1 fall protection;  
.2 manlift;  
.3 scaffold;  
.4 ladders.
-

## PART 2 - PRODUCTS

### 2.1 MATERIALS

- .1 Materials and products in accordance with Section 01 61 00 Common Product Requirements.
- .2 Use only materials and parts recommended by the manufacturer of the shield enclosure equipment and approved by Engineer for replacement.
- .3 Materials and parts must be new and as specified by the manufacturer of shield enclosure equipment components.
- .4 Contractor may be requested to supply parts and other materials to be installed by Base Technical staff, or by manufacturer's technicians or specialists.
- .5 If in an emergency, the Contractor installs parts other than those specified, he must replace them with specified parts before claiming payment, but no claim for other than the specified parts will be made by the Contractor.
- .6 If such products are not readily available, the Engineer or Engineering Technical Advisor may accept alternative products of quality and capability to perform at ratings equivalent to those published for original shield equipment and parts for such products.
- .7 The Engineer will inform the Contractor when any material or shield equipment removed has salvage value and will instruct the Contractor of location to deliver such. Details of salvage will be noted on the PWGSC-TPSGC 942 Call-up Against a Standing Offer.
- .8 Materials or shield equipment removed which the Engineer deems to have no salvage value will be removed from the site by the Contractor.

### 2.2 MANUFACTURER'S INSTRUCTIONS

- .1 Unless otherwise specified, obtain and comply with manufacturer's latest printed instructions for materials and maintenance methods.
  - .2 Notify Engineer in writing of any conflict between these specifications and manufacturer's instructions. Engineer will designate which document is to be followed.
  - .3 Provide two(2) copies of manufacturer's installation instructions and product data prior to installing any electrical materials or equipment.
-

2.3 ALTERATIONS  
AND SUBSTITUTIONS

- .1 Alterations and substitutions of materials in accordance with Section 01 61 00 Common Product Requirements.
- .2 Contractor must not make any change in the design and installation of shield enclosure equipment, parts and devices without prior written authority by the Engineer.

PART 3 - EXECUTION

3.1 GENERAL

- .1 Provide preventive maintenance services and maintenance repairs in strict accordance with the provisions of Information Technology Security Guidance(ITSG-02) and manufacturer's instructions.
- .2 The Contractor will be responsible to provide minor electrical and electronic repairs for shield enclosure interface equipment, fire alarm, access control, security systems and other monitoring devices when requested by Engineer.
  - .1 Responsibility of the Contractor when interfacing with existing Base shielded enclosures and system equipment will be limited to the interface between shield devices and existing building systems and components covered under this Standing Offer Agreement.
- .3 Contractor must ensure no work is done on any shield enclosure equipment that is part of or is still under manufacturer's warranty. Any equipment still under manufacturer's warranty is not part of this Standing Offer Agreement. Contractor must obtain clarification from Engineer in case of uncertainty.
- .4 Upon completion of scheduled repair work and inspections, the Contractor must submit to the Engineer and FCE Engineering Technical Advisor, service maintenance reports describing all work performed, number of hours and parts replaced.
- .5 The Contractor must ensure that all shield reports have been reviewed and signed by the Engineer and/or FCE Engineering Technical Advisor.

3.2 FIRE STOPPING

- .1 Install approved fire stopping material around all piping and ventilation ducts installed through **non-shielded** floors or walls.
-

3.3 CORROSION  
RESISTANT PAINT

- .1 Apply at least one coat of corrosion resistant zinc primer paint to shielded enclosure equipment, components, ferrous supports and site fabricated work.

3.4 WORK SCHEDULES

- .1 Work schedules must be provided for the preventive maintenance services, shield equipment repairs and shield equipment inventory record of all Base shielded enclosures and equipment.
- .2 The Contractor will be responsible for the coordination of preventive maintenance work schedules with Engineer and shield occupants. Engineer and Engineering Technical Advisor will provide Contractor with approved work schedules in electronic and hard copy format.

3.5 MAINTENANCE  
REPORTS

- .1 Preventive maintenance, service maintenance repairs, and inspection reports will be submitted to Engineer monthly, quarterly, semi-annually and annual planned schedules.
- .2 Preventive maintenance, service maintenance repairs, and inspection reports will be submitted to FCE Engineering Technical Advisor within five(5) working days of completion of preventive maintenance, service inspections and repairs of shielded enclosures.
- .3 Every reasonable effort must be made to test and inspect all shield equipment and devices periodically on a monthly, semi-annual and annual basis as specified in provided Standard Shield Maintenance forms.
- .1 In the event that some shield equipment cannot reasonably be made accessible, a list of such shield equipment and their location must be included in the preventive maintenance and inspection reports.
- .2 The Contractor must make arrangements with Engineer to access all such shield equipment and devices to ensure that they are inspected and tested at least once every year.
- .4 The Contractor must provide shielded enclosures preventive maintenance report, shielded enclosure condition report and shielded enclosure inventory report as follows:
- .1 a general description of the complete shield enclosure, system and its location;
- .2 a detailed written description of the complete preventive maintenance services provided at each location;
-

3.5 MAINTENANCE .4  
REPORTS (Cont'd)  
(Cont'd)

- (Cont'd)
- .3 an itemized list of all shield components and their condition at time of preventive maintenance services;
  - .4 a detailed inventory record of shield enclosure equipment;
  - .5 recommendations for follow up repairs and/or adjustment including comment on relative urgency and estimate of cost for correction; and
  - .6 Report any safety hazard or urgency shortcoming. In addition, the Contractor must bring these conditions to the immediate attention of the Engineer and FCE Engineering Technical Advisor.
- .5 The Contractor must update on-site shield enclosure maintenance log book.
- .6 Provide copies of guarantee and warranties.
- .7 Provide preventive maintenance reports in hard and electronic format(MS Word) that clearly and logically present report data as specified.
- .8 DND standard record forms, shield enclosure preventive maintenance check list, shield room maintenance log, and shielded enclosure inventory record forms will be provided by FCE Engineering Technical Advisor.

3.6 REPORT .1  
SUBMISSIONS  
SCHEDULE

- .1 The Contractor must ensure that all scheduled shielded enclosures preventive maintenance records and service repair reports are submitted to Engineer as follows:
- .1 monthly preventive maintenance reports;
  - .2 monthly update of all maintenance and repairs services and remedial action must be updated in on-site maintenance log book;
  - .3 quarterly preventive maintenance reports;
  - .4 semi-annual shielded enclosures service maintenance, repair and equipment replacement condition report;
  - .5 annual update of existing operation and maintenance manuals;
  - .6 annual update of quality assurance(QA) plan;
  - .7 semi-annual update of as-built and shop drawings when requested by Engineer;
-

3.6 REPORT  
SUBMISSIONS  
SCHEDULE  
(Cont'd)

- .1 (Cont'd)
- .8 annual shield effectiveness testing reports and procedures document when requested by Engineer;
- .9 semi-annual and annual demonstration and training sessions when requested by Engineer.



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat W010C-13-C031
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	NATIONAL DEFENCE	2. Branch or Directorate / Direction générale ou Direction MARLANT/FCE
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 SCHEDULED PREVENTITIVE MAINTENANCE AND REPAIRS OF SHIELDED ENCLOSURES AT VARIOUS LOCATIONS OF CFB HALIFAX.		
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 : Specify country(ies): / Préciser le(s) pays : <input type="checkbox"/>	Restricted to: / Limité à : Specify country(ies): / Préciser le(s) pays : <input type="checkbox"/>	Restricted to: / Limité à : Specify country(ies): / Préciser le(s) pays : <input type="checkbox"/>
7. c) Level of information / Niveau d'information		
PROTECTED A <input type="checkbox"/>	NATO UNCLASSIFIED <input type="checkbox"/>	PROTECTED A <input type="checkbox"/>
PROTÉGÉ A <input type="checkbox"/>	NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTÉGÉ A <input type="checkbox"/>
PROTECTED B <input type="checkbox"/>	NATO RESTRICTED <input type="checkbox"/>	PROTECTED B <input type="checkbox"/>
PROTÉGÉ B <input type="checkbox"/>	NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTÉGÉ B <input type="checkbox"/>
PROTECTED C <input type="checkbox"/>	NATO CONFIDENTIAL <input type="checkbox"/>	PROTECTED C <input type="checkbox"/>
PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIEL <input type="checkbox"/>	PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	CONFIDENTIAL <input type="checkbox"/>
CONFIDENTIEL <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	CONFIDENTIEL <input type="checkbox"/>
SECRET <input type="checkbox"/>	COSMIC TOP SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
SECRET <input type="checkbox"/>	COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
TOP SECRET <input type="checkbox"/>		TOP SECRET <input type="checkbox"/>
TRÈS SECRET <input type="checkbox"/>		TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) <input type="checkbox"/>
TRÈS SECRET (SIGINT) <input type="checkbox"/>		TRÈS SECRET (SIGINT) <input type="checkbox"/>



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

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / 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 / Non  Yes / Oui

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

Document Number / Numéro du document :

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

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

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

Special comments:

Commentaires spéciaux : COMMISSIONAIRES (LEVEL 2) ESCORT SHALL BE PROVIDED WHEN WORK REQUIRES ACCESS TO RESTRICTED AREAS FOR EMERGENCY REPAIRS.

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 / Non  Yes / Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté?  No / Non  Yes / Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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



**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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Media / Support TI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Link / Lien électronique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED? / La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification". / Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED? / La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments). / Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat W010C-13-C031
Security Classification / Classification de sécurité UNCLASSIFIED

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

13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) WO RUSS ANSTEY		Title - Titre CONTRACTS 2IC	Signature 
Telephone No. - N° de téléphone 902-722-1811	Facsimile No. - N° de télécopieur 902-722-1847	E-mail address - Adresse courriel russell.anstey@forces.gc.ca	Date 28 Nov. 12
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Sasha Medjovic		Title - Titre VCDS DPM SEC 3-3 NDHQ OTTAWA	Signature 
Telephone No. - N° de téléphone (613) 949-1066	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel SASA.MEDJOVIC@forces.gc.ca	Date 2012-12-03
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées) Anna Kulyjeka		Title - Titre Contract Security Officer	Signature 
Telephone No. - N° de téléphone 613-957-1258	Facsimile No. - N° de télécopieur 613 954 4171	E-mail address - Adresse courriel anna.kulyjeka@ pwgsc.gc.ca	Date Dec 5, 2012