

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada
PO Box 1408, Room 100
167 Lombard Ave.
Winnipeg
Manitoba
R3C 2Z1
Bid Fax: (204) 983-0338**

Request For a Standing Offer Demande d'offre à commandes

Regional Individual Standing Offer (RISO)
Offre à commandes individuelle régionale (OCIR)

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

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

Comments - Commentaires

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

Issuing Office - Bureau de distribution
Public Works and Government Services Canada - Western
Region
PO Box 1408, Room 100
167 Lombard Ave.
Winnipeg
Manitoba
R3C 2Z1

Title - Sujet Carpet and Flooring - Shilo	
Solicitation No. - N° de l'invitation W0118-12S013/A	Date 2012-04-18
Client Reference No. - N° de référence du client W0118-12S013	GETS Ref. No. - N° de réf. de SEAG PW-\$WPG-205-8005
File No. - N° de dossier WPG-1-34499 (205)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-05-29	Time Zone Fuseau horaire Central Daylight Saving Time CDT
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Beaudette, Monique	Buyer Id - Id de l'acheteur wpg205
Telephone No. - N° de téléphone (204)983-6676 ()	FAX No. - N° de FAX (204)983-7796
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE CFB SHILO BCE CONTRACTS OFFICE BLDG P101 SHILO MANITOBA R0K2A0	
Security - Sécurité 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

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

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

- 1.0 Introduction
- 2.0 Summary
- 3.0 Security Requirement
- 4.0 Debriefings

PART 2 - OFFEROR INSTRUCTIONS

- 1.0 Standard Instructions, Clauses and Conditions
- 2.0 Submission of Offers
- 3.0 Enquiries - Request for Standing Offers
- 4.0 Applicable Laws

PART 3 - OFFER PREPARATION INSTRUCTIONS

- 1.0 Offer Preparation Instructions

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

- 1.0 Evaluation Procedures
- 2.0 Basis of Selection

PART 5 - CERTIFICATIONS

- 1.0 Certifications Precedent to Issuance of a Standing Offer

PART 6 - INSURANCE REQUIREMENTS

- 1.0 Insurance Requirements

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

- 1.0 Offer
- 2.0 Standard Clauses and Conditions
- 3.0 Term of Standing Offer
- 4.0 Authorities
- 5.0 Identified Users
- 6.0 Call-up Procedures
- 7.0 Call-up Instrument
- 8.0 Limitation of Call-ups
- 9.0 Financial Limitation - Total

Solicitation No. - N° de l'invitation

W0118-12S013/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

wpg205

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

W0118-12S013

WPG-1-34499

10.0 Priority of Documents

11.0 Certifications

12.0 Applicable Laws

13.0 SACC Manual Clauses

Solicitation No. - N° de l'invitation

W0118-12S013/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

wpg205

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

W0118-12S013

File No. - N° du dossier

WPG-1-34499

CCC No./N° CCC - FMS No/ N° VME

B. RESULTING CONTRACT CLAUSES

- 1.0 Statement of Work
- 2.0 Standard Clauses and Conditions
- 3.0 Term of Contract
- 4.0 Payment
- 5.0 Invoicing Instructions
- 6.0 Insurance Requirements
- 7.0 SACC Manual Clauses

List of Annexes:

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

REGIONAL INDIVIDUAL STANDING OFFER CARPET AND FLOORING

PART 1 - GENERAL INFORMATION

1.0 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 Insurance Requirements: includes specific requirements that must be addressed by offerors; and
- Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:
 - 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
 - 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, the Basis of Payment, the Insurance Requirements, and the Standing Offer Usage Report.

2.0 Summary

For the provision of all material, transportation, equipment, labour, tools and supervision necessary for the repair, replacement or new installation of carpeting and sheet or vinyl tile flooring and associated materials on behalf of the Department of National Defence (DND), Canadian Forces Base (CFB), Shilo, Manitoba, and Brandon Armouries, Brandon, Manitoba on an "as and when required" basis in accordance to the Statement of Work attached at Annex A herein.

The period of the Standing Offer Agreement (SOA) is from Date of issuance to 30 June 2013 with Canada retaining an irrevocable option to extend the SOA for an additional two (2) consecutive one (1) year periods. Work shall be completed in accordance with the Statement of Work and terms and conditions specified herein.

The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

3.0 Security Requirement

There is no security requirement associated with the requirement of the Standing Offer.

4.0 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

1.0 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 (2012-03-02) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

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

Delete: sixty (60) days

Insert: one hundred and twenty (120) days

1.1 SACC manual Clauses

M0220T (2007-05-25), Evaluation of Price

M0019T (2007-05-25), Firm Price and/or Rates

M1004T (2011-05-16), Condition of Materiel

1.2 Workers Compensation Certification- Letter of Good Standing

The Bidder must have an account in good standing with the applicable provincial or territorial Workers' Compensation Board.

The Bidder must provide, within seven (7) days following a request from the Contracting Authority, a certificate or letter from the applicable Workers' Compensation Board confirming the Bidder's good standing account. Failure to comply with the request may result in the bid being declared non-responsive.

2.0 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.

3.0 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.

4.0 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 Manitoba.

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

1.0 Offer Preparation Instructions

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

Section I: Financial Offer (1 hard copy)

Section II: Certifications (1 hard copy)

PRICES MUST APPEAR IN THE FINANCIAL OFFER ONLY. NO PRICES MUST BE INDICATED IN ANY OTHER SECTION OF THE OFFER.

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

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

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

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

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

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

Section I: Financial Offer

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

Payment by Credit Card

Canada requests that offerors complete one of the following:

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

The following credit card(s) are accepted: VISA ☐ Master Card ☐

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

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

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

Section II: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1.0 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 Financial Evaluation

SACC Manual Clause M0222T (2010-01-11), Evaluation of Price

Financial offers will be assessed as follows:

- STEP 1: For each line item, Firm Unit Price x Estimated Quantity = Extended Price
- STEP 2: Aggregate of Extended Price = Subtotal
- STEP 3: Subtotal (i) + Subtotal (ii) + Subtotal (iii) = Evaluated Offer

2.0 Basis of Selection

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

PART 5 - CERTIFICATIONS

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

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

1.0 Certifications Precedent to Issuance of a Standing Offer

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

1.1 Federal Contractors Program - Certification

Federal Contractors Program - over \$25,000 and below \$200,000

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

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

The Bidder or the member of the joint venture

- a) ☐ is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;
- b) ☐ is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;
- c) ☐ is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC, having not bid on requirements of \$200,000 or more;
- d) ☐ has not been declared an ineligible contractor by HRSDC, and has a valid certificate number as follows: _____.

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

1.2 Former Public Servant Certification

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

Definitions

For the purposes of this clause,

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

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

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

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

Former Public Servant in Receipt of a Pension

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

If so, the Offeror must provide the following information:

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

Work Force Reduction Program

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

If so, the Offeror must provide the following information:

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

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

Certification

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

PART 6 - INSURANCE REQUIREMENTS

1.0 Insurance Requirements

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

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

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1.0 Offer

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

2.0 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.

2.1 General Conditions

2005 (2012-03-02) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

2.2 Standing Offers Reporting

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

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

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

The quarterly reporting periods are defined as follows:

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

The data must be submitted to the Standing Offer Authority no later than three (3) calendar days after the end of the reporting period.

4.0 Term of Standing Offer

4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from date of issuance to 30 June 2013.

4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional two (2) consecutive one (1) year periods under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority three (3) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

5.0 Authorities

5.1 Standing Offer Authority

The Standing Offer Authority is:

Monique Beaudette
Supply Officer
Public Works and Government Services Canada
Acquisitions Branch
Suite 100-167 Lombard Avenue
P.O. Box 1408
Winnipeg, MB R3C 2Z1

Telephone No.: (204) 983-6676

Facsimile No.: (204) 983-7796

E-mail address: monique.beaudette@pwgsc-tpsgc.gc.ca

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

5.2 Project Authority

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

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

5.3 Offeror's Representative

Name: _____
 Telephone: _____
 Facsimile: _____
 E-mail: _____

6.0 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: The Department of National Defence, Canadian Forces Base, Shilo, Manitoba and Brandon Armouries, Brandon, Manitoba

7.0 Call-up Instrument

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

8.0 Limitation of Call-ups

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

9.0 Financial Limitation - Total

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 excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

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

10.0 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 (2012-03-02), General Conditions - Standing Offers - Goods or Services
- (d) the general conditions 2010C (2012-03-02), General Conditions - Services (Medium Complexity);
- (e) Annex A, Statement of Work;
- (f) Annex B, Basis of Payment;

- (g) Annex C, Insurance Requirements;
(h) Annex D, Standing Offer Usage Report;
(i) the Offeror's offer _____.

11.0 Certifications

11.1 Compliance

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

12.0 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 Manitoba.

13.0 SACC Manual Clauses

M3000C (2006-08-15), Price Lists

M3800C (2006-08-15), Estimates

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.

1.0 Statement of Work

The Contractor must provide the items detailed in the call-up against the Standing Offer.

2.0 Standard Clauses and Conditions

2.1 General Conditions

2010C (2012-03-02), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

Section 13 Interest on Overdue Accounts of 2010C (2012-03-02), General Conditions - Services (Medium Complexity) will not apply to payments made by credit cards.

3.0 Term of Contract

3.1 Period of the Contract

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

4.0 Payment

4.1 Basis of Payment - Firm Lot Price(s)

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm lot price(s) as specified in Annex B for a cost of \$ TBD at time of call-up. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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

4.2 Limitation of Price

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

4.3 SACC Manual Clauses

H1000C (2008-05-12), Single Payment
A9117C (2007-11-30), T1204 - Direct Request by Customer Department
C0710C (2007-11-30), Time and Contract Price Verification
C2000C (2007-11-30), Taxes - Foreign-based Contractor
C2610C (2007-11-30), Customs Duties - DND - Importer

4.4 Overtime

The Contractor must not perform any overtime under the Contract unless authorized in advance and in writing by the Contracting Authority. Any request for payment must be accompanied by a copy of the overtime authorization and a report containing the details of the overtime performed pursuant to the written authorization.

4.5 Payment by Credit Card

The following credit card(s) are accepted: TBD

5.0 Invoicing Instructions

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

Each invoice must be supported by:

- (a) a copy of time sheets to support the time claimed;
- (b) a copy of the release document and any other documents as specified in the Contract;
- (c) a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses.

2. Invoices must be distributed as follows:

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

(b) **One (1) copy must be forwarded to the Contracting Authority** identified under the section entitled "Authorities" of the Contract.

6.0 Insurance Requirements

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

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

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

7.0 SACC Manual Clauses

A9062C	(2011-05-16)	Canadian Forces Site Regulations
A9006C	(2008-05-12)	Defence Contract
A0285C	(2007-05-25)	Workers Compensation
A9039C	(2008-05-12)	Salvage

Statement of Work**ANNEX A**

Reference attached PDF document titled "*Annex A - Statement of Work*" attached herein.

Basis of Payment**ANNEX B**

It is **MANDATORY** that Offerors submit firm, all inclusive prices/rates for the period of the proposed Standing Offer Agreement.

THIS SECTION, WHEN COMPLETED, WILL BE CONSIDERED AS THE OFFEROR'S FINANCIAL PROPOSAL.

Offerors shall provide offers as per unit of issue requested. It is the responsibility of the offeror to provide conversion to the unit of issue requested. Failure to do so will render the offer non-responsive without further consideration.

Should there be an error in the extended pricing of the Offeror's offer, the unit pricing shall prevail and the extended pricing shall be corrected in the evaluation. Any errors in the quantities of the Offerors' offer shall be changed to reflect the quantities stated in the RFSO. The quantities specified below are provided for evaluation purposes only.

Rates quoted must remain firm for the period of the Standing Offer Agreement. Rates **MUST** include ALL costs associated with providing the service in accordance with the Statement of Work, Annex A attached herein. GST, if applicable, is not included and is to be shown as a separate item on any resulting invoice.

Payment will be made in accordance with the following pricing.

* The Extended Price for materials is calculated by subtracting the discount quoted to the total estimated expenditure. Example: Year 1, \$500.00 estimated expenditure; 10% discount quoted = \$500.00 - (\$500.00 x 10%) = \$450.00

Parts will be supplied FOB Destination including all delivery charges. The following definitions have been used to arrive at the figures noted:

- i) **MARK-UP** - The difference between the Contractor's laid-down cost for product and resale price to the Crown. Mark-up includes applicable internal cost allocation by the Contractor such as material handling and general and administrative (G&A) expenses plus profit.
- ii) **LAID-DOWN COST** - The cost incurred by a vendor to acquire a specific product or service for resale to the government. This includes but is not limited to the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage.

Standing Offer Period: Date of Award to 31 June 2013

BASIS OF PAYMENT - STANDING OFFER PERIOD FIRM UNIT PRICING, GST EXTRA, F.O.B. DESTINATION					
Item	Description	Est'd Qty	Unit of Issue	Unit Price	Extended Total
A. CARPETING					
1	Preparation, Supply and Installation of Carpet Type 1 (Appendix A, Item 2.1.4.1) and 8 mm underlay - including all labour, supervision, material and equipment				
a	To stairs	75	m ²	\$	\$
b	To rooms	100	m ²	\$	\$
2	Preparation, Supply and Installation of Carpet Type 2 (Appendix A, Item 2.1.4.2) and 8 mm underlay - including all labour, supervision, material and equipment				
a	To stairs	60	m ²	\$	\$
b	To rooms	100	m ²	\$	\$
3	Preparation, Supply and Installation of Carpet Type 1 (Appendix A, Item 2.1.4.1) glued down - including all labour, supervision, material and equipment				
a	To stairs	75	m ²	\$	\$
b		100	m ²	\$	\$
4	Preparation, Supply and Installation of Carpet Type 2 (Appendix A, Item 2.1.4.2) glued down - including all labour, supervision, material and equipment				
a	To stairs	60	m ²	\$	\$
b	To rooms	100	m ²	\$	\$
5	Removal of existing carpet:				
a	Fibre pad	40	m ²	\$	\$
b	Glued-down	160	m ²	\$	\$
6	Supply and install metal edging	30	m	\$	\$
7	Supply and install wood molding				
a	6.5 mm half-round and baseboard	56	m	\$	\$
b	Pre finished wood baseboard	56	m	\$	\$
8	Supply and install rubber cove base				
a	101.6 mm	100	m	\$	\$
b	155 mm	180	m	\$	\$
9	Adjust/modify doors	6	each	\$	\$
10	Repair existing carpet	6	hour	\$	\$
11	Type 1 Carpet - Supply Only	120	m ²	\$	\$
12	Type 2 carpet - Supply Only	80	m ²	\$	\$
13	Underlay - 8 mm high density - Supply Only	200	m ²	\$	\$
B. SHEET VINYL					
1	Repair of existing vinyl flooring	16	hour	\$	\$
2	Preparation, Supply and Installation of Vinyl/Linoleum flooring (Appendix A, Item 2.1.15) - including all labour, supervision, material and equipment				
a	Vinyl composite tile	120	m ²	\$	\$
b	High Vinyl Tile	36	m ²	\$	\$
c	Linoleum Tile	300	m ²	\$	\$
d	Sheet Vinyl, unfilled wear layer	30	m ²	\$	\$
e	Sheet Vinyl, filled wear layer	300	m ²	\$	\$
f	Sheet Linoleum (Battleship)	100	m ²	\$	\$

BASIS OF PAYMENT - STANDING OFFER PERIOD FIRM UNIT PRICING, GST EXTRA, F.O.B. DESTINATION					
Item	Description	Est'd Qty	Unit of Issue	Unit Price	Extended Total
3	Preparation, Supply and Installation of Vinyl/Linoleum flooring and underlay (Appendix A, Item 2.1.15) - including all labour, supervision, material and equipment				
a	Vinyl composite tile	60	m ²	\$	\$
b	High Vinyl Tile	24	m ²	\$	\$
c	Linoleum Tile	100	m ²	\$	\$
d	Sheet Vinyl, unfilled wear layer	10	m ²	\$	\$
e	Sheet Vinyl, filled wear layer	300	m ²	\$	\$
f	Sheet Linoleum (Battleship)	100	m ²	\$	\$
4	Supply and installation of metal edge strip	30	m	\$	\$
C. GENERAL SERVICES - including all labour, supervision, material and equipment					
D.	MATERIALS/REPLACEMENT PARTS (except free issue) shall be charged at the Contractor's laid down cost plus a mark-up of ____% not to exceed the Manufacturer's suggested retail price. Cost must be supported by copies of the contractor's paid invoices being submitted with invoice to DND. (Estimated Usage \$200.00).				

Option Year 1: 01 July, 2013 to 30 June 2014

BASIS OF PAYMENT - STANDING OFFER PERIOD FIRM UNIT PRICING, GST EXTRA, F.O.B. DESTINATION					
Item	Description	Est'd Qty	Unit of Issue	Unit Price	Extended Total
A. CARPETING					
1	Preparation, Supply and Installation of Carpet Type 1 (Appendix A, Item 2.1.4.1) and 8 mm underlay - including all labour, supervision, material and equipment				
a	To stairs	75	m ²	\$	\$
b	To rooms	100	m ²	\$	\$
2	Preparation, Supply and Installation of Carpet Type 2 (Appendix A, Item 2.1.4.2) and 8 mm underlay - including all labour, supervision, material and equipment				
a	To stairs	60	m ²	\$	\$
b	To rooms	100	m ²	\$	\$
3	Preparation, Supply and Installation of Carpet Type 1 (Appendix A, Item 2.1.4.1) glued down - including all labour, supervision, material and equipment				
a	To stairs	75	m ²	\$	\$
b		100	m ²	\$	\$
4	Preparation, Supply and Installation of Carpet Type 2 (Appendix A, Item 2.1.4.2) glued down - including all labour, supervision, material and equipment				
a	To stairs	60	m ²	\$	\$
b	To rooms	100	m ²	\$	\$
5	Removal of existing carpet:				
a	Fibre pad	40	m ²	\$	\$
b	Glued-down	160	m ²	\$	\$
6	Supply and install metal edging	30	m	\$	\$

BASIS OF PAYMENT - STANDING OFFER PERIOD FIRM UNIT PRICING, GST EXTRA, F.O.B. DESTINATION					
Item	Description	Est'd Qty	Unit of Issue	Unit Price	Extended Total
7	Supply and install wood molding				
a	6.5 mm half-round and baseboard	56	m	\$	\$
b	Pre finished wood baseboard	56	m	\$	\$
8	Supply and install rubber cove base				
a	101.6 mm	100	m	\$	\$
b	155 mm	180	m	\$	\$
9	Adjust/modify doors	6	each	\$	\$
10	Repair existing carpet	6	hour	\$	\$
11	Type 1 Carpet - Supply Only	120	m ²	\$	\$
12	Type 2 carpet - Supply Only	80	m ²	\$	\$
13	Underlay - 8 mm high density - Supply Only	200	m ²	\$	\$
B. SHEET VINYL					
1	Repair of existing vinyl flooring	16	hour	\$	\$
2	Preparation, Supply and Installation of Vinyl/Linoleum flooring (Appendix A, Item 2.1.15) - including all labour, supervision, material and equipment				
a	Vinyl composite tile	120	m ²	\$	\$
b	High Vinyl Tile	36	m ²	\$	\$
c	LinoleumTile	300	m ²	\$	\$
d	Sheet Vinyl, unfilled wear layer	30	m ²	\$	\$
e	Sheet Vinyl, filled wear layer	300	m ²	\$	\$
f	Sheet Linoleum (Battleship)	100	m ²	\$	\$
3	Preparation, Supply and Installation of Vinyl/Linoleum flooring and underlay (Appendix A, Item 2.1.15) - including all labour, supervision, material and equipment				
a	Vinyl composite tile	60	m ²	\$	\$
b	High Vinyl Tile	24	m ²	\$	\$
c	LinoleumTile	100	m ²	\$	\$
d	Sheet Vinyl, unfilled wear layer	10	m ²	\$	\$
e	Sheet Vinyl, filled wear layer	300	m ²	\$	\$
f	Sheet Linoleum (Battleship)	100	m ²	\$	\$
4	Supply and installation of metal edge strip	30	m	\$	\$
C. GENERAL SERVICES - including all labour, supervision, material and equipment					
D.	MATERIALS/REPLACEMENT PARTS (except free issue) shall be charged at the Contractor's laid down cost plus a mark-up of ____% not to exceed the Manufacturer's suggested retail price. Cost must be supported by copies of the contractor's paid invoices being submitted with invoice to DND. (Estimated Usage \$200.00).				

Option Year 2: 01 July, 2014 to 30 June 2015

BASIS OF PAYMENT - STANDING OFFER PERIOD FIRM UNIT PRICING, GST EXTRA, F.O.B. DESTINATION					
Item	Description	Est'd Qty	Unit of Issue	Unit Price	Extended Total
A. CARPETING					
1	Preparation, Supply and Installation of Carpet Type 1 (Appendix A, Item 2.1.4.1) and 8 mm underlay - including all labour, supervision, material and equipment				
a	To stairs	75	m ²	\$	\$
b	To rooms	100	m ²	\$	\$
2	Preparation, Supply and Installation of Carpet Type 2 (Appendix A, Item 2.1.4.2) and 8 mm underlay - including all labour, supervision, material and equipment				
a	To stairs	60	m ²	\$	\$
b	To rooms	100	m ²	\$	\$
3	Preparation, Supply and Installation of Carpet Type 1 (Appendix A, Item 2.1.4.1) glued down - including all labour, supervision, material and equipment				
a	To stairs	75	m ²	\$	\$
b		100	m ²	\$	\$
4	Preparation, Supply and Installation of Carpet Type 2 (Appendix A, Item 2.1.4.2) glued down - including all labour, supervision, material and equipment				
a	To stairs	60	m ²	\$	\$
b	To rooms	100	m ²	\$	\$
5	Removal of existing carpet:				
a	Fibre pad	40	m ²	\$	\$
b	Glued-down	160	m ²	\$	\$
6	Supply and install metal edging	30	m	\$	\$
7	Supply and install wood molding				
a	6.5 mm half-round and baseboard	56	m	\$	\$
b	Pre finished wood baseboard	56	m	\$	\$
8	Supply and install rubber cove base				
a	101.6 mm	100	m	\$	\$
b	155 mm	180	m	\$	\$
9	Adjust/modify doors	6	each	\$	\$
10	Repair existing carpet	6	hour	\$	\$
11	Type 1 Carpet - Supply Only	120	m ²	\$	\$
12	Type 2 carpet - Supply Only	80	m ²	\$	\$
13	Underlay - 8 mm high density - Supply Only	200	m ²	\$	\$
B. SHEET VINYL					
1	Repair of existing vinyl flooring	16	hour	\$	\$
2	Preparation, Supply and Installation of Vinyl/Linoleum flooring (Appendix A, Item 2.1.15) - including all labour, supervision, material and equipment				
a	Vinyl composite tile	120	m ²	\$	\$
b	High Vinyl Tile	36	m ²	\$	\$
c	Linoleum Tile	300	m ²	\$	\$
d	Sheet Vinyl, unfilled wear layer	30	m ²	\$	\$

Solicitation No. - N° de l'invitation

W0118-12S013/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

wpg205

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

W0118-12S013

WPG-1-34499

BASIS OF PAYMENT - STANDING OFFER PERIOD FIRM UNIT PRICING, GST EXTRA, F.O.B. DESTINATION					
Item	Description	Est'd Qty	Unit of Issue	Unit Price	Extended Total
e	Sheet Vinyl, filled wear layer	300	m ²	\$	\$
f	Sheet Linoleum (Battleship)	100	m ²	\$	\$
3	Preparation, Supply and Installation of Vinyl/Linoleum flooring and underlay (Appendix A, Item 2.1.15) - including all labour, supervision, material and equipment				
a	Vinyl composite tile	60	m ²	\$	\$
b	High Vinyl Tile	24	m ²	\$	\$
c	LinoleumTile	100	m ²	\$	\$
d	Sheet Vinyl, unfilled wear layer	10	m ²	\$	\$
e	Sheet Vinyl, filled wear layer	300	m ²	\$	\$
f	Sheet Linoleum (Battleship)	100	m ²	\$	\$
4	Supply and installation of metal edge strip	30	m	\$	\$
C. GENERAL SERVICES - including all labour, supervision, material and equipment					
D.	MATERIALS/REPLACEMENT PARTS (except free issue) shall be charged at the Contractor's laid down cost plus a mark-up of ____% not to exceed the Manufacturer's suggested retail price. Cost must be supported by copies of the contractor's paid invoices being submitted with invoice to DND. (Estimated Usage \$200.00).				

Insurance Requirements**ANNEX C****1.0 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.
 - (n) Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
 - (o) 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.

2.0 Automobile Liability Insurance

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

The policy must include the following:

Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
Accident Benefits - all jurisdictional statutes
Uninsured Motorist Protection

Solicitation No. - N° de l'invitation

W0118-12S013/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

wpg205

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

W0118-12S013

File No. - N° du dossier

WPG-1-34499

CCC No./N° CCC - FMS No/ N° VME

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

Annex D**Standing Offer Usage Report**

Return to:

ATTN.: Monique Beaudette
Public Works and Government Services Canada
Acquisitions Branch
Facsimile: (204) 983-7796
Telephone: (204) 983-6676
Email: monique.beaudette@pwgsc-tpsgc.gc.ca

Quarterly Usage Report Schedule:

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

REPORT ON THE VOLUME OF BUSINESS WITH FEDERAL GOVERNMENT DEPARTMENTS AND AGENCIES

SUPPLIER: _____

STANDING OFFER NO: _____

DEPARTMENT OR AGENCY: _____

REPORTING PERIOD: _____

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

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

PREPARED BY: _____

NAME: _____

TELEPHONE NO.: _____

Solicitation No. - N° de l'invitation

W0118-12S013/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

wpg205

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

W0118-12S013

File No. - N° du dossier

WPG-1-34499

CCC No./N° CCC - FMS No/ N° VME

SIGNATURE: _____

DATE: _____

PART 1 - GENERAL1.1 REFERENCES

- .1 CAN/ULC-S102.2-M88 - Standard of Method of Test for Surface Burning Characteristics of Flooring, Floor Covering and Miscellaneous Materials and Assemblies.
- .2 CAN/CGSB-4.155-M88 - Flammability of Soft Floor covering.
- .3 CGSB 4-GP-129 - Carpets, Commercial.
- .4 CAN/CGSB-25.20-M88 - Surface Sealer Floors.
- .5 CGSB 4-GP-156 - Direct Glue-Down Carpets, Guide to Selection and Installation.
- .6 CSA A126.3-M1984 - Sheet Vinyl Flooring Products.
- .7 CAN/CGSB-1.38-M91 - Interior Enamel Undercoated.
- .8 CAN/CGSB-1.60-M89 - Interior Alkyd Gloss Enamel.
- .9 CGSB 4-GP-36M - Carpet Underlay, Fibre Type.
- .10 CAN/CGSB-4.161-M87 - Carpet for Residential Use.

1.2 SAMPLES

- .1 Submit duplicate 1.0 m square pieces of each type carpet specified, duplicate 125 X 75 mm pieces for each colour selected, 300 mm square pieces of underpad 150 mm lengths of carpet gripper and binder bars, in accordance with Section 01001 - General Instructions Product Data and Samples.

1.3 MAINTENANCE
DATA AND
PAMPHLETS

- .1 Provide maintenance data and pamphlets for carpet maintenance specified in Appendix A,.

PART 2 - PRODUCTS2.1 MATERIALS

- .1 Carpets required to have flame spread rating or smoke developed classification to be tested in accordance

with CAN/ULC-S012.2-M88 and CAN/CGSB-4.155-M88 for floor surface covering and be certified by ULC.

- .2 Test data from other laboratories may be approved upon submission to Fire Commissioner for Canada.
- .3 Carpet: all carpet material shall be of good quality, free from imperfections, embedded foreign matter or other defects which would mar its appearance or durability and shall meet the requirements of CGSB 4-GP-129 and CAN4-S102.2.
- .4 Carpet shall conform to:
 - .1 Type 1 (broadloom):
 - .1 Fibre: 100% nylon, Made in Canada.
 - .2 Construction: interlocking textured or level loop.
 - .3 Pile height: 4mm/2.5mm (textured) or 4mm (level).
 - .4 Stitch count: min 51/10 cm (textured) or min 44/10 cm (level).
 - .5 Pile weight 28oz (950g/m²) for textured or 24oz (814g/m²) for level.
 - .6 Backing system: Woven polypropylene with zipper-lock.
 - .7 Static Control: under 3kV at 20% RH and 21C (CAN/CFSB-4.155-M88).
 - .8 Dyeing Process: Solution Dyed.
 - .9 Wear Guarantee: Lifetime for no zippering, no edge ravel, no delamination, stainproof.
 - .10 Kilotex: 14.7 (28oz) or 12.8 (24oz).
 - .11 Sustainability: eligible for recycling program.
 - .12 Acceptability of material:
 - .1 The above performance criteria is based upon "Kraus Regiment Pro" carpets.
 - .2 Type 2 (tile):
 - .1 Fibre: 100% nylon, Made in Canada.
 - .2 Construction: interlocking scroll loop, 600 x 600mm modular or tile.
 - .3 Pile weight: 24oz (814g/m²) .
 - .4 Backing system: Woven polypropylene with zipper-lock.
 - .5 Dyeing Process: 80% solution dyed and 20% yarn dyed.
 - .6 Wear Guarantee: Lifetime for no zippering, no edge ravel, no delamination, stainproof.
 - .7 Sustainability: eligible for recycling program; min 30% pre-consumer in face fibre material and 40% post-consumer in backing material
 - .8 Acceptability of material:
 - .1 The above performance criteria is based upon "Kraus 7058 Wavelength" modular carpets.
- .5 Carpet Underlay: Type recommended by carpet manufacturer and CGSB 4-GP-36M.

Annex A

Statement of Work - Flooring

- .6 Carpet grippers: types recommended by carpet manufacturer for glue-down and under-lay installations.
- .7 Seaming tape: of types as recommended by carpet manufacturer for purpose intended.
- .8 Binder bars: aluminum finish, bronze colour of type recommended by carpet manufacturer.
- .9 Adhesive: type of brand recommended by carpet manufacturer.
- .10 Concrete floor sealer: to CAN/CGSB-25.20-M88, Type 1.
- .11 Subfloor filler: white premix latex requiring only water to product cementitious paste.
- .12 Moulding:
 - .1 Wood moulding shall be Douglas Fir - size and type as selected and approved by the Engineer.
 - .2 Metal mouldings shall be of design, size and thickness as selected and approved by the Engineer.
- .13 Adhesives strip: shall be as recommended by the carpet manufacturer and approved by the Engineer.
- .14 Rubber cover base: shall be 3.2 mm thick, 150 mm or 101.6 mm high, top set cove base, color to be chosen by CE Contracts. Adhesive for rubber base shall be of the type recommended by the manufacturer.
- .15 Materials:
 - .1 Floor Tile, 12x12 or 18x18, zero PVC, zero plasticizers, zero VOC's, minimum thickness - 2mm.
 - .2 High Vinyl Tile to CSA A126.2-M1984, Type A.
 - .3 Linoleum Tiles to CSA A146-1965.
 - .4 Sheet Vinyl, unfilled wear layer to CSA A126.3-M1984, Type 1, Grades 1 and 2.
 - .5 Sheet Vinyl, filled wear layer to CSA A126.3-M1984, Type 2, Grades 1 and 2.
 - .6 Sheet Vinyl Linoleum to CSA A146-1965 (Battleship).
 - .7 Engineer shall select specific requirement and colours from manufacturer's samples.
- .16 Proboard: as recommended by Sheet Vinyl manufacturer.
- .17 Primers - adhesive, sub-floor filters, levellers and sealers - as recommended by flooring manufacturer.
- .18 Metal edge strip - aluminum extruded, smooth polished with lip to extend under floor finish.
- .19 Colours - to be chosen by the Engineer.

PART 3 - EXECUTION

3.1 CARPETING

- .1 Workmanship:
 - .1 Install glue-down carpet in accordance with CGSB 4-GP-156 and manufacturer's printed instructions.
 - .2 Install underlay and carpeting in accordance with manufacturer's printed instructions.
 - .3 Install carpeting after finishing work is completed but before demountable office partitions and telephone and electrical pedestal outlets are installed.
 - .4 Finish installation to present smooth wearing surface free from conspicuous seams, burring and other faults.
 - .5 Use material from same dye lot and ensure colour, pattern and texture match within any one area.
- .2 Inspection:
 - .1 The Contractor shall insure that surface is satisfactory for installation of carpet.
 - .2 The Contractor shall report defects to the Engineer.
 - .3 Contractor shall remove any existing floor finish, if required, clean and prepared surface.
 - .4 Commencement of the work will imply the acceptance of the surface as being satisfactory for laying carpet and the Contractor alone shall be responsible for the finished job.
- .3 Preparation:
 - .1 Prepare floor surfaces for glue-down carpeting in accordance with CGSB 4-GP-156 and manufacturer's printed instructions.
 - .2 Ensure toeless type resilient base is installed before proceeding with carpeting.
 - .3 Remove sub-floor ridges and lumps. Fill low sports, cracks, joints, holes and other defects with sub-floor filler.
 - .4 Clean floor and apply filler; trowel and float to leave smooth, flat hard surface. Prohibit traffic until filler is cured and dry.
 - .5 Prime, seal and proboard sub-floor to floor manufacturer's's printed instructions.
 - .6 Proboard sub-floor to be ring nailed 100 mm on centre each way and glued.
- .4 Base Application:
 - .1 Lay out base to keep number of joint to a minimum.
 - .2 Set base in adhesive tightly by using 3.0 kg hand roller, against wall and floor surfaces.
 - .3 Install straight and level to variations of 1:100.
 - .4 Scribe and fit to door frames and other obstructions. Use premoulded end pieces at flush door frames.
 - .5 Cope internal corners. Use premoulded corner

units for right angle external corners. U formed straight base material for external corners and other angles.

.6 Install toeless type base before installation of carpet on floor.

.5 Installation:

.1 Install glue-down carpet in accordance to CGSB 4-GP-156 and manufacturer's specification.

.2 Install polyethylene sheet between floor and underlay.

.3 Install carpet gripper at room perimeter to conform to high and low spots in floor using carpet gripper, cement and nails.

.4 Install carpet tightly and fit nearly around perimeter of room into recesses and around projections through the floor.

.5 Seal Edge of cut-outs with latex or use positive binding method.

.6 Seal seam on direct glue down carpets.

.7 Finish installation shall be free from conspicuous seams, frayed edges, burring and other faults.

.8 Ensure colour, pattern and texture match within any one area.

.9 Maintain constant pile directions.

.10 Protect traffic areas of carpeted floors with polyethylene drop sheets. Tape joints to prevent shifting.

.11 Install new wood/metal mouldings, where new mouldings are required. Existing moulding can be reused only if in good condition and approved by Engineer.

.12 Adjust/modify all doors, after laying of carpet, by sawing off the bottom of the door with a handsaw, so that there is a minimum clearance of 8.4 mm between carpet and bottom of door.

3.2 RESILIENT TILE
SHEET FLOORING
APPLICATION

.1 Apply adhesive uniformly using recommended trowel Sheet Flooring in accordance with flooring manufacturer's instructions. Do not spread more adhesive that can be covered by flooring before initial set takes place.

.2 Lay flooring with joints parallel to building lines to produce symmetrical pattern. Border tiles shall be a minimum of half tile width.

.3 Install flooring with pattern grain parallel for all units and parallel to length of room.

.4 Check manufacturer's recommendations for rolling resilient tile and sheet flooring and for weight of roller to ensure full adhesive.

.5 Cut tile and fit neatly around fixed objects.

.6 Install flooring in pan type floor access covers

Annex A

Statement of Work - Flooring

maintaining floor pattern.

- .7 Continue flooring through areas to receive moveable type partitions without interrupting floor pattern.
- .8 Terminate flooring at centre line of door in openings where adjacent floor finish or colour is dissimilar.
- .9 Install metal edge strips at unprotected or exposed edges where flooring terminates.

3.3 PAINTING

- .1 For new wood moulding, apply:
 - .1 1 coat enamel under coat to CAN/CGSB-1.38-M91.
 - .2 2 coats enamel gloss, interior to CAN/CGSB-1.60-M89.
- .2 For existing wood moulding, apply:
 - .1 1 coat spot prime to CAN/CGSB-1.60-M89.
 - .2 1 coat enamel gloss, interior to CAN/CGSB-1.60-M89.
- .3 All colours to match existing or as directed by the Engineer.

3.4 CLEANING

- .1 Clean and/or vacuum carpet/resilient tile as specified by the manufacturer. All cleaning shall be done to the complete satisfaction of the Engineer.

Annex B

Basis of Payment

It is **MANDATORY** that Offerors submit firm, all inclusive prices/rates for the period of the proposed Standing Offer Agreement.

THIS SECTION, WHEN COMPLETED, WILL BE CONSIDERED AS THE OFFEROR'S FINANCIAL PROPOSAL.

Offerors shall provide offers as per unit of issue requested. It is the responsibility of the offeror to provide conversion to the unit of issue requested. Failure to do so will render the offer non-responsive without further consideration.

Should there be an error in the extended pricing of the Offeror's offer, the unit pricing shall prevail and the extended pricing shall be corrected in the evaluation. Any errors in the quantities of the Offerors' offer shall be changed to reflect the quantities stated in the RFSO. The quantities specified below are provided for evaluation purposes only.

Rates quoted must remain firm for the period of the Standing Offer Agreement. Rates MUST include ALL costs associated with providing the service in accordance with the Statement of Work, Annex A attached herein. GST, if applicable, is not included and is to be shown as a separate item on any resulting invoice.

Payment will be made in accordance with the following pricing.

* The Extended Price for materials is calculated by subtracting the discount quoted to the total estimated expenditure. Example: Year 1, \$500.00 estimated expenditure; 10% discount quoted = \$500.00 - (\$500.00 x 10%) = \$450.00

Parts will be supplied FOB Destination including all delivery charges. The following definitions have been used to arrive at the figures noted:

i) **MARK-UP** - The difference between the Contractor's laid-down cost for product and resale price to the Crown. Mark-up includes applicable internal cost allocation by the Contractor such as material handling and general and administrative (G&A) expenses plus profit.

ii) **LAID-DOWN COST** - The cost incurred by a vendor to acquire a specific product or service for resale to the government. This includes but is not limited to the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage.

Standing Offer period: Award date to 30 June 2013

BASIS OF PAYMENT - STANDING OFFER PERIOD FIRM UNIT PRICING, GST EXTRA, F.O.B. DESTINATION					
Item	Description	Est'd Qty	Unit of Issue	Unit Price	Extended Total
A. CARPETING					
1	Preparation, Supply and Installation of Carpet Type 1 (Appendix A, Item 2.1.4.1) and 8 mm underlay - including all labour, supervision, material and equipment				
a	To stairs	75	m ²	\$	\$
b	To rooms	100	m ²	\$	\$
2	Preparation, Supply and Installation of Carpet Type 2 (Appendix A, Item 2.1.4.2) and 8 mm underlay - including all labour, supervision, material and equipment				
a	To stairs	60	m ²	\$	\$
b	To rooms	100	m ²	\$	\$
3	Preparation, Supply and Installation of Carpet Type 1 (Appendix A, Item 2.1.4.1) glued down - including all labour, supervision, material and equipment				
a	To stairs	75	m ²	\$	\$
b		100	m ²	\$	\$
4	Preparation, Supply and Installation of Carpet Type 2 (Appendix A, Item 2.1.4.2) glued down - including all labour, supervision, material and equipment				
a	To stairs	60	m ²	\$	\$
b	To rooms	100	m ²	\$	\$
5	Removal of existing carpet:				
a	Fibre pad	40	m ²	\$	\$
b	Glued-down	160	m ²	\$	\$
6	Supply and install metal edging	30	m	\$	\$
7	Supply and install wood molding				
a	6.5 mm half-round and baseboard	56	m	\$	\$
b	Pre finished wood baseboard	56	m	\$	\$
8	Supply and install rubber cove base				
a	101.6 mm	100	m	\$	\$
b	155 mm	180	m	\$	\$
9	Adjust/modify doors	6	each	\$	\$
10	Repair existing carpet	6	hour	\$	\$
11	Type 1 Carpet - Supply Only	120	m ²	\$	\$
12	Type 2 carpet - Supply Only	80	m ²	\$	\$
13	Underlay - 8 mm high density - Supply Only	200	m ²	\$	\$
B. SHEET VINYL					
1	Repair of existing vinyl flooring	16	hour	\$	\$
2	Preparation, Supply and Installation of Vinyl/Linoleum flooring (Appendix A, Item 2.1.15) - including all labour, supervision, material and equipment				
a	Vinyl composite tile	120	m ²	\$	\$
b	High Vinyl Tile	36	m ²	\$	\$
c	Linoleum Tile	300	m ²	\$	\$
d	Sheet Vinyl, unfilled wear layer	30	m ²	\$	\$
e	Sheet Vinyl, filled wear layer	300	m ²	\$	\$
f	Sheet Linoleum (Battleship)	100	m ²	\$	\$
3	Preparation, Supply and Installation of Vinyl/Linoleum flooring and underlay (Appendix A, Item 2.1.15) - including all labour, supervision, material and equipment				

BASIS OF PAYMENT - STANDING OFFER PERIOD FIRM UNIT PRICING, GST EXTRA, F.O.B. DESTINATION					
Item	Description	Est'd Qty	Unit of Issue	Unit Price	Extended Total
a	Vinyl composite tile	60	m ²	\$	\$
b	High Vinyl Tile	24	m ²	\$	\$
c	Linoleum Tile	100	m ²	\$	\$
d	Sheet Vinyl, unfilled wear layer	10	m ²	\$	\$
e	Sheet Vinyl, filled wear layer	300	m ²	\$	\$
f	Sheet Linoleum (Battleship)	100	m ²	\$	\$
4	Supply and installation of metal edge strip	30	m	\$	\$
C. GENERAL SERVICES - including all labour, supervision, material and equipment					
D.	MATERIALS/REPLACEMENT PARTS (except free issue) shall be charged at the Contractor's laid down cost plus a mark-up of ____% not to exceed the Manufacturer's suggested retail price. Cost must be supported by copies of the contractor's paid invoices being submitted with invoice to DND. (Estimated Usage \$200.00).				

Option Year 1: 01 July, 2013 to 30 June 2014

BASIS OF PAYMENT - STANDING OFFER PERIOD FIRM UNIT PRICING, GST EXTRA, F.O.B. DESTINATION					
Item	Description	Est'd Qty	Unit of Issue	Unit Price	Extended Total
A. CARPETING					
1	Preparation, Supply and Installation of Carpet Type 1 (Appendix A, Item 2.1.4.1) and 8 mm underlay - including all labour, supervision, material and equipment				
a	To stairs	75	m ²	\$	\$
b	To rooms	100	m ²	\$	\$
2	Preparation, Supply and Installation of Carpet Type 2 (Appendix A, Item 2.1.4.2) and 8 mm underlay - including all labour, supervision, material and equipment				
a	To stairs	60	m ²	\$	\$
b	To rooms	100	m ²	\$	\$
3	Preparation, Supply and Installation of Carpet Type 1 (Appendix A, Item 2.1.4.1) glued down - including all labour, supervision, material and equipment				
a	To stairs	75	m ²	\$	\$
b		100	m ²	\$	\$
4	Preparation, Supply and Installation of Carpet Type 2 (Appendix A, Item 2.1.4.2) glued down - including all labour, supervision, material and equipment				
a	To stairs	60	m ²	\$	\$
b	To rooms	100	m ²	\$	\$
5	Removal of existing carpet:				
a	Fibre pad	40	m ²	\$	\$
b	Glued-down	160	m ²	\$	\$
6	Supply and install metal edging	30	m	\$	\$
7	Supply and install wood molding				
a	6.5 mm half-round and baseboard	56	m	\$	\$
b	Pre finished wood baseboard	56	m	\$	\$
8	Supply and install rubber cove base				
a	101.6 mm	100	m	\$	\$
b	155 mm	180	m	\$	\$

BASIS OF PAYMENT - STANDING OFFER PERIOD FIRM UNIT PRICING, GST EXTRA, F.O.B. DESTINATION					
Item	Description	Est'd Qty	Unit of Issue	Unit Price	Extended Total
9	Adjust/modify doors	6	each	\$	\$
10	Repair existing carpet	6	hour	\$	\$
11	Type 1 Carpet - Supply Only	120	m ²	\$	\$
12	Type 2 carpet - Supply Only	80	m ²	\$	\$
13	Underlay - 8 mm high density - Supply Only	200	m ²	\$	\$
B. SHEET VINYL					
1	Repair of existing vinyl flooring	16	hour	\$	\$
2	Preparation, Supply and Installation of Vinyl/Linoleum flooring (Appendix A, Item 2.1.15) - including all labour, supervision, material and equipment				
a	Vinyl composite tile	120	m ²	\$	\$
b	High Vinyl Tile	36	m ²	\$	\$
c	LinoleumTile	300	m ²	\$	\$
d	Sheet Vinyl, unfilled wear layer	30	m ²	\$	\$
e	Sheet Vinyl, filled wear layer	300	m ²	\$	\$
f	Sheet Linoleum (Battleship)	100	m ²	\$	\$
3	Preparation, Supply and Installation of Vinyl/Linoleum flooring and underlay (Appendix A, Item 2.1.15) - including all labour, supervision, material and equipment				
a	Vinyl composite tile	60	m ²	\$	\$
b	High Vinyl Tile	24	m ²	\$	\$
c	LinoleumTile	100	m ²	\$	\$
d	Sheet Vinyl, unfilled wear layer	10	m ²	\$	\$
e	Sheet Vinyl, filled wear layer	300	m ²	\$	\$
f	Sheet Linoleum (Battleship)	100	m ²	\$	\$
4	Supply and installation of metal edge strip	30	m	\$	\$
C. GENERAL SERVICES - including all labour, supervision, material and equipment					
D.	MATERIALS/REPLACEMENT PARTS (except free issue) shall be charged at the Contractor's laid down cost plus a mark-up of _____% not to exceed the Manufacturer's suggested retail price. Cost must be supported by copies of the contractor's paid invoices being submitted with invoice to DND. (Estimated Usage \$200.00) .				

Option Year 2: 01 July, 2014 to 30 June 2015

BASIS OF PAYMENT - STANDING OFFER PERIOD FIRM UNIT PRICING, GST EXTRA, F.O.B. DESTINATION					
Item	Description	Est'd Qty	Unit of Issue	Unit Price	Extended Total
A. CARPETING					
1	Preparation, Supply and Installation of Carpet Type 1 (Appendix A, Item 2.1.4.1) and 8 mm underlay - including all labour, supervision, material and equipment				
a	To stairs	75	m ²	\$	\$
b	To rooms	100	m ²	\$	\$
2	Preparation, Supply and Installation of Carpet Type 2 (Appendix A, Item 2.1.4.2) and 8 mm underlay - including all labour, supervision, material and equipment				
a	To stairs	60	m ²	\$	\$
b	To rooms	100	m ²	\$	\$
3	Preparation, Supply and Installation of Carpet Type 1 (Appendix A, Item 2.1.4.1) glued down - including all labour, supervision, material and equipment				
a	To stairs	75	m ²	\$	\$
b		100	m ²	\$	\$
4	Preparation, Supply and Installation of Carpet Type 2 (Appendix A, Item 2.1.4.2) glued down - including all labour, supervision, material and equipment				
a	To stairs	60	m ²	\$	\$
b	To rooms	100	m ²	\$	\$
5	Removal of existing carpet:				
a	Fibre pad	40	m ²	\$	\$
b	Glued-down	160	m ²	\$	\$
6	Supply and install metal edging	30	m	\$	\$
7	Supply and install wood molding				
a	6.5 mm half-round and baseboard	56	m	\$	\$
b	Pre finished wood baseboard	56	m	\$	\$
8	Supply and install rubber cove base				
a	101.6 mm	100	m	\$	\$
b	155 mm	180	m	\$	\$
9	Adjust/modify doors	6	each	\$	\$
10	Repair existing carpet	6	hour	\$	\$
11	Type 1 Carpet - Supply Only	120	m ²	\$	\$
12	Type 2 carpet - Supply Only	80	m ²	\$	\$
13	Underlay - 8 mm high density - Supply Only	200	m ²	\$	\$
B. SHEET VINYL					
1	Repair of existing vinyl flooring	16	hour	\$	\$
2	Preparation, Supply and Installation of Vinyl/Linoleum flooring (Appendix A, Item 2.1.15) - including all labour, supervision, material and equipment				
a	Vinyl composite tile	120	m ²	\$	\$
b	High Vinyl Tile	36	m ²	\$	\$
c	Linoleum Tile	300	m ²	\$	\$
d	Sheet Vinyl, unfilled wear layer	30	m ²	\$	\$
e	Sheet Vinyl, filled wear layer	300	m ²	\$	\$
f	Sheet Linoleum (Battleship)	100	m ²	\$	\$
3	Preparation, Supply and Installation of Vinyl/Linoleum flooring and underlay (Appendix A, Item 2.1.15) - including all labour, supervision, material and equipment				

BASIS OF PAYMENT - STANDING OFFER PERIOD FIRM UNIT PRICING, GST EXTRA, F.O.B. DESTINATION					
Item	Description	Est'd Qty	Unit of Issue	Unit Price	Extended Total
a	Vinyl composite tile	60	m ²	\$	\$
b	High Vinyl Tile	24	m ²	\$	\$
c	LinoleumTile	100	m ²	\$	\$
d	Sheet Vinyl, unfilled wear layer	10	m ²	\$	\$
e	Sheet Vinyl, filled wear layer	300	m ²	\$	\$
f	Sheet Linoleum (Battleship)	100	m ²	\$	\$
4	Supply and installation of metal edge strip	30	m	\$	\$
C. GENERAL SERVICES - including all labour, supervision, material and equipment					
D.	MATERIALS/REPLACEMENT PARTS (except free issue) shall be charged at the Contractor's laid down cost plus a mark-up of _____% not to exceed the Manufacturer's suggested retail price. Cost must be supported by copies of the contractor's paid invoices being submitted with invoice to DND. (Estimated Usage \$200.00).				

1 DESCRIPTION OF WORK

- .1 Work under this Contract covers the furnishing of all labour, tools, materials, transportation, equipment and supervision required for the repair, replacement or new installation of carpeting and sheet or vinyl tile flooring and associated materials in Base buildings at Canadian Forces Base Shilo, Manitoba and Brandon Armouries, Brandon, Manitoba on an as and when required basis.
- .2 Work included by this Contract is detailed in Annex A and not necessarily confined to the following:
 - .1 Removal of base moulding.
 - .2 Removal of cove moulding from under nosing.
 - .3 Removal of existing floor coverings.
 - .4 Repair stairs, landings and winder for smooth surfaces.
 - .5 Supply and install metal edge strips.
 - .6 Supply and install carpet grippers.
 - .7 Supply and install all adhesives.
 - .8 Seaming joints.
 - .9 Adhesive strips.
 - .10 Repair to carpets.
 - .11 Supply and install carpets - glue and staple down.
 - .12 Supply and install sheet vinyl.
 - .13 Carpet to be full width of stairs and rooms.
 - .14 Supply and install wood moulding and/or baseboard where required.
- .3 Supply and install rubber cove base where required.
- .4 Adjust and/or modify doors, etc., where required.
- .5 Paint new or reused moulding, baseboard and doors.
- .6 Protection of buildings or personal property.
- .7 Clean-up.

2 DEFINITIONS

- .1 A person to be named at the startup meeting will be the Technical Authority for all work done on this Contract and will be the direct point of contact for the Contractor.
- .2 All on site matters will be handled by CE Contracts.

3 SHILO'S "ENVIRONMENTAL" POLICY

- .1 In accordance with Canadian Forces Base Shilo's "Environmental" policy, the Contractor shall propose "environmentally safe" products for those materials listed.
- .2 For all adhesives, glues and solvent products used, the Contractor shall submit MSDS sheets to CE Contracts showing the use of "environmentally safe" products.

Appendix A

General Labour

	.3	For any changes made to the above products during the course of the contract, CE Contracts must be made aware prior to use including the submission of product and MSDS sheets.
<u>4 DOCUMENTS REQUIRED</u>	.1	Maintain at job site, one set of drawings, specifications or scope of work.
<u>5 WORK SCHEDULE</u>	.1	Contractor shall provide a work schedule to CE Contracts for review prior to commencing each work requisition.
<u>6 CUTTING AND PATCHING</u>	.1	Cut and patch as required to make work fit.
	.2	Make cuts with clean, true, smooth edges.
	.3	Where new work connects with existing and where existing work is altered, cut, patch and make good to match existing work.
<u>7 OCCUPANT DISRUPTION AND SECURITY</u>	.1	Execute work with least possible interference or disturbance to occupants, public and normal use of premises. Arrange with CE Contracts to facilitate execution or work.
	.2	Where security has been reduced by work of contract, provide temporary means to maintain security to the CE Contracts's approval.
<u>8 ASBESTOS DISCOVERY</u>	.1	Asbestos can be hazardous to health. Should existing flooring or other material in the vicinity of flooring work resembling asbestos be encountered in course of work, stop work and notify CE Contracts immediately. Do not proceed until written instructions have been received from CE Contracts.
<u>9 ADDITIONAL DRAWINGS</u>	.1	CE Contracts may furnish additional drawings for clarification. These additional drawings have same meaning and intent as if they were included with plans referred to in Contract documents.
<u>10 REGULATIONS</u>	.1	The Contractor undertakes and agrees to comply with all Base Standing Orders and other regulations in force on site where the work is to be performed.

Appendix A

General Labour

<u>11 QUALIFICATIONS</u>	.1	Workers shall be skilled in the application of proposed flooring and related materials.
<u>12 ON SITE SUPERVISION</u>	.1	The Contractor shall provide on the job site a full-time, experienced supervisor capable of and having authority to speak on his behalf to the CE Contracts on day-to-day matters.
<u>13 HOURS OF WORK</u>	.1	The Contractor shall comply with normal working hours (7:30 AM to 4:00 PM).
	.2	Working outside of normal working hours must be approved by CE Contracts prior to doing so.
<u>14 PROCEDURES</u>	.1	The Contractor shall report to CE Contracts prior to the starting of work.
	.2	The Contractor shall bring his copy of the requisition (DSS 942) with him or in the event of a telephone call-out, obtain same from the CE Contractor Inspector.
	.3	The Contractor shall submit a completed requisition (DSS 942) and an itemized slip for such completed work as applicable.
<u>15 REMOVAL OF MATERIAL AND EQUIPMENT</u>	.1	The Contractor shall not remove an salvageable materials or hardware from the job site without written permission from CE Contracts and confirming material is indeed salvageable.
<u>16 COMMENCING WORK</u>	.1	The Contractor shall not commence work without first obtaining the approval of CE Contracts.
	.2	The Contractor shall be responsible for providing 24 hrs notice to the building occupant of intent to begin work for each new requisistion.
<u>17 INSPECTION</u>	.1	CE Contracts shall be given ample notice and opportunity to inspect each completed phase of work. Work shall not proceed until the proceeding phase has been approved.
<u>18 WORKMANSHIP</u>	.1	All workmanship and materials shall be of a high

Appendix A

General Labour

MATERIALS

standard as detailed herein.

- .2 The Contractor shall make good inferior workmanship and replace defective materials at his own expense.
- .3 It is the Contractor's responsibility to produce an acceptable end result regardless of labour or quantity of material required.
- .4 Care shall be taken in the removal of existing materials (ie baseboards, existing carpet and underlay). The Contractor shall repair base substrate as directed by CE Contracts. (Rotted substrate shall be reported to CE Contracts.)

19 SMOKING POLICY

- .1 There shall be **NO SMOKING within any Base Buildings, Ammo Compound or Petroleum, Oil and Lubricant (POL) compound at any time.**

20 GUARANTEE

- .1 The Contractor shall guarantee both labour and materials for a minimum of 1(one) year.
- .2 Materials shall be guaranteed as specified by the manufacturer with a minimum of 1(one) year.

21 HEATING AND VENTILATION

- .1 Contractor is responsible for providing temporary heat and/or ventilation in enclosed areas as required to:
 - .1 Provide adequate ventilation to meet federal and provincial health regulations for a safe working environment for the Contractor's workers and for the building occupants working in or adjacent areas of the building.
 - .2 Prevent accumulations of fumes, vapours or gases in areas occupied during flooring operations.
 - .3 Provide local exhaust ventilation, including fresh supply air, to prevent harmful accumulation of hazardous substances into atmosphere of occupied areas.
 - .4 A "ventilation plan" must be reviewed and approved by CE Contracts prior to any work commencing.

22 SAFETY MEASURES

- .1 Observe safety measures of National Building Code 2010 Part 8, Manitoba Workplace Safety and Health regulations and guidelines for various flooring applications, Workers Compensation Board (WCB) and municipal authority provided that in any case of conflict or discrepancy, the more stringent requirement shall apply.

Appendix A

General Labour

- .2 Contractor is aware of, and accepts, the appropriate safety and health jurisdiction. Contractor accepts the responsibility to comply with the specified provincial and federal regulatory instruments, as appropriate, and to ensure that all subcontractors do likewise.
 - .3 Contractor is responsible for all subcontractors with respect to safety and health issues and shall be deemed as "site coordinator" to facilitate employer/contractor coordination.
 - .4 Contractor (and his subcontractors) shall submit proof of WCB coverage for all their personnel to CE Contracts prior to commencing work.
 - .5 DND owned equipment, devices, tools, machinery and personal protective equipment (PPE) shall not be used.
- 23 POWER AND
WATER SUPPLY
-
- 24 WHMIS and
MSDS Sheets
-
- 25 FIRE SAFETY
REQUIREMENTS
-
- .1 DND may provide, free of charge, temporary electric power and water upon written request to CE Contracts.
- .1 Comply with requirements of Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage and disposal of hazardous materials; and regarding labelling and provision of Material Safety Data Sheets (MSDS) acceptable to Labour Canada and Health and Welfare Canada.
 - .2 Deliver copies of MSDS sheets to CE Contracts on delivery of all materials to be used on the job site for CE Contracts review and approval prior to Contractor ordering and delivering materials on site.
- .1 CE Contracts will coordinate arrangements for the Contractor to be briefed on Fire Safety and Base Fire Orders.
 - .2 Prior to the commencement of any flooring work, an acceptable Fire Safety Plan shall be prepared for the site and reviewed by CE Contracts prior to commencing.
 - .3 The Fire Safety Plan shall include:
 - .1 The designation and organization of site personnel to carry out fire safety duties including watchman service if applicable.
 - .2 The emergency procedures to be used in case of fire including:
 - .1 sounding the alarm;
 - .2 notifying the fire department;
 - .3 instruct site personnel on procedures to be followed when the fire alarm sounds; and
 - .4 fire fighting procedures.
 - .3 The control of fire hazards in and around the

building.

.4 Maintenance of fire fighting activities.

.4 The Base Fire Chief or representative may conduct periodic inspections of the work site to ensure fire safety guidelines are met.

.5 The Contractor shall designate an on-site representative who shall be responsible for correcting all violations immediately.

.6 Know the location of nearest fire alarm box and telephone, including the emergency phone number.

.7 Report immediately all fire incidents to the Fire Department by dialing "911".

.8 Persons activating a fire alarm box are to remain in the vicinity of the area to assist in directing the Fire Department to scene of fire.

.9 When reporting a fire by telephone, give location of fire, name or number of building and be prepared to verify the location.

.10 Fire protection and alarm systems will not be:

.1 obstructed;

.2 shut-off; and

.3 left inactive at the end of a working day or shift without authorization for the Fire Chief.

.11 Waste materials are to be kept to a minimum and shall be removed from the work site at the end of each day.

.12 Storage:

.1 Store oily waste in approved receptacles to ensure maximum cleanliness and safety.

.2 Deposit greasy or oil rags and materials subject to spontaneous combustion in an approved receptacles and remove as required.

.13 The handling, storage and use of flammable and combustible liquids are to be governed by the current National Fire Code of Canada.

.14 Transfer of flammable and combustible liquids is prohibited within buildings.

.15 Transfer of flammable and combustible liquids will not be carried out in the vicinity of open flames or any type of heat producing devices.

.16 Flammable liquids having a flash point below 38 degrees C such as naphtha or gasoline will not be used as solvents or cleaning agents.

.17 Flammable and combustible waste liquids, for disposal, will be stored in approved containers located in a safe ventilated area. Quantities are to be kept to a minimum

Appendix A

General Labour

and the Fire Department is to be notified when disposal is required.

- .18 Work entailing the use of toxic or hazardous materials and/or chemicals otherwise creates a hazard to life, safety or health, will be in accordance with the National Fire Code of Canada.
- .19 Where flammable liquids are to be used, proper ventilation is to be provided by the Contractor and all sources of ignition are to be eliminated.
- .20 Direct any questions or clarification on Fire Safety, in addition to above requirements, to the Base Fire Chief.
- .21 Immediately remedy all unsafe fire situations observed by the Fire Chief.

26 PRODUCT DATA AND SAMPLES

- .1 Product Data: manufacturer's catalogue sheets, brochures, literature, performance charts and diagrams, used to illustrate standard manufactured products.
- .2 Samples: examples of materials, equipment, quality, finishes, workmanship. Where colour, pattern or texture is criterion, submit full range of samples.
- .3 Reviewed and accepted samples shall become standard of workmanship and material against which installed work will be verified.

27 MAINTENANCE DATA AND PAMPHLETS

- .1 Maintenance data: an organized compilation of maintenance data including detailed technical information, documents and records and manufacturer's specifications describing maintenance of individual products.
- .2 For all new carpet and flooring installs, submit 3 copies to CE Contracts.
- .3 Information shall contain:
 - .1 Data submitted.
 - .2 Project title, location and project number.
 - .3 Contractor and/or Subcontractor.
 - .4 List of maintenance materials as specified by carpet manufacturer.
 - .5 Warranties, guarantees.
 - .6 Copies of approvals and certificates.
 - .7 List of equipment including service depot.
 - .8 Parts list.
 - .9 Installation details.
 - .10 Maintenance instructions.
 - .11 Product data and samples.
 - .12 List of recommended cleaning products.

28 ACCEPTABILITY
OF MATERIALS

- .1 The acceptance of materials other than those specified shall be determined by CE Contracts.
- .2 Request must be supported with sufficient product information to enable the CE Contracts to make an assessment.

29 CLEAN-UP

- .1 On completion of work, the Contractor shall remove all surplus materials, plant, tools, equipment and waste materials from site.
- .2 Remove all glue deposits, dust, dirt, stains, labels, fingerprints and other foreign materials from finished surfaces including glass and other polished surfaces affected by work.
- .3 All cleaning shall be done to the complete satisfaction of CE Contracts.