

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

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

**Proposal To: Public Works and Government
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Title - Sujet CCTV MAINTENANCE AND REPAIRS	
Solicitation No. - N° de l'invitation W010C-13C237/B	Date 2013-04-30
Client Reference No. - N° de référence du client W010C-13-C237	
GETS Reference No. - N° de référence de SEAG PW-\$PWA-122-4984	
File No. - N° de dossier PWA-2-68127 (122)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-05-28	Time Zone Fuseau horaire Atlantic Daylight Saving Time ADT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Chinye, Chukwudi	Buyer Id - Id de l'acheteur pwa122
Telephone No. - N° de téléphone (902) 496-5476 ()	FAX No. - N° de FAX (902) 496-5016
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	

Instructions: See Herein

Instructions: Voir aux présentes

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

Issuing Office - Bureau de distribution
Real Property Contracting
1713 Bedford Row
P.O. Box 2247/C.P.2247
Halifax, N.S./Halifax, (N.E.)
B3J 3C9
Halifax

Delivery Required - Livraison exigée	Delivery Offered - Livraison proposée
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

This bid solicitation cancels and supersedes previous bid solicitation number W010C-13C237/A dated 2013-02-22 with a closing of 2013-04-11 at 02:00 PM. A debriefing or feedback session will be provided upon request to bidders/offerors/suppliers who bid on the previous solicitation.

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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, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and
- Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:
 - 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
 - 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, the Basis of Payment, Security Requirements Checklist, Insurance Requirements, Dollar Usage Report Form and Code of Conduct and Certifications - Related documentation

2. Summary

Department of National Defence has a requirement for the supply of all labour, materials, tools, equipment and transportation required to provide maintenance, testing and repairs to existing CCTV systems at various locations within Canadian Forces Base (CFB) Halifax, Nova Scotia on as when requested basis in accordance with Annex A- Statement of Work -Job No.W010C-13-C237. This requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT), Canada-Peru, and Canada-Colombia free trade agreements. Offerors must submit a complete list of names of all individuals who are currently directors of the Offeror. Furthermore, as determined by the Special Investigations Directorate, Departmental Oversight Branch, each individual named on the list may be requested to complete a Consent to a Criminal Record Verification form.

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 Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

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

The 2006 (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.

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: ninety (90) days

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. Former Public Servant

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.

4. 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.

5. 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 (one hard copy)

Section II: Financial Offer (one hard copy)

Section III: Certifications (one hard copy)

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

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

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

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

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

. To assist Canada in reaching its objectives, offerors should:

-
- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and 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 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 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 Mandatory Technical Criteria

AN OFFER MUST MEET ALL OF THE MANDATORY REQUIREMENTS STATED BELOW TO BE CONSIDERED COMPLIANT. OFFERS NOT MEETING ALL OF THE MANDATORY

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REQUIREMENTS BELOW WILL BE DEEMED NON- RESPONSIVE AND GIVEN NO FURTHER CONSIDERATION.

MANDATORY requirement at solicitation closing date

Offerors must possess a minimum of two (2) years related experience in inspection, maintenance, repairs and testing of CCTV equipment's . Offerors MUST use the tables below to list three (3) major projects/ contracts (one for each project).

PROJECT/CONTRACT NO. 1	
Name of client organization or Company Name: _____	
Name and title of client contact	Name: _____ Title: _____
Telephone and facsimile number of client contact	Phone No.: _____ Fax No.: _____
Start date of Project/Contract	Month _____ Year _____
Completion date of Project/Contract	Month _____ Year _____
Brief Description of Project or Contract: _____ _____ _____ _____ _____ _____	
PROJECT/CONTRACT NO. 2	
Name of client organization or Company Name: _____	
Name and title of client contact	Name: _____ Title: _____
Telephone and facsimile number of client contact	Phone No.: _____ Fax No.: _____
Start date of Project/Contract	Month _____ Year _____
Completion date of Project/Contract	Month _____ Year _____
Brief Description of Project or Contract: _____ _____ _____ _____ _____	

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PROJECT/CONTRACT NO. 3	
Name of client organization or Company Name: _____	
Name and title of client contact	Name: _____ Title: _____
Telephone and facsimile number of client contact	Phone No.: _____ Fax No.: _____
Start date of Project/Contract	Month _____ Year _____
Completion date of Project/Contract	Month _____ Year _____
Brief Description of Project or Contract: _____ _____ _____ _____ _____ _____	

Technicians

Offeror's **MUST** list a minimum of two technicians that will be assigned to carry out this work. Each technician must have a minimum of two (2) years experience in maintenance, repairs and testing of Honeywell CCTV equipment. Offeror's must provide resumes for each of the proposed technician's qualifications and experience in the past two (2) years as it relates to maintenance, repairs and testing of Honeywell CCTV equipments.

1.2 Financial Evaluation

1.2.1 The price of the offer will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, FOB destination, Canadian customs duties and excise taxes included.

2. Basis of Selection

2.1 An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria 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 and related documentation to be issued a standing offer. Canada will declare an offer non-responsive if the required certifications and related documentation 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, to provide the related documentation or to comply with the request of the Standing Offer Authority for additional information will also render the offer non-responsive.

1. Mandatory Certifications Required Precedent to Issuance of a Standing Offer

1.1 Code of Conduct and Certifications - Related documentation

By submitting an offer, the Offeror certifies that the Offeror and its affiliates are in compliance with the provisions as stated in Section 01 Code of Conduct and Certifications - Offer of Standard Instructions 2006. The related documentation therein required will assist Canada in confirming that the certifications are true.

2. Additional Certifications Precedent to Issuance of a Standing Offer

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

2.1 Federal Contractors Program - Certification

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

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

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

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

The Offeror or the member of the joint venture

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

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

2.2 Confirmation of Workers Compensation Coverage

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

The Offeror 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 will result in the bid being declared non-responsive.

2.3 Honeywell Certification

The offeror must provide a minimum of two Honeywell video systems certified technicians. Each technician must possess a Certificate of Completion for an Enterprise certified installer Course.

The Offeror must provide, within seven (7) days following a request from the Contracting Authority, a Honeywell Video systems certification for each technician. Failure to comply with the request will result in the bid being declared non-responsive.

2.4 Status and Availability of Resources

The Offeror certifies that, should it be issued a standing offer as a result of the Request for Standing Offer, every individual proposed in its offer will be available to perform the Work resulting from a call-up against the Standing Offer as required by Canada's representatives and at the time specified in a call-up or agreed to with Canada's representatives. If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Offeror has proposed any individual who is not an employee of the Offeror, the Offeror certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Offeror must, upon request from the Standing Offer Authority, provide a written confirmation, signed by the individual, of the permission given to the Offeror and of his/her availability. Failure to comply with the request may result in the offer being declared non-responsive.

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

1. Security Requirement

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

3. 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 D .

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. Offer

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

2. Security Requirement

- 2.1 The following security requirement (SRCL and related clauses) applies and form part of the Standing Offer.

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:
PWGSC FILE #: W010C-13-C237

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

3. Standard Clauses and Conditions

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

3.1 General Conditions

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

3.2 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, including those paid for by a Government of Canada Acquisition Card.

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

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

The quarterly reporting periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31;

4th quarter: January 1 to March 31.

The data must be submitted to the Standing Offer Authority no later than fourteen (14) calendar days after the end of the reporting period.

4. Term of Standing Offer

4.1 Period of the Standing Offer

The period for making call-ups and providing services against the Standing Offer is from _____ to _____ inclusive (To be determined at issuance of Standing Offer).

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), 12 month option 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 30 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority

5. Authorities

5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Chukwudi Chinye
 Title: Contracting Officer
 Public Works and Government Services Canada
 Acquisitions Branch
 Atlantic Region
 Address: 1713 Bedford Row
 Halifax, Nova Scotia
 B3J 1T3
 Telephone: 902- 496- 5476
 Facsimile: 902- 496- 5016
 E-mail address: chukwudi.chinye@pwgsc.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 (To be completed by Offeror)

Name: _____

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Title: _____
Organization: _____
Address: _____
Telephone: _____

6. Proactive Disclosure of Contracts with Former Public Servants

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

7. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Atlantic Formation Construction Engineering or a delegated authority.

8. Call-up Procedures

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

9. 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.

10. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$9,200.00 (Goods and Services Tax or Harmonized Sales Tax included).

11. Financial Limitation

The total cost to Canada resulting from call-ups against the Standing Offer must not exceed the sum of **\$75,000.00** (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.

12. 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-,2013-04-25-Services Medium Complexity)
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Security Requirements Check List;
- h) Annex D, Insurance Requirements;
- i) Annex E, Dollar Usage report form
- j) Annex F, Code of Conduct Certifications - Certifications Precedent to Issuance of a Standing Offer
- k) the Offeror's offer dated _____ (*insert date of offer*)

13. Certifications

13.1 Compliance

Compliance with the certifications and related documentation 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, provide the related documentation or if it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

13.2 SACC Manual Clauses

Status and Availability of Resources

M3020C

2010-01-11

14. 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 Work

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

2. Standard Clauses and Conditions

2.1 General Conditions

2010C (2013-04-25), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

Section (13) Interest on Overdue Accounts, of (2010C, 2013-04-25-Services Medium Complexity) will not apply to payments made by credit cards.

3. Term of Contract

3.1 Period of the Contract

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

4. Proactive Disclosure of Contracts with Former Public Servants

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

5. Payment

5.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price, as specified in Annex B. 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.

5.2 Limitation of Price

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

5.3 Single Payment

SACC Manual clause H1000C (2008-05-12) Single Payment

5.4 SACC Manual Clauses

T1204 - Direct Request by Customer Department

A9117C

2007-11-30

5.5 Payment by Credit Card

The following credit cards are accepted: _____ and _____.

6. Invoicing Instructions

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. Invoices shall be detailed as follows:

- (a) The original and two (2) copies must be forwarded to the following address for certification and Payment no later than seven days after the end of the service.

Accounts Payable Section
 Formation Construction Engineering
 Maritime Forces Atlantic
 PO Box 99000 Station Forces
 Willow Park, Building #7
 Halifax, N.S. B3K 5X5

Each invoice must be supported by:

- a. Contract number
- b. Work Order/Serial Number;
- c. Requisition/Order Offer number
- d. Building number and location
- e. Dates during which work was accomplished.
- f. A detailed description of work performed, with itemized list of materials and labour (a copy of the contractor's invoice from their material supplier will also be included plus any other costs being charged), labour, overhead, profit and applicable taxes will be included separately on the invoice.
- f. Labour costs are to be broken down by trade and sub trade. Labour time sheets will also be provided upon request

7. Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex D. 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.

8. SACC Manual Clauses

Estimates	M3800C	
Canadian Forces Site Regulations		A9062C
Time Verification		C0711C
Inspection and Acceptance		D5328C
Workers Compensation	A0285C	
Electrical Equipment	B1501C	

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ANNEX "A"

STATEMENT OF WORK

(see attached)

ANNEX "B"**BASIS OF PAYMENT****TABLE A****Year 1:**

Column A	Column B Work Description	Column C Unit of Measurement	Column D Estimated Quantity	Column E Price per Unit	Column F Extended price (Column D*Column E)
1	First Hour Service Call, including travel time and all related expenses and one hour of productive labour at the job site.				
	During Regular Hours: 07:30-16:00hrs Monday-Friday Systems Devices, Software and Hardware Techni cian.				
	a). Technician	Per hour	1	\$ _____	\$ _____
	b). Technician's Helper	Per hour	1	\$ _____	\$ _____
	c). Software Specialist	Per hour	1	\$ _____	\$ _____
2	Outside Regular Hours: Monday-Sunday, including all day Saturday, Sunday and Holiday, Systems Devices, Software and Hardware Technician.				
	a) Technician	Per hour	1	\$ _____	\$ _____
	b) Technician's Helper	Per hour	1	\$ _____	\$ _____
	c) Software Specialist	Per hour	1	\$ _____	\$ _____
Subsequent Hours- (Labour Only- in addition to above)					
3	During Regular Hours:				

	07:30-16:00 Hours Monday through Friday, Systems Devices, Software and Hardware Technician.				
	a. Technician	Per hour	200	\$ _____	\$ _____
	b. Technician's Helper	Per hour	100	\$ _____	\$ _____
	c. Software Specialist	Per hour	50	\$ _____	\$ _____
4	Outside Regular Hours: Monday – Sunday, including all day Saturday, Sunday and Holiday, Systems Devices, Software and Hardware Technician.				
	a) Technician	Per hour	10	\$ _____	\$ _____
	b) Technician's Helper	Per hour	10	\$ _____	\$ _____
	c) Software Specialist	Per hour	10	\$ _____	\$ _____
Option Year 1 Total (Table A)					

Materials and replacement parts will be at the contractors net cost plus a mark up of 10% with supporting documentation's such as invoice and receipts.

TABLE B

Column A	Column B Work Description (Location and Building Number)	Column C Unit of Measurement	Column D Estimated quantity	Column E Price per inspection	Column F Extended price (column D * column E)
Camera #'s					
1	CFAD Bedford (BM144)	Per inspection	1	\$ _____	\$ _____
2	12 Wing Shearwater (HGR Y)	Per Inspection	1	\$ _____	\$ _____

3	HMC Dockyard (D175)	Per inspection	1	\$ _____	\$ _____
4	HMC Dockyard (D165)	Per inspection	1	\$ _____	\$ _____
5	HMC Dockyard (D247)	Per inspection	1	\$ _____	\$ _____
6	HMC Dockyard (D200)	Per inspection	1	\$ _____	\$ _____
7	HMC Dockyard (D200)	Per inspection	1	\$ _____	\$ _____
8	HMC Dockyard (D62)	Per inspection	1	\$ _____	\$ _____
9	HMC Dockyard (D20)	Per inspection	1	\$ _____	\$ _____
10	HMC Dockyard (D201)	Per inspection	1	\$ _____	\$ _____
11	HMC Dockyard (D201)	Per inspection	1	\$ _____	\$ _____
12	Dockyard Annex(NAD) (W7)	Per inspection	1	\$ _____	\$ _____
13	HMC Dockyard (D193)	Per inspection	1	\$ _____	\$ _____
14	HMC Dockyard (D207)	Per inspection	1	\$ _____	\$ _____
15	HMC Dockyard (D40)	Per inspection	1	\$ _____	\$ _____
16	HMC Dockyard (D206)	Per inspection	1	\$ _____	\$ _____
17	HMC Dockyard (D216)	Per inspection	1	\$ _____	\$ _____
50	Stadacona (S21)	Per inspection	1	\$ _____	\$ _____
51	Stadacona (S24)	Per inspection	1	\$ _____	\$ _____
52	Stadacona (S17)	Per inspection	1	\$ _____	\$ _____

53	Stadacona (S14)	Per inspection	1	\$ _____	\$ _____
54	Stadacona (S89)	Per inspection	1	\$ _____	\$ _____
55	Stadacona (S15)	Per inspection	1	\$ _____	\$ _____
57	Stadacona (S21)	Per inspection	1	\$ _____	\$ _____
61	Stadacona (S37)	Per inspection	1	\$ _____	\$ _____
63	Stadacona (S82)	Per inspection	1	\$ _____	\$ _____
64	Stadacona (S105)	Per inspection	1	\$ _____	\$ _____
100	Windsor Park (WP92)	Per inspection	1	\$ _____	\$ _____
102	Windsor Park (WP63)	Per inspection	1	\$ _____	\$ _____
103	Windsor Park (WP106)	Per inspection	1	\$ _____	\$ _____
TBD	12 Wing Shearwater (HGR 342)	Per insepction	1	\$ _____	\$ _____
TBD	12 Wing Shearwater (SH343)	Per inspection	1	\$ _____	\$ _____
TBD	12 Wing Shearwater (HGR 344)	Per inspection	1	\$ _____	\$ _____
Year 1 Total (Table B)					\$ _____

Materials and replacement parts will be at the contractors net cost plus a mark up of 10% with supporting documentation's such as invoice and receipts.

Year 1 total= Total (table A) + Total (Table B)= \$ _____

TABLE A**Option Year 1:**

Column A	Column B Work Description	Column C Unit of Measurement	Column D Estimated Quantity	Column E Price per Unit	Column F Extended price (Column D*Column E)
1	First Hour Service Call, including travel time and all related expenses and one hour of productive labour at the job site.				
	During Regular Hours: 07:30-16:00hrs Monday-Friday Systems Devices, Software and Hardware Techni cian.				
	a). Technician	Per hour	1	\$ _____	\$ _____
	b). Technician's Helper	Per hour	1	\$ _____	\$ _____
	c). Software Specialist	Per hour	1	\$ _____	\$ _____
2	Outside Regular Hours: Monday-Sunday, including all day Saturday, Sunday and Holiday, Systems Devices, Software and Hardware Technician.				
	a) Technician	Per hour	1	\$ _____	\$ _____
	b) Technician's Helper	Per hour	1	\$ _____	\$ _____
	c) Software Specialist	Per hour	1	\$ _____	\$ _____
Subsequent Hours- (Labour Only- in addition to above)					
3	During Regular Hours: 07:30-16:00 Hours Monday through Friday,				

	Systems Devices, Software and Hardware Technician.				
	a. Technician	Per hour	200	\$ _____	\$ _____
	b. Technician's Helper	Per hour	100	\$ _____	\$ _____
	c. Software Specialist	Per hour	50	\$ _____	\$ _____
4	Outside Regular Hours: Monday – Sunday, including all day Saturday, Sunday and Holiday, Systems Devices, Software and Hardware Technician.				
	a) Technician	Per hour	10	\$ _____	\$ _____
	b) Technician's Helper	Per hour	10	\$ _____	\$ _____
	c) Software Specialist	Per hour	10	\$ _____	\$ _____
Option Year 1 Total (Table A)					

Materials and replacement parts will be at the contractors net cost plus a mark up of 10% with supporting documentation's such as invoice and receipts.

TABLE B

Column A Camera #'s	Column B Work Description (Location and Building Number)	Column C Unit of Measurement	Column D Estimated quantity	Column E Price per inspection	Column F Extended price (column D * column E)
1	CFAD Bedford (BM144)	Per inspection	1	\$ _____	\$ _____
2	12 Wing Shearwater (HGR Y)	Per Inspection	1	\$ _____	\$ _____
3	HMC Dockyard (D175)	Per inspection	1	\$ _____	\$ _____
4	HMC	Per inspection	1	\$ _____	\$ _____

	Dockyard (D165)				
5	HMC Dockyard (D247)	Per inspection	1	\$ _____	\$ _____
6	HMC Dockyard (D200)	Per inspection	1	\$ _____	\$ _____
7	HMC Dockyard (D200)	Per inspection	1	\$ _____	\$ _____
8	HMC Dockyard (D62)	Per inspection	1	\$ _____	\$ _____
9	HMC Dockyard (D20)	Per inspection	1	\$ _____	\$ _____
10	HMC Dockyard (D201)	Per inspection	1	\$ _____	\$ _____
11	HMC Dockyard (D201)	Per inspection	1	\$ _____	\$ _____
12	Dockyard Annex(NAD) (W7)	Per inspection	1	\$ _____	\$ _____
13	HMC Dockyard (D193)	Per inspection	1	\$ _____	\$ _____
14	HMC Dockyard (D207)	Per inspection	1	\$ _____	\$ _____
15	HMC Dockyard (D40)	Per inspection	1	\$ _____	\$ _____
16	HMC Dockyard (D206)	Per inspection	1	\$ _____	\$ _____
17	HMC Dockyard (D216)	Per inspection	1	\$ _____	\$ _____
50	Stadacona (S21)	Per inspection	1	\$ _____	\$ _____
51	Stadacona (S24)	Per inspection	1	\$ _____	\$ _____
52	Stadacona (S17)	Per inspection	1	\$ _____	\$ _____
53	Stadacona (S14)	Per inspection	1	\$ _____	\$ _____
54	Stadacona (S89)	Per inspection	1	\$ _____	\$ _____

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55	Stadacona (S15)	Per inspection	1	\$ _____	\$ _____
57	Stadacona (S21)	Per inspection	1	\$ _____	\$ _____
61	Stadacona (S37)	Per inspection	1	\$ _____	\$ _____
63	Stadacona (S82)	Per inspection	1	\$ _____	\$ _____
64	Stadacona (S105)	Per inspection	1	\$ _____	\$ _____
100	Windsor Park (WP92)	Per inspection	1	\$ _____	\$ _____
102	Windsor Park (WP63)	Per inspection	1	\$ _____	\$ _____
103	Windsor Park (WP106)	Per inspection	1	\$ _____	\$ _____
TBD	12 Wing Shearwater (HGR 342)	Per inspection	1	\$ _____	\$ _____
TBD	12 Wing Shearwater (SH343)	Per inspection	1	\$ _____	\$ _____
TBD	12 Wing Shearwater (HGR 344)	Per inspection	1	\$ _____	\$ _____
Option Year 1 Total (Table B)					\$ _____

Materials and replacement parts will be at the contractors net cost plus a mark up of 10% with supporting documentation's such as invoice and receipts.

Option Year 1 total= Total (table A) + Total (Table B)= \$ _____

TABLE A**Option Year 2:**

Column A	Column B Work Description	Column C Unit of Measurement	Column D Estimated Quantity	Column E Price per Unit	Column F Extended price (Column D*Column E)
1	First Hour Service Call, including travel time and all related expenses and one hour of productive labour at the job site.				
	During Regular Hours: 07:30-16:00hrs Monday-Friday Systems Devices, Software and Hardware Techni cian.				
	a). Technician	Per hour	1	\$ _____	\$ _____
	b). Technician's Helper	Per hour	1	\$ _____	\$ _____
	c). Software Specialist	Per hour	1	\$ _____	\$ _____
2	Outside Regular Hours: Monday-Sunday, including all day Saturday, Sunday and Holiday, Systems Devices, Software and Hardware Technician.				
	a) Technician	Per hour	1	\$ _____	\$ _____
	b) Technician's Helper	Per hour	1	\$ _____	\$ _____
	c) Software Specialist	Per hour	1	\$ _____	\$ _____
Subsequent Hours- (Labour Only- in addition to above)					
3	During Regular				

	Hours: 07:30-16:00 Hours Monday through Friday, Systems Devices, Software and Hardware Technician. a. Technician b. Technician's Helper c. Software Specialist	Per hour Per hour Per hour	200 100 50	\$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____
4	Outside Regular Hours: Monday – Sunday, including all day Saturday, Sunday and Holiday, Systems Devices, Software and Hardware Technician. a) Technician b) Technician's Helper c) Software Specialist	Per hour Per hour Per hour	10 10 10	\$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____
Option Year 2 Total (Table A)					

Materials and replacement parts will be at the contractors net cost plus a mark up of 10% with supporting documentation's such as invoice and receipts.

TABLE B

Column A Camera #'s	Column B Work Description (Location and Building Number)	Column C Unit of Measurement	Column D Estimated quantity	Column E Price per inspection	Column F Extended price (column D * column E)
1	CFAD Bedford (BM144)	Per inspection	1	\$ _____	\$ _____
2	12 Wing Shearwater	Per Inspection	1	\$ _____	\$ _____

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	(HGR Y)				
3	HMC Dockyard (D175)	Per inspection	1	\$ _____	\$ _____
4	HMC Dockyard (D165)	Per inspection	1	\$ _____	\$ _____
5	HMC Dockyard (D247)	Per inspection	1	\$ _____	\$ _____
6	HMC Dockyard (D200)	Per inspection	1	\$ _____	\$ _____
7	HMC Dockyard (D200)	Per inspection	1	\$ _____	\$ _____
8	HMC Dockyard (D62)	Per inspection	1	\$ _____	\$ _____
9	HMC Dockyard (D20)	Per inspection	1	\$ _____	\$ _____
10	HMC Dockyard (D201)	Per inspection	1	\$ _____	\$ _____
11	HMC Dockyard (D201)	Per inspection	1	\$ _____	\$ _____
12	Dockyard Annex(NAD) (W7)	Per inspection	1	\$ _____	\$ _____
13	HMC Dockyard (D193)	Per inspection	1	\$ _____	\$ _____
14	HMC Dockyard (D207)	Per inspection	1	\$ _____	\$ _____
15	HMC Dockyard (D40)	Per inspection	1	\$ _____	\$ _____
16	HMC Dockyard (D206)	Per inspection	1	\$ _____	\$ _____
17	HMC Dockyard (D216)	Per inspection	1	\$ _____	\$ _____
50	Stadacona (S21)	Per inspection	1	\$ _____	\$ _____
51	Stadacona (S24)	Per inspection	1	\$ _____	\$ _____
52	Stadacona	Per inspection	1	\$ _____	\$ _____

	(S17)				
53	Stadacona (S14)	Per inspection	1	\$ _____	\$ _____
54	Stadacona (S89)	Per inspection	1	\$ _____	\$ _____
55	Stadacona (S15)	Per inspection	1	\$ _____	\$ _____
57	Stadacona (S21)	Per inspection	1	\$ _____	\$ _____
61	Stadacona (S37)	Per inspection	1	\$ _____	\$ _____
63	Stadacona (S82)	Per inspection	1	\$ _____	\$ _____
64	Stadacona (S105)	Per inspection	1	\$ _____	\$ _____
100	Windsor Park (WP92)	Per inspection	1	\$ _____	\$ _____
102	Windsor Park (WP63)	Per inspection	1	\$ _____	\$ _____
103	Windsor Park (WP106)	Per inspection	1	\$ _____	\$ _____
TBD	12 Wing Shearwater (HGR 342)	Per inspection	1	\$ _____	\$ _____
TBD	12 Wing Shearwater (SH343)	Per inspection	1	\$ _____	\$ _____
TBD	12 Wing Shearwater (HGR 344)	Per inspection	1	\$ _____	\$ _____
Option Year 2 Total (Table B)					\$ _____

Materials and replacement parts will be at the contractors net cost plus a mark up of 10% with supporting documentation's such as invoice and receipts.

Option Year 2 total= Total (table A) + Total (Table B)= \$ _____

Total Amount = Total (Year 1) + Total (Option Year 1) + Total (Option Year 2) =
\$ _____

The Total amount will be the amount that will be considered during evaluation of all bids tendered

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ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST

ANNEX "D"**INSURANCE REQUIREMENTS****Mmm mmCommercial 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. 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.

Automobile Liability Insurance

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

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W010C-13C237/B

Amd. No. - N° de la modif.

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W010C-13-C237

ANNEX "F"
Code of Conduct and Certifications - Related documentation

Offeror's List of Directors below: Please provide a list of names of all individuals who are currently Directors **in** accordance with **PART 5-CERTIFICATION**.

Directors: (Please print clearly)

NAME	NAME	NAME	NAME

Attach additional names on a separate sheet if required.

Department of National Defence



Specification

Standing Offer Agreement

**Maintenance and Repair to
Closed Circuit Television(CCTV) Systems**

CFB Halifax, NS

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PART 1 - GENERAL

- 1.1 RELATED SECTIONS
- .1 Section 01 61 00 Common Product Requirements.
 - .2 Section 28 23 00 Closed Circuit Television(CCTV) System Maintenance and Repairs.
- 1.2 DESCRIPTION OF WORK
- .1 Work of this Standing Offer Agreement comprises the furnishing of all labour, materials, tools, equipment, transportation and supervision required for the maintenance, testing and repairs to existing Closed Circuit Television(CCTV) systems at various locations of CFB Halifax in accordance with this specification.
- 1.3 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.
- 1.4 WORK INCLUDED
- .1 Work included in this Standing Offer Agreement includes but will not be limited to the following:
 - .1 Perform annual maintenance as per Section 28 23 00 Closed Circuit Television(CCTV) System Maintenance and Repairs.
 - .2 Conduct repairs to systems.
 - .3 Testing of CCTV systems.
 - .4 Conduct inspections as required.
 - .5 Conduct minor electrical and electronic repairs to CCTV systems equipment and control devices.
 - .6 Provide for upgrades and replacement of CCTV systems computers, monitors, hardware, firmware, software, video audio and control transceivers and specialized engineering software systems programming support.
 - .7 Replacement of parts or equipment.
 - .8 Provide an emergency repair service.
 - .9 Provide maintenance reports as per Section 28 23 00.

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- 1.4 WORK INCLUDED (Cont'd) .1 (Cont'd)
.10 Clean up.
- 1.5 LOCATIONS OF JOB SITES .1 Areas covered under this specification include but not limited to the following locations:
- .1 Stadacona - Halifax, NS;
 - .2 HMC Dockyard - Halifax, NS;
 - .3 Dockyard Annex(NAD) - Dartmouth, NS;
 - .4 Windsor Park - Halifax, NS;
 - .5 12 Wing Shearwater - Eastern Passage, NS;
 - .6 CFAD Bedford - Bedford, NS.
- .2 CCTV systems' locations are found in Annex A CCTV Systems Camera Number, Location and Building Number.
- 1.6 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.
- 1.7 PRE-JOB MEETING .1 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.
- 1.8 CONTRACTOR QUALIFICATIONS .1 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.
-

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- 1.9 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 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.
- 1.10 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.
- 1.11 PARKING .1 One parking space will be made available on site for company vehicles and equipment only. Maintain and administer this space as directed.
- 1.12 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.
- 1.13 CODES AND STANDARDS .1 Perform work in accordance with the latest edition of National Building Code of Canada(NBC), Canadian Electrical Code Part I C22.1-12, Canada Labour Code Part II, National Fire Code of Canada, 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 ULC-S317-96, Installation and Classification of Closed Circuit Video Equipment(CCVE) Systems for Institutional and Commercial Security Applications.
-

1.13 CODES AND STANDARDS
(Cont'd)

- .3 Meet or exceed requirements of Standing Offer documents, specified standards, codes and referenced documents.

1.14 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.

1.15 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 work carried out after normal building operational hours, the Engineer will determine acceptable building security.

1.16 EXISTING SERVICES

- .1 Where Work involves breaking into or connecting to existing services, give 48 hours notice for necessary interruption of mechanical or electrical service throughout course of work. Minimize duration of interruptions. Carry out work at times as directed by Engineer with minimum disturbance to building occupants.
- .2 Establish location and extent of service lines in area of work before starting Work. Notify Engineer of findings.

1.16 EXISTING
SERVICES
(Cont'd)

- .3 Submit schedule to and obtain approval from Engineer for any shut-down or closure of active service or facility including power and communications services. Adhere to approved schedule and provide notice to affected parties.
- .4 Provide temporary services when directed by Engineer to maintain critical building and tenant systems.
- .5 Where unknown services are encountered, immediately advise Engineer and confirm findings in writing.

1.17 CUTTING,
FITTING AND
PATCHING

- .1 Execute cutting, fitting and patching required to make work fit properly.
- .2 Where new work connects with existing and where existing work is altered, or cut; patch and make good to match existing work.
- .3 Obtain Engineer's approval before cutting, boring or sleeving load-bearing members.
- .4 Make cuts with clean, true, smooth edges. Make patches inconspicuous in final assembly.

1.18 HEATING
AND VENTILATING

- .1 Provide temporary heat and ventilation as required to:
 - .1 Facilitate progress of work;
 - .2 Protect work and products against dampness and cold;
 - .3 Prevent moisture condensation on surfaces;
 - .4 Provide ambient temperatures and humidity levels for storage, installation and curing of materials;
 - .5 Provide adequate ventilation to meet health regulations for safe working environment.
- .2 Maintaining strict supervision of operation of temporary heating and ventilating equipment to:
 - .1 Conform with applicable codes and standards.
 - .2 Enforce safe practices.
 - .3 Prevent abuse of services.
 - .4 Prevent damage to finishes.
 - .5 Vent direct-fired combustion units to outside.

1.19 EMERGENCY
AND SERVICE
CALL-UPS

- .1 The Contractor must maintain and provide the Engineer with contact numbers to be able to provide response to request for service from the Engineer or representative on a 24 hour, 7 day per week basis. If the request for service from the after hours Departmental Representative, the Contractor must, immediately upon completion of the service, report back to the Engineer describing the action taken to correct the problem. The following Work priorities and response time will apply:
- .1 **Emergency:** A priority of "Emergency" is defined as a deficiency or breakdown that requires immediate attention to reduce the potential for danger to occupants, the general public, the environment, or the facility. Maintenance and minor construction identified with this priority must be responded to immediately and must be reported without delay to designated manager.
- .1 Standard response times:
- .1 Urban/rural: ASAP - Maximum 2 hours.
- .2 **Routine:** A priority of "Routine" is defined as essential maintenance and minor construction which should be rectified at the earliest possible opportunity. It is considered as deficiencies or breakdowns that do not impair current operations or pose any danger to the occupants, the general public, the environment, or the facility.
- .1 Standard response times:
- .1 Urban/rural: 4 hours.
- .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.

1.20 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.

1.21 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).
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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.
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- 1.6 SMOKING PRECAUTIONS
(Cont'd)
- .2 Smoking is prohibited in all buildings.
- .3 In all other areas, exercise care and comply with written or oral directives of the Engineer for the use of smoking materials.
- 1.7 REPORTING FIRE INCIDENTS
FIRE INCIDENTS
- .1 Report immediately all fire incidents as follows:
- .1 activate nearest fire alarm, or
- .2 dial 9-1-1 or designated number given at the time of briefing; and
- .3 telephone the Engineer.
- .2 Persons activating fire alarm must remain at the alarm to direct the Fire Department to the scene of the fire.
- .3 When reporting a fire by telephone, give location of fire, name and number of building and be prepared to direct the Fire Department to the scene of the fire.
- 1.8 INTERIOR & EXTERIOR FIRE PROTECTION AND ALARM SYSTEM
ALARM SYSTEM
- .1 Notify Formation Fire Chief at least 48 hours prior to scheduling any work that may require fire alarm and/or protection systems to be:
- .1 obstructed in any way;
- .2 shut-off; and/or
- .3 left inactive at the end of a working day or shift.
- .2 Do not commence any such work until Engineer confirms approval and direction by the Formation Fire Chief.
- .3 Fire hydrants, standpipes and hose systems must not be used for other than fire fighting purposes unless authorized by the Engineer and the Formation Fire Chief.
- 1.9 BLOCKAGE OF ACCESS FOR FIRE APPARATUS
APPARATUS
- .1 Obtain approval of the Engineer and Formation Fire Chief 24 hours prior to commencing any work that by any means would impede access for fire fighting apparatus. Immediately notify the Engineer of any infringement on minimum vertical or horizontal clearances either inside or outside buildings, as prescribed by the Formation Fire Chief.
-

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
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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 28 23 00 Closed Circuit Television(CCTV) System Maintenance and Repairs.

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.
- .4 Unless otherwise indicated in specifications, maintain uniformity of manufacture for any particular or like item throughout building.

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.
-

-
- 1.4 STORAGE, HANDLING AND PROTECTION
(Cont'd)
- .3 Store products subject to damage from weather in weatherproof enclosures.
- .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 for installation and repair methods for CCTV equipment. 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 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 LOCATION OF FIXTURES
- .1 Consider location of fixtures, outlets, and mechanical and electrical items indicated as approximate.
- .2 Inform Engineer of conflicting installation. Install as directed.
- 1.8 FASTENINGS
- .1 Provide metal fastenings and accessories in same texture, colour and finish as adjacent materials, unless indicated otherwise.
- .2 Prevent electrolytic action between dissimilar metals and materials.
- .3 Use non-corrosive hot dip galvanized steel fasteners and anchors for securing exterior work, unless stainless steel or other material is specifically requested in affected specification Section.
-

- 1.8 FASTENINGS (Cont'd)
- .4 Space anchors within individual load limit or shear capacity and ensure they provide positive permanent anchorage. Wood, or any other organic material plugs are not acceptable.
 - .5 Keep exposed fastenings to a minimum, space evenly and install neatly.
 - .6 Fastenings which cause spalling or cracking of material to which anchorage is made are not acceptable.
- 1.9 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.
- 1.10 CONFORMANCE
- .1 When material or equipment is specified by standard or performance specifications, upon request of Engineer, obtain from manufacturer an independant 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.
- .3 Provide on-site containers for collection of waste materials and debris.
- .4 Dispose of waste materials and debris off site.
- .5 Store volatile waste in covered metal containers, and remove from premises at end of each working day.
- .6 Use only cleaning materials recommended by manufacturer of surface to be cleaned, and as recommended by cleaning material manufacturer.

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.
 - .6 Broom clean and wash exterior walks, steps and surfaces; rake clean other surfaces of grounds.
 - .7 Remove dirt and other disfiguration from exterior surfaces.
-

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 EQUIPMENT LOCATION
- .1 The current CCTV Systems' camera number, location and building number are listed in Annex A Closed Circuit Television(CCTV) Systems Camera Number, Location and Building Number.
- 1.3 CCTV SYSTEM COMPLIANCE
- .1 Contractor must provide qualified factory and industry trained technician to perform work on Closed Circuit Television systems covered in this Standing Offer Agreement.
- 1.4 EXISTING CONDITIONS
- .1 The maintenance and repair of CCTV systems controls and equipment will be on an "as and when required" basis. Contractor must provide parts for self maintenance by base technical staff whenever required.
 - .2 Work could include the extension of CCTV system data lines and control points to expand system throughout CFB Halifax.
 - .3 Responsibility of the Contractor when interfacing with existing Department maintained systems will be limited to the external interface between existing systems and components of the CCTV systems covered in this Standing Offer Agreement.
 - .4 Contractor must ensure no work is done on any equipment that is part of the CCTV system which is still under manufacturer's warranty. Any equipment still under manufacturer's warranty is not part of this Standing Offer Agreement. Contractor to obtain clarification from Engineer in case of uncertainty.
-

PART 2 - PRODUCTS

2.1 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 CCTV equipment, parts and devices without prior written authority by the Engineer.
- .3 Materials and parts used must be new and as specified by the manufacturer of the equipment.
- .4 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.
- .5 All replaced parts and materials must be disposed of by the Contractor, after the Engineer has approved the replacement.

2.2 REPLACEMENT OF PARTS

- .1 The replacement of parts will only be done after approval is received from the Engineer.
- .2 Work under this Standing Offer Agreement comprises of the replacement minor parts only. Should it be necessary to replace a major component, an estimate of costs will be required and may be dealt with as a separate item of the agreement or completely outside of the agreement.
- .3 Contractor must provide for upgrades and replacement of CCTV systems computers, monitors, hardware, firmware, software, video, audio and control transceivers and specialized engineering software systems programming support services.

PART 3 - EXECUTION

3.1 MANUFACTURER'S INSTRUCTIONS

- .1 Compliance: Comply with manufacturer's written data, including product technical bulletins, product catalog installation instructions, product carton installation instructions, and datasheet.
-

3.2 ANNUAL
MAINTENANCE

- .1 The Contractor will perform at the request of Engineer, an annual maintenance of the CCTV system that will include the following:
- .1 Clean camera housing, system components and lens, free from marks, packing tape, and finger prints, in accordance with manufacturer's written cleaning recommendations.
 - .2 Check camera connections and power sources for frayed wiring, signal degradation and moisture.
 - .3 Check all camera cabling connections for wear and tear, loosening, and fraying.
 - .4 Adjust camera for correct function.
 - .5 Provide Engineer and FCE Engineering Technical Advisor with a condition report for all locations.

3.3 MAINTENANCE
REPORT

- .1 Contractor must provide a maintenance report within 15 working days of works being performed. Report must be written and submitted to Engineer and Engineering Technical Advisor.
- .2 The maintenance report must include a detailed description of work performed, number of hours, parts replaced and as well the date and location of work.
- .3 Contractor must ensure that the maintenance reports have been reviewed and signed by the service site authority and Engineer and/or FCE Engineering Technical Advisor. Contractor must provide copies of the signed report to the CCTV system administrator, Engineer and FCE Engineering Technical Advisor.

3.4 INSTALLATION

- .1 Install video surveillance equipment and components in accordance with ULC-S317.
- .2 Install cable, boxes, mounting hardware, brackets, video cameras and system components in accordance with manufacturer's written installation instructions.

3.5 FINAL TESTING

- .1 Upon completion of inspection and calibration of the various components the Contractor must ensure that each unit worked upon is tested for functional operation.
- .2 It is the Contractor's responsibility to disconnect and/or temporarily isolate external sections to show proper computerized system performance where required.
-

3.5 FINAL TESTING .3 Testing must be done to the Engineer's satisfaction.
(Cont'd)

Camera #	Location	Building Number
001	CFAD Bedford	BM144
002	12 Wing Shearwater	HGR Y
003	HMC Dockyard	D175
004	HMC Dockyard	D165
005	HMC Dockyard	D247
006	HMC Dockyard	D200
007	HMC Dockyard	D200
008	HMC Dockyard	D62
009	HMC Dockyard	D20
010	HMC Dockyard	D201
011	HMC Dockyard	D201
012	Dockyard Annex(NAD)	W7
013	HMC Dockyard	D193
014	HMC Dockyard	D207
015	HMC Dockyard	D40
016	HMC Dockyard	D206
017	HMC Dockyard	D216
050	Stadacona	S21
051	Stadacona	S24
052	Stadacona	S17
053	Stadacona	S14
054	Stadacona	S89
055	Stadacona	S15
057	Stadacona	S21
061	Stadacona	S37
063	Stadacona	S82
064	Stadacona	S105
100	Windsor Park	WP92
102	Windsor Park	WP63
103	Windsor Park	WP106
TBD	12 Wing Shearwater	HGR 342
TBD	12 Wing Shearwater	SH343
TBD	12 Wing Shearwater	HGR 344

Note: Listed CCTV system cameras and equipment at various sites may be under construction, renovations or disuse, the Contractor will discuss the inspection schedule with the Engineer prior to start of any works.

Note: Listed CCTV system cameras and equipment may vary at some locations. Contractor must provide additional information to update and amend list of CCTV system equipment when requested by Engineer.



Government of Canada / Gouvernement du Canada

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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 DND		2. Branch or Directorate / Direction générale ou Direction CFB Halifax
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 CCTV maintenance, repair and replacement, on-site. No connection to any DND Electronic facility. Standalone site monitoring system within Queens Harbour Master and CFB Halifax Military Police		
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 / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO RESTRICTED <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO DIFFUSION RESTREINTE <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET <input type="checkbox"/>	NATO CONFIDENTIAL <input type="checkbox"/>	SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>	NATO CONFIDENTIEL <input type="checkbox"/>	TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>
	NATO SECRET <input type="checkbox"/>	
	COSMIC TOP SECRET <input type="checkbox"/>	
	COSMIC TRÈS SECRET <input type="checkbox"/>	

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
Unclassified





PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No / 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 checked="" type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET-SIGINT
TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input checked="" type="checkbox"/> SITE ACCESS
ACCÈS AUX EMPLACEMENTS | | | |

Special comments:
Commentaires spéciaux : Escorts are required until all contractor personnel requiring access to DND have security clearance

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 CONFIDENTIAL	NATO SECRET	COMSEC TOP SECRET / COMSEC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
							NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL			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-C237

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)	Title - Titre	Signature	
THOMAS MURPHY	ENGINEERING OFFICER	<i>Thomas Murphy</i>	
Telephone No. - N° de téléphone 902-722-4955	Facsimile No. - N° de télécopieur - 902-722-1816	E-mail address - Adresse courriel thomas.murphy3@forces.gc.ca	Date 20/12/12
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Devin Heggison	VCDS DPM SEC 3-3 NDHQ OTTAWA	<i>Devin Heggison</i>	
Telephone No. - N° de téléphone (613) 949-1048	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel heggison.d@forces.gc.ca	Date 3 Jan 2012
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 type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Chukwudi Chinye	Supply officer	<i>Chukwudi Chinye</i>	
Telephone No. - N° de téléphone 902-496-5876	Facsimile No. - N° de télécopieur 902-496-5016	E-mail address - Adresse courriel Chukwudi.chinye@pwgsc.gc.ca	Date Feb 22 2012
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
		<i>Maria Mendoza</i>	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

Maria Mendoza
Contract Security Officer, Contract Security Division
Maria.Mendoza@pwgsc-pwgsc.gc.ca
Tel/Tél - 613-948-1618 / Fax/Télex - 613-954-4174



FOR GOVERNMENT USE ONLY POUR USAGE DU GOUVERNEMENT SEULEMENT	
Special Investigations Directorate File No. N° de dossier de la Direction des enquêtes spéciales	Date Received (Y-A M D-J) Date de réception

CONSENT TO A CRIMINAL RECORD VERIFICATION CONSENTEMENT À LA VÉRIFICATION DE L'EXISTENCE D'UN CASIER JUDICIAIRE

This form must be completed and signed by each individual who is currently a director of the Bidder/Offeror/Supplier and provided with the Bid/Offer/Arrangement.

Le présent formulaire doit être rempli et signé par chaque individu qui est actuellement un administrateur du soumissionnaire/de l'offrant/du fournisseur et fourni avec la soumission/l'offre/l'arrangement.

A	PRIVACY ACT STATEMENT ÉNONCÉ CONCERNANT LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS
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The personal information requested on this form is collected under the authority of subsection 750(3) of the *Criminal Code*, paragraph 42(1(c)) of the *Financial Administration Act*, and sections 7 and 21 of the *Department of Public Works and Government Services Act*. The information will be used for validating the criminal conviction certifications necessary for obtaining and maintaining a procurement instrument. It may be shared with other government departments, agencies, as well as provincial, territorial, and federal courts, within the limits of what is required to conduct the criminal conviction verification.

Les renseignements personnels demandés dans le présent formulaire sont recueillis en vertu du paragraphe 750(3) du *Code criminel*, du paragraphe 42(1(c)) de la *Loi sur la gestion des finances publiques* et des articles 7 et 21 de la *Loi sur le ministère des Travaux publics et des Services gouvernementaux*. Ces renseignements seront utilisés pour valider les attestations de condamnation au criminel nécessaires pour obtenir et conserver un instrument d'approvisionnement. Les renseignements peuvent être diffusés à d'autres ministères et organismes fédéraux, ainsi qu'à des tribunaux provinciaux, territoriaux et fédéraux, dans les limites de ce qui est requis pour la vérification des condamnations au criminel.

A refusal to provide information will result in the bid/offer/arrangement being rejected or the contract terminated, the standing offer being set-aside or the supply arrangement being cancelled, as applicable.

À défaut de fournir les renseignements demandés, la soumission/l'offre/l'arrangement sera rejeté ou le contrat résilié, l'offre à commandes sera mise de côté ou l'arrangement en matière d'approvisionnement sera annulé, selon le cas.

The personal information is described in personal information bank PWGSC PPU 184 - Integrity Assessment Program. Individuals have a right of access to, correction of and protection of their information in accordance with the *Privacy Act*.

Les renseignements personnels sont décrits dans les fichiers de renseignement personnels n° TPSGC PPU 184 - Programme de l'évaluation de l'intégrité. Les personnes ont le droit d'accéder aux renseignements personnels qui les concernent, ainsi que de les faire corriger ou protéger, conformément à la *Loi sur la protection des renseignements personnels*.

B	BIOGRAPHICAL INFORMATION - Must be completed by the individual RENSEIGNEMENTS BIOGRAPHIQUES - À remplir par l'individu
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Family Name (Last Name) - Nom (de famille)	Family Name at Birth - Nom de famille à la naissance
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Full Given Names (No initials) - Prénoms au complet (aucune initiale)

All other previously used names (i.e. maiden name, previously married names, legal name change, nicknames) Tout autre nom utilisé (tel que nom de jeune fille, noms maritaux précédents, changement de nom légaux, sobriquets)

Gender - Sexe <input type="checkbox"/> Male / Masculin <input type="checkbox"/> Female / Féminin	Date of Birth - Date de naissance (Y-A M D-J)
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**Current Permanent Residential Information
Information résidentielle permanente actuelle**

Apartment No. - N° d'appartement	Street No. - N° civique	Street Name - Nom de la rue
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City - Ville	Province/State - État
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Country - Pays	Postal Code/Zip Code - Code postal/Code zip
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C	CONSENT - Must be signed by the individual CONSENTEMENT - Doit être signé par l'individu
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I, the undersigned, confirm that I have read and understand the above *Privacy Act* statement and that I consent to the collection and use of my personal information as described therein.

Je, soussigné, confirme avoir pris connaissance de l'Énoncé concernant la *Loi sur la protection des renseignements personnels* et consens à la collecte et à l'utilisation des renseignements personnels fournis aux présentes.

Signature	
Print Name - Nom en lettres moulées	Date (Y-A M D-J)

D	ADMINISTRATIVE INFORMATION - Internal Government Use Only RENSEIGNEMENTS ADMINISTRATIFS - Pour usage interne du gouvernement seulement
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Requesting Branch/Sector/Directorate/Division - Direction générale/Secteur/Direction/Division requérante

Solicitation/Proposed Contract No. - N° de la demande de soumission/N° du contrat	Date of Request (Y-A M D-J) Date de la demande
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Requesting Contact Person - Personne-ressource requérante	Contact Person Tel. No. - N° de tél. de la personne-ressource
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