

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada
Room 1650, 635 8th Ave. S.W.
pièce 1650, 635 - 8e avenue, SO -
Calgary
Alberta
T2P 3M3**

Request For a Standing Offer Demande d'offre à commandes

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

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

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

Comments - Commentaires

THIS DOCUMENT CONTAINS A SECURITY
REQUIREMENT

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

Issuing Office - Bureau de distribution
Public Works and Government Services Canada/Réception
des soumissions Travaux publics et Services
gouvernementaux Canada
Room 1650, 635 8th Ave. S.W.
635, 8e Avenue SO, pièce 1650
Calgary
Alberta
T2P 3M3

Title - Sujet Millwright Services	
Solicitation No. - N° de l'invitation W0142-12SO81/A	Date 2012-08-28
Client Reference No. - N° de référence du client W0142-12SO81	GETS Ref. No. - N° de réf. de SEAG PW-\$CAL-129-6000
File No. - N° de dossier CAL-2-35040 (129)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-10-09	Time Zone Fuseau horaire Mountain Daylight Saving Time MDT
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Izzotti, Diana	Buyer Id - Id de l'acheteur pwt140
Telephone No. - N° de téléphone (403)292-4421 ()	FAX No. - N° de FAX (403)292-5786
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE B ENGR SECTION, BUILDING 363 CFB – SUFFIELD BOX 6000, STN MAIN MEDICINE HAT Alberta T1A8K8 Canada	
Security - Sécurité This request for a Standing Offer includes provisions for security. Cette Demande d'offre à commandes comprend des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

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Solicitation No. - N° de l'invitation

W0142-12SO81/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

cal129

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

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CCC No./N° CCC - FMS No/ N° VME

W0142-12SO81

CAL-2-35040

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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, Basis of Payment, Usage Report, Security Requirements Checklist (SRCL) , and any other annexed information.

2. Summary

This is a Request for Standing Offer (RFSO) for the Department of National Defence (DND) at various buildings and areas in and around Canadian Forces Base (CFB) Suffield.

Work under this Standing Offer, and any subsequent call-ups, consists of Industrial Mechanic/Millwright services at CFB Suffield, the Village of Ralston, DRDC (Defence Research Development Canada - Suffield), BATUS (British Army Training Unit Suffield) and any other DND installations in the surrounding areas. The work to be done shall include the provision of all labour, materials, tools, ladders, scaffolding and other equipment related to the Industrial Mechanic/Millwright field on an 'as required' basis as per the individual call-ups; except where it is specifically mentioned that such materials and/or labour is not part of the Standing Offer.

All work is to be completed to the satisfaction of the engineer, in accordance with specification L-S381-9901/686 dated August 2011.

Period of Standing Offer: for a three year period from date of issuance.

Pursuant to section 01 of Standard Instructions 2006 and 2007, a Consent to a Criminal Record Verification form (Form 229) attached, must be submitted with the offer, by Request for Standing Offers closing date, for each individual who is currently on the Offeror's Board of Directors.

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

Solicitation No. - N° de l'invitation

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cal129

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W0142-12SO81

File No. - N° du dossier

CAL-2-35040

CCC No./N° CCC - FMS No/ N° VME

The 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).

3. Security Requirement

a) 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.

b) Pursuant to section 01 of Standard Instructions 2006, a Consent to a Criminal Record Verification form, must be submitted as part of their offer for each individual who is currently on the Offeror's Board of Directors.

4. Debriefings

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

PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

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

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

The 2006 (2012-07-11) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements are incorporated by reference into, and form part of, the RFSO.

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

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

1.1 SACC Manual Clauses

M0019T

Firm Price and/or Rates

2007-05-25

2. Submission of Offers

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

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

3. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than seven (7) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

4. Applicable Laws

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

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

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

Section I: Financial Offer (One hard copy)

Section II: 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 (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, offerors are encouraged to:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Financial Offer

1.1 SACC Manual Clauses:

C3011T

Exchange Rate Fluctuation

2010-01-11

1.2 Prices - Items

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

Section II: Certifications

Offerors must submit the certifications required under Part 5 prior to issuance of the Standing Offer.

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.

Mandatory Requirements -

1.1 Technical Evaluation

A) At Time of Submission of Bid:

- i) Consent to Criminal Check: form 229 attached
- ii) Complete list of Board of Directors

B) Prior to award of Standing Offer:

- i) All licenses or certificates identified in the Request For Standing Offer.

1.2 Financial Evaluation

1.2.1 A rate must be entered for each item in the price tables in Annex B .

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

1.2.3 M0222T Evaluation of Price 2010-01-11

2. Basis of Selection

M0069T, 2007-05-25

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

PART 5 - CERTIFICATIONS

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

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

Companies that do not provide the required certificates will not be awarded a standing offer.

1. Code of Conduct Certifications - Consent to a Criminal Record Verification

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

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

2. Certifications Precedent to Issuance of a Standing Offer

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.

Offerors must submit the certifications as provided below:

- Journeyperson Certificates
- First Aid Certificates

2.1 Federal Contractors Program - Certification

2.1.1 Federal Contractors Program - \$200,000 or more

M2000T, (2010-08-16)

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

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

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

2. If the Offeror does not fall within the exceptions enumerated in 3.(a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP, the Offeror must fax (819-953-8768) a copy of the signed form LAB 1168, Certificate of Commitment to 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 (**To be completed by Offeror and submitted with Offer**):

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
<http://www.hrsdc.gc.ca/eng/home.shtml>

2.2 Former Public Servant Certification

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

Definitions

For the purposes of this clause;

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

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

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

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

Former Public Servant (FPS) in Receipt of a Pension

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

If so, the Offeror must provide the following information:

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

Work Force Reduction Program

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

If so, the Offeror must provide the following information:

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

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

By submitting an offer, the Offeror certifies that the information provided by the offeror to meet the above requirements is accurate and complete.

PART 6 - SECURITY REQUIREMENTS

1. Security Requirement

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

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

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

2. Security Requirement

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

For more information on security requirements, offerors should consult the website of the Industrial Safety <http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>

3. Standard Clauses and Conditions

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

issued by Public Works and Government Services Canada.

3.1 General Conditions

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

3.2 Standing Offers Reporting

3.2.1 Periodic Usage Reports - Standing Offer (M7010C, 2012-07-16)

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

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

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

The quarterly reporting periods are defined as follows:

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

The data must be submitted to the Standing Offer Authority no later than fifteen (15) calendar days after the end of the reporting period.

4. Term of Standing Offer

Three (3) years. For details see Annex B - Offer

4.1 Period of the Standing Offer

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

5. Authorities

5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Diana Izzotti
Title: Supply Officer
Public Works and Government Services Canada
Acquisitions Branch: Calgary
Telephone: 403 - 292- 4421
Facsimile: 403-292- 5786
E-mail: diana.izzotti@pwgsc-tpsgc.gc.ca

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

5.2 Project Authority

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

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

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

Name _____
 Title _____
 Address _____
 Telephone: _____
 Facsimile: _____
 E-mail address: _____

6. Identified Users

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

7. Call-up Instrument

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

8. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed: TBD

9. Priority of Documents

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

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

10. Certifications

10.1 Compliance

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

11. Applicable Laws

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

12. Estimate of cost

M3800C

2006-08-15

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

B. RESULTING CONTRACT CLAUSES

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

1. Statement of Work

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

2. Standard Clauses and Conditions**2.1 General Conditions**

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

3. Term of Contract**3.1 Period of the Contract**

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

4. Payment**4.1 Basis of Payment - Firm Price**

(C0206C - 2011-05-16)

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

4.2 SACC Manual Clauses

C0710C	Time and Contract Price Verification	2007-11-30
C0711C	Time Verification	2008-05-12
C2000C	Taxes - Foreign-based Contractor	2007-11-30
C2605C	Canadian Customs Duty and Sales Tax - - Foreign-Based Contractor	2010-01-11
H1000C	Single Payment	2008-05-12

5. Invoicing Instructions

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

Each invoice must be supported by:

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

2. Invoices must be distributed as follows:

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

6. Insurance Requirements

(G1001C, 2008-05-12)

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

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

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

6.1 Commercial General Liability Insurance

(G2001C, 2008-05-12)

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

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

- (a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
- (b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
- (c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
- (d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
- (e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
- (f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- (g) Employees and, if applicable, Volunteers must be included as Additional Insured.
- (h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB or similar program))

- (i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- (j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- (k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- (l) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

6.2 Automobile Liability Insurance

(G2020C, 2008-05-12)

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

2. The policy must include the following:

- (a) Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
- (b) Accident Benefits - all jurisdictional statutes
- (c) Uninsured Motorist Protection
- (d) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

7. SACC Manual Clauses

A9039C

Salvage

2008-05-12

A9062C

Canadian Forces Site Regulations

2011-05-16

8. Mandatory Health and Safety - for Work in the Province of Alberta

1) SPECIAL INSTRUCTIONS TO BIDDERS (SI):

SI13 WCB AND SAFETY PROGRAM

1. The recommended Bidder shall provide to the Contracting Authority, prior to Standing Offer award:
 - 1.1 a Workers Compensation Board Statement of Injury Cost Supplement - *Alberta*, or equivalent documentation from another jurisdiction;
 - 1.2 a Workers Compensation Board letter of good standing, also listing covered Directors, Principals, Proprietor(s) or Partners who will be or who are anticipated to be present on the work site(s), or equivalent documentation from another jurisdiction; and
 - 1.3 a Certificate of Recognition (COR) or Registered Safety Plan (RSP). A health and safety policy and program, as required by other provincial/territorial Occupational Health and Safety Acts, will be acceptable in lieu of a COR or RSP.
2. The recommended Bidder shall deliver all of the above documents to the Contracting Authority on or before the date stated (usually 3-5 days after notification) by the Contracting Authority. Failure to comply with the request may result in the bid being declared non-compliant.

2) SUPPLEMENTARY CONDITIONS (SC):

SC02 Workplace Safety and Health**1. EMPLOYER/CONTRACTOR**

1.1 The Contractor shall, for the purposes of the Workplace Safety and Health Act and Regulations, Alberta, and for the duration of the Work:

- 1.1.1 act as the Employer, where there is only one employer on the work site, in accordance with the Authority Having Jurisdiction;
- 1.1.2 assume the role of Contractor, where there are two or more employers involved in work at the same time and space at the work site, in accordance with the Authority Having Jurisdiction; and
- 1.1.3 agree, in the event of two or more Contractors working at the same time and space at the work site, without limiting the General Conditions, to Canada's order * to:
 - 1.1.3.1 assume, as the Contractor, the responsibility for Canada's other Contractor(s); or
 - 1.1.3.2 accept that Canada's other Contractor is Contractor and conform to that Contractor's Site Specific Health and Safety Plan.

* "order" definition: after Standing Offer issuance, Contractor is ordered by a Call-up.

2. LABOUR AUTHORITY CONTACT:

The contact below represents the Labour Authority in the jurisdiction (AHJ). They are not representatives of the Workers Compensation.

Do not contact the people referenced below for issues pertaining to WCB or WCB Clearances. Those queries must be directed specifically to the WCB, and where the WCB has both a Labour and Compensation component, WCB issues must be directed to the Compensation/Employer Services sections.

<u>ALBERTA South</u>	<u>ALBERTA North</u>
Alberta Human Resources and Employment Workplace Health and Safety 600 – 727, 7th Avenue S.W. Calgary, Alberta, T2P 0Z5 Telephone: (403) 297-7896 Facsimile: (403) 297-7893	Alberta Human Resources and Employment Workplace Health and Safety 10th Floor, 7th Street Plaza 10030-107 Street Edmonton, Alberta, T5J 3E4 Telephone: (780)422-5949 Facsimile: (780) 427-0999

Solicitation No. - N° de l'invitation

W0142-12SO81/A

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

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File No. - N° du dossier

CAL-2-35040

Buyer ID - Id de l'acheteur

cal129

CCC No./N° CCC - FMS No/ N° VME

ANNEX A

STATEMENT OF WORK

TITLE:

Industrial Mechanic/Millwright Services

OBJECTIVE:

For the provision of all labour, materials, tools, ladders, scaffolding and other equipment related to the Industrial Mechanic/Millwright field on an 'as required' basis as per the individual call-ups; except where it is specifically mentioned that such materials and/or labour is not part of the Standing Offer. All work is to be completed to the satisfaction of the engineer, in accordance with specification L-S381-9901/686 dated August 2011.

The supply of compressors is not included in this Standing Offer.

ANNEX B**1. Basis of Payment****.1 Hourly rates:**

The Contractor will be paid firm hourly rates as listed below in the price tables for work performed under the agreement. Payment based on the completed price tables will be paid to the contractor when the services provided are satisfactory, following approval of the departmental representative. No payment shall exceed the amounts specified in the Call up Standing Offer without written permission.

A rate must be entered for each item in the tables.

G.S.T. is excluded from the prices quoted herein.

G.S.T. (if applicable) will be shown as a separate item on any invoice.

Schedule A: Year 1 - For a one (1) year period from date of issuance of Standing Offer (SO). Dates TBD (to be determined)

Column 1	Column 2	Column 3	Column 4	Column 5
Item	Description	Estimated annual Usage/ amounts	Unit/Hourly Rate	Total: Column 3 x Column 4
A	Hourly rate for callouts during regular hours (07:30h to 16:00h Mon-Fri) including travel time, mileage transportation costs etc.			
	Journey person Industrial Mechanic/ Millwright	100 hours	\$ _____	\$ _____
	Apprentice/ helper	100 hours	\$ _____	\$ _____
B	Hourly rate for callouts Outside regular hours (Mon to Fri) including travel time, mileage transportation costs etc.			
	Journey person Industrial Mechanic/ Millwright	10 hours	\$ _____	\$ _____
	Apprentice/ helper	10 hours	\$ _____	\$ _____
C	Hourly rate for callouts Outside regular hours (Weekends and Statutory Holidays) including travel time, mileage transportation costs etc.			
	Journey person Industrial Mechanic/ Millwright	10 hours	\$ _____	\$ _____
	Apprentice/ helper	10 hours	\$ _____	\$ _____
Column	Column 2	Column 3	Column 4	Column 5

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1				
Item	Description	Estimated annual Usage/ amounts	Unit/Hourly Rate	Total: Column 3 x Column 4
D	Contractors mark up on materials and replacements parts (except free issue) at laid down cost (which includes invoice cost, transportation costs, exchange, customs and purchasing expenses, internal handling, and profit) excluding sales tax. Sales tax to be shown separately on invoices. (\$1,000 x % mark up = \$ Column 5)	\$1,000.00	_____ %	\$ _____
Schedule A: Total from Column 5 A - D for all services = bid for year 1				\$ _____ (GST/HST excluded) Enter in Year 1 column of Table 2.

ANNEX B - pricing continued;

Schedule B: Year 2 - For a one (1) year period immediately following Year 1 (dates to be determined).

Column 1	Column 2	Column 3	Column 4	Column 5
Item	Description	Estimated annual Usage/ amounts	Unit/Hourly Rate	Total: Column 3 x Column 4
A	Hourly rate for callouts during regular hours (07:30h to 16:00h Mon-Fri) including travel time, mileage transportation costs etc.			
	Journeyperson Industrial Mechanic/ Millwright	100 hours	\$ _____	\$ _____
	Apprentice/ helper	100 hours	\$ _____	\$ _____
B	Hourly rate for callouts Outside regular hours (Mon to Fri) including travel time, mileage transportation costs etc.			
	Journeyperson Industrial Mechanic/ Millwright	10 hours	\$ _____	\$ _____
	Apprentice/ helper	10 hours	\$ _____	\$ _____
C	Hourly rate for callouts Outside regular hours (Weekends and Statutory Holidays) including travel time, mileage transportation costs etc.			
	Journeyperson Industrial Mechanic/ Millwright	10 hours	\$ _____	\$ _____
	Apprentice/ helper	10 hours	\$ _____	\$ _____
D	Contractors mark up on materials and replacements parts (except free issue) at laid down cost (which			

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Column 1	Column 2	Column 3	Column 4	Column 5
Item	Description	Estimated annual Usage/ amounts	Unit/Hourly Rate	Total: Column 3 x Column 4
	includes invoice cost, transportation costs, exchange, customs and purchasing expenses, internal handling, and profit) excluding sales tax. Sales tax to be shown separately on invoices. (\$1,000 x % mark up = \$ Column 5)	\$1,000.00	_____ %	\$_____
Schedule B: Total from Column 5 A-D for all services = bid for year 2				\$_____ (GST/HST excluded) Enter in Year 2 column of Table 2.

ANNEX B - pricing continued;

Schedule C: Year 3 - For a one (1) year period immediately following Year 2 (dates to be determined).

Column 1	Column 2	Column 3	Column 4	Column 5
Item	Description	Estimated annual Usage/ amounts	Unit/Hourly Rate	Total: Column 3 x Column 4
A	Hourly rate for callouts during regular hours (07:30h to 16:00h Mon-Fri) including travel time, mileage transportation costs etc.			
	Journey person Industrial Mechanic/ Millwright	100 hours	\$_____	\$_____
	Apprentice/ helper	100 hours	\$_____	\$_____
B	Hourly rate for callouts Outside regular hours (Mon to Fri) including travel time, mileage transportation costs etc.			
	Journey person Industrial Mechanic/ Millwright	10 hours	\$_____	\$_____
	Apprentice/ helper	10 hours	\$_____	\$_____
C	Hourly rate for callouts Outside regular hours (Weekends and Statutory Holidays) including travel time, mileage transportation costs etc.			
	Journey person Industrial Mechanic/ Millwright	10 hours	\$_____	\$_____
	Apprentice/ helper	10 hours	\$_____	\$_____
D	Contractors mark up on materials and replacements parts (except free issue) at			

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Column 1	Column 2	Column 3	Column 4	Column 5
Item	Description	Estimated annual Usage/ amounts	Unit/Hourly Rate	Total: Column 3 x Column 4
	laid down cost (which includes invoice cost, transportation costs, exchange, customs and purchasing expenses, internal handling, and profit) excluding sales tax. (\$1,000 x % mark up = \$ Column 5)	\$1,000.00	_____ %	\$ _____
Schedule C: Total from Column 5 A-D for all services = bid for year 3				\$ _____ (GST/HST excluded) Enter in Year 3 column of Table 2.

TABLE 2:

Year 1	Year 2	Year 3	= Total bid for 3 years
Total for Year 1 \$ _____	Total for Year 2 \$ _____	Total for Year 3 \$ _____	\$ _____ (GST/HST excluded) Total Bid price

ANNEX C

SECURITY REQUIREMENTS CHECK LIST (SRCL)

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

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ANNEX "D"
STANDING OFFER USAGE REPORT

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

Quarterly Usage Report Schedule:

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

SUPPLIER:

STANDING OFFER NO: W0142-12SO81

DEPARTMENT OR AGENCY: DND, CFB Suffield

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

Or:

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

PREPARED BY: _____

Telephone # _____

SIGNATURE: _____ DATE: _____



**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 on the Board of Directors of the Bidder/Offeror/Supplier and provided with the Bid/Offer/Arrangement.
Le présent formulaire doit être rempli et signé par chaque membre du conseil d'administration 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**

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 or 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 ou 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**

Family Name (Last Name) - Nom (de famille)		Family Name at Birth - Nom de famille à la naissance	
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 Male Female Masculin Féminin		Date of Birth - Date de naissance (Y-A M D-J)	

**Current Residential Information
Information résidentielle actuelle**

Apartment No. - N° d'appartement		Street No. - N° civique		Street Name - Nom de la rue	
City - Ville		Province		Postal Code - Code postal	

C	CONSENT - Must be signed by the individual CONSENTEMENT - Doit être signé par l'individu
----------	---

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	
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
Requesting Contact Person - Personne-ressource requérante		Contact Person Tel. No. - N° de tél. de la personne-ressource



National Defence



CANADIAN FORCES BASE SUFFIELD
BASE ENGINEERING
SPECIFICATION
FOR
INDUSTRIAL MECHANIC (MILLWRIGHT) SERVICES

CFB Suffield Job No: L-S381-9901/686

SO No: 81

Dated: August 2011

K. Nottle, Capt.
Works O

Keith Parkinson
WFE Supervisor

R. Richard
Base Fire Chief

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PART 1 General

1.1 FIRE SAFETY PLAN

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

1.2 FIRE DEPARTMENT BRIEFING

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

1.3 REPORTING FIRES

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

Base: 911

Ralston (Off Base): 911
- .2 Report immediately all fire incidents to Fire Department as follows:
 - .1 activate nearest fire alarm box; or
 - .2 telephone.
- .3 Person activating fire alarm box will remain at box to direct Fire Department to scene of fire.
- .4 When reporting fire by telephone, give location of fire, name or number of building and be prepared to verify the location.

1.4 INTERIOR AND EXTERIOR FIRE PROTECTION AND ALARM SYSTEMS

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

1.5 FIRE EXTINGUISHERS

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

1.6 INSTALLATION AND/OR REPAIR OF ROOF TO INCLUDE CONTRACTORS PHYSICAL PLANT AT SITE

- .1 Notify Fire Chief of location of any asphalt kettles and dates that kettles will be in use. Ensure personnel use and take precautions as follows:
 - .1 Use kettles equipped with thermometers or gauges in good working order.
 - .2 Locate kettles in safe place outside of building or, if approved by Fire Chief, on non-combustible roof. Locate to avoid danger of igniting combustible material below.
 - .3 Maintain continuous supervision while kettles are in operation and provide metal covers for kettles to smother any flames in case of fire. Fire extinguishers shall be provided as required in 1.5.
 - .4 Prior to start of work, demonstrate container capacities to Fire Chief.
 - .5 Use only glass fibre roofing mops.
 - .6 Used roofing mops will not be left unattended on roof and shall be stored away from building and combustible materials.
 - .7 All roofing materials will be stored in location no closer than 3m to any structures.

1.7 BLOCKAGE OF ROADWAYS

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

1.8 FIRE PRECAUTIONS

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

1.9 SMOKING PRECAUTIONS

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

1.10 RUBBISH AND WASTE MATERIALS

- .1 Rubbish and waste materials are to be kept to a minimum.
- .2 Burning of rubbish is prohibited.
- .3 Removal:
 - .1 Remove all rubbish from work site at end of workday or shift or as directed.

- .4 Storage:
 - .1 Store oily waste in approved receptacles to ensure maximum cleanliness and safety.
 - .2 Deposit greasy or oily rags and materials subject to spontaneous combustion in approved receptacles and remove as required in 1.10.3.1.

1.11 FLAMMABLE AND COMBUSTIBLE LIQUIDS

- .1 Handling, storage and use of flammable and combustible liquids are to be governed by the current National Fire Code of Canada.
- .2 Flammable and combustible liquids such as gasoline, kerosene and naphtha will be kept for ready use in quantities not exceeding 45 litres provided they are stored in approved safety cans bearing Underwriters' Laboratory of Canada or Factory Mutual seal of approval. Storage of quantities of flammable and combustible liquids exceeding 45 litres for work purposes requires permission of Fire Chief. Flammable and combustible liquids are prohibited from being stored within the building.
- .3 Transfer of flammable and combustible liquids is prohibited within buildings or jetties.
- .4 Transfer of flammable and combustible liquids will not be carried out in vicinity of open flames or any type of heat-producing devices.
- .5 Flammable liquids having a flash point below 38°C such as naphtha or gasoline will not be used as solvents or cleaning agents.
- .6 Flammable and combustible waste liquids, for disposal, will be stored in approved containers located in a safe ventilated area. Quantities are to be kept to a minimum and Fire Department is to be notified when disposal is required.

1.12 HAZARDOUS SUBSTANCES/HOT WORK/TEMPORARY HEAT PERMITS

- .1 Work entailing use of toxic or hazardous materials, chemicals and/or explosives, or otherwise creating hazard to life, safety or health, will be in accordance with National Fire Code of Canada.
- .2 Obtain from Fire Chief a "Hot Work" permit for work involving spark-producing equipment, welding, burning or use of blowtorches and salamanders, in buildings or facilities. Hot work permits may be issued between 0800 – 0900 hours daily.
- .3 Temporary Heating – Temporary heaters shall be stamped as approved by a recognized testing agency (i.e. CDA, CSA, ULC). Only indirect flame type heaters are to be used. Only in exceptional circumstances are torpedo type heaters to be used and they will require 24 hour on site supervision. Heater permits require 24 hours notice and can be obtained from the Chief Fire Inspector daily between the hours of 0800 – 0900. After normal working hours, callouts for Fire Prevention staff to inspect and issue permits shall be at the contractor's expense.
- .4 Heaters are to have an original and legible installation plate affixed stating clearances to be maintained from combustible materials. Stated clearances will be maintained at all times.

- .5 Heaters shall be installed by a qualified gas fitter to meet the requirements of the Propane Installation Code or the National Gas installation Code, whichever is applicable.
- .6 All LPG cylinders shall be supported against upset by non-combustible cable or chain. Cylinders shall be protected against damage.
- .7 A permit becomes invalid if a heater is moved from the original location for which the permit was issued. A new permit must be obtained.
- .8 When Work is carried out in dangerous or hazardous areas involving use of heat, provide fire watchers equipped with sufficient fire extinguishers. Determination of dangerous or hazardous areas along with level of protection necessary for Fire Watch is at discretion of the Fire Chief. Contractors are responsible for providing fire watch service for work on a scale established and in conjunction with Fire Chief at pre-work conference.
- .9 Where flammable liquids, such as lacquers or urethanes are to be used, proper ventilation will be assured and all sources of ignition are to be eliminated. Fire Chief is to be informed prior to and at cessation of such work.

1.13 QUESTIONS AND/OR CLARIFICATION

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

1.14 FIRE INSPECTION

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

PART 2 Products

2.1 NOT USED

- .1 Not Used.

PART 3 Execution

3.1 NOT USED

- .1 Not Used.

END OF SECTION

PART 1 General

1.1 ENVIRONMENTAL RESPONSIBILITY

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

1.2 WORK AREA

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

1.3 FUEL MANAGEMENT

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

1.4 FIRES

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

1.5 WASTE MANAGEMENT

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

- .4 Ensure that sufficient numbers of waste and recycling containers are located on site and properly maintained and emptied to prevent overloading.
- .5 Minimize amount of waste to landfills by segregating recyclable materials from the waste stream into appropriate recycling containers. Ensure separation of materials into appropriate recycling or waste bins.
- .6 Additional requirements in accordance with Section 01 74 19 – Waste Management and Disposal

1.6 DRAINAGE

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

1.7 SOIL HANDLING

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

1.8 SITE CLEARING AND PLANT PROTECTION

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

- .6 Minimize stripping of topsoil and vegetation.
- .7 Restrict tree removals to areas indicated or designated by Engineer.
- .8 Salvage vegetation and store at approved sites for future replacement as required and directed by Engineer.

1.9 WORK ADJACENT TO WATERWAYS

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

1.10 POLLUTION CONTROL

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

1.11 EQUIPMENT

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

- .3 Construction equipment shall be well maintained, free from leaks and mechanical defects.
- .4 When equipment and vehicles are not in use, they must be stored in designated areas approved by the Engineer.

1.12 STORAGE AND HANDLING

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

1.13 RESTORATION

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

1.14 CLEAN UP

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

1.15 REPORTING

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

1.16 INSPECTIONS

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

PART 2 Products

2.1 NOT USED

- .1 Not Used.

PART 3 Execution

3.1 NOT USED

- .1 Not Used.

END OF SECTION

PART 1 General

1.1 CONSTRUCTION SAFETY MEASURES

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

1.2 BASE SAFETY OFFICER BRIEFING

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

1.3 FMA SAFETY REQUIREMENTS

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

1.4 EPG AND BASE RANGE AREA

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

1.5 TOOLS AND EQUIPMENT

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

1.6 CONFINED SPACE ENTRY POLICY

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

1.7 FIRE SAFETY REQUIREMENTS

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

1.8 SCAFFOLDING

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

1.9 OVERLOADING

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

1.10 WHMIS

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

1.11 FALL PROTECTION

- .1 Approved fall protection equipment and methods shall be used in accordance with Canada Labour Code Part II and the associated CSA Standards.
- .2 Safety belts and lanyards shall be worn where falling hazards exist, as described under the Canada Labour Code, Part II. Contractor and their personnel shall ensure they adhere to and strictly enforce the applicable federal regulations where it is impractical to provide adequate work platforms or staging.

- .3 All elevated work sites shall have the area underneath cordoned off to prevent injuries from falling objects and anyone working in the proximity of said elevated work sites must utilize proper Personal Protective Equipment to avoid injury from possible falling objects.

1.12 PERSONAL PROTECTIVE EQUIPMENT (PPE)

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

PART 2 Products

2.1 NOT USED

- .1 Not Used.

PART 3 Execution

3.1 NOT USED

- .1 Not Used.

END OF SECTION

PART 1 General

1.1 USE OF SITE AND FACILITIES

- .1 Execute work with least possible interference or disturbance to normal use of premises.
- .2 Maintain security measures established by exiting facility.

1.2 DISPOSAL OF WASTES

- .1 Burying of rubbish and waste materials is prohibited unless approved by Engineer.
- .2 Disposal of waste into waterways, storm, or sanitary sewer is prohibited.

1.3 STORAGE, HANDLING AND PROTECTION

- .1 Store materials to be reused, recycled and salvaged in locations as directed by Engineer.
- .2 Unless specified otherwise, materials for removal do not become Contractor's property.
- .3 Protect, stockpile, store and catalogue salvaged items.
- .4 Separate non-salvageable materials from salvaged items. Transport and deliver non-salvageable items to licensed disposal facility.
- .5 Protect structural components not removed for demolition from movement or damage.
- .6 Support affected structures. If safety of building is endangered, cease operations and immediately notify Engineer.
- .7 Protect surface drainage, mechanical and electrical from damage and blockage.

1.4 SCHEDULING

- .1 Coordinate work with other activities at site to ensure timely and orderly progress of the work.

PART 2 Products

2.1 NOT USED

- .1 Not used.

PART 3 Execution

3.1 APPLICATION

- .1 Handle waste materials not reused, salvaged, or recycled in accordance with appropriate regulations and codes.

3.2 CLEANING

- .1 Remove tools and waste materials on completion of work and leave work area in clean and orderly condition.

- .2 Clean-up work area as work progresses.
- .3 Sort separate materials to be reused/recycled into specified sort areas.

3.3 DIVERSION OF MATERIALS

- .1 On-site sale of salvaged materials is not permitted.
- .2 Separate and dispose waste material and debris as described in 3.4 at designated dumping areas within Base Dump Site on Crown property or remove from site to approval of Engineer and consistent with applicable regulations.

3.4 DUMP SITE

- .1 The Construction dump will only be used for the dumping of the following materials:
 - .1 Concrete;
 - .2 Asphalt;
 - .3 Sod;
 - .4 Grass; and
 - .5 Razor/Barb wire.
- .2 For the dumping of materials such as fallen trees and brush, the Landfill will be used. The Recycle area at the Landfill site is the only area that will be used to dump/drop off any lumber and the driver/Contractor is responsible (UNDER THE DIRECTION OF THE LANDFILL DUTY COMMISSIONAIRE) to stack the material being dumped/dropped off. Any metal brought to the landfill/construction dump will be refused. Contractors will be required to dispose of waste metals at the Base R&D section.
- .3 In order to ensure that forbidden material is not brought to the Construction/Landfill site, the Duty Commissioner has the authority to check all vehicles for any forbidden material prior to being permitted access to the Site. Refusal from any of the vehicle operators to permit the check will result in loss of the use of the dumpsites by the Contractor. This will be strictly enforced.

3.5 LANDFARM SITE

- .1 For the dumping of hydrocarbon and/or glycol contaminated soil the landfarm site will be used. Access to the landfarm is obtained from the duty commissioner at the landfill. The duty commissioner will provide instructions on landfarm use.

3.6 HAZARDOUS WASTE MANAGEMENT AND DISPOSAL

- .1 Divert unused adhesives, paint, flammable or otherwise harmful or hazardous materials from landfill to official hazardous material collections site approved by Engineer. Do not dispose of hazardous materials into sewer systems, lakes, streams, onto ground or other locations where it will pose health or environmental hazard.

END OF SECTION

Part 1 General

1.1 WORK COVERED BY CONTRACT DOCUMENTS

- .1 Work of this Contract comprises of millwright services at CFB Suffield; and further identified as Village of Ralston, DRDC (Defence Research Development Canada - Suffield), BATUS (British Army Training Unit Suffield) and any other DND installations in the surrounding areas

1.2 CONTRACT METHOD

- .1 The work to be done shall include the provision of all labour, materials, tools, ladders, scaffolding and other equipment related to the Industrial Mechanic (Millwright) field on an as and when required basis. Except where it is specially mentioned that such materials and/or labour is not part of the Contract.
- .2 Supply and install new equipment and materials complete with supplementary components as requested by the Inspector under the terms of the Contract
- .3 Only journeymen Industrial Mechanics (Millwrights) or indentured apprentices working under the supervision of a journeyman, qualified by the Province of Alberta, may engage in work on this project.
- .4 No part of the contract work shall be sub-contracted without written authorization from the Inspector.

1.3 WORK BY OTHERS

- .1 Co-operate with other Contractors in carrying out their respective works and carry out instructions from Inspector.
- .2 Co-ordinate work with that of other Contractors. If any part of work under this Contract depends for its proper execution or result upon work of another Contractor, report promptly to Inspector in writing, any defects which may interfere with proper execution of Work.

1.4 FUTURE WORK

- .1 Not used

1.5 WORK SEQUENCE

- .1 Work shall commence when Contractor has a signed and approved DSS 942 authorizing him to perform work.
- .2 Work performed as requested by persons other than Inspector, appointed OPI of Contract, or work not on an authorized DSS 942 shall be done at Contractor's own expense.
- .4 Emergency call up:

- .1 For emergency work only, the request will be made by telephone with the DSS 942 submitted in arrears.
- .2 The Base Engineer will provide the names of personnel authorized to request an emergency call up immediately upon the Contract award. The Contractor will provide a service during regular working hours on an 8 hour per day, 5-day per week basis, Monday to Friday inclusive.
- .5 The Contractor will also provide emergency service after normal working hours, nights, Saturdays, Sundays, and holidays.
- .6 The Contractor will advise the Inspector of the telephone number or location at which he or his representative may be contact at all times.
- .7 The Contractor, on receipt of an acceptance of Tender will be advised by the Base Engineer in writing, the names of persons authorized to request service. Work undertaken at the request of others will be entirely at the Contractor's own risk with regard to payment.
- .8 The Contractor will not refuse any call for service required by the Base Engineer's appointed OPI and will carry out the service with a minimum of delay.
- .9 When service is required; the person authorized will notify the Contractor and detail the job. Service will be requisitioned on Form DSS 942, Requisition Against a Standing Offer. This form will detail the work to be done and will be signed by the authorized person. Two copies of this form will be mailed to the Contractor.
- .10 For normal service the contractor upon arrival to Base, Contractor will check in at the Water Treatment Plant, located in Building 427, and sign in with the Contracts Inspector or Water Treatment Plant Superintendent. When work is completed, Contractor will drop off work report. In the event of the job lasting more than one day, the work report for previous day can be dropped off at morning sign in.
- .11 Emergency service will be requisitioned by telephone. Contractor will be met on Base by stand by personnel. DSS 942 Requisition Against a Standing Offer will be mailed out ASAP. In the event that the stand by personnel leaves before completion, a work report can be faxed out next working day.
- .12 Work report will outline:
 - .1 Date.
 - .2 Brief description of work completed that day.
 - .3 DND work order number.
 - .4 Hours worked for each journeyman, apprentice, and helpers.
 - .5 List of materials used.
 - .6 Any problems found or foreseen.

- .7 Work report number.
- .13 Response time:
 - .1 This will be most often governed by the details on the DSS 942 Requisition Against a Standing Offer.
 - .2 Response to an emergency call-out shall be discussed at time of call. Arrival on Base will be within three (3) hours except in abnormal situations. Abnormal situations should be apparent and arrangements made to have personnel on Base as soon as humanly possible.
- .14 One copy of DSS 942 Requisition Against a Standing Offer will be returned with invoice. Also, copies of all work reports relating to said invoice will be included.
- .15 Construct work in stages to accommodate Owner's continued use of premises

1.6 CONTRACTOR USE OF PREMISES

The Inspector will provide reasonable access to all equipment covered under this Contract

- .1 All normal repairs and installations will be performed during normal working hours from 0730 hours to 1600 hours, Monday to Friday inclusive. Contractor's employees will report to the Inspector at 0730 each day unless otherwise arranged by Inspector.
- .2 When work is to be performed in the EPG (Experimental Proving Ground) and/or in the Base Range area, Contractor's and their personnel must attend a DRDC Field Safety Briefing and/or Range Safety Briefing from Range Control in order to obtain approval for access to site prior to any work commencing. All vehicles must be registered with governing authority before entering the EPG and Range Control areas. The Contractor's Project superintendent will be provided with a radio that is able to communicate with the governing authority. All other Contractor vehicles must have a communication device, which will be the responsibility of the Contractor.
- .3 DND can provide, free of charge, temporary electric power and water for construction purposes subject to the following terms and conditions:
 - .1 Points of delivery and limits on quantities shall be determined on site by the Inspector whose written permission must be obtained before any connection is made.
 - .2 The Contractor will provide all temporary connections and/or equipment. The Inspector must approve all temporary connections and/or equipment together with mode of operation. Prompt removing of same will be done by Contractor returning all connections to their original condition as soon as they become no longer required.
 - .3 The supply of temporary service by DND is subject to DND requirements and may be discontinued by the DND site representative at any time without notice to the Contractor. DND will not accept any liability for any damage or delay caused by such withdrawal of temporary services.

1.7 OWNER OCCUPANCY

- .1 Owner will occupy premises during entire construction period for execution of normal operations.
- .2 Co-operate with Owner in scheduling operations to minimize conflict and to facilitate Owner usage.

1.8 PARTIAL OWNER OCCUPANCY

Not used

1.9 PRE-ORDERED PRODUCTS

- .1 Not used

1.10 PRE-PURCHASED EQUIPMENT

- .1 Not used

1.11 OWNER FURNISHED ITEMS

- .1 Owner Responsibilities:
 - .1 Arrange for delivery of shop drawings, product data, samples, manufacturer's instructions, and certificates to Contractor
 - .2 Deliver supplier's bill of materials to Contractor
 - .3 Arrange and pay for delivery to site in accordance with Progress Schedule.
 - .4 Inspect deliveries jointly with Contractor
 - .5 Submit claims for transportation damage.
 - .6 Arrange for replacement of damaged, defective or missing items.
 - .7 Arrange for manufacturer's field services; arrange for and deliver manufacturer's warranties and bonds to Contractor
- .2 Contractor Responsibilities:
 - .1 Designate submittals and delivery date for each product in progress schedule.
 - .2 Review shop drawings, product data, samples, and other submittals. Submit to Inspector notification of observed discrepancies or problems anticipated due to non-conformance with Contract Documents.
 - .3 Receive and unload products at site.
 - .4 Inspect deliveries jointly with Owner; record shortages, and damaged or defective items.
 - .5 Handle products at site, including uncrating and storage.
 - .6 Protect products from damage, and from exposure to elements.
 - .7 Assemble, install, connect, adjust, and finish products.
 - .8 Provide installation inspections required by public authorities.

- .9 Repair or replace items damaged by Contractor or subcontractor on site (under his control).

1.12 ALTERATIONS, ADDITIONS OR REPAIRS TO EXISTING BUILDING

- .1 Execute work with least possible interference or disturbance to operations, occupants, public and normal use of premises. Arrange with Inspector to facilitate execution of work.
- .2 Use only elevators existing in building for moving workers and material.
 - .1 Protect walls of passenger elevators, to approval of Inspector prior to use.
 - .2 Accept liability for damage, safety of equipment and overloading of existing equipment.

1.13 EXISTING SERVICES

- .1 Notify, Inspector of intended interruption of services and obtain required permission.
- .2 Where Work involves breaking into or connecting to existing services, give Inspector 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 governing authorities with minimum disturbance to operations.
- .3 Provide alternative routes for personnel and vehicular traffic.
- .4 Establish location and extent of service lines in area of work before starting Work. Notify Inspector of findings.
- .5 Submit schedule to and obtain approval from Inspector for any shutdown or closure of active service or facility including power and communications services. Adhere to approved schedule and provide notice to affected parties.
- .6 Provide temporary services to maintain critical building and tenant systems.
- .7 Provide adequate bridging over trenches, which cross sidewalks or roads to permit normal traffic.
- .8 Where unknown services are encountered, immediately advise Inspector and confirm findings in writing.
- .9 Protect, relocate or maintain existing active services. When inactive services are encountered, cap off in manner approved by authorities having jurisdiction.
- .10 Record locations of maintained, re-routed and abandoned service lines.

1.14 DOCUMENTS REQUIRED

- .1 Not used

Part 2 Products

2.1 GENERAL

- 1 Equipment to conform to applicable standards.
- .2 Use only new material and equipment.
- .3 Equipment supplied must be the product of a well-established manufacturer with local service representation.

2.1 MATERIALS

- .1 Substitution of equipment: Where items of equipment or materials are specifically mentioned herein by manufacturer's name, model or catalogue number, only such specific items of other manufacturer's equipment or material approved "EQUAL" by DND may be used as a substitute.
- .2 Request for acceptance of materials in addition to those established as acceptable by the Contract Documents shall be submitted in duplicate to the Inspector for his review and ruling.
- .3 Cleaning material and lubricants:
 - .1 Supply proper lubricants and the systematic lubrication of operating parts, both electrical and mechanical.
 - .2 Supply proper cleaning materials for the cleaning of machines, motors and controllers.
- .4 Supply oil for compressors of the proper type and viscosity

PART 3 Execution

3.1 INSTALLATION

- .1 General:
 - .1 Installation to be always in accordance with applicable codes and standards.
 - .2 Installation to be in accordance with manufacturer's instructions and to complete satisfaction of Inspector.

3.2 WORKMANSHIP AND QUALIFICATIONS

- .1 All work shall be executed in a proficient manner and shall present a neat and finished appearance when completed.
- .2 Only journeymen Industrial Mechanics (Millwrights) or indentured apprentices working under the supervision of a journeyman, qualified by the Province of Alberta, may engage in work on this project.

- .3 Workers shall provide proof of the above qualifications if requested by the Inspector

3.3 REFERENCES

3.3.1 All work is to be performed in accordance with the following:

- .1 CSA and ULC standards.
- .2 Canadian Electrical Code (latest edition) associated codes and regulations.
- .3 All applicable municipal and local codes and regulations.
- .4 National Building Code latest edition.
- .5 National Fire Code Canada (NFCC) latest edition.
- .6 Canadian Plumbing Code.
- .7 ASHRAE Standards and Recommendations.
- .8 SMACNA Manuals.
- .9 Canadian Environmental Protection Act (CEPA).
- .10 Canadian General Standards Board (CGSB).
- .11 Relevant section of these specifications

END OF SECTION



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

W0142-99S081/001/CAL

Security Classification / Classification de sécurité

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		2. Branch or Directorate / Direction générale ou Direction	
Department Of National Defense		Base Engineering, Canadian Forces Base Suffield	
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 Provide Millwright Inspection, Repair, Service, and Maintenance			
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	
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	
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	
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	
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	
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"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>		No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	
Restricted to: / Limité à: <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:		Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	



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PART A (continued) / PARTIE A (suite)

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

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

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

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

Document Number / Numéro du document :

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

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

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

Special comments:

Commentaires spéciaux :

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

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

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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



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Security Classification / Classification de sécurité

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

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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Accès Renseignements / Sûreté Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée

« Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée

« Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).