

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

Request For a Standing Offer
Demande d'offre à commandes

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

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

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

Comments - Commentaires

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

Issuing Office - Bureau de distribution
Acquisitions
1713 Bedford Row
Halifax, N.S./Halifax, (N.É.)
B3J 3C9

Title - Sujet AIR DISTRIBUTION SYSTEMS	
Solicitation No. - N° de l'invitation E0225-130855/A	Date 2012-10-12
Client Reference No. - N° de référence du client E0225-13-0855	GETS Ref. No. - N° de réf. de SEAG PW-\$HAL-321-8788
File No. - N° de dossier HAL-2-69161 (321)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-10-30	
Time Zone Fuseau horaire Atlantic Daylight Saving Time ADT	
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Gillis, Floyd	Buyer Id - Id de l'acheteur hal321
Telephone No. - N° de téléphone (902)496-5566 ()	FAX No. - N° de FAX (902)496-5016
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA SEE HEREIN 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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PART 1 - GENERAL INFORMATION

1. Introduction

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

Part 1 General Information: provides a general description of the requirement;

Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;

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

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

Part 5 Certifications: includes the certifications to be provided;

Part 6 Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and

Part 7: 7A, Standing Offer, and **6B**, Resulting Contract Clauses:

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

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

2. Summary

Public Works and Government Services Canada, Nova Scotia, has a requirement for a one (1) year Regional Individual Standing Offer (RISO), with two, one year options to extend, for the furnishing of all labour, material, tools, equipment and supervision required to install, repair and maintain refrigeration and air distribution equipment at the following locations:

1. The Bedford Institute of Oceanography (BIO), Dartmouth, Nova Scotia.**2. Traffic Center, Shannon Hill****3. Coast Guard Hangar, Shearwater, Nova Scotia**

This requirement is subject to the following trade agreement: Agreement on Internal Trade (**AIT**).

3. Security Requirement

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

4. Debriefings

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

PART 2 - OFFEROR INSTRUCTIONS**1. Standard Instructions, Clauses and Conditions**

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

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

The 2006 (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

Insert: ninety (90) days

1.1 SACC Manual Clauses

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

M7035T - List of Proposed Subcontractors (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.

3. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than **five (5)**

calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

4. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in **Nova Scotia**. Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the offerors.

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

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

Section I: Technical Offer (one (1) hard copy)

Section II: Financial Offer (one (1) hard copy)

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

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

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

(a) use 8.5 x 11 inch (216 mm x 279 mm) paper;

(b) use a numbering system that corresponds to that of the Request for Standing Offers.

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

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

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

1) use paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and

2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or Binders.

Section I: Technical Offer

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

Section II: Financial Offer

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

Payment by Credit Card

Canada requests that offerors complete one of the following:

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

The following credit card(s) are accepted:

VISA _____

Master Card _____

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

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

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

Section III: Certifications

Offerors must submit the certifications required under **Part 5**.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

(a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.

(b) Offers will be evaluated on the total aggregate price based on the total estimates usage figures provided in **Annex B** herein. The estimated usage figures listed for each item herein is an estimate only and does not infer that the quantities for that item will be utilized or that the quantities may not be exceeded. The responsive offer with the total lowest aggregate evaluated price will be recommended for issuance of a standing offer. **Only one (1) Standing Offer will be issued.**

(c) An evaluation team composed of representatives of Canada will evaluate the offers.

1.2 Financial Evaluation

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

2. Basis of Selection

2.1 An offer must comply with the requirements of the Request for Standing Offers to be declared responsive. The responsive offer with the **total 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.

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 requirements within that time period will render the offer non-responsive

1. Certifications Precedent to Issuance of a Standing Offer

1.1 Code of Conduct Certifications

Offerors should provide, with their offer or promptly thereafter, a complete list of names of all individuals who are currently directors of the Offeror. If such a list has not been received by the time the evaluation of offers is completed, the Standing Offer Authority will inform the Offeror of a time frame within which to provide the information. Offerors must submit the list of directors before issuance of a standing offer, failure to provide such a list within the required time frame will render the offer non-responsive.

The Standing Offer Authority may, at any time, request that an Offeror provide properly completed and Signed Consent Forms (**Consent to a Criminal Record Verification form - PWGSC-TPSGC 229**) (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaire-forms-eng.html>) for any or all individuals named in the aforementioned list within a specified delay. Failure to provide such Consent Forms within the delay will result in the offer being declared non-responsive.

1.2 Trade Certificates

All persons engaged in the work of this standing Offer must be a Journeyman tradesperson and must be in the possession of valid trade proficiency certificates issued by the Nova Scotia Department of Labour. Specifically, only the following trade will be required: Journeymen certification in Refridgeration/Air Conditioning. **Copies of trade proficiency certificates are to be submitted to the Contracting Authority when requested, prior to issuance of the Standing Offer.**

1.3 Federal Contractors Program - over \$200,000

The Federal Contractors Program (FCP) requires that some suppliers, including a supplier who is a member of a joint venture, bidding for federal government contracts, **valued at \$200,000 or more** (including all applicable taxes), make a formal commitment to implement employment equity. This is a

condition precedent to the issuance of a standing offer. If the Offeror, or, if the Offeror is a joint venture and if any member of the joint venture, is subject to the FCP, evidence of its commitment must be provided before the issuance of a standing offer.

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

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

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

The **Offeror** or the member of the joint venture

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

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

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

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

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

1.4 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.

1.5 Status and Availability of Resources

The Offeror certifies that, should it be issued a standing offer as a result of the Request for Standing Offer, every individual proposed in its offer will be available to perform the Work resulting from a call-up against the Standing Offer as required by Canada's representatives and at the time specified in a call-up or agreed to with Canada's representatives. If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the

purposes of this clause, only the following reasons will be considered as beyond the control of the Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

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

1.6 Workers Compensation Certification- Letter of Good Standing

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

The Offeror must provide, within **two (2) days** following a request from the Contracting Authority, a certificate or letter from the applicable Workers' Compensation Board confirming the Offeror's good standing account. Failure to comply with the request may result in the offer being declared non-responsive.

Certification

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

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

1. Security Requirement

1. Before issuance of a standing offer, the following conditions must be met:

(a) the Offeror must hold a valid organization security clearance as indicated in **Part 7A - Standing Offer**;

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

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

2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.

3. For additional information on security requirements, offerors should consult the "" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Web site.

2. Financial Capability

M9033T (2011-05-16) Financial Capability

3. Insurance Requirements

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

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

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

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

1.1 The Offeror offers to fulfill the requirement in accordance with **Annex A** attached.

2. Security Requirement

- i. The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
- ii. The Contractor personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC. Until the security screening of the Contractor personnel required by this Contract has been completed satisfactorily by the CISD, PWGSC, the Contractor personnel MAY NOT ENTER sites without an escort.
- iii. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
- iv. The Contractor must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at **Annex F**.
 - (b) Industrial Security Manual (Latest Edition).

3. Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the *Standard Acquisition Clauses and Conditions*

Solicitation No. - N° de l'invitation

E0225-130855/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

hal321

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

E0225-13-0855

File No. - N° du dossier

HAL-2-69161

CCC No./N° CCC - FMS No/ N° VME

(<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

3.1 General Conditions

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

3.2 Standing Offers Reporting

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

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

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

The quarterly reporting periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31;

4th quarter: January 1 to March 31.

The data must be submitted to the Standing Offer Authority no later than thirty (30) calendar days after the end of the reporting period.

4. Term of Standing Offer

4.1 Period of the Standing Offer

The period for making call-ups and providing services against the Standing Offer is for one (1) year from date of issuance, with two, one (1) **year options** to extend.

5. Authorities

5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Floyd Gillis

Title: Supply Officer

Public Works and Government Services Canada

Acquisitions Branch

Directorate: Atlantic Region

Address: 1713 Bedford Row

Halifax, Nova Scotia B3J 3C9

Telephone: 902- 496- 5566

Facsimile: 902- 496- 5016

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File No. - N° du dossier

HAL-2-69161

CCC No./N° CCC - FMS No/ N° VME

E-mail address: floyd.gillis@pwgsc.gc.ca

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

5.2 Project Authority (To be given upon issuance of Standing Offer)

The Project Authority for the Standing Offer is:

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____ - ____ - _____

Facsimile: ____ - ____ - _____

E-mail address: _____

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

5.3 Offeror's Representative

Name: _____

Title: _____

Company: _____

Address: _____

Telephone: ____ - ____ - _____

Facsimile: ____ - ____ - _____

E-mail address: _____

6. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: To be announced(**TBA**) at issuance of Standing Offer.

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: To be announced(**TBA**) at issuance of Standing Offer.

9. Financial Limitation

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

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

10. Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions **2005** (2012-03-02), General Conditions - Standing Offers -Goods or Services
- d) the general conditions **2029** (2012-07-16)-Goods or Services-Low Dollar Value
- e) Code of Conduct Certifications - Consent to a Criminal Record Verification
- F) **Annex A**, Statement of Requirement ;
- g) **Annex B**, Basis of Payment;
- h) **Annex F** Security Requirement Checklist
- I) **Annex D**, Insurance Requirements;
- j) the Offeror's offer _____ (*insert date of offer*)

11. Certifications

11.1 Compliance

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

12. SACC Manual Clauses

A9006C - (2008-05-12) Defence Contract

M3800C - (2006-08-15) Estimates.

13. Applicable Laws

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

B. RESULTING CONTRACT CLAUSES

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

1. Statement of Requirement

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Buyer ID - Id de l'acheteur

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

E0225-13-0855

File No. - N° du dossier

HAL-2-69161

CCC No./N° CCC - FMS No/ N° VME

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

2. Standard Clauses and Conditions

2.1 General Conditions

2029 (2012-07-16)-General Conditions Goods or Services-Low Dollar Value.

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

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices, as specified in **Annex B, Basis of Payment**. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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

4.2 Limitation of Price

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

4.4 SACC Manual Clause

Single Payment - H1000C (2008-05-12)

T1204 - Direct Request by Customer Department (**2007-11-30**)

4.5 Payment by Credit Card

The following credit card is accepted: _____.

or

The following credit cards are accepted: _____ and _____.

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.

2. Invoices must be distributed as follows:

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

6. SACC Manual Clauses

B7500C	(2006-06-16)	Excess Goods
A0285C	(2007-05-25)	Workers Compensation
A9062C	(2011-05-16)	Canadian Forces Site Regulations
R2940D	(2012-07-11)	Fair Wages and Hours of Labour - Labour Conditions

ANNEX A**Statement of Requirement**

Public Works and Government Services Canada, Nova Scotia, has a requirement for a one (1) year Regional Individual Standing Offer (RISO), with two, one year options to extend, for the furnishing of all labour, material, tools, equipment and supervision required to install, repair and maintain refrigeration and air distribution equipment at the following locations:

- 1. The Bedford Institute of Oceanography (BIO), Dartmouth, Nova Scotia.**
- 2. Traffic Center, Shannon Hill, Dartmouth, Nova Scotia.**
- 3. Coast Guard Hangar, Shearwater, Nova Scotia.**

Specification:

**Public Works and Government Services Canada
Maintenance and Repair
Of Refrigeration Equipment**

ANNEX B
BASIS OF PAYMENT

Offers will be evaluated on the total aggregate price based on the total estimates usage figures provided in **Annex B** herein.

The responsive offer with the **total lowest overall aggregate evaluated price** will be recommended for issuance of a standing offer. The overall aggregate evaluated offer at **Total evaluated price Line 4 of Summary** will be the combined totals of the tables for each year indicated below.

Only one (1) Standing Offer will be issued for this requirement.

Evaluation of Price: The price of the offer will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax are extra, if applicable, FOB destination, Canadian customs duties and excise taxes included.

It is **mandatory** for offerors to complete **all tables** as well as the **Summary** section below if the submitted offer is to be considered for evaluation.

UNIT PRICE TABLE
AIR-CONDITIONING SYSTEMS AND REFRIGERATION

Contractor agrees that the following are the unit prices referred to herein:

1st YEAR 2012-2013

<u>Class of Labour, Plant or Material</u>	<u>Unit of Measure</u>	<u>Estimated Quantity *</u> <u>A</u>	<u>Price Per Unit</u> <u>B</u>	<u>Total C</u> <u>(AXB)</u>
1. <u>Service Calls, including travel time and all related expenses, productive labour at the job site.</u>				
a) <u>During Regular Hours:</u> <u>0800-1700 Hours</u> <u>Monday through Friday</u> <u>Licensed Tradespeople:</u>	Per Call	1600 HR.	\$ _____	\$ _____
b) <u>Outside Regular Hours:</u> <u>Monday through Sunday including all day Saturday, Sunday and holidays</u> <u>Licensed Tradespeople:</u>	Per Call	300 HR.	\$ _____	\$ _____
Total Amount (HST Extra) - 1 YEAR CONTRACT				\$ _____

NOTE: * The Estimated Quantity entered in **column A** for each item is an estimate only for service as and when required and does not infer that all the quantities for that item will be utilized or that the quantities may not be exceeded.

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1st OPTION YEAR 2013-2014

Class of Labour, Plant or Material	Unit of Measure	Estimated Quantity * A	Price Per Unit B	Total C (AXB)
1. Service Calls, including travel time and all related expenses, productive labour at the job site.				
a) <u>During Regular Hours:</u> _____ 0800-1700 Hours _____ Monday through Friday _____ Licensed Tradespeople:	Per Call	1600 HR.	\$ _____	\$ _____
b) <u>Outside Regular Hours:</u> _____ Monday through Sunday including all day Saturday, Sunday and holidays _____ Licensed Tradespeople:	Per Call	300 HR.	\$ _____	\$ _____
Total Amount (HST Extra) - 1st YEAR OPTION				\$ _____

NOTE: * The Estimated Quantity entered in **column A** for each item is an estimate only for service as and when required and does not infer that all the quantities for that item will be utilized or that the quantities may not be exceeded.

2nd OPTION YEAR 2014-2015

<u>Class of Labour, Plant or Material</u>	<u>Unit of Measure</u>	<u>Estimated Quantity *</u> A	<u>Price Per Unit</u> B	<u>Total C</u> (AXB)
1. <u>Service Calls, including travel time and all related expenses, productive labour at the job site.</u>				
a) <u>During Regular Hours:</u> <u>0800-1700 Hours</u> <u>Monday through Friday</u> <u>Licensed Tradespeople:</u>	Per Call	1600 HR.	\$ _____	\$ _____
b) <u>Outside Regular Hours:</u> <u>Monday through Sunday including all day Saturday, Sunday and holidays</u> <u>Licensed Tradespeople:</u>	Per Call	300 HR.	\$ _____	\$ _____
Total Amount (HST Extra) - 2nd YEAR OPTION				\$ _____

NOTE: * The Estimated Quantity entered in **column A** for each item is an estimate only for service as and when required and does not infer that all the quantities for that item will be utilized or that the quantities may not be exceeded

NOTE: Allowance for material, replacement parts, required permits, certificates, assessments, specialty equipment, and security at net cost, plus a markup of 10% applied to the net cost.

Summary

1. Total 1st YEAR \$ _____

2. Total 1ST OPTION YEAR \$ _____

3. Total 2ND OPTION YEAR \$ _____

4. Total evaluated price (Lines 1 to 3) \$ _____

All dollar values shall not include HST.

ANNEX C**Schedule of Wage Rates: Nova Scotia -
Halifax Zone**

[Map of Nova Scotia](#) | [Index of Schedules](#) | [Halifax Zone Description](#)

Wage Rates as of: August 13, 2007

Construction trades workers on the federal government construction contract listed in this appendix must be paid a regular hourly wage rate no less than the rate on this schedule for the type of work they are doing under the contract.

The apprentice wage rates are included into this schedule by reference to the [Apprenticeship : Trades Qualifications Act \(ATQA\)](#) of the province. Thus, where the ATQA refers to a percent of a corresponding journeyperson's wage for a specific occupation, that percentage shall be applied against the wages listed below.

[Wage Rates: Nova Scotia - Halifax Zone PDF version \(36 KB\)](#)

Schedule of Wage Rates : Nova Scotia - Halifax Zone.

Classification of Labour	Fair Wage Rate Per Hour Not Less Than
Electricians	\$24.46
Plumbers	\$24.50
Pipefitters, Steamfitters	\$27.31
Sprinkler System Installers	\$26.61
Sheet Metal Workers	\$23.58
Ironworkers	\$24.65
Carpenters	\$22.35
Bricklayers	\$23.05
Cement Finishers	\$18.56

Tilesetters (including terrazo, marble setters)	\$19.19
Lathers, Interior System Mechanics/Drywall Installers	\$23.87
Plasterers, Drywall Finishers and Tapers	\$22.80
Roofers	\$18.68
Glaziers	\$16.09
Insulators	\$25.03
Painters	\$16.99
Construction Millwrights	\$23.86
Heavy Duty Equipment Mechanics	\$21.18
<u>Refrigeration and Air Conditioning Mechanics</u>	<u>\$27.29</u>
Crane Operators	\$22.07
Straight Truck Drivers	\$15.48
Road Tractor Drivers for Semi-Trailers and Trailers	\$16.43
Operators Heavy Equipment (ex. Cranes, Graders, Asphalt Paving)	\$18.18
Grader Operators	\$16.51
Paver and Asphalt Plant Operators	\$15.76
Packer (Road-Roller) Operators	\$14.74
Traffic Accommodation Person (Flagperson)	\$9.59
Form Setters	\$15.77
Asphalt Layers (by hand - includes rakers)	\$15.53

Trade Helpers, Labourers (ex.
Asphalt Layers, Flagpersons, Form setter) \$15.65

Fair wage schedule prepared by: Labour Standards and Workplace Equity Branch, Labour Program, Human Resources and Skills Development Canada based on The National Construction Industry Wage Rate Survey (2006) conducted by the Small Business and Special Surveys Division, Statistics Canada.

Contractors should note:

That during the term of this contract, the rates listed herein may be revised in accordance with the labour conditions; and

That in carrying out any of the work contemplated by this contract, the contractor is also subject to any applicable provincial laws and regulation; and

Overtime must be paid according to provincial legislation concerning hours of work at a rate equal to at least one and one-half the fair wage rate; and

Schedule rates are 'straight' wages and do not include compensation in the form of benefits (for example, medical, dental, or pension plans).

For information concerning these schedules and The Fair Wages and Hours of Labour Act under which they are developed, or to lodge a complaint, contact your nearest labour program district office listed in the blue pages of your telephone under **Government of Canada, Human Resources and Skills Development Canada** or call 1-800-OCANADA.

ANNEX D

Insurance

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

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.

(Contracting officers must insert the applicable options below and renumber accordingly.)

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

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

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

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

The policy must include the following:

a. Third Party Liability - **\$2,000,000 Minimum** Limit per Accident or Occurrence

b. Accident Benefits - all jurisdictional statutes

c. Uninsured Motorist Protection

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

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ANNEX F

Security Requirement Check List

Please see **Security Requirement Check List** (SRCL) form attached to this document.

**PUBLIC WORKS AND
GOVERNMENT SERVICES CANADA
ASSET AND FACILITIES MANAGEMENT SERVICES
MAINTENANCE AND REPAIR OF REFRIGERATION
EQUIPMENT
STANDING OFFER AGREEMENT**

Description: Standing Offer Agreement - Air Conditioning
Refrigeration Equipment

Location:

1. Bedford Institute of Oceanography, Dartmouth, NS
2. Traffic Center, Shannon Hill, Dartmouth, NS
3. Coast Guard, Shearwater Hanger, Dartmouth, NS

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1.1 DEFINITIONS AND INTERPRETATIONS

In the Contract, unless the context otherwise requires :

“Add”	means to make an addition to;
“Adjust”	means to bring components to a more effective relative position;
"Annual Maintenance Plan"	as described in Statement of Work item 1.2.17 ABP-Project Plan;
“Assemble”	means to take apart and put together again;
"Base Building Equipment"	means architectural, mechanical and electrical items that are required to provide the intended building interior and exterior environments or to satisfy legislation or other government objectives such as tenant health and safety, accessibility, or energy conservation;
"Building Operational Equipment"	means items such as tools, appliances, instruments, or other apparatus used in operating or maintaining "Base Building Equipment";
“Check/Inspect”	means to view closely for dirt, foreign substance, lack of lubricant, wear, damage, tightness, tension, alignment, leaks, cracks, spalling, deformation, overloading and settings. Make a critical appraisal of equipment, component and parts' ability to fulfill their function to a high degree of efficiency until next maintenance service date. Examine to determine that the device or system will apparently perform in accordance with its intended function;
“Clean”	means to scrape, brush, flush and vacuum as required to remove dust, dirt and foreign matter;
"Commissioning"	means a quality-focused process for enhancing the delivery of a project. The process focuses on verifying and documenting that the facility and all of its systems and assemblies are planned, designed, installed, tested, operated and maintained to meet the owner's project requirements.
"Document Safeguarding Capability"	means the level of safeguarding required by the Industrial Security Division of the Department of Public Works and Government Services to safeguard designated information;
“Energy Source”	means any electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other source of energy of potential harm to workers;
"Excusable Delay"	means a delay in the performance of the Contractor of any obligation under the Contract which is caused by the events;

"Facility"	a physical plant, building or installation used in the performance of a function including the material resources needed to facilitate any action or operation;
"Government Issue"	all materials, parts, components, equipment, specifications, articles and things which may be supplied to a contractor by the Government for purposes of the Work;
"herein", "hereby", "hereof", "hereunder"	and similar expressions refer to the Contract as a whole and not to any particular subdivision or part thereof;
"Hot Work"	means any welding, cutting or material by use of torch or other open flame devices and grinding which produces sparks;
"Instruct"	means to inform Departmental Representative of any new operating procedures. Demonstrate and explain purpose, benefit and method of implementing new procedures;
"Isolate"	means to physically prevent the transmission or release of an energy source to machinery or equipment;
"Lubricate"	means to apply oil or grease to joints between moving parts and joints between fixed and moving parts;
"Measure"	means to determine capacity or amount in standard units using an appropriate instrument. Measure condenser and evaporator pressure drop with differential pressure meter or "U" tube manometer. Measure motor overload with instrument approved by overload manufacturer;
"Operational Baseline"	means the annual value of the Work in terms of disbursements, direct labour and fees;
"Operation and Maintenance Baseline"	means operations, maintenance, utilities and repair work up to \$10,000 in terms of units and value of Work to be performed by the Contractor over twelve (12) consecutive months;
"Paint"	means to clean, prepare and paint surfaces to paint manufacturer's recommendations with paint and primer recommended by paint manufacturer for applicable surface and use;
"Plant"	includes all tools, implements, machinery, vehicles, buildings, structures, equipment, articles and things required for the execution of the Work;
"Project Authority" or "Work Authority"	means the person designated in the Contract, or by notice to the Contractor, as the Property Manager, who shall act as the representative of the Minister in matters concerning the technical aspects of the Work;

"Prove"	means to operate and determine if operation produces intended response;
"Quality Assurance Authority"	means the person designated as such in the Contract;
"Remove"	means to take off or away from;
"Repack"	means to fill with packing again;
"Repair"	means to restore to a sound state;
"Replace"	means to restore by removing old components and replacing with new components;
"Report"	means to report to Departmental Representative on-site and include in work report, results of inspection and proving, note problems encountered, services required, services performed and readings taken;
"Request For Isolation"	Authorization form to be complete (PWGSC-TPSCGC13) Equipment is to be isolated and re-energized using Procedures for Isolation Form (PWGSC-TPSCGC12) following the written process for the correct sequence.
"Representations"	means any or all covenants, promises, assurances, agreements, representations, conditions, warranties, statements and understandings expressed or implied, collateral or otherwise;
"Shut Down"	means to take out of service;
"Start Up"	means to return to service;
"Testing"	means to conduct periodic physical checks on the sprinkler system such as water flow tests, alarm tests, or dry-pipe valve trip tests; (See N.F.P.A. 1673A)
"Tighten"	means to securely fix in place;
"Treat"	means to act upon with agent.

In the Contract, words importing the singular number include the plural and vice versa, and words importing the masculine gender include the feminine gender and the neuter.

1. **Location**
 - .1 Work site for this Contract includes the following:
 - .1 Bedford Institute of Oceanography - Dartmouth
 - .2 Traffic Centre - Shannon Hill
 - .3 Coast Guard - Shearwater Hanger

2. **General**
 - .1 Scope of work under this Contract includes but shall not be limited to the provisions of all labour, material, tools, supervision, and provide equipment necessary to complete the maintenance and repairs for refrigeration and air conditioning equipment and provide the services listed in Item 3.

3. **Contractor's Responsibilities**
 - .1 The Contractor shall maintain and provide PWGSC with current phone, fax and pager numbers to be able to provide response to requests for service from the local Departmental Representative and/or the National Service Call Centre (NSCC) 1-800-463-1850 on a twenty-four (24) hour, seven (7) day per week basis. If the request for service is from the NSCC, the Contractor shall, immediately upon completion of the service, report back to the NSCC describing the action taken to correct the problem. The following Work Priorities and Response Times shall apply:
 - .1 **Emergency**

A priority of "Emergency" is defined as a deficiency or breakdown that requires immediate attention to reduce the potential for danger to occupants, the general public, the environment, or the facility. Maintenance identified with this priority must be responded to immediately and must be reported without delay to designated manager.

**Standard Response Times -
Onsite within 1hour.**

 - .2 **Routine**

A priority of "Routine" is defined as essential maintenance requirements which should be rectified at the earliest possible opportunity. It is considered as deficiencies or breakdowns that do not impair current operations or pose any danger to the occupants, the general public, the environment or the facility.

**Standard Response Times -
On site within 24 hours.**

- .2 The Contractor shall contact the Departmental Representative on the first working day following an "after normal working hours" emergency or urgent call and obtain a requisition number.
 - .3 The Contractor shall register with the Departmental Representative or his designate upon entering and leaving the premises when applicable.
 - .4 The Contractor, when requested by the Departmental Representative for an emergency service, will proceed to the site, repair or protect the system or equipment from further damage. When the system has been made safe, the Contractor shall provide, within one (1) working day, a detailed estimate to complete repairs and put the equipment in proper working order.
 - .5 Service and/or repair to be provided on an "as and when requested" basis only.
 - .6 The Contractor must have a staffed office at all times during normal business hours and a demonstrated ability to receive and respond to calls for service as per Item 3.1 of this Section, during other than normal business hours.
 - .7 On award of Contract, the Contractor must provide names of personnel performing work on this contract complete with proof of their qualifications.
 - .8 The Contractor must report to the site with a service vehicle which is reasonably well stocked with replacement parts to carry out repairs on the systems in use in these facilities.
- 4. Log Books**
- .1 The Contractor shall complete all applicable log books outlining all work performed. Ozone Depleting Substance Control Card shall be completed for all disposal or charge application. Payment shall not be made if log book is incomplete.

- 5. Invoicing**
- .1 The Contractor shall submit Job Slip(s) signed by the Departmental Representative with an invoice. No invoice will be considered for payment unless accompanied by signed Job Slip(s), as detailed in Appendix "A".
 - .2 Invoice must show:
 - .1 Contract number
 - .2 Work location
 - .3 Date
 - .4 Requisition number
 - .5 Name of person who authorized call
 - .6 Hours broken down as per Unit Price Table
 - .7 Material net cost and 10% mark-up
 - .3 In the event of a dispute, the Contractor is to make any and all records available to the Department to substantiate time and/or materials spent on any one job.
 - .4 The Contractor must submit a completed "Request For Isolation" form, (Appendix "C") when applicable, before any invoice can be processed.
 - .5 All invoices for the fiscal year must be submitted for payment before 31 March of each year.
- 6. Site Visits**
- .1 The Departmental Representative may, without prior notification, visit the site.
- 7. Departmental Representative(s) Authorized Personnel**
- .1 The Contractor will be notified of, on award of the Contract, the name and phone number of the PWGSC Departmental Representative.
- 8. Codes and Legislated Requirements**
- .1 The following codes and standards in effect at the time of the award are subject to change / revision. The latest editions of each shall be enforced during the term of the contract:
 - .1 National Building Code of Canada.
 - .2 Part II of the Canada Labour Code.
 - .3 Part 7, NBC, of the Canadian Plumbing Code.
 - .4 Canada Occupational Safety and Health Section of Part II of the Canada Labour Code.
 - .5 Fire Commission of Canada #301 Standard for Building Construction Operations.
 - .6 Canadian Construction and Canada Labour Safety Codes; Provincial Government, Workers' Compensation Board; and Municipal Statutes and Authorities.
 - .7 Canadian Environmental Protection Act.
 - .8 Canadian Electrical Code, Part I, CSA C22.1.

- .9 Contractor's Electrical Safety Requirements which must Includes Lockout Procedures.

The Contractor is responsible to be familiar with the cited Codes and Standards and to ensure that all work undertaken on behalf of Public Works and Government Services Canada is completed in a safe manner and, at a minimum, in compliance with the cited Codes and Standards. In the event there is a conflict between these Procedures and the cited Codes and Standards, the cited Codes and Standards are to prevail.

- .10 Federal and Provincial Halocarbon Regulations.
.11 CAN/CSA-B52 Mechanical Refrigeration Code.
.12 Materials and workmanship must conform to or exceed applicable standards of Canadian Government Specifications Board (CGSB), Canadian Standards Association (CSA), American Society for Testing Materials (ASTM) and referenced organizations.
.13 The Contractor can obtain addresses for codes and standards from Departmental Representative upon request.
.14 In the event of a conflict between any of the above codes or standards the most stringent shall apply.
.15 These standards shall be considered an integral part of the specifications and shall be read in conjunction with the drawings and specifications. The Contractor shall be fully familiar with their contents and requirements as related to the work and materials specified.

9. Charge Adjustment
(See Appendix "B")

- .1 Where a charge advisory tag is provided, it shall be completed and given to PWGSC Representative when any refrigerant or oil is removed or added to an appliance.
.2 No refrigerant is to be discharged to atmosphere, used to flush or purge systems, used as a cleanser or used for leak detection.

- .3 The Contractor must have or have access to refrigerant reclamation unit and be trained in its use and operation.
- .4 No appliance is to be discarded while containing refrigerant or oil. The disposal application form must be received and a disposal permit attached to the appliance before being disposed of.
- .5 When the charge is removed for repair purposes, the designate is to be advised of the cost of installing isolation valves to prevent the necessity of further removals.
- .6 All accidental discharges are to be reported immediately to the Departmental Representative. A written report along with the Ozone Depleting Substance Control Card shall be completed within four (4) hours of the discharge.
- .7 All work is to be performed in accordance with the Federal Environmental Protection Act, Provincial Environmental Acts and Regulations and the Refrigeration Service Engineers Society Code of Practice.
- 10. Permits and Fees**
 - .1 Provide the authorities having jurisdiction with all information requested.
 - .2 Pay all fees and obtain certificates and permits required.
 - .3 Furnish these certificates and permits when requested.
- 11. Taxes**
 - .1 Pay applicable Federal, Provincial and Municipal taxes.
- 12. Examination**
 - .1 Examine the existing conditions and determine those conditions affecting the work.
- 13. Existing Services**
 - .1 Protect and maintain existing active services.
 - .2 Connect to existing services with minimum disturbance to occupants and building operation.
 - .3 Use existing services at no cost.
 - .4 Use designated sanitary facilities.
 - .5 Any shutdown to execute service or repair must first be approved by Departmental Representative or his designate. Normal working hours shall be construed as 0800 hours to 1700 hours, Monday through Friday, inclusive excluding holidays.

- .6 Ensure that capacity of services is adequate prior to imposing additional loads. Connecting to and disconnecting from is the Contractor's expense and responsibility.
- .7 Inform the Departmental Representative immediately of any code violations or required repairs which could pose a hazard to employees or building occupants.
- 14. Cleaning**
- .1 Maintain work area free of accumulated waste and rubbish.
- .2 Remove and dispose of debris, used and obsolete material on a daily basis.
- .3 Remove grease, dust, dirt, stains, fingerprints and other foreign materials from sight-exposed interior and exterior finished surfaces affected by Contract work.
- 15. Cutting, Fitting and Patching**
- .1 Cut, fit and patch where required for work under this contract. Make good all disturbed surfaces to original condition.
- 16. Co-ordination and Protection**
- .1 Movement of office furniture is the Contractor's responsibility.
- .2 Furniture including desks, file cabinets, shelving units, chairs, and cabinets which are moved because of the work requirements will be moved back at the end of each work day.
- .3 Protect existing work from damage.
- .4 Where necessary, cover all building contents, materials and fittings in work areas prior to commencing work, remove covers on completion of work.
- .5 Obtain Departmental Representative's approval before cutting, boring or sleeving load bearing members.
- .6 All possible safety precautions are to be taken to ensure the protection of employees or occupants during the course of the work.
- 17. Product Approvals**
- .1 The Contractor shall ensure that all controlled products used in the performance of the work are classified and labelled according to the Workplace Hazardous Materials Information System (WHMIS).
- .2 The Contractor shall submit for approval the Material Safety Data Sheets (MSDS) for all controlled products that will be used in the performance of this work.

**18. Materials and
Equipment**

- .3 No controlled products are to be brought on-site without prior approved Material Safety Data Sheets (MSDS).
- .4 Material Safety Data Sheets (MSDS) to remain on-site at all times.
- .1 Equipment and materials to be new, CSA certified, and manufactured to standard quoted.
- .2 Where there is no alternative to supplying equipment which is not CSA certified, obtain special approval from an independent testing agency recognized by the provincial Department of Labour.
- .3 Use products of one manufacturer or same type as existing, including classification, unless otherwise specified.
- .4 Request direction from Departmental Representative prior to replacing any component.
- .5 Unless otherwise specified, comply with manufacturer's latest printed instructions for materials and installation methods.
- .6 Deliver, store and maintain materials with manufacturer's seals and labels intact.
- .7 Store materials in accordance with manufacturer's and supplier's instructions.
- .8 Do not store materials on-site without Departmental Representative's approval.
- .9 Public Works and Government Services Canada accepts no responsibility for materials or equipment stored on-site.
- .10 When an equipment inventory numbering system exists, identify to the appropriate Departmental contact all pertinent data relative to the new piece of equipment upon installation.
- .11 The Contractor to supply shop drawings and manufacturer's instructions and specifications on all new equipment exceeding \$250.00 in value.
- .12 Where the Contractor supplies equipment purchased from a supplier or manufacturer, the Contractor shall obtain from the manufacturer or supplier, a warranty for the manufacturer's normal warranty period and such warranty shall be made out to Her Majesty the Queen in right of Canada.

- 19. Personnel**
- .1 The Contractor will provide only licensed personnel with a valid Provincial Department of Labour Licence for applicable Province to work on all aspects of refrigeration/air conditioning work related to this Contract. PWGSC may at any time during this Contract request to inspect a workperson's certification.
 - .2 The Contractor will provide the Departmental Representative with a list of all people working on PWGSC premises, complete with a copy of their licences, where applicable, and will update the list immediately when personnel changes.
 - .3 The Contractor and his/her personnel must adhere to the Federal Government "NO SMOKING" policy while in Federal facilities.
- 20. No Exclusive Right**
- .1 This Contract does not create an exclusive right of the Contractor to perform all refrigeration work which might be required. The Department reserves the right to have any work done by other means.
- 21. Workmanship**
- .1 All equipment panels and control covers must be replaced and properly fitted utilizing all fastening screws and/or bolts according to equipment design. All workmanship is subject to inspection and approval.
 - .2 Replace all work unsatisfactory to the Departmental Representative without extra cost.
- 22. Site Security**
- .1 Site security is the responsibility of the Contractor who shall erect temporary site enclosures, barricades and fencing to prevent unauthorized entry, pilferage and vandalism.
 - .2 Any work that may disrupt the operations of the occupying clients will be carried out after normal building operational hours. For all work carried out after normal building operational hours, the Departmental Representative will determine acceptable building security.
- 23. Security Clearance**
- .1 The required security clearance level for this Contract is **Reliability** Status.
 - .2 It is the Contractor's responsibility to initiate the security screening required for the personnel and the Contractor shall not have access to the work site until the resources (i.e.: "personnel") have the necessary clearance.
 - .3 The Canadian and International Industrial Security Directorate (CIISD) of Public Works and Government Services Canada (PWGSC) is responsible for administering the Industrial Security Program in Canada.

- .4 The Contractor shall follow the instructions at the website: <http://www.ciisd.gc.ca/text/ps/pss-e.asp>, which includes all necessary forms.
- 24. Meetings** .1 Attend meetings at site when notified by Public Works and Government Services Canada.
- 25. Drawings and Maintenance Manuals** .1 Where available, Maintenance Manuals and drawings for new work are to be accessible for viewing by the Departmental Representative when required. Maintenance Manuals and drawings for existing work are available for viewing from the Departmental Representative, when required.
- .2 Additions, relocation or removal of heating equipment are to be recorded, dated and initialled by the Contractor or the Departmental Representative on the "as-built" prints where applicable.
- .3 "As-built" drawings are to be revised accordingly to indicate any deviations to the originals.

1. **Compliance Requirements**
 - .1 Comply with the Canada Labour Code Part II and the Canada Occupational Health and Safety Regulations.
 - .2 Comply with the Provincial Occupational Health and Safety Act and supporting Occupational General Safety Regulations as amended from time to time.
 - .3 Observe and enforce construction safety measures required by the following statutes and authorities:
 - .1 The National Building Code of Canada, Part 8.
 - .2 The National Fire Code of Canada.
 - .3 Provincial Workers Compensation Board.
 - .4 Municipal Statutes and Ordinances.
 - .4 The Contractor and his/her personnel must adhere to the Federal Government 'NO SMOKING' Policy while in Federal facilities and/or Scent Free Policy if applicable.
 - .5 All sub-contractors shall adhere to the above qualifications.
2. **Submittals**
 - .1 Prior to Award Contractors are to provide (within seven (7) calendar days after closing):
 - .1 Documentation indicating that the Contractor has successfully completed a recognized current (within the last 3 yrs.) **EXTERNAL SAFETY AUDIT**. This audit to be performed by an independent company/person qualified to conduct safety audits.
 - .2 A letter of good standing from Worker's Compensation Board.
 - .3 Signed statement by Owner of company that the company will maintain Worker's Compensation Board coverage for the life of the Standing Offer Agreement (SOA) / Service Contract (SC), including sub-contractor.
 - .4 Before Work Begins Contractors shall provide :
 - .1 The Contractor has prepared, through risk assessment, a site-specific health and safety management plan.
3. **Training**
 - .1 Before Work Begins Contractors are to provide documentation:
 - .1 Certification of training for safety for all personnel that will be involved with the Standing Offer Agreement/Service Contract. Updated list complete with licenses shall be kept on site including personnel changes.
 - .2 Training for workers shall include (but not limited to)
 - .1 Safe operation of tools and equipment.
 - .2 Proper use and maintenance of personal protective equipment (PPE).
 - .3 Safe work practices and procedures for their given work tasks or function.
 - .4 Site conditions and minimum site safety rules.

4. **Disciplinary Procedures for Safety Violations**
- .1 Contractors shall have their own written disciplinary procedures for violation or non-compliance of work site safety rules and regulations.
 - .2 Contractor shall immediately address and correct any health and safety violations and non-compliance issues.
 - .3 Disciplinary Procedures applied by PWGSC Departmental Representative for non-compliance and safety violations shall be as follows:
 - .1 **First Violation:** Verbal warning issued to the Contractor for the first violation of a safety regulation, rules, policy and procedures. (Violation will be documented on contract file, copy to Contractor and PWGSC).
 - .2 **Second Violation:** Written warning to Contractor for second violation of a safety regulation, rules, policy and procedures. (Violation will be documented on contract file, copy to Contractor and PWGSC).
 - .3 **Third Violation:** A third violation of a safety regulation, rules, policy and procedures may result in the termination of the contract with a recommendation to the Contracting Authority that the Contractor be denied access to future SOA/SC(s). (Documented to contract file, copies to Contractor and PWGSC).
 - .4 **Serious Violation:** For a serious violation of a safety regulation, rules, policy and procedures as deemed by a Regulator, Project Manager or Safety Officer a recommendation will be made to the Contracting Authority to immediately terminate the SOA/SC(s). (Violation documented on contract file, copies to Contractor and PWGSC).
 - .5 **Charges Laid or Guilty Determination by Courts:** Infractions of safety regulations, rules, policy and procedures that result in charges being laid by a Regulator against the Contractor or the Contractor being found guilty by the courts may result in that Contractor being denied access to future contracts.
5. **Asbestos**
- .1 Within the confines of the site, the provision of products containing fibrous asbestos materials is prohibited.
 - .2 Demolition or disturbance of spray or trowel-applied asbestos can be hazardous to health. Should material resembling spray or trowel-applied asbestos be encountered in course of work, stop work and notify Departmental Representative immediately. Do not proceed until written instructions have been received from Departmental Representative.
6. **Fastening Devices Explosive Actuated**
- .1 Explosive actuated devices shall not be used, until approved by Departmental Representative.

- 7. Hot Work**
- .1 All hot work activity, as defined in "Service Definitions" of this specification, is to take place with written permission from the Departmental Representative (Hot Work Permit).
 - .2 The ventilation system in the area of any Hot Work activity is to be isolated to prevent migration of fumes/smoke and to reduce any possible spread of fire to other areas of the facility.
 - .3 Contractor is to employ an employee trained in the use of fire extinguishers as fire watch during any Hot Work for a minimum of 60 minutes after activity has ceased.
- 8. Confined Spaces**
- .1 All work in confined spaces will be carried out in compliance with the Canada Occupational Safety and Health Regulations, Part XI.
 - .2 The Contractor to provide and maintain all equipment as required by any person to enter and/or perform work in a safe manner, in compliance with the Canada Occupational Safety and Health Regulations, Part XI.
 - .3 The Contractor to provide and maintain training, as required by the Canada Occupational Safety and Health Regulations, Part XI.
 - .1 The Contractor and/or his employees shall provide proof of training and qualifications when requested by the Departmental Representative.
 - .4 The Contractor to provide the Departmental Representative with a copy of an "Entry Permit" for each and every entry into the confined space to ensure compliance with the Canada Occupational Safety and Health Regulations, Part XI.
 - .5 The Contractor to have a hazard assessment of the confined space performed.
 - .1 The Contractor to provide the Departmental Representative with a copy of the hazard assessment.
- 9. Fall Protection**
- .1 All work carried out above the mandatory height restrictions, from unguarded structure or vehicle and/or from ladders, staging and scaffolding, will be done in compliance with the Canada Occupational Safety and Health Regulations, Part XII, Section 12.10.
 - .2 The components of a fall protection system shall meet the standards as outlined in the Canada Occupational Safety and Health Regulations, Part XII, Section 12.10 (2).
 - .3 The Contractor is to ensure fall protection equipment is maintained, inspected and tested by a qualified person as required by the Canada Occupational Safety and Health Regulations, Part XII, Section 12.3.

- 10. Safety Plan**
- .1 The Contractor shall provide a copy of their company's Occupational Health and Safety Policy and Program. It shall meet the requirements of the Provincial Occupational Health and Safety Acts. The Departmental Representative shall advise the Contractor where the Federal Standards apply.
 - .2 The Contractor shall perform site hazard assessments to establish site specific safe work practices/procedures for the safety and well being of their employees. Copies shall be made available to Departmental Representative upon request.
 - .3 All copies of the formal Hazard Assessments conducted by the Contractor throughout the duration of the work shall be retained and made available to the Departmental Representative immediately upon request.
 - .4 It is the Contractor's responsibility to be familiar with all applicable Safety Acts, Regulations, Codes and contract requirements. These must be identified and addressed in the Safety Plan, by identifying Standard Operating Procedures (SOP) and safe work practices (SWP) which incorporate clear and specific control measures, applicable rules, procedures and practices, all of which shall become mandatory.
 - .5 Post the Safety Plan at a common location on the site visible to all workers and persons accessing the site. Ensure that all employees, including sub-contractors' personnel, are advised of such Safety Plan and of the posted location.
 - .6 The Contractor shall ensure all workers and authorized persons entering the work site are notified of and abide by the posted Safety Plan, safety rules, procedures, safe work practices and applicable Safety Acts, Regulations, and codes. Any non-compliance person shall be subject to disciplinary procedures.
 - .7 Shall ensure that all applicable personal protective equipment (PPE) is used.
 - .8 The Departmental Representative shall coordinate arrangements for the Contractor to be briefed on site safety within fourteen (14) days of award of Standing Offer Agreement/Service Contract.
- 11. Product Approvals**
- .1 The Contractor shall ensure that all controlled products used in the performance of the work are classified and labeled according to the Workplace Hazardous Materials Information System (WHMIS).
 - .2 The Contractor shall submit for approval the Material Safety Data Sheets (MSDS) for all controlled products that will be used in the performance of this work.

- .3 No controlled products are to be brought on-site without prior approved Material Safety Data Sheets (MSDS).
 - .4 Material Safety Data Sheets (MSDS) to remain on-site at all times.
- 12. Lockouts**
- .1 Prepare Lockout Procedures in writing. Describe safe work practices, work functions and sequence of activities to be followed on site to safely isolate all potential energy sources and lockout/tag out facilities and equipment.

1. **Environmental** .1 All work is to be performed in accordance with the Federal Environmental Protection Act and the Provincial Environmental Acts and Regulations.
2. **Disposal of Wastes** .1 Do not bury rubbish and waste materials on site unless approved by Departmental Representative.
.2 Do not dispose of waste or volatile materials, such as mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers.
3. **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.
4. **Site Clearing and Plant Protection** .1 Protect trees and plants on site and adjacent properties where indicated.
.2 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.
.3 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.
.4 Minimize stripping of topsoil and vegetation.
.5 Restrict tree removal to areas indicated or designated by Departmental Representative.
5. **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.
- 6. 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.
- 7. Open Fire**
 - .1 Fires on site are not permitted.

1. Licensed Refrigeration Mechanic .1 The licensed refrigeration mechanic shall:
 - .1 Carry out and assist in various types of building maintenance as requested by Public Works and Government Services Canada.
 - .2 Relocate, install or repair equipment such as but not limited to: evaporator coil condenser, compressor, electric motor, valves, dryers, piping and insulation.
 - .3 Produce all certificates and permits upon request of the Public Works and Government Services Canada Departmental Representative.
 - .4 Instruct the Departmental Representative on-site of any new operating procedures when installing or modifying new or existing equipment.

**CALL-UP SLIP
AIR-CONDITIONING SYSTEMS AND REFRIGERATION**

Company Name: _____ **Date:** _____

Tradesperson's Name:

(1) _____ License # _____
(2) _____ License # _____
(3) _____ License # _____

Call-up Number: _____ **Total Cost:** _____

Description of Work: * _____

Start Time: _____ **Completion Time:** _____ **Total Hours:** _____

Materials and Supplies	Cost

GST/HST _____
PST _____
TOTAL _____

**Contractor's Signature
Signature**

Departmental Representative's

* Include nature of problem, cause of problem and corrective action taken.

**ROUTINE WORK SCHEDULE
CENTRAL AIR-CONDITIONING SYSTEMS / REFRIGERANT UNITS**

Item	Start-Up	Shut-down	Contract Completion	Monthly
CHECK AS REQUIRED TO MANUFACTURER'S INSTRUCTIONS AND SPECIFICATIONS				
Energize crankcase heater 12 hours in advance. Record oil level	X			
Measure and record crankcase Heater amps, check thermostat	X			
Open king valve, pressurize system, leak test, all joints, seals, etc. Replace filters, dryers and filter-dryers.	X			
Open all necessary valves for normal operation	X			
Check condenser fan operation	X			
Start unit, run for 20 minutes, check oil level and sight glasses, add refrigerant if necessary. Report weight of all additions.	X			
Repeat leak test	X			X
Confirm normal operation of evaporator, condenser, compressor, controls and accessories.	X			X
Pump down system, store refrigerant in condenser/receiver		X		
Take 500 ml oil sample for laboratory analysis, submit lab report when received		X		
Isolate charge in condenser receiver. Leave a holding charge in the remainder of system		X		
Lock out system - turn key over to Public Works. Label all locks and keys.		X		
ADJUST AS REQUIRED				
Compressor(s) Safety Devices	X			
Thermostats and Sensors	X			
Humidistat and Sensors	X			
Controls	X			
Capacity Controls	X			

Item	Start-Up	Shut-down	Contract Completion	Monthly
Pressure Switches	X			
Discharge Pressure Control	X			
COMPRESSOR (Check)				
A. Head, Suction & Oil Pressure take out	X	X		
INSPECT FOR AND REPAIR IF REQUIRED				
Vibration Eliminators for looseness	X	X		
Anchors for looseness	X	X		
Air Circulation Blow for Clearance	X	X		
Unusual Noise	X	X		
Leak Test				X
LUBRICATE				
To Manufacturer's Specification all equipment	X	X		
PROVE				
Compressor Safety Devices	X			
Controls	X			
Motor Starters	X			
Capacity Controls	X			
Pressure Switches	X			
Discharge Pressure	X			
Refrigerant Circuit	X			
Operation of Valves	X			
CLEAN, CHECK CONDITION & OPERATION ETC.; AIR SIDE				
Change air filters. Intake Grills	X			X
Discharge Grills	X	X		
Fan Blades	X	X		

Item	Start-Up	Shut-down	Contract Completion	Monthly
Condensate Pan & Drains	X	X		
Internal Housing	X	X		
External Housing (as a result of work)	X	X		
Motor				X
Dampers	X	X		
Actuators	X	X		
All wiring from disconnect switch including fuses, heaters and relays.	X	X		
Air Circulation Blower & Housing	X	X		
Motor Drive & Pulleys	X	X		
Evaporator Coil	X	X		
Condenser (Exterior) Air Cooled	X	X		
Condenser (Water Cooled)				
A. Check all water and regulating valves for operation, scaling & corrosion, if applicable.	X			
B. Check for non-condensable in system condition of tube & shell scaling and corrosion, if applicable.	X			
Drain line	X	X		
Humidifier Pan & Draining System	X	X		
TIGHTEN OR REPLACE				
Terminal Connections	X	X		
Cable Connections	X	X		
Anchors	X	X		
Vibration Elimination	X	X		
Loose Connections	X	X		
Belts	X			X

Legend: X = Maintenance Service Required.

Specimen of Ozone Depleting Substance Control Card

See General Requirements Page 2, Items 2.1 to 2.7

DISPOSAL APPLICATION/DEMANDE D'ÉLIMINATION

ACC/CC # **520120-001**

I certify that the charge of 6 lbs.,
3 oz of R 22 has been:

- Remove for
 Reuse
 Recycling
 Reclamation
 Lost due to equipment
failure and apply for permission
to dispose of this equipment in permission
accordance with applicable
Federal/Provincial statues.

AIC/CIA # _____

Je certifie qu'une charge de _____
lb _____ on de R _____ a été:

retirée pour
réutilisation
recyclage
récupération
 perdue à la suite d'une défaillance
de l'appareil et je demande la
d'éliminer cet appareil
conformément aux lois fédérales
et provinciales pertinentes.

Keep Cool

John Smith

426-3381

NS-18

98/10/26

Company

Signature

Phone/Fax

Lic. No.

Date

CHARGE ADVISAL/DONNÉES DE CHARGE

ACC/CC # **520021-002**

The Manufacturers recommended
Charge of 8 lbs, 2 oz of R 22
has been supplemented with the
addition of 2 lbs, 3 oz of R _____
to meet required operational
pressures.

AIC/CIA # _____

La charge de _____ lb _____ on de R _____
recommandée par le fabricant a été
complétée par l'addition de
lb _____ on de R _____ pour atteindre les
pressions de service requises.
La perte de charge a été causée par:

Loss of Charge was due to:

Leak at flare nut of TX valve tightened and leak tested.

Four Season

Bob White

496-5387

NS-21

98/10/28

Company

Signature

Phone/Fax

Lic. No.

Date

**UNIT PRICE TABLE
AIR-CONDITIONING SYSTEMS AND REFRIGERATION**

Contractor agrees that the following are the unit prices referred to herein:

1 YEAR SOA

Class of Labour, Plant or Material	Unit of Measure	Estimated Quantity *	Price Per Unit	Total
1. Service Calls, including travel time and all related expenses, productive labour at the job site. a) During Regular Hours: 0800-1700 Hours Monday through Friday Licensed Tradespeople:	Per Call	1600 HR.	\$_____	\$_____
b) Outside Regular Hours: Monday through Sunday including all day Saturday, Sunday and holidays Licensed Tradespeople:	Per Call	300 HR.	\$_____	\$_____
3. Allowance for material, replacement parts, required permits, certificates, assessments, specialty equipment, and security at net cost, plus a markup of <u>10%</u> applied to the net cost.	Allowance	N/A	N/A	\$80,000.00
Total Amount of Tender (HST Extra) - 1 YEAR CONTRACT				\$_____

NOTE: The Estimated Quantity entered in column three for each item is an estimate only for service as and when required and does not infer that all the quantities for that item will be utilized or that the quantities may not be exceeded.

1st YEAR OPTION

Class of Labour, Plant or Material	Unit of Measure	Estimated Quantity *	Price Per Unit	Total
1. Service Calls, including travel time and all related expenses, productive labour at the job site. a) During Regular Hours: 0800-1700 Hours Monday through Friday Licensed Tradespeople:	Per Call	1600 HR.	\$ _____	\$ _____
b) Outside Regular Hours: Monday through Sunday including all day Saturday, Sunday and holidays Licensed Tradespeople:	Per Call	300 HR.	\$ _____	\$ _____
3. Allowance for material, replacement parts, required permits, certificates, assessments, specialty equipment, and security at net cost, plus a markup of <u>10%</u> applied to the net cost.	Allowance	N/A	N/A	\$80,000.00
Total Amount of Tender (HST Extra) - 1st YEAR OPTION				\$ _____

NOTE: The Estimated Quantity entered in column three for each item is an estimate only for service as and when required and does not infer that all the quantities for that item will be utilized or that the quantities may not be exceeded.

2nd YEAR OPTION

Class of Labour, Plant or Material	Unit of Measure	Estimated Quantity *	Price Per Unit	Total
1. Service Calls, including travel time and all related expenses, productive labour at the job site. a) During Regular Hours: 0800-1700 Hours Monday through Friday Licensed Tradespeople:	Per Call	1600 HR.	\$ _____	\$ _____
b) Outside Regular Hours: Monday through Sunday including all day Saturday, Sunday and holidays Licensed Tradespeople:	Per Call	300 HR.	\$ _____	\$ _____
3. Allowance for material, replacement parts, required permits, certificates, assessments, specialty equipment, and security at net cost, plus a markup of <u>10%</u> applied to the net cost.	Allowance	N/A	N/A	\$80,000.00
Total Amount of Tender (HST Extra) - 2nd YEAR OPTION				\$ _____

NOTE: The Estimated Quantity entered in column three for each item is an estimate only for service as and when required and does not infer that all the quantities for that item will be utilized or that the quantities may not be exceeded.

Summary

1 YEAR SOA \$ _____

1st YEAR OPTION \$ _____

2nd YEAR OPTION \$ _____

TOTAL \$ _____

COPY

Contract Number / Numéro du contrat 40225-130555
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 Public Works & Government Services Canada	2. Branch or Directorate / Direction générale ou Direction AFMS
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 Refrigeration & Air Conditioning for BIO, Shannon, Shearwater.	
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. Indicate the type of access required - Indiquer le type d'accès requis	
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c.) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c.)	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p.ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input checked="" type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciales sans entreposage de nuit?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès	
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>
Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion	
No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/> Not releasable / À ne pas diffuser <input type="checkbox"/> Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies) / Préciser le(s) pays:	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/> Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies) / Préciser le(s) pays:
No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/> Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies) / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information	
PROTECTED A / PROTÉGÉ A <input type="checkbox"/> PROTECTED B / PROTÉGÉ B <input type="checkbox"/> PROTECTED C / PROTÉGÉ C <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 UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/> NATO RESTRICTED / NATO DIFFUSION RESTREINTE <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"/>
PROTECTED A / PROTÉGÉ A <input type="checkbox"/> PROTECTED B / PROTÉGÉ B <input type="checkbox"/> PROTECTED C / PROTÉGÉ C <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"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/> PROTECTED B / PROTÉGÉ B <input type="checkbox"/> PROTECTED C / PROTÉGÉ C <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"/>

Security Classification / Classification de sécurité
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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? If Yes, indicate the level of sensitivity: Dans l'affirmative, indiquer le niveau de sensibilité :	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
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? Short Title(s) of material / Titre(s) abrégé(s) du matériel : Document Number / Numéro du document :	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
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 / CÔTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL / CONFIDENTIEL
<input type="checkbox"/> TOP SECRET - SIGINT / TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL / NATO CONFIDENTIEL
<input type="checkbox"/> SITE ACCESS / ACCÈS AUX EMPLACEMENTS	<input type="checkbox"/> SECRET / SECRET
	<input type="checkbox"/> NATO SECRET / NATO SECRET
	<input type="checkbox"/> TOP SECRET / TRÈS SECRET
	<input type="checkbox"/> COSMIC TOP SECRET / COSMIC TRÈS SECRET
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? If Yes, will unscreened personnel be escorted: Dans l'affirmative, le personnel en question sera-t-il escorté?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui <input type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)	
INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS	
11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises? Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
11. b) Will the supplier be required to safeguard COMSEC information or assets? Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
PRODUCTION	
11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises? Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)	
11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data? Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui

Security Classification / Classification de sécurité
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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 / Confidential	Secret	Top Secret / Très Secret	NATO Restricted / NATO Diffusion Restreinte	NATO Confidential / NATO Confidential	NATO Secret	COSMIC Top Secret / COSMIC Très Secret	Protected / Protégé			Confidential / Confidential	Secret	Top Secret / Très Secret
											A	B	C			
Information / Assets / Renseignements / Biens																
Production																
IT Media / Support TI																
IT Link / Lien électronique																

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

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

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

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

Security Classification / Classification de sécurité
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