

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

## **REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION**

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

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

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

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

### **Comments - Commentaires**

<b>Title - Sujet</b> Sprinkler Maintenance	
<b>Solicitation No. - N° de l'invitation</b> W642C-13CE40/A	<b>Date</b> 2013-06-03
<b>Client Reference No. - N° de référence du client</b> DND	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$WPG-202-8541	
<b>File No. - N° de dossier</b> WPG-3-36007 (202)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2013-07-15</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Central Daylight Saving Time CDT	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Kozak, Tammy	<b>Buyer Id - Id de l'acheteur</b> wpg202
<b>Telephone No. - N° de téléphone</b> (204) 984-8825 ( )	<b>FAX No. - N° de FAX</b> (204) 983-7796
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE BLDG 188 CFB ASU WAINWRIGHT DENWOOD Alberta T0B1B0 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

### **Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

### **Issuing Office - Bureau de distribution**

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

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

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DND

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## Annex "E" Task Authorization Contract Usage Report

## **PART 1 - GENERAL INFORMATION**

### **1. Introduction**

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, the Insurance Requirements, DND 626 Task Authorization Form and any other annexes.

### **2. Summary**

A Task Authorization Contract is required to provide all labour, materials, equipment, supervision, tools and transportation necessary for the inspection, maintenance, repairs and alterations of the automatic fire suppression and extinguishing systems on a scheduled and "as and when" requested basis for the Department of National Defence in Wainright, Denwood Alberta.

The Contract will be for a three (3) year period from date of contract, anticipated August 01, 2013 to July 31, 2016, with two additional one year option periods.

The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), World Trade Agreement-Agreement on Government Procurement (WTO-AGP) and the Agreement on Internal Trade (AIT).

### **3. Debriefings**

After contract award, bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

## **PART 2 - BIDDER INSTRUCTIONS**

### **1. Standard Instructions, Clauses and Conditions**

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual*

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

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2012-11-19) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: ninety (90) days

#### **1.1 SACC Manual Clauses**

B4024T (2006-08-15) Equivalent Products

B1000T (2007-11-30), Condition of Material

### **2. Submission of Bids**

Bids 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 bid solicitation.

### **3. Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders 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 the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

### **4. Applicable Laws**

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Manitoba.

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File No. - N° du dossier

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DND

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Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, 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 bidders.

## **5. Improvement of Requirement During Solicitation Period**

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least 10 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

## PART 3 - BID PREPARATION INSTRUCTIONS

### 1. Bid Preparation Instructions

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Financial Bid (1hard copies)  
Section II: Certifications (1hard copies)

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

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

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, bidders should:

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

### Section I Financial Bid

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

- 1.2 **Exchange Rate Fluctuation**  
C3011T (2010-01-11), Exchange Rate Fluctuation

- 1.3 **SACC Manual Clauses**

### Section II: Certifications

Bidders must submit the certifications required under Part 5.

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

### **1. Evaluation Procedures**

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### **1.1 Technical Evaluation**

##### **1.1.1. Mandatory Technical Criteria**

- 1. Bidders must have the ability to provide the services and meet the requirements described in Annex A - Statement of Work.

#### **1.2 Financial Evaluation**

SACC Manual Clause A0222T (2010-01-11), Evaluation of Price

### **2. Basis of Selection**

A bid must comply with all requirements of the bid solicitation to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.



## PART 5 - CERTIFICATIONS

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

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to verify bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications, to provide the related documentation or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

### 1. Mandatory Certifications Required Precedent to Contract Award

#### 1.1 Code of Conduct and Certifications - Related documentation

By submitting a bid, the Bidder certifies as per section 01 of Standard Instructions 2003, for himself and his affiliates, to be in compliance with the Code of Conduct and Certifications clause of the Standard instructions. The related documentation therein required will help Canada in confirming that the certifications are true.

### 2. Additional Certifications Precedent to Contract Award

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

#### 2.1 Federal Contractors Program - Certification

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

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

The Supplier or the member of the joint venture

- a.( ) is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;
- b.( ) is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;

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

d.( ) has not been declared an ineligible contractor by HRSDC, and has a valid certificate number as follows: \_\_\_\_\_.

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

## 2.2 Former Public Servant Certification

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

### Definitions

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

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

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

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

### Former Public Servant in Receipt of a Pension

Is the Bidder a FPS in receipt of a pension as defined above?

Yes ( ) No ( )

If so, the Bidder 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 Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program?

Yes ( ) No ( )

If so, the Bidder must provide the following information:

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

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

**Certification**

By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

## PART 6 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

### 1. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

### 1.2 Task Authorization

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

#### 1.2.1 Task Authorization Process

1. The Technical Authority will provide the Contractor with a description of the task using the DND 626, Task Authorization form specified in Annex E
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Technical Authority, within one (1) calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Technical Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

#### 1.2.2. Task Authorization Limit

The Technical Authority may authorize individual task authorizations up to a limit of \$10,000.00, Goods and Services Tax or Harmonized Sales Tax included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Technical Authority and Contracting Authority before issuance.

#### 1.2.3. Periodic Usage Reports - Contracts with Task Authorizations

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed in Annex F. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "NIL" report.

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

The quarterly periods are defined as follows:

- 1st quarter: March 1 to May 31;
- 2nd quarter: June 1 to August 31;
- 3rd quarter: September 1 to November 30; and
- 4th quarter: December 1 to February 28.

The data must be submitted to the Contracting Authority no later than 15 calendar days after the end of the reporting period.

### Reporting Requirement- Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

#### For each authorized task:

- (i) the authorized task number or task revision number(s);
- (ii) a title or a brief description of each authorized task;
- (iii) the total estimated cost specified in the authorized Task Authorization (TA) of each task, GST or HST extra;
- (iv) the total amount, GST or HST extra, expended to date against each authorized task;
- (v) the start and completion date for each authorized task; and
- (vi) the active status of each authorized task, as applicable.

#### For all authorized tasks:

- (i) the amount (GST or HST extra) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and

### 1.2.4 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by DND Project Authority. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

## 2. Standard Clauses and Conditions

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

### 2.1 General Conditions

2035 (2012-11-19), General Conditions - - Higher Complexity - Services, apply to and form part of the Contract.

## 3. Term of Contract

### 3.1 Period of the Contract

The period of the contract is from August 01, 2013 to July 31, 2016.

### 3.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least fifteen (15) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

## 4. Authorities

### 4.1 Contracting Authority

The Contracting Authority for the Contract is:

Tammy Kozak  
Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
100-167 Lombard Avenue  
Winnipeg, Manitoba R3C 2Z1

Telephone: 204-984-8825  
Facsimile: 204-983-7796  
E-mail address: tammy.kozak@pwgsc-tpsgc.gc.ca

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

### 4.2 Project Authority

The Project Authority for the Contract is:

Name: \_\_\_\_\_ TO BE DETERMINED AT CONTRACT AWARD \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

E-mail address: \_\_\_\_\_

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the

Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

#### 4.3 Contractor's Representative

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone : \_\_\_\_\_

Facsimile: \_\_\_\_\_

E-mail address: \_\_\_\_\_

### 5. Proactive Disclosure of Contracts with Former Public Servants

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

### 6. Payment

#### 6.1 Basis of Payment - Firm Prices(s)

For the work described in Pricing Schedule 1 - Scheduled Services in Annex B:

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B, to a limitation of expenditure of \$ TO BE DETERMINED AT CONTRACT AWARD. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

##### 6.1.1 Limitation of Price

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

#### 6.2 Canada's Obligation - Portion of the Work - Task Authorizations

For the work described in Pricing Schedule 2 - As and When Requested Services in Annex B:

Canada's obligation with respect to the portion of the Work under the Contract that is performed through task authorizations is limited to the total amount of the actual tasks performed by the Contractor.

#### 6.3 Basis of Payment - Limitation of Expenditure - Task Authorizations

1. Canada's total liability to the Contractor under the Contract must not exceed \$ TO BE DETERMINED AT CONTRACT AWARD. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting

Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- (a) when it is 75 percent committed, or
- (b) four (4) months before the contract expiry date, or
- (c) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.

3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

#### **6.4 Monthly Payment**

SACC Manual clause H1008C (2008-05-12) Monthly Payment

#### **6.5 Time Verification**

C0710C (2007-11-30), Time and Contract Price Verification

### **7. Invoicing Instructions**

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

### **8. Certifications**

Compliance with the certifications and related documentation provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification, provide the related documentation or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

### **9. Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Manitoba.

### **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 Articles of Agreement;



- (b) the general conditions 2035, (2012-11-19) - Higher complexity - services;
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, the signed Task Authorizations (including all of its annexes, if any);
- (i) the Contractor's bid dated \_\_\_\_\_,

## **11. Defence Contract**

*SACC Manual* clause A9006C(2008-05-12) Defence Contract

## **12. Insurance**

*SACC Manual* clause G1001C (2008-05-12) Insurance

## **13. SACC Manual Clauses**

A9062C (2011-05-16), Canadian Forces Stie Regulations  
B7500C (2006-06-16), Excess Goods

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Buyer ID - Id de l'acheteur

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CCC No./N° CCC - FMS No/ N° VME

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**ANNEX A****STATEMENT OF WORK**

*SEE ATTACHED DOCUMENT*

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

1. Bidders must submit firm prices as per unit of issue requested for each and every line item EXCEPT the Apprentice Hourly Rate which WILL NOT BE EVALUATED. It is the responsibility of the bidder to provide conversion to the unit of issue requested. Failure to do so will render the bid non-responsive without further consideration.
2. Should there be an error in the extended pricing of the bidder's proposal, the unit pricing shall prevail and the extended pricing shall be corrected in the evaluation. Any errors in the quantities of the bidders' proposal shall be changed to reflect the quantities stated in the RFP.
3. The estimated quantities specified below are provided for evaluation purposes only. All the items indicated below may not be required at all locations.
4. Prices quoted must remain firm for the period of the Contract. Prices MUST include ALL expenses, including travel time and personnel expenses, associated with providing the service, in accordance with the specifications detailed in Annex A.
5. GST/HST, if applicable, is not included and is to be shown as a separate item on any resulting invoice.
6. Service Call-out rates will be paid only on the initial call-out. Should the work carry over to subsequent days, the labor rates only will apply.
7. This section, when completed, will be considered as the Bidders Financial Proposal and payment will be made in accordance with the following pricing.
8. A percentage mark-up on parts and materials must be provided. If the line is left blank the percentage will be ZERO.

**PWGSC RESERVES THE RIGHT TO ADD OR DELETE BUILDING AS CONSTRUCTION DICTATES**

The financial evaluation will be calculated as follows:

1. For each line item the lot/unit price will be multiplied by the estimated quantity = extended price.
2. The extended price for each line item will be added = subtotal for the period
3. The subtotals for each period will be added together to give the TOTAL BID \$ FOR EVALUATION.

Extended total for Contract Year 1 = \_\_\_\_\_

Extended total for Contract Year 1 = \_\_\_\_\_

Extended total for Contract Year 1 = \_\_\_\_\_

Extended total for Option Year 1 = \_\_\_\_\_

Extended total for Option Year 2 = \_\_\_\_\_

Add all above total = \_\_\_\_\_ TOTAL BID PRICE FOR EVALUATION

**CONTRACT PERIOD - AUGUST 01, 2013 to July 31, 2016**

Firm lot or unit pricing, GST/HST extra, F.O.B. Destination				PRICING FOR THE CONTRACT PERIOD:		
				Year 1 Aug 01/13 To Jul 31/14	Year 2 Aug 01/14 To Jul 31/15	Year 3 Aug 01/15 To Jul 31/16
Item No.	Description	Unit of Issue	Qty	Unit Price	Unit Price	Unit Price
<b>A</b>	<b>Pricing Schedule 1 - Scheduled Services - INSPECTIONS in accordance with the Statement of Work -</b>					
1.	FIRE SYSTEMS - in accordance with the list of systems and locations - must be tested and inspected in accordance with NFPA 2001 Sec 7					
1.1	Annual Inspections	ea	1	\$	\$	\$
2.	STANDPIPES - in accordance with the list of systems and locations - must be tested and inspected in accordance with NFPA 2011 sec 25 (hoses inspected after 5 years, then 3 years thereafter)					
2.1	Annual Inspections	ea	1	\$	\$	\$
3.	FIRE PUMPS - in accordance with the list of systems and locations - must be tested and inspected in accordance with NFPA 2001 sec 7					
3.1	Annual Inspections	ea	1	\$	\$	\$
4.	WET SYSTEMS - in accordance with the list of systems and locations - must be tested and inspected in accordance with NFPA 2011 Sec 25					
4.1	Annual Inspections	ea	1	\$	\$	\$
5.	DRY SYSTEMS - in accordance with the list of systems and locations - must be tested and inspected in accordance with NFPA 2011 Sec 25					
5.1	Annual Inspections	ea	1	\$	\$	\$
6.	KITCHEN RANGE HOOD - in accordance with the list of systems and locations - must be tested and inspected in accordance with NFPA 2011 Sec 17A					
6.1	Semi - Annual Inspections	ea	2	\$	\$	\$
<b>B.</b>	<b>Pricing Schedule 2 - As and When Requested Services - additional servicing over and above the maintenance / inspection as specified in the Statement of Work (on the approval of the Project Authority and issuance of DND 626 Task Authorization form.</b>					
1	REGULAR HOURS - For services performed within the hours of 07:30 to 1600 hours, Monday through Friday except statutory holidays.					
1.1	Service Call-out Rate including all travel time, mileage and first hour of on-site productive labour.	ea	20	\$	\$	\$
1.2	Certified Journeyman Hourly Rate	hr	40	\$	\$	\$

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1.3	Helper Hourly Rate	hr	40	\$	\$	\$
1.4	Apprentice Hourly Rate - OPTIONAL - WILL NOT BE EVALUATED	hr	40	\$	\$	\$
2.	OVERTIME HOURS - For services performed OUTSIDE the hours of 07:30 to 1600 hours, Monday through Friday.					
2.1	Service Call-out Rate including all travel time, mileage and first hour of on-site productive labour.	ea	5	\$	\$	\$
2.2	Certified Journeyman Hourly Rate	hr	15	\$	\$	\$
2.3	Helper Hourly Rate	hr	15	\$	\$	\$
2.4	Apprentice Hourly Rate - OPTIONAL - WILL NOT BE EVALUATED	hr	15	\$	\$	\$
<b>C.</b>	<b>Parts and Materials</b>					
4.	Materials and replacement parts will be charged at the contractor's laid down cost plus a mark up of _____. Est Usage: \$30,000.00			\$	\$	\$

**OPTION YEARS - #1 AUGUST 01, 2016 to July 31, 2017****- #2 AUGUST 01, 2017 to July 31, 2018**

Firm lot or unit pricing, GST/HST extra, F.O.B. Destination				PRICING FOR THE OPTION PERIOD:	
				# 1 Aug 01/16 To Jul 31/17	# 2 Aug 01/17 To Jul 31/18
Item No.	Description	Unit of Issue	Qty	Unit Price	Unit Price
<b>A</b>	<b>Pricing Schedule 1 - Scheduled Services - INSPECTIONS in accordance with the Statement of Work -</b>				
1.	FIRE SYSTEMS - in accordance with the list of systems and locations - must be tested and inspected in accordance with NFPA 2001 Sec 7				
1.1	Annual Inspections	ea	1	\$	\$
2.	STANDPIPES - in accordance with the list of systems and locations - must be tested and inspected in accordance with NFPA 2011 sec 25 (hoses inspected after 5 years, then 3 years thereafter)				
2.1	Annual Inspections	ea	1	\$	\$
3.	FIRE PUMPS - in accordance with the list of systems and locations - must be tested and inspected in accordance with NFPA 2001 sec 7				
3.1	Annual Inspections	ea	1	\$	\$
4.	WET SYSTEMS - in accordance with the list of systems and locations - must be tested and inspected in accordance with NFPA 2011 Sec 25				
4.1	Annual Inspections	ea	1	\$	\$
5.	DRY SYSTEMS - in accordance with the list of systems and locations - must be tested and inspected in accordance with NFPA 2011 Sec 25				
5.1	Annual Inspections	ea	1	\$	\$
6.	KITCHEN RANGE HOOD - in accordance with the list of systems and locations - must be tested and inspected in accordance with NFPA 2011 Sec 17A				
6.1	Semi - Annual Inspections	ea	2	\$	\$
<b>B.</b>	<b>Pricing Schedule 2 - As and When Requested Services - additional servicing over and above the maintenance / inspection as specified in the Statement of Work (on the approval of the Project Authority and issuance of DND 626 Task Authorization form.</b>				
1	REGULAR HOURS - For services performed within the hours of 07:30 to 1600 hours, Monday through Friday except statutory holidays.				

1.1	Service Call-out Rate including all travel time, mileage and first hour of on-site pproductive labour.	ea	20	\$	\$
1.2	Certified Journeyman Hourly Rate	hr	40	\$	\$
1.3	Helper Hourly Rate	hr	40	\$	\$
1.4	Apprentice Hourly Rate - OPTIONAL - WILL NOT BE EVALUATED	hr	40	\$	\$
2.	OVERTIME HOURS - For services performed OUTSIDE the hours of 07:30 to 1600 hours, Monday through Friday.				
2.1	Service Call-out Rate including all travel time, mileage and first hour of on-site pproductive labour.	ea	5	\$	\$
2.2	Certified Journeyman Hourly Rate	hr	15	\$	\$
2.3	Helper Hourly Rate	hr	15	\$	\$
2.4	Apprentice Hourly Rate - OPTIONAL - WILL NOT BE EVALUATED	hr	15	\$	\$
<b>C.</b>	<b>Parts and Materials</b>				
4.	Materials and replacement parts will be charged at the contractor's laid down cost plus a mark up of _____. Est \$30,000.00			\$	\$

**ANNEX C****INSURANCE REQUIREMENTS****1. Insurance Requirements**

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

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

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

**2. Commercial General Liability Insurance**

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

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

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

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

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

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

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

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

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

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

(i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.



- (j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- (k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- (l) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

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**ANNEX "D"**

**DND 626 TASK AUTHORIZATION FORM**

*(Choose and insert if applicable)*

**ANNEX E****TASK AUTHORIZATION CONTRACT USAGE REPORT**

The Contractor must provide quarterly Task Authorization (TA) usage reports . The Contractor agrees that it is their responsibility to implement a system for tracking TAs under this Contract for the purposes of providing usage reports. This is to ensure that the Limitation of Expenditure indicated for "as and when requested" Work under this Contract is not exceeded.

Each Task Authorization Usage Report must include all the completed TAs for goods and services supplied under this Contract.

Task Authorization Usage Report Submission Schedule:

REPORT DUE	WORK PERIOD START DATE	WORK PERIOD END DATE
15 January	01 October	31 December
15 April	01 January	31 March
15 July	01 April	30 June
15 October	01 July	30 September

The Contractor must provide information on each completed TA using the following format:

TA NUMBER	TA DOLLAR VALUE (GST INCLUDED)	CUMULATIVE TA DOLLAR VALUE (GST INCLUDED)	COMMENTS
<b>Total Dollar Value of TAs for this Period:</b>			
<b>Accumulated TAs to Date (Cumulative Dollar Value + Period Dollar Value):</b>			

[ ] Check this box if you are submitting a NIL **REPORT** ( We have not done any business with Canada under this Contract, for this period).

**SEND TO:** WST-PA-MB@pwgsc-tpsgc.gc.ca Or Facsimile: (204) 983-7796

**DEPARTMENT OF NATIONAL DEFENCE**

**CFB/ASU WAINWRIGHT**

**CONSTRUCTION ENGINEERING**

**SPECIFICATION**

**SPRINKLER MAINTENANCE**



**JOB No. 13CE40**

**DATE: 2013-02-13**

01005	General Instructions
01545	Safety Requirements
01546	Fire Safety Requirements
01561	Environment Protection
01600	Material and Equipment
01710	Cleaning
15304	Servicing of Automatic Fire Extinguishing Systems
APPENDIX A	List of Systems and Locations

- 
- 1 References .1 National Building Code of Canada (NBC) 2010, Canadian Plumbing Code 2010, National Fire Code of Canada 2010,
- 2 Description of Work .1 Contractor must provide all labor, materials, equipment, tools, supervision, administration and transportation necessary for the inspections, repairs, and alterations to sprinkler systems, stand pipes, automatic fire extinguishing systems, fire extinguishing equipment, and range hood fire suppression systems in various buildings for the Department of National Defence, Western Area Training Centre, Denwood, Alberta, T0B 1B0.
- .2 The following work is not included in this Contract:
- .1 Repair work that has not been authorized on form DND 626, "Task Authorization Form".
- .2 Repair work that exceeds sixty percent (60%) of the cost of a new replacement item.
3. As and When .1 Through the issuance of a Task Authorization Form, the Contractor may be required to perform additional unscheduled work. The Contractor will be paid for the following work, if required, in accordance with Annex B-Basis of Payment – Schedule 2.
- Requested Services .2 There are no guarantee minimum or maximum hours for this Work. Examples of service required on an as and when requested basis could be, but is not considered all inclusive:
- .1 Replace and repair of equipment and devices as identified by the Project authority in the Task Authorization form.
- .2 Carrying out emergency repairs
- .5 Supplies and installation of parts
- .3 An estimate/quote is required for all "AS AND WHEN REQUESTED SERVICES.
- .4 If a quote of the cost for a specific task, which is identified by DND, is requested, the Contractor must provide the Project Authority with a statement of the work required and a quote of the cost for performing the specific task at no cost to DND, in accordance with the pricing provision of the Contract. The Contractor must not undertake any of the specified work unless and until approval is given in writing by DND, Project Authority.

- 
- .5 Estimates/quotes are for evaluation purposes only and should not be considered a guarantee of work.
- 4 Work Schedule
- .1 When schedule has been approved by the Project Authority; take necessary measures to complete work within the scheduled time. Do not change schedule without Project Authority's approval.
- .2 Contractor must respond to request for service within four (4) hours and the actual work will be performed within a timeframe mutually agreed to by both parties. In case of an emergency the Contractor must respond to DND within two (2) hours and work must commence immediately.
- .3 Welding service must be available 24 hours per day on a maximum of eight (8) hours response time.
- 5 Contractor's Use of Site
- .1 Use of Site: Exclusive and complete for the execution of the work except as follows:
- .1 Movements around site must be subject to restrictions imposed by Project Authority.
- .2 Do not unreasonably encumber site with materials or equipment.
- 6 Codes and Standards
- .1 Perform work in accordance with National Building Code of Canada (NBC) 2010, Canadian Standards Association (CSA), National Fire Protection Association (NFPA 13), National Fire Code of Canada 2010, Canadian Plumbing Code 2010, Occupational Health and Safety Regulations Alberta, and any other municipal, provincial, or federal safety code, provided that in any case of conflict or discrepancy the most stringent requirement must apply.
- 7 Project Meetings
- .1 Upon request by the Project Authority, update any progress or information requested either in person or by phone.
- 8 Setting Out of Work
- .1 It is the Contractor's responsibility to locate and mark all underground utilities before any excavation will be permitted. Hand digging is mandatory when working in close proximity to any underground utility.
- .2 Contractor is responsible to require all pertinent dig permits prior to any excavation beginning.
- 8 Alterations to Existing Buildings
- .1 Execute work with least possible interference or disturbance to occupants and normal use of premises. Arrange with Engineer to facilitate execution of work.

9 Cutting,  
Fitting and  
Patching

- .2 Provide temporary dust screens, barriers, warning signs in locations where renovation and alteration work is adjacent to areas, which will be operative during such work.
- .3 Provide "as built" drawings for any location modifications, whether inside or outside of a building, or underground.
- .1 Execute cutting (including excavation), fitting and patching of work that may be required to make-work fit properly together to receive or be received by other work.
- .2 Where existing work is altered or cut, patch and make good to match existing, adjacent surfaces.
- .3 Obtain approvals from the Project Authority before cutting, coring or sleeving load-bearing members.
- .4 Make cuts with clean, true, smooth edges. Make patches inconspicuous in final assembly.

10 Completion Time

- .1 All work must be completed within a reasonable time frame, agreed upon by both the Project Authority and Contractor.

11 Invoicing

- .1 Invoice to be in duplicate with the following information:
  - .1 GST Registration Number.
  - .2 Date started.
  - .3 Date finished.
  - .4 Requisition number.
  - .5 Work order number.
  - .6 Journeyman's name and hours.
  - .7 Helpers hours.
  - .8 Material plus \_% markup.
  - .9 Sub Total.
  - .10 GST.
  - .11 Total.
- .2 Pricing/Billing must be charged in accordance with Annex B - Basis of Payment

12 Project  
Estimate Cost

- .1 The Contractor must provide a complete and detailed cost estimate for each project.
- .2 All invoices must be submitted within (30) thirty days from work completion.
- .3 Contractor must provide copies of material invoices upon request.



- .4 Contractor must provide copies of any sub-contractor invoices.
- .5 Overtime must be authorized in advance by the Project Authority.
- .6 **Estimates** - Where an estimate of the cost of performing specific work is required, the Project Authority will provide the Contractor with a statement of the work required and the Contractor must provide the Project Authority with an estimate of the cost of performing the specified work in accordance with the pricing provision of the Contract. The Contractor must not undertake any of the specified work until approval is given by the DND Project Authority.
- .7 **An estimate will be required for all "AS AND WHEN" requested services.** When a cost estimate has been completed and accepted by the Project Authority, fully completed work or services relating to each individual task will be performed or provided at a cost no greater than 110% of each estimate.

13 Journeyman  
Licence

- .1 All tradesman employed on projects must possess a journeyman licence, otherwise their hours will be calculated at a labourer rate. Documentation must be provided upon request.
- .2 There must be a journeyman on the job site for each trade involved in each project.

14 Asbestos Discovery

- .1 If during the execution of Contract Work, workers uncover or disturb suspected asbestos products that are not covered in the contract specifications, STOP work immediately in that area and notify the Project Authority

- |                                       |    |  |
|---------------------------------------|----|--|
| <u>1 Construction Safety Measures</u> | .1 | Observe and enforce construction safety measures of National Building Code 2010 Part 8, Canadian Labour Code 2010, Provincial Government, Worker's Compensation Board, Alberta Occupational Health and Safety, and municipal authority provided. In any case of conflict or discrepancy, the more stringent requirements must apply. |
| <u>2 Overloading</u>                  | .1 | Ensure no part of work is subjected to a load which will endanger its safety or will cause permanent deformation.  |
| <u>3 False work</u>                   | .1 | Design and construct false work in accordance with CSA S269.1-1975.  |
| <u>4 Scaffolding</u>                  | .1 | Design and construct scaffolding in accordance with CSA S269.2-M87.  |
| <u>5 WHMIS</u>                        | .1 | Comply with requirements of Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage, and disposal of hazardous materials; and regarding labelling and provision of material safety data sheets acceptable to Labour Canada and Health and Welfare Canada.  |
|                                       | .2 | Deliver copies of WHMIS data sheets to Engineer on delivery of materials.  |

- |  |    |  |
|--|----|--|
| <u>1 Fire Safety Plan</u>  | .1 | Contractors and their personnel must abide with this section and its requirements.   |
| <u>2 Codes</u>   | .1 | All work must be performed in accordance with the National Fire Code 2010.   |
| <u>3 Fire Department Briefing</u>                                | .1 | The Construction Project Manager must co-ordinate arrangements for the contractor to be briefed on Fire Safety at their pre-work conference by the Project Authority before any work is commenced, as needed.  |
| <u>4 Reporting Fires</u>   | .1 | Contractors must know the location of nearest fire alarm box and telephone, including the emergency phone number.  |
|  | .2 | Report immediately all fire incidents to the Fire Department as follows: <ul style="list-style-type: none"><li>.1 Activate nearest fire alarm box, or</li><li>.2 Telephone ext: 3333 or 911.</li></ul>   |
|  | .3 | Person activating fire alarm box must remain at the box to direct Fire Department to scene of fire.  |
|  | .4 | When reporting a fire by telephone, give location of fire, name or number of building and be prepared to verify the location.  |
| <u>5 Interior and Exterior Fire Protection and Alarm Systems</u> | .1 | Fire protection and alarm systems must not be: <ul style="list-style-type: none"><li>.1 Obstructed.</li><li>.2 Shut-off.</li><li>.3 Left inactive at the end of a working day or shift without notification and authorization from the Fire Chief or his representative.</li></ul> |
|  | .2 | Fire hydrants, standpipes and hose systems must not be used for other than fire fighting purposes unless authorized by the Project Authority.  |
| <u>6 Fire Extinguishers</u>                                      | .1 | The Contractor must supply fire extinguishers, as scaled by the Project Authority, necessary to protect, in an emergency, the work in progress and the contractors physical plant on site.   |
| <u>7 Blockage of Roadways</u>                                    | .1 | The Project Authority must be advised of any work that would impede fire apparatus response. This includes violation of minimum overhead clearance, as prescribed by the Project Authority, erecting of barricades and the digging of trenches.                                    |
| <u>8 Smoking Precautions</u>                                     | .1 | Smoking is not permitted in hazardous areas. Care must be exercised in the use of smoking materials in non-restricted areas.   |
| <u>9 Rubbish and Waste</u>                                       | .1 | Rubbish and waste materials must be kept to a minimum.   |

Materials

9 Rubbish and Waste  
Materials Cont.

- .2 Removal:
  - .1 All rubbish must be removed from the work site at the end of the work day or shift or as directed.
- .3 Storage:
  - .1 Extreme care is required where it is necessary to store oily waste in work areas to ensure maximum possible cleanliness and safety.
  - .2 Greasy or oily rags or materials subject to spontaneous combustion must be deposited and kept in an approved receptacle and removed.

11 Flammable Liquids

- .1 The handling, storage and use of flammable liquids must be governed by the current National Fire Code of Canada 2010.
- .2 Flammable liquids such as gasoline, kerosene and naphtha may be kept for ready use in quantities not exceeding 20 litres provided they are stored in approved safety cans bearing the Underwriter's Laboratory of Canada or Factory Mutual seal of approval. Storage of quantities of flammable liquids exceeding 20 litres for work purposes, requires the permission of the Project Authority.
- .3 Transfer of flammable liquids is prohibited within buildings.
- .4 Transfer of flammable liquids must not be carried out in the vicinity of open flames or any type of heat-producing devices.
- .5 Flammable liquids having a flash point below 38 °C such as naphtha or gasoline must not be used as solvents or cleaning agents.
- .6 Flammable waste liquids, for disposal, must be stored in approved containers located in a safe ventilated area. Quantities are to be kept to a minimum and the Fire Department is to be notified when disposal is required.

12 Hazardous  
Substances

- .1 If the work entails the use of any toxic or hazardous materials, chemicals and/or explosives, or otherwise creates a hazard to life, safety or health, work must be in accordance with the National Fire Code of Canada 2010.
- .2 The Project Authority is to be advised, and a "Hot Work" permit issued in all cases involving welding, burning or the use of blow torches and salamanders, in buildings or facilities. Special precautions are necessary to safeguard life and property from damage by fire or explosives.

13 Hazardous  
Substances (con't)

- 3 Wherever work is being carried out in dangerous or hazardous areas involving the use of heat, firewatchers, equipped with sufficient fire extinguishers shall be provided. The determination of dangerous or hazardous areas along with the level of precaution necessary for Fire Watch must be at the discretion of the Project Authority. Contractors are responsible for providing fire watch service for their work on a scale established and in conjunction with the Project Authority at the pre-work conference.
- .4 Where flammable liquids, such as lacquers or urethane are to be used, proper ventilation must be assured and all sources of ignition are to be eliminated. The Project Authority is to be informed prior to and at the cessation of such work.

14 Questions and/or  
Clarification

- .1 Any questions or clarification on Fire Safety in addition to the above requirements shall be directed to and cleared through the Project Authority.

- |                             |    |   |
|-----------------------------|----|---|
| <u>1 Environmental Acts</u> | .1 | Contractor must abide by Canadian Environmental Protection Act, 1999 and the Canadian Environmental Assessment Act, 2012.                       |
| <u>2 Fires</u>              | .1 | Fires and burning of rubbish on site are not permitted.   |
| <u>3 Disposal of Wastes</u> | .1 | Do not bury rubbish and waste materials <u>on</u> site unless approved by Project Authority.  |
|                             | .2 | Do not dispose of waste or volatile materials, such as mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers.          |
| <u>4 Drainage</u>           | .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. |
| 5 Smoking of                | .1 | Smoking is <u>NOT PERMITTED</u> in DND buildings.   |

- 
- |                  |    |  |
|------------------|----|--|
| <u>1 General</u> | .1 | Use new products unless otherwise specified. |
|------------------|----|--|
- 
- |                                     |    |  |
|-------------------------------------|----|--|
| <u>2 Manufacturers Instructions</u> | .1 | Unless otherwise specified, comply with manufacturer's latest printed instructions for materials.  |
|                                     | .2 | Notify Project Authority, in writing, of any conflict between these specifications and manufacturer's instructions. Project Authority will designate which document is to be followed. |
- 
- |                               |    |  |
|-------------------------------|----|--|
| <u>3 Fastenings – General</u> | .1 | Provide metal fastenings and accessories in same texture, colour and finish as base metal in which they occur. Prevent electrolytic action between dissimilar metals. Use non-corrosive fasteners, anchors and spacers for securing exterior work.   |
|                               | .2 | Space anchors within limits of load bearing or shear capacity and ensure that they provide positive permanent anchorage. Wood plugs not acceptable.  |
|                               | .3 | Keep exposed fastenings to minimum, space evenly and lay out neatly.   |
|                               | .4 | Fastenings which cause spalling or cracking of material to which anchorage is made are not acceptable.   |
|                               | .5 | Obtain Project Authority approvals before using explosive actuated fastening devices. If approval is obtained, all explosive actuated fastening tools used by employees must meet the standards set out in CSA Standard Z166-1975, <i>Explosive Actuated Fastening Tools</i> , dated June, 1975. |
- 
- |                                 |    |   |
|---------------------------------|----|---|
| <u>4 Fastenings - Equipment</u> | .1 | Fastenings of standard commercial sizes and patterns with material and finish suitable for service.   |
|                                 | .2 | Use heavy hexagon heads, semi-finished unless otherwise specified. Use No. 304 stainless steel for exterior areas.                                    |
|                                 | .3 | Bolts may not project more than one diameter beyond nuts.   |
|                                 | .4 | Use plain type washers on equipment, sheet metal and soft gasket lock type washers where vibrations occur and resilient washers with stainless steel. |
- 
- |                               |    |   |
|-------------------------------|----|---|
| <u>5 Delivery and Storage</u> | .1 | Deliver, store and maintain packaged material and equipment with manufacturer's seals and labels intact.  |
|                               | .2 | Prevent damage, adulteration and soiling of material and equipment during delivery, handling and storage. Immediately remove rejected material and equipment from site. |

5 Delivery and  
Storage (con't)

- .3 Store material and equipment in accordance with suppliers instructions.
- 4 Touch-up damaged factory finished surfaces to Project Authority satisfaction. Use primer or enamel to match original. Do not paint over name plates.



- |                                       |    |  |
|---------------------------------------|----|--|
| <u>1 General</u>                      | .1 | Conduct cleaning and disposal operations must comply with local ordinances and anti- pollution laws.   |
|                                       | .2 | Store volatile waste in covered metal containers, and remove from premises at end of each working day.   |
|                                       | .3 | Provide adequate ventilation during use of volatile or noxious substances. Use of building ventilation systems is not permitted for this purpose.                              |
| <u>2 Materials</u>                    | .1 | Use only cleaning materials recommended by manufacturer of surface to be cleaned, and as recommended by cleaning material manufacturer.  |
| <u>3 Cleaning During Installation</u> | .1 | Provide on-site dump containers for collection of waste materials, and debris.   |
|                                       | .2 | Dispose of waste materials, and debris off site.   |
|                                       | .3 | Schedule cleaning operations so that resulting dust, debris and other contaminants will not fall on wet, newly painted surfaces nor contaminate building systems.              |
| <u>4 Final Cleaning</u>               | .1 | Remove grease, dust dirt, stains, labels, fingerprints, and other foreign materials, from interior and exterior finished surfaces including glass and other polished surfaces. |
|                                       | .2 | Broom clean paved surfaces; rake clean other surfaces of grounds.  |
|                                       | .3 | Remove debris and surplus materials from crawl areas and other accessible concealed spaces.  |
|                                       | .4 | Cleaning must be completed to the satisfaction of the Project Authority.   |

- 
- |   |    |  |
|---|----|--|
| <u>1 Description of Service</u>         | .1 | Perform servicing, adjustments and repairs to reference standards and this specification, on systems as listed in specification.   |
| <br>                                    |    |  |
| <u>2 Reference Standards</u>            | .1 | Perform servicing and repairs in accordance with   |
|   | .1 | Canadian Electrical Code of Part 1, 2012, Sec 22.  |
|   | .2 | National Fire Code of Canada 2010, Section 6.6.1   |
|   | .3 | National Fire Protection Association (NFPA 13)   |
| <br>                                    |    |  |
| <u>3 Temporary Structures</u>           | .1 | Furnish and maintain all equipment such as temporary stairs, ramps, ladders, scaffolds, hoists, chutes, etc, as may be required for the proper execution of the work.  |
|   | .2 | Temporary structures erected by the contractor must remain his property and must be removed by him from the site upon completion of the work.  |
| <br>                                    |    |  |
| <u>4 Removal of Regulatory Agencies</u> | .1 | All bidders must fully acquaint themselves with such regulations. The following are some of the more important rules and regulations:  |
|   | .1 | permits must comply with the laws and regulations having jurisdiction in the locality of the work. This includes labour laws of the Province and rules and ordinances relating to the preservation of public health and safety. Contractor is responsible for applying and obtaining the required permits, and paying the fee thereof. |
| <br>                                    |    |  |
| <u>5 Maintenance Service Calls</u>      | .1 | Maintenance service calls when so requested or ordered by the Project Authority or his representative must be as follows:  |
|   | .1 | Except as provided during servicing days, emergency services must be available on a twenty-four (24) hour basis. A maximum response of four (4) hours including Saturdays, Sundays and holidays, when so requested or ordered either by a signed requisition, or verbally from authorized personnel.                                   |
|   | .2 | Any request for routine repair and service must be available within 24 hours.  |
|   | .2 | The Contractor must advise the Project Authority of the telephone number at which he can be reached 24/7.  |

6 Alterations  
Substitutions

- .1 Do not make any changes in the design and installation of equipment and fixtures without the prior written authority of the Project Authority.

7 Reports

- .1 Reports, certificates, or recommendations after inspections, must be submitted to the Project Authority within fourteen (14) days after the work has been completed.
- .2 Urgent repairs must be reported immediately on discovery, for authorization of corrective action by the Project Authority. These repairs must also be shown on the report.

8 Materials

- .1 Parts:
  - .1 Replacement parts must be those specified by the manufacturer of the equipment.
  - .2 If in an emergency the Contractor installs parts other than specified, he must replace them with specified parts before claiming payment.
  - .3 All replaced parts not under warranty, whether serviceable or unserviceable, must be returned to the Project Authority on completion of the work.
- .2 Cleaning Materials:
  - .1 Supply proper cleaning materials for the cleaning of machines, motors, and controllers.

## **List of Systems, Locations and Inspection Schedules:**

\*\*The number after the building represents the number of systems in that building

### **Wet Systems**

- |                |                |                |                |
|----------------|----------------|----------------|----------------|
| 1. Bldg 27 - 2 | 2. Bldg 079A-1 | 3. Bldg 108- 1 | 4. Bldg 136- 1 |
| 5. Bldg 158- 1 | 6. Bldg 188- 1 | 7. Bldg 198- 1 | 8. Bldg 231- 1 |
| 9. Bldg 233- 1 | 10. Bldg 433-1 | 11. Bldg 588-1 | 12. Bldg 591-1 |
| 13. Bldg 592-1 | 14. Bldg 593-5 | 15. Bldg 595-1 | 16. Bldg 599-1 |
| 17. Bldg 600-1 | 18. Bldg 614-2 | 19. Bldg 619-3 | 20. Bldg 620-2 |
| 21. Bldg 625-1 | 22. Bldg 626-1 | 23. Bldg 627-4 | 24. Bldg 633-2 |
| 25. Bldg 649-1 | 26. Bldg 650-2 | 27. Bldg 653-4 | 28. Bldg 654-4 |
| 29. Bldg 669-2 | 30. Bldg 670-2 | 31. Bldg 688-1 | 32. Bldg 696-1 |
| 33. Bldg 698-1 | 34. Bldg 701-1 | 35. Bldg 705-1 | 36. Bldg 707-1 |
| 37. Bldg 708-1 | 38. AW41 - 2   | 39. AW44 - 1   |                |

### **Dry Systems**

- |               |                |                |
|---------------|----------------|----------------|
| 1. Bldg 188-1 | 6. Bldg 605-1  | 11. Bldg 629-1 |
| 2. Bldg 463-1 | 7. Bldg 614-1  | 12. Bldg 653-1 |
| 3. Bldg 465-1 | 8. Bldg 619-1  | 13. Bldg 654-1 |
| 4. Bldg 576-2 | 9. Bldg 625-1  | 14. Bldg 708-1 |
| 5. Bldg 593-2 | 10. Bldg 627-1 |                |

### **Kitchen Range Hood Fire Suppression Systems**

1. Bldg 16 - 1
2. Bldg 221 - 1
3. Bldg 614 - 4

B650 FM200 Systems x 2 \*\*Must be tested and inspected in accordance with NFPA 2001 & CAN/ULC-S 536-97

For both systems: FM200  
Manufacturer - Notifier  
Agent - Kidde  
Model #RP1002  
Releasing Panel  
Cross Zoned

Cylinder 1: AA252401 360 psi, agent weight 380 lbs, cylinder weight 373 lbs, total weight 776 lbs, liquid level 36 cm measured by dipstick

Cylinder 2: AA253208 360 psi, agent weight 80 lbs, cylinder weight 85.8 lbs, total weight 167 lbs, liquid level 23.5 cm measured by dipstick

NOTE: a 3<sup>rd</sup> system may be added, possibly as early as 2013, if so, pricing will be negotiated)

Standpipes

- |              |              |
|--------------|--------------|
| 1. B108 - 1  | 2. B158 - 2  |
| 3. B400 - 3  | 4. B440 - 1  |
| 5. B591 - 12 | 6. B592 - 12 |
| 7. B593 - 5  | 8. B599 - 18 |
| 9. B620 - 4  | 10. B625 - 3 |

Fire Pumps (Must be tested and inspected in accordance with NFPA 25 2011 Edition)

AW44 - 1 Electric  
- 1 Diesel

B079A - 1 Electric

B632 - 1 Electric  
- 1 Diesel

# TASK AUTHORIZATION AUTORISATION DES TÂCHES

All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.		Contract no. – N° du contrat	
		Task no. – N° de la tâche	
Amendment no. – N° de la modification		Increase/Decrease – Augmentation/Réduction	
Previous value – Valeur précédente			
To – À		<p><b>TO THE CONTRACTOR</b></p> <p>You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task.</p> <p>Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract.</p> <p><b>À L'ENTREPRENEUR</b></p> <p>Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande.</p> <p>Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.</p>	
Delivery location – Expédié à			
Delivery/Completion date – Date de livraison/d'achèvement			
		<div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Date</div> <div>for the Department of National Defence pour le ministère de la Défense nationale</div> </div>	
Contract item no. N° d'article du contrat	Services	Cost Prix	
		<b>GST/HST TPS/TVH</b>	
		<b>Total</b>	
<p><b>APPLICABLE ONLY TO PWGSC CONTRACTS:</b> The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.</p> <p><b>NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC :</b> La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.</p>			
<div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux</div> <div></div> </div>			

## Instructions for completing DND 626 - Task Authorization

### Contract no.

Enter the PWGSC contract number in full.

### Task no.

Enter the sequential Task number.

### Amendment no.

Enter the amendment number when the original Task is amended to change the scope or the value.

### Increase/Decrease

Enter the increase or decrease total dollar amount including taxes.

### Previous value

Enter the previous total dollar amount including taxes.

### To

Name of the contractor.

### Delivery location

Location where the work will be completed, if other than the contractor's location.

### Delivery/Completion date

Completion date for the task.

### for the Department of National Defence

Signature of the DND person who has delegated **Authority** for signing DND 626 (level of authority based on the dollar value of the task and the equivalent signing authority in the PAM 1.4). **Note:** the person signing in this block ensures that the work is within the scope of the contract, that sufficient funds remain in the contract to cover this task and that the task is affordable within the Project/Unit budget.

### Services

Define the requirement briefly (attach the SOW) and identify the cost of the task using the contractor's quote on the level of effort. The Task must use the basis of payment stipulated in the contract. If there are several basis of payment then list here the one(s) that will apply to the task quote (e.g. milestone payments; per diem rates/labour category hourly rates; travel and living rates; firm price/ceiling price, etc.). All the terms and conditions of the contract apply to this Task Authorization and cannot be ignored or amended for this task. Therefore it is not necessary to restate these general contract terms and conditions on the DND 626 Task form.

### Cost

The cost of the Task broken out into the individual costed items in **Services**.

### GST/HST

The GST/HST cost as appropriate.

### Total

The total cost of the task. The contractor may not exceed this amount without the approval of DND indicated on an amended DND 626. The amendment value may not exceed 50% (or the percentage for amendments established in the contract) of the original value of the task authorization. The total cost of a DND 626, including all amendments, may not exceed the funding limit identified in the contract.

### Applicable only to PWGSC contracts

This block only applies to those Task Authorization contracts awarded by PWGSC. The contract will include a specified threshold for DND sole approval of the DND 626 and a percentage for DND to approve amendments to the original DND 626. Tasks that will exceed these thresholds must be passed to the PWGSC Contracting Authority for review and signature prior to authorizing the contractor to begin work.

### Note:

Work on the task may not commence prior to the date this form is signed by the DA Authority - for tasks within the DND threshold; and by both DND and PWGSC for those tasks over the DND threshold.

## Instructions pour compléter le formulaire DND 626 - Autorisation des tâches

### N° du contrat

Inscrivez le numéro du contrat de TPSGC en entier.

### N° de la tâche

Inscrivez le numéro de tâche séquentiel.

### N° de la modification

Inscrivez le numéro de modification lorsque la tâche originale est modifiée pour en changer la portée.

### Augmentation/Réduction

Inscrivez le montant total de l'augmentation ou de la diminution, y compris les taxes.

### Valeur précédente

Inscrivez le montant total précédent, y compris les taxes.

### À

Nom de l'entrepreneur.

### Expédiez à

Endroit où le travail sera effectué, si celui-ci diffère du lieu d'affaires de l'entrepreneur.

### Date de livraison/d'achèvement

Date d'achèvement de la tâche.

### pour le ministère de la Défense nationale

Signature du représentant du MDN auquel on a délégué le **pouvoir d'approbation** en ce qui a trait à la signature du formulaire DND 626 (niveau d'autorité basé sur la valeur de la tâche et le signataire autorisé équivalent mentionné dans le MAA 1.4). **Nota :** la personne qui signe cette attache de signature confirme que les travaux respectent la portée du contrat, que suffisamment de fonds sont prévus au contrat pour couvrir cette tâche et que le budget alloué à l'unité ou pour le projet le permet.

### Services

Définissez brièvement le besoin (joignez l'ET) et établissez le coût de la tâche à l'aide de la soumission de l'entrepreneur selon le niveau de difficulté de celle-ci. Les modalités de paiement stipulées dans le contrat s'appliquent à la tâche. Si plusieurs d'entre elles sont prévues, énumérez ici celle/celles qui s'appliquera/ont à la soumission pour la tâche à accomplir (p.ex. acompte fondé sur les étapes franchies; taux quotidien ou taux horaire établi selon la catégorie de main-d'œuvre; frais de déplacement et de séjour; prix fixe ou prix plafond; etc.). Toutes les modalités du contrat s'appliquent à cette autorisation de tâche et ne peuvent être négligées ou modifiées quant à la tâche en question. Il n'est donc pas nécessaire de répéter ces modalités générales afférentes au contrat sur le formulaire DND 626.

### Prix

Mentionnez le coût de la tâche en le répartissant selon les frais afférents à chaque item mentionné dans la rubrique **Services**.

### TPS/TVH

Mentionnez le montant de la TPS/TVH, s'il y a lieu.

### Total

Mentionnez le coût total de la tâche. L'entrepreneur ne peut dépasser ce montant sans l'approbation du MDN, formulaire DND 626 modifié à l'appui. Le coût de la modification ne peut pas être supérieur à 50 p. 100 du montant initial prévu dans l'autorisation de tâche (ou au pourcentage prévu dans le contrat pour les modifications). Le coût total spécifié dans le formulaire DND 626, y compris toutes les modifications, ne peut dépasser le plafond de financement mentionné dans le contrat.

### Ne s'applique qu'aux contrats de TPSGC

Le présent paragraphe s'applique uniquement aux autorisations de tâche accordées par TPSGC. On inscrira dans le formulaire DND 626 un plafond précis qui ne pourra être approuvé que par le MDN et un pourcentage selon lequel le MDN pourra approuver des modifications au formulaire DND 626 original. Les tâches dont le coût dépasse ces plafonds doivent être soumises à l'autorité contractante de TPSGC pour examen et signature avant qu'on autorise l'entrepreneur à débiter les travaux.

### Nota :

Les travaux ne peuvent commencer avant la date de signature de ce formulaire par le responsable du MDN, pour les tâches dont le coût est inférieur au plafond établi par le MDN, et par le MDN et TPSGC pour les tâches dont le coût dépasse le plafond établi par le MDN.