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PART 1 - GENERAL INFORMATION

1. Introduction

The Request for Standing Offers (RFSO) template 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 7B, Resulting Contract Clauses:

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

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

The Annexes include the Statement of Work, the Basis of Payment, Health & Safety, Usage Reports, Offer, and any other annexes.

2. Summary

Building Maintenance Prince Albert, SK.

Work under this standing offer includes the provision of skilled licensed labour, tools, equipment, supervision and material as requested by Department of National Defence in the form of call ups for minor maintenance and alterations to buildings, and building systems and surrounding areas of Prince Albert Armoury, Prince Albert, Saskatchewan. Services are to be provided on an "as required" basis. It is anticipated that only 1 firm will be issued a standing offer. The standing offer will be issued for a term of three (3) years. The total expenditures over the term is estimated at \$126,000.00 (GST/HST included). This procurement contains MANDATORY requirements. See Part 4 and 5 of the RFSO for details.

Pursuant to section 01 of Standard Instructions 2006, Offerors must submit a complete list of names of all individuals who are currently directors of the Offeror. Furthermore, as determined by the Special Investigations Directorate, Departmental Oversight Branch, each individual named on the list may be requested to complete a Consent to a Criminal Record Verification form and related documentation.

The requirement is subject to the provisions of the Agreement on Internal Trade (AIT).

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Buyer ID - Id de l'acheteur

pwu009

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File No. - N° du dossier

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CCC No./N° CCC - FMS No/ N° VME

3. Health & Safety Requirements

There are Health & Safety requirements associated with this requirement. See Annex C.

4. Debriefing

After issuance of a standing offer, offerors may request a debriefing on the results of the request for standing offers. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of notification that their offer was unsuccessful. The debriefing may be provided in writing, by telephone or in person. The debriefing will include an outline of the reasons the submission was not successful, making reference to the evaluation criteria. The confidentiality of information relating to other submissions will be protected.

PART 2 - STANDING OFFER - INSTRUCTIONS TO OFFERORS

1. Standard Instructions, Clauses and Conditions

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

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

The 2006 (2013-06-01) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

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.

2.1 Revision of Offer:

An offer submitted in accordance with these instructions may be revised by letter or facsimile, provided that the revision is received at the office designated for the receipt of offers (Offering address) on or before the date and time set for the closing of the RFSO. The facsimile shall be on the offeror's letterhead or bear a signature that identifies the offeror.

A revision to the unit price schedule must clearly identify the change(s) in the unit price(s) and the specific item(s) to which each change applies.

A letter or facsimile submitted to confirm an earlier revision shall be clearly identified as a confirmation.

Failure to comply with any of the above provisions shall result in the rejection of the non-compliant revision(s) only. The offer shall be evaluated based on the original offer submitted and all other compliant revision(s).

Facsimile number for receipt of revisions: **(780) 497-3510**

2.2 Firm Price and/or Rates:

The Offeror is required to submit firm prices, rates or both that will apply for the entire period of the Standing Offer.

2.3 Form: Offers not submitted on the prescribed Offer Form will not be considered.

2.4 Alterations: Any alteration to the pre-printed or pre-typed sections of the Offer Form, or any condition or qualification placed upon the offer may be cause for disqualification of the offer. Alterations, corrections, changes or erasures made to statements or figures entered on the Offer Form by the offeror shall be initialed by the person or persons signing the offer. Initials shall be original(s). Alterations, corrections, changes or erasures that are not initialed shall be deemed void and without effect.

2.5 Incomplete Offers: Incomplete offers may be rejected.

2.6 Taxes

The offeror is responsible for all applicable taxes.

Offerors are not to include any amounts for the Goods and Services Tax (GST) or Harmonized Sales Tax (HST), whichever is applicable. Any amount levied in respect of the GST/HST shall be billed as a separate item on invoices submitted by the contractor, and shall be paid in addition to the amount approved by Canada for work performed under any resulting Contract. The Contractor shall be required to remit the appropriate amount to the Canada Revenue Agency in accordance with the applicable legislation.

The Federal Government is exempt from the Quebec Sales Tax (QST). Offerors shall not include in their prices any amount that is intended to cover the QST on goods and services performed in the execution of the Work except for such amounts for which an Input Tax Refund is not available. The successful Offeror should make arrangements directly with the Province of Quebec to recover any QST paid by it in performing the Work under the resulting Contract.

2.7 Performance Evaluation

Offerors shall take note that the performance of the Contractor during and upon completion of the work shall be evaluated by Canada. The evaluation shall be based on the quality of workmanship; timeliness of completion of the work; project management, contract management and management of health and safety. Should the Contractor's performance be considered unsatisfactory, the Contractor's bidding privileges on future work may be suspended indefinitely.

An electronic version of the form PWGSC-TPSGC 2913, SELECT - Contractor Performance Evaluation Report Form, used to record the performance is available on the Public Works and Government Services Canada (PWGSC) Web site.

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 the province of work.

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. General

- 1.1 Insert the hourly rate or unit price against each class of labour, plant, or item of specified material listed on the Unit Price Schedule of the Offer form. Insert the percentage mark-up for Unspecified Material, if any; mathematical extensions against all items including the Contractor's Mark-up on Unspecified Material if applicable, and Total Estimated Amount, GST/HST extra.
- 1.2 Submit the Offer, duly completed, to the office designated on page 1 of the RFSO in accordance with the Standard Instructions.
- 1.3 Sign and date the Offer in accordance with the RFSO.

2. Offer Preparation Instructions

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

Section I: Annex E - Financial Offer (1 hard copies)

Section II: Certifications (1 hard copies)

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

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

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

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

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

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

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

Section I: Financial Offer

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

Payment by Credit Card

Canada requests that offerors complete one of the following:

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

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Buyer ID - Id de l'acheteur

pwu009

CCC No./N° CCC - FMS No/ N° VME

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The following credit card(s) are accepted:

VISA _____

Master Card _____

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

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

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

Section II: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.
- (c) Offers shall be evaluated on the basis of the lowest compliant offer being recommended for issuance of a Standing Offer.

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

a) MANDATORY REQUIREMENTS - Required as part of the Offer

- i) Pursuant to the General Instructions, submission of Request for Standing Offer (RFSO), offers must be submitted to the office designated for the receipt of offers, and must be received on or before the date and time set for solicitation closing shown on page 1 of the RFSO. A rate must be entered for each item listed in the unit price schedule of the offer.

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b) MANDATORY REQUIREMENTS - Precedent to issuance of a Standing Offer

- i) Status and Availability of Resources
- ii) Health & Safety Requirements
- iii) Code of Conduct Certifications (*see Part 5 - Certifications*)
- iv) Insurance
- v) Proof of Financial Capability - upon request

1.2. Financial Evaluation

1.2.1 Price Schedule - A rate must be entered for each item.

1.2.2 Offers retained pursuant to Part 4, will be evaluated on the basis of the total estimated amount quoted, GST/HST extra. It is anticipated that one standing offer will be issued to the lowest compliant offeror.

2.1 Basis of Selection - Lowest Evaluated Price

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

3. Ranking

3.1 Only 1 firm will be issued a standing offer.

3.2 The firm submitting the lowest price compliant submission will be issued a Standing Offer.

PART 5 - CERTIFICATIONS

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

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

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

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

By submitting an offer, the Offeror certifies as per section 01 of Standard Instructions 2006 (2013-06-01) 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.

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

1.1 **Code of Conduct and Certifications - Related documentation (2013-03-21)**

- 1.1.1 By submitting an offer, the Offeror certifies, for himself and his affiliates, to be in compliance with the Code of Conduct and Certifications clause of the Standard instructions. The related documentation hereinafter mentioned will help Canada in confirming that the certifications are true. By submitting an offer, the Offeror certifies that it is aware, and that its affiliates are aware, that Canada may request additional information, certifications, consent forms and other evidentiary elements proving identity or eligibility. Canada may also verify the information provided by the Offeror, including the information relating to the acts or convictions specified herein, through independent research, use of any government resources or by contacting third parties. Canada will declare non-responsive any offer in respect of which the information requested is missing or inaccurate, or in respect of which the information contained in the certifications is found to be untrue, in any respect, by Canada. The Offeror and any of the Offeror's affiliates, will also be required to remain free and clear of any acts or convictions specified herein during the entire period of the Standing Offer and any call-ups made against the Standing Offer.

Offerors who are incorporated, including those submitting offers as a joint venture, must provide with their offer or promptly thereafter a complete list of names of all individuals who are currently directors of the Offeror. Offerors submitting offers as sole proprietorship, including those submitting offers as a joint venture, must provide the name of the owner with their offer or promptly thereafter. Offerors submitting offers as societies, firms, partnerships or associations of persons do not need to provide lists of names. If the required names have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply will render the offer non-responsive.

Providing the required names is a mandatory requirement for issuance of a standing offer and award of a contract.

Canada may, at any time, request that an Offeror provide properly completed and Signed Consent Forms

([Consent to a Criminal Record Verification form- PWGSC-TPSGC 22](http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html))

(<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>) for any or all individuals

mentioned within the time specified. Failure to provide such Consent Forms within the time period provided will result in the offer being declared non-responsive.

2. Additional Certifications Precedent to Issuance of a Standing Offer and Certifications Required with the Offer

Offerors must submit the certifications as provided below:

2.1 Certifications Required with the Offer

Offerors must submit the following duly completed certifications with their offer.

2.2 Additional Certifications Precedent to Issuance of a Standing Offer

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

2.2.3 Health & Safety Requirements - per attached Annex C .

2.2.4 Insurance, per article 3 of Part 6. (R2590D GC9 - Insurance)

2.2.5 Proof of Financial Capability - upon request, per article 2 of Part 6.

2.2.6 Former Public Servant – Competitive Requirements M3025T (2013-01-28)

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Offeror a FPS in receipt of a pension? **YES () NO ()**

If so, the Offeror must provide the following information, for all FPS in receipt of a pension, as applicable:

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

By providing this information, Offerors agree that the successful Offeror's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

Work Force Reduction Program

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of a work force reduction program?

YES () NO ()

If so, the Offeror must provide the following information:

- 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.

PART 6 - FINANCIAL AND INSURANCE REQUIREMENTS

1. Financial Capability

Financial Statements: In order to confirm an offeror's financial capability to perform the Contract, the Standing Offer Authority may during the RFSO evaluation phase, request from that offeror current financial information. The requested financial information may include, but is not limited to, an offeror's most recent audited financial statements or financial statements certified by an offeror's chief financial officer. The information provided will be considered in the offer evaluation and selection process. If an offer is found to be non-responsive on the basis that an offeror is considered financially incapable of performing the Work, that offeror will receive a written notification from the Standing Offer Authority.

Should an offeror provide the requested information to Canada in confidence while indicating that the disclosed information is confidential, Canada will treat the information in a confidential manner in accordance with the Access to Information Act, R.S. 1985, c.A-1.

2. Insurance Requirements

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a standing offer as a result of the request for standing offer, can be insured in accordance with the Insurance Requirements specified in SACC Manual clause R2590D GC9 - Insurance (2011-05-16)

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

Certificate of Insurance form - PWGSC-TPSGC 357 (06/2007) is available at web site:

<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/357.pdf>

PART 7 - CLAUSES & CONDITIONS

PART 7(A) - STANDING OFFER

1. Offer - attached at ANNEX E

- .1 General Provisions
- .2 Financial Terms
- .3 Prices

2. Standard Clauses and Conditions

- 1) .1 General Conditions - Standing Offer, 2005 (2012-11-19)
- 2) The documents identified by title, number and date in paragraph 1) are incorporated by reference and are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Web site:

<http://sacc.pwgsc.gc.ca/sacc/query.do?lang=en&id=r&date=current&title=&detail=&type=all&action=search>

- 3) Schedules of Wage Rates for Federal Construction Contracts is included by reference and may be accessed from the Web site: http://www.hrsdc.gc.ca/en/labour/employment_standards/contracts/schedule/index.shtml

3. Term of Standing Offer

3.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is for a three (3) year period from date of award.

5. Authorities

5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: *see front page of Standing Offer for details*
Public Works and Government Services Canada
Acquisitions Branch

Directorate: Real Property Contracting

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, they are responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

5.2 Project Authority

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

The Project Authority is the representative of the department or agency (Departmental Representative) 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.

6. Identified users

The Identified User authorized to make call-ups against the Standing Offer is : Department of National Defence

7. Call-up Procedures

1. Best Standing Offer: the offer that provides best value lowest prices will be retained.

The Project Authority will establish the scope of work to be performed by the successful firm and negotiate the level of effort required to perform the work based on the hourly rates contained in the Standing Offer.

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8. CALL-UP INSTRUMENT

Public Works and
Government Services
Canada

Travaux publics et
Services gouvernementaux
Canada

CALL-UP AGAINST A STANDING OFFER
COMMANDE SUBSÉQUENTE À UNE OFFRE
PERMANENTE

In accordance with
STANDING OFFER NO.:

Dated _____
and the terms and conditions therein, you
are
Requested to carry out the worked
described below.

Conformément à
L'OFFRE PERMANENTE No. _____

En date du _____
Et les modalités qui y sont énumérées, vous êtes prié
d'exécuter les travaux décrits ci-après.

Call-up no. - No de
commande

Contractor's name and address - Nom et adresse de l'entrepreneur		Send invoice to - Expédier la facture à
Fax No. ()		attention:
Project no. - No du projet	Note: Quote standing offer number, project number and call-up number on your invoice. Inscrire le numéro de l'offre permanente, le numéro du projet et le numéro de commande sur la facture.	
Location of work - Endroit des travaux	Call-up cost, GST/HST extra - Coût de la commande, TPS en plus	

Work description - Description des travaux
--

Certified pursuant to subsection 32 (1) of the Financial Administration Act Certifié en vertu du paragraphe 32 (1) de la Loi sur la gestion des finances publiques	_____
Signature	Date
Departmental Representative - Représentant du ministère	_____
Signature	Date

PWGSC-TPSGC 2829 (03/2006)

9. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$60,000.00 (Goods and Services Tax or Harmonized Sales Tax included).

10. Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$ 120,000.00 (Goods and Services Tax or Harmonized Sales Tax extra) 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.

11. Priority Documents

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

- a) the call up against the Standing Offer, including any annexes and any amendments;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2012-11-19), General Conditions - Standing Offers - Goods or Services
- d) any amendment or variation in the Standing Offer that is made in accordance with the terms and conditions of the Standing Offer;
- e) the general conditions dated and listed in Part 7B, Resulting Contract Clauses;
- f) the Supplemental general conditions;
- g) Annexes:
Annex A, Statement of Work, and any amendment to the solicitation document incorporated in the Standing Offer before the date of the Standing Offer;
Annex B, Basis of Payment;
Annex C, Health & Safety Requirements - Saskatchewan;
Annex D, Periodic Usage Report Form; and
- h) the Offeror's offer Annex E, dated _____ (to be inserted at time of award);

12. Certifications

12.1 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

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made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

13. 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 the province of work.

14. Estimates

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

15. Offeror Contact Information

Name: _____

Title: _____

Address: _____

Telephone Number: _____

Fax Number: _____

Email: _____

PART 7 (B) - RESULTING CONTRACT CLAUSES

- 1) The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer:
 - (a) Statement of Work - The Contractor must perform the Work described in the call-up against the Standing Offer;
 - (b) General Conditions:

(i)	GC1 General Provisions	R2810D	(2012-11-19);
(ii)	GC2 Administration of the Contract	R2820D	(2012-07-16);
(iii)	GC3 Execution and Control of the Work	R2830D	(2010-01-11);
(iv)	GC4 Protective Measures	R2840D	(2008-05-12);
(v)	GC5 Terms of Payment	R2550D	(2010-01-11);
(vi)	GC6 Delays and Changes in the Work	R2865D	(2008-05-12);
(vii)	GC7 Default, Suspension or Termination of Contract	R2870D	(2008-05-12);
(viii)	GC8 Dispute Resolution	R2884D	(2008-05-12);
(ix)	GC9 Insurance	R2590D	(2011-05-16);
 - (c) Supplementary Conditions, if any;
 - (d) Fair Wages and Hours of Labour - Labour Conditions R2940D (2012-07-16);
 - (e) Allowable Costs for Contract Changes Under GC6.4.1 R2950D (2007-05-25);
 - (f) Schedules of Wage Rates for Federal Construction Contracts;
 - (g) Any amendment issued or any allowable bid revision received before the date and time set for solicitation closing;
 - (h) Any amendment incorporated by mutual agreement between Canada and the Contractor before acceptance of the bid; and
 - (i) Any amendment or variation of the contract documents that is made in accordance with the General Conditions.
- 2) The documents identified by title, number and date in paragraph 1) are incorporated by reference and are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Website:

<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/rqqr.do?lang=eng&verb=rese&id=r&date=current&ctrl=&detail=&type=all&action=search>

- 3) Schedules of Wage Rates for Federal Construction Contracts is included by reference and may be accessed from the Website:

http://www.hrsdc.gc.ca/eng/labour/employment_standards/contracts/schedule/index.shtml

NOTE: Contractors should note that a copy of the Labour Conditions and the Fair Wage Schedule applicable to the project location must be posted at the work site in a convenient, easily accessible location.

- 4) The language of the contract documents shall be the language of the Bid and Acceptance Form submitted.
- 5) A contract is formed between Canada and the Offeror only when a Call-up duly signed is issued by the Departmental Representative and accepted by the Offeror*. The Offeror shall then be

referred to as "the Contractor" and the Contract includes the Offer, the Specifications referred to in the Unit Price Schedule, the General Conditions, and the Call-up .

6) Interpretation

"Accepted by the Offeror" * means that the Offeror has agreed to, and commenced performance of the work.

"Minister" includes a person acting for the Minister, the Minister's successor in office, their lawful deputy and their representatives appointed for the purpose of the Standing Offer.

"Departmental Representative" means the Project Authority who 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.

"Superintendent" or *"Supervisor"* means the employee or representative of the Contractor designated by the Contractor to act as Superintendent;

"Unit Price Table" means the table of prices per unit set out in the Offer; and

"Work" means, subject only to any express stipulation in the Contract to the contrary, everything that is necessary to be done, furnished or delivered by the Contractor to perform the Contract in accordance with the work as described in each Call-up, and in the technical specifications or statement of work.

1. SUPPLEMENTAL CONDITIONS

INSERT the following supplementary conditions in the resulting General Conditions:

1.1. T1204 - Direct Request by Customer Department

1.1.1 Pursuant to paragraph 221 (1)(d) of the Income Tax Act, R.S. 1985, c.1 (5th Supp.), payments made by departments and agencies to contractors under applicable services contracts (including contracts involving a mix of goods and services) must be reported on a T1204 Government Service Contract Payments slip.

1.1.2 To enable departments and agencies to comply with this requirement, the Contractor must provide Canada, upon request, its business number or Social Insurance Number, as applicable. (These requests may take the form of a general call-letter to contractors, in writing or by telephone).

1.2. Periodic Reports

1.2.1 The Offeror shall provide to the Standing Offer Authority biannual reports on usage of the Standing Offer, showing the number and total value of call-ups by each consignee. Reports shall be submitted in the format shown on the attached Annex D "Periodic Usage Report Form" and forwarded to the Standing Offer Authority no later than fifteen (15) days after the designated reporting period.

1.2.2 The Offeror understands that failure to comply may result in the setting aside of the Standing Offer.

2. Term of Contract

2.1 Period of the Contract

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

3. Payment

1.3. CHANGES TO GC5 R2550D - TERMS OF PAYMENT

DELETE GC5.4, GC5.5, and GC5.6 and **INSERT** the following:

GC5.4 Payment

.1 Terms of Payment

1. Where the duration of the work identified in a call-up is greater than 30 days, the Contractor may submit monthly progress claims, and shall be entitled to receive progress payments at monthly or other agreed intervals. Subject to verification by the Departmental Representative, payment of the Contractor's invoice for work satisfactorily completed shall be made not later than 30 days after receipt thereof. The due date shall be the 30th day following receipt of a properly submitted invoice.
2. The Contractor shall submit a separate invoice for each Call-up to the Departmental Representative in accordance with any invoicing instructions set out herein. The properly submitted invoice shall be delivered to the Departmental Representative in the agreed format with sufficient detail, information, and backup to permit verification.

The Contractor's invoice shall show the following, as separate items:

- (a) the amount of the progress payment being claimed for Work satisfactorily performed excluding GST/HST;
 - (b) the amount for any tax calculated (GST/HST) in accordance with the applicable federal tax legislation; and
 - (c) the total amount which shall be the sum of the amounts referred to in (a) and (b) above.
3. The amount of the tax shown on the invoice shall be paid by Canada to the Contractor in addition to the amount of the progress payment for Work satisfactorily performed.
 4. If, within 15 days of receipt of the invoice, additional information is requested by the Departmental Representative for the purpose of verification, the 30 day payment period shall commence upon receipt of the requested information. Payment shall be made prior to or on the thirtieth (30) day after receipt of the corrected invoice or the required information.
 - .1 Any monthly progress payment made to the Contractor may be subject to a 10% holdback which shall be released to the Contractor with the final payment unless the amount held back is required by Canada to remedy any defect in the Contractor's work.
 - .2 Where the duration of the Work identified in a call-up is equal to or less than thirty (30) days, the Contractor may receive a single payment as full consideration for the Work performed.

5. Upon completion of the Work in the progress claim, the Contractor maybe requested to provide a completed and signed statutory declaration containing a declaration that, up to the date of the progress claim, the Contractor has complied with all lawful obligations with respect to the Labour Conditions and that, in respect of the Work, all lawful obligations of the Contractor to its Subcontractors and Suppliers, referred to collectively in the declaration as "subcontractors and suppliers", have been fully discharged before any further payment is made.
6. Upon written notice by a Sub-Contractor, with whom the Contractor has a direct contract, of an alleged non payment to the Sub-Contractor, the Departmental Representative may provide the Sub-Contractor with a copy of the latest approved progress payment made to the Contractor for the Work.
7. Upon the satisfactory completion of all Work, the amount due, less any payments already made, shall be paid to the Contractor not later than thirty (30) days after receipt of a properly submitted invoice, and upon request, with a Statutory Declaration in accordance with paragraph 5 above.

4.1 Basis of Payment - see Annex B

4.2 Limitation of Price

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

4.3 Supplemental Invoicing Instructions

.1 Invoices

.1 All invoices submitted for payment shall show:

- .1 Construction Engineering Work Order Number,
- .2 Construction Engineering File Number,
- .3 Requisition Number, DSS 942 (Requisition on Contract),
- .4 Public Works and Government Services Canada (PWGSC) Standing Offer Number, and
- .5 same address as on PWGSC contract.

.2 Invoices are to include a breakdown as follows:

- .1 Hourly rate per the Offer and hours of work for each tradesperson.
- .2 An itemized list of materials used, by cost, shall be shown on all invoices submitted for

payment.

- .3 Extended total.
- .4 Good and Services Tax (GST/HST) shall be shown as a separate item.
- .5 Where subcontracting is involved a copy of subcontractor's invoice shall accompany the invoice against the requisition.
- .6 Where discount or markup is applicable, indicate separately.

.3 Invoices submitted for payment against this contract that are not properly identified will be returned to the Contractor for proper annotation before certification for payment is made.

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4.4 Payment of Invoices by Credit Card (see *PART 3*)

The credit cards _____ and _____ are accepted.

Section GC5.11 Delay in Making Payment, Interest on Overdue Accounts, of GC5 - Terms of Payment R2550D (2010-01-11) will not apply to payments made by credit cards.

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ANNEXES

Annex A	Statement of Work
Annex B	Basis of Payment
Annex C	Health & Safety Requirements - Saskatchewan
Annex D	Periodic Usage Report Form
Annex E	Offer
Annex F	Code of Conduct Certifications - List

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ANNEX A

Attached

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ANNEX B

.1 Basis of Payment

Payments in respect of the agreed price shall be made upon satisfactory performance of the Work, and upon approval of the Departmental Representative, but such payments shall not exceed the amount(s) as specified in the Call Up, for the Work without written authorization.

In consideration of the Contractor satisfactorily completing all of its obligations under the resulting Contract, the Contractor will be paid a firm price, Goods and Services Tax or Harmonized Sales Tax extra.

.1 Hourly Rates:

The Contractor will be paid firm hourly rates as follows, for work performed in accordance with the Contract.

See attached for details

Total Estimated Cost - Limitation of Expenditure: \$120,000.00 (GST/HST extra)

ANNEX C

MANDATORY HEALTH AND SAFETY - *for Work in the Province of Saskatchewan*

1.) SPECIAL INSTRUCTIONS TO BIDDERS (SI):

WCB AND SAFETY PROGRAM

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

2.) SUPPLEMENTARY CONDITIONS (SC):

Workplace Safety and Health

1. EMPLOYER/CONTRACTOR

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

* "order" definition: after contract award, Contractor is ordered by a Change Order

2. SUBMITTALS

2.1 The Contractor shall provide to Canada:

- 2.1.1 prior to the pre-construction meeting, a transmittal and copy of a completed Notice of Project form PWGSC - TPSGC 458 (form will be provided to the proposed contractor prior to award), as sent to the Authority Having Jurisdiction (AHJ); and
- 2.1.2 prior to commencement of work and without limiting the terms of the General Conditions:
 - 2.1.2.1 copies of all other necessary permits, notifications and related documents as called for in the scope of work/specifications and/or by the AHJ; and
 - 2.1.2.2 a site specific Health and Safety Plan as requested.

NOTE: Please do not include any forms that include personal 3rd party information such as the names of the contractor's employees and their related claims information.

3. LABOUR AUTHORITY CONTACT:

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

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

<u>SASKATCHEWAN South</u>	<u>SASKATCHEWAN North</u>
Saskatchewan Labour Occupational Health and Safety Division 6th Floor, 1870 Albert Street Regina, SK, S3P 3V7 Attention: Chief Safety Southern Region Telephone: (306) 787-4481 Facsimile: (306) 787-2208	Saskatchewan Labour Occupational Health and Safety Division 122 - 3rd Avenue North Saskatoon, SK, S7K 2H6 Attention: Chief Safety Northern Region Telephone: (306) 933-5050 Facsimile: (306) 933-7337

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**ANNEX D
Periodic Usage Report Form**

As a requirement of this Request for Standing Offer, a report shall be submitted as follows:

Return to:

Katherine Davyduke	(780) 497-3510	Katherine.Davyduke@pwgsc-tpsgc.gc.ca
<i>Name</i>	<i>Fax</i>	<i>Email Address</i>

at:

Public Works and Government Services Canada
Real Property Contracting, Acquisitions Branch
10025 Jasper Ave., 5th Floor
Edmonton, AB T5J 1S6

REPORT ON THE VOLUME OF BUSINESS

SUPPLIER: _____

REPORT FOR THE PERIOD ENDING: _____

Description of Work	Call-up #	TOTAL BILLING

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

PREPARED BY:

NAME: _____

SIGNATURE: _____

TELEPHONE NO.: _____

ANNEX E OFFER

Description of Work: Camp Dundurn, SK
Minor Maintenance, DND
Minor Maintenance Standing Offer

1. OFFER

- .1 This Standing Offer is made by the Offeror to Canada;
- .2 This Offer is to furnish all necessary tools, plant, equipment, services, materials and labour to execute and complete the Work described above in careful and workmanlike manner;
- .3 The Work shall be more particularly described in individual Call-ups to be issued by the Project Authority, hereinafter called the "Departmental Representative";
- .4 Individual Call-ups may be issued, from time to time, during the period identified in Part 7A, clause 4.1, hereinafter called the "Term".

2. GENERAL PROVISIONS

- .1 This Offer when signed by or on behalf of the Offeror, the Specifications referred to in the Unit Price Schedule below and the General Conditions shall constitute the complete Offer subject to the provisions contained therein;
- .2 The Hourly Rate and the Unit Price, as offered, govern in calculating each Estimated Total Price; any errors in the extension of the Unit Price and in the addition of the Estimated Total Prices will be corrected in order to obtain the actual Total Estimated Amount;
- .3 This Offer supersedes and cancels all communications, negotiations and agreements relating to the Work other than those contained in the Offer;
- .4 that this tender may not be withdrawn for a period of 60 days following the tender closing time,

The Offeror agrees

- .1 to carry out individual work projects as requisitioned from time to time by the Departmental Representative in **Call- ups Against a Standing Offer**, form PWGSC/TPSGC 2829 , copies of which the Offeror acknowledges to have in its possession, in accordance with the requirements set out therein and in consideration of payment of amounts to be determined pursuant to section 3. Below;
- .2 to provide, on demand from the Departmental Representative, a detailed price estimate, calculated in accordance with section 4 below, and a proposed work schedule for each work project; and
- .3 to commence Work promptly upon receipt of each Call-up issued pursuant to this Offer, duly signed by the Departmental Representative.

-
- .5 This Offer does not constitute a binding contract between Canada and the Offeror. The Departmental Representative shall have the right to issue a Call-up with those other offerors which have also submitted offers to Canada.
- .6 A contract is formed between Canada and the Offeror only when a Call-up duly signed is issued by the Departmental Representative and accepted by the Offeror. The Offeror shall then be referred to as "the Contractor" and the Contract includes the Offer, the Specifications referred to in the Unit Price Schedule below, the General Conditions and the Call-up .
- .7 The estimated number of hours, the quantities of material and plant, and the amount of the Allowance for Unspecified material set out in the Unit Price Schedule are for the purpose of comparative evaluation of the offers and do not express an obligation on the part of Canada to order any or all of the work, material or plant listed therein.
- .8 The Offeror declares that no bribe, gift or benefit has been or will be paid, given, promised or offered directly or indirectly to any official or employee of Canada or to a member of the family of such person, with a view to influence the entry into or the administration of any contract which may result from this Offer.

3. FINANCIAL TERMS

- .1 Each item specified in the Unit Price Schedule in subsection 4.1 includes wages, traveling time and costs, allowances, supervision, liabilities as employer, insurance, and the use of all tools, tackle, etc., overhead, profit and all other liabilities whatsoever.
- .2 Unspecified Material shall be reimbursed at net cost, as supported by invoices, plus Markup as established in section 4 of this Offer. "Net Cost" means all amounts reasonably and properly paid by the Offeror in respect of materials required for and used in the Work, and includes packing, handling and delivery charges, less any trade discounts received by the Offeror. The Offeror's Markup on Unspecified Material covers overheads, profit, and all other expenses whatsoever.
- .3 The prices inserted in section 4 of this Offer include all applicable federal, provincial, and municipal taxes.
- .1 However, they do not include any amount for the Goods and Services Tax (GST) or Harmonized Sales Tax (HST). The appropriate GST/HST amounts will be paid by Canada to the Offeror in addition to the amounts paid against the amount of the contract. The Offeror shall make appropriate remittances to Revenue Canada in accordance with the legislation.
- .2 The prices do not include the Québec Sales Tax. The Offeror shall arrange directly with the Province of Québec for the reimbursement of Provincial Sales Tax paid to this Province for the purpose of any contract resulting from this Offer.
- .4 Payment by Canada for the Offeror's own special equipment not covered by the Unit Price Schedule and required at the job site will be no greater than the local going rental rate for such equipment or the rate published by the local construction association for such equipment, whichever is the lower.
- .5 The cost of subcontract work, including special equipment rentals approved by the Project Authority, shall be reimbursed at actual cost with the addition of ten (10) percent to cover overheads, profit, and all other expenses whatsoever. "Actual cost" means all amounts reasonably and properly paid by the Contractor for those parts of the Work carried out by subcontractors.

.6 Pricing

.1 The prices requested in the Offer are:

- .1 hourly rates for regular hours;
- .2 hourly rate for each hour outside of regular hours; and
- .3 mark up on allowance for unspecified material, replacement parts, required permits and certificates. for purposes of evaluation.
- .4 Travel

.2 The hourly rates requested in the offer and acceptance for specific types of service shall be the total cost to perform the work including but not limited to:

- .1 labour including supervision, allowances and liability insurance;
- .2 travel time;
- .3 transportation/vehicle expenses;
- .4 tools and tackle;
- .5 overhead and profit;
- .6 any other incidental expenses other than supply of materials and replacement parts relating to the delivery of labour.

.3 It is considered that regular hours of work fall between 0800 and 1630 hours, Monday to Friday.

4. PRICES

The Offeror agrees that the following are the prices referred to in sections 2 and 3 above:

4.1 Unit Price Schedules - Rates

SCHEDULE A) Initial Year

Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6
Item	Class of Labour, material or plant	Unit	Estimated Hours/ Quantity	Unit Price \$¢	Estimated total price \$¢
1	Service Call, including travel time and first hour on on-site productive labour				
1.1	During Regular Working Hours: 0800 - 1630, Monday through Friday				
1.1.1	Carpenter	Per Call	150	\$ _____	\$ _____
1.1.2	Plumber	Per Call	100	\$ _____	\$ _____
1.1.3	Painter	Per Call	25	\$ _____	\$ _____
1.1.4	Mason	Per Call	10	\$ _____	\$ _____
1.1.5	Electrician	Per Call	100	\$ _____	\$ _____
1.1.6	General Labourer	Per Call	70	\$ _____	\$ _____
1.1.7	Tradeshelper	Per Call	70	\$ _____	\$ _____
1.2	Outside Regular Working Hours: 1630 - 0800, Monday through Friday				
1.2.1	Carpenter	Per Call	5	\$ _____	\$ _____
1.2.2	Plumber	Per Call	5	\$ _____	\$ _____
1.2.3	Painter	Per Call	5	\$ _____	\$ _____
1.2.4	Mason	Per Call	5	\$ _____	\$ _____
1.2.5	Electrician	Per Call	5	\$ _____	\$ _____
1.2.6	General Labourer	Per Call	5	\$ _____	\$ _____
1.2.7	Tradeshelper	Per Call	5	\$ _____	\$ _____
1.3	Weekends & Statutory Holidays				
1.3.1	Carpenter	Per Call	5	\$ _____	\$ _____
1.3.2	Plumber	Per Call	5	\$ _____	\$ _____
1.3.3	Painter	Per Call	5	\$ _____	\$ _____
1.3.4	Mason	Per Call	5	\$ _____	\$ _____
1.3.5	Electrician	Per Call	5	\$ _____	\$ _____
1.3.6	General Labourer	Per Call	5	\$ _____	\$ _____
1.3.7	Tradeshelper	Per Call	5	\$ _____	\$ _____
2	Labour only in addition to above:				
2.1	During Regular Working Hours: 0800 - 1630, Monday through Friday				
2.1.1	Carpenter	Per Hour	5	\$ _____	\$ _____
2.1.2	Plumber	Per Hour	5	\$ _____	\$ _____
2.1.3	Painter	Per Hour	5	\$ _____	\$ _____
2.1.4	Mason	Per Hour	5	\$ _____	\$ _____
2.1.5	Electrician	Per Hour	5	\$ _____	\$ _____
2.1.6	General Labourer	Per Hour	5	\$ _____	\$ _____
2.1.7	Tradeshelper	Per Hour	5	\$ _____	\$ _____
2.2	Outside Regular Working Hours: 1630 - 0800, Monday through Friday				
2.2.1	Carpenter	Per Hour	5	\$ _____	\$ _____
2.2.2	Plumber	Per Hour	5	\$ _____	\$ _____

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2.2.3	Painter	Per Hour	5	\$ _____	\$ _____
2.2.4	Mason	Per Hour	5	\$ _____	\$ _____
2.2.5	Electrician	Per Hour	5	\$ _____	\$ _____
2.2.6	General Labourer	Per Hour	5	\$ _____	\$ _____
2.2.7	Tradeshelper	Per Hour	5	\$ _____	\$ _____
2.3	Weekends & Statutory Holidays				
2.3.1	Carpenter	Per Hour	5	\$ _____	\$ _____
2.3.2	Plumber	Per Hour	5	\$ _____	\$ _____
2.3.3	Painter	Per Hour	5	\$ _____	\$ _____
2.3.4	Mason	Per Hour	5	\$ _____	\$ _____
2.3.5	Electrician	Per Hour	5	\$ _____	\$ _____
2.3.6	General Labourer	Per Hour	5	\$ _____	\$ _____
2.3.7	Tradeshelper	Per Hour	5	\$ _____	\$ _____
2.	Contractor's Mark Up on Allowance for unspecified material, replacement parts, required permits and certificates. (% mark up x \$20,000. =)	%	\$20,000.00	_____ %	\$ _____
Sub Total A): Estimated Total Amount 1st Year GST/HST Extra					\$ _____

continued

4.1 Unit Price Schedules - Rates (continued)**SCHEDULE B) Year 2**

Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6
Item	Class of Labour, material or plant	Unit	Estimated Hours/ Quantity	Unit Price \$¢	Estimated total price \$¢
1	Service Call, including travel time and first hour on on-site productive labour				
1.1	During Regular Working Hours: 0800 - 1630, Monday through Friday				
1.1.1	Carpenter	Per Call	150	\$ _____	\$ _____
1.1.2	Plumber	Per Call	100	\$ _____	\$ _____
1.1.3	Painter	Per Call	25	\$ _____	\$ _____
1.1.4	Mason	Per Call	10	\$ _____	\$ _____
1.1.5	Electrician	Per Call	100	\$ _____	\$ _____
1.1.6	General Labourer	Per Call	70	\$ _____	\$ _____
1.1.7	Tradeshelper	Per Call	70	\$ _____	\$ _____
1.2	Outside Regular Working Hours: 1630 - 0800, Monday through Friday				
1.2.1	Carpenter	Per Call	5	\$ _____	\$ _____
1.2.2	Plumber	Per Call	5	\$ _____	\$ _____
1.2.3	Painter	Per Call	5	\$ _____	\$ _____
1.2.4	Mason	Per Call	5	\$ _____	\$ _____
1.2.5	Electrician	Per Call	5	\$ _____	\$ _____
1.2.6	General Labourer	Per Call	5	\$ _____	\$ _____
1.2.7	Tradeshelper	Per Call	5	\$ _____	\$ _____
1.3	Weekends & Statutory Holidays				
1.3.1	Carpenter	Per Call	5	\$ _____	\$ _____
1.3.2	Plumber	Per Call	5	\$ _____	\$ _____
1.3.3	Painter	Per Call	5	\$ _____	\$ _____
1.3.4	Mason	Per Call	5	\$ _____	\$ _____
1.3.5	Electrician	Per Call	5	\$ _____	\$ _____
1.3.6	General Labourer	Per Call	5	\$ _____	\$ _____
1.3.7	Tradeshelper	Per Call	5	\$ _____	\$ _____
2	Labour only in addition to above:				
2.1	During Regular Working Hours: 0800 - 1630, Monday through Friday				
2.1.1	Carpenter	Per Hour	5	\$ _____	\$ _____
2.1.2	Plumber	Per Hour	5	\$ _____	\$ _____
2.1.3	Painter	Per Hour	5	\$ _____	\$ _____
2.1.4	Mason	Per Hour	5	\$ _____	\$ _____
2.1.5	Electrician	Per Hour	5	\$ _____	\$ _____
2.1.6	General Labourer	Per Hour	5	\$ _____	\$ _____
2.1.7	Tradeshelper	Per Hour	5	\$ _____	\$ _____
2.2	Outside Regular Working Hours: 1630 - 0800, Monday through Friday				
2.2.1	Carpenter	Per Hour	5	\$ _____	\$ _____
2.2.2	Plumber	Per Hour	5	\$ _____	\$ _____
2.2.3	Painter	Per Hour	5	\$ _____	\$ _____
2.2.4	Mason	Per Hour	5	\$ _____	\$ _____
2.2.5	Electrician	Per Hour	5	\$ _____	\$ _____
2.2.6	General Labourer	Per Hour	5	\$ _____	\$ _____

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2.2.7	Tradeshelper	Per Hour	5	\$ _____	\$ _____
2.3	Weekends & Statutory Holidays				
2.3.1	Carpenter	Per Hour	5	\$ _____	\$ _____
2.3.2	Plumber	Per Hour	5	\$ _____	\$ _____
2.3.3	Painter	Per Hour	5	\$ _____	\$ _____
2.3.4	Mason	Per Hour	5	\$ _____	\$ _____
2.3.5	Electrician	Per Hour	5	\$ _____	\$ _____
2.3.6	General Labourer	Per Hour	5	\$ _____	\$ _____
2.3.7	Tradeshelper	Per Hour	5	\$ _____	\$ _____
2.	Contractor's Mark Up on Allowance for unspecified material, replacement parts, required permits and certificates. (% mark up x \$20,000. =)	%	\$20,000.00	_____ %	\$ _____
Sub Total B): Estimated Total Amount 2nd Year GST/HST Extra					\$ _____

Continued

4.1 Unit Price Schedules - Rates (continued)**SCHEDULE C) Year 3**

Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6
Item	Class of Labour, material or plant	Unit	Estimated Hours/ Quantity	Unit Price \$¢	Estimated total price \$¢
1	Service Call, including travel time and first hour on on-site productive labour				
1.1	During Regular Working Hours: 0800 - 1630, Monday through Friday				
1.1.1	Carpenter	Per Call	150	\$ _____	\$ _____
1.1.2	Plumber	Per Call	100	\$ _____	\$ _____
1.1.3	Painter	Per Call	25	\$ _____	\$ _____
1.1.4	Mason	Per Call	10	\$ _____	\$ _____
1.1.5	Electrician	Per Call	100	\$ _____	\$ _____
1.1.6	General Labourer	Per Call	70	\$ _____	\$ _____
1.1.7	Tradeshelper	Per Call	70	\$ _____	\$ _____
1.2	Outside Regular Working Hours: 1630 - 0800, Monday through Friday				
1.2.1	Carpenter	Per Call	5	\$ _____	\$ _____
1.2.2	Plumber	Per Call	5	\$ _____	\$ _____
1.2.3	Painter	Per Call	5	\$ _____	\$ _____
1.2.4	Mason	Per Call	5	\$ _____	\$ _____
1.2.5	Electrician	Per Call	5	\$ _____	\$ _____
1.2.6	General Labourer	Per Call	5	\$ _____	\$ _____
1.2.7	Tradeshelper	Per Call	5	\$ _____	\$ _____
1.3	Weekends & Statutory Holidays				
1.3.1	Carpenter	Per Call	5	\$ _____	\$ _____
1.3.2	Plumber	Per Call	5	\$ _____	\$ _____
1.3.3	Painter	Per Call	5	\$ _____	\$ _____
1.3.4	Mason	Per Call	5	\$ _____	\$ _____
1.3.5	Electrician	Per Call	5	\$ _____	\$ _____
1.3.6	General Labourer	Per Call	5	\$ _____	\$ _____
1.3.7	Tradeshelper	Per Call	5	\$ _____	\$ _____
2	Labour only in addition to above:				
2.1	During Regular Working Hours: 0800 - 1630, Monday through Friday				
2.1.1	Carpenter	Per Hour	5	\$ _____	\$ _____
2.1.2	Plumber	Per Hour	5	\$ _____	\$ _____
2.1.3	Painter	Per Hour	5	\$ _____	\$ _____
2.1.4	Mason	Per Hour	5	\$ _____	\$ _____
2.1.5	Electrician	Per Hour	5	\$ _____	\$ _____
2.1.6	General Labourer	Per Hour	5	\$ _____	\$ _____
2.1.7	Tradeshelper	Per Hour	5	\$ _____	\$ _____
2.2	Outside Regular Working Hours: 1630 - 0800, Monday through Friday				
2.2.1	Carpenter	Per Hour	5	\$ _____	\$ _____
2.2.2	Plumber	Per Hour	5	\$ _____	\$ _____
2.2.3	Painter	Per Hour	5	\$ _____	\$ _____
2.2.4	Mason	Per Hour	5	\$ _____	\$ _____
2.2.5	Electrician	Per Hour	5	\$ _____	\$ _____
2.2.6	General Labourer	Per Hour	5	\$ _____	\$ _____

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2.2.7	Tradeshelper	Per Hour	5	\$ _____	\$ _____
2.3	Weekends & Statutory Holidays				
2.3.1	Carpenter	Per Hour	5	\$ _____	\$ _____
2.3.2	Plumber	Per Hour	5	\$ _____	\$ _____
2.3.3	Painter	Per Hour	5	\$ _____	\$ _____
2.3.4	Mason	Per Hour	5	\$ _____	\$ _____
2.3.5	Electrician	Per Hour	5	\$ _____	\$ _____
2.3.6	General Labourer	Per Hour	5	\$ _____	\$ _____
2.3.7	Tradeshelper	Per Hour	5	\$ _____	\$ _____
2.	Contractor's Mark Up on Allowance for unspecified material, replacement parts, required permits and certificates. (% mark up x \$20,000. =)	%	\$20,000.00	_____ %	\$ _____
Sub Total C): Estimated Total Amount 3rd Year GST/HST Extra					\$ _____

4.1 Unit Price Schedules - Rates (continued)**4.2 TOTAL EVALUATED PRICE** (Initial 1 Year Term + 2nd Year)

Col. 1	Col. 2	Col. 2	Col. 3
Sub Total 1 SCHEDULE A) Initial Year Term	Sub Total SCHEDULE B) 2nd Year	Sub Total SCHEDULE C) 3rd Year	Total Evaluated Price (col.1 + col.2 + col.3= col.4)
\$ _____	\$ _____	\$ _____	\$ _____ GST/HST Extra

These items will be used for cost evaluation purposes only and do not constitute a guarantee or commitment on behalf of Canada of the quantity or amount to be used under the Standing Offer.

A rate must be entered for each item.

The Offeror agrees that the Price(s) per Unit as tendered govern in calculating the Total Evaluated Price. The Offeror understands that any errors in the extension of the Price per Unit, in the addition of the Estimated Total Price, and Estimated Total Amount will be corrected in order to obtain the Total Evaluated Price.

Cost will be evaluated on the Total Evaluated Price in Column 4. It is anticipated that only one standing offer will be issued to the lowest compliant offeror.

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ANNEX F

Code of Conduct and Certifications

COMPLETE LIST OF EACH INDIVIDUAL WHO IS CURRENTLY ON THE OFFEROR'S BOARD OF DIRECTORS

NOTE TO OFFERORS: LEGIBLY PRINT OR TYPE DIRECTOR' SURNAMES AND GIVEN NAMES

DEPARTMENT OF NATIONAL DEFENCE

STANDING OFFER AGREEMENT

MINOR MAINTENANCE AND ALTERATIONS

STRUCTURAL

ELECTRICAL

PLUMBING

PAINTING

PRINCE ALBERT ARMOURY

PRINCE ALBERT , SASKATCHEWAN

<u>SECTION</u>	<u>TITLE</u>	<u>NO OF PAGES</u>
<u>DIVISION 1 – GENERAL REQUIREMENTS</u>		
01005	General Instructions	4
01340	Shop Drawings, Product Data & Samples	2
01500	Temporary Facilities	1
01545	Safety Requirement	1
01575	Environmental Protection	1
01600	Material and Equipment	2
01710	Cleaning	1
01730	Operations and Maintenance Data	1
01741	Structural General	1
<u>DIVISION 15 – MECHANICAL</u>		
15011	Plumbing and Sheet Metal – General	2
<u>DIVISION 16 – ELECTRICAL</u>		
16010	Electrical General Provisions	2

GENERAL INSTRUCTIONS

1 General

1 The overall scope of work of this contract is to supply labour, material and supervision to perform minor maintenance and alterations to buildings, and building systems and surrounding areas of Prince Albert Armoury , Prince Albert, Saskatchewan.

2 Scope of Work

1 Work includes, but is not necessarily confined to services of carpenter, plasterers, drywall applicators, block layers, cement finishers, electricians, plumbers/gasfitters, painters, and trade apprentices to carry out maintenance, alterations and minor construction work at areas indicated in one (1) above.

.A It is to be noted that the above may include, but is not necessarily limited to the following:

.a Repair of buildings and facilities including doors, windows, block and brick work, flooring, plaster and drywall, painting, acoustic tiles, base trim, etc., interior and exterior.

.b Repair to concrete curbs, walkways, barricades, fences and temporary installations.

.c Construction and/or alteration of the interior of buildings and structures such as the construction of partitions and installation of doors, windows, ceilings and flooring products, etc.

.d Repair, renovations to existing electrical systems.

.e Repairs, renovations to existing plumbing systems.

.B Supply of materials required for the performance of work included in (1) above will be provided by the Contractor.

.a Services:

Services shall be provided on an as and when required basis, and shall be available on 7 calendar days.

.b Hours of Work:

Work shall be carried out between 0800 hrs and 1630 hrs, Monday to Friday.

.c Tradesmen:

Tradesmen provided on this contract must be fully qualified in their respective trade, and with proven experience at the journeyman level, and must hold provincial trade papers.

.d Trade Helpers:

Trades helpers must have proven experience in the respective trade.

.e Transportation:

Transportation, on and off shall be provided for by the contractor for his employees and their tools and equipment and materials required for the performance of work under this contract.

.f Tools and Equipment:

The supply of all tools and equipment required for the satisfactory performance of work under this contract shall be the responsibility of the contractor

3 Documents Required

- 1 Maintain at job site one copy each of the following:
 - .A Contract drawings.
 - .B Specifications.
 - .C Addenda.
 - .D Reviewed shop drawings.
 - .E Change orders.
 - .F Other modifications to Contract.
 - .G Copy of approved work schedule.
 - .H Manufacturers' installation and application instructions.
 - .I Standards under Reference Standards.

4 Products Supplied by Engineer

- 1 Contractor's duties when pertinent:
 - .A Unless otherwise directed by Engineer, order products specified by Engineer from designated suppliers. Order in quantities and at times compatible with construction schedule and site storage capacity.
 - .B Unload and handle at site.
 - .C Promptly inspect delivered products and give written report to Engineer on condition of all item received.
 - .D Pay demurrage charges.
 - .E Install, connect and finish products as specified.

5 Work Schedule

- 1 Provide within 10 working days after Contract award schedule showing anticipated progress stages and final completion of work within time period required by Contract documents.
- 2 Interim reviews of work progress based on work schedule will be conducted as decided by Engineer and schedule updated by Contractor in conjunction with and to approval of Engineer.

6 Contractor's Use of Site

- 1 Use of site: Exclusive and complete for execution of work except as follows:
 - .A Movement around the site shall be subject to any restrictions imposed by Base Commander or Engineer.
 - .B Do not unreasonably encumber site with materials or equipment.
 - .C Move stored products or equipment which interfere with operations of Engineer or other contractors.
 - .D Obtain and pay for use of additional storage or work areas needed before operations.

7 Codes and Standards

- 1 Perform work in accordance with National Building Code of Canada (NBC) and any other code of provincial or local application provided that in any case of conflict or discrepancy, more stringent requirements shall apply.
- 2 Meet or exceed requirements of specified standards, codes and referenced documents.
- 3 All jobs must be completed, performed and finished in a workmanlike manner, Work and materials of an incidental nature, necessary by implication to produce the finished job as specified, shall be supplied even when not listed or described in detail.

8 Setting out of Work

- 1 Assume full responsibility for and execute complete layout of work to locations, lines and elevations indicated.
- 2 Provide devices needed to lay out and construct work.
- 3 Supply such devices as straight edges and templates required to facilitate Engineer's inspection of work.

9 Location of Fixtures

- 1 Location of fixtures and outlets indicated or specified are to be considered as approximate.
- 2 Locate fixtures and distribution systems to provide minimum interference and maximum usable space and in accordance with manufacturer's recommendations for safety, access and maintenance.
- 3 Inform Engineer of impending installation and obtain his approval for actual location.

10 Concealment

- 1 Conceal pipes, ducts and wiring in floor, wall and ceiling construction of finished areas except where indicated otherwise.

11 Cutting, Fitting and Patching

- 1 Execute cutting, fitting and patching required to make work fit together properly.
- 2 Where new work connects with existing and where existing work is altered, cut, patch and make good to match existing work.
- 3 Obtain Engineer's approval before cutting, boring or sleeving loadbearing members.
- 4 Make cuts with clean, true, smooth edges. Make patches inconspicuous in final assemble.
- 5 Fit work airtight to pipes, sleeves, ducts and conduits.

12 Alterations, Additions or Repairs to Existing Buildings

- 1 Execute work with least possible interference or disturbance to occupants, public and normal use of premises. Arrange with Engineer to facilitate execution of work.
- 2 Where security has been reduced by work of Contract, provide temporary means to maintain security.
- 3 Where elevators, dumbwaiters, conveyors or escalators exist in building, only those assigned for Contractor's use may be used for moving men and material within building. Protect walls of passenger elevators, to approval of Engineer before use. Accept liability for damage, safety of equipment and overloading of existing equipment.

13 Additional Drawings

- 1 Engineer may furnish additional drawings to assist proper execution of work. These drawings will be issued for clarifications only. Such drawings shall have same meaning and intent as if they were included with plans referred to in Contract documents.

14 Definition of Engineer

- 1 Throughout this contract the term "Engineer" shall refer to the Detachment Construction Engineering Officer (DCEO) or such officer/inspector as he may designate in writing.

15 Design Authority

- 1 The design authority shall be the DCEO.

16 Guarantees and Warranties

- 1 Products and execution of work shall be guaranteed in writing, against defects of material and workmanship for one full year after date of acceptance.
- 2 Under this guarantee the Contractor shall carry out or shall arrange to have carried out, within the period of guarantee, repairs to all such defects not caused by abnormal conditions of improper use and any resulting damage to equipment or building repaired at no cost to the owner.

17 Protection

- 1 Comply with Canadian Code for Construction Safety.
- 2 Protect finished work against damage until take-over.
- 3 Provide protection against spread of dust and dirt beyond work areas.
- 4 Protect users of site and general public from all hazards.

**SHOP DRAWINGS, PRODUCT
DATE AND SAMPLES**

1 General

- 1 Submit to Engineer, for review, shop drawings, product data and samples specified.
- 2 Until submission is reviewed, work involving relevant product may not proceed.

2 Shop Drawings

- 1 Drawings to be originals prepared by Contractor, Subcontractor, Supplier or Distributor, which illustrates the appropriate portion of work; showing fabrication, layout, setting or erection details as specified in appropriate sections.
- 2 Identify details by reference to sheet and detail numbers shown on Contract Drawings.
- 3 Maximum sheet size 960 x 1120 mm. Reproduction for submissions: opaque diazo prints.

3 Product Date

- 1 Manufacturer's standard schematic drawings, catalogue sheets, diagrams schedules, performance charts, illustrations and other standard descriptive data will be accepted in lieu of shop drawings.
- 2 Above will only be accepted if they conform to the following:
 - .A Delete information which is not applicable to project.
 - .B Supplement standard information to provide additional information applicable to project.
 - .C Show dimensions and clearances required.
 - .D Show performance characteristics and capacities.
 - .E Show wiring diagrams (when requested) and controls.

4 Co-ordination of Submissions

- .1 Review shop drawings, product data and samples prior to submission.
- .2 Verify:
 - .A Field Measurements..
 - .B Field construction criteria.
 - .C Catalogue numbers and similar data.
- .3 Co-ordinate each submission with requirements of work and contract documents, Individual shop drawings will not be reviewed until all related drawings are available.
- .4 Contractor's responsibility for errors and omissions in submission is not relieved by Engineer's review of submittal.
- .5 Contractor's responsibility for deviations in submission from requirements of contract documents is not relieved by Engineer's review of submissions, unless the Engineer gives written acceptance of specified deviations.
- .6 Notify the Engineer, in writing, at time of submission of deviations from requirements of Contract documents.
- .7 After Engineer's review, distribute copies.

4 Submission Requirements

- .1 Schedule submissions at least 10 days before the dates of review when the submissions will be needed.
- .2 Submit number of opaque diazo copies of shop drawings, product data which the Contractor requires for distribution plus 4 copies which will be retained by the Engineer.
- .3 Accompany submission with transmittal letter, in duplicate, containing:
 - .A Date.
 - .B Project title and number.
 - .C Contractor's name and address.
 - .D Number of each shop drawing, product date and sample submitted.
 - .E Other pertinent data.
- .4 Submission shall include:
 - .A Date and revision dates.
 - .B Project title and number.
 - .C Name of:
 - .a Contractor.
 - .b Subcontractor.
 - .c Supplier.
 - .d Manufacturer.
 - .e Separate detailer when pertinent.
 - .D Identification of product or material.
 - .E Relation to adjacent structure or materials.
 - .F Field dimensions, clearly identified as such.
 - .G Specification section number.
 - .H Applicable standards, such as CSA or CGSB numbers.
 - .I Contractor's stamp, initiated or signed, certifying review of submission, verifications of field measurements and compliance with Contract documents.

TEMPORARY FACILITIES

1 Sanitary Facilities

- .1 Existing sanitary facilities may be used on approval of the Engineer.
- .2 These areas and premises are to be kept in a clean and sanitary conditions.

2 Parking

- .1 Parking space will be made available on site. Maintain and administer this space as directed.

3 Power and Water Supply

- .1 DND can provide, free of charge, temporary electric power and water for construction purposes, as defined necessary by the Engineer.
- .2 Connect to existing power supply in accordance with Canadian Electrical Code.
- .3 Supply of temporary services by DND is subject to DND requirements and may be discontinued by DND site representative at any time without notice, without acceptance of any liability for damage or delay caused by such withdrawal of temporary services.

4 Scaffolding

- .1 Construct and maintain scaffolding in rigid, secure and safe manner.
- .2 Erect scaffolding independent of walls. Remove promptly when no longer required.

5 Removal of Temporary Facilities

- .1 Remove temporary facilities from site when directed by the Engineer.

5 Access

- .1 Provide and maintain adequate access to project site.

SAFETY REQUIREMENTS

1 Construction Safety Measures

- .1 Observe and enforce construction safety measures required by National Building Code Part 8, Provincial Government, Workmen's Compensation Board and municipal statutes and authorities.
- .2 In event of conflict between any provisions of the above authorities, the most stringent provisions govern.

2 Fire Safety Requirements

- .1 Comply with requirements of FCC No. 301 Standard for Construction Operations, June 1982, issued by Fire Commissioner of Canada (FC).
- .2 This standard may be viewed at the Regional Engineer's Office (address) and copies may be obtained from:

Fire Commissioner of Canada
Sir Charles Tupper Building
Riverside Drive
Ottawa, Canada K1A 0M2

- .3 Comply with requirement of Fire Orders and Precautions for Civilian Contractors as issued by the Base Fire Chief.

3 Explosive Actuated Fastening Devices

- .1 Do Not employ power guns using explosives, except with permission of the Engineer, comply with requirements of CSA Z-166 (Safety Code for Explosive Actuated Tools.)

ENVIRONMENT PROTECTION

1 Fires

- .1 Fires and burning of rubbish on site is not permitted.

2 Disposal of Wastes

- .1 Burying rubbish and waste materials on site is not permitted.
- .2 Disposal of waste and volatile materials, such as mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers prohibited.

MATERIAL AND EQUIPMENT

1 General

- .1 Use new material and equipment unless otherwise specified.
- .2 Provide material and equipment of specified design and quality, performing to published ratings and for which replacement parts are readily available.
- .3 Use products of one manufacturer for material and equipment of same type or classification unless otherwise specified.

2 Manufacturers Instructions

- .1 Unless otherwise specified, comply with manufacturer's latest printed instructions for materials and installation methods.
- .2 Notify the Engineer, in writing, of any conflict between these specifications and the manufacturers instructions. The Engineer will designate which document is to be followed.

3 Fastenings - General

- .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 the Engineer's approval before using explosive actuated fastening devices. If approval is obtained comply with CSA Z166-1985.

4 Fastenings -Equipment

- .1 Use 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.

5 Delivery

- .1 Deliver, store and maintain packaged material and equipment with manufacturer's seals and labels intact.
- .2 Prevent damage, adulteration and spoiling of material and equipment, during delivery, handling and storage. Immediately remove rejected material and equipment from site.
- .3 Store material and equipment in accordance with suppliers instructions.
- .4 Touch-up damaged factory finished surfaces to the Engineer's satisfaction. Use primer or enamel to match original. Do not paint over plates.

6 Conformance

- .1 When material or equipment is specified by standard or performance specifications, upon request of the Engineer, obtain from the manufacturer an independent testing laboratory report, stating that material or equipment meets or exceeds specified requirements.

7 Acceptability of Materials

- .1 Only "Acceptable" materials are defined by Construction Materials Board Form 1 are eligible for use in this project.

CLEANING

1 General

- .1 Conduct cleaning and disposal operations to 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 Prevent accumulation of waste which creates hazardous conditions.
- .4 Provide adequate ventilation during use of volatile or noxious substances. Use of building ventilation systems is not permitted for this purpose.

2 Materials

- .1 Use only cleaning materials recommended by manufacturer of surface to be cleaned, and as recommended by cleaning material manufacturer.

3 Cleaning During Construction

- .1 Maintain the work, including roof and building systems, at least on a daily basis free from accumulations of waste material and debris.
- .2 Provide on-site containers for collection of waste materials and debris.
- .3 Remove waste materials and debris from site.

3 Final Cleaning

- .1 In preparation for acceptance of the project on an interim or final certificate of completion perform final cleaning.
- .2 Remove grease, dust, dirt, stains, labels, fingerprints and other foreign materials from interior and exterior finished surfaces including glass and other polished surfaces.
- .3 Remove debris and surplus materials from accessible concealed spaces.
- .4 The contractor shall leave the system clean, neat and ready for use.

OPERATIONS AND MAINTENANCE DATA

1 Maintenance

- .1 On completion of project submit to the Engineer, 3 copies of Operations Data and Maintenance Manual in English and French made up as follows:
 - .A Bind data in vinyl hard covered, 3 ring loose leaf binder for 215 x 280 mm size paper.
 - .B Enclose title sheet, labelled "Operation Data and Maintenance Manual", project name, date and list of contents.
 - .C Organise contents into applicable sections of work to parallel project specification breakdown, Mark each section by labelled tabs protected with celluloid covers fastened to hard paper dividing sheets.
- .2 Include the following information plus data specified:
 - .A Descriptions, operations and maintenance instructions for equipment and systems, including a complete list of equipment and a parts list. Indicate nameplate information such as make, size, capacity and serial number.
 - .B Names, addresses and phone numbers of sub-contractors and suppliers.
 - .C Guarantees, warranties and bonds showing:
 - .a Name and address of projects.
 - .b Guarantee commencement date (date of final Certificate of Completion).
 - .c Duration of guarantee.
 - .d Clear indication of what is being guaranteed and what remedial action will be taken under guarantee.
 - .e Signature and seal of Contractor.
 - .f Additional material used in project listed under various sections showing name of manufacturer and source of supply.
 - .D Neatly type lists and notes, Use clear drawings, diagrams of manufacturer's literature.
 - .E Include one complete set of final shop drawings (bond separately) indicating corrections and changes made during fabrication and installations.

STRUCTURAL GENERAL

1 General

- .1 Perform work in accordance with the National Building Code of Canada (NBC) and any other Code of Provincial or Municipal application.
- .2 All jobs must be completed, performed and finished in a workmanlike manner, Work and materials of an incidental nature, necessary by implication to produce the finished job as specified, shall be supplied even when not listed or described in detail.

2 Materials

- .1 All materials to be new, unless otherwise specified by the Engineer. Specific materials to be designated at time of implication.

3 Qualifications

- .1 All work to be performed by tradesmen qualified to a journeyman level.

PLUMBING AND SHEET METAL GENERAL

1 Codes and Standards

- .1 Do complete plumbing to the National Plumbing Code of Operations Data and maintenance manual in English.
- .2 Do sheet metal to ASHRAE standards.
- .3 Comply with CSA standards and other referenced organisations.

2 Permits and Fees

- .1 Submit to plumbing or sheet metal inspector the number of drawings and specifications for examination and approval to work.

3 Equipment Requirement and Installations

- .1 Permit Equipment maintenance and disassembly by use of unions or flanges to minimise disturbance to connecting piping and duct systems and without interference from building structure or other equipment.
- .2 Provide accessible means for lubricating equipment including permanent lubricated bearings.
- .3 Mount base mounted equipment on chamfered edge housekeeping pads a minimum of 100 mm high and 50 mm larger than equipment dimensions all around.
- .4 Pipe drain lines to drains.
- .5 Line-up equipment, rectangular clean outs and similar items with building walls wherever possible.

4 Responsibility For Trial Usage

- .1 Obtain written permission from the Engineer to Start and test permanent equipment and systems prior to acceptance by the Engineer.
- .2 The Engineer may use equipment and systems for test purposes prior to acceptance. Supply labour, material and instruments required for testing.

4 Pipe Hangers and Supports

- .1 Fabricate hangers, supports and sway braces in accordance with ANSI B31.1-1983.

5 Sleeves

- .1 Pipe sleeves : at point where pipes pass through masonry or concrete.

6 Escutcheons and Plates

- .1 Provide on pipes passing through finished walls, partitions, floors and ceilings.

7 General

- .1 Plumbing fixtures shall be product of one manufacturer and of same colour in any one washroom or location.
- .2 Plumbing fittings shall be product of one manufacturer.
- .3 Materials:
 - .A Vitreous china to CSA B45.1-1973.
 - .B Stainless steel fixtures to CSA B45.4-1970 Class II, type (302 in accordance with CSA G110.6-1968) unless otherwise stated.
 - .C Plumbing fittings to CSA B125-M89.
 - .D Exposed plumbing brass and metal work shall be heavy triple chromium plated.

8 Dielectric Couplings

- .1 Provide wherever pipes of dissimilar metals are joined.
- .2 Provide insulating unions for pipe sizes NPS 2 and under flanges for pipe sizes over NPS 2.
- .3 Cast brass adapters may be used where approved by Engineer.
- .4 Provide felt or rubber gaskets to prevent dissimilar metals contact.

9 Tests

- .1 Give 24 hours notice of date when tests will be made.
- .2 Do not insulate or conceal work until tested and approved. Follow construction schedule and arrange for tests.
- .3 Conduct tests in the presence of the Engineer.
- .4 Bear costs including retesting and making good.
- .5 Pipe pressure:
 - .A Hydraulically test piping systems at 1 1/2 times system operating pressure or minimum 860 kPa, whichever is greater.
 - .B Maintain test pressure without loss of 4h unless otherwise specified.
 - .C Test natural gas systems to requirement of authorities have jurisdiction.
 - .a Test drainage, waste and vent piping to code.
- .6 Prior to tests, isolate all equipment or other parts which are not designed to withstand test pressures.

10 Qualifications

- .1 All work to be done by a certified plumber and tinsmith.

ELECTRICAL GENERAL

1 Codes and Standards

- .1 Do complete installation in accordance with CSA C22.1-1994 except where specified otherwise.
- .2 Comply with CSA Certification Standards and Electrical Bulletins in force at time of tender submission.
- .3 Do overhead and underground systems in accordance with CSA C22.3 No. 1-M1994 except where specified otherwise.

2 Permits and Fees

- .1 Submit to Electrical Inspection Department and Supply Authority the necessary number of drawings and specifications for examination and approval prior to commencement of work.
- .2 Pay all associated fees.

3 Voltage Ratings

- .1 Operating voltages: to CAN3-C235-83.
- .2 Motors, electrical heating, control and distribution devices and equipment to operate satisfactorily at 60 Hz within normal operating limits established by above standard. Equipment to operate in extreme operating conditions established in above standard without damage to equipment.

4 Materials and Equipment

- .1 Equipment and material to be 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 Inspection Department.

5 Wiring Identification

- .1 Identify wiring with permanent indelible identifying markings, either numbered or coloured plastic tapes, on both ends of phase conductors of feeders and branch circuit wiring.
- .2 Maintain phase sequence and colour coding throughout.
- .3 Colour code: to CSA C22.1-1994.
- .4 Use colour coded wires in communication cables, matched throughout system.

6 Wiring Terminations

- .1 Lugs, terminals, screws used for termination of wiring to be suitable for either copper or aluminium conductors.

7 Manufacturers and CSA Labels

- .1 Visible and legible after equipment is installed. C2201-1994.

8 Mounting Heights

- .1 Mounting height of equipment is from finished floor to centreline of equipment unless specified or indicated otherwise.
- .2 Install electrical equipment at the following heights unless indicated otherwise:
 - .A Local switches: 1400 mm.
 - .B Wall receptacles:
 - .a General: 300mm.
 - .b Above top of continuous baseboard heater: 200 mm.
 - .c Above top of counters or splash-back: 175 mm.
 - .d In mechanical rooms: 1400 mm.
 - .e Fire alarm stations: 1.5 m.
 - .f Fire alarm bells: 2.1m.
 - .g Clocks: 2.1 m.
 - .h Door bell pushbuttons: 1.5 m.

9 Protection

- .1 Protect exposed live equipment during construction for personnel safety.
- .2 Shield and mark live parts "LIVE 120 VOLTS" or with appropriate voltage in English and French.

10 Load Balance

- .1 Measure phase current to panelboard with normal loads operating. Adjust branch circuit connections as required to obtain best balance of current between phases.

11 Fireproofing

- .1 Where cables or conduits pass through floors and fire rated walls pack space between wiring and sleeve full with insulation and seal with caulking compound conforming to CGSB BAN2-19.13-M82.

12 Insulation Resistance Testing

- .1 Megger circuits, feeders and equipment up to 350 V with a 500 V instrument.
- .2 Megger 350-600 V circuits, feeders and equipment with a 1000 V instrument.
- .3 Check resistance to ground before energising.

13 Wires and Conduit

- .1 All wiring shall be enclosed in EMT (Electrical Metallic Tubing) and shall be sized as per CSA C22.1-1990 with 600 V insulation of chemically cross-linked thermosetting polyethylene material rated RW90.