

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

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

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

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

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

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

Comments - Commentaires

THIS DOCUMENT CONTAINS A SECURITY
REQUIREMENT.

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

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

Title - Sujet GENERAL CONSTRUCTION MAINT. - BIO	
Solicitation No. - N° de l'invitation E0225-123121/A	Date 2013-07-09
Client Reference No. - N° de référence du client 20123121	
GETS Reference No. - N° de référence de SEAG PW-\$HAL-208-9029	
File No. - N° de dossier HAL-1-67002 (208)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-08-20	Time Zone Fuseau horaire Atlantic Daylight Saving Time ADT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: LeBlanc, JoAnne	Buyer Id - Id de l'acheteur hal208
Telephone No. - N° de téléphone (902) 496-5010 ()	FAX No. - N° de FAX (902) 496-5016
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA GENERAL CONSTRUCTION MAINTENANCE - BIO Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

**Title: General Maintenance & Construction Services for the Bedford Institute of Oceanography,
Nova Scotia**

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E0225-123121/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

hal208

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

20123121

File No. - N° du dossier

HAL-1-67002

CCC No./N° CCC - FMS No/ N° VME

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PART 1 - GENERAL INFORMATION

1. Security Requirement

There is a security requirement associated with the requirement. For additional information, consult Part 4 - Evaluation Procedures and Basis of Selection, and Part 6 - Resulting Contract Clauses.

2. Statement of Work

The purchase of equipment and required installation, as well as required training is to be carried out as detailed in Annex "A" - Statement of Requirement attached herein.

3. Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

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

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

The 2003 (2013-06-01) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: sixty (60) days

Insert: one hundred and twenty (120) days

2. Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC), attention: JoAnne LeBlanc (Supply Officer) indicated on page 1 of the bid solicitation. Due to the nature of the bid solicitation, bids transmitted by Email will not be accepted.

3. Former Public Servant

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

Definitions

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

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

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

"pension" means, 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 Bidder a FPS in receipt of a pension? **Yes () No ()**

If so, the Bidder 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, Bidders agree that the successful Bidder'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 Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? **Yes () No ()**

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;

- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

4. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

5. Applicable Laws

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

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

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

Section I: Technical Bid (two copies)

Section II: Financial Bid (one copy)

Section III: Certifications (one copy) **Bidder must submit the certifications required under Part 5.**

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

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

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

(b) use a numbering system that corresponds to the bid solicitation.

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

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

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

Section I: Technical Bid

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

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Applicable Taxes must be shown separately, if applicable.

1.1 Exchange Rate Fluctuation

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

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

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

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

1. The Contractor will provide only journeymen personnel with a valid Provincial Department of Labour Licence for applicable trades required for this Contract. PWGSC may at any time during this Contract request to inspect a workperson's certification.
2. Licenced tradepersons required for this Contract are : **3 - journeymen carpenters.**

1.1.2 Financial Evaluation

1. The price of the offer will be evaluated in Canadian dollars, the Goods and Services tax or the Harmonized sales Tax excluded.

2. The lowest priced responsive bid using the total bid price of the initial period plus the option year, shall be recommended for award of the contract.

In order to enable evaluation of each unit price table, it is mandatory to provide pricing for all items in each table, otherwise your bid may be considered non-responsive.

2. Basis of Selection - Mandatory Technical Criteria

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

3. Security Requirement

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 6 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Website.

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and documentation to be awarded a contract.

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default, if any certification made by the Bidder is found to be untrue whether during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify Bidder's certifications. Failure to comply with this request will also render the bid non-responsive or will constitute a default under the Contract.

1. Mandatory Certifications Required Precedent to Contract Award

1.1 Code of Conduct Certifications - Related documentation

By submitting a bid, the Bidder certifies that the Bidder and its affiliates are in compliance with the provisions as stated in Section 01 Code of Conduct and Certifications - Bid of Standard Instructions 2003. The related documentation therein required will assist Canada in confirming that the certifications are true.

1.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list (<http://www.hrsdc.gc.ca/eng/labour/index.shtml>) available from Human Resources and Skills Development Canada (HRSDC) - Labour's website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

2. Additional Certifications Precedent to Contract Award

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

2.1 Worker's Compensation certification - Letter of Good Standing

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

The Bidder must provide, within 10 days following a request from the Contracting Authority, a certificate or letter from the applicable Workers' Compensation Board confirming the Bidder's good standing account. Failure to comply with the request may result in the bid being declared non-responsive.

2.2 Copy of the company's Safety Policy signed by the company official.

2.3 Proof of Independent Safety Audit, i.e. Nova Scotia Construction Safety Association.

2.4 Trade Certificates

All persons engaged in the work of this service Contract must be Tradespersons or apprentices, and must be in possession of valid trade proficiency Certificates issued by the Nova Scotia Department of Labour. Specifically, only the following trades will be permitted: *Carpenter Trade, Plumbing Trade, Mechanical Trade*. Apprentices will only work under the direct supervision of the Tradespersons.

Copies of trade proficiency Certificates are to be submitted to the Contracting Authority when requested, prior to any award of a Contract. At least one Certificate per Tradesperson and apprentice per trade are required.

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement

1.1 The following security requirement (SRCL and related clauses) applies and form part of the Contract.

1. The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (**DOS**), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

2. The Contractor personnel requiring access to sensitive work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.

3. Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of CISD/PWGSC.

4. The Contractor must comply with the provisions of the:

- (a) Security Requirements Check List and security guide, attached at Annex C;
- (b) Industrial Security Manual (Latest Edition).

2. Requirement

The Contractor must provide the items detailed in Annex A - Requirement, attached herein.

3. Standard Clauses and Conditions

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

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

3.1 General Conditions

2010B (2013-06-27), General Conditions - Professional Services (Medium Complexity), apply to and form part of the Contract.

3.2 Supplemental General Conditions

SACC Manual Clause LAB-180 (2004-12-10) Labour Conditions - Fair Wages and Hours of Labour, apply to and form part of the Contract.

01 Interpretation

02 General Fair Wage Clause

03 Hours of Work

04 Labour Conditions to be Posted

05 The Contractor to Keep Records which are to be Kept Open for Inspection

06 Departmental Requirements before Payment made to Contractor

07 Authority to pay Wages in the Event of Default by the Contractor

08 Conditions of Subcontracting

09 Non-discrimination in Hiring and Employment of Labour

LAB-180 01 (2004-12-10) Interpretation

1. In these conditions

"Act" means the Fair Wages and Hours of Labour Act;

"Regulations" means the Fair Wages and Hours of Labour Regulations made pursuant to the Act;

"Contract" means the contract of which these Labour Conditions are part;

"Contracting Authority" means the department of Government or a crown corporation with whom the contract is made;

"Contractor" means the person who has entered into the contract with the contracting authority;

"Regional Director" means the director of a regional office of the Department of Human Resources and Skills Development (HRSD) or the director's designated representative;

"Inspector" has the meaning assigned to the term by Part III of the Canada Labour Code.

"Minister" means the Minister of Labour of Canada;

"persons" means those workers employed by the contractor, subcontractor or any other person doing or contracting to do the whole or any part of the work contemplated by the contract;

LAB-180 02 (2004-12-10) General Fair Wage Clause

1. All persons in the employ of the Contractor, subcontractor, or any other person doing or contracting to do the whole or any part of the work contemplated by the Contract, shall during the continuance of the work:

a. be paid fair wages that is, such wages as are generally accepted as current for competent workers in the district in which the work is being performed for the character or class of work in which such workers are respectively engaged; and

b. in all cases, be paid no less than the minimum hourly rate of pay established by the Labour Program of the HRSD in the Fair Wage Schedules which form a part of this Contract as

Appendix A (attached herein as Annex "D") to these Labour Conditions; and

c. for contracts covering work performed in the province of Quebec, be paid at least the wage rates established by that province for the purposes of the Quebec Construction Decree.

2. Where there is no wage rate in the schedules referred to in 1. for a particular character or class of work, the Contractor shall pay wages for that character or class of work at a rate not less than the rate for an equivalent character or class of work.

3. Where during the term of the Contract, the Contractor receives notice from the Contracting Authority of any change in wage rates, the Contractor shall pay not less than the changed wage rate beginning on the first day after receipt, by the Contractor, of the notice of the change in wage rates.

LAB-180 03 (2000-05-12) Hours of Work

1. The hours of work in a day and in a week of persons employed in the execution of the Contract, including the hours of work in excess of which a person shall be paid overtime at a rate at least equal to one and one half times the fair wage, are the hours of work for the province in which the work is being performed as set out from time to time in an Act of that province.

2. The daily or weekly hours of work referred to in paragraph 1. may be exceeded in accordance with the applicable provincial law.

LAB-180 04 (2000-05-12) Labour Conditions to be Posted

For the information and the protection of all persons, the Contractor agrees to post and keep posted, in a conspicuous place on the premises where work contemplated by the Contract is being carried out or on premises occupied or used by persons engaged in carrying out such work, a copy of these Labour Conditions, and a copy of the applicable Fair Wage Schedules along with any subsequent changes.

LAB-180 05 (2000-05-12) The Contractor to Keep Records which are to be Kept Open for Inspection

1. The Contractor agrees to keep books and records showing the names, addresses, classifications of employment and work of all workers employed under the Contract, the rate of wages to be paid, the wages paid and the daily hours worked by the workers.

2. The Contractor also agrees that the Contractor's books, records and premises will be open at all reasonable times for inspection by an Inspector.

3. The Contractor also agrees to furnish the Inspector and the Contracting Authority, on request, with such further information as is required to ascertain that the requirements of the Act, the Regulations and the Contract with respect to wages, hours of work and other labour conditions have been complied with.

LAB-180 06 (2000-05-12) Departmental Requirements before Payment made to Contractor

1. The Contractor agrees that the Contractor will not be entitled to payment of any money otherwise payable under the Contract until the Contractor has filed with the Contracting Authority in support of a claim for payment a sworn statement:

- a. that the Contractor has kept the books and records required by these Regulations,
- b. that there are no wages in arrears in respect of work performed under the Contract, and
- c. that to the Contractor's knowledge, all the conditions in the Contract required by the Act and the Regulations have been complied with.

2. The Contractor also agrees that, where fair wages have not been paid by the Contractor to persons employed under the Contract, the Contracting Authority shall withhold from any money otherwise payable under the Contract to the Contractor the amount necessary to ensure that fair wages are paid to all employees until fair wages are paid.

LAB-180 07 (2000-05-12) Authority to pay Wages in the Event of Default by the Contractor

1. The Contractor agrees that where the Contractor is in default of payment of fair wages to an employee, the Contractor will pay the Minister the amount the Contractor is in default.
2. The Contractor agrees that where the Contractor fails to comply with paragraph 1., the Contracting Authority will pay to the Receiver General, out of any money otherwise payable to the Contractor, the amount for which the Contractor is in default.

LAB-180 08 (2000-05-12) Conditions of Subcontracting

The Contractor and the subcontractor agree that in subcontracting any part of the work contemplated by the Contract, they will place in the subcontract the conditions respecting fair wages, hours of work and other labour conditions set out in the Contract and the requirements set out in Section 4. The Contractor further agrees that the Contractor will be responsible for carrying out these conditions in the event the subcontractor fails to carry them out.

LAB-180 09 (2000-05-12) Non-discrimination in Hiring and Employment of Labour

1. The Contractor agrees that in the hiring and employment of workers to perform any work under the Contract, the Contractor will not refuse to employ and will not discriminate in any manner against any person because
 - a. of that person's race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, disability, conviction for which a pardon has been granted, or family status;
 - b. of the race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, disability, conviction for which a pardon has been granted, or family status of any person having a relationship or association with that person, or
 - c. a complaint has been made or information has been given in respect of that person relating to an alleged failure by the Contractor to comply with subparagraph (a) or (b).

4. Term of Contract

4.1 Period of Contract

The period of this contract will be for one year upon date of contract award.

4.2 Option to Extend the Contract

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

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

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

JoAnne LeBlanc
Supply Officer
Public Works and Government Services Canada
Acquisitions Branch
1713 Bedford Row
Halifax, Nova Scotia B3J 3C9
Telephone: 902-496-5010
Facsimile: 902-496-5016
Email: JoAnne.LeBlanc3@pwgsc.gc.ca

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

5.2 Project Authority

The Project Authority for the Contract is:

Will be completed upon contract award.

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

5.3 Contractor's Representative (to be completed by supplier)

Contractor Contact Name: _____
 Business Name: _____
 Telephone: _____
 Email: _____
 Procurement Business Number: _____

6. Proactive Disclosure of Contracts with Former Public Servants

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

7. Payment

7.1 Basis of Payment

The Contractor will be paid its costs reasonably and properly incurred in the performance of the Work, in accordance with Contract Cost Principles 1031-2, using the rates specified in Annex "B" - Basis of Payment, and also Statement of Work, Annex "A".

7.2 Limitation of Expenditure

1) Canada's total liability to the Contractor under the Contract must not exceed \$_____ and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

2) No increase in the total liability of Canada or in the price of the work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

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

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

7.3 Method of Payment - Progress Payments

1. Canada will make milestone payments in accordance with the Schedule of Milestones detailed in the Contract and the payment provisions of the Contract, up to **90 percent** of the amount claimed and approved by Canada if:

(a) an accurate and complete claim for payment using form PWGSC-TPSGC 1111, Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;

(b) the total amount for all milestone payments paid by Canada does not exceed total amount to be paid under the Contract;

(c) all the certificates appearing on form PWGSC-TPSGC 1111 have been signed by the respective authorized representatives;

(d) all work associated with the milestone and as applicable any deliverable required have been completed and accepted by Canada.

2. The balance of the amount payable will be paid in accordance with the payment provisions of the Contract upon completion and delivery of all Work required under the Contract if the Work has been accepted by Canada and a final claim for the payment is submitted.

8. Invoicing Instructions - Progress Claims

1. The Contractor must submit a claim for payment using form PWGSC-TPSGC 1111 (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>).

Each claim must show:

- (a) all information required on form PWGSC-TPSGC 1111;
- (b) all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;
- (c) a list of all expenses;
- (d) expenditures plus pro-rated profit or fee;
- (e) the description and value of the milestone claimed as detailed in the Contract.

Each claim must be supported by:

- (a) a copy of the invoices, receipts, vouchers for all direct expenses, travel and living expenses;
- (b) a copy of the monthly progress report, if applicable.

2. Goods and Services Tax or Harmonized Sales Tax (GST/HST), as applicable, must be calculated on the total amount of the claim before the holdback is applied. At the time the holdback is claimed, there will be no GST/HST payable as it was claimed and payable under the previous claims for progress payments.

3. The Contractor must prepare and certify one original and two (2) copies of the claim on form PWGSC-TPSGC 1111, and forward it to the Project Authority identified under the section entitled "Authorities" of the Contract for appropriate certification after inspection and acceptance of the Work takes place.

The Project Authority will then forward the original and two (2) copies of the claim to the Contracting Authority for certification and onward submission to the Payment Office for the remaining certification and payment action.

4. The Contractor must not submit claims until all work identified in the claim is completed.

9. Certifications

9.1 Compliance

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

9.2 Other SACC Manual Clauses

SACC Manual Clause A0285C (2007-05-25) - Workers Compensation, apply to and form part of the Contract.

10. Applicable Laws

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

11. Priority of Documents

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

- a) the Articles of Agreement;
- b) General Conditions - 2010B (2013-06-27), Professional Services (Medium Complexity);
- c) Annex A, Statement of Requirement;
- d) Annex B, Basis of Payment;
- e) Annex C, Security Requirement Check List;
- f) Annex D, Fair Wage Schedule for Federal Construction Contracts;
- g) the Contractor's bid dated _____.

12. SACC Manual Clauses

SACC Manual clause G1005C (2008-05-12) - Insurance

List of Annexes

Annex A - Statement of Requirement
 Annex B - Basis of Payment
 Annex C - Security Requirements Check List (SRCL)
 Annex D - Fair Wage Schedule for Federal Construction Contracts

Solicitation No. - N° de l'invitation

E0225-123121/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

hal208

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

20123121

File No. - N° du dossier

HAL-1-67002

CCC No./N° CCC - FMS No/ N° VME

ANNEX “A”

PUBLIC WORKS AND GOVERNMENT SERVICES CANADA

ASSET AND FACILITIES MANAGEMENT SERVICES

GENERAL MAINTENANCE AND CONSTRUCTION SERVICES

CONTRACT

Description : Contract - General Maintenance Services

Location : Bedford Institute of Oceanography, Dartmouth
Traffic Centre, Shannon Hill, Dartmouth
Coast Guard Hangar, Shearwater

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2. Safety Requirements	1 - 4
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4. Trade Requirements	1 - 3
5. Appendix "A" - Job Slip	1

1.1 DEFINITIONS AND INTERPRETATIONS

In the Contract, unless the context otherwise requires:

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

and Interpretations

Atlantic Region

General Maintenance Services

"Facility"

a physical plant, building or installation used in the performance of a function including the material resources needed to facilitate any action or operation;

and Interpretations

Atlantic Region

General Maintenance Services

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

and Interpretations

Atlantic Region

General Maintenance Services

“Remove”

means to take off or away from;

and Interpretations

Atlantic Region

General Maintenance Services

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

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

- 1. General**
- .1 Scope of work under this Contract includes but shall not be limited to the provisions of all labour, material, tools, test equipment, and equipment necessary to perform minor construction and/or minor repairs and maintenance to buildings and building equipment, including structural, electrical, mechanical and painting, as specified within this specification, and/or shown on Drawings/Specifications provided by PWGSC Representative.
- NOTE** Any work required for the sub-trades (electrical, mechanical and plumbing) on this Contract should only be in support of the construction/maintenance requirements.
- .2 PWGSC reserves the right to add or delete a facility from this Contract. Contractor shall be given prior notice of such addition or deletion.
- 2. Location**
- .1 Work sites for this Contract include the following:
- Bedford Institute of Oceanography, Dartmouth
Traffic Centre, Shannon Hill, Dartmouth
Coast Guard Hangar, Shearwater
- 3. Work Included**
- .1 Minor carpentry construction, and/or repairs and related work.
- .2 Minor mechanical work, e.g., plumbing, sheet metal, machining, welding, etc.
- .3 Minor electrical work - Electrical License imperative.
- .4 Minor interior finish work, e.g., drywall, wall covering, plastering, painting, flooring, ceiling tiles, etc.
- .5 Minor exterior work, e.g. siding, painting, caulking, brick concrete and mortar repair, roof repairs, glass replacement, etc.
- .6 Clean up and debris removal.
- 4. Work Excluded**
- .1 Major construction and/or maintenance repairs.
- .2 Major electrical and mechanical work.
- .3 Major painting.

- 5. Use of Site**
- .1 Limited to areas of work and storage.
 - .2 Do not unreasonably encumber site with materials or equipment.
 - .3 Move stored products or equipment which interfere with operations of building or other Contractors.
- 6. Priorities and Response Times**
- .1 The Contractor shall comply to the following Work Priorities and Response Times:
 - .1 **Emergency Priority**
A priority of "Emergency" is defined as a deficiency or breakdown that requires immediate attention to reduce the potential for damage and/or danger to the occupants, the general public, the environment and/or the facility. Maintenance identified with this priority must be responded to immediately and must be without delay to designated manager.
Standard Response Times - Facilities ASAP (On site within one (1) hour.)

On-site Immediate (travel-time considered)
 - .2 **Routine Priority**
A priority of "Routine" is defined as essential maintenance requirements which shall be rectified at the earliest possible opportunity. It is considered as deficiencies or breakdown that do not impair current operations or pose any danger to the occupants, the general public, the environment and/or the facility.
Standard Response Times - Facilities (On site within **24 hours**.)
 - .2 Restore system to working condition as quickly as possible.
 - .3 Prevent recurrence of failure and damage to building, other equipment or system.
 - .4 Cost of emergency services shall be included in Contract amount. Failure of equipment or systems to perform their basic function shall be considered an emergency. Loss of power to the building or system should not be considered an emergency under the context of this paragraph.
 - .5 If more than one service person is required for the completion of a service call, a written explanation shall be forwarded with the Contractor's invoice.

7. Contractor's Responsibilities

- .1 The Contractor will advise the Departmental Representative of the telephone number at which he/she or his/her representative may be contacted at any time.
- .2 The Contractor shall not refuse any call for service requested by a Departmental Representative and the time lapse between call out and start of work shall be as per Item 6 of this section.
- .3 Contractor prior to commencement of work, shall report to the commissionaires desk to log in.
- .4 The Contractor shall contact the Departmental Representative on the first working day following and "after normal working hours" emergency or urgent call and obtain a requisition number.
- .5 The Contractor, when requested by the Departmental Representative for an emergency service, will proceed to the site, repair or protect the system or equipment from further damage. When the system has been made safe, the Contractor shall provide, within one (1) working day, a detailed estimate to complete repairs and put the equipment in proper working order.
- .6 The work covered by this specification may include planned spring start-up and shutdown maintenance service. Upon completion of each scheduled inspection, the Contractor will submit two (2) completed copies of Appendix "A", Job Maintenance Service Slip and two (2) completed copies of Contractor's own "Maintenance Service Report".
- .7 Service and/or repair to be provided on an "as and when requested" basis only.
- .8 On award of Contract, the Contractor must provide names of personnel performing work on this Contract complete with proof of their qualifications.
- .9 The Contractor must report to the site with a service vehicle which is well stocked with replacement parts to carry out repairs on the systems in use in these facilities.
- .10 Electrical lock out and tag out procedures are to be strictly adhered to. Records of tags are to be made available for viewing upon request by the departmental representative or local authority.

9. Log Books

- .1 The Contractor shall complete all applicable log books outlining all work performed in the facility. Payment may be withheld until such time that all log entries have been made.

- 10. Invoicing**
- .1 The Contractor shall submit Job Slip(s) signed by the Departmental Representative with an invoice. No invoice will be considered for payment unless accompanied by signed Job Slip(s), as detailed in Appendix "A".
 - .2 Invoice must show:
 - .1 Contract number.
 - .2 Work location.
 - .3 Date.
 - .4 Requisition number.
 - .5 Name of person who authorized call.
 - .6 Hours broken down as per Unit Price Table.
 - .7 Material net cost and % mark-up.
 - .8 Tradeperson's name(s) and license number(s).
 - .3 In the event of a dispute, the Contractor is to make any and all records available to the Department to substantiate time and/or materials spent on any one job.
 - .4 The Contractor must submit a completed "Request For Isolation" form, when applicable before any invoice can be processed. See Index.
 - .5 All invoices for the fiscal year must be submitted for payment before 31 March of each year.
- 11. Site Visits**
- .1 The Departmental Representative may, without prior notification, visit the site.
- 12. Departmental Representative(s) Authorized Personnel**
- .1 On award of the Contract, the Contractor will be notified of the names and phone numbers of the PWGSC Departmental Representative.
 - .2 Contractor shall attend a pre-job meeting within fourteen (14) days after award.
- 13. Codes and Legislated Requirements**
- .1 The following codes and standards in effect at the time of award are subject to change/revision. The latest editions of each shall be enforced during the term of the Contract:
 - .1 National Building Code of Canada.
 - .2 National Fire Code.
 - .3 Part II of the Canada Labour Code.
 - .4 Canada Occupational Safety and Health Section of Part II of the Canada Labour Code.
 - .5 Canadian Environmental Protection Act.
 - .6 Fire Commission of Canada #301 Standard for Building Construction Operations.
 - .7 Provincial / Territorial Acts and Regulations.

- .8 Canadian Construction and Canada Labour Safety Codes; Provincial Government, Workers' Compensation Board; and Municipal Statutes and Authorities.
- .9 Part 7 NBC Canadian Plumbing Code.
- .10 Canadian Electrical Code, Part I, CSA C22.1.
- .11 The Contractor's "Electrical Safety Requirements". (Shall Include Lockout Procedures).
- .12 The Contractor is responsible to be familiar with the cited Codes and Standards and to ensure that all work undertaken on behalf of Public Works and Government Services Canada is completed in a safe manner and, at a minimum, in compliance with the cited Codes and Standards. In the event there is a conflict between these Procedures and the cited Codes and Standards, the cited Codes and Standards are to prevail.
- .13 Federal Halocarbon Regulation.
- .14 CSA-B-139-00, Installation Code for Oil Burning Equipment.
- .15 Materials and workmanship must conform to or exceed applicable standards of Canadian Government Specifications Board (CGSB), Canadian Standards Association (CSA), American Society for Testing Materials (ASTM) and referenced organizations.
- .16 The Contractor can obtain addresses for codes and standards from Departmental Representative upon request.
- .17 In the event of a conflict between any of the above codes or standards the most stringent shall apply.
- .18 These standards shall be considered an integral part of the specifications and shall be read in conjunction with the drawings and specifications. The Contractor shall be fully familiar with their contents and requirements as related to the work and materials specified.

14. Licences, Permits and Fees

- .1 Submit necessary number of drawings and specifications to Electrical Inspection Department Authority and/or any other inspection authority within their discipline for examination and approval as requested and prior to commencement of work.
- .2 Provide the authorities having jurisdiction with all information requested.
- .3 Pay all fees and obtain certificates and permits required.
- .4 Furnish these certificates and permits when requested.
- .5 Permits and certificates are not required for repair or maintenance of existing 15 ampere, 120 volt circuits or replacement of single-pole switches, duplex receptacles or existing light fixtures.

- | | | |
|------------------------------|----|---|
| 15. Taxes | .1 | Pay applicable Federal, Provincial and Municipal taxes. |
| | | |
| 16. Examination | .1 | Examine the existing conditions and determine those conditions affecting the work. |
| | | |
| 17. Existing Services | .1 | Protect and maintain existing active services. |
| | .2 | Connect to existing services with minimum disturbance to occupants and building operation. |
| | .3 | Use existing services at no cost. |
| | .4 | Use designated sanitary facilities. |
| | .5 | Any shutdown to execute service or repair must first be approved by Departmental Representative or his designate. Normal working hours shall be construed as 0800 hours to 1700 hours, Monday through Friday, inclusive excluding holidays. |
| | .6 | Ensure that capacity of services is adequate prior to imposing additional loads. Connecting and disconnecting is the Contractor's expense and responsibility. |
| | .7 | Inform the Departmental Representative immediately of any code violations or required repairs which could pose a hazard to employees or building occupants. |
| | .8 | When connecting to or disconnecting from an existing electrical system, ensure there is a balanced load upon completion of work. |
| | .9 | It shall be the sole responsibility of the Contractor to ensure that all distribution panel directories are brought up to date upon completion of any modifications or alterations to the electrical distribution system. |
| | | |
| 18. Cleaning | .1 | Maintain work area free of accumulated waste and rubbish. |
| | .2 | Remove and dispose of debris, used and obsolete material on a daily basis. |
| | .3 | Remove grease, dust, dirt, stains, fingerprints and other foreign materials from sight-exposed interior and exterior finished surfaces affected by Contractor work. |
| | .4 | All materials, system components, used equipment, etc., removed or replaced in any facility remains the property of the Crown until such time as permission is given by the Departmental Representative to dispose of such. |

19. Cutting, Fitting and Patching

- .1 Cut, fit and patch where required for work under this Contract. Make good all disturbed surfaces to original condition.
- .2 All fire wall penetrations shall be properly sealed using approved fire rated patching material.

20. Co-ordination and Protection

- .1 Execute work with minimum disturbance to occupants, public, and normal use of building. Make arrangements with Department to facilitate execution of work. Maintain access and exits as work area could be occupied during execution of work.
- .2 Movement of office furniture is the Contractor's responsibility.
- .3 Furniture including desks, file cabinets, shelving units, chairs, and cabinets which are moved because of the work requirements will be moved back at the end of each work day.
- .4 Protect existing work from damage.
- .5 Where necessary, cover all building contents, materials and fittings in work areas prior to commencing work, remove covers on completion of work.
- .6 Obtain Departmental Representative's approval before cutting, boring or sleeving load bearing members.
- .7 Replace damaged existing work with material and finish to match original.
- .8 All possible safety precautions are to be taken to ensure the protection of employees, occupants and the general public during the course of the work.
- .9 The Contractor shall coordinate work with all trades in liaison with the Departmental Representative.
- .10 Prearranged work schedules shall be strictly adhered to unless otherwise approved by the Departmental Representative.
- .11 Asbestos assessment drawings, where available, are to be referenced before any interior finished surface is disturbed.
- .12 Obtain Departmental Representative's approval prior to isolating any security, monitoring or audible alerting devices.
- .13 In the event the Fire Alarm System has to be isolated due to ongoing work by the Contractor, a trained sentry / rounds person will be employed to carry out the functions of fire watch until such time as the system is restored.

- .14 At no time will the Fire Alarm system be made inoperable by the Contractor without written permission from the Departmental Representative.
- 21. Product Approvals**
- .1 The Contractor shall ensure that all controlled products used in the performance of the work are classified and labelled according to the Workplace Hazardous Materials Information System (WHMIS).
- .2 The Contractor shall submit for approval the Material Safety Data Sheets (MSDS) for all controlled products that will be used in the performance of this work.
- .3 No controlled products are to be brought on-site without prior approved Material Safety Data Sheets (MSDS).
- .4 Material Safety Data Sheets (MSDS) to remain on-site at all times.
- 22. Materials and Equipment**
- .1 Equipment and materials to be new, CSA certified, and manufactured to standard quoted.
- .2 Where there is no alternative to supplying equipment which is not CSA certified, obtain special approval from an independent testing agency recognized by the provincial Department of Labour.
- .3 Use products of one manufacturer or same type as existing, including classification, unless otherwise specified.
- .4 Request direction from Departmental Representative prior to replacing any component whose list price is \$500.00 or more.
- .5 Unless otherwise specified, comply with manufacturer's latest printed instructions for materials and installation methods.
- .6 Deliver, store and maintain materials with manufacturer's seals and labels intact.
- .7 Store materials in accordance with manufacturer's and supplier's instructions.
- .8 Do not store materials on-site without Departmental Representative's approval.
- .9 Public Works and Government Services Canada accepts no responsibility for materials or equipment stored on-site.
- .10 When an equipment inventory numbering system exists, identify to the appropriate Departmental contact all pertinent data relative to the new piece of equipment upon installation.

- .11 The Contractor to supply shop drawings and manufacturer's instructions and specifications on all new installation for inclusion in the building inventory file.
- .12 Where the Contractor supplies equipment purchased from a supplier or manufacturer, the Contractor shall obtain from the manufacturer or supplier, a warranty for the manufacturer's normal warranty period and such warranty shall be made out to Her Majesty the Queen in right of Canada.

**24. Workforce
Qualifications**

- .1 The Contractor will provide only journeymen personnel with a valid Provincial Department of Labour Licence for applicable trades required for this Contract. PWGSC may at any time during this Contract request to inspect a workperson's certification.
- .2 Licenced tradepersons required for this Contract are :
3 - journeymen carpenters.
..
- .3 The Contractor will provide the Departmental Representative with a list of all qualified trades people working on or in Federal facilities, complete with copies of their journey person license(s). Copies of WHMIS, First Aid, CPR and any other required safety or work related training certificates are to be forwarded to the Departmental Representative. The Contractor is to ensure this list is updated immediately upon change in personnel, and personnel qualifications are to be kept current.
- .4 The Contractor and his/her personnel must adhere to the Federal Government "NO SMOKING" policy while in Federal facilities.
- .5 All Contractor's employees working with controlled products on Federal property and/or in Federal facilities will require WHMIS certification.
- .6 The PWGSC Departmental Representative shall coordinate arrangements for the Contractor to be briefed on site safety within 14 days of award of the Contract.

**25. Work Done by
Other Means**

- .1 This Contract does not create an exclusive right of the Contractor to perform all minor carpentry, mechanical and/or electrical work which might be required. The Department reserves the right to have any work done by other means.

- 26. Workmanship**
- .1 All equipment panels and control covers must be replaced and properly fitted utilizing all fastening screws and/or bolts according to equipment design. All workmanship is subject to inspection and approval.
 - .2 All work shall be performed by skilled tradespeople and supervised by a competent supervisor at all times.
 - .3 All work deemed unsatisfactory by the Departmental Representative will be redone/replaced at no extra cost to the Department.
- 27. Work Done by Other Means**
- .1 This Contract does not create an exclusive right of the Contractor to perform all emergency generator work which might be required. The Department reserves the right to have any work done by other means.
- 28. Site Security**
- .1 Site security is the responsibility of the Contractor who shall erect temporary site enclosures, barricades and fencing to prevent unauthorized entry, pilferage and vandalism.
 - .2 Any work that may disrupt the operations of the occupying clients will be carried out after normal building operational hours. For all work carried out after normal building operational hours, the Departmental Representative will determine acceptable building security.
 - .3 After normal business hours, security at some or all facilities may require the presence of an officer from the Canadian Corps of Commissionaires.
 - .4 All security requirements deemed necessary by PWGSC and/or by the facility client will be the responsibility of the Contractor.
- 29. Security Clearance**
- .1 The required security clearance level for this Contract is **Reliability** Status.
 - .2 It is the Contractor's responsibility to initiate the security screening required for the personnel and the Contractor shall not have access to the work site until the resources (i.e.: "personnel") have the necessary clearance.
 - .3 The Canadian and International Industrial Security Directorate (CIISD) of Public Works and Government Services Canada (PWGSC) is responsible for administering the Industrial Security Program in Canada.
 - .4 The Contractor shall follow the instructions at the website: <http://www.ciisd.gc.ca/text/ps/pss-e.asp>, which includes all necessary forms.

- 30. Meetings** .1 Attend meetings at site when notified by Public Works and Government Services Canada.
- 31. Drawings and Maintenance Manuals** .1 Where available, Maintenance Manuals and drawings for new work are to be accessible for viewing by the Departmental Representative when required. Maintenance Manuals and drawings for existing work are available for viewing from the Departmental Representative, when required.
- .2 Additions, relocation or removal of equipment are to be recorded, dated and initialled by the Contractor or the Departmental Representative on the "as-built" prints where applicable.
- .3 As-built drawings are to be revised accordingly to indicate any deviations to the originals.
- .4 The Contractor shall ensure that all new electrical work is recorded in the log "Records of Electrical Work".

1. **Compliance Requirements**
 - .1 Comply with the Canada Labour Code Part II and the Canada Occupational Health and Safety Regulations.
 - .2 Comply with the Provincial Occupational Health and Safety Act and supporting Occupational General Safety Regulations as amended from time to time.
 - .3 Observe and enforce construction safety measures required by the following statutes and authorities:
 - .1 The National Building Code of Canada, Part 8.
 - .2 The National Fire Code of Canada.
 - .3 Provincial Workers Compensation Board.
 - .4 Municipal Statutes and Ordinances.
 - .4 The Contractor and his/her personnel must adhere to the Federal Government 'NO SMOKING' Policy while in Federal facilities and/or Scent Free Policy if applicable.
 - .5 All sub-contractors shall adhere to the above qualifications.
2. **Submittals**

"2. Submittals" is deleted, and wherever referenced throughout this document.
3. **Training**

Before Work Begins

 1. The Contractor shall provide: a site-specific health and safety management plan, through risk assessment.
 2. **Contractors are to provide documentation:**
 1. Certification of training for safety for all personnel that will be involved with the Service Contract. Updated list complete with licenses shall be kept on site including personnel changes.
 2. Training for workers shall include (but not limited to)
 1. Safe operation of tools and equipment.
 2. Proper use and maintenance of personal protective equipment (PPE).
 3. Safe work practices and procedures for their given work tasks or function.
 4. Site conditions and minimum site safety rules.

4. **Disciplinary Procedures for Safety Violations** Contractor
- .1 Disciplinary Procedures for Safety Violations are as follows :
- .1 **First Violation** : Verbal warning issued to the Contractor for the first violation of a safety regulation. Violation shall be documented on the Contract file, copy to Contractor and a copy sent to PWGSC.
- .2 **Second Violation** : Written warning to Contractor for the second infraction of a safety regulation. Violation will be documented on the Contract file, copy to Contractor and a copy sent to PWGSC.
- .3 **Third Violation** : May result in the termination of the Contract with a recommendation that the Contractor be denied being able to tender on future PWGSC-produced tenders. Violation shall be documented on the Contract file, a copy to the Contractor and copy to PWGSC.
- .4 **Immediate Loss of Contract** : a serious violation of safety regulation as deemed by a Regulator, Project Manager or Safety Officer. Violation shall be documented on the Contract file, a copy to the Contractor and copy to PWGSC.
- .5 **Denied Opportunity to Tender** : Infractions of safety regulations that result in charges being laid by the Regulator, and the Contractor being found guilty by the Courts may result in the Contractor being denied consideration to tender on future PWGSC projects.
5. **Fastening Devices Explosive Actuated**
- .1 Power activated devices using explosives shall not be used.
6. **Confined Spaces**
- .1 All work in confined spaces will be carried out in compliance with the Canada Occupational Safety and Health Regulations, Part XI.
- .2 The Contractor to provide and maintain all equipment as required by any person to enter and/or perform work in a safe manner, in compliance with the Canada Occupational, Safety and Health Regulations, Part XI.
- .3 The Contractor to provide and maintain training, as required by the Canada Occupational Safety and Health Regulations, Part XI.
- .1 The Contractor and/or his employees shall provide proof of training and qualifications when requested by the Departmental Representative.
- .4 The Contractor to provide the Departmental Representative with a copy of an "Entry Permit" for each and every entry into the confined space to ensure compliance with the Canada Occupational Safety and Health Regulations, Part XI.

- .5 The Contractor to have a hazard assessment of the confined space performed.
- .1 The Contractor to provide the Departmental Representative with a copy of the hazard assessment.
- 7. Fall Protection**
- .1 All work carried out above the mandatory height restrictions, as stated in Canada Labour Code, Part II, Section 12.10(1), from an unsafe/unguarded structure and/or scaffolding, will be done in compliance with the Canadian Occupational Safety and Health Regulations, Part XII, Section 12.10.
- .2 The components of a fall protection system shall meet the standards as outlined in the Canadian Occupational Safety and Health Regulations, Part XII, Section 12.10 (2).
- .3 The Contractor is to ensure fall protection equipment is maintained, inspected and tested by a qualified technician as required by the Canadian Occupational Safety and Health Regulations, Part XII, Section 12.3.
- 8. Lockouts**
- .1 Prepare Lockout Procedures in writing. Describe safe work practices, work functions and sequence of activities to be followed on site to safely isolate all potential energy sources and lockout/tag out facilities and equipment.
- 9. Safety**
- .1 **NOTE: This Area contains fibrous Asbestos.** All copies of the formal Hazard Assessments conducted by the Contractor throughout the duration of the work shall be retained and made available to the Departmental Representative immediately upon request.
- .2 It is the Contractor's responsibility to be familiar with all applicable Safety Acts, Regulations, Codes and Contract requirements. These must be identified and addressed in the Safety Plan, by identifying Standard Operating Procedures (SOP) and safe work practices (SWP) which incorporate clear and specific control measures, applicable rules, procedures and practices, all of which shall become mandatory.
- .3 Post the Safety Plan at a common location on the site visible to all workers and persons accessing the site. Ensure that all employees, including sub-contractors' personnel, are advised of such Safety Plan and of the posted location.
- .4 The Contractor shall ensure all workers and authorized persons entering the work site are notified of and abide by the posted Safety Plan, safety rules, procedures, safe work practices and applicable Safety Acts, Regulations, and codes. Any person not complying with these shall not be permitted on the site.

- .5 Shall ensure that all applicable personal protective equipment (PPE) is used.
- .6 The Departmental Representative shall coordinate arrangements for the Contractor to be briefed on site safety within 14 days of award of Contract.

- | | | |
|--|----|--|
| 1. Environmental | .1 | All work is to be performed in accordance with the Federal Environmental Protection Act and the Provincial Environmental Acts and Regulations. |
| 2. Disposal of Wastes | .1 | Do not bury rubbish and waste materials on site unless approved by Departmental Representative. |
| | .2 | Do not dispose of waste or volatile materials, such as mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers. |
| 3. Drainage | .1 | Provide temporary drainage and pumping as necessary to keep excavations and site free from water. |
| | .2 | Do not pump water containing suspended materials into waterways, sewer or drainage systems. |
| | .3 | Control disposal or runoff of water containing suspended materials or other harmful substances in accordance with local authority requirements. |
| 4. Site Clearing and Plant Protection | .1 | Protect trees and plants on site and adjacent properties where indicated. |
| | .2 | Wrap in burlap, trees and shrubs adjacent to construction work, storage areas and trucking lanes, and encase with protective wood framework from grade level to height of 2 m. |
| | .3 | Protect roots of designated trees to drip line during excavation and site grading to prevent disturbance or damage. Avoid unnecessary traffic, dumping and storage of materials over root zones. |
| | .4 | Minimize stripping of topsoil and vegetation. |
| | .5 | Restrict tree removal to areas indicated or designated by Departmental Representative. |
| 5. Work Adjacent to Waterways | .1 | Do not operate construction equipment in waterways. |
| | .2 | Do not use waterway beds for borrow material. |
| | .3 | Do not dump excavated fill, waste material or debris in waterways. |
| | .4 | Design and construct temporary crossings to minimize erosion to waterways. |
| | .5 | Do not skid logs or construction materials across waterways. |
| | .6 | Avoid indicated spawning beds when constructing temporary crossings of waterways. |

- | | | | |
|-----------|--------------------------|----|--|
| | | .7 | Do not blast under water or within 100 m of indicated spawning beds. |
| 6. | Pollution Control | .1 | Maintain temporary erosion and pollution control features installed under this contract. |
| | | .2 | Control emissions from equipment and plant to local authorities emission requirements. |
| | | .3 | Prevent sandblasting and other extraneous materials from contaminating air beyond application area, by providing temporary enclosures. |
| | | .4 | Cover or wet down dry materials and rubbish to prevent blowing dust and debris. Provide dust control for temporary roads. |
| 7. | Open Fire | .1 | Fires on site are not permitted. |

General Maintenance Services

-
- | | | |
|---|----|--|
| 1. Journeyperson | .1 | The journeyperson shall: |
| | .1 | Conduct and assist in various types of building maintenance as requested by Public Works and Government Services Canada. Maintenance types defined in Section 1 Paragraph 11, Service Definitions. |
| | .2 | Relocate, install, repair or test equipment as requested by the Departmental Representative. |
| | .3 | Produce all certificates and permits upon request of the Departmental Representative. |
| | .4 | Instruct the Departmental Representative on-site of any new operating procedures when installing or modifying new or existing equipment. |
| | | |
| 2. Structural Work
General | .1 | Perform all structural work in accordance with each individual requisition, as shown on the drawings and as directed by the Departmental Representative. |
| | .2 | Wood framing members shall be erected plumb, true and to the dimensions as shown on the drawings. |
| | .3 | Doors and frames shall be set true and plumb. |
| | .4 | All hardware shall be installed to manufacturer's instructions. |
| | .5 | Gyproc, tape and crack fill in accordance with CSA A82-31. |
| | .6 | Patching and repairs shall match adjacent surfaces, unless otherwise specified. |
| | | |
| 3. Masonry and
Concrete General | .1 | Do masonry work to CAN3-S304, except where specified elsewhere. |
| | .2 | Build masonry plumb, level and true to line, with vertical joints in proper alignment. |
| | .3 | Mix and place concrete in accordance with CSA A23.1. |
| | | |
| 4. Painting General | .1 | Perform all painting work in accordance with each individual requisition, as shown on the drawings, in the specifications and as directed by the Departmental Representative. |
| | .2 | Perform all painting and other related work to good trade practices, applicable standards and as directed by the Departmental Representative. |
-

General Maintenance Services

- 5. Mechanical General**
- .1 Perform all plumbing work in accordance with the National Plumbing Code, latest edition, as shown on the drawings, in the specifications and as directed by the Departmental Representative.
 - .2 Perform all sheet metal work and other mechanical work to good trade practices and applicable standards as directed by the Departmental Representative.
 - .3 All parts and equipment shall be installed to manufacturer's instructions.
- 6. Electrical General**
- .1 The journeyperson maybe required to:
 - .1 Relocate, install or repair electrical equipment such as, but not limited to, lighting fixtures, receptacles, relays, pac poles, wiring runs, panels, breakers, portable equipment, or any other electrical requirements requested by Public Works and Government Services Canada, such as testing, calibrating, programming or electrical measurements.
 - .2 Perform all electrical work in accordance with the Canadian Electrical Code, latest edition, and PWGSC Electrical Safety Requirements document, as shown on the drawings, in the specifications and as directed by the Departmental Representative.
 - .3 Inform the Departmental Representative of any "phase unbalance" (voltage or current) produced by new or additional equipment in a new or existing system. Carry out adjustments and record results.
 - .4 Produce all certificates and permits upon request of the Departmental Representative.
 - .5 Instruct the Departmental Representative of any new operating procedures when installing or modifying new or existing equipment.
 - .6 Immediately inform the Departmental Representative of any unsafe situations or conditions directly related to the work site.
 - .7 All parts and equipment shall be installed to manufacturer's instructions.
- 7. Warranty and Guarantees**
- .1 Where the Contractor supplies equipment purchased from supplier or manufacturer, the Contractor shall obtain a warranty for the manufacturer's normal warranty period and such warranty shall be made out to Her Majesty the Queen in Right of Canada.

General Maintenance Services

- .2 The Contractor shall provide a written guarantee against defects in workmanship and materials for a period of one year. Such guarantee shall be made out to Her Majesty the Queen in Right of Canada. Guarantee to be dated from date of acceptance of work performed.
- .3 The Contractor will also provide manufacturer's written guarantees on the following products. These guarantees are to be made out to Her Majesty the Queen in Right of Canada.
 - .1 Carpet - 10 year, max. 10% wear
 - .2 Drapes
 - .3 Vertical louvre blinds.

ANNEX “B”

BASIS OF PAYMENT

See attached herein.

ANNEX “C”

Security Requirements Check List (SRCL)

See attached herein.

ANNEX “D”

Fair Wage Schedule
for Federal Construction Contracts

See attached herein.

ANNEX "B" - BASIS OF PAYMENT

UNIT PRICE TABLE MAINTENANCE SERVICES 1 Year Contract

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

Class of Labour, Plant or Material	Unit of Measure	Estimated Quantity *	Price Per Hour	Total
1.				
Labour hours including travel time and all related expenses.				
a) During Regular Hours: 0800-1700 Hours Monday through Friday Licensed Tradespersons:				
Carpentry	Per Hour	3500	\$ _____	\$ _____
Labourer	Per Hour	2000	\$ _____	\$ _____
b) Outside Regular Hours: Monday through Sunday including all day Saturday, Sunday and holidays Licensed Tradesperson:				
Carpentry	Per Hour	200	\$ _____	\$ _____
Labourer	Per Hour	200	\$ _____	\$ _____
2. Estimate for material, replacement parts, required permits, certificates, assessments, special equipment, and security at net cost, plus a markup of 10% applied to the net cost.		N/A	N/A	\$150,000.00 _____
TOTAL Amount of Tender - 1 Year Contract				\$ _____

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

1st OPTION YEAR

Class of Labour, Plant or Material	Unit of Measure	Estimated Quantity *	Price Per Hour	Total
1. Labour hours including travel time and all related expenses. a) During Regular Hours: 0800-1700 Hours Monday through Friday Licensed Tradespersons: Carpentry Labourer	 Per Hour Per Hour	 3500 2000	 \$ \$	 \$ \$
b) Outside Regular Hours: Monday through Sunday including all day Saturday, Sunday and holidays Licensed Tradesperson: Carpentry Labourer	 Per Hour Per Hour	 200 200	 \$ \$	 \$ \$
2. Estimate for material, replacement parts, required permits, certificates, assessments, special equipment, and security at net cost, plus a markup of 10% applied to the net cost.		N/A	N/A	\$150,000.0 _____
TOTAL Amount of Tender - Option Year 1 of Contract				\$ _____

2nd OPTION YEAR

Class of Labour, Plant or Material	Unit of Measure	Estimated Quantity *	Price Per Hour	Total
1. Labour hours including travel time and all related expenses.				
a) During Regular Hours: 0800-1700 Hours Monday through Friday Licensed Tradespersons:				
Carpentry	Per Hour	3500	\$ _____	\$ _____
Labourer	Per Hour	2000	\$ _____	\$ _____
b) Outside Regular Hours: Monday through Sunday including all day Saturday, Sunday and holidays Licensed Tradesperson:				
Carpentry	Per Hour	200	\$ _____	\$ _____
Labourer	Per Hour	200	\$ _____	\$ _____
2. Estimate for material, replacement parts, required permits, certificates, assessments, special equipment, and security at net cost, plus a markup of 10% applied to the net cost.		N/A	N/A	\$150,000.0 _____
TOTAL Amount of Tender - Option Year 2 of Contract				\$ _____

Summary

1 Year Contract \$ _____

1st Option Year \$ _____

2nd Option Year \$ _____

Total \$ _____

ANNEX "C"



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

50225-123121

Security Classification / Classification de sécurité

SECURITY REQUIREMENTS CHECK LIST (SRCL) LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization Ministère ou organisme gouvernemental d'origine Public Works & Government Services Canada		2. Branch or Directorate / Direction générale ou Direction AFMS
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
4. Brief Description of Work - Brève description du travail General Maintenance for BIO, Shannon, Shearwater		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
6. Indicate the type of access required - Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p.ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciales sans entreposage de nuit?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

Security Classification / Classification de sécurité



PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité

☒ No
Non ☐ Yes
Oui

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

☒ No
Non ☐ Yes
Oui

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

Document Number / Numéro du document :

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

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

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

Special comments:
Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?

☒ No
Non ☐ Yes
Oui

If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté?

☐ No
Non ☐ Yes
Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

☒ No
Non ☐ Yes
Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

☒ No
Non ☐ Yes
Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

☒ No
Non ☐ Yes
Oui

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

☒ No
Non ☐ Yes
Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

☒ No
Non ☐ Yes
Oui



PART C (continued) / PARTIE C (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ		NATO				COMSEC				
	A	B	C	Confidential Confidentiel	Secret Très Secret	NATO Restricted NATO Diffusion Restreinte	NATO Confidential NATO Confidentiel	NATO Secret	COSMIC Top Secret COSMIC Très Secret	Protected Protégé			Confidential Confidentiel	Secret Très Secret
										A	B	C		
Information / Assets Renseignements / Biens														
Production														
IT Media Support TI														
IT Link Lien électronique														

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

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

12. b) Will the document attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

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



Government
of Canada

Gouvernement
du Canada

ANNEX "D"

LABOUR CONDITIONS Appendix A
CONDITIONS DE TRAVAIL Annexe A

FAIR WAGE SCHEDULE FOR FEDERAL CONSTRUCTION CONTRACTS

ÉCHELLE DE JUSTES SALAIRES POUR LES CONTRATS FÉDÉRAUX DE CONSTRUCTION

Nova Scotia - Halifax
Effective August 13, 2007 / En vigueur 13 août 2007

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

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

Les travailleurs de métiers de la construction, sur un contrat fédéral de construction, doivent être payés à un taux de salaires non moindre que le taux de cette échelle pour le type de travail effectué en vertu du contrat en question.

Le salaire des apprentis est inclus dans cette échelle en faisant référence à *Loi sur « Apprenticeship and Trades Qualifications Act (ATQA) »* de la province. Ainsi, là où l'ATQA prescrit que le salaire d'un apprenti doit correspondre au pourcentage du salaire d'un ouvrier qualifié de la même occupation, le calcul sera effectué en utilisant les taux ci-dessous.

CLASSIFICATION OF LABOUR CATÉGORIE DE MAIN-D'OEUVRE

FAIR WAGE RATE PER HOUR NOT LESS THAN TAUX DE JUSTE SALAIRE NON INFÉRIEUR À

Electricians Électriciens	24.46
Plumbers Plombiers	24.50
Pipefitters, Steamfitters Tuyauteurs, monteurs de tuyaux à vapeur	27.31
Sprinkler System Installers Monteurs de réseaux d'extincteurs automatiques	26.61
Sheet Metal Workers Toliers (ouvriers de feuilles de métal)	23.58
Ironworkers Monteurs de charpentes métalliques et ferrailleurs	24.65
Carpenters Charpentiers-menuisiers	22.35
Bricklayers Briqueleurs-maçons	23.05
Cement Finishers Finisseurs de béton ou ciment	18.56
Tilesetters (including terrazo, marble setters) Poseurs de carrelage (de céramique, de marbre, etc.)	19.19
Lathers, Interior System Mechanics/Drywall Installers Latteurs, mec. de syst. int/poseurs de cloisons sèches	23.87
Plasterers, Drywall Finishers and Tapers Platriers, jointoyeurs de cloisons sèches	22.80
Roofers Couvreurs de toits multicouches	18.68

Glaziers	16.09
Vitriers	
Insulators	25.03
Poseurs de matériaux isolants	
Painters	16.99
Peintres	
Construction Millwrights	23.86
Mécaniciens de chantier	
Heavy Duty Equipment Mechanics	21.18
Mécaniciens de machinerie lourde	
Refrigeration and Air Conditioning Mechanics	27.29
Mécaniciens en réfrigération et climatisation	
Crane Operators	22.07
Conducteurs/opérateurs de grue	
Straight Truck Drivers	15.48
Conducteurs de camions unitaires	
Road Tractor Drivers for Semi-Trailers and Trailers	16.43
Cond. de tracteurs routiers pour semi-remorques ou remorques	
Operators Heavy Equipment (ex. Cranes, Graders Asphalt Paving)	18.18
Conducteurs de machine. lourde sauf grue niveleuse, pavage et asphalte	
Grader Operators	16.51
Conducteurs de niveleuse (grader)	
Paver and Asphalt Plant Operators	15.76
Conducteurs de machinerie de pavage et d'asphaltage	
Packer (Road-Roller) Operators	14.74
Conducteurs de rouleau compresseur (Packer)	
Traffic Accomodation Person (Flagperson)	9.59
Ouvrier chargé de diriger la circulation	
Form Setters	15.77
Coffreur de béton (Installateur de coffrage préfabriqué)	
Asphalt Layers (by hand – includes rakers)	15.53
Poseurs et étandeurs d'asphalte (à la main et en se servant d'un râteau)	
Trade Helpers, Labourers (ex. Asphalt Layers, Flagpersons, Form setter)	15.65
Manoeuvres (sauf asph., circul., Coffreur béton)	

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

L'échelle des justes salaires préparée par:
Normes de travail et équité en milieu de travail
Programme du travail, Ressources humaines et Développement social du Canada
basée sur l'Enquête nationale sur les taux salariaux dans le secteur de la construction (2006)
faite par la Division des petites entreprises et enquêtes spéciales, Statistique Canada.

CONTRACTORS SHOULD NOTE:	L'ENTREPRENEUR DOIT NOTER :
<p>a. THAT DURING THE TERM OF THIS CONTRACT, THE RATES LISTED HEREIN MAY BE REVISED IN ACCORDANCE WITH THE LABOUR CONDITIONS; AND</p> <p>b. THAT IN CARRYING OUT ANY OF THE WORK CONTEMPLATED BY THIS CONTRACT, THE CONTRACTOR IS ALSO SUBJECT TO ANY APPLICABLE PROVINCIAL LAWS AND REGULATIONS; and</p> <p>C. OVERTIME MUST BE PAID ACCORDING TO PROVINCIAL LEGISLATION CONCERNING HOURS OF WORK AT A RATE EQUAL TO AT LEAST ONE AND ONE-HALF TIMES THE FAIR WAGE RATE; and</p> <p>d. SCHEDULE RATES ARE 'STRAIGHT' WAGES AND DO NOT INCLUDE COMPENSATION IN THE FORM OF BENEFITS (FOR EXAMPLE, MEDICAL, DENTAL OR PENSION PLANS).</p>	<p>a. QUE PENDANT LA DURÉE DE CE CONTRAT, LES TAUX DE SALAIRES ÉNUMÉRÉS DANS L'ANNEXE PEUVENT ÊTRE REVISÉS EN CONFORMITÉ AVEC LES CONDITIONS DE TRAVAIL, ET</p> <p>b. QUE DANS L'EXÉCUTION DE TOUT TRAVAIL PRÉVU PAR LE CONTRAT, L'ENTREPRENEUR EST AUSSI ASSUJETTI AUX LOIS ET RÈGLEMENTS PROVINCIAUX, et</p> <p>C. LE TEMPS SUPPLÉMENTAIRE DOIT ÊTRE RÉMUNÉRÉ CONFORMÉMENT AUX LOIS PROVINCIALES RELATIVES AUX HEURES DE TRAVAIL À UN TAUX ÉQUIVALENT AU MOINS UNE FOIS ET DEMI LE TAUX DES JUSTES SALAIRES, et</p> <p>d. LES TAUX DE L'ÉCHELLE FAIT RÉFÉRENCE À LA RÉMUNÉRATION EN SALAIRE ET NE COMPRENNENT PAS LA RÉMUNÉRATION SOUS FORME D'AVANTAGES SOCIAUX (PAR EXEMPLE, LES PLANS D'ASSURANCE MÉDICALE OU DENTAIRE, OU LES RÉGIMES DE PENSION).</p>

<p>FOR INFORMATION CONCERNING THESE SCHEDULES AND THE <i>FAIR WAGES AND HOURS OF LABOUR ACT</i> UNDER WHICH THEY ARE DEVELOPED, OR TO LODGE A COMPLAINT, CONTACT YOUR NEAREST LABOUR PROGRAM DISTRICT OFFICE LISTED IN THE BLUE PAGES OF YOUR TELEPHONE DIRECTORY UNDER GOVERNMENT OF CANADA, HUMAN RESOURCES AND SOCIAL DEVELOPMENT CANADA OR CALL 1-800-OCANADA.</p>	<p>POUR OBTENIR DE L'INFORMATION SUR LES ÉCHELLES ET LA <i>LOI SUR LES JUSTES SALAIRES ET LES HEURES DE TRAVAIL</i> SOUS LESQUELS ILS ONT ÉTÉ DÉVELOPPÉ, OU POUR DÉPOSER UNE PLAINTÉ, CONTACTEZ LE BUREAU LOCAL DU PROGRAMME DU TRAVAIL LE PLUS PRÈS DE CHEZ VOUS EN CHERCHANT DANS LES PAGES BLEUES DE VOTRE ANNUAIRE SOUS GOVERNEMENT DU CANADA, RESSOURCES HUMAINES ET DÉVELOPPEMENT SOCIAL DU CANADA. VOUS POUVEZ ÉGALEMENT TÉLÉPHONER AU 1-800-OCANADA.</p>
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