

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

Request For a Standing Offer
Demande d'offre à commandes

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

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

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

Comments - Commentaires

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

Issuing Office - Bureau de distribution
Real Property Contracting
1713 Bedford Row
P.O. Box 2247/C.P.2247
Halifax, N.S./Halifax, (N.E.)
B3J 3C9
Halifax

Title - Sujet ELECTRICAL	
Solicitation No. - N° de l'invitation E0225-140475/A	Date 2013-07-12
Client Reference No. - N° de référence du client 20140475	GETS Ref. No. - N° de réf. de SEAG PW-\$PWA-122-5001
File No. - N° de dossier PWA-3-70014 (122)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-08-27	
Time Zone Fuseau horaire Atlantic Daylight Saving Time ADT	
Delivery Required - Livraison exigée SEE HEREIN	
Address Enquiries to: - Adresser toutes questions à: Chinye, Chukwudi	Buyer Id - Id de l'acheteur pwa122
Telephone No. - N° de téléphone (902)496-5476 ()	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 1713 BEDFORD ROW , 2ND FLOOR P.O. BOX 2247 HALIFAX NOVA SCOTIA B3J 3C9 Canada	
Security - Sécurité This request for a Standing Offer includes provisions for security. Cette Demande d'offre à commandes comprend des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

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PART 1 - GENERAL INFORMATION

1. Introduction

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and
- Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:
 - 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
 - 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, the Basis of Payment and any other annexes.

2. Summary

Department of Public Works and Government Services has a requirement for the supply of all labour, materials, tools, equipment and transportation required to perform electrical systems repairs and maintenance at Bedford Institute of Oceanography, Shannon Hill Traffic Centre and Shearwater Helicopter Hanger located in Halifax Regional Municipality, Nova Scotia on as when requested basis in accordance with Annex A- Statement of Work (Titled Electrical Standing Offer Agreement). This requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT), Canada-Peru, and Canada-Colombia free trade agreements.

3. Security Requirement

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

4. Debriefings

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

PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: sixty (60) days
Insert: ninety(90) days

2. Submission of Offers

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

3. Former Public Servant

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

Definitions

For the purposes of this clause,

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

a.name of former public servant;

b.date of termination of employment or retirement from the Public Service.

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

Work Force Adjustment Directive

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? YES () NO ()

If so, the Offeror must provide the following information:

a.name of former public servant;

b.conditions of the lump sum payment incentive;

c.date of termination of employment;

d.amount of lump sum payment;

e.rate of pay on which lump sum payment is based;

f.period of lump sum payment including start date, end date and number of weeks;

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

3. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than five (5) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

eliminated, and the enquiry can be answered with copies to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

4. Applicable Laws

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

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

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

Section I: Technical Offer (one hard copy)

Section II: Financial Offer (one hard copy)

Section III: Certifications (one hard copy)

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

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

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

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

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

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

Section II: Financial Offer

Offerors must submit their financial offer in accordance with the Annex B, Basis of Payment"). The total amount of Applicable Taxes must be shown separately.

Payment by Credit Card

Canada requests that offerors complete one of the following:

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

The following credit card(s) are accepted:

VISA _____

Master Card _____

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

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

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

Section III: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

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

1.1 Financial Evaluation

- 1.1.1 The price of the offer will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

2. Basis of Selection

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

PART 5 - CERTIFICATIONS

Offerors must provide the required certifications and documentation to be issued a standing offer. The certifications provided by offerors to Canada are subject to verification by Canada at all times. Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default, if any certification is found to be untrue whether during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply with this request will also render the Offer non-responsive or may result in the setting aside of the Standing Offer or will constitute a default under the Contract.

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

1.1 Code of Conduct and Certifications - Related documentation

By submitting an offer, the Offeror certifies that the Offeror and its affiliates are in compliance with the provisions as stated in Section 01 Code of Conduct and Certifications - Offer of Standard Instructions 2006. The related documentation therein required will assist Canada in confirming that the certifications are true.

1.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror 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 [HRSDC-Labour's website](#).

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

2. Additional Certifications Precedent to Issuance of a Standing Offer

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

2.1 Trade Certificates.

All Trade persons engaged in the work for this Standing Offer must be Electrical Journey persons and must hold a valid trade proficiency certificate(s) certified by the Nova Scotia department of labour. Specifically, only the following trade certificate will be permitted;

1.0 Certified Journey person Electrician- Construction Electrician trade certificate.

A minimum of **three (3)** trade proficiency certificate(s) must be submitted to the contracting Authority when requested prior to issuance of a Standing offer, one certificate per Electrical Journey person. The Offeror must provide within **seven (7) days** following a request from the Contracting Authority, the above construction trade certificate for each Journey person Electrician. Failure to comply with the request will result in the bid being declared non-responsive.

2.2 Proof of an Independent Safety Audit

Bidders are to provide documentation indicating that the bidder has successfully completed a recognized safety audit, and the company/person performing the audit are approved by a regulatory authority to conduct safety audit.

The Bidder must provide, within **seven (7) days** following a request from the Contracting Authority, a certificate or letter confirming the Bidder's good standing account. Failure to comply with the request will result in the bid being declared non-responsive.

2.3 Confirmation of Workers Compensation Coverage

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

The Offeror must provide, within **seven (7) 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 will result in the bid being declared non-responsive.

2.4 Letter

Signed statement by Owner of company that the company will maintain Worker's Compensation Board coverage for the life of the Standing Offer Agreement (SOA) / Service Contract (SC), including Sub-contractor.

The Offeror must provide, within **seven (7) days** following a request from the Contracting Authority, a compliance letter stating that Worker's Compensation Board coverage will be maintained throughout the duration of the Standing Offer Agreement (SOA) / Service Contract (SC), including Sub-contractor. Failure to comply with the request will result in the bid being declared non-responsive.

2.5 Status and Availability of Resources

The Offeror certifies that, should it be issued a standing offer as a result of the Request for Standing Offer, every individual proposed in its offer will be available to perform the Work resulting from a call-up against the Standing Offer as required by Canada's representatives and at the time specified in a call-up or agreed to with Canada's representatives. If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

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

PART 6 - SECURITY AND INSURANCE REQUIREMENTS

1. Security Requirement

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

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

- (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.
3. For additional information on security requirements, offerors should consult the "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.

2. Insurance Requirements

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a standing offer as a result of the request for standing offer, can be insured in accordance with the Insurance Requirements specified in Annex D .

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

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

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

2. Security Requirement

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:

PWGSC FILE # : E0225-140475/001/PWA

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

- 2.1** The following security requirement (SRCL and related clauses) applies and form part of the Standing Offer.

3. Standard Clauses and Conditions

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

3.1 General Conditions

2005 (2012-11-19) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

3.2 Standing Offers Reporting

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

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

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

The quarterly reporting periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31;

4th quarter: January 1 to March 31.

The data must be submitted to the Standing Offer Authority no later than (14) calendar days after the end of the reporting period.

4. Term of Standing Offer

4.1 Period of the Standing Offer

The period for making call-ups and providing services against the Standing Offer is from _____ to _____ inclusive (One Year from Issuance of Standing offer).

4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional **two (2),12 month option periods**, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 30 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority

5. Authorities

5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Chukwudi Chinye
Title: Contracting Officer
Public Works and Government Services Canada
Acquisitions Branch
Atlantic Region
Address: 1713 Bedford Row
Halifax, Nova Scotia
B3J 1T3
Telephone: 902- 496- 5476
Facsimile: 902- 496- 5016
E-mail address: chukwudi.chinye@pwgsc.gc.ca

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

5.2 Project Authority

The Project Authority for the Standing Offer is: (To be Determined at Issuance of standing offer)

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____ - ____ - _____
Facsimile: ____ - ____ - _____
E-mail address: _____

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

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

Name: _____
Title: _____

Organization: _____

Address: _____

Telephone: _____

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. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Public Works and Government Services Canada or a Delegated Authority.

8. Call-up Procedures

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

9. Call-up Instrument

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

10. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$25,000.00 (Applicable Taxes included).

11. Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$250,000.00 (Applicable Taxes excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

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

12. Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2012-11-19), General Conditions - Standing Offers - Goods or Services

- d) the supplemental general conditions LAB-180 -2004-12-10-Labour Conditions;
- e) the general conditions 2010C-2013-06-27-Services Medium Complexity;
- f) Annex A, Statement of Work;
- g) Annex B, Basis of Payment;
- h) Annex C, Security Requirements Check List;
- i) Annex D, Insurance Requirements;
- j) Annex E, Dollar Usage Report Form
- k) Annex F , Code of Conduct and Certifications - Related documentation
- l Annex G , Fair wage Schedule
- m) the Offeror's offer dated _____ (*insert date of offer*).

13. Certifications

13.1 Compliance

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

13.2 SACC Manual Clauses

Status and Availability of Resources (2010-01-11) M3020C

14. Applicable Laws

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

B. RESULTING CONTRACT CLAUSES

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

1. Statement of Work

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

2. Standard Clauses and Conditions

2.1 General Conditions

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

Section (13) Interest on Overdue Accounts, of (2010C, 2013-06-27-Services Medium Complexity) will not apply to payments made by credit cards.

2.2 Supplemental General Conditions

(Labour Conditions-2004-12-10 LAB-180), apply to and form part of the Contract.

3. Term of Contract

3.1 Period of the Contract

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

4. 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.

5. Payment

5.1 Basis of Payment

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

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

5.2 Limitation of Price

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

5.3 Single Payment

SACC Manual clause H1000C (2008-05-12) Single Payment

5.4 SACC Manual Clauses

T1204 - Direct Request by Customer Department (2007-11-30) A9117C

5.5 Payment by Credit Card

The following credit cards are accepted: _____ and _____.

6. Invoicing Instructions

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

- (a) The original and two (2) copies must be forwarded to the following address for certification and Payment no later than seven days after the end of the service.

PWGSC/TPSGC
Regional Director Corp. Services
1713 Bedford Row,
PO Box 2247

Halifax, N.S. B3J 3C9

Each invoice must be supported by:

- a. Contract number
- b. Work Order/Serial Number;
- c. Requisition/Order Offer number
- d. Building number and location
- e. Dates during which work was accomplished.
- f. A detailed description of work performed, with itemized list of materials and labour (a copy of the contractors invoice from their material supplier will also be included plus any other costs being charged), labour, overhead, profit and applicable taxes will be included separately on the invoice.
- f. Labour costs are to be broken down by trade and sub trade. Labour time sheets will also be provided upon request

7. Insurance Requirements

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

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

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

8. SACC Manual Clauses

Electrical Equipment	B1501C
Time Verification	C0711C
Inspection and Acceptance	D5328C
Canadian Forces Site Regulations	A9062C
Excess Goods	B7500C
Work Site Access	A1009C

Solicitation No. - N° de l'invitation

E0225-140475/A

Amd. No. - N° de la modif.

File No. - N° du dossier

PWA-3-70014

Buyer ID - Id de l'acheteur

pwa122

CCC No./N° CCC - FMS No/ N° VME

20140475

ANNEX "A"

**STATEMENT OF WORK
(see attached below)
PUBLIC WORKS AND**

GOVERNMENT SERVICES CANADA

ASSET AND FACILITIES MANAGEMENT SERVICES

ELECTRICAL

STANDING OFFER AGREEMENT

Description: Standing Offer - Electrical

Location: **Bedford Institute of Oceanography**
Shannon Hill Traffic Centre
Shearwater Helicopter Hangar

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The following definitions apply to the work to be directed by the Departmental Representative.

<u>Add</u>	Make an addition to.
<u>Adjust</u>	Bring components to a more effective relative position.
<u>Assemble</u>	To take apart and put together again.
<u>Balance Load</u>	To balance the three (3) phase and single phase circuits which enter (or leave) the main switchboards, transformers and distribution panel boards, by calculating new and existing loads accordingly.
<u>Breakdown Maintenance</u>	To perform repairs to damaged equipment due to failures.
<u>Clean</u>	Scrape, brush, flush and vacuum as required to remove dust, dirt and foreign matter.
<u>Check / Inspect</u>	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 fulfil their function to a high degree of efficiency.
<u>Energy Source</u>	Any electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other source of energy of potential harm to workers.
<u>Hot Work</u>	Hot Work includes any welding, cutting of material by use of torch or other open flame devices and grinding which produces sparks.
<u>Instruct</u>	Inform Departmental Representative of any new operating procedures. Demonstrate and explain purpose, benefit and method of implementing new procedures.
<u>Isolate</u>	To physically prevent the transmission or release of an energy source to machinery or equipment.
<u>Lubricate</u>	Apply oil or grease to joints between moving parts and joints between fixed and moving parts.
<u>Measure</u>	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.
<u>Paint</u>	Clean, prepare and paint surfaces to paint manufacturer's recommendations with paint and primer recommended by paint manufacturer for applicable surface and use.

Predictive Maintenance

To perform required repairs that have been declared in advance, on the basis of observation, experience and/or scientific reasons.

<u>Preventative Maintenance</u>	To inspect, test and re-condition a system, in order to prevent failures, at regularly scheduled intervals in accordance with specific instructions.
<u>Prove</u>	Operate and determine if operation produces intended response.
<u>Remove</u>	Take off or away from.
<u>Repack</u>	Fill with packing again.
<u>Repair</u>	Restore to a sound state.
<u>Replace</u>	Restore by removing old components and replacing with new components.
<u>Report</u>	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.
<u>Request for Isolation</u>	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.
<u>Shut Down</u>	Take out of service.
<u>Start Up</u>	Return to service.
<u>Tighten</u>	Securely fix in place.
<u>Treat</u>	Act upon with agent.

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- 1. Scope of Work** .1 The work under this Standing Offer Agreement includes but shall not be limited to the provisions of all labour, materials, tools, supervision and equipment necessary for maintenance and repair of electrical systems and provide the services listed in Items 3 and 4 of this Section.
- 2. Location** .1 Work site for this Standing Offer Agreement is **Halifax, Nova Scotia and Area** including but not limited to the following:
- Bedford Institute of Oceanography**
Shannon Hill Traffic Centre
Shearwater Helicopter Hangar
- 3. Emergency and Service Call ups** .1 The Contractor shall maintain and provide PWGSC with current phone, fax and pager numbers to be able to provide response to requests for service from the local Departmental Representative and/or the National Service Call Centre (NSCC) 1-800-463-1850 on a twenty-four (24) hour, seven (7) day per week basis. If the request for service is from the NSCC, the Contractor shall, immediately upon completion of the service, report back to the NSCC describing the action taken to correct the problem. The following Work Priorities and Response Times shall apply:
- .1 **Emergency**
A priority of "Emergency" is defined as a deficiency or breakdown that requires immediate attention to reduce the potential for danger to occupants, the general public, the environment, or the facility. Maintenance identified with this priority must be responded to immediately and must be reported without delay to designated manager.
Standard Response Times -
Urban On site **Max 1 hour**
- .2 **Routine**
A priority of "Routine" is defined as essential maintenance requirements which should be rectified at the earliest possible opportunity. It is considered as deficiencies or breakdowns that do not impair current operations or pose any danger to the occupants, the general public, the environment or the facility.
Standard Response Times -
Urban On site **24 Hrs**
- 4. 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 3 of this section.
- .3 Contractor prior to commencement of work, shall report to the commissionaires desk to log in.
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- .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 “B”, Work Schedule 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 Standing Offer Agreement, 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.
- 5. Log Books**
- .1 The Contractor shall complete all applicable log books outlining all work performed. Payment shall not be made if log book is incomplete.
- 6. Invoicing**
- .1 Contractor shall submit Call-up Slip(s) signed by the Departmental Representative with an invoice. No invoice will be considered for payment unless accompanied by signed Call-up Slip(s) as detailed in Appendix "A".
- .2 Invoice must show :
1. Standing Offer Agreement 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. Trades person(s) name and licence(s) 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 to payment before 31 March of each year.
- 7. Replacement Parts**
- .1 The Contractor is required to repair or replace worn or defective parts or complete components of the system(s) using only genuine manufacturer's replacement parts.
- .2 Replacement parts by another manufacturer may be used with written permission of the Departmental Representative.
- .3 Request direction from the Departmental Representative prior to replacing any component.
- .4 Maintain sufficient supply of replacement parts to prevent extended downtime. Defective parts shall be replaced within twenty-four (24) hours.
- .5 Where an equipment inventory numbering system exists, identify on the log sheet the number of the equipment where the replacement part was used.
- 8. Work Schedule**
- .1 At each normal service call, the Contractor must have personnel on-site providing the service continuously on every working day until the work is completed.
- 9. Site Visits**
- .1 The Departmental Representative may, without prior notification, visit the site.
- 10. Departmental Representative(s) Authorized Personnel**
- .1 The Contractor shall notified, on award of the Standing Offer Agreement, the names listed in Section 1.2.2 Contact Persons for pre-job meeting
- 11. Codes and Legislative Requirements**
- .1 Execute the work to meet or exceed:
- .1 Part II of the Canada Labour Code.
- .2 Canada Occupational Safety and Health Section of Part II of the Canada Labour Code.
- .3 Canadian Environmental Protection Act.
- .4 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.
- .5 The Contractor can obtain addresses for codes and standards from Departmental Representative upon Request.
- .6 National Building Code of Canada.
- .7 The Canadian Electrical Code Part1, CSA C22.1
- .8 Contractor's "Electrical Safety Requirements" complete
- lockout procedures.
- .9 Workplace Electrical Safety, Z462.

codes	.10	In the event of a conflict between any of the above
		or standards the most stringent shall apply.
	.11	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.
12. Licences, Permits and Fees		
	.1	Provide the authorities having jurisdiction with all information requested.
	.2	Pay all fees and obtain certificates and permits required.
	.3	Furnish these certificates and permits when requested.
13. Taxes	.1	Pay applicable Federal, Provincial and Municipal taxes.
14. Meetings and	.1	Attend meetings at site when notified by Public Works Government Services Canada.
	.2	Pre-job meeting shall be scheduled within fourteen (14) days of contract award.
15. Personnel with premises,	.1	The Contractor will provide the Departmental Representative a list of minimum of 3 journeymen working on PWGSC complete with a copy of their valid Nova Scotia Province Electrical licences, and will update the list personnel changes.
immediately when		
16. 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 overnment 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.
17. Examination	.1	Examine the existing conditions and determine those conditions affecting the work.
18. Existing Services to	.1	Protect and maintain existing active services.
	.2	Connect to existing services with minimum disturbance occupants and building operation.
	.3	Use existing services at no cost.
	.4	Use designated sanitary facilities.

approved	.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 Contractor's expense and responsibility.
code	.7	Inform the Departmental Representative immediately of any 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 of a balanced load upon completion of work.
19. 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 Standing Offer Agreement work.
20. Cutting, Fitting and Patching	.1	Cut, fit and patch where required for work under this contract. Make good all disturbed surfaces to original condition.
21. 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 exists 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	Asbestos assessment drawings, where available, are to be referenced before any interior finished surfaces are disturbed and 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	All possible safety precautions are to be taken to ensure the protection of employees or occupants during the course of the work.
	.8	Obtain Department Representative's approval before isolating any security, monitoring or audible alerting devices.
	.9	In the event the Fire Alarm System is deemed inoperable due to ongoing work by the Contractor, a trained sentry/rounds man will carry out the functions of fire watch.
22. Work Done by Other Means		

- .1 This Standing Offer Agreement does not create an exclusive right of the Contractor to perform all work which might be required. The Department reserves the right to have any work done by other means.

23. Workmanship

according

- .1 All equipment panels and control covers must be replaced and properly fitted utilizing all fastening screws and/or bolts to equipment design. All workmanship is subject to inspection and approval.
- .2 Replace all work unsatisfactory to the Departmental Representative without extra cost.

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| 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.
.5 Workplace Electrical Safety, Z462. |
| | .4 | The Contractor and his/her personnel must adhere to the Federal Government 'NO SMOKING' Policy while in Federal facilities and/or Scent Free Policy if applicable. |
| | .5 | All sub-contractors shall adhere to the above qualifications. |
| 2. Submittals | .1 | |
| | .4 | <u>Before Work Begins</u> Contractors shall provide :
.1 The Contractor has prepared, through risk assessment, a site-specific health and safety management plan. |
| 3. Training | .1 | <u>Before Work Begins</u> Contractors are to provide documentation:
.1 Certification of training for safety for all personnel that will be involved with the Standing Offer Agreement/Service Contract. Updated list complete with licenses shall be kept on site including personnel changes.
.2 Training for workers shall include (but not limited to)
.1 Safe operation of tools and equipment.
.2 Proper use and maintenance of personal protective equipment (PPE).
.3 Safe work practices and procedures for their given work tasks or function.
.4 Site conditions and minimum site safety rules. |

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| 4. Disciplinary Procedures for Safety Violations | .1 | Contractors shall have their own written disciplinary procedures for violation or non-compliance of work site safety rules and regulations. |
| | .2 | Contractor shall immediately address and correct any health and safety violations and non-compliance issues. |
| | .3 | Disciplinary Procedures applied by PWGSC Departmental Representative for non-compliance and safety violations shall be as follows: <ul style="list-style-type: none">.1 First Violation: Verbal warning issued to the Contractor for the first violation of a safety regulation, rules, policy and procedures. (Violation will be documented on contract file, copy to Contractor and PWGSC)..2 Second Violation: Written warning to Contractor for second violation of a safety regulation, rules, policy and procedures. (Violation will be documented on contract file, copy to Contractor and PWGSC)..3 Third Violation: A third violation of a safety regulation, rules, policy and procedures may result in the termination of the contract with a recommendation to the Contracting Authority that the Contractor be denied access to future SOA/SC(s). (Documented to contract file, copies to Contractor and PWGSC)..4 Serious Violation: For a serious violation of a safety regulation, rules, policy and procedures as deemed by a Regulator, Project Manager or Safety Officer a recommendation will be made to the Contracting Authority to immediately terminate the SOA/SC(s). (Violation documented on contract file, copies to Contractor and PWGSC)..5 Charges Laid or Guilty Determination by Courts: Infractions of safety regulations, rules, policy and procedures that result in charges being laid by a Regulator against the Contractor or the Contractor being found guilty by the courts may result in that Contractor being denied access to future contracts. |
| 5. Asbestos | .1 | Within the confines of the site, the provision of products containing fibrous asbestos materials is prohibited. |
| | .2 | Demolition or disturbance of spray or trowel-applied asbestos can be hazardous to health. Should material resembling spray or trowel-applied asbestos be encountered in course of work, stop work and notify Departmental Representative immediately. Do not proceed until written instructions have been received from Departmental Representative. |
| 6. Fastening Devices Explosive Actuated | .1 | Explosive actuated devices shall not be used, until approved by Departmental Representative. |

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

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

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

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

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

**1. Journeyperson
Electrician**

.1

The journeyperson electrician shall:

- .1 Carry out and assist in various types of building electrical maintenance as requested by Public Works and Government Services Canada. Maintenance types defined in Section 1, Paragraph 9, Service Definitions.
- .2 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.
- .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 a minimum of 3 journeymen valid Electrical Nova Scotia Provincial certificates and permits upon request of the Departmental Representative.
- .5 PWGSC shall, at any time during the life of the SOA, ask for personnel to show proof of valid NS electrical journeyman certificates.
- .6 Instruct the Departmental Representative on-site of any new operating procedures when installing or modifying new or existing equipment.
- .7 Inform the Department Representative when electrical repairs, renovations, alterations and installations require updated operating procedures, schematics, electrical single-line drawings and related documents.
- .8 Shall immediately inform the Departmental Representative of any unsafe situations or conditions related to the work site.

PART 1 - GENERAL

- .1 Materials to new, CSA certified, and manufactured to standard quoted, where applicable.

PART 2 - PRODUCTS

2.1 Conduit

- .1 Flexible metal conduit: to CSA C22.2 No. 56-1977.
.2 Electrical metallic tubing: to CSA C22.2 No. 83-1985.

2.2 Conduit Fittings

- .1 Fittings for raceways: to CSA C22.2 No. 18-1992.

PART 3 - EXECUTION

3.1 Installation Guidelines

- .1 Minimum size conductors for branch circuit wiring shall be #12 RW 90, X-link.
- 2 E.M.T. and RW 90 conductors to be installed for branch circuit wiring. **No BX cable allowed.**
- .3 All E.M.T. and flexible conduit to have #14 insulated green ground wire minimum.
- .4 All E.M.T. to have steel set screw couplings and connectors. (no cast).
- .5 Flexible conduit and #12 RW 90 conductors to be installed as fixture drops from junction boxes. **No BX cable allowed.** Over 1.5 metres, use 1/2" flex.
- .6 All new circuits to be colour-coded and numbered at breakers, junction boxes and wiring devices. Include **panel number and circuit number** on each conductor.
- .7 No splices allowed inside panelboards (distribution, power and lighting).
- .8 Panel Directories are to be brought up to date with each new circuit change or installation.
- .9 All electrical repairs, renovations, alterations and installations are recorded, as required, and that all operating procedures, schematics, electrical single line drawings and related documents are promptly updated upon completion of the work.
- .10 Receptacles to be nylon faced, specification grade:
Type: Hubbell 5252. Other manufacturer's #5262.
- .11 Switches to be nylon faced, specification grade:
Type: Hubbell 1201 - 15 ampere or equal
Hubbell 1221 - 20 ampere or equal

-
- .12 Any replacement or new installation of fluorescent fixtures is to contain energy saving ballasts and lamps:
Type: Surface-mounted - CFI = Director-2 series with Halophane lens or equal.
Recessed - CFI - Prismalyte lens or equal.
Electronic Ballast Type - Advance Rapid Start or EBT Instant Start, or equal.
Lamp Type - 32 Watt, 3500 K, T-8, G.E. or equal.
- 3.2 Installation**
- .1 Note: BX and PVC not acceptable.
- .2 Flexible metal conduit runs shall not exceed 1.5 meters.
- .3 Install separate ground wire in E.M.T.
- .4 Lugs, terminals, screws used for termination of wiring to be suitable for copper conductors.
- .5 Minimum acceptable size wire to be used is #12 AWG copper conductors.

**JOB SLIP
ELECTRICAL**

Requisition #: _____ **Location:** _____

Date: _____

Description of Work: _____

WORK TIME	
Start Time:	
Completion Time:	
No. of Persons:	
Provincial License #	
Total Hours Worked:	
Material Cost:	
Grand Total:	

Signed By:

Departmental Representative

Contractor (or his/her Designate)

NOTE: Use separate job slip for each day.

ANNEX "B"

BASIS OF PAYMENT

YEAR 1 :

Column A	Column B Work Description	Column C Unit pf Measurement	Column D Estimated Quantity	Column E Price per unit	Column F Extended price= Col D*Col E
1	First Hour: Service Call including travel time and all related expenses and one hour of productive labour at the job site.				
	During Regular Hours: 0800-1700 Hours Monday through Friday Licensed Tradesperson: Electrician	Per hour	1	\$ _____	\$ _____
	Outside Regular Hours: Monday through Sunday including all day Saturday, Sunday and Holidays Licensed Tradesperson: Electrician	Per hour	1	\$ _____	\$ _____
2	Subsequent Hours- Labour Only				
	During Regular Hours: 0800-1700 Hours Monday through Friday Licensed Tradesperson: Electrician	Per hour	2500	\$ _____	\$ _____
	Outside Regular Hours: Monday through				

	Sunday including all day Saturday, Sunday and Holidays				
	Licensed Tradesperson:	Per hour	500	\$ _____	\$ _____
	Electrician				
Total Year 1					\$ _____

Materials and replacement parts will be at the contractors net cost plus a mark up of 10% with supporting documentations such as invoice and receipts.

Option YEAR 1 :

Column A	Column B Work Description	Column C Unit pf Measurement	Column D Estimated Quantity	Column E Price per unit	Column F Extended price= Col D*Col E
1	First Hour: Service Call including travel time and all related expenses and one hour of productive labour at the job site.				
	During Regular Hours: 0800-1700 Hours Monday through Friday Licensed Tradesperson: Electrician	Per hour	1	\$ _____	\$ _____
	Outside Regular Hours: Monday through Sunday including all day Saturday, Sunday and Holidays Licensed Tradesperson: Electrician	Per hour	1	\$ _____	\$ _____
2	Subsequent Hours- Labour Only				
	During Regular Hours: 0800-1700 Hours Monday through Friday Licensed Tradesperson: Electrician	Per hour	2500	\$ _____	\$ _____
	Outside				

	Regular Hours: Monday through Sunday including all day Saturday, Sunday and Holidays				
	Licensed Tradesperson: Electrician	Per hour	500	\$ _____	\$ _____
Total Option Year 1					\$ _____

Materials and replacement parts will be at the contractors net cost plus a mark up of 10% with supporting documentations such as invoice and receipts.

Option YEAR 2 :

Column A	Column B Work Description	Column C Unit pf Measurement	Column D Estimated Quantity	Column E Price per unit	Column F Extended price= Col D*Col E
1	First Hour: Service Call including travel time and all related expenses and one hour of productive labour at the job site.				
	During Regular Hours: 0800-1700 Hours Monday through Friday Licensed Tradesperson: Electrician	Per hour	1	\$ _____	\$ _____
	Outside Regular Hours: Monday through Sunday including all day Saturday, Sunday and Holidays Licensed Tradesperson: Electrician	Per hour	1	\$ _____	\$ _____
2	Subsequent Hours- Labour Only				
	During Regular Hours: 0800-1700 Hours Monday through Friday Licensed Tradesperson:	Per hour	2500	\$ _____	\$ _____

	Electrician				
	Outside Regular Hours: Monday through Sunday including all day Saturday, Sunday and Holidays				
	Licensed Tradesperson:				
	Electrician	Per hour	500	\$ _____	\$ _____
Total Option Year 2					\$ _____

Materials and replacement parts will be at the contractors net cost plus a mark up of 10% with supporting documentations such as invoice and receipts.

Total Amount = Total (Year 1) + Total (Option Year 1) + Total (Option Year 2)= \$ _____

The Total amount, will be the amount that will be considered during evaluation of all bids tendered.

ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST

(See attached below)

ANNEX D

INSURANCE REQUIREMENTS

Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
 - m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
 - n. Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:

Senior General Counsel,

Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

Automobile Liability Insurance

1. The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.
2. The policy must include the following:
 - a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
 - b. Accident Benefits - all jurisdictional statutes
 - c. Uninsured Motorist Protection
 - d. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

ANNEX "F"

Code of Conduct and Certifications - Related documentation

Offeror's List of Directors below: Please provide a list of names of all individuals who are currently Directors **in** accordance with **PART 5-CERTIFICATION**.

Directors: (Please print clearly)

NAME	NAME	NAME	NAME

Attach additional names on a separate sheet if required.

Annex G
FAIR WAGE SCHEDULE

Contract Number / Numéro du contrat E0225-140475/001/PWA
Security Classification / Classification de sécurité <i>Unclassified</i>

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 Electrical Standing Offer Contract for BIO/MCTS/Shearwater Hanger		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. Indicate the type of access required - Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p.ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciales sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	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"/>	GOSMIC TOP SECRET / GOSMIC 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
--

TR
BR

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
 La 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?
 La fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?
 Short Title(s) of material / Titre(s) abrégé(s) du matériel : No / Non Yes / Oui
 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 FIABILITE	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:
 Commentaires spéciaux :

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

10. b) May unscreened personnel be used for portions of the work?
 Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / 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?
 La 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?
 La 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?
 La 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

PR

PART C (continued) / PARTIE C (suite)

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

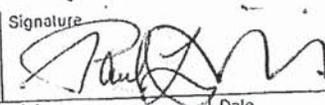
For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.
 Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED? No / Non Yes / Oui
 La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?
 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? No / Non Yes / Oui
 La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?
 If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

PL
 PL

PARTY AUTHORIZATION / PARTIE D'AUTORISATION			
13. Organization Project Authority / Chargé du projet de l'organisme Name (print) - Nom (en lettres moulées) Leo Lohnes		Title - Titre Technical Facility Manager	Signature 
Telephone no. - N° de téléphone (902) 426-4487	Facsimile - Télécopieur (902) 244-6058	E-mail address - Adresse courriel leo.lohnes@pwgsc.gc.ca	Date 2013-06-03
14. Organization Security Authority / Responsable de la sécurité de l'organisme Name (print) - Nom (en lettres moulées) Lucie Locas		Title - Titre Reg. Chief Security	Signature 
Telephone no. - N° de téléphone (902) 446-5630	Facsimile - Télécopieur (902) 446-5077	E-mail address - Adresse courriel lucie.locas@pwgsc.gc.ca	Date 2013-06-04
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement Name (print) - Nom (en lettres moulées) Chukwudi Chinye		Title - Titre Supply officer	Signature 
Telephone no. - N° de téléphone (902) 446-5176	Facsimile - Télécopieur (902) 446-5016	E-mail address - Adresse courriel Chukwudi.chinye@pwgsc.gc.ca	Date July 12, 2013
17. Contracting Security Authority / Autorisé contractante en matière de sécurité Name (print) - Nom (en lettres moulées) Paul Lepinski		Title - Titre Contract Security officer	Signature 
Telephone no. - N° de téléphone (613) 957-1294	Facsimile - Télécopieur (613) 957-4171	E-mail address - Adresse courriel Paul.Lepinski@pwgsc.gc.ca	Date 11-Jul-2013



FOR GOVERNMENT USE ONLY POUR USAGE DU GOUVERNEMENT SEULEMENT	
Special Investigations Directorate File No. N° de dossier de la Direction des enquêtes spéciales	Date Received (Y-A M D-J) Date de réception

CONSENT TO A CRIMINAL RECORD VERIFICATION CONSENTEMENT À LA VÉRIFICATION DE L'EXISTENCE D'UN CASIER JUDICIAIRE

This form must be completed and signed by each individual who is currently a director of the Bidder/Offeror/Supplier and provided with the Bid/Offer/Arrangement.

Le présent formulaire doit être rempli et signé par chaque individu qui est actuellement un administrateur du soumissionnaire/de l'offrant/du fournisseur et fourni avec la soumission/l'offre/l'arrangement.

A	PRIVACY ACT STATEMENT ÉNONCÉ CONCERNANT LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS
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The personal information requested on this form is collected under the authority of subsection 750(3) of the *Criminal Code*, paragraph 42(1(c)) of the *Financial Administration Act*, and sections 7 and 21 of the *Department of Public Works and Government Services Act*. The information will be used for validating the criminal conviction certifications necessary for obtaining and maintaining a procurement instrument. It may be shared with other government departments, agencies, as well as provincial, territorial, and federal courts, within the limits of what is required to conduct the criminal conviction verification.

Les renseignements personnels demandés dans le présent formulaire sont recueillis en vertu du paragraphe 750(3) du *Code criminel*, du paragraphe 42(1(c)) de la *Loi sur la gestion des finances publiques* et des articles 7 et 21 de la *Loi sur le ministère des Travaux publics et des Services gouvernementaux*. Ces renseignements seront utilisés pour valider les attestations de condamnation au criminel nécessaires pour obtenir et conserver un instrument d'approvisionnement. Les renseignements peuvent être diffusés à d'autres ministères et organismes fédéraux, ainsi qu'à des tribunaux provinciaux, territoriaux et fédéraux, dans les limites de ce qui est requis pour la vérification des condamnations au criminel.

A refusal to provide information will result in the bid/offer/arrangement being rejected or the contract terminated, the standing offer being set-aside or the supply arrangement being cancelled, as applicable.

À défaut de fournir les renseignements demandés, la soumission/l'offre/l'arrangement sera rejeté ou le contrat résilié, l'offre à commandes sera mise de côté ou l'arrangement en matière d'approvisionnement sera annulé, selon le cas.

The personal information is described in personal information bank PWGSC PPU 184 - Integrity Assessment Program. Individuals have a right of access to, correction of and protection of their information in accordance with the *Privacy Act*.

Les renseignements personnels sont décrits dans les fichiers de renseignement personnels n° TPSGC PPU 184 - Programme de l'évaluation de l'intégrité. Les personnes ont le droit d'accéder aux renseignements personnels qui les concernent, ainsi que de les faire corriger ou protéger, conformément à la *Loi sur la protection des renseignements personnels*.

B	BIOGRAPHICAL INFORMATION - Must be completed by the individual RENSEIGNEMENTS BIOGRAPHIQUES - À remplir par l'individu
----------	---

Family Name (Last Name) - Nom (de famille)	Family Name at Birth - Nom de famille à la naissance
--	--

Full Given Names (No initials) - Prénoms au complet (aucune initiale)

All other previously used names (i.e. maiden name, previously married names, legal name change, nicknames) Tout autre nom utilisé (tel que nom de jeune fille, noms maritaux précédents, changement de nom légaux, sobriquets)

Gender - Sexe <input type="checkbox"/> Male / Masculin <input type="checkbox"/> Female / Féminin	Date of Birth - Date de naissance (Y-A M D-J)
---	---

**Current Permanent Residential Information
Information résidentielle permanente actuelle**

Apartment No. - N° d'appartement	Street No. - N° civique	Street Name - Nom de la rue
----------------------------------	-------------------------	-----------------------------

City - Ville	Province/State - État
--------------	-----------------------

Country - Pays	Postal Code/Zip Code - Code postal/Code zip
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C	CONSENT - Must be signed by the individual CONSENTEMENT - Doit être signé par l'individu
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I, the undersigned, confirm that I have read and understand the above *Privacy Act* statement and that I consent to the collection and use of my personal information as described therein.

Je, soussigné, confirme avoir pris connaissance de l'Énoncé concernant la *Loi sur la protection des renseignements personnels* et consens à la collecte et à l'utilisation des renseignements personnels fournis aux présentes.

Signature	
Print Name - Nom en lettres moulées	Date (Y-A M D-J)

D	ADMINISTRATIVE INFORMATION - Internal Government Use Only RENSEIGNEMENTS ADMINISTRATIFS - Pour usage interne du gouvernement seulement
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Requesting Branch/Sector/Directorate/Division - Direction générale/Secteur/Direction/Division requérante

Solicitation/Proposed Contract No. - N° de la demande de soumission/N° du contrat	Date of Request (Y-A M D-J) Date de la demande
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Requesting Contact Person - Personne-ressource requérante	Contact Person Tel. No. - N° de tél. de la personne-ressource
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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.

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.

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.

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 Electriciens	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 Briqueteurs-maçons	23.05
Cement Finishers Finitionneurs 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 Vitriers	16.09
Insulators Poseurs de matériaux isolants	25.03
Painters Peintres	16.99
Construction Millwrights Mécaniciens de chantier	23.86
Heavy Duty Equipment Mechanics Mécaniciens de machinerie lourde	21.18
Refrigeration and Air Conditioning Mechanics Mécaniciens en réfrigération et climatisation	27.29
Crane Operators Conducteurs/opérateurs de grue	22.07
Straight Truck Drivers Conducteurs de camions unitaires	15.48
Road Tractor Drivers for Semi-Trailers and Trailers Cond. de tracteurs routiers pour semi-remorques ou remorques	16.43
Operators Heavy Equipment (ex. Cranes, Graders Asphalt Paving) Conducteurs de machine. lourde sauf grue niveleuse, pavage et asphalte	18.18
Grader Operators Conducteurs de niveleuse (grader)	16.51
Paver and Asphalt Plant Operators Conducteurs de machinerie de pavage et d'asphaltage	15.76
Packer (Road-Roller) Operators Conducteurs de rouleau compresseur (Packer)	14.74
Traffic Accomodation Person (Flagperson) Ouvrier chargé de diriger la circulation	9.59
Form Setters Coffreur de béton (Installateur de coffrage préfabriqué)	15.77
Asphalt Layers (by hand – includes rakers) Poseurs et étandeurs d'asphalte (à la main et en se servant d'un râteau)	15.53
Trade Helpers, Labourers (ex. Asphalt Layers, Flagpersons, Form setter) Manoeuvres (sauf asph., circul., Coffreur béton)	15.65
<p>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.</p> <p>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.</p>	

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 RÉGLEMENTS 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 PLAINTE, 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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**FAIR WAGE SCHEDULE
FOR FEDERAL CONSTRUCTION CONTRACTS**

**ÉCHELLE DE JUSTES SALAIRES
POUR LES CONTRATS FÉDÉRAUX DE CONSTRUCTION**

Nova Scotia - North/Central/South / Nouvelle-Écosse - Nord/Centrale/Sud
(New Glasgow, Truro, Kentville, Yarmouth)

Effective August 13, 2007 / En vigueur le 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.

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.

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.

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**CLASSIFICATION OF LABOUR
CATÉGORIE DE MAIN-D'OEUVRE**

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

Electricians Electriciens	20.08
Plumbers Plombiers	19.06
Pipefitters, Steamfitters Tuyauteurs, monteurs de tuyaux à vapeur	26.48
Sprinkler System Installers Monteurs de réseaux d'extincteurs automatiques	26.61
Sheet Metal Workers Toliers (ouvriers de feuilles de métal)	20.46
Ironworkers Monteurs de charpentes métalliques et ferrailleurs	24.65
Carpenters Charpentiers-menuisiers	17.66
Bricklayers Briqueteurs-maçons	23.08
Cement Finishers Finiisseurs de béton ou ciment	19.91
Tilesetters (including terrazo, marble setters) Poseurs de carrelage (de céramique, de marbre, etc.)	18.72
Lathers, Interior System Mechanics/Drywall Installers Latteurs, mec. de syst. int./poseurs de cloisons sèches	23.87

Plasterers, Drywall Finishers and Tapers Plâtriers, jointoyeurs de cloisons sèches	21.21
Roofers Couvreur de toits multicouches	18.96
Glaziers Vitriers	16.78
Painters Peintres	14.36
Construction Millwrights Mécaniciens de chantier	23.12
Heavy Duty Equipment Mechanics Mécaniciens de machinerie lourde	18.26
Refrigeration and Air Conditioning Mechanics Mécaniciens en réfrigération et climatisation	20.56
Crane Operators Conducteurs/opérateurs de grue	22.07
Straight Truck Drivers Conducteurs de camions unitaires	13.18
Road Tractor Drivers for Semi-Trailers and Trailers Cond. de tractrs routiers pour semi-remorques ou remorques	13.60
Operators Heavy Equipment (ex. Cranes, Graders, Asphalt Paving) Conducteurs-machin. lourde sauf grue niveleuse, pavage et asphalt	16.02
Grader Operators Conducteurs de niveleuse (grader)	15.86
Paver and Asphalt Plant Operators Conducteurs de machinerie de pavage et d'asphaltage	14.93
Packer (Road-Roller) Operators Conducteurs de rouleau compresseur (Packer)	12.73
Traffic Accommodation Person (Flagperson) Ouvrier chargé de diriger la circulation	10.57
Form Setters Coffreurs de béton (Installateur de coffrage préfabriqué)	16.31
Asphalt Layers (by hand – includes rakers) Poseurs et étandeurs d'asphalte (à la main et en se servant d'un râteau)	15.53
Trade Helpers, Labourers (excluding Asphalt Layers, Flag person, Formsetter) Manoeuvres (sauf asph., circul., Coffreur béton)	14.50

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)
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