

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada  
401-1230 Government St.  
Victoria  
BC  
V8W 3X4  
Bid Fax: (250) 363-3344

**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**  
Public Works and Government Services Canada - Pacific  
Region  
800 Burrard Street, 12th floor  
800, rue Burrard, 12e étage  
Vancouver  
British C  
V6Z 0B9

<b>Title - Sujet</b> Electrical Engineer Specialist SOA	
<b>Solicitation No. - N° de l'invitation</b> W0103-125108/A	<b>Date</b> 2013-08-15
<b>Client Reference No. - N° de référence du client</b> W0103-125108	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$PWY-011-7069
<b>File No. - N° de dossier</b> PWY-2-35402 (011)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2013-09-04</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Pacific Daylight Saving Time PDT	
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Anderson, Elaine PWY	<b>Buyer Id - Id de l'acheteur</b> pwy011
<b>Telephone No. - N° de téléphone</b> (250)363-3298 ( )	<b>FAX No. - N° de FAX</b> (250)363-0395
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DND - All areas of CFB Esquimalt, Aldergrove and Matsqui - VARIOUS, BC	
<b>Security - Sécurité</b> 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**

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

## **REQUEST FOR STANDING OFFER (RFSO)**

### **IMPORTANT NOTICE TO OFFERORS**

#### **THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT**

For further instructions please consult "Special Instruction to Offeror", SI10, "Security related requirements" and "Supplementary Conditions" SC01 "Security related requirements".

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1. Public Works and Government Services Canada (PWGSC) is inviting Offerors to submit proposals for Standing Offers. The selected offerors shall provide a range of services as identified in the Statement of Work section of this document.
2. It is PWGSC's intention to authorize [1] one Standing Offer for a period up to 3 years. The total dollar value of the Standing Offer is estimated to be \$560,000.00 (applicable taxes included). Individual call-ups will vary, up to a maximum of \$50,000.00 (applicable taxes included). Offerors should note that there is no guarantee that the full or any amount of the Standing Offers will be called-up; DND will issue call-ups only when the specific services to be provided under the Standing Offer are needed. Please refer to Section SOP04, CALL-UP PROCEDURE.
3. This procurement is subject to the provisions of the Agreement on Internal Trade (AIT).

**SI02 CODE OF CONDUCT AND CERTIFICATIONS - RELATED DOCUMENTATION**

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

**SI03 ENQUIRIES DURING THE SOLICITATION PERIOD**

- 1) Enquiries regarding this offer must be submitted in writing to the Contracting Officer named on the Request for Standing Offer (RFSO). Enquiries should be received no later than five [ 5] calendar days prior to the date set for solicitation closing to allow sufficient time to provide a response. Enquiries received after that time may not result in an answer being provided.
- 2) To ensure consistency and quality of the information provided to Offerors, the Contracting Officer shall examine the content of the enquiry and shall decide whether or not to issue an amendment.
- 3) All enquiries and other communications related to this offer sent throughout the solicitation period are to be directed ONLY to the Contracting Officer named on the RFSO - Page 1. Failure to comply with this requirement may result in the offer being declared non-responsive.

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**SI04 CONTRACTING AUTHORITY / DEPARTMENTAL REPRESENTATIVE**

1. The Contracting Authority for this Request for Standing Offer is:

Elaine Anderson  
Public Works and Government Services Canada  
Acquisitions, Real Property Contracting  
401-1230 Government St.  
Victoria, BC V8W 3X4  
Phone: (250)363-3298; Fax: (250)363-0395  
E-Mail: elaine.anderson@pwgsc-tpsgc.gc.ca

The Contracting Authority is responsible for the establishment of the Standing Offer, its administration, and any contractual issues relating to individual call-ups.

2. A Departmental Representative will be identified at time of each individual Call-Up. The Departmental Representative will be responsible for all matters concerning the technical content of the work under the Call-Up.

**SI05 QUANTITY**

The amount of work and estimated expenditure specified in the RFSO are only an approximation of requirements given in good faith. The making of an offer by the Offeror shall not constitute an agreement by Canada. Canada may make one or several call-ups against a standing offer.

**SI06 PWGSC OBLIGATION**

A RFSO does not commit PWGSC to authorize the utilization of a standing offer or to pay any cost incurred in the submission of offers, or cost incurred in making necessary studies for the preparation thereof, or to procure or contract for any services. PWGSC reserves the right to reject or authorize for utilization any offer in whole or in part, with or without further discussion or negotiation. Canada reserves the right to cancel or amend the RFSO at any time.

**SI07 SITE VISIT - not applicable****SI08 REVISION OF OFFER**

An offer may be revised by letter or facsimile in accordance with "General Instructions to Offerors". The facsimile number for receipt of revisions is (250)363-3344.

**SI09 OFFER VALIDITY PERIOD**

- 1) The offer cannot be withdrawn for the period of [120] days following the RFSO closing date.
- 2) Canada reserves the right to seek an extension to the offer validity period. Upon notification in writing from Canada, Offerors shall have the option to either accept or reject the proposed extension.

- 3) If the extension referred to in paragraph 2) of SI09 is accepted, in writing, by all those who submitted bids, then Canada shall continue immediately with the evaluation of the bids and its approvals processes.
- 4) If the extension referred to in paragraph 2) of SI09 is not accepted in writing by all those who submitted bids then Canada shall, at its sole discretion, either
  - (a) continue to evaluate the bids of those who have accepted the proposed extension and seek the necessary approvals; or
  - (b) cancel the invitation to tender.
- 5) The provisions expressed herein do not in any manner limit Canada's rights in law or under GI09 "General Instructions to Offerors".

#### **SI10 SECURITY REQUIREMENT**

- 1) **The Offeror must hold a valid** [as per clause 1 of the security clauses: i.e. Designated Organization Screening (DOS) / Facility Security Clearance at level of Reliability Status as indicated in section SC01 of the Supplementary Conditions. Failure to comply with this requirement will render the Offer non-compliant and no further consideration will be given to the Offer.
- 2) The successful offeror's personnel, as well as any subcontractor and its personnel, who are required to perform any part of the work pursuant to the subsequent contract must meet the mandatory security requirement as indicated in section SC01 of the Supplementary Conditions. **Individuals who do not have the required level of security will not be allowed on site.** It is the responsibility of the successful offeror to ensure that the security requirements are met throughout the performance of the contract. Canada will not be held liable or accountable for any delays or additional costs associated with the successful offeror's non-compliance with the mandatory security requirement.

#### **SI10 WEB SITES**

The connection to some of the Web sites in the solicitation documents is established by the use of hyperlinks. The following is a list of the addresses of the Web sites:

Contracts Canada (Buy and Sell) <https://www.achatsetventes-buyandsell.gc.ca/eng/welcome>

Canadian economic sanctions <http://www.international.gc.ca/sanctions/index.aspx?lang=eng>

Contractor Performance Evaluation Report (Form PWGSC-TPSGC 2913)\_\_\_\_\_  
<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/2913.pdf>

Certificate of Insurance (form PWGSC-TPSGC 357)\_  
<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/357.pdf>

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Amd. No. - N° de la modif.

File No. - N° du dossier

PWY-2-35402

Buyer ID - Id de l'acheteur

pw011

CCC No./N° CCC - FMS No/ N° VME

W0103-125108

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**Standard Acquisition Clauses and Conditions (SACC) Manual**

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

**Schedules of Wage Rates for Federal Construction Contracts**

[http://www.rhdcc-hrsdc.gc.ca/eng/labour/employment\\_standards/contracts/schedule/index.shtml](http://www.rhdcc-hrsdc.gc.ca/eng/labour/employment_standards/contracts/schedule/index.shtml)

**PWGSC, Industrial Security Services** <Http://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/index-eng.html>

**PWGSC, Code of Conduct and Certifications**

<Http://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/index-eng.html>

**PWGSC Consent to a Criminal Record Verification (PWGSC-TPSGC 229)**

<Http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/229.pdf>

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## GENERAL INSTRUCTIONS TO OFFERORS (GI)

### GI01 CODE OF CONDUCT AND CERTIFICATIONS - OFFER

1. Offerors must comply with the Code of Conduct for Procurement. In addition to the Code of Conduct for Procurement, offerors must a) respond to Requests for Standing Offers (RFSO) in an honest, fair and comprehensive manner, b) accurately reflect their capacity to satisfy the requirements stipulated in the RFSO, Standing Offer and resulting contracts, c) submit offers and enter into contracts only if they will fulfill all obligations of the Contract.

2. Offerors further understand that, to ensure fairness, openness and transparency in the procurement process, the commission of certain acts or offences will render them ineligible to be issued a Standing Offer and awarded a contract. Canada will declare non-responsive any offer in respect of which the information herein requested is missing or inaccurate, or in respect of which the information contained in the certifications specified hereinafter is found to be untrue, in any respect, by Canada. If it is determined, after issuance of a Standing Offer, that the Offeror made a false declaration, Canada will have the right to set aside the Standing Offer and to terminate for default any resulting contracts. The Offeror will be required to diligently maintain up-to-date the information herein requested. The Offeror and any of the Offeror's affiliates, will also be required to remain free and clear of any acts or convictions specified herein during the period of any Standing Offer arising from this RFSO and any call-ups made against the Standing Offer.

3. For the purpose of this section, everyone, including but not limited to organizations, bodies corporate, societies, companies, firms, partnerships, associations of persons, parent companies and subsidiaries, whether partly or wholly-owned, as well as individuals and directors, are Offeror's affiliates if:

- a. directly or indirectly either one controls or has the power to control the other, or
- b. third party has the power to control both.

Indicia of control, include, but are not limited to, interlocking management or ownership, identity of interests among family members, shared facilities and equipment, common use of employees, or a business entity created following the acts or convictions specified in this section which has the same or similar management, ownership, or principal employees, as the case may be.

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

Canada may, at any time, request that an Offeror provide properly completed and Signed Consent Forms ([Consent to a Criminal Record Verification form - PWGSC-TPSGC 229](#)) for any or all individuals aforementioned within the time specified. Failure to provide such Consent Forms within the time period provided will result in the offer being declared non-responsive.

5. The Offeror must diligently maintain an up-to-date list of names by informing Canada in writing of any change occurring during the validity period of the offer as well as during the period of any Standing Offer arising from this RFSO and any call-ups made against the Standing Offer. The Offeror must also, when so requested, provide Canada with the corresponding Consent Forms.

5. The Offeror must diligently maintain an up-to-date list of names by informing Canada in writing of any change occurring during the validity period of the offer as well as during the period of any Standing Offer arising from this RFSO and any call-ups made against the Standing Offer. The Offeror must also, when so requested, provide Canada with the corresponding Consent Forms.

6. By submitting an offer, the Offeror certifies that it is aware, and that its affiliates are aware, that Canada may request additional information, certifications, consent forms and other evidentiary elements proving identity or eligibility. Canada may also verify the information provided by the Offeror, including the information relating to the acts or convictions specified herein, through independent research, use of any government resources or by contacting third parties.

7. By submitting an offer, the Offeror certifies that neither the Offeror nor any of the Offeror's affiliates have directly or indirectly, paid or agreed to pay, and will not, directly or indirectly, pay a contingency fee to any individual for the solicitation, negotiation or obtaining of the Standing Offer and any call-ups made against the Standing Offer if the payment of the fee would require the individual to file a return under section 5 of the Lobbying Act.

8. By submitting an offer, the Offeror certifies that no one convicted under any of the provisions under a) or b) are to receive any benefit under a Standing Offer arising from this RFSO and any call-ups made against the Standing Offer. In addition, the Offeror certifies that except for those offences where a criminal pardon or a record suspension has been obtained or capacities restored by the Governor in Council, neither the Offeror nor any of the Offeror's affiliates has ever been convicted of an offence under any of the following provisions:

Paragraph

a. 80(1)(d) (False entry, certificate or return), subsection 80(2) (Fraud against Her Majesty) or section 154.01 (Fraud against Her Majesty) of the Financial Administration Act, or

b. section 121 (Frauds on the government and Contractor subscribing to election fund), section 124 (Selling or Purchasing Office), section 380 (Fraud) for fraud committed against Her Majesty or section 418 (Selling defective stores to Her Majesty) of the Criminal Code of Canada, or

c. section 462.31 (Laundering proceeds of crime) or sections 467.11 to 467.13 (Participation in activities of criminal organization) of the Criminal Code of Canada, or  
 d. section 45 (Conspiracies, agreements or arrangements between competitors), 46 (Foreign directives) 47 (Bid rigging), 49 (Agreements or arrangements of federal financial institutions), 52 (False or misleading representation), 53 (Deceptive notice of winning a prize) under the Competition Act,  
 or

e. section 239 (False or deceptive statements) of the Income Tax Act, or

f. section 327 (False or deceptive statements) of the Excise Tax Act, or

g. section 3 (Bribing a foreign public official) of the Corruption of Foreign Public Officials Act, or

h. section 5 (Trafficking in substance), section 6 (Importing and exporting), or section 7 (Production of substance) of the Controlled Drugs and Substance Act.

9. In circumstances where a criminal pardon or a record suspension has been obtained, or capacities have been restored by the Governor in Council, the Offeror must provide with its offer or

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promptly thereafter a copy of confirming documentation from an official source. If such documentation has not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply will render the offer non-responsive

10. Offerors understand that Canada may contract outside of the present solicitation process with a supplier who has been convicted of an offense enumerated under c) to h) of the paragraph hereinabove, or who is affiliated with someone who has been convicted of an offense enumerated under c) to h) of the paragraph hereinabove, when required to do so by law or legal proceedings, or when Canada considers it necessary to the public interest for reasons which include, but are not limited to:

Only one person is capable of performing the contract;

- Emergency;
- National security;
- Health and safety;
- Economic harm.

Canada reserves the right to impose additional conditions or measures to ensure the integrity of the procurement process.

## **GI02 COMPLETION OF OFFER**

- 1) The offer shall be
  - a) Submitted in accordance with the instructions contained in the RFSO;
  - b) correctly completed in all respects;
  - c) signed by a duly authorized representative of the Offeror; and
  - d) accompanied by any other document or documents specified elsewhere in the RFSO where it is stipulated that said documents are to accompany the offer.
- 2) Any alteration to the pre-printed or pre-typed sections of the Price Proposal Form, or any condition or qualification placed upon the offer shall be cause for disqualification. Alterations, corrections, changes or erasures made to statements or figures entered on the Price Proposal Form by the Offeror shall be initialled by the person or persons signing the offer. Initials shall be original(s). Alterations, corrections, changes or erasures that are not initialled shall be deemed void and without effect.
- 3) Unless otherwise noted elsewhere in the RFSO, facsimile copies of bids are not acceptable.

## **GI03 IDENTITY OR LEGAL CAPACITY OF THE OFFEROR**

In order to confirm the authority of the person or persons signing the offer or to establish the legal capacity under which the Offeror proposes to enter into Contract, any Offeror who carries on business in other than its own personal name shall, if requested by Canada, provide satisfactory proof of

- (a) such signing authority; and
- (b) the legal capacity under which it carries on business;

prior to contract award. Proof of signing authority may be in the form of a certified copy of a resolution naming the signatory(ies) that is (are) authorized to sign this offer on behalf of the corporation or partnership. Proof of legal capacity may be in the form of a copy of the articles of incorporation or the registration of the business name of a sole proprietor or partnership.

#### **GI04 APPLICABLE TAXES**

"Applicable Taxes" means the Goods and Services Tax (GST), the Harmonized Sales Tax (HST), and any provincial tax, by law, payable by Canada such as, the Quebec Sales Tax (QST) as of April 1, 2013.

#### **GI05 CAPITAL DEVELOPMENT AND REDEVELOPMENT CHARGES**

Building permits fees (if applicable) will be applied to call-ups. The Offeror shall not include any monies in the offer amount for special municipal development, redevelopment or other fees or charges which a municipal authority may seek as a prerequisite to the issuance of building permits.

#### **GI06 LISTING OF SUBCONTRACTORS AND SUPPLIERS**

Notwithstanding any list of Subcontractors that the Offeror may be required to submit as part of the offer, the Offeror shall, within forty-eight (48) hours of receipt of a notice to do so, submit all information requested in the said notice including the names of Subcontractors and Suppliers for the part or parts of the Work listed. Failure to do so shall result in the disqualification of its offer.

#### **GI07 SUBMISSION OF OFFER**

- 1) Canada requests that offerors provide their offer as follows:
  - Front page of tender package
  - Appendix 1: List of Bidders Board of Directors
  - Appendix 3: Mandatory Criteria
  - Appendix 4: Price Proposal form.
- 2) Canada requests that offerors follow the format instructions described below in the preparation of their offer.
  - (a) use 216 mm x 279 mm (8.5 x 11 inch) paper;
  - (b) use a numbering system that corresponds to that of the Request for Standing Offers;
- 3) Offerors must submit their financial offer in accordance with Appendix 4 - Price Proposal Form. The total amount of applicable taxes is to be shown separately, if applicable. The offer envelope shall be addressed and submitted to the office designated on the Front Page "Request for Standing Offer" for the receipt of the offers. The offer must be received on or

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before the date and time set for solicitation closing. Prior to submitting the offer, the Offeror shall ensure that the following information is clearly printed or typed on the face of the offer envelope:

- (a) Solicitation Number;
- (b) Name of Offeror;
- (c) Return address; and
- (d) Closing Date and Time.

The offer shall be in Canadian currency. Exchange rate fluctuation protection is not offered. Any request for exchange rate fluctuation protection shall not be considered.

- 4) Timely and correct delivery of offers is the sole responsibility of the Offeror.

#### **GI08 REVISION OF OFFER**

- 1) An offer submitted in accordance with these instructions may be revised by letter or facsimile provided the revision is received at the office designated for the receipt of offers, on or before the date and time set for the closing of the solicitation. The letter or facsimile shall on the Offeror's letterhead or bear a signature that identifies the Offeror.
- 2) A revision to an offer that includes unit prices must clearly identify the change(s) in the unit price(s) and the specific item(s) to which each change applies.

#### **GI09 REJECTION OF OFFER**

- 1. Canada may accept any offer, whether it is the lowest or not, or may reject any or all offers.
- 2. Without limiting the generality of paragraph 1. of GI09, Canada may reject an offer if any of the following circumstances is present:
  - a. the Offeror's bidding privileges are suspended or are in the process of being suspended;
  - b. The Offeror's bidding privileges of any employee or subcontractor included as part of the offer are suspended or are in the process of being suspended, which suspension or pending suspension would render that employee or subcontractor ineligible to make an offer on the Work, or the portion of the Work the employee or subcontractor is to perform;
  - c. the Offeror is bankrupt, or where for whatever reason, its activities are rendered inoperable for an extended period;
  - d. evidence, satisfactory to Canada, of fraud, bribery, fraudulent misrepresentation or failure to comply with any law protecting individuals against any manner of discrimination, has been received with respect to the Offeror, any of its employees or any subcontractor included as part of its offer;
  - e. evidence satisfactory to Canada that based on past conduct or behavior, the Offeror, a sub-contractor or a person who is to perform the Work is unsuitable or has conducted himself/herself improperly;

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- f. with respect to current or prior transactions with Canada
- i. Canada has exercised, or intends to exercise, the contractual remedy of taking the work out of the contractor's hands with respect to a contract with the Offeror, any of its employees or any subcontractor included as part of its offer; or
- ii. Canada determines that the Offeror's performance on other contracts is sufficiently poor to jeopardize the successful completion of the requirement being offered on.
3. In assessing the Offeror's performance on other contracts pursuant to subparagraph 2.f.i & ii. GI09, Canada may consider, but not be limited to, such matters as:
- a. the quality of workmanship in performing the Work;
- b. the timeliness of completion of the Work;
- c. the overall management of the Work and its effect on the level of effort demanded of the department and its representative; and
- d. the completeness and effectiveness of the Contractor's safety program during the performance of the Work.
4. Without limiting the generality of paragraphs 1., 2. and 3. of GI09, Canada may reject any offer based on an unfavourable assessment of the
- a. adequacy of the offer price to permit the work to be carried out and, in the case of an offer providing prices per unit, whether each such price reasonably reflects the cost of performing the part of the work to which that price applies;
- b. Offeror's ability to provide the necessary management structure, skilled personnel, experience and equipment to perform competently the work under the Contract; and
- c. Offeror's performance on other contracts.
5. When Canada intends to reject an offer pursuant to a provision of paragraphs 1., 2., 3. or 4. of GI09, other than subparagraph 2.a. of GI10, the Contracting Authority will inform the Offeror and provide the Offeror ten (10) days within which to make representations, before making a final decision on the offer rejection.
6. Canada may waive informalities and minor irregularities in offers received if Canada determines that the variation of the offer from the exact requirements set out in the Offer Documents can be corrected or waived without being prejudicial to other offerors

#### **GI10 OFFER COSTS**

No payment will be made for costs incurred in the preparation and submission of an offer in response to the offer solicitation. Costs associated with preparing and submitting an offer, as well

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as any costs incurred by the Offeror associated with the evaluation of the offer, are the sole responsibility of the Offeror.

#### **GI11 PROCUREMENT BUSINESS NUMBER**

Offerors are required to have a Procurement Business Number (PBN) before contract award. Offerors may register for a PBN in the Supplier Registration Information system on the Contracts Canada Web site. For non-Internet registration, Offerors may contact the nearest Supplier Registration Agent.

#### **GI12 COMPLIANCE WITH APPLICABLE LAWS**

- 1) By submission of an offer, the Offeror certifies that the Offeror has the legal capacity to enter into a contract and is in possession of all valid licences, permits, registrations, certificates, declarations, filings, or other authorizations necessary to comply with all federal, provincial and municipal laws and regulations applicable to the submission of the offer and entry into any ensuing call-up for the performance of the work.
- 2) For the purpose of validating the certification in paragraph 1) of GI12, a Offeror shall, if requested, provide a copy of every valid licence, permit, registration, certificate, declaration, filing or other authorization listed in the request, and shall provide such documentation within the time limit(s) set out in the request.
- 3) Failure to comply with the requirements of paragraph 2) of GI12 shall result in disqualification of the offer.

#### **GI13 APPROVAL OF ALTERNATIVE MATERIALS**

When materials are specified by trade names or trademarks, or by manufacturers' or suppliers' names, the offer shall be based on use of the named materials. During the solicitation period, alternative materials may be considered provided full technical data is received in writing by the Contracting Officer at least ten (10) calendar days prior to the solicitation closing date. If the alternative materials are approved for the purposes of the offer, an addendum to the offer documents shall be issued.

#### **GI14 PERFORMANCE EVALUATION**

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

#### **GI15 CONFLICT OF INTEREST - UNFAIR ADVANTAGE**

- 1) In order to protect the integrity of the procurement process, offerors are advised that Canada may reject an offer in the following circumstances:

- 
- (a) if the Offeror, any of its subcontractors, any of their respective employees or former employees was involved in any manner in the preparation of the offer solicitation or in any situation of conflict of interest or appearance of conflict of interest;
    - (b) if the Offeror, any of its subcontractors, any of their respective employees or former employees had access to information related to the offer solicitation that was not available to other offerors and that would, in Canada's opinion, give or appear to give the Offeror an unfair advantage.
  - 2) The experience acquired by a offeror who is providing or has provided the goods and services described in the offer solicitation (or similar goods or services) will not, in itself, be considered by Canada as conferring an unfair advantage or creating a conflict of interest. This offeror remains however subject to the criteria established above.
  - 3) Where Canada intends to reject an offer under this section, the Contracting Authority will inform the Offeror and provide the Offeror an opportunity to make representations before making a final decision. Offerors who are in doubt about a particular situation should contact the Contracting Authority before offer closing. By submitting an offer, the Offeror represents that it does not consider itself to be in conflict of interest nor to have an unfair advantage. The Offeror acknowledges that it is within Canada's sole discretion to determine whether a conflict of interest, unfair advantage or an appearance of conflict of interest or unfair advantage exists.

## STANDING OFFER PARTICULARS

### SOP01 GENERAL

1. The Offeror acknowledges that a standing offer is not a contract and that the issuance of a Standing Offer and Call-up Authority does not oblige or commit Canada to procure or contract for any services listed in the Standing Offer.
2. The Offeror offers to provide and deliver to Canada the services described in the Standing Offer, in accordance with the pricing set out in the Request for Standing Offer if, and when the Contracting Authority may request such services, in accordance with the conditions listed at subsection 3 below.
3. The Offeror understands and agrees that:
  - a) a call-up against the Standing Offer will form a contract only for those services which have been called-up, provided that such call-up is made in accordance with the provisions of the Standing Offer;
  - b) Canada's liability is limited to that which arises from call-ups against the Standing Offer made within the period specified in the Standing Offer;
  - c) Canada has the right to procure the services specified in the Standing Offer by means of any other contract, standing offer or contracting method;
  - d) the Standing Offer cannot be assigned or transferred in whole or in part;
  - e) the Standing Offer may be set aside by Canada at any time.

### SOP02 PERIOD OF THE STANDING OFFER

The period for placing call-ups against the Standing Offer shall be from date of standing offer to 30 August, 2016.

### SOP03 CALL-UP LIMITATION

Each call-up against the Standing Offer will have a maximum limitation of expenditure of \$50,000.00 **(applicable taxes included)**.

### SOP04 CALL-UP PROCEDURE

1. Services will be called-up as follows:
  - a) The Departmental Representative will establish the scope of services to be performed.
  - b) For each individual call-up the Offeror will be provided the scope of work and will submit an offer to the Departmental Representative in accordance with the unit rates established under the Standing Offer. The Contractor's offer shall include all of the work as specified

including; mobilizing, sub-trades, materials, labour, tools, administration fees and supervision as offered in the RFSO including building permits as per local regulations.

2. The Offeror will be authorized in writing by the Contracting Authority to proceed with the work by issuance of a Call-up against the Standing Offer using form 942.
3. Any proposed changes to the scope of work are to be discussed with the Departmental Representative but any resulting changes can only be authorized by an amendment issued by the Contracting Authority.

## SUPPLEMENTARY CONDITIONS (SC)

### SC01 SECURITY ACCESS REQUIREMENTS FOR CANADIAN CONTRACTORS

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 6;
  - (b) Industrial Security Manual (Latest Edition).

## CALL-UPS CLAUSES OR RESULTING CONTRACT DOCUMENTS (CD)

- 1) The following are the call-up's contract documents:
  - (a) The call up against the Standing Offer, including any annexes;
  - (b) General Conditions and clauses :
 

GC1 General Provisions	R2810D	(2013-04-25);
GC2 Administration of the Contract	R2820D	(2012-07-16);
GC3 Execution and Control of the Work	R2830D	(2010-01-11);
GC4 Protective Measures	R2840D	(2008-05-12);
GC5 Terms of Payment	R2550D	(2010-01-11);
GC6 Delays and Changes in the Work	R2860D	(2013-04-25);
GC7 Default, Suspension or Termination of Contract	R2870D	(2008-05-12);
GC8 Dispute Resolution	R2884D	(2008-05-12);
GC9 Insurance	R2590D	(2011-05-16);
Fair Wages and Hours of Labour - Labour Conditions	R2940D	(2012-07-16);
Allowable Costs for Contract Changes Under GC6.4.1	R2950D	(2007-05-25);
Schedules of Wage Rates for Federal Construction Contracts;		
  - (c) Supplementary Conditions  
Any amendment or variation of the contract documents that is made in accordance with the General Conditions.
- 2) The documents identified by title, number and date above are incorporated by reference and are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Web site:  
<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>
- 3) Schedules of Wage Rates for Federal Construction Contracts is included by reference and may be accessed from the Web site:  
[http://www.rhdcc-hrsdc.gc.ca/eng/labour/employment\\_standards/contracts/schedule/index.shtml](http://www.rhdcc-hrsdc.gc.ca/eng/labour/employment_standards/contracts/schedule/index.shtml).
- 4) The language of the contract documents is the language of the Price Proposal Form submitted.



## APPENDIX 2 - SCOPE OF WORK

**REQUIREMENT:** Regional Individual Standing Offer to provide all labour, material, tools, equipment, supervision and transportation required to complete high voltage switching/isolation/grounding services, repair of high voltage switchgear, power factor correction, hypot testing, power quality studies, ground resistance calculations and field testing for all areas of CFB Esquimalt. Work will be on an as and when requested basis for Dept. Of National Defence, CFB Esquimalt, Victoria, BC during the period specified herein.

Department of National Defence has a immediate requirement for a electrical specialist Engineer 1 Contractor having the following qualifications and abilities to troubleshoot on an as and when basis during the period specified herein.

- QUALIFICATIONS:**
1. Class A Unrestricted license in the Province of British Columbia.
  2. Registered Professional Engineer in the Province of British Columbia.
  3. Current Power Safety Protection Trained to Level 5.
  4. Experience in:

**Engineering: -**

- Harmonic/Disturbance Modelling
- Load Flow studies. -Coordination studies
- Ground grid design and testing.

**Field Work:**

- Startup Verification services on high voltage breakers, transformers, relays and cables.
- Ground grid testing, step and touch calculations.
- Harmonic and disturbance measurements.
- Equipment specification, procurement and supervision of installations.

### SCOPE OF WORK TO BE PERFORMED

1. Provide high voltage switching/isolation/grounding services and assurances.
2. Provide repair services related to High Voltage Switchgear, sensors, devices, automatic harmonic filters, power factor banks, power transformers (oil and dry), high and low voltage distribution systems, components, relays, contactors, current transformers, potential transformers, grounding meters.
3. Provide assessments, analysis and recommendations for: Power factor correction, hypot testing, coordination & short circuit studies, ground resistance calculations and field testing.
4. Provide assessments and analysis of power quality including detailed calculations, harmonics and power factor. Power Quality Modeling -Department of National Defence has a requirement for the mathematical modeling of the electrical system, the ships at the 6 main Jetties, the SCR controlled cranes, the welding equipment, the dry dock de-watering pumps, and the system air compressors/pumps. The calculations need to include as a minimum, modeling of harmonic resonance, switching transients, voltage flicker, loading and switching conditions. The calculations should be of the same format as for coordination and short circuit studies. The standard of format will be ETAP software.

5. Recommend solutions including assessment and analysis of high voltage distribution and power quality problems, including participation and planning, detailed design and preparation of plans and specifications of related projects for implementation by Department of National Defence, and Defence Construction.

6. Power Quality Measurements -Requirements are for the ability to measure power quality around the facility, using unattended continuous measurements. The standard for measurement will be the BMI8800 or equivalent. Power quality measurements must include harmonics up to the 63rd order, transients, being measured in gigahertz, and voltage flicker. Provide high quality of personal testing and measuring equipment to inspect test and access the condition of:

- A. High Voltage distribution equipment,
- B. Low Voltage distribution equipment,
- C .DND SCADA System,
- D. Electronic Sensors and transducers,
- E. Crane DC drives and electronic control devices,

7. To inspect, recommend, rewire, and produce "as built" drawings of DND SCADA systems consisting of;

- a.Update DND spreadsheets for all required metering, alarms, indicators, status labels, nameplates and equipment.
- b.Check in field for correctness of wiring and components of existing and re-wire as required.
- c.Add new components and wiring for new SCADA points.
- d.Check for correct indication on control console in pump house and correct as required.
- e.Add to program new SCADA points and screens as required.
- f.Improve speed of the SCADA system including interconnections to the new filter banks, and satellite SCADA points.
- g.Produce final spreadsheets and detailed wiring diagrams.

8. The tender will be based on the following estimated hours for the above showing costs per hour of the different services covering normal and overtime hours; see pricing section herein.

**9. RESPONSE TIMES:**

TIME TYPE	TIME FRAME	CALL BACK	ON SITE WITHIN
REGULAR (REG)	0800-1600 MONDAY TO FRIDAY	02 HOLIRS	5 CALENDAR DAYS
OVERTIME (OT)	601-0759 MONDAY-FRIDAY SAT/SUN & HOLIDAYS	TO BE UTILIZED ONLY IN CONCERT WITH REGULAR TIME	
EMERGENCY	24/7/365	02 HOLIRS	2 HRS MONDAY TO FRIDAY 0800-1600 4 HRS -ALL OTHER TIMES

			<p><b>FOR ALDERGROVE/MATSQUI ONLY:</b></p> <p>24 HRS MONDAY TO FRIDAY 0800-1600 48 HRS ALL OTHER TIMES</p>
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10. All measurements and analysis need to be completed by a Professional Electrical Engineer registered in BC. A resume of power quality measurements and analysis may be requested by Department of National Defence.

Projects will be located in the lower Vancouver Island areas. This includes, but is not limited to:

ESQUIMALT: Dockyard, Naden, Work Point Barracks

METCHOSIN: Albert Head, Rocky Point

COLWOOD: Belmont Park, Colwood

VICTORIA: Bay Street Armoury, Malahat, SAANICH: Heals Range, Patricia Bay, Vanalman

LOWER MAINLAND: Aldergrove and Matsqui

Work will be between 08:00 and 16:00, Monday to Friday inclusive. Provisions will be made for emergency callouts and overtime. All such arrangements to work other than normal hours shall be arranged in advance through the Site Authority or his representative.

1. Contractors shall demonstrate that they are fully equipped and capable of performing the work. (No sub-contracting out of work specified)

## **SECTION 01005 -GENERAL INSTRUCTIONS**

### **Workmanship**

.1 All work shall be done by a registered professional engineer or qualified trades people.

.2 The work site shall be left in a neat and clean condition each night.

### **Contractor's Access to and Use of Site**

.1 Use of the site limited to the work areas indicated for work and storage.

.2 Access directly to and from the site as indicated, via the Dockyard Main Gate, subject to:

Traffic regulations established by DND

Security regulations established by DND.

.3 All Contractors, sub-contractors, and supplier employees will be required to obtain passes or identification (ID) cards from the Base Identification Unit located at the main Dockyard gate based on the following:

Persons requiring access not exceeding three (3) days duration: Obtain a daily pass each time of access and hand in to Commissionaire at the end of the day.

.1 Time duration to obtain: 30 minutes.

Persons requiring access not exceeding two (2) weeks duration: Obtain a temporary identification card from the Identification Unit.

.1 Time duration to obtain: 30 minutes.

Persons requiring access for a period exceeding two (2) weeks: Applications to be completed by individuals and submitted through the Contractor to the Person in Charge (P.I.C.) Allow one (1) week processing time. Contractor/employee will be contacted to arrange time for photographic session and signature.

.1 Time duration: 30 minutes per person.

Upon award of the contract, the Contractor shall provide a typewritten list to the BCEO Representative P.I.C. of all employees, sub-contractors, and suppliers requiring access to the contract work area. The list shall be updated promptly as changes of employees are made.

All identification cards are to be returned to Commissionaires upon termination of employment, completion of work, or expiry of card.

The Base Security Officer may request interviews with employees and retains the right to deny access to the Base to persons on the basis of security risk.

.4 Do not unreasonably encumber site with materials or equipment.

.5 Move products or equipment which interfere with operations of P.I.C. other Contractors or building occupant as directed by P.I.C.

.6 Use of DND facility is not permitted unless approved in writing by P.I.C.

.7 Park vehicles where directed by the P.I.C.

### **Reporting to P.I.C.**

.1 The Contractor prior to commencement of any site work shall report the schedule of work to the Engineer, Room 12 1, Building 575, Dockyard, telephone 363-291 7 or 363-2227.

.2 Calls from the P.I.C. shall be answered by the Contractor within two (2) hours.

### **Safety Requirements**

.1 Observe and enforce constructions safety measures required by Canadian Construction Safety Code, Provincial Government, Workers' Compensation Board, and municipal statutes and authorities. The Contractor must ensure compliance on his part and on the part of all his sub-contractors with the standards of part 11, Canada Labour Code and the Occupational Health and Safety Regulations, as well as compliance with the Workers' Compensation Act and any regulations thereunder the said Act having to do with the prevention of accidents, the prevention of diseases, and the provision of safe working

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conditions including proper safety equipment, lighting and ventilation. In the event of conflict between the Workers' Compensation Act and regulations, and the Canada Labour Code, Part 11, and Occupational Health and Safety Regulations, the most stringent provision applies.

Contractor shall have experience with the issuing and accepting of guarantee of isolations (GOI) with minimum power systems safety procedures level 6 (PSSP6) Contractor to have a confined space policy in place. Contractors confined space policy to be reviewed by the BCEO Unit General Safety Officer (UGSO).

### **Schedule of Work**

- .1 Work to be carried out will commence within time frames identified herein call in and shall be completed not later than five (5) working days after commencement of work unless otherwise specified by requisition.
- .2 Prior to commencement of work, the Contractor or his authorized representative will report to the P.I.C. and will be responsible to pick up keys.
- .3 Inspections shall be carried out during and at the end of all jobs. Deficiencies noted will be made good immediately after notification by the P.I.C.
- .4 The Contractor shall prepare and forward one (1) original and copy of the invoice for each requisition. As-built drawings and a copy of the electrical permit will accompany each invoice. Invoices will be processed only when as-built and electrical permits have been delivered to BCEO Contracts. Invoices will be addressed as below:

#### **ATTENTION: INVOICE SECTION**

BCEO Contracts  
Building 575, Room 228  
CFB Esquimalt -Dockyard  
PO Box 17000, Stn Forces  
Victoria, BC V9A 7N2

### **Setting Out of Work**

- .1 Assume full responsibility for and execute complete layout of work to locations.
- .2 Where security has been reduced by work of contractor, provide temporary means to maintain security. Obtain approval of measures by P.I.C.
- .3 Provide barriers and/or warning to protect public and occupants in accordance with safety requirements.

### **Power and Water Supply**

- .1 DND can provide, free of charge, temporary electric power for construction purposes.

.2 Engineer will determine delivery points and quantitative limits. Engineer's written permission is required before any connection is made. Connect to existing power supply in accordance with Canadian Electrical Code.

.3 Provide at no cost to DND all equipment and temporary lines to bring these services to project site.

.4 Supply of temporary services by DND is subject to DND requirements and may be discontinued by DND site representative at any time without notice.

### **Material and Equipment**

.1 Use new material and equipment unless otherwise specified.

.2 Provide material and equipment of specified design and quality, performing to published ratings and for which replacement parts are readily available.

.3 Use products of one manufacturer for material and equipment of same type or classification unless otherwise specified.

### **Clean Up**

.1 The Contractor shall clean and tidy up daily. All debris and the like shall be removed from the site at completion of each day's work. On completion of the job, the site shall be left clean and tidy to the complete satisfaction of the P.I.C.

.2 On completion of the work in each area, remove all surplus materials, tools and equipment and leave the site in a clean and tidy condition to the complete satisfaction of the P.I.C.

.3 The P.I.C. or his representative will direct disposal of all surplus material and equipment.

## **SECTION 01546 -FIRE SAFETY REQUIREMENTS**

### **Fire Safety Plan**

.1 Contractors and their personnel will be familiar with this section and its requirements.

### **Reporting Fires**

.1 Know the location of nearest fire alarm box and telephone, including the emergency phone number.

.2 Report immediately all fire incidents to the Fire Department as follows: Activate nearest fire alarm box or Telephone 911 on Base

3. Interior and Exterior Fire Protection and Alarm Systems

.1 Fire protection and alarm systems shall not be:

Obstructed.

**Shut-off.**

Left inactive at the end of a working day or shift without notification and authorization from the fire Chief or his representative.

**Fire Extinguisher**

.1 The Contractor shall supply a fire extinguisher to protect, in an emergency, the work in progress and the Contractor's physical plant on site.

**Blockage of Roadways**

.1 The Fire Chief shall be advised of any work that would impede fire apparatus response. This includes violation of minimum overhead clearance, as prescribed by the Fire Chief, erecting of barricades and the digging of trenches.

**Smoking Precautions**

.1 Although smoking is not permitted in hazardous areas, or in buildings, care must still be exercised in the use of smoking materials in non-restricted areas.

**Rubbish and Waste Materials**

.1 Rubbish and waste materials are to be kept to a minimum.

.2 The burning of rubbish is prohibited unless approved by the fire Chief.

.3 Removal:

All rubbish shall be removed from the worksite at the end of the workday or shift as directed.

**Questions and/or Clarification.**

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

**Fire Inspections**

.1 The Base/station Fire Chief shall be allowed unrestricted access to the worksite.

.2 The Contractor shall co-operate with the Fire Chief during routine inspections of the work site.

.3 The Contractor shall immediately remedy all fire situations observed by the Fire Chief.

**SECTION 16010 -ELECTRICAL -GENERAL REQUIREMENTS****1. General**

.1 This Section covers items common to Sections of division 16. This Section supplements Requirements of Division 1.

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## Codes and Standards

- .1 Do complete installation in accordance with CSA C22.1 Latest Edition.
- .2 Abbreviations for electrical terms: to CSA 285-1983.

## Care, Operation and Start-Up.

- .1 Instruct P.I.C. in the operation, care and maintenance of equipment.

## Voltage Ratings

- .1 Operating Voltages: to CAN3-C23 5-83.
- .2 Motors, electrical heating, control and distribution devices and equipment to operate satisfactorily at 60 Hz within normal operating limits established by above standard. Equipment to operate in extreme operating conditions established in above standard without damage to equipment.

## Permits, Fees and Inspection

- .1 Submit to BC Safety Engineering Service Division Electrical Safety Branch necessary number of drawings and specifications for examination and approval prior to commencement of work.
- .2 Apply for Permits and pay associated fees.
- .3 P.I.C. will provide Contract drawings and specifications required by BC Safety Engineering Safety Branch Division Electrical Safety Branch at no cost.
- .4 Notify P.I.C. of changes required by BC Safety Engineering Service Division Electrical Safety Branch prior to making changes,
- .5 Furnish Certificates of Acceptance from BC Safety Engineering Service Division Electrical Safety Branch on completion of work to Engineer.

## Materials and Equipment

- .1 Provide materials and equipment in accordance with Section 01600 -Material and Equipment.
- .2 Equipment and material to be CSA certified. Where there is no alternative to supplying equipment, which is not CSA certified, obtain special approval from Electrical Inspection Department.
- .3 Factory assemble control panels and component assemblies.

## Finishes

- .1 Shop finish metal enclosure surfaces by application of rust resistant primer inside and outside, and at least two coats of finish enamel.  
Paint outdoor electrical equipment "electrical green" finish to EEMAC Y 1-1-1955.  
Paint indoor switchgear and distribution enclosures light grey to EEMAC 2Y-1-1958.
- .2 Clean and touch up surfaces of shop-painted equipment scratched or marred during shipment or installation, to match original paint.
- .3 Clean and prime exposed non-galvanized hangars, racks and fastenings to prevent rusting.

## Equipment Identification

.1 Identify electrical equipment with nameplates as follows:

.2 Nameplates:

Lamicoid 3 mm thick plastic engraving sheet, black face, white core, mechanically attached with self-tapping screws.

#### Nameplate Sizes

Size 1	10x50mm	1 line	3 mm high letters
Size 2	12x70 mm	1 line	5 mm high letters
Size 3	12x70 mm	2 lines	3 mm high letters
Size 4	20x90 mm	1 line	8 mm high letters
Size 5	20x90 mm	2 lines	5 mm high letters
Size 6	25x100 mm	1 line	12 mm high letters
Size 7	15x100 mm	2 lines	6 mm high letters

.3 Wording on nameplates to be approved by P.I.C. prior to manufacture.

.4 Allow for average of twenty-five (25) letters per nameplate.

.5 Identification to be in English.

.6 Nameplates for terminal cabinets and junction boxes to indicate system and/or voltage characteristics.

.7 Disconnects, starters and contractors; indicate equipment being controlled by voltage.

.8 Terminal cabinets and pull boxes; indicate system and voltage.

.9 Transformers; indicate capacity, primary and secondary voltages.

### Wiring Identification

.1 Identify wiring with permanent indelible identifying markings, either numbered or coloured plastic tapes, on both ends of phase conductors of feeders and branch circuit wiring.

.2 Maintain phase sequence and colour coding throughout.

.3 Colour code: to CSA C22.1 Latest Edition.

.4 Use colour coded wires in communication cables, matched throughout system.

### Wiring Terminations

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

### Manufacturers CSA Labels

.1 Visible and legible after equipment is installed.

### Warning Signs

.1 As specified and to meet requirements of Electrical Inspection Department and P.I.C. .2 Decal signs, minimum size 175 x 250 mm.

### Mounting Heights

.1 Mounting height of equipment is from finished floor or grade to centreline of equipment unless specified or indicated otherwise.

.2 If mounting height of equipment is not specified or indicated, verify before proceeding with installation.

### **Conduit and Cable Installation**

.1 Install conduit and sleeves prior to pouring of concrete. Sleeves through concrete: sized for free passage of conduit and protruding 50 mm.

.2 If plastic sleeves are used in fire rated walls or floors, remove before conduit installation.

.3 Install cables, conduits and fittings to be embedded or plastered over, neatly and close to building structure so furring can be kept to a minimum.

### **Field Quality Control**

.1 Conduct and pay for following tests: Power distribution system including phasing, voltage, grounding and load balancing. Circuits originating from branch distribution panels. Lighting and its control. Systems: fire alarm system, communications, as required.

.2 Furnish manufacturer's certificate or letter confirming that entire installation as it pertains to each system has been installed to manufacturer's instructions.

.3 Insulation resistance testing.

Megger circuits, feeders and equipment up to 350 V with a 500 V instrument.

Megger 350-600 V circuits, feeders and equipment with a 1000 V instrument.

Check resistance to ground before energizing.

Carry out tests in presence of P.I.C.

Provide instruments, meters, equipment and personnel required to conduct tests during and at conclusion of project. Submit test results for P.I.C.'s review.

### **Co-ordination of Protection Devices**

.1 Ensure circuit protective devices such as overcurrent trips, relays and fuses are installed to required values and settings.

### **Lockout Policy**

.1 Ensure all employees adhere to Base Construction Engineering Operating Procedures "Lockout Policy" available on request from BCEO Engineer.

### **Confined Space**

.1 Ensure all employees adhere to Confined Space BCEO Standing Operating Procedure available on request from BCEO Engineer and WCB Regulations.

### **Dig Permits**

.I BCEO Dig Permits are required before any evacuation is started.

## **CONSTRUCTION SITE HEALTH AND SAFETY**

### **1 References**

- .1 Canada Labour Code -Part 11, Canada Occupational Health and Safety Health Regulations.
- .2 National Building Code of Canada (NBC):
  - .1 Part 8, Safety Measures at Construction and Demolition Sites.
- .3 Fire Commissioner of Canada (FCC):
  - .1 FCC No. 301-1 982, Standard for Construction Operations.
  - .2 FCC No. 302-1982, Standard for Welding and Cutting.
- .4 Province of British Columbia:
  - .1 Workers Compensation Act (Occupational Health & Safety), Amendment Act, B.C. Reg. 185199, herein referred to as the Workers Compensation Act (WCA).
- .5 Yukon Territory: .1 Occupational Health and Safety Act, R.S.Y. 1986.
- .6 Canadian Standards Association (CSA):
  - .1 CSA S269.1-1975 (R1998), Falsework for Construction Purposes.
  - .2 CSA S269.2-M87 (R1998), Access Scaffolding for Construction Purposes.
  - .3 CSA-S350-M1980(R1998), Code of Practice for Safety in Demolition of Structures.
- .7 American National Standards Institute (ANSI):
  - .1 ANSI A10.3, Operations -Safety Requirements for Powder- Actuated Fastening Systems.

### **2 Workers' Comuensation Board Coverage**

- .1 Comply fully with the Workers' Compensation Act, regulations and orders made pursuant thereto, and any amendments up to the completion of the work.
- .2 Maintain Workers' Compensation Board coverage during the term of the Contract, until and including the date that the Certificate of Final Completion is issued.

### **3 Compliance with Regulations**

- .1 PWGSC may terminate the Contract without liability to PWGSC where the Contractor, in the opinion of PWGSC, refuses to comply with a requirement of the Workers' Compensation Act or the Occupational Health and Safety Regulations.
- .2 It is the Contractor's responsibility to ensure that all workers are qualified, competent and certified to perform the work as required by the Workers' Compensation Act or the Occupational Health and Safety Regulations.

#### 4 Submittals

- .1 Make submittals in accordance with instructions or as specified.
- .2 Submit the following:
  - .1 Health and Safety Plan.
  - .2 Copies of reports or directions issued by federal and provincial health and safety inspectors.
  - .3 Copies of incident and accident reports.
  - .4 Complete set of Material Safety Data Sheets (MSDS), and all other documentation required by Workplace Hazardous Materials Information System (WHMIS) requirements for products used on project.
  - .5 Emergency procedures.
- .3 The Technical authority will review the Contractor's site-specific project Health and Safety Plan and emergency procedures, and provide comments to the Contractor within 5 days after receipt of the plan. Revise the plan as appropriate and resubmit to the Technical authority for review upon request.
- .4 Medical surveillance: where prescribed by legislation, regulation or safety program, submit certification of medical surveillance for site personnel prior to commencement of work, and submit additional certifications for any new site personnel to the Technical authority.
- .5 Submission of the Health and Safety Plan, and any revised version, to the Technical authority is for information and reference purposes only. It shall not:
  - .1 Be construed to imply approval by the Technical authority.
  - .2 Be interpreted as a warranty of being complete, accurate and legislatively compliant.
  - .3 Relieve the Contractor of his legal obligations for the provision of health and safety on the project.

#### 5 Responsibility

- .1 Be responsible for:
  - .1 The safety of persons and property on site; and
  - .2 The protection of persons off site, and the environment to the extent that they may be affected by the conduct of the work.

#### 6 General Condition

- .1 Provide safety barricades and lights around work site as required to provide a safe working environment for workers and protection for pedestrian and vehicular traffic.
- .2 Ensure that non-authorized persons are not allowed to circulate in designated construction areas of the work site.
  - .1 Provide appropriate means by use of barricades, fences, warning signs, traffic control personnel, and temporary lighting as required.
  - .2 Secure site at night time [or provide security guard] as deemed necessary to protect site against entry.

## 7 Regulatory Requirements

- .1 Comply with specified codes, acts, bylaws, standards and regulations to ensure safe operations at site.
- .2 In event of conflict between any provision of the above authorities, the most stringent provision will apply. Should a dispute arise in determining the most stringent requirement, the Technical authority will advise on the course of action to be followed.

## 8 Work Permits

- .1 Obtain building permit[s] related to project before start of work.

## 9 Filing of Notice

- .1 The General Contractor is to complete and submit a Notice of Project as required by provincial territorial authorities.

## 10 Health and Safety Plan

- .1 Conduct a site-specific hazard assessment based on review of Contract documents, required work, and project site. Identify any known and potential health risks and safety hazards.
- .2 Prepare and comply with a site-specific project Health and Safety Plan based on hazard assessment, including, but not limited to, the following:
  - .1 Primary requirements:
    - .1 Contractor's safety policy.
    - .2 Identification of applicable compliance obligations.
    - .3 Definition of responsibilities for project safety/organization chart for project.
    - .4 General safety rules for project.
    - .5 Job-specific safe work, procedures.
    - .6 Inspection policy and procedures.
    - .7 Incident reporting and investigation policy and procedures.
    - .8 Occupational Health and Safety Committee/Representative procedures.
    - .9 Occupational Health and Safety meetings.
    - .10 Occupational Health and Safety communications and record keeping procedures.
  - .2 Summary of health risks and safety hazards resulting from analysis of hazard assessment, with respect to site tasks and operations which must be performed as part of the work.
  - .3 List hazardous materials to be brought on site as required by work.
  - .4 Indicate engineering and administrative control measures to be implemented at the site for managing identified risks and hazards.

- .5 Identify personal protective equipment (PPE) to be used by workers.
- .6 Identify personnel and alternates responsible for site safety and health.
- .7 Identify personnel training requirements and training plan, including site orientation for new workers.
- .3 Develop the plan in collaboration with all subcontractors. Ensure that work activities of subcontractors are included in the hazard assessment and are reflected in the plan.
- .4 Revise and update Health and Safety Plan as required, and resubmit to the Technical authority.
- .5 The review of Health and Safety Plan by the Technical authority shall not relieve the Contractor of responsibility for errors or omissions in final Health and Safety Plan or of responsibility for meeting all requirements of construction and Contract documents.

## 11 Emergency Procedures

- .1 List standard operating procedures and measures to be taken in emergency situations. Include an evacuation plan and emergency contacts (i.e. names/telephone numbers) of
  - .1 Designated personnel from own company.
  - .2 Regulatory agencies applicable to work and as per legislated regulations.
  - .3 Local emergency resources.
  - .4 Technical authority [site staff].
- .2 Include the following provisions in the emergency procedures:
  - .1 Notify workers and the first-aid attendant, of the nature and location of the emergency.
  - .2 Evacuate all workers safely.
  - .3 Check and confirm the safe evacuation of all workers.
  - .4 Notify the fire department or other emergency responders.
  - .5 Notify adjacent workplaces or residences which may be affected if the risk extends beyond the workplace.
  - .6 Notify the Technical authority [site staff].
- .3 Provide written rescue/evacuation procedures as required for, but not limited to:
  - .1 Work at high angles.
  - .2 Work in confined spaces or where there is a risk of entrapment.
  - .3 Work with hazardous substances.
  - .4 Underground work.
  - .5 Work on, over, under and adjacent to water.
  - .6 Workplaces where there are persons who require physical assistance to be moved.
- .4 Design and mark emergency exit routes to provide quick and unimpeded exit.

.5 At least once each year, emergency drills must be held to ensure awareness and effectiveness of emergency exit routes and procedures, and a record of the drills must be kept.

.6 Revise and update emergency procedures as required, and resubmit to the Technical authority.

## **12 Hazardous Products**

.1 Comply with requirements of Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage and disposal of hazardous materials, and regarding labelling and provision of Material Safety Data Sheets (MSDS) acceptable to the Technical authority and in accordance with the Canada Labour Code.

## **13 Electrical Safety Requirements**

.1 Comply with authorities and ensure that, when installing new facilities or modifying existing facilities, all electrical personnel are completely familiar with existing and new electrical circuits and equipment and their operation.

.1 Before undertaking any work, coordinate required energizing and de-energizing of new and existing circuits with the Technical authority.

.2 Maintain electrical safety procedures and take necessary precautions to ensure safety of all personnel working under this Contract, as well as safety of other personnel on site.

## **14 Electrical Lock-out**

.1 Develop, implement and enforce use of established procedures to provide electrical lock-out and to ensure the health and safety of workers for every event where work must be done on any electrical circuit or facility.

.2 Prepare the lock-out procedures in writing, listing step-by-step processes to be followed by workers, including how to prepare and issue the request/authorization form. Have procedures available for review upon request by the Technical authority.

.3 Keep the documents and lock-out tags at the site and list in a log book for the full duration of the Contract. Upon request, make such data available for viewing by the Technical authority or by any authorized safety representative.

## **15 Overloading**

.1 Ensure no part of work is subjected to a load which will endanger its safety or will cause permanent deformation.

## **16 Falsework**

.1 Design and construct falsework in accordance with CSA S269.1.

## **17 Scaffolding**

.1 Design, construct and maintain scaffolding in a rigid, secure and safe manner, in accordance with CANJCSA-S269.2.

## **18 Confined Spaces**

.1 Carry out work in confined spaces in compliance with provincial/territorial regulations.

## **19 Fire Safety and Hot Work**

.1 Obtain the Technical authority's authorization before any welding, cutting or any other hot work operations can be carried out on site.

.2 Hot work includes cutting/melting with use of torch, flame heating roofing kettles, or other open flame devices and grinding with equipment which produces sparks.

## **20 Fire Safety Requirements**

.1 Store oily/paint-soaked rags, waste products, empty containers and materials subject to spontaneous combustion in ULC approved, sealed containers and remove from site on a daily basis.

.2 Handle, store, use and dispose of flammable and combustible materials in accordance with the National Fire Code of Canada.

## **21 Fire Protection and Alarm Systems**

.1 Fire protection and alarm systems shall not be:

.1 Obstructed.

.2 Shut off.

.3 Left inactive at the end of a working day or shift.

.2 Do not use fire hydrants, standpipes and hose systems for purposes other than fire fighting.

.3 Be responsible/liable for costs incurred from the fire department, the building owner and the tenants, resulting from false alarms.

## **22 Unforeseen Hazards**

.1 Should any unforeseen or peculiar safety-related factor, hazard or condition become evident during performance of the work, immediately stop work and advise the Technical authority verbally and in writing.

## **23 Correction of Non-Compliance**

.1 Immediately address health and safety non-compliance issues identified by the Technical authority.

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.2 Provide the Technical authority with written report of action taken to correct non-compliance with health and safety issues identified.

.3 The Technical authority may issue a "stop work order" if non-compliance of health and safety regulations is not corrected immediately or within posted time. The General Contractor/subcontractors will be responsible for any costs arising from such a "stop work order".

**END OF SECTION**

### APPENDIX 3 - MANDATORY REQUIREMENTS

- We \_\_\_\_\_ (insert company name) certify that we have had a minimum of five (5) years experience in providing these types of Electrical Services. **YES NO**

- We certify that we have a current Unrestricted Class "A" Contractors license. **YES NO**  
**Provide copy with bid or after bid closing.**

- We certify that we employ a Registered Professional Engineer for BC **YES NO**

Provide name of at least one Registered Professional Engineer who will be available for work on this standing offer.

\_\_\_\_\_ Name of Registered Professional Engineer

- Firm must have experience in the following:
 

Engineering:	Harmonic/Disturbance Modelling	<b>YES</b>	<b>NO</b>
	Load Flow Studies	<b>YES</b>	<b>NO</b>
	Co-ordination Studies	<b>YES</b>	<b>NO</b>
	Ground Grid design and testing	<b>YES</b>	<b>NO</b>

Field Work:

Startup/Verification services on high voltage breakers, transformers, relays and cables **YES**

**NO**

Ground grid testing, step and touch calculations	<b>YES</b>	<b>NO</b>
Harmonic and Disturbance measurements	<b>YES</b>	<b>NO</b>
Equipment specification, procurement and supervision of installations	<b>YES</b>	<b>NO</b>

- We have in the past completed the following works which are similar to the work for which the present offer is made:

**Identify (2) two projects undertaken in the last (5) five years.** Provide Name & Address of Facility, a Brief Description of Work Performed, Contract Dollar Amount and the Name & Phone Number of Project Contact.

1.

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2.

- Personnel must be BC Certified Class A Electricians. **YES** **NO**

Copies of trade qualifications and certificates are to be provided to the contracting authority either with your bid or after bid closing. **Provided with bid YES** or **To be provided after bid closing YES**

- All employees working on high voltage are required to have Current Power Safety Protection - Trained to Level 5

Provide name(s) of personnel who have this training:

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- Provide name and phone number of person authorized to confirm this at BC Hydro or EITI (Electrical Industry Training Institute)

---

## APPENDIX 4 - PRICE PROPOSAL FORM

Each item specified in the Unit Price Schedule includes wages, traveling time and costs, allowances, supervision, liabilities as employer, insurance, and the use of all tools, tackle, etc., overhead, profit and all other liabilities whatsoever.

.2 Unspecified Material shall be reimbursed at net cost, as supported by invoices, plus Markup as established in the Price Schedule of this Offer. "Net Cost" means all amounts reasonably and properly paid by the Offeror in respect of materials required for and used in the Work, and includes packing, handling and delivery charges, less any trade discounts received by the Offeror. The Offeror's Markup on Unspecified Material covers overheads, profit, and all other expenses whatsoever.

.3 The prices inserted in the Price Schedule of this Offer include all applicable federal, provincial, and municipal taxes.

.1 However, they do not include any amount for the Goods and Services Tax Goods and Services Tax (GST) or Harmonized Sales Tax (HST). The appropriate GST/HST amounts will be paid by Canada to the Offeror in addition to the amounts paid against the amount of the contract. The Offeror shall make appropriate remittances to Revenue Canada in accordance with the legislation.

.2 Payment by Canada for the Offeror's own special equipment not covered by the Unit Price Schedule and required at the job site will be no greater than the local going rental rate for such equipment or the rate published by the local construction association for such equipment, whichever is the lower.

### .3 Pricing

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

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

replacement parts relating to the delivery of labour.

## 4. PRICES

The Offeror agrees that the following are the prices referred to above:

### 4.1 Unit Price Schedules - Rates

#### A) Years 1 & 2

**Call out Rates:** All inclusive firm call out rates shall be based only on direct travel from contractor's plant to the sites of work specified below and direct return to contractors plant (direct return trip). Full rates shall be charged only once for each call out.

Call out rates DO NOT include productive labour, See next table. If call out rates do not apply, please fill in rate as zero (0).

Item	Firm call out rates	ETT*	Estimated Number of Trips	Unit Price	Estimated total price
1	Matsqui or Aldergrove, BC		4	\$	\$

ETT - Estimated Travel Time (in minutes) is one way from suppliers base to the job site above.  
Suppliers base is located at: \_\_\_\_\_

Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6
Item	Class of Labour, material or plant	Unit	Estimated Hours/ Quantity	Unit Price \$	Estimated total price \$
2.	Hourly rate, including travel time and all related expenses.  a) <b>During Regular Hours:</b> 0800 - 1600 hours, Monday through Friday  i) Professional Engineer  ii) Technologist  iii) CAD Drafting  iv) Electrician  v) Apprentice  vi) Supervisor  b) <b>Outside Regular Hours:</b> Monday through Sunday, including all day Saturday, Sunday and holidays.  i) Professional Engineer	per hour per hour  per hour  per hour  per hour  per hour	160 1500  10 20 10 5  2		

ii) Technologist		10		
iii) CAD Drafting	per hour	1		
iv) Electrician	per hour	2		
v) Apprentice	per hour	1		
vi) Supervisor	per hour	1		
	per hour			

3.	Contractor's Mark Up on Allowance for unspecified material, replacement parts, required permits and certificates. (\$30,000.00 + % mark up. = )	\$30,000.00	_____ %	\$
4	Rental Equipment Mark Up . Notwithstanding other rental conditions specified herein, equipment rental requirements for other than basic shop and tradespersons tools as specified will be approved IN ADVANCE by the Site Authority and charged at cost supported by invoice documents. (\$500.00 + % mark up = )	\$500.00	— _____ %	\$
<b>Sub Total A): Estimated Total Amount 1st &amp; 2nd Year Applicable Taxes Extra</b>				\$

### B) Year 3

**Call out Rates:** All inclusive firm call out rates shall be based only on direct travel from contractor's plant to the sites of work specified below and direct return to contractors plant (direct return trip). Full rates shall be charged only once for each call out.

Call out rates DO NOT include productive labour, See next table. If call out rates do not apply, please fill in rate as zero (0).

Item	Firm call out rates	ETT*	Estimated Number of Trips	Unit Price	Estimated total price
------	---------------------	------	---------------------------	------------	-----------------------



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	per hour		
	per hour		
	per hour		

3.	Contractor's Mark Up on Allowance for unspecified material, replacement parts, required permits and certificates. (\$15,000.00 + % mark up. = )	\$15,000.00	_____ %	\$
4.	Rental Equipment Mark Up . Notwithstanding other rental conditions specified herein, equipment rental requirements for other than basic shop and tradespersons tools as specified will be approved IN ADVANCE by the Site Authority and charged at cost supported by invoice documents. (\$250.00 + % mark up = )	\$250.00	_____ %	\$
<b>Sub Total B): Estimated Total Amount 3rd Year Applicable Taxes Extra</b>				\$

**TOTAL EVALUATED PRICE:**

Sub Total A 1st & 2nd Year Term	Sub Total B <u>3rd Year</u>	Total Evaluated Price (col.1 + col.2 = col.3)
\$ _____	\$ _____	\$ _____ <b>Applicable Taxes Extra</b>

**Cost will be evaluated on the Total Evaluated Price in Column 3. It is anticipated that 1 standing offer will be issued to the lowest compliant offeror.**

**Travel and Living Expenses - Meals and Accommodations: (For work at Aldergrove and Matsqui locations only)**

The Contractor will be reimbursed for the authorized living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the meal, and incidental expense allowances specified in Appendix C of the Treasury Board Travel

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Directive, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". web site:

[Http://www.tbs-sct.gc.ca/pubs\\_pol/hrpubs/tbm\\_113/menu-travel-voyage-eng.asp](http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/tbm_113/menu-travel-voyage-eng.asp)

**All travel must have the prior authorization of the Project Manager - Phil Melville (250)363-7949.**

SIGNATURE:

\_\_\_\_\_  
Name and title of person authorized to sign on behalf of Bidder (Type or print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**SUPPLIER CONTACTS:** The names, titles and telephone numbers of the Offeror's permanent staff members cleared to receive call-ups from Identified Users:

NAME	TITLE	TELEPHONE NO.	E-MAIL

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## APPENDIX 5 - PERIODIC REPORTS

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

Return to:

Elaine Anderson	(250)363-3298	elaine.anderson@pwgsc-tpsgc.gc.ca
<b>Name</b>	<b>Phone Number</b>	<b>E-mail</b>

at:

Pubic Works and Government Services Canada

401-1230 Government St.

Victoria, BC V9B 6N4

### BI-ANNUAL REPORT ON THE VOLUME OF BUSINESS

SUPPLIER: \_\_\_\_\_

REPORT FOR THE PERIOD ENDING: \_\_\_\_\_

Description of Work	Call up #	Total Billing

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

PREPARED BY: \_\_\_\_\_

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TELEPHONE NO.: \_\_\_\_\_

## APPENDIX 6 - SECURITY REQUIREMENTS CHECK LIST (SRCL)

### LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine										2. Branch or Directorate / Direction générale ou Direction									
3. a) Subcontract Number / Numéro du contrat de sous-traitance										3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant									
										Address - adresse									
4. Brief Description of Work / Brève description du travail Electrical Engineer Specialist as requested basis for DND for all areas of CFB Esquimalt, Aldergrove and Matsqui.																			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?										<input checked="" type="checkbox"/>		N o		Ye s					
										N		O		Ou					
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"/>		N o n		Ye s Ou i					
										N		O		Ou					
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		Yes Oui					
										N		O		Ou					
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.										<input checked="" type="checkbox"/>		N o n		Ye s Ou i					
										N		O		Ou					
6. c) Is this a commercial courier or delivery requirement with <b>no</b> overnight storage?										<input checked="" type="checkbox"/>		N		Ye					

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S'agit-il d'un contrat de messagerie ou de livraison commerciale **sans** entreposage de nuit?

Non  
Ou  
i

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

<b>Canada</b>	<b>NATO / OTAN</b>	<b>Foreign / Étranger</b>
---------------	--------------------	---------------------------

7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions	All NATO countries	No release restrictions
Not releasable		
Restricted to: / Limité à :	Restricted to: / Limité à :	Restricted to: / Limité à :
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	NATO UNCLASSIFIED	PROTECTED A
PROTÉGÉ A	NATO NON CLASSIFIÉ	PROTÉGÉ A
PROTECTED B	NATO RESTRICTED	PROTECTED B
PROTÉGÉ B	NATO DIFFUSION RESTREINTE	PROTÉGÉ B
PROTECTED C	NATO CONFIDENTIAL	PROTECTED C
PROTÉGÉ C	NATO CONFIDENTIEL	PROTÉGÉ C
CONFIDENTIAL	NATO SECRET	CONFIDENTIAL
CONFIDENTIEL	NATO SECRET	CONFIDENTIEL
SECRET	COSMIC TOP SECRET	SECRET
SECRET	COSMIC TRÈS SECRET	SECRET
TOP SECRET		TOP SECRET
TRÈS SECRET		TRÈS SECRET
TOP SECRET (SIGINT)		TOP SECRET (SIGINT)
TRÈS SECRET (SIGINT)		TRÈS SECRET (SIGINT)

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

No  
Yes  
No  
O



<b>PRODUCTION</b>																			
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?																			
																	1	N o	Y e s
																		N o n	O u i
<b>INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)</b>																			
11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data? Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?																			
																	1	N o	Y e s
																		N o n	O u i
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?																			
																	1	N o	Y e s
																		N o n	O u i

**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

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C

Information /Assets

Renseignements / Biens

adfgasdf

Production

IT Media /

Support TI

IT Link /

Lien électronique

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

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

No

Yes

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

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).

No

Yes