

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

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

Request For 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

Acquisitions
1713 Bedford Row
Halifax, N.S./Halifax, (N.É.)
B3J 3C9

Title - Sujet GREENWOOD - REPAIR/REPLACE FLOORING	
Solicitation No. - N° de l'invitation W0102-13B832/A	Date 2013-09-19
Client Reference No. - N° de référence du client W0102-13-B832	GETS Ref. No. - N° de réf. de SEAG PW-\$HAL-219-9076
File No. - N° de dossier HAL-3-71071 (219)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-10-07	Time Zone Fuseau horaire Atlantic Daylight Saving Time ADT
Delivery Required - Livraison exigée SEE HEREIN	
Address Enquiries to: - Adresser toutes questions à: Richard, Linda K.	Buyer Id - Id de l'acheteur hal219
Telephone No. - N° de téléphone (902)496-5261 ()	FAX No. - N° de FAX (902)496-5016
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE 14 WING GREENWOOD, STN. MAIN WING CONSTRUCTION ENG., BOX 5000 GREENWOOD NOVA SCOTIA B0P 1N0 Canada	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas 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

Work comprises the provision of all labour, material and equipment required to repair and replace flooring at 14 Wing Greenwood, Greenwood, Nova Scotia. The work includes removal of related items to facilitate flooring replacement; removal of existing floor covering; preparation of floor; installation of new resilient flooring; installation of related items; modification of doors; touch-up and finishing; and clean-up.

Period of the RISO is from issuance of award for a two-year period; with one option period of one year.

3. 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.

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:

an individual;

an individual who has incorporated;

a partnership made of former public servants; or

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.

4. 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.

5. 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 (2 hard copies)
Section II: Financial Offer (1 hard copy)
Section III: Certifications (1 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.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

1.1. Technical Evaluation

1.1.1 Mandatory Technical Criteria

Bidders must submit firm prices/rates for **ALL items** in the cost form including no cost items.

1.2 Financial Evaluation

1.2.1 Evaluation of Price

The price of the offer will be evaluated in Canadian dollars, the Goods and Services Tax or Harmonized Sales Tax 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 and meet all mandatory technical evaluation criteria 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.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.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.

1.3 Workers Compensation Certification- Letter of Good Standing (A0285T)

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

The Bidder must provide, within three (3) days following a request from the Contracting Authority, a certificate or letter from the applicable Workers' Compensation Board confirming the Bidder's good standing account. Failure to comply with the request may result in the bid being declared non-responsive.

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

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

2. Security Requirement

There is no security requirement applicable to this 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 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 15 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 against the Standing Offer is from date of award for a 2-year period.

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 one-year period 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 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: Linda Richard
Title: Supply Officer
Public Works and Government Services Canada
Acquisitions Branch
Address: 1713 Bedford Row
Halifax, NS B3J 3C9

Telephone: 902-496-5261
Facsimile: 902-496-5016
E-mail address: linda.k.richard@pwgsc-tpsgc.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 identified in the call-up against the Standing Offer.

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

5.3 Offeror's Representative

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____ - ____ - ____

Facsimile: ____ - ____ - ____

E-mail address: _____

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 Wing Construction Engineering, 14 Wing Greenwood, Greenwood, Nova Scotia.

8. 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 or an electronic version.

9. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$57,500.00 (Applicable Taxes included).

10. Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$_____ (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.

11. Priority of Documents

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

- a) the 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 general conditions 2010C (2013-06-27); General Conditions - Services (Medium Complexity)
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) the Offeror's offer dated _____

12. Certifications

12.1 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. 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.

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

The contractor will be paid in accordance with the attached Annex "B" for work performed pursuant to the contract.

5.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____ (to be entered upon award of contract) . Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

5.3 Payment by Credit Card (to be determined at standing offer issuance)

The following credit card is accepted: _____.

Solicitation No. - N° de l'invitation

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Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

hal219

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

W0102-13-B832

File No. - N° du dossier

HAL-3-71071

CCC No./N° CCC - FMS No/ N° VME

OR

The following credit cards are accepted: _____ and _____.

The following credit cards are accepted: _____ and _____.

5.4 Single Payment

H1000C (2008-05-12) Single Payment

6. Invoicing Instructions

1. 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.
 - A. The original and two (2) copies must be forwarded to the address shown on page 1 of the Contract for certification and payment.

7. Insurance

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

8. SACC Manual Clauses

A9062C (2011-05-16) Canadian Forces Site Regulations
M3800C (2006-08-15) Estimates
A0285C (2007-05-25) Workers Compensation

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File No. - N° du dossier

HAL-3-71071

Buyer ID - Id de l'acheteur

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

W0102-13-B832

CCC No./N° CCC - FMS No/ N° VME

ANNEX "A"

STATEMENT OF WORK

Please refer to Department of National Defence, 14 Wing Greenwood document, Specification Replace Flooring various buildings 14 Wing Greenwood, Greenwood, Nova Scotia. Job No. L-6111-9900/1022 dated 2013-06-12.

Enclosed herein.

ANNEX "B"

BASIS OF PAYMENT

1. Bidders must submit firm prices/rates for ALL items in the pricing tables, including no cost items.
2. All deliverables are F.O.B. Destination, Canadian customs duties, included, where applicable.
3. The Crown will not accept any travel and living expenses incurred by any contractor as a consequence of any relocation required to satisfy the terms of any contract resulting from this Standing Offer document.
4. All prices in the Contract are exclusive of Goods and Services Tax (GST) or Harmonized Sales Tax (HST), as applicable, unless otherwise indicated. The GST or HST, whichever is applicable, is extra.
5. Work outside regular working hours must be pre-approved by the call-up authority.
6. Quantities must be agreed upon between the Contractor and Engineer Authority or an authorized representative prior to commencement of work.
7. All invoices are to reflect the prices within.
8. Acceptable Products: Please refer to Annex "A" Specification Sections 01600 and 09600 for listing of acceptable products for each product type. Prices are to be based only on those products listed in the Specification.

**THIS SECTION, WHEN COMPLETED, WILL BE CONSIDERED AS THE BIDDER'S
FINANCIAL PROPOSAL.**

STANDING OFFER YEAR ONE (1)					
Items	Description	Unit of Issue (a)	Est. Quantity* (b)	Unit Price (c)	Extended Price (b x c)
1	To remove floor coverings, repair existing underlay/sub-floor (based on clear floor area)	m ²	3,000	\$ _____	\$ _____
2	To remove existing floor coverings and underlay and supply and install new underlay (based on clear floor area)	m ²	500	\$ _____	\$ _____
3	To supply and install new underlay (based on clear floor area)	m ²	120	\$ _____	\$ _____
4	To supply and install new floor covering including all labour (based on minimum available width):				
	(a) Vinyl composition tile Type A, 3.2mm thick	m ²	250	\$ _____	\$ _____
	(b) Commercial grade sheet vinyl, Type 2 backing, Type E, thickness Grade 1	m ²	5,000	\$ _____	\$ _____
	(c) Sheet linoleum, thickness min. 2.5 mm, and	m ²	1,000	\$ _____	\$ _____
	(d) Sheet linoleum, thickness min. 4.0 mm	m ²	150	\$ _____	\$ _____
<i>Note: Allowed waste shall not be greater than 1/3 supplied product width.</i>					
5	To supply, paint, and install new quarter round including all labour	m ²	300	\$ _____	\$ _____
6	To supply and install new cove base including all labour	m ²	300	\$ _____	\$ _____
7	To trim bottom of doors, labour only	ea	12	\$ _____	\$ _____
8	To lift and reinstall toilet including new gasket, including labour	ea	10	\$ _____	\$ _____
9	To replace return grills, including all labour	ea	10	\$ _____	\$ _____
10	To replace supply grills, including all labour	ea	10	\$ _____	\$ _____

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11	For continuous seam welding of commercial grade; sheet vinyl, including all labour	m	2,000	\$ _____	\$ _____
12	Labour in addition to above	hr	180	\$ _____	\$ _____
TOTAL YEAR ONE (d)					\$ _____

STANDING OFFER YEAR TWO (2)					
Items	Description	Unit of Issue (a)	Est. Quantity* (b)	Unit Price (c)	Extended Price (b x c)
1	To remove floor coverings, repair existing underlay/sub-floor (based on clear floor area)	m ²	3,000	\$ _____	\$ _____
2	To remove existing floor coverings and underlay and supply and install new underlay (based on clear floor area)	m ²	500	\$ _____	\$ _____
3	To supply and install new underlay (based on clear floor area)	m ²	120	\$ _____	\$ _____
4	To supply and install new floor covering including all labour (based on minimum available width):				
	(a) Vinyl composition tile Type A, 3.2mm thick	m ²	250	\$ _____	\$ _____
	(b) Commercial grade sheet vinyl, Type 2 backing, Type E, thickness Grade 1	m ²	5,000	\$ _____	\$ _____
	(c) Sheet linoleum, thickness min. 2.5 mm, and	m ²	1,000	\$ _____	\$ _____
	(d) Sheet linoleum, thickness min. 4.0 mm	m ²	150	\$ _____	\$ _____
<i>Note: Allowed waste shall not be greater than 1/3 supplied product width.</i>					
5	To supply, paint, and install new quarter round including all labour	m ²	300	\$ _____	\$ _____
6	To supply and install new cove base including all labour	m ²	300	\$ _____	\$ _____
7	To trim bottom of doors, labour only	ea	12	\$ _____	\$ _____
8	To lift and reinstall toilet including new gasket, including labour	ea	10	\$ _____	\$ _____
9	To replace return grills,	ea	10	\$ _____	\$ _____

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	including all labour				
10	To replace supply grills, including all labour	ea	10	\$ _____	\$ _____
11	For continuous seam welding of commercial grade; sheet vinyl, including all labour	m	2,000	\$ _____	\$ _____
12	Labour in addition to above	hr	180	\$ _____	\$ _____
TOTAL YEAR TWO (e)					\$ _____

STANDING OFFER OPTION YEAR ONE (1)					
Items	Description	Unit of Issue (a)	Est. Quantity* (b)	Unit Price (c)	Extended Price (b x c)
1	To remove floor coverings, repair existing underlay/sub-floor (based on clear floor area)	m ²	3,000	\$ _____	\$ _____
2	To remove existing floor coverings and underlay and supply and install new underlay (based on clear floor area)	m ²	500	\$ _____	\$ _____
3	To supply and install new underlay (based on clear floor area)	m ²	120	\$ _____	\$ _____
4	To supply and install new floor covering including all labour (based on minimum available width):				
	(a) Vinyl composition tile Type A, 3.2mm thick	m ²	250	\$ _____	\$ _____
	(b) Commercial grade sheet vinyl, Type 2 backing, Type E, thickness Grade 1	m ²	5,000	\$ _____	\$ _____
	(c) Sheet linoleum, thickness min. 2.5 mm, and	m ²	1,000	\$ _____	\$ _____
	(d) Sheet linoleum, thickness min. 4.0 mm	m ²	150	\$ _____	\$ _____
<i>Note: Allowed waste shall not be greater than 1/3 supplied product width.</i>					
5	To supply, paint, and install new quarter round including all labour	m ²	300	\$ _____	\$ _____
6	To supply and install new cove base including all labour	m ²	300	\$ _____	\$ _____
7	To trim bottom of doors, labour only	ea	12	\$ _____	\$ _____
8	To lift and reinstall toilet	ea	10	\$ _____	\$ _____

	including new gasket, including labour				
9	To replace return grills, including all labour	ea	10	\$ _____	\$ _____
10	To replace supply grills, including all labour	ea	10	\$ _____	\$ _____
11	For continuous seam welding of commercial grade; sheet vinyl, including all labour	m	2,000	\$ _____	\$ _____
12	Labour in addition to above	hr	180	\$ _____	\$ _____
TOTAL OPTION YEAR ONE (f)					\$ _____

***Please Note:** The estimated quantity entered in column (b) for each item is an estimate only for service as and when required and does not infer that all quantities for that item will be utilized or that the quantities may not be exceeded.

Please insert the Standing Offer Year totals (d) (e) and (f) in the following table.

Standing Offer Year 1 (d)	\$ _____
Standing Offer Year 2 (e)	\$ _____
Option Year 1 (f)	\$ _____
TOTAL:	\$ _____

The responsive offer with the lowest total aggregate price will be recommended for issuance of a standing offer. The evaluation will be based on the estimated usage figures and the pricing submitted for all years of the standing offer, including the one (1) option year.

ANNEX C LIST OF DIRECTORS

Bidders must submit with their bid, by the bid solicitation closing date:

- (a) a complete list of names of all individuals who are currently directors of the Bidder;

First Name	Last Name

DEPARTMENT OF NATIONAL DEFENCE



14 WING GREENWOOD

SPECIFICATION

REPLACE FLOORING

VARIOUS BUILDINGS

14 WING GREENWOOD, NS

CONTRACT MANAGER:
MR. B BREWER
TEL: 902-765-1494 EXT 5188

JOB NO. L-G111-9900/1022
CCID # B832

2013-06-12

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- 1 Site Visit .1 Before submitting a Tender, the Contractor may visit the site and acquaint himself with all ascertainable conditions that may affect his work.
- .2 Consult with Engineer or his representative regarding services available, material accommodations the Contractor may require, access to the site and obtain any and all information that may affect the Contractor's Tender.
- 2 Location of Site .1 14 Wing Greenwood is located 150 km west of Halifax and 4 km south of Highway 101 near Kingston, Kings County, NS.
- 3 Description of Work .1 Work under this contract comprises the provision of all labour, material and equipment required to complete the work in accordance with the specifications and drawings for this project.
- .2 Specified work is to be carried out at the following locations:
.1 As directed by the Engineer.
- .3 Work of this Contract is located in an area where normal working hours are:
.1 0730 to 1600 hours, Monday to Friday inclusive.
- .4 In general terms, the work includes the following:
.1 Removal of related items to facilitate flooring replacement.
.2 Removal of existing floor covering.
.3 Preparation of floor.
.4 Installation of new resilient flooring.
.5 Installation of related items.
.6 Modification of doors.
.7 Touch-up and finishing.
.8 Clean-up.

-
- 1 References .1 National Building Code of Canada (NBC) 1995 including all amendments up to tender closing date.
- .2 National Fire Code of Canada (NFC) 1995 including all amendments up to tender closing date.
- 2 Codes .1 Perform work in accordance with the National Building Code (NBC) and National Fire Code (NFC) and/or any other code of provincial or local application provided that in any case of conflict or discrepancy, the more stringent requirements will govern.
- .2 Meet or exceed requirements of:
.1 Contract documents.
.2 Specified standards, codes and referenced documents.
- .3 References made to Domestic, National and International Standards in this specification are to be considered and integral part thereof and to be read in conjunction with these specifications.
- 3 Documents Required .1 Maintain at job site, one copy each of following:
.1 Specifications.
.2 Addenda.
.3 Change orders.
.4 Other modifications to Contract.
.5 Copy of approved work schedule.
.6 Standards listed in Part 1 of Specification Sections under Reference Standards.
- 4 Work Schedule .1 Prior to work commencement, the Contractor to arrange for an on-site meeting with the Engineer immediately following contract award to program starting dates, work schedules and to receive briefing on contract procedures to be followed during the period of this contract.
- .2 When schedule has been approved by Engineer, take necessary measures to complete work within scheduled time.
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| 4 | <u>Work Schedule
(Cont'd)</u> | .3 | Do not change schedule without Engineer's approval. |
| 5 | <u>Briefing
Requirements</u> | .1 | Receive briefing from Wing Security Officer regarding Wing security regulations and restrictions. |
| | | .2 | Receive briefing from Wing Fire Chief regarding Wing fire safety regulations and restrictions. |
| | | .3 | Briefings to be arranged by Engineer. |
| 6 | <u>Contractor's Use
of Site</u> | .1 | Use of site: limited to execution of work. |
| | | .2 | Do not unreasonably encumber site with materials or equipment. |
| | | .3 | Move materials or equipment which interfere with operations of Engineer. |
| 7 | <u>Project
Meetings</u> | .1 | Hold meetings at times and locations arranged by Engineer. |
| 8 | <u>Setting Out of
Work</u> | .1 | Assume full responsibility for and execute complete layout of work to locations, lines and elevations indicated. |
| | | .2 | Provide devices needed to lay out and construct work. |
| | | .3 | Supply such devices as straight edges and templates required to facilitate Engineer's inspection of work. |
| 9 | <u>Existing
Services</u> | .1 | Where Work involves breaking into or temporary suspension of existing services, carry out work at times directed by governing authorities, with minimum of disturbance to building operations. |
| | | .2 | Before commencing Work, establish location and extent of service lines in area of Work with Engineer. |
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| 9 Existing Services
(Cont'd) | .3 | Submit schedule to and obtain approval from Engineer for any shut-down or closure of active service or facility required to perform Work of this Contract. |
| | .4 | Where unknown services are encountered, immediately advise Engineer and confirm findings in writing. |
| 10 Additional Drawings | .1 | Engineer may furnish drawings to assist proper execution of work. These drawings will be issued for clarification only. Such drawings shall have same meaning and intent as if they were included with Contract documents. |
| 11 Environmental Protection | .1 | Prevent damage to paved surfaces, buildings, landscaping, curbs, fences and adjacent property that are to remain. Make good any damage. |
| | .2 | Maintain controls until work is completed and/or until Engineer directs otherwise. |
| 12 Building Smoking Environment | .1 | Comply with smoking regulations and restrictions. |

-
- 1 General
- .1 This section specifies general requirements and procedures for contractors submissions of samples to Engineer for review. Additional specific requirements for submissions are specified in individual sections of Divisions 2 to 7.
 - .2 Do not proceed with work until relevant submissions are reviewed by Engineer.
 - .3 Notify Engineer, in writing at time of submission, identifying deviations from requirements of Contract Documents stating reasons for deviations.
 - .4 Contractor's responsibility for deviations in submission from requirements of Contract Documents is not relieved by Engineer's review of submission, unless Engineer gives written acceptance of specific deviations.
 - .5 Make any changes in submissions which Engineer may require consistent with Contract Documents and resubmit as directed by Engineer.
 - .6 Notify Engineer, in writing, when resubmitting, of any revisions other than those requested by Engineer.
- 2 Submission Requirements
- .1 Coordinate each submission with requirements of work and Contract Documents. Individual submissions will not be reviewed until all related information is available.
 - .2 Allow 7 days for Engineers review of each submission.
 - .3 Accompany submissions with transmittal letter containing:
 - .1 Date.
 - .2 Project title and number.
 - .3 Contractor's name and address.
 - .4 Identification and quantity of each sample.
 - .5 Other pertinent data.
 - .4 Submissions shall include:
 - .1 Date and revision dates.
 - .2 Project title and number.
 - .3 Name and address of:
 - .1 Subcontractor.
 - .2 Supplier.
-

- 2 Submission Requirements (Cont'd)
- .4 Submissions shall include: (Cont'd)
- .3 Name and address of: (Cont'd)
- .3 Manufacturer.
- .4 Contractor's stamp, signed by Contractors authorized representative certifying approval of submissions, verification of field measurements and compliance with Contract Documents.
- 3 Samples
- .1 Samples: examples of materials, equipment, quality, finishes, workmanship.
- .2 Where colour, pattern or texture is criterion, submit full range of samples.
- .3 Reviewed and accepted samples will become standard of workmanship and material against which installed work will be verified.
- .4 Samples to be retained by the Engineer.

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| <u>1 Access</u> | .1 | Provide and maintain adequate access to project site. |
| <u>2 Storage Sheds</u> | .1 | Provide adequate weathertight sheds with raised floors, for storage of materials, tools and equipment which are subject to damage by weather when deemed necessary by the Engineer. |
| | .2 | Locate storage sheds where directed by Engineer. |
| <u>3 Parking</u> | .1 | Parking space will be made available on site. Maintain and administer this space as directed |
| <u>4 Power and Water Supply</u> | .1 | DND can provide, free of charge, temporary electric power and water for construction purposes in some locations. Contractor to arrange for and provide sources for power and water where existing facilities do not permit. |
| | .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, without acceptance of any liability for damage or delay caused by such withdrawal of temporary services. |
| <u>5 Protection</u> | .1 | Use warning signs and barriers. Maintain in good order until completion of work. |
| | .2 | Dispose of rain water off roof and away from face of building until roof drains or hoppers installed and connected. |
| | .3 | At end of each day's work provide protection for completed work and materials out of storage. |
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- 6 Site Signs and Notices
- .1 Safety and Instruction Signs and Notices:
 - .1 Signs and notices for safety and instruction shall be in both official languages Graphic symbols shall conform to Z321-96.
 - .2 Maintenance and Disposal of Site Signs:
 - .1 Maintain approved signs and notices in good condition for duration of project, and dispose of off site on completion of project or earlier if directed by Engineer.
 - .3 Provide signs when directed by Engineer.
- 7 Removal of Temporary Facilities
- .1 Remove temporary facilities from site when directed by Engineer.

PART 1 - GENERAL

1.1 Fire Department Briefing .1 Engineer will coordinate arrangements for the contractor to be briefed on Fire Safety at their pre-work conference by Fire Chief before any work is commenced.

1.2 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:
.1 activate nearest fire alarm box; or
.2 telephone.

.3 Person activating fire alarm box will remain at the box to direct Fire Department to scene of fire.

.4 When reporting a fire by telephone, give location of fire, name or number of building and be prepared to verify the location.

1.3 Fire Extinguishers .1 Supply fire extinguishers, as scaled by Fire Chief, necessary to protect, the work in progress and the contractors physical plant on site.

1.4 Blockage of Roadways .1 Advise Fire Chief of any work that would impede fire apparatus response. This includes violation of minimum overhead clearance, as prescribed by fire chief, erecting of barricades and the digging of trenches.

1.5 Smoking Precautions .1 Observe at all times smoking regulations.

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

.2 The burning of rubbish is prohibited.

1.6 Rubbish and
Waste Materials
(Cont'd)

- .3 Removal:
 - .1 Remove all rubbish from the work site at the end of the work day or shift or as directed.
- .4 Storage:
 - .1 Store oily waste in approved receptacles to ensure maximum cleanliness and safety.
 - .2 Deposit greasy or oily rags and materials subject to spontaneous combustion in an approved receptacles and remove as required in 1.6.3.1.

1.7 Flammable and
Combustible Liquids

- .1 The handling, storage and use of flammable and combustible liquids are to be governed by the current National Fire Code of Canada.
- .2 Flammable and combustible liquids such as gasoline, kerosene and naphtha will be kept for ready use in quantities not exceeding 45 litres provided they are stored in approved safety cans bearing the Underwriter's Laboratory of Canada or Factory Mutual seal of approval. Storage of quantities of flammable and combustible liquids exceeding 45 litres for work purposes, requires the permission of the Fire Chief.
- .3 Transfer of flammable and combustible liquids is prohibited within buildings or jetties.
- .4 Transfer of flammable and combustible liquids will not be carried out in the vicinity of open flames or any type of heat-producing devices.
- .5 Flammable liquids having a flash point below 38°C such as naphtha or gasoline will not be used as solvents or cleaning agents.
- .6 Flammable and combustible waste liquids, for disposal, will be stored in approved containers located in a safe ventilated area. Quantities are to be kept to a minimum and the Fire Department is to be notified when disposal is required.

1.8 Questions and/or Clarification	.1 Direct any questions or clarification on Fire Safety in addition to above requirements to Fire Chief.
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1.9 Fire Inspection	.1 Site inspections by Fire Chief will be coordinated through Engineer. .2 Allow Fire Chief unrestricted access to the work site. .3 Co-operate with the Fire Chief during routine fire safety inspection of the work site. .4 Immediately remedy all unsafe fire situations observed by the Fire Chief.
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- 1 General
- .1 Contractors and their personnel to read and be familiar with this section and its requirements.
 - .2 Contractor to post, in a noticeable location on job site, the following name and emergency telephone number:
 - .1 14 Wing Greenwood:
 - .1 Wing Fire Chief (WFC) - Local 5473.
 - .2 Engineer - Local 5188.
 - .3 911.
 - .3 Work with hazardous materials to be done by workers who are thoroughly educated to the risks and handling procedures involved with the material and are trained in safe work practices.
 - .4 Encounters with material suspected of being hazardous and not previously identified are to be reported to Engineer immediately, and work in this area of project halted until direction is received from Engineer.
 - .5 Contractors are to comply with regulations and procedures of Federal, Provincial and local area environmental protection agency when dealing with hazardous materials.
 - .6 Inquiries regarding Hazardous Materials can be directed to Engineer.
- 2 Reference Standards
- .1 NFC-1995 - National Fire Code of Canada 1995.
 - .2 CLC-Part IV - Canada Labour Code.
 - .3 WHMIS - Workplace Hazardous Materials Information System (Federal Legislation Bill C-70).
 - .4 Hazardous Products Act.
 - .5 Hazardous Materials Information Review Act.
 - .6 Occupational Health and Safety Regulations.
- 3 Documentation
- .1 Where Contractor supplied materials or chemicals are of a hazardous nature, provide Engineer with two copies of Material Safety Data Sheet (MSDS) for each hazardous product.

- 3 Documentation .1 (Cont'd)
(Cont'd)
- .1 Hazardous products that do not have a Material Safety Data Sheet are not permitted on DND property.
 - .2 Information (MSDS) on known or suspected hazardous materials on site can be obtained through Engineer from the Hazardous Materials Coordinator.
- 4 Signs and Notices .1 Contractor to make available a copy of the Material Safety Data Sheet for each product on site, for the information of site workers and visitors to the site.
- .1 Site workers to familiarize themselves with the Material Safety Data Sheet for each product.
 - .2 Signs and/or notices for safety and instruction to be in both official languages, or commonly understood WHMIS symbols, and to be posted in prominent locations around area of work.
- 5 Worker Safety .1 Workers involved with hazardous materials on jobsite to be equipped with all necessary personal protective equipment (PPE) required by Labour Canada and/or Provincial Labour Department.
- 6 Indemnity .1 Contractor accepts liability and indemnifies the Department of National Defence and its employees in the event of injury or damage resulting from the use of or exposure to hazardous materials.
- 7 Compliance .1 In event of conflict between the requirements referred to throughout this section and in paragraph 2 - Reference Standards, the more stringent requirement to govern.
- 8 Delivery and Storage .1 In addition to requirements of Section 01005 - General Instructions, deliver and store hazardous materials to the following:
- .1 Incompatible substances and chemicals to be kept segregated at all times.

8 Delivery and Storage
(Cont'd)

.1 (Cont'd)

.2 Contractor can obtain clarification and identification of subject substances and chemicals through Engineer from Base Hazardous Materials Coordinator.

9 Spills and Leaks

.1 Notify Wing Fire Department and Engineer at 14 Wing Greenwood immediately in the event of a spill or leak. Wing Fire Chief will coordinate and direct clean-up.

.2 Prevent injury to personnel until responsible authorities arrive and implement procedures necessary to contain and secure spill area.

.3 Spills and leaks resulting from Contractor neglect or mishandling to be cleaned up at Contractor's expense.

10 Clean-up

.1 Additional requirements to Section 01710 - Cleaning are listed below:

.1 All hazardous material waste to be stored in containers as recommended by manufacturer of hazardous material and removed from site at end of each work day.

.2 Disposal of waste material to be in accordance with the Department of the Environment regulations and to be off DND property at approved dump sites for materials to be disposed off.

-
- 1 General
- .1 Use new material and equipment unless otherwise specified.
 - .2 Within 7 days of written request by Engineer, submit following information for materials and equipment proposed for supply:
 - .1 name and address of manufacturer,
 - .2 trade name, model and catalogue number,
 - .3 performance, descriptive and test data,
 - .4 manufacturer's installation or application instructions,
 - .5 evidence of arrangements to procure.
 - .3 Use products of one manufacturer for material and equipment of same type or classification unless otherwise specified.
- 2 Manufacturers Instructions
- .1 Unless otherwise specified, comply with manufacturer's latest printed instructions for materials and installation methods.
 - .2 Notify Engineer in writing of any conflict between these specifications and manufacturers instructions. Engineer will designate which document is to be followed.
- 3 Fastenings - General
- .1 Provide metal fastenings and accessories in same texture, colour and finish as base metal in which they occur. Prevent electrolytic action between dissimilar metals. Use non-corrosive fasteners, anchors and spacers for securing exterior work.
 - .2 Space anchors within limits of load bearing or shear capacity and ensure that they provide positive permanent anchorage. Wood plugs not acceptable.
 - .3 Conceal fasteners where indicated. Space evenly and lay out neatly.
 - .4 Fastenings which cause spalling or cracking are not acceptable.
 - .5 Obtain Engineer's approval before using explosive actuated fastening devices. If approval is obtained comply with CSA Z166-1975.
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| <u>4 Delivery and Storage</u> | .1 | Deliver, store and maintain packaged material and equipment with manufacturer's seals and labels intact. |
| | .2 | Prevent damage, adulteration and soiling of material and equipment during delivery, handling and storage. Immediately remove rejected material and equipment from site. |
| | .3 | Store material and equipment in accordance with suppliers instructions. |
| | .4 | Touch-up damaged factory finished surfaces to Engineer's satisfaction. Use primer or enamel to match original. Do not paint over name plates. |
| <u>5 Conformance</u> | .1 | When material or equipment is specified by standard or performance specifications, upon request of Engineer, obtain from manufacturer an independent testing laboratory report, stating that material or equipment meets or exceeds specified requirements. |
| <u>6 Compatibility</u> | .1 | Compatibility between components of roofing system is essential. Provide written declaration to Engineer stating that materials and components, as assembled in system, meet this requirement. |
| <u>7 Plant and Equipment</u> | .1 | Do not use direct fired equipment. |
| | .2 | Use only kettles equipped with thermometers or gauges in good working order. |
| | .3 | Locate kettles in safe place outside of building or, if approved by Engineer, on noncombustible roof at location to avoid danger of igniting combustible material below. When locating kettles, give consideration to direction of prevailing winds, building fans and air handling units to minimize possibility of smoke and fumes entering surrounding occupied buildings. If wind direction causes smoke and fume problems, relocate kettles on daily basis when directed by Engineer. |
| | .4 | Maintain supervision while kettles are in operation and provide metal covers for kettles |
-

- 7 Plant and Equipment
(Cont'd)
- .4 (Cont'd)
to smother flames in case of fire. Provide suitable fire extinguishers as approved by the Wing Fire Chief.
 - .5 Maintain efficiency of kettles and equipment by frequent cleaning. Remove all carbonized bitumen.
 - .6 Use only fibreglass roofing mops.

-
- 1 General .1 Conduct cleaning and disposal operations to comply with local ordinances and anti-pollution laws.
- .2 Effect a daily clean-up of debris resulting from work and ensure all hazardous impediments are removed from site or stored or protected at the end of each day's work.
- .3 At all times be extremely cautious to ensure that no debris or other hazardous impediments are left lying in locations that will cause unsafe conditions.
- .4 Disposal of debris to be the Contractor's responsibility and to be off DND property at approved dump site for material to be disposed of.
- 2 Definitions .1 FOD(Foreign Object Damage): any and/or all materials and/or debris that could cause damage to aircraft. This terminology is used in airport environments of which 14 Wing Greenwood is considered as.
- 3 Materials .1 Use only cleaning materials recommended by manufacturer of surface to be cleaned, and as recommended by cleaning material manufacturer.
- 4 Cleaning During Construction .1 Provide on-site containers for collection of waste materials, and debris.
- .1 On-site containers to be equipped with secure lids to prevent debris from being blown out by wind.
- .2 Contractor to be responsible for preventing FOD (Foreign Object Damage) resulting from work of this contract.
- .3 Schedule cleaning operations so that resulting dust, debris and other contaminants will not fall on wet, newly painted surfaces nor contaminate building systems.
-

- 5 Final Cleaning .1 Broom clean paved surfaces; rake clean other surfaces of grounds.
- .2 On completion of the work under this contract, all materials declared surplus by DND, equipment and debris shall be removed from the job site.
- .2 Final cleaning of work site to be to the Engineer's approval.

PART 1 - GENERAL

<u>1.1 Description of Work</u>	.1	This Section details requirements for the installation of various types of Resilient Flooring in various buildings at 14 Wing, Greenwood, NS in accordance with the following specification.
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<u>1.2 Work Included</u>	.1	Preparation.
	.2	Vinyl Composite Tile.
	.1	Vinyl asbestos tile will not be used.
	.3	Resilient Sheet Vinyl.
	.4	Sheet Linoleum.
	.5	Resilient Wall Base.
	.6	Millwork.
	.7	Preparation of Surfaces.
	.8	Finishing of Surfaces.
	.9	Clean-up.

<u>1.3 Reference Standards</u>	.1	CSA A126.3-M84, Sheet Vinyl Flooring Products.
	.2	CSA A146-65(R71) 1965 Sheet Linoleum Products.
	.3	CAN/CSA-A126.5-M87 Resilient Wall Base.
	.4	CAN/CSA-A126.6-M87 Unbacked Flexible Homogenous PVC Floor Covering.
	.5	CAN/CGSB-1.102-M89, Clear Alkyd Type Sealer.
	.6	CAN/CGSB-25.20-95, Surface Sealer for Floors.
	.7	CAN/CGSB-1.38-M91, Interior Enamel Undercoater.
	.8	CAN/CGSB-1.119-95, Primer-Sealer, Wall, Interior Latex.

1.3 Reference Standards (Cont'd) .9 CAN/CGSB-1.57-M90, Alkyd-Interior, semi-gloss.

1.4 Product Data and Samples .1 Submit as per Section 01340 for each flooring specified.

1.5 Warranty .1 Submit to Engineer, Manufacturer's Standard Warranty on flooring performance for each type specified.

PART 2 - PRODUCTS

2.1 Materials .1 Vinyl Composite Tiles: As per CSA A126.1-M84, Type A, 3.2 mm thick. Colour as determined by the Engineer.

.2 Commercial Grade Sheet Vinyl: to CSA A126.3-M84, wearing surface Type 2, backing Type E, thickness Grade 1. Colours to be selected by Engineer from Contractor's samples upon contract award.

.3 Sheet Linoleum: to CSA A146-65(R71) 1965:

- .1 Thickness min 2.5 mm.
- .2 Thickness min 4.0 mm.
- .3 Colour to be selected by Engineer from contractor's samples.

.4 Resilient Wall Base: to CAN/CSA-A126.5-M87, Type 3, Style B, size 100 mm. Colour to be selected by Engineer from contractor's samples.

.5 Preparation of Surfaces:

- .1 Surface protection: as recommended by flooring manufacturer.
- .2 Underlay: Douglas Fir Plywood minimum 6 mm x 1200 mm x 2400 mm, Exterior type, Grade GIS, to CSA 0 121-M1978.
- .3 Sub-Floor Filler: White Premix Latex requiring only water to produce a cementitious paste.
- .4 Primers and Adhesives: to be waterproof as recommended by flooring manufacturer for specified substrate application.

- 2.1 Materials (Cont'd) .6 Seam Sealer:
.1 Commercial: as directed by the Engineer and by heat welding process as and when compatible with flooring product.
- 2.2 Accessories .1 Caulking: to Dow Corning #786, or equal.
.2 Fasteners: to CSA B111-1974, Purpose-Made.
.3 Floor Grilles: to Lloyds No. 41 Floor Grills, or equal. Size to match existing.
.4 Metal edge strips: aluminum, extruded, smooth mill finish with lip to extend under floor finish, shoulder flush with top of adjacent floor finish.
.5 Floor Sealer: to CAN/CGSB-25.20-95, Type 2, as recommended by flooring manufacturer.
- 2.3 Acceptable Paint Materials .1 Paint materials for each application to be products of a single Manufacturer.
.2 Semi-Gloss Alkyd Enamel to CAN/CGSB-1.57-M90.
.3 Putty: Linseed Oil Type to CAN/CGSB-19.1-M87.
.4 Latex Sealer to CAN/CGSB-1.119-95.
.5 Patching compound.

PART 3 - EXECUTION

- 3.1 Preparation .1 Disconnect and relocate appliances and fixtures such as electric ranges, refrigerators, dishwashers, and water closets as required to provide a clear work area. Where ranges are direct wired, disconnection and reconnecting is to be done by a licensed electrician.
.2 Ensure disturbed appliances are operational prior to work stoppage each day.
.3 Remove existing carpet strip, thresholds, cove base, baseboards, deteriorated underlay, existing flooring and existing floor grills, as directed by Engineer.

3.1 Preparation
(Cont'd)

- .4 Minimize damage to all systems to remain.
Make good any damage.
- .5 As determined by Engineer, install new underlay with joints of abutting sheets staggered, nailed 100 mm o/c.
- .6 Correct all defects in floors not receiving new underlay using sub-floor filler. Maintain area traffic-free until filler is fully cured.
- .7 Crack fill all new underlay to produce a solid homogenous surface. Maintain area traffic-free until filler is fully cured.
- .8 Gypsum based fillers are not to be used on floor or sub-floor areas.

3.2 Installation

- .1 Ensure floors are clean, dry and free of wax. Correct defects with filler, maintain area traffic-free until cured.
- .2 Apply adhesive uniformly using recommended trowel in accordance with Flooring Manufacturer's instructions. Do not spread more adhesive than can be covered by flooring before initial set takes place.
- .3 Lay flooring with joints parallel to building lines to produce symmetrical pattern. Border tiles minimum half tile width.
- .4 Install flooring to square grid pattern with all joints aligned parallel to length and width of room.
- .5 Cut and fit neatly around fixed objects.
- .6 Continue flooring throughout halls and rooms without interrupting pattern continuity.
- .7 Roll product with weighted roller as per manufacturer's instructions to ensure adhesion.
- .8 Install metal edge strips at unprotected or exposed edges where flooring terminates.
- .9 Clean, seal and surface protect floors (2 coats) to manufacturer's specifications.
- .10 Protect new floors from time of final set of adhesive until final inspection.

3.3 Millwork

- .1 Install new baseboards and millwork to match existing.
- .2 Fit all joints tight and accurate. Filling of joints is not acceptable.
- .3 Set all nails, fill and sand smooth preparatory to painting.
- .4 Replace all existing floor grilles in rooms receiving new flooring. Renew as determined by the Engineer.
- .5 Prior to installation of millwork, caulk all perimeter seams to prevent water infiltration.
- .6 Reinstall ranges, refrigerators and other appliances in original locations and ensure they are functioning properly.
- .7 Exercise caution when reinstalling appliances to prevent damage to uncured flooring. Make good any damages to Engineer's satisfaction.

3.4 Clean-up

- .1 Clean-up to Section 01710.