

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**

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

## Request For a Standing Offer Demande d'offre à commandes

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

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

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

## Comments - Commentaires

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

**Issuing Office - Bureau de distribution**

Real Property Contracting  
1713 Bedford Row  
P.O. Box 2247/C.P.2247  
Halifax, N.S./Halifax, (N.E.)  
B3J 3C9  
Halifax

<b>Title - Sujet</b> UPS REPAIR AND SERVICES	
<b>Solicitation No. - N° de l'invitation</b> W0102-13B831/A	<b>Date</b> 2013-10-01
<b>Client Reference No. - N° de référence du client</b> W0102-13-B831	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$PWA-122-5016
<b>File No. - N° de dossier</b> PWA-3-70019 (122)	<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 2013-11-14</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Atlantic Daylight Saving Time ADT
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Chinye, Chukwudi	<b>Buyer Id - Id de l'acheteur</b> pwa122
<b>Telephone No. - N° de téléphone</b> (902)496-5476 ( )	<b>FAX No. - N° de FAX</b> (902)496-5016
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE 14 WING GREENWOOD STN MAIN P.O.BOX 5000 GREENWOOD NOVA SCOTIA B0P1N0 Canada	
<b>Security - Sécurité</b> 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

Department of Public Works and Government Services on behalf of Department of National Defence has a requirement for the supply of all labour, materials, tools, equipment and transportation required to perform Uninterrupted Power Supply (UPS) repair and maintenance at various building located in 14 Wing Greenwood, Greenwood, CCR Barrington Baccarow, CFS Sydney, Sydney in Nova Scotia on as when requested basis in accordance with Annex A- Statement of Work-Job No L-G111-9900/1021. This requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT), Canada-Peru, and Canada-Colombia free trade agreements.

### 3. Debriefings

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

## PART 2 - OFFEROR INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: sixty (60) days

Insert: Ninety (90) days

### 2. Submission of Offers

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

### 3. Former Public Servant

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

#### Definitions

For the purposes of this clause,

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

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

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

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

Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c. R-11, the Members of Parliament Retiring Allowances Act, R.S. 1985, c. M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c. C-8.

#### Former Public Servant in Receipt of a Pension

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

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

a.name of former public servant;

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

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

#### Work Force Adjustment Directive

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

If so, the Offeror must provide the following information:

a.name of former public servant;

b.conditions of the lump sum payment incentive;

c.date of termination of employment;

d.amount of lump sum payment;

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

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

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

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

### 3. Enquiries - Request for Standing Offers

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

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

### 4. Applicable Laws

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

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

### **PART 3 - OFFER PREPARATION INSTRUCTIONS**

#### **1. Offer Preparation Instructions**

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

Section I: Technical Offer ( one hard copy)

Section II: Financial Offer ( one hard copy)

Section III: Certifications ( one hard copy)

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html)

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

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

#### **Section I: Technical Offer**

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

#### **Section II: Financial Offer**

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

#### **Payment by Credit Card**

Canada requests that offerors complete one of the following:

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

The following credit card(s) are accepted:

VISA \_\_\_\_\_

Master Card \_\_\_\_\_

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

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

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

### Section III: Certifications

Offerors must submit the certifications required under Part 5.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 1. Evaluation Procedures

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

#### 1.1 Financial Evaluation

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

### 2. Basis of Selection

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

## PART 5 - CERTIFICATIONS

Offerors must provide the required certifications and documentation to be issued a standing offer.

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

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

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



## 1.1 Code of Conduct and Certifications - Related documentation

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

## 1.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](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.

## 2. Additional Certifications Precedent to Issuance of a Standing Offer

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

### 2.1 Certification

Offerors must provide an APC Reliability Provider certificate which must be submitted to the contracting Authority when requested prior to issuance of a Standing offer.

The Offeror must provide within **seven (7) days** following a request from the Contracting Authority, an APC Reliability Provider Certification. Failure to comply with the request will result in the bid being declared non-responsive.

## PART 6 - INSURANCE REQUIREMENTS

### 1. Insurance Requirements

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

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

## PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 1. Offer

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

#### 2. Security Requirement

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

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

The quarterly reporting periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31;

4th quarter: January 1 to March 31.

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

### 4. Term of Standing Offer

#### 4.1 Period of the Standing Offer

The period for making call-ups and providing services against the Standing Offer is from \_\_\_\_\_ to \_\_\_\_\_ inclusive. ( Two years from Issuance of Standing Offer).

#### 4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional **one (1),12 month option periods**, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

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

### 5. Authorities

#### 5.1 Standing Offer Authority

The Standing Offer Authority is:

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

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

#### 5.2 Project Authority

The Project Authority for the Standing Offer is: ( To be determined at Issuance of Standing Offer).

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
 Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
 E-mail address: \_\_\_\_\_

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

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

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_

**6. Proactive Disclosure of Contracts with Former Public Servants**

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

**7. Identified Users**

The Identified User authorized to make call-ups against the Standing Offer is: Department of National Defence, 14 Wing Greenwood, Greenwood, Or a delegated authority.

**8. Call-up Procedures**

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

**9. Call-up Instrument**

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

**10. Limitation of Call-ups**

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

**11. Financial Limitation**

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$200,000.00 (Applicable Taxes excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

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

**12. Priority of Documents**

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2012-11-19), General Conditions - Standing Offers - Goods or Services
- e) the general conditions 2010C-2013-06-27- Services (Medium Complexity);
- f) Annex A, Statement of Work;
- g) Annex B, Basis of Payment;
- h) Annex C, Insurance Requirements;
- i) Annex D Dollar Usage Report Form;
- j) Annex E, Code of Conduct and Certifications - Related documentation
- k) the Offeror's offer dated \_\_\_\_\_ (*insert date of offer*),

### **13. Certifications**

#### **13.1 Compliance**

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

#### **13.2 SACC Manual Clauses**

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

### **14. Applicable Laws**

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

## **B. RESULTING CONTRACT CLAUSES**

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

### **1. Statement of Work**

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

### **2. Standard Clauses and Conditions**

#### **2.1 General Conditions**

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

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

### 3. Term of Contract

#### 3.1 Period of the Contract

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

### 4. Proactive Disclosure of Contracts with Former Public Servants

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

### 5. Payment

#### 5.1 Basis of Payment

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

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

#### 5.2 Limitation of Price

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

#### 5.3 Single Payment

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

#### 5.4 SACC Manual Clauses

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

#### 5.5 Payment by Credit Card

The following credit cards are accepted: \_\_\_\_\_ and \_\_\_\_\_.

### 6. Invoicing Instructions

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

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

Wing Construction  
14 Wing Greenwood  
PO Box 5000 Stn.Main  
Greenwood, N.S. B0P 1N0

Each invoice must be supported by:

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

## 7. Insurance Requirements

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

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

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

## 8. SACC Manual Clauses

Time Verification	C0711C
Canadian Forces Site Regulations	A9062C
Excess Goods	B7500C
Estimates	M3800C
Work Site Access	A1009C

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**ANNEX "A"**

**STATEMENT OF WORK**  
(See attached pdf document)



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### ANNEX "B"

#### BASIS OF PAYMENT

**Year 1:**

Column A	Column B Description of Work	Column C Unit of Measurement	Column D Estimated Quantity	Column E Price per Unit	Column F Extended Price= (Column D*Column E)
<b>14 Wing Greenwood, Greenwood, Nova Scotia</b> First Hour: <b>Service Call including travel time and all related expenses and one hour of productive labour at the job site.</b>					
1	During Regular Hours: 0730-1600 Hours Monday through Friday Technician:	Per hour	1	\$ _____	\$ _____
2	Outside Regular Hours: Monday through Sunday including all day Saturday, Sunday and Holidays  Technician	Per hour	1	\$ _____	\$ _____
<b>Subsequent Hours- Labour Only</b>					
3	During Regular Hours: 0730-1600 Hours Monday through Friday Technician:	Per hour	25	\$ _____	\$ _____
4	Outside Regular Hours: Monday through Sunday including all day Saturday, Sunday and Holidays  Technician	Per hour	25	\$ _____	\$ _____
<b>CCR Barrington , Baccaro, Nova Scotia</b> First Hour: <b>Service Call including travel time and all related expenses and one hour of productive labour at the job site.</b>					
5	During Regular Hours: 0730-1600 Hours Monday through Friday Technician:	Per hour	1	\$ _____	\$ _____
6	Outside Regular Hours:				

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	Monday through Sunday including all day Saturday, Sunday and Holidays	Per hour	1	\$ _____	\$ _____
	Technician				
<b>Subsequent Hours- Labour Only</b>					
7	During Regular Hours: 0730-1600 Hours Monday through Friday Technician:	Per hour	25	\$ _____	\$ _____
8	Outside Regular Hours: Monday through Sunday including all day Saturday, Sunday and Holidays Technician	Per hour	25	\$ _____	\$ _____
<b>CFS Sydney , Sydney, Nova Scotia</b> First Hour: <b>Service Call including travel time and all related expenses and one hour of productive labour at the job site.</b>					
9	During Regular Hours: 0730-1600 Hours Monday through Friday Technician:	Per hour	1	\$ _____	\$ _____
10	Outside Regular Hours: Monday through Sunday including all day Saturday, Sunday and Holidays Technician	Per hour	1	\$ _____	\$ _____
<b>Subsequent Hours- Labour Only</b>					
11	During Regular Hours: 0730-1600 Hours Monday through Friday Technician:	Per hour	25	\$ _____	\$ _____
12	Outside Regular Hours: Monday through Sunday including all day Saturday, Sunday and Holidays Technician	Per hour	25	\$ _____	\$ _____

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Year 1 Total	\$_____
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Materials and replacement parts will be at the contractors net cost plus a mark up of 10% with supporting documentations such as invoice and receipts.

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**Year 2:**

Column A	Column B Description of Work	Column C Unit of Measurement	Column D Estimated Quantity	Column E Price per Unit	Column F Extended Price= (Column D*Column E)
<b>14 Wing Greenwood, Greenwood, Nova Scotia</b> First Hour: <b>Service Call including travel time and all related expenses and one hour of productive labour at the job site.</b>					
1	During Regular Hours: 0730-1600 Hours Monday through Friday Technician:	Per hour	1	\$ _____	\$ _____
2	Outside Regular Hours: Monday through Sunday including all day Saturday, Sunday and Holidays  Technician	Per hour	1	\$ _____	\$ _____
<b>Subsequent Hours- Labour Only</b>					
3	During Regular Hours: 0730-1600 Hours Monday through Friday Technician:	Per hour	25	\$ _____	\$ _____
4	Outside Regular Hours: Monday through Sunday including all day Saturday, Sunday and Holidays  Technician	Per hour	25	\$ _____	\$ _____
<b>CCR Barrington , Baccaro, Nova Scotia</b> First Hour: <b>Service Call including travel time and all related expenses and one hour of productive labour at the job site.</b>					
5	During Regular Hours: 0730-1600 Hours Monday through Friday Technician:	Per hour	1	\$ _____	\$ _____
6	Outside Regular Hours: Monday through Sunday including all				

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	day Saturday, Sunday and Holidays	Per hour	1	\$ _____	\$ _____
	Technician				
<b>Subsequent Hours- Labour Only</b>					
7	During Regular Hours: 0730-1600 Hours Monday through Friday Technician:	Per hour	25	\$ _____	\$ _____
8	Outside Regular Hours: Monday through Sunday including all day Saturday, Sunday and Holidays				
	Technician	Per hour	25	\$ _____	\$ _____
	<b>CFS Sydney , Sydney, Nova Scotia</b> First Hour: <b>Service Call including travel time and all related expenses and one hour of productive labour at the job site.</b>				
9	During Regular Hours: 0730-1600 Hours Monday through Friday Technician:	Per hour	1	\$ _____	\$ _____
10	Outside Regular Hours: Monday through Sunday including all day Saturday, Sunday and Holidays				
	Technician	Per hour	1	\$ _____	\$ _____
<b>Subsequent Hours- Labour Only</b>					
11	During Regular Hours: 0730-1600 Hours Monday through Friday Technician:	Per hour	25	\$ _____	\$ _____
12	Outside Regular Hours: Monday through Sunday including all day Saturday, Sunday and Holidays				
	Technician	Per hour	25	\$ _____	\$ _____
Year 2 Total					\$ _____

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

**Option Year 1:**

Column A	Column B Description of Work	Column C Unit of Measurement	Column D Estimated Quantity	Column E Price per Unit	Column F Extended Price= (Column D*Column E)
<b>14 Wing Greenwood, Greenwood, Nova Scotia</b> First Hour: <b>Service Call including travel time and all related expenses and one hour of productive labour at the job site.</b>					
1	During Regular Hours: 0730-1600 Hours Monday through Friday Technician:	Per hour	1	\$ _____	\$ _____
2	Outside Regular Hours: Monday through Sunday including all day Saturday, Sunday and Holidays  Technician	Per hour	1	\$ _____	\$ _____
<b>Subsequent Hours- Labour Only</b>					
3	During Regular Hours: 0730-1600 Hours Monday through Friday Technician:	Per hour	25	\$ _____	\$ _____
4	Outside Regular Hours: Monday through Sunday including all day Saturday, Sunday and Holidays  Technician	Per hour	25	\$ _____	\$ _____
<b>CCR Barrington , Baccaro, Nova Scotia</b> First Hour: <b>Service Call including travel time and all related expenses and one hour of productive labour at the job site.</b>					
5	During Regular Hours: 0730-1600 Hours Monday through Friday Technician:	Per hour	1	\$ _____	\$ _____
6	Outside Regular Hours: Monday through Sunday including all				

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	day Saturday, Sunday and Holidays	Per hour	1	\$ _____	\$ _____
	Technician				
<b>Subsequent Hours- Labour Only</b>					
7	During Regular Hours: 0730-1600 Hours Monday through Friday Technician:	Per hour	25	\$ _____	\$ _____
8	Outside Regular Hours: Monday through Sunday including all day Saturday, Sunday and Holidays Technician	Per hour	25	\$ _____	\$ _____
<b>CFS Sydney , Sydney, Nova Scotia</b> First Hour: <b>Service Call including travel time and all related expenses and one hour of productive labour at the job site.</b>					
9	During Regular Hours: 0730-1600 Hours Monday through Friday Technician:	Per hour	1	\$ _____	\$ _____
10	Outside Regular Hours: Monday through Sunday including all day Saturday, Sunday and Holidays Technician	Per hour	1	\$ _____	\$ _____
<b>Subsequent Hours- Labour Only</b>					
11	During Regular Hours: 0730-1600 Hours Monday through Friday Technician:	Per hour	25	\$ _____	\$ _____
12	Outside Regular Hours: Monday through Sunday including all day Saturday, Sunday and Holidays Technician	Per hour	25	\$ _____	\$ _____
Option Year 1 Total					\$ _____



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

**Grand Total= Year 1 + Year 2 + Option Year 1= \$ \_\_\_\_\_**

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

## ANNEX "C"

### INSURANCE REQUIREMENTS

#### Commercial General Liability Insurance

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

For the province of Quebec, send to:

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

For other provinces and territories, send to:

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

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

**Automobile Liability Insurance**

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

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## ANNEX "E"

### Code of Conduct and Certifications - Related documentation

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

**Directors:** (Please print clearly)

NAME	NAME	NAME	NAME

Attach additional names on a separate sheet if required

DEPARTMENT OF NATIONAL DEFENCE



14 WING GREENWOOD

SPECIFICATION

SOA Repair UPS UNITS

GREENWOOD, NS

JOB NO. L-G111-9900/1021  
SOA B-831

2013-06-11

National Defence	List of Contents	Index
14 Wing Greenwood, NS		Page 1
Job No. L-G111-9900/1021		2013-06-11

<u>Section</u>	<u>Title</u>	<u>Pages</u>
	<u>DIVISION 1 - GENERAL REQUIREMENTS</u>	
01001	Summary of Work	3
01005	General Instructions	5
01545	Safety Requirements	1
01547	Hazardous Material	3
	<u>DIVISION 16 - ELECTRICAL</u>	
16428	Uninterruptible Power Systems Maintenance	4

- 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 Sites .1 Canadian Forces Base Greenwood 14 Wing Greenwood is located 150 km west of Halifax, at Exit 17 and 4 km south of Highway 101 near Kingston, Kings County, Nova Scotia.
- .2 Work is to be performed at the following sites at 14 Wing Greenwood:
- .1 Bldg 172 - IFRCC Site located in the operations area of 14 Wing Greenwood. (Model-APC Symmetra PX 40KW)
- .2 Bldg 170 - ASR Site located on the Stronach Mountain Road approximately 14 km north-west of 14 Wing Greenwood. (APC-Symmetra PX 40KW)
- .3 Bldg 166 - Hornell Centre located within the Operations Area of 14 Wing Greenwood. (Model-APC Symmetra PX 40KW)
- .4 Bldg 216 - CHP central heating plant located within the Operations Area of 14 Wing Greenwood. (Model-APC Symmetra 40KW)
- .5 Bldg 265 - Wing Fire hall located within the Domestic area of 14 Wing Greenwood. (Model-Liebert)
- .6 Bldg 169 - Military Police Station location at the main entrance to the Wing within the Domestic area of 14 Wing Greenwood. (Model-APC 1500)
- .7 Bldg 202 - Telecommunications Switch Building located within the Domestic area of 14 Wing Greenwood. (Model-APC Symmetra 40KW)
- .8 Bldg 275 - IDF Telecommunications Switch located within the Operations Area of 14 Wing Greenwood. (Model-Liebert)
- .9 Bldg 267 - Wing Met Building located within the Operations Area of 14 Wing Greenwood. (Model-APC Smart UPS VT)
- .10 Bldg 261 - Tacan Building located within the Operations Area of Wing Greenwood. (Model-APC Symmetra PX 40KW)
-



- 2 Location of Sites .2 (Cont'd)
- (Cont'd)
- .11 Bldg 132 - Old Fire Hall located within the Domestic Area of 14 Wing Greenwood. (Model-APC 1500)
- .12 Hanger 9 - Located within the Operations Area of 14 Wing Greenwood. (Model-APC Symmetra PX 40KW)
- .13 Hanger 14 - Located within the Operations Area of 14 Wing Greenwood. (Model-APC Smart UPS 1500)
- .14 Bldg 250 FDS Located within the Operations Area of 14 Wing Greenwood. (Model-Mitsubishi UPS)
- .3 Work is to be performed at the following remote sites for 14 Wing Greenwood:
- .4 .1 CFS Sydney Coastal Radar Tower Bldg near Sydney, Cape Breton County, Nova Scotia. (Model-APC Symmetra PX 40KW)
- .1 CFS Barrington Coastal Radar Tower Bldg at Baccaro Point near Barrington, Shelburne County, Nova Scotia. (Model-APC Symmetra PX 40KW)
- .5 It is possible that additional sites and services may be required under the performance of this contract.
- 3 Qualifications and Certifications .1 Certified Engineering Technicians to provide written proof from American Power Conversions (APC) they have been factory trained in American Power Conversions (APC) Systems to be worked on under this contract. The models installed at these sites are software controlled (Electronically) and require the use of a laptop to perform routine calibrations and adjustments to PLC's (programmable Logic Controllers). Contractor to indicate years of experience and the number of hours of training received for all employees who will be working on this contract.
- .2 Prior to contract award the service provider to be assessed and approved by the Engineer for experience and qualifications to perform the work of this Contract.
- .3 Contractor to provide written proof that he/she has access to the manufacturer's ECN's

- |   |    |   |
|---|----|---|
| 3 Qualifications and Certifications<br>(Cont'd) | .3 | (Cont'd)<br>(Engineering Change Notices) and FSN's (Field Service Notices)  |
|   | .4 | Contractor to provide Certified Engineering Technicians that have met the requirements of the certification board of the Association of Professional Engineers and/or SCETTNS with field service experience and factory training on equipment to be serviced.   |
| 4 Description of Work                           | .1 | Work under this contract comprises the provision of all labour, material and equipment required to complete the repairs, in accordance with the specifications for this project.  |
|   | .2 | In general terms, the work includes the following:<br>.1 Service calls for repairs to UPS systems on an as and when required basis and as identified on a DSS 942. (A Requisition against a Standing Offer Contract).<br>.2 Component Repair<br>.3 Final Testing.<br>.4 Service Report.<br>.5 Clean-up. |

1 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 Perform electrical work in accordance with the Canadian Electrical Code 1998 and CAN/CSA-C282-M89 unless otherwise specified.
- .3 Meet or exceed requirements of:
  - .1 Contract documents.
  - .2 Specified standards, codes and referenced documents.
- .4 Reference Standards:
  - .1 DOT (Department of Transportation) standard AK-64-06-001 - Operational Requirements for Uninterruptible Power Units.
  - .2 DOT (Department of Transportation) standard AK-64-06-002 - Installation Requirements for Uninterruptible Power Units.
  - .3 DND (Department of National Defence)CETO (Construction Engineering Technical Order) C-98-16G-001/NY-002 - Uninterrupted Power Supply.
- .5 References made to Domestic, National and International Standards in this specifications are to be considered an integral part thereof and are to be read in conjunction with these specifications.
- .6 Obtain all written information from the described sources for references made to catalogues, detailed drawings or similar related data as published by manufacturers and/or suppliers.
- .7 Trade names used in this specification are not necessarily restricting unless otherwise specified.
- .8 Workmanship to be of a uniformly high quality and in strict accordance with the best trade practices as interpreted by the Engineer.
- .9 Mediocre or inferior workmanship to be replaced by work of first class quality without cost to DND and when so ordered by the Engineer.



- |                                   |     |   |
|-----------------------------------|-----|---|
| <u>1 Codes<br/>(Cont'd)</u>       | .10 | Conform to the latest revision of dated reference standards and be fully familiar with their contents and requirements.   |
|                                   | .11 | In event of conflict between standards the more stringent shall apply.  |
| <u>2 Work Schedule</u>            | .1  | Work shall be performed on an as and when required basis as identified on a DSS 942 contract requisition form.  |
|                                   | .2  | A Work Order Number shall be issued for each call-up.   |
|                                   | .3  | All correspondence such as service reports, quotes, testing data and invoices for services shall contain the applicable work order number(s) that apply to the work being performed.  |
| <u>3 Briefing Requirements</u>    | .1  | Receive briefing from Wing Fire Chief regarding Wing fire safety regulations and restrictions.  |
|                                   | .2  | Receive Briefing from Wing Security Officer regarding security regulations and restrictions.  |
|                                   | .3  | Receive briefing from Contract supervisor at 14 Wing Greenwood prior to commencing any work.  |
| <u>4 Contractor's Use of Site</u> | .1  | General: Work of this Contract may be in areas either partially or wholly occupied by private and/or government staff and equipment. Contractor to employ necessary precautions to protect these personnel and equipment from hazards, damage or contamination. |
|                                   | .2  | Contractor to be briefed on use of Site(s) by Engineer at a formal pre-job meeting and prior to any work being performed.   |
|                                   | .3  | Movement to and around site to be subject to operational requirements and restrictions imposed by Wing Commander.   |
|                                   | .4  | Use of site: for execution of work and storage of materials only. Any other use of  |

- |  |    |  |
|--|----|--|
| 4 Contractor's Use of Site<br>(Cont'd) | .4 | Use of site:(Cont'd)<br>site by Contractor is not permitted.   |
|  | .5 | Do not unreasonably encumber site with materials or equipment.   |
|  | .6 | Move Contractor stored products or equipment which interfere with operations of occupants, Engineer or other contractors.  |
| 5 Project Meetings                     | .1 | Engineer will arrange project meetings and the recording and distributing of minutes.  |
| 6 Existing Services                    | .1 | Where Work involves breaking into or connecting to existing services, carry out work at times directed by governing authorities, with minimum of disturbance to user.  |
|  | .2 | Where security has been reduced by work of Contract, provide temporary means to maintain security.   |
| 7 Sanitary Facilities                  | .1 | Sanitary facilities are available in the area of work.   |
| 8 Building Smoking Environment         | .1 | Comply with smoking regulations.   |
| 9 Hours of Work                        | .1 | The contractor to arrange his work with Engineer to cause the least amount of inconvenience to operational requirements (24/7 operation) and building occupants where applicable.  |
| 10 Temporary Facilities                | .1 | DND can provide, free of charge, temporary electric power and water.   |
|  | .2 | Engineer shall 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. |
-

- |                                     |    |   |
|-------------------------------------|----|---|
| 10 Temporary Facilities<br>(Cont'd) | .3 | Provide at no cost to DND all equipment and temporary lines to bring these services to work site.   |
|                                     | .4 | Supply of temporary services by DND is subject to DND requirements and may be discontinued by DND site representative at any time with our notice, without acceptance of any liability for damage or delay caused by such withdrawal of temporary services.   |
|                                     | .5 | Remove temporary services from site when directed by Engineer.  |
| 11 Delivery and Storage             | .1 | Contractor shall provide secure temporary storage facilities for materials and equipment.   |
|                                     | .2 | Deliver, store and maintain materials with manufacturer's seals and labels intact.  |
|                                     | .3 | Store materials in accordance with manufacturer's instructions.   |
|                                     | .4 | Storage to be in areas with Engineer's approval.  |
|                                     | .5 | Provide and maintain dry storage.   |
|                                     | .6 | Maintain storage facility premises in a neat and tidy condition.  |
|                                     | .7 | Storage may be provided by DND when available.  |
| 12 Clearance and Acceptance         | .1 | Ensure that new and/or replacement materials are compatible with installed equipment.   |
|                                     | .2 | Supply three copies of purchase orders to the Engineer. Include or append the following data: <ul style="list-style-type: none"><li>.1 Manufacturer.</li><li>.2 Manufacturer's part number.</li><li>.3 Use and location of device.</li><li>.4 Various pertinent data used to identify materials such as serial numbers and manufacturer's specification sheets.</li></ul> |
-

- 13 Protection .1 Minimize damage to buildings and equipment.  
make good any damage caused by work of this contract.
- 14 Clean-up .1 Effect a daily clean-up of debris resulting from work and ensure that all hazardous impediments are removed from site or adequately stored or protected at the end of each day's work.
- .2 Leave no debris or other hazardous impediments which may cause an unsafe condition.
- .3 On completion of the work under this contract all material, equipment and debris shall be removed from the job site. the job site shall be left clean, neat and in a safe condition to the complete satisfaction of the Engineer.



- |   |                                     |    |   |
|---|-------------------------------------|----|---|
| 1 | <u>Construction Safety Measures</u> | .1 | Observe construction safety measures required by Canadian Labour Code, Provincial Government Regulations, Workers' Compensation Board and municipal statutes and authorities          |
|   |                                     | .2 | In event of conflict or discrepancy between any provisions of above authorities, the most stringent requirements shall apply.   |
|   |                                     | .3 | The Contractor to comply with all standing orders or other regulations in force on the site where work is to be performed.  |
|   |                                     | .4 | Contractor created hazards to be marked with warning signs and barriers.  |
|   |                                     | .5 | All protective devices, barriers, boarding and the like to be maintained in good order until completion of the work under this contract, or until removal is ordered by the Engineer. |
| 2 | <u>Overloading</u>                  | .1 | Ensure no part of Work is subjected to loading that will endanger its safety or will cause permanent deformation.   |
| 3 | <u>Scaffolding</u>                  | .1 | Design and construct scaffolding when required in accordance with CAN/CSA-S269.2-M87.   |
| 4 | <u>Confined Spaces</u>              | .1 | Perform entry into Confined spaces in accordance with Canada Labour Code and Safety Regulations.  |
|   |                                     | .2 | Prior to working in a location the Contractor to confirm with Engineer and building occupants if the work location contains any identified hazardous confined spaces.                 |



- 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 names and emergency telephone numbers:
    - .1 14 Wing Greenwood:
      - .1 Wing Fire Chief (WFC) - 902-765-1494 Local 5473.
      - .2 Engineer - 902-765-1494 or Local 5188.
  - .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 Enquiries regarding Hazardous Materials to 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.
  - .7 Regulations and standards currently in force for products not covered under WHMIS legislation, designed for the regulation of
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- 2 Reference Standards (Cont'd) .7 (Cont'd)  
specific categories of products such as but not limited to:  
.1 Explosives Act.  
.2 Atomic Energy Control Act.
- 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.  
.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.
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- 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.  
.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 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.



PART 1 - GENERAL

<u>1.1 Related Work</u>	.1	Summary of Work:	Section 01001
	.2	General Instructions:	Section 01005
	.3	Safety Requirements:	Section 01545
	.4	Hazardous Material:	Section 01547
<u>1.2 Codes and Standards</u>	.1	Do complete installation in accordance with CSA C22.1-94 except where specified otherwise.	
<u>1.3 Materials and Equipment</u>	.1	Equipment and material to be CSA certified. Where there is no alternative to supplying equipment which is not CSA certified, obtain special approval from Engineer.	
<u>1.4 Manufacturers and CSA Labels</u>	.1	Visible and legible after equipment is installed.	
<u>1.5 Co-ordination of Protective Devices</u>	.1	Ensure circuit protective devices such as overcurrent trips, relays and fuses are installed to required values and settings.	
<u>1.6 Definitions</u>	.1	Engineer: Wing Construction Engineering Officer's delegated representative.	
	.2	UPS: Uninterruptible Power System.	
	.3	DSS 942: Department of Supply and Services form for requisitioning services against a Standing Offer Contract.	
	.4	DND: Department of National Defence.	
	.5	14 Wing Greenwood: formerly known as Canadian Forces Base Greenwood.	
	.6	CFS: Canadian Forces Station.	
	.7	IFRCC: Instrument Flight Rules Control Centre.	

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- 1.6 Definitions .8 ASR: Area Surveillance Radar.  
(Cont'd)
- .9 DOT: Department of Transportation (Federal).

- 1.7 Work Included .1 Intent of Contract.
- .2 Service Calls.
- .3 Component Repair.
- .4 Testing.
- .5 Service Report.
- .6 Clean-up.

- 1.8 Invoicing .1 Contractor to provide one invoice for each  
DSS 942 received on the satisfactory  
completion of work.
- .2 Contractor to include on invoice the CE work  
order number assigned to the DSS 942, the  
Engineer's delegated representative's name and  
phone number.

PART 2 - PRODUCTS

- 2.1 Materials .1 Materials, components and parts used on this  
contract to be as specified by the  
manufacturer of the equipment.
- .2 Any alternate materials, components and parts  
to receive written approval from Engineer  
prior to installing on equipment unless  
required to maintain operational capability of  
unit. Advise Engineer soonest if alternates  
are used.
- .3 Contractor to have an adequate supply of  
spares or equivalent to a Level B kit readily  
available to maintain continuity of operations  
of the equipment under this Contract.

- 2.2 Test Equipment .1 Contractor to be responsible for providing all the test equipment necessary including computers (lap-tops) and softwares to conduct tests and perform calibrations and programming of the equipment installed.

PART 3 - EXECUTION

- 3.1 Intent .1 To maintain Uninterruptible Power Systems at the highest possible level of operational capability is DND's prime concern.
- .2 Correct faulty conditions in the most expedient manner.
- .3 Identify/recommend any requirements to improve the operation of these Systems.

- 3.2 Service Calls .1 Perform service calls to carry out repairs whenever requested by the Engineer.
- .2 Perform all work to equipment manufacturer's specifications.
- .3 Provide estimates of repair and costs prior to performing work when requested by Engineer.
- .4 Make no changes in design and/or installation of existing equipment and controls without prior written approval from Engineer.
- .5 Advise Engineer of the phone number(s) at which the Engineer can contact the Contractor or his representative at any time, for work of this contract.
- .6 Refuse no reasonable request for assistance from the Engineer and carry out the work with minimal delay.

- 3.3 Component Repair .1 Perform component repair/replacement either on site or at location of Contractor's choice.
- .2 Always maintain operational capabilities of UPS.
- .3 Where possible replacement parts to be approved by Engineer prior to installation or

3.3 Component .3 (Cont'd)  
Repair  
(Cont'd) soonest work is completed. Replace parts which  
do not receive approval at no additional cost  
to DND.

.4 Replaced defective parts to be the property  
of DND unless otherwise directed by Engineer.

3.4 Final Testing .1 On completion of repair(s) to the UPS  
component's, the contractor to ensure that the  
unit worked on is tested for functional  
operation. At no time leave system non-  
functional unless approved by Engineer.

.2 Testing to be to Engineer's satisfaction.

3.5 Service Report .1 Contractor to provide Engineer with a written  
service report describing all work performed  
under the DSS 942. Report to include a  
description of all work performed, number of  
hours, parts replaced, travel hours, mileage,  
any other additional charges and as applicable  
recommendations for corrections or  
modifications for improved operation.

.2 Contractor to ensure that the Service Report  
has been reviewed and signed by Engineer.

3.6 Clean-up .1 Clean-up to Section 01005.





**FOR GOVERNMENT USE ONLY  
POUR USAGE DU GOUVERNEMENT SEULEMENT**

Special Investigations Directorate File No.  
N° de dossier de la Direction des enquêtes spéciales

Date Received (Y-A M D-J)  
Date de réception

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

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

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

**A PRIVACY ACT STATEMENT  
ÉNONCÉ CONCERNANT LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS**

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

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

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

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

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

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

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

Family Name (Last Name) - Nom (de famille)

Family Name at Birth - Nom de famille à la naissance

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

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

Gender - Sexe

☐

Male  
Masculin

☐

Female  
Féminin

Date of Birth - Date de naissance (Y-A M D-J)

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

Apartment No. - N° d'appartement

Street No. - N° civique

Street Name - Nom de la rue

City - Ville

Province/State - État

Country - Pays

Postal Code/Zip Code - Code postal/Code zip



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

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

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

<b>D</b>	<b>ADMINISTRATIVE INFORMATION - Internal Government Use Only RENSEIGNEMENTS ADMINISTRATIFS - Pour usage interne du gouvernement seulement</b>	
Requesting Branch/Sector/Directorate/Division - Direction générale/Secteur/Direction/Division requérante		
Solicitation/Proposed Contract No. - N° de la demande de soumission/N° du contrat		Date of Request (Y-A M D-J) Date de la demande
Requesting Contact Person - Personne-ressource requérante	Contact Person Tel. No. - N° de tél. de la personne-ressource	