

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

Request For a Standing Offer
Demande d'offre à commandes

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

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

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

Comments - Commentaires

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

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

| | |
|---|--|
| Title - Sujet SNOW HAULING - CFB HALIFAX | |
| Solicitation No. - N° de l'invitation W010C-13C196/A | Date 2013-10-10 |
| Client Reference No. - N° de référence du client W010C-13-C196 | GETS Ref. No. - N° de réf. de SEAG PW-\$PWA-122-5020 |
| File No. - N° de dossier PWA-3-70039 (122) | CCC No./N° CCC - FMS No./N° VME |
| Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-11-21 | |
| Time Zone Fuseau horaire Atlantic Standard Time AST | |
| Delivery Required - Livraison exigée See Herein | |
| Address Enquiries to: - Adresser toutes questions à: Chinye (PWA), Chukwudi | Buyer Id - Id de l'acheteur pwa122 |
| Telephone No. - N° de téléphone (902)496-5476 () | FAX No. - N° de FAX (902)496-5016 |
| Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE FORMATION CONSTRUCTION ENGINEERING WILLOW PARK BLDG 7 HALIFAX NOVA SCOTIA B3K5X5 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

Department of National Defence has a requirement for the supply of all labour, materials, tools, heavy equipment supervision and transportation required to provide hauling and disposal of snow from various Canadian Forces Base (CFB) Halifax locations in Nova Scotia on as when requested basis in accordance with Annex A- Statement of Work -Job No. W010C-13-C196. This requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT), Canada-Peru, and Canada-Colombia free trade agreements.

3. Security Requirement

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

4. Debriefings

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

PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

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

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

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

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

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

2. Submission of Offers

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

3. Former Public Servant

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

Definitions

For the purposes of this clause,

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

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

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of

various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

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

Former Public Servant in Receipt of a Pension

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

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

a.name of former public servant;

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

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

Work Force Adjustment Directive

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

If so, the Offeror must provide the following information:

a.name of former public servant;

b.conditions of the lump sum payment incentive;

c.date of termination of employment;

d.amount of lump sum payment;

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

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

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

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

3. Enquiries - Request for Standing Offers

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

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be

clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that offerors do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

4. Applicable Laws

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

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

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

Section I: Technical Offer (one hard copy)

Section II: Financial Offer (one hard copy)

Section III: Certifications (one hard copy)

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from [HRSDC-Labour's website](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml).

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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" 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 Workers Compensation Certification- Letter of Good Standing

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

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

PART 6 - SECURITY AND INSURANCE REQUIREMENTS

1. Security Requirement

-
1. At the Request for Standing Offers closing date, the following conditions must be met:
 - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
 - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicate in Part 7A - Standing Offer;
 - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
 2. For additional information on security requirements, offerors should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents website.

3. Insurance Requirements

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

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

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

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

2. Security Requirement

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

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:

PWGSC FILE #: W010C-13-C196

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

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

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

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

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

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 "F". 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

Solicitation No. - N° de l'invitation

W010C-13C196/A

Amd. No. - N° de la modif.

File No. - N° du dossier

PWA-3-70039

Buyer ID - Id de l'acheteur

pwa122

CCC No./N° CCC - FMS No/ N° VME

W010C-13-C196

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

4.2 Extension of Standing Offer

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

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

5. Authorities

5.1 Standing Offer Authority

The Standing Offer Authority is:

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

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

5.2 Project Authority

The Project Authority for the Standing Offer is 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 (To be completed by Offeror)

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: _____
Facsimile: _____

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

Atlantic Formation Construction Engineering or a delegated authority

The Identified User authorized to make call-ups against the Standing Offer is: Atlantic Formation Construction Engineering 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 \$46,000.00 (Applicable Taxes included).

11. Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$75,000.00 (Goods and Services Tax or Harmonized Sales Tax 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.

12. Priority of Documents

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

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

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, General Conditions 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 Applicable Taxes are extra.

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 A9117C

2007-11-30

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.

Accounts Payable Section
 Formation Construction Engineering
 Maritime Forces Atlantic
 PO Box 99000 Station Forces
 Willow Park, Building #7
 Halifax, N.S. B3K 5X5

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

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7. Insurance Requirements

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

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

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

8. SACC Manual Clauses

| | | |
|----------------------------------|--------|--------|
| Estimates | M3800C | |
| Canadian Forces Site Regulations | | A9062C |
| Time Verification | | C0711C |
| Inspection and Acceptance | | D5328C |
| Workers Compensation | A0285C | |

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ANNEX "A"

STATEMENT OF WORK

(attached below)

ANNEX "B"**BASIS OF PAYMENT**

Operator Must be experienced and qualified to operator each heavy equipment listed in the tables below

Year 1:

| Column A | Column B Work Description | Column C Unit of Measurement | Column D Estimated Quantity | Column E Price per Unit | Column F Extended price= Col D * Col E |
|--------------|--|------------------------------------|-----------------------------------|----------------------------|---|
| 1 | Tractor Trailer Dump complete with operator | Per hour | 200 | \$ _____ | \$ _____ |
| 2 | Dump Truck- Tandem Axle complete with operator | Per hour | 150 | \$ _____ | \$ _____ |
| 3 | Dump Truck - Single Axle complete with operator | Per hour | 150 | \$ _____ | \$ _____ |
| 4 | Loader 3 cubic yard bucket complete with operator | Per hour | 300 | \$ _____ | \$ _____ |
| Year 1 total | | | | | \$ _____ |

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Option Year 1:

| Column A | Column B Work Description | Column C Unit of Measurement | Column D Estimated Quantity | Column E Price per Unit | Column F Extended price= Col D * Col E |
|---------------------|--|------------------------------------|-----------------------------------|----------------------------|---|
| 1 | Tractor Trailer Dump complete with operator | Per hour | 200 | \$ _____ | \$ _____ |
| 2 | Dump Truck- Tandem Axle complete with operator | Per hour | 150 | \$ _____ | \$ _____ |
| 3 | Dump Truck - Single Axle complete with operator | Per hour | 150 | \$ _____ | \$ _____ |
| 4 | Loader 3 cubic yard bucket complete with operator | Per hour | 300 | \$ _____ | \$ _____ |
| Option Year 1 total | | | | | \$ _____ |

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Option Year 2:

| Column A | Column B Work Description | Column C Unit of Measurement | Column D Estimated Quantity | Column E Price per Unit | Column F Extended price= Col D * Col E |
|---------------------|--|------------------------------------|-----------------------------------|----------------------------|---|
| 1 | Tractor Trailer Dump complete with operator | Per hour | 200 | \$ _____ | \$ _____ |
| 2 | Dump Truck- Tandem Axle complete with operator | Per hour | 150 | \$ _____ | \$ _____ |
| 3 | Dump Truck - Single Axle complete with operator | Per hour | 150 | \$ _____ | \$ _____ |
| 4 | Loader 3 cubic yard bucket complete with operator | Per hour | 300 | \$ _____ | \$ _____ |
| Option Year 2 total | | | | | \$ _____ |

Grand Total : Year 1 + Option Year 1 + Option Year 2= \$ _____

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

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ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST

(Attached below)

ANNEX D

INSURANCE REQUIREMENTS

Commercial General Liability Insurance

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

For the province of Quebec, send to:

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

For other provinces and territories, send to:

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

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

Automobile Liability Insurance

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

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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



Specification

Standing Offer Agreement

Snow Hauling

CFB Halifax, NS

Job No.W010C-13-C196

2013-04-03

| <u>Section</u> | <u>Title</u> | <u>Pages</u> |
|---|---------------------------------|--------------|
| <u>Division 01 - General Requirements</u> | | |
| 01 11 00 | General Instructions | 5 |
| 01 35 30 | Health and Safety Requirements | 6 |
| 01 35 35 | DND Fire Safety Requirements | 4 |
| 01 35 37 | Access to DRDC Atlantic Complex | 1 |
| 01 35 43 | Environmental Procedures | 2 |
| 01 61 10 | Snow Hauling | 2 |

PART 1 - GENERAL

- 1.1 RELATED SECTIONS .1 Section 01 61 10 Snow Hauling.
- 1.2 DESCRIPTION OF WORK .1 Work under this Standing Offer comprises the furnishing of all labour, materials, tools, heavy equipment, transportation and supervision required to haul and dispose of snow from the various locations of CFB Halifax, as specified herein on an "as required basis".
- 1.3 ENGINEER .1 All reference to the Engineer in this specification, who is the Contract Inspector which is representing the Base Construction Engineering Officer(BCEO).
.2 The Engineer will provide the Contractor with a list of his/her authorized representatives at the pre-job meeting.
- 1.4 WORK INCLUDED .1 Provision of heavy equipment and operators as identified in Section 01 61 10 for the purpose of hauling and disposal of snow.
.2 Hauling and disposal of snow as requested by Engineer.
.3 Clean up.
- 1.5 LOCATIONS OF JOB SITES .1 Areas covered under this specification include but not limited to the following locations within HRM:
.1 Stadacona - Halifax, NS;
.2 Windsor Park - Halifax, NS;
.3 Willow Park - Halifax, NS;
.4 Halifax Armoury - Halifax, NS;
.5 HMC Dockyard - Halifax, NS;
.6 Royal Artillery(RA) Park - Halifax, NS;
.7 Damage Control Division - Herring Cove, NS;
.8 Dockyard Annex(NAD) - Dartmouth, NS;
-

1.5 LOCATIONS OF
JOB SITES
(Cont'd)

- .1 (Cont'd)
- .9 DRDC Atlantic - Dartmouth, NS;
 - .10 Shannon Park - Dartmouth, NS;
 - .11 Wright's Cove Degaussing Range - Dartmouth, NS;
 - .12 12 Wing Shearwater - Eastern Passage, NS; and
 - .13 Osbourne Head Gunnery Range - Cow Bay, NS.

1.6 SITE ACCESS

- .1 Access to the site is under the direction of the Department of National Defence. All visitors entering areas issuing a daily pass will be aware of the requirement for search as a condition of issue.
- .2 While within the confines of CFB Halifax all employees and representatives of the Contractor must comply with all of the Standing Orders as promulgated by Base Authorities.

1.7 PRE-JOB
MEETING

- .1 Immediately upon receipt of award of Standing Offer Agreement, the successful Contractor will contact the Engineer to arrange a pre-job meeting prior to commencement of any work.

1.8 CONTRACTOR
QUALIFICATIONS

- .1 The Contractor must satisfy the Engineer that he/she has adequate and qualified staff to perform the service expected. This includes all service calls within an acceptable time period and having adequate parts on hand to meet the requirements of the job, both during silent and normal working hours.
- .2 Whenever the Contractor uses sub-contractors, they too must perform to and comply with all requirements of this Standing Offer.

1.9 WORKMANSHIP

- .1 Workmanship must be the best quality executed by workers experienced and skilled in the respective duties for which they are employed.
- .2 Do not employ any unfit person or anyone unskilled in their required duties. The Engineer reserves the right to require the dismissal from the site, workers deemed incompetent, careless, insubordinate or otherwise objectionable.
- .3 Decisions as to the quality or fitness of workmanship in cases of dispute rest solely with the Engineer whose decision is final.

-
- 1.9 WORKMANSHIP
(Cont'd) .4 The Contractor will employ a competent and experienced supervisor with the authority to speak on his behalf on day-to-day routine matters.
- 1.10 CONTRACTOR'S
USE OF SITE .1 Contractor will be briefed on use of site by the Engineer.
.2 Do not unreasonably encumber site with materials or equipment.
.3 Move stored products or equipment which interferes with operations of Engineer or other Contractors.
.4 The Engineer will brief the Contractor on access to restricted areas.
- 1.11 NORMAL
WORKING HOURS .1 Normal working hours will be 0730 to 1600 hours, Monday to Friday. Any work carried out other than normal working hours must be authorized by the Engineer.
- 1.12 CODES AND
STANDARDS .1 Perform Work in accordance with provincial or municipal regulations and by-laws. The Contractor will be responsible for any charges imposed by such regulations and by-laws.
.2 Meet or exceed requirements of Standing Offer documents, specified standards, codes and referenced documents.
- 1.13 LICENSES
AND PERMITS .1 The Contractor will be responsible for obtaining and paying for all licenses and permits required to perform the Work.
- 1.14 PROTECTION OF
EXISTING FACILITIES .1 Execute work with least possible interference or disturbance to occupants, public and normal use of premises. Arrange with Engineer to facilitate execution of work.
.2 The Contractor must take all necessary precautions to ensure against damage to existing facilities. Any damage to such facilities as a result of the Contractor's operations must be repaired or replaced by the Contractor at his own expense, as soon as is reasonably possible.
.3 Responsibility:
.1 Accept liability for reasonable damages to property during execution of work.
-

1.14 PROTECTION OF
EXISTING FACILITIES
(Cont'd)

- .3 Responsibility:(Cont'd)
- .2 Accept responsibility for all damages if deemed caused by negligence or operator/driver fatigue.
- .4 Damages to DND property will be determined during and after all snow removal operations, and to be noted by the Engineer, or his representative, the Snow and Ice Control Coordinator(SNIC).
- .5 Where the Engineer considers it necessary, provide and erect warning signs and barriers.
- .6 A damage report will be issued to the Contractor for each incident of damage. The Contractor will immediately effect repairs to hazardous damage, or will effect repairs within 30 calendar days to non-hazardous damage. The SNIC will determine whether the damages are hazardous or non-hazardous.
- .7 Damage to grass areas will be repaired in the spring or soon as weather conditions permit.

1.15 SERVICE CALLS

- .1 Provide a 24 hour "Call-In" service for use by the Engineer as and when required. Report to site within six(6) hours of call.
- .2 Response time will commence from the time of the call regardless of weather conditions.
- .3 Notify Engineer of the telephone number at which Contractor or his representative may be contacted at all times.
- .4 The Contractor will be advised of the personnel authorized to request snow hauling service. Services undertaken at the request of unauthorized persons will be done at the Contractor's risk, with regards to payment.

1.16 CLEANING

- .1 Conduct cleaning and disposal operations to comply with local ordinances and anti-pollution laws.

1.17 INSPECTION

- .1 All work and materials covered by this specification will be subject to inspection at any time by the Engineer or his/her representative.

1.18 REPORTING
IRREGULARITIES

- .1 The Contractor must immediately notify the SNIC coordinator of irregularities in the work area, such as parked vehicle or other obstructions which may affect the performance of his work.

1.18 REPORTING
IRREGULARITIES
(Cont'd)
PART 2 - PRODUCTS

.2 Delay in notification may be deemed non-compliance with the terms of the Standing Offer Agreement should it result in the delay of snow removal.

Not used.

PART 3 - EXECUTION

Not used.

PART 1 - GENERAL

1.1 CONSTRUCTION
SAFETY MEASURES

- .1 Observe and enforce construction safety measures by complying with the requirements of the following statutes and authorities:
 - .1 Canada Labour Code Part II and the Canada Occupational Health and Safety Regulations.
 - .2 The Nova Scotia Occupational Health and Safety Act and supporting Occupational General Safety Regulations as amended from time to time.
 - .3 Most recent amendments to the National Building Code of Canada, Part 8 and National Fire Code of Canada.
 - .2 Refer to Section 01 35 35, DND Fire Safety Requirements.
 - .3 Engineer will provide a copy of any relevant special written instructions to be followed.
 - .4 **Before Work Begins**
 - .1 Bidder/Tender to provide documentation if requested by the Crown, indicating all safety training attained for each person who will be involved with the Standing Offer.
 - .5 The following disciplinary measures will be taken for any violations of safety under this Standing Offer Agreement:
 - .1 **First Violation:** Verbal warning issued to the Contractor for the first violation of a safety regulation(Violation will be documented on Standing Offer file, copy to Contractor DCC or PWGSC).
 - .2 **Second Violation:** Written warning to Contractor for second violation of a safety regulation(Violation will be documented on Standing Offer file, copy to Contractor, DCC or PWGSC).
 - .3 **Third Violation:** A third violation of a safety regulation may result in the termination of the Standing Offer with a recommendation to the Contracting Authority that the Contractor be denied access to Base Construction Engineering contracts(Documented to Standing Offer file, copies to Contractor, DCC or PWGSC).
 - .4 **Serious Violation:** For a serious violation of a safety regulation as deemed by a regulator, project manager or safety officer a recommendation will be made to the Contracting Authority to immediately terminate the Contract/Standing Offer(Violation documented on Standing Offer file, copies to Contractor, DCC or PWGSC).
-

1.1 CONSTRUCTION SAFETY MEASURES
(Cont'd)

.5 (Cont'd)

.5 **Charges Laid or Guilty Determination by Courts:**
Infractions of safety regulations that result in charges being laid by a regulator against the Contractor or the Contractor being found guilty by the courts may result in that Contractor being denied access to Base Construction Engineering contracts.

1.2 HAZARD ASSESSMENTS

.1

Contractor must implement and carry out a health and safety hazard assessment program as part of the Work. Program to include:

.1 **Initial Hazard Assessment:** Carried out upon notification of Contract award and/or prior to commencement of Work.

.2 **On-going Hazard Assessments:** Performed during the progress of Work identifying new or potential health risks and safety hazards not previously known. As a minimum, hazards assessments must be carried out when:

.1 New sub-trade work, new sub-contractor(s) or new workers arrive at the site to commence another portion of the Work.

.2 The scope of Work has been changed.

.3 Work conducted in confined spaces.

.4 Potential hazard or weakness in current health and safety practices are identified by the Engineer.

.2 Hazard assessments will be project and site specific, based on review of Standing Offer documents and site.

.3 Each hazard assessment to be made in writing. Keep copies of all assessments on site for duration of Work. Upon request, make available to Engineer.

.4 The Contractor must notify the Engineer of suspected hazardous material during work and not apparent from drawings, specifications, or report pertaining to work(e.g. lead, asbestos etc.). Do not disturb such material pending instructions from the Engineer. The Engineer will make the necessary arrangements for testing the material as required.

1.3 ASBESTOS
PRODUCT & ASBESTOS
ACTIVITY

- .1 Within the confines of the Base, the provision of new products containing fibrous asbestos materials is prohibited.
- .2 Demolition or disturbance of spray or trowel-applied asbestos can be hazardous to health. Should material resembling spray or trowel-applied asbestos be encountered in course of work, stop work and notify Engineer immediately. Do not proceed until written instructions have been received from Engineer.

1.4 FASTENING
DEVICES EXPLOSIVE
ACTUATED

- .1 Explosive actuated devices must not be used.

1.5 HOT WORK

- .1 All hot work activity is to take place with Engineer's approval and written permission from the Base Fire Chief(Hot work permit). Hot work permits and fire-watch requirements will be provided by the Dockyard Fire Hall at 427-3500.
- .2 The ventilation system in the area of any hot work activity is to be isolated to prevent migration of fumes/smoke and to reduce any possible spread of fire to other areas of the facility.
- .3 Contractor is to employ an employee trained in the use of fire extinguishers as fire watch during any hot work for a minimum of 30 minutes after activity has ceased.

1.6 CONFINED SPACES

- .1 All work in confined spaces will be carried out in compliance with the Canada Occupational Safety and Health Regulations, Part XI.
- .2 The Contractor to provide and maintain all equipment as required by any person to enter and/or perform work in a safe manner, in compliance with the Canada Occupational Safety and Health Regulations, Part XI.
- .3 The Contractor to provide and maintain training, as required by the Canada Occupational Safety and Health Regulations, Part XI.
 - .1 The Contractor and/or his employees must provide proof of training and qualifications when requested by the Engineer.
- .4 The Contractor to provide the Engineer with a copy of an "Entry Permit" for each and every entry into the confined space to ensure compliance with the Canada Occupational Safety and Health Regulations, Part XI.

1.6 CONFINED SPACES .5
(Cont'd)

The Contractor to have a hazard assessment of the confined space performed.

- .1 The Contractor to provide the Engineer with a copy of the hazard assessment.

1.7 FALL PROTECTION .1

All work carried out above the mandatory height restrictions, from unguarded structure and/or scaffolding, will be done in compliance with the Canada Occupational Safety and Health Regulations, Part XII, Section 12.10.

- .2 The components of a fall protection system must meet the standards as outlined in the Canada Occupational Safety and Health Regulations, Part XII, Section 12.10(2).
- .3 The Contractor is to ensure fall protection equipment is maintained, inspected and tested by a qualified technician as required by the Canada Occupational Safety and Health Regulations, Part XII, Section 12.3.

1.8 ARC FLASH .1

The Contractor is to ensure all electrical equipment such as switchboards, panel boards, motor control centres and meter socket enclosures be marked to warn persons of potential electric shock and arc flash hazards. This labeling is required for all new & modified installations.

- .2 The warning label must also include information regarding "arc flash hazard category(0 to 4)" and the "Flash Protection Boundary" as defined in NFPA 70E. All projects specifications must include short circuit study and flash hazard analysis.
- .3 In accordance with the new CSA Standards Z462-08 para 4.3.3.3 Electrical Contractors are now required to perform a shock and flash hazard analysis to select the appropriate PPE to wear. Electrical Contractors are now required Arc-rated personal protective equipment while troubleshooting and diagnostic testing that cannot be performed unless the electrical conductor or circuit part is energized. All Contractor work practices must protect each employee from arc flash and from contact with live parts directly with any part of the body or indirectly through some other conductive object.

1.9 SAFETY .1

The Contractor must perform site hazard assessments to establish site specific safe work practice procedures for the safety and well being of his/her employees. Copies must be made available to Department of National Defence upon request.

1.9 SAFETY
(Cont'd)

- .2 All copies of the formal Hazard Assessments conducted by the Contractor throughout the duration of the work will be retained and made available to the Engineer immediately upon request.
- .3 It is the Contractor's responsibility to be familiar with all applicable Safety Acts, Regulations, Codes and Standing Offer requirements. These must be identified and addressed in the Safety Plan, by identifying Standard Operating Procedures(SOP) and safe work practices(SWP) which incorporate clear and specific control measures, applicable rules, procedures and practices, all of which will become mandatory.
- .4 The Contractor must ensure all workers and authorized persons entering the work site are notified of and abide by the posted safety plan, safety rules, procedures, safe work practices and applicable Safety Acts, Regulations, and codes. Any person not complying with these will not be permitted on the site.
- .5 Contractor must ensure that all applicable personal protective equipment(PPE) is used.
 - .1 All personnel are required to wear hard hats, in accordance with CSA Z94.1-05.
 - .2 All personnel are required to wear safety footwear, in accordance with CSA Z195-09.
 - .3 All personnel are required to wear eye & face protection, in accordance with CSA Z94.3.1-09.
 - .4 When and where noise level is above 85 decibels; all personnel are required to wear hearing protection, in accordance with CAN/CSA Z94.2-02(R2007).
 - .5 Where toxic or noxious gas fumes, or oxygen deficiency or excessive dust may occur, so as to create a hazard to life, safety or health; all personnel are required to wear respiratory protection, in accordance with CAN/CSA Z94.4-02(R2007).
- .6 The Engineer will coordinate arrangements for the Contractor to be briefed on site safety within fourteen(14) days of award of Standing Offer Agreement.

1.10 SITE SIGNS
AND NOTICES

- .1 Safety and instruction signs and notices:
 - .1 Signs and notices for safety and instruction must be in both official languages. Graphic symbols must conform to CAN/CSA Z321-96(R2006).

PART 2 - PRODUCTS

Not used.

PART 3 - EXECUTION

Not used.

PART 1 - GENERAL

1.1 EMERGENCY REPORTING

- .1 Telephone number:
- .1 from Base phone: Dial 9-1-1;
 - .2 from cell phone: 427-3333.

1.2 FIRE SAFETY ENFORCEMENT

- .1 Within the confines of the Base, the prescription and enforcement of mandatory fire safety measures will be exercised under the authority of the Base Fire Chief.
- .2 Comply with and enforce compliance by all Contractor personnel with all requirements of this specification section, and with the most recent edition of the National Building Code of Canada(NBC) and the National Fire Code of Canada(NFC), including all subsequent revisions issued by the National Research Council of Canada.
- .3 The Engineer reserves the right to require the dismissal from site of persons deemed careless or otherwise in violation of the fire safety requirements.

1.3 FIRE SAFETY BRIEFING

- .1 Prior to commencement of work under this Standing Offer, the Engineer will arrange a meeting of all parties concerned to review and clarify requirements for fire safety measures. This may involve a briefing by the Base Fire Chief.
- .2 The Engineer will provide direction for reporting of fire including the emergency telephone number for fire reporting and location of fire alarms within or adjacent to work area.

1.4 FIRE WATCH

- .1 For hot work activity, the Contractor will provide the service of fire-watch persons on a scale and schedule as prescribed by the Dockyard Fire Hall at the time of issuance of the hot work permit.

1.5 FIRE EXTINGUISHERS

- .1 Supply fire extinguishers, as prescribed by the Base Fire Chief, necessary to protect work in progress and Contractor's physical plant on site.
-

1.6 SMOKING
PRECAUTIONS

- .1 In accordance with these fire safety requirements particular to the work area and site, the Engineer and Base Fire Chief will designate hazardous areas as well as non-restricted areas where smoking may be permitted.
- .2 Smoking is prohibited in all buildings.
- .3 In all other areas, exercise care and comply with written or oral directives of the Engineer for the use of smoking materials.

1.7 REPORTING
FIRE INCIDENTS

- .1 Report immediately all fire incidents as follows:
 - .1 activate nearest fire alarm, or
 - .2 dial 9-1-1 or designated number given at the time of briefing; and
 - .3 telephone the Engineer.
- .2 Persons activating fire alarm must remain at the alarm to direct the Fire Department to the scene of the fire.
- .3 When reporting a fire by telephone, give location of fire, name and number of building and be prepared to direct the Fire Department to the scene of the fire.

1.8 INTERIOR &
EXTERIOR FIRE
PROTECTION AND
ALARM SYSTEM

- .1 Notify Base Fire Chief at least 48 hours prior to scheduling any work that may require fire alarm and/or protection systems to be:
 - .1 obstructed in any way;
 - .2 shut-off; and/or
 - .3 left inactive at the end of a working day or shift.
- .2 Do not commence any such work until Engineer confirms approval and direction by the Base Fire Chief.
- .3 Fire hydrants, standpipes and hose systems must not be used for other than fire fighting purposes unless authorized by the Engineer and the Base Fire Chief.

1.9 BLOCKAGE OF
ACCESS FOR FIRE
APPARATUS

- .1 Obtain approval of the Engineer and Base Fire Chief 24 hours prior to commencing any work that by any means would impede access for fire fighting apparatus. Immediately notify the Engineer of any infringement on minimum vertical or horizontal clearances either inside or outside buildings, as prescribed by the Base Fire Chief.

1.10 RUBBISH &
WASTE MATERIAL

- .1 Storage:
 - .1 Where it is necessary to store oily waste in work areas exercise extreme care to ensure maximum possible safety and cleanliness.
 - .2 Greasy or oily rags or materials subject to spontaneous combustion must be deposited and kept in a receptacle approved by the Base Fire Chief and removed as directed by the Engineer.
- .2 The burning of rubbish is prohibited.
- .3 Removal:
 - .1 All rubbish must be removed from the work site at the end of the work day or shift or as directed by the Engineer.

1.11 FLAMMABLE
LIQUIDS

- .1 The handling, storage and use of flammable liquids are to be governed and guided by the requirements established by the Base Fire Chief and in accordance with the approved fire safety plan.
- .2 Indoor storage of flammable liquids must not exceed thirty(30) litres provided that they are stored in areas and containers approved by the Base Fire Chief.
- .3 The Engineer reserves the right to require removal from the site any storage containers not acceptable to the Base Fire Chief.
- .4 The Engineer will not permit indoor storage of quantities of flammable liquids exceeding thirty(30) litres for on-site work purposes, without the written permission of the Base Fire Chief.
- .5 Transfer of flammable liquids within buildings is prohibited.
- .6 Transfer of flammable liquids must not be carried out in the vicinity of open flames or any type of heat producing devices.
- .7 Flammable liquids having a flash point below twenty-two(22) degrees C such as naphtha or gasoline must not be used as solvents or cleaning agents.
- .8 Flammable waste liquids, for disposal, must be stored in approved containers located in a safe ventilated area. Quantities are not to exceed thirty(30) litres. Dumping or burning of flammable liquids on site is prohibited.

1.12 HAZARDOUS
SUBSTANCES

- .1 Exercise special precautions necessary to safeguard life and property from damage by fire or explosives.
- .2 If the work entails the use of any toxic or hazardous materials, chemicals or explosives, or otherwise creates a hazard to life, safety or health, work must be in accordance with the most recent edition of the requirements of the National Fire Code of Canada, and measures prescribed by the Base Fire Chief.

1.13 HAZARDOUS
HOT WORK

- .1 Prior to commencing any "Hot Work" involving open flame, burning, welding or heating, the Contractor must obtain a "hot work permit" issued by the Base Fire Chief at the Dockyard Fire Hall, 427-3500.

PART 2 - PRODUCTS

Not used.

PART 3 - EXECUTION

Not used.

PART 1 - GENERAL

- 1.1 SITE ACCESS .1 Contractors' personnel are required to report to the main desk each morning, sign the register and obtain an identification badge which must be displayed on their person at all times. Upon leaving the Complex at the end of the day, or at lunch time, the Contractors' personnel must report to the main desk, return the badge and be signed off the register.
- 1.2 PARKING .1 Contractors' vehicles will be allowed into the inner compound only under the following conditions; namely, for short periods of time, to load or unload equipment and supplies and then remove to the upper parking lot adjacent to Windmill Road or to the street. The site supervisor of the contracting firm will be allowed to park his/her vehicle, for short periods of time, in one of the visitor's parking slots or, if filled, he/she will be permitted to park in the inner compound while making periodic progress visits. It is emphasized that Contractors' vehicles entering the inner compound can be subject to search by the Commissionaire on duty upon their departure. DRDC reserves the right to limit the above-mentioned parking privileges if they are being abused.

PART 2 - PRODUCTS

Not used.

PART 3 - EXECUTION

Not used.

PART 1 - GENERAL

- 1.1 DEFINITIONS .1 **Environmental Pollution and Damage:** Presence of chemical, physical, biological elements or agents which adversely affect human health and welfare; unfavourably alter ecological balances of importance to human life; affect other species of importance to humankind; or degrade environment aesthetically, culturally and/or historically.
- .2 **Environmental Protection:** Prevention/control of pollution and habitat or environment disruption during construction. Control of environmental pollution and damage requires consideration of land, water, and air; biological and cultural resources; and includes management of visual aesthetics; noise; solid, chemical, gaseous, and liquid waste; radiant energy and radioactive material as well as other pollutants.
- 1.2 FIRES .1 Fires and burning of rubbish on site not permitted.
- 1.3 DRAINAGE .1 Ensure pumped water into waterways, sewer or drainage systems is free of suspended materials.
- .2 Control disposal or runoff of water containing suspended materials or other harmful substances in accordance with local authority requirements.
- 1.4 WORK ADJACENT TO WATERWAYS .1 Construction equipment to be operated on land only.
- .2 Do not use waterway beds for borrow material.
- .3 Waterways to be free of excavated fill, waste material and debris.
- 1.5 POLLUTION CONTROL .1 Control emissions from equipment and plant to local authorities' emission requirements.
-

PART 2 - PRODUCTS

Not used.

PART 3 - EXECUTION

- 3.1 CLEANING
- .1 Do not bury rubbish and waste materials on site.
 - .2 Ensure public waterways, storm and sanitary sewers remain free of waste and volatile materials disposal.

PART 1 - GENERAL

1.1 RELATED
SECTIONS

.1 Section 01 11 00 General Instructions.

1.2 EQUIPMENT

.1 Equipment required:

- .1 tractor trailer dump;
- .2 dump truck - single axle;
- .3 dump truck - tandem axle; and
- .4 loader with minimum 3 cubic yard bucket.

.2 Equipment will be delivered and maintained in first class condition with all required service, and periodic maintenance completed prior to its arrival on the site.

.3 Heavy equipment with rubber tires only will be used on paved roads and parking areas.

.4 When snow hauling is required for several areas simultaneously, the Contractor must employ as many employees, equipment, operators, and supervisors as will be required to perform the work under the terms of the Contract.

1.3 EQUIPMENT
OPERATORS

.1 All equipment operators that perform services for DND under this Standing Offer Agreement must be licensed for road travel, as required, and must be experienced/qualified for that equipment to the satisfaction of the Engineer.

1.4 GENERAL
REQUIREMENTS

.1 It will be the responsibility of the Contractor to immediately proceed to complete snow hauling with sufficient equipment, supervisors and suitable equipment when authorized.

.2 During the Work and notably during heavy storms, the Contractor must notify the SNIC coordinator of his progress every two(2) hours minimum.

.3 Work must continue without let up until all areas have been cleared as specified. Relief operators and supervisors must be available to provide continuity of operations.

1.4 GENERAL
REQUIREMENTS
(Cont'd)

- .4 The Contractor must advise the Engineer or SNIC, should DND or other vehicles be required to be removed to facilitate snow removal. This notification must be done as soon as possible to ensure removal of snow is carried out within the time frames allotted.
- .5 Contractor must be aware that DND performs some snow hauling in some areas.

1.5 DUMPING
LOCATIONS

- .1 Dockyard and any other locations within CFB Halifax, as determined by the Engineer.

1.6 CERTIFICATION
OF WORK PERFORMED

- .1 Before leaving an area, the Contractor must ensure that the PWGSC 942 is certified by the Engineer or SNIC coordinator as to the Work performed. The original PWGSC 942 will be retained by the Engineer or SNIC coordinator and a copy issued to the Contractor.(Applicable to call-in only)

PART 2 - PRODUCTS

Not used.

PART 3 - EXECUTION

Not used.



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat

W010C-13-C196

Security Classification / Classification de sécurité
UNCLASSIFIED

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

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



Government of Canada / Gouvernement du Canada

| |
|--|
| Contract Number / Numéro du contrat WD10C-13-C196 |
| Security Classification / Classification de sécurité UNCLASSIFIED |

PART A (continued) / PARTIE A (suite)

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

No / Non Yes / Oui

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

No / Non Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel:
Document Number / Numéro du document:

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

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

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

Special comments:
Commentaires spéciaux:

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

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté?

No / Non Yes / Oui
 No / Non Yes / Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

No / Non Yes / Oui

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

No / Non Yes / Oui

PRODUCTION

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

No / Non Yes / Oui

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

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

No / Non Yes / Oui

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

No / Non Yes / Oui



PART C - (continued) / PARTIE C - (suite)

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

| Category Catégorie | PROTECTED PROTÉGÉ | | | CLASSIFIED CLASSIFIÉ | | | NATO | | | | COMSEC | | | | | |
|--|--------------------------|--------------------------|--------------------------|------------------------------|--------------------------|---------------------------|---|--|--------------------------|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|---------------------------|
| | A | B | C | CONFIDENTIAL CONFIDENTIEL | SECRET | TOP SECRET TRÈS SECRET | NATO RESTRICTED NATO OUFUSION RESTREINTE | NATO CONFIDENTIAL NATO CONFIDENTIEL | NATO SECRET | COSMIC TOP SECRET COSMIC TRÈS SECRET | PROTECTED PROTÉGÉ | | | CONFIDENTIAL | SECRET | TOP SECRET TRÈS SECRET |
| | | | | | | | | | | | A | B | C | | | |
| Information / Assets Renseignements / Biens Production | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| IT Media / Support TI | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| IT Link / Lien électronique | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

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

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

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



Government of Canada / Gouvernement du Canada

| |
|--|
| Contract Number / Numéro du contrat W010C-13-C198 |
| Security Classification / Classification de sécurité UNCLASSIFIED |

| PART D - AUTHORIZATION / PARTIE D - AUTORISATION | | | |
|--|---|--|---|
| 13. Organization Project Authority / Chargé de projet de l'organisme | | | |
| Name (print) - Nom (en lettres moulées) WO RUSS ANSTEY | Title - Titre CONTRACTS 2IC | Signature | |
| Telephone No. - N° de téléphone 902-722-1811 | Facsimile No. - N° de télécopieur 902-722-1847 | E-mail address - Adresse courriel russell.anstey@forcas.gc.ca | Date 16 Apr 13 |
| 14. Organization Security Authority / Responsable de la sécurité de l'organisme | | | |
| Name (print) - Nom (en lettres moulées) Dawn Murray - CF MP GP HQ - Industrial Security SRCL Team Lead | Title - Titre Industrial Security | Signature | |
| Telephone No. - N° de téléphone Tel: 613-949-1036 / Fax: 613-949-1069 | Facsimile No. - N° de télécopieur | E-mail address - Adresse courriel | Date 8 May 2013 |
| 15. Are there additional instructions (e.g. Security Classification Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes? | | | <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui |
| 16. Procurement Officer / Agent d'approvisionnement | | | |
| Name (print) - Nom (en lettres moulées) CHUKWUDI CHANYE | Title - Titre SUPPLY OFFICER | Signature | |
| Telephone No. - N° de téléphone 902-496-5476 | Facsimile No. - N° de télécopieur 902-496-5016 | E-mail address - Adresse courriel Chukwudi.Chanye@pwgsc.gc.ca | Date Oct 10, 2013 |
| 17. Contracting Security Authority / Autorité contractante en matière de sécurité | | | |
| Name (print) - Nom (en lettres moulées) | Title - Titre | Signature | |
| Telephone No. - N° de téléphone | Facsimile No. - N° de télécopieur | E-mail address - Adresse courriel | Date May 14, 2013 |

Maria Mendoza
Contract Security Officer, Contract Security Division
Maria.Mendoza@tpsgc-pwgsc.gc.ca
Tel/Tél - 613-948-1618 / Fax/Télex - 613-954-4171



| 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.

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

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

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

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

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

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

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

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

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

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

Current Permanent Residential Information Information résidentielle permanente actuelle

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

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

| | |
|----------------|---|
| Country - Pays | Postal Code/Zip Code - Code postal/Code zip |
|----------------|---|

| | |
|----------|---|
| C | CONSENT - Must be signed by the individual CONSENTEMENT - Doit être signé par l'individu |
|----------|---|

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) |

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

| | |
|---|---|
| Solicitation/Proposed Contract No. - N° de la demande de soumission/N° du contrat | Date of Request (Y-A M D-J) Date de la demande |
|---|---|

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|---|---|
| Requesting Contact Person - Personne-ressource requérante | Contact Person Tel. No. - N° de tél. de la personne-ressource |
|---|---|