

**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 PROPOSAL**  
**DEMANDE DE PROPOSITION**

Proposal To: Public Works and Government  
Services Canada

We hereby offer to sell to Her Majesty the Queen in right  
of Canada, in accordance with the terms and conditions  
set out herein, referred to herein or attached hereto, the  
goods, services, and construction listed herein and on any  
attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la  
Reine du chef du Canada, aux conditions énoncées ou  
incluses par référence dans la présente et aux annexes  
ci-jointes, les biens, services et construction énumérés  
ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments - Commentaires**

<b>Title - Sujet</b> HEATING SYSTEMS - CAPE BRETON	
<b>Solicitation No. - N° de l'invitation</b> W010C-14C361/A	<b>Date</b> 2014-03-25
<b>Client Reference No. - N° de référence du client</b> W010C-14-C361	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$PWA-122-5073	
<b>File No. - N° de dossier</b> PWA-3-70100 (122)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2014-05-06</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Atlantic Daylight Saving Time ADT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Chinye (PWA), Chukwudi	<b>Buyer Id - Id de l'acheteur</b> pwa122
<b>Telephone No. - N° de téléphone</b> (902) 496-5476 ( )	<b>FAX No. - N° de FAX</b> (902) 496-5016
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE WILLOW PARK, BUILDING 7 STN FORCES., P.O. BOX 99000 HALIFAX NOVA SCOTIA B3K 5X5 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

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

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

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**TITLE: HEATING SYSTEMS - CAPE BRETON****PART 1 - GENERAL INFORMATION****1. Introduction**

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, the Insurance Requirements, DND 626 Task Authorization Form and any other annexes.

**2. Summary**

Work to be performed in this services contract comprises of the furninshings of all labour, equipment, tools and supervision required to provide inspection, maintenance and emergency repairs to commercial and domestic boilers/furnaces and distribution systems for the Cape Breton Detachment of CFB Halifax, Nova Scotia, in accordance to the Statement of Work in Annex A . This requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT), Canada-Peru, and Canada-Colombia free trade agreements

**3. Debriefings**

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

**PART 2 - BIDDER INSTRUCTIONS****1. Standard Instructions, Clauses and Conditions**

All instructions, clauses and conditions identified in the bid solicitation 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.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2014-03-01) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: ninety (90) days

## 2. Submission of Bids

Bids 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 bid solicitation.

## 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 awarded to FPS, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

### 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 Bidder a FPS in receipt of a pension? Yes ( ) No ( )

If so, the Bidder 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, Bidders agree that the successful Bidder'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 Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? Yes ( ) No ( )

If so, the Bidder must provide the following information:

- a.name of former public servant;
- b.conditions of the lump sum payment incentive;
- c.date of termination of employment;
- d.amount of lump sum payment;
- e.rate of pay on which lump sum payment is based;
- f.period of lump sum payment including start date, end date and number of weeks;
- g.number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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

#### 4. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders 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 the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

#### 5. Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Nova Scotia.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, 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 bidders.

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## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **1. Bid Preparation Instructions**

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid ( one hard copy)

Section II: Financial Bid ( one hard copy)

Section III: Certifications ( one hard copy)

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

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

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, bidders 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 Bid**

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

#### **Section II: Financial Bid**

**1.1** Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Applicable Taxes must be shown separately.

#### **1.2 Exchange Rate Fluctuation**

C3011T (2013-11-06), Exchange Rate Fluctuation

#### **Section III: Certifications**

Bidders must submit the certifications required under Part 5.

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **1. Evaluation Procedures**

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- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the "technical" and "financial" evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

**1.1 Technical Evaluation**

**1.1.1. Mandatory Technical Criteria**

**A BID MUST MEET ALL OF THE MANDATORY REQUIREMENTS STATED BELOW TO BE CONSIDERED COMPLIANT. A BID THAT DOES NOT MEET ALL OF THE MANDATORY REQUIREMENTS BELOW WILL BE DEEMED NON- RESPONSIVE AND GIVEN NO FURTHER CONSIDERATION.**

**MANDATORY requirement at solicitation closing date**

Bidder's must possess a minimum of five (5) years experience in the inspection, maintenance and repairs of oil burning boilers/furnaces and associated equipment and other heating systems. Bidder's **MUST** use the tables below to list three (3) major projects/ contracts (one for each project). Start and completion dates listed below for the three projects/contracts **MUST** add up to three years of performing the aforementioned service to meet the experience qualification.

<b>PROJECT/CONTRACT NO. 1</b>	
<b>Name of client organization or Company</b> Name: _____	
<b>Name and title of client contact</b>	<b>Name:</b> _____ <b>Title:</b> _____
<b>Telephone and facsimile number of client contact</b>	<b>Phone No.:</b> _____ <b>Fax No.:</b> _____
<b>Start date of Project/Contract</b>	<b>Month</b> _____ <b>Year</b> _____
<b>Completion date of Project/Contract</b>	<b>Month</b> _____ <b>Year</b> _____
<b>Brief Description of Project or Contract:</b> _____ _____ _____ _____ _____	

<b>PROJECT/CONTRACT NO. 2</b>	
<b>Name of client organization or Company</b> Name: _____	
<b>Name and title of client contact</b>	<b>Name:</b> _____

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	<b>Title:</b> _____
<b>Telephone and facsimile number of client contact</b>	<b>Phone No.:</b> _____ <b>Fax No.:</b> _____
<b>Start date of Project/Contract</b>	<b>Month</b> _____ <b>Year</b> _____
<b>Completion date of Project/Contract</b>	<b>Month</b> _____ <b>Year</b> _____
<b>Brief Description of Project or Contract:</b> _____ _____ _____ _____ _____	
<b>PROJECT/CONTRACT NO. 3</b>	
<b>Name of client organization or Company</b> <b>Name:</b> _____	
<b>Name and title of client contact</b>	<b>Name:</b> _____ <b>Title:</b> _____
<b>Telephone and facsimile number of client contact</b>	<b>Phone No.:</b> _____ <b>Fax No.:</b> _____
<b>Start date of Project/Contract</b>	<b>Month</b> _____ <b>Year</b> _____
<b>Completion date of Project/Contract</b>	<b>Month</b> _____ <b>Year</b> _____
<b>Brief Description of Project or Contract:</b> _____ _____ _____ _____ _____	

**2.0 Technicians**

Offeror's **MUST** list a minimum of two technicians that will be assigned to carry out this work. Each technician must have a minimum of two (2) years experience in maintenance and repairs of oil burning boilers/furnaces and associated equipment and other heating systems. Offeror's must provide resumes for each of the proposed technician's qualifications and experience in the past two (2) years as it relates to maintenance and repairs of oil burning boilers/furnaces and associated equipment and other heating systems.

**1.2 Financial Evaluation**

### 1.2.1 Mandatory Financial Criteria

SACC Manual Clause A0220T (2013-04-25), Evaluation of Price

## 2. Basis of Selection

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

### PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and associated information to be awarded a contract.

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default in carrying out any of its obligations under the Contract, if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority may render the bid non-responsive or constitute a default under the Contract.

## 1. Certifications Required Precedent to Contract Award

### 1.1 Integrity Provisions - Associated Information

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions 2003. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

### 1.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from Human Resources and Skills Development Canada (HRSDC) - Labour's website

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

## 2. Additional Certifications Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to

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meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid 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 seven (7) days following a request from the Contracting Authority, a certificate or letter from the applicable Workers' Compensation Board confirming the bidder's good standing account. Failure to comply with the request may result in the bid being declared non-responsive.

## 2.2 Proof of an Independent Safety Audit

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

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

## 2.3 Trade Certificates.

All Trade persons engaged in the work for this Standing Offer must be **Oil Heat systems technician Journey persons** and must hold a valid trade proficiency certificate(s) certified by the Nova Scotia department of labour.

The Offeror must provide within **seven (7) days** following a request from the Contracting Authority, the above construction trade certificate for each Oil Heat systems technician Journey person. Failure to comply with the request will result in the bid being declared non-responsive.

## 2.4 Status and Availability of Resources

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

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

## PART 6 - SECURITY AND OTHER REQUIREMENT

## 1. Security Requirement

1. Before award of a contract, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
  - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
  - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents website.

## 2. Insurance Requirements

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex D .

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

## PART 7 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

### 1. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

### 1.2 Task Authorization

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

#### 1.2.1 Task Authorization Process

1. The Technical Authority will provide the Contractor with a description of the task using the DND 626, Task Authorization Form.

2.The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.

3.The Contractor must provide the Technical Authority, within three (3) calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.

4.The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

### **1.2.2 Task Authorization Limit**

The Project Authority may authorize individual task authorizations up to a limit of \$13,800.00, Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Project Authority and Contracting Authority before issuance.

### **1.2.3 Canada's Obligation - Portion of the Work - Task Authorizations**

Canada's obligation with respect to the portion of the Work under the Contract that is performed through task authorizations is limited to the total amount of the actual tasks performed by the Contractor

### **1.2.4 Periodic Usage Reports - Contracts with Task Authorizations**

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below or in Annex " G". If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

The data must be submitted on a quarterly basis Contracting Authority.

The quarterly 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; and

4th quarter: January 1 to March 31.

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

#### **Reporting Requirement- Details**

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

For each authorized task:

- i.the authorized task number or task revision number(s);
- ii.a title or a brief description of each authorized task;

iii.the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;

iv.the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;

v.the start and completion date for each authorized task; and

vi.the active status of each authorized task, as applicable.

For all authorized tasks:

i.the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and

ii.the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

### 1.2.5 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by Contract Inspector for Base Construction Engineering Halifax This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

## 2. Standard Clauses and Conditions

All clauses and conditions identified in the Contract 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.

### 2.1 General Conditions

2010C (2014-03-01), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

## 3. Security Requirement

3.1 The following security requirement (SRCL and related clauses) applies and form part of the Contract.

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:

PWGSC FILE #: W010C-14-C361

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

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

Until the security screening of the Contractor personnel required by this Contract has been completed satisfactorily by the CISD, PWGSC, the Contractor personnel MAY NOT ENTER sites without an escort.

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).

## 4. Term of Contract

#### 4.1 Period of the Contract

The period of the Contract is from \_\_\_\_\_ to \_\_\_\_\_ inclusive (To be determined at contract award).

#### 4.2 Option to Extend the Contract

The Contractor grants to Canada two (2) irrevocable option to extend the term of the Contract each for an additional, consecutive twelve (12) month period each under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

### 5. Authorities

#### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Chukwudi Chinye  
 Title: Real Property Contracting Officer  
 Public Works and Government Services Canada  
 Acquisitions Branch  
 Address: 1713 Bedford Row, Halifax, NS B3J 3C9  
 Telephone: 902-496-5476  
 Facsimile: 902-496-5016

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

#### 5.2 Project Authority

The Project Authority for the Contract is: (To be determined at contract award)

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

Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
 Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
 E-mail address: \_\_\_\_\_

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the

Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### 5.3 Contractor's Representative ( To be completed by bidder)

Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Cellular Number: \_\_\_\_\_

Facsimile Number: \_\_\_\_\_

### 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. Payment

#### 7.1 Basis of Payment

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

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

#### 7.2 Limitation of Expenditure- Scheduled Service- Table A- Annex B- Basis of Payment

Canada's total liability to the Contractor under the Contract must not exceed \$\_\_\_\_\_ (To be determined at contract award). Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

when it is 75 percent committed, or

four (4) months before the contract expiry date, or

as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability

#### 7.2.1 Basis of Payment - Firm Unit Price(s) or Firm Lot Price - Task Authorizations

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid firm unit price in accordance with the basis of payment, in

Annex B, as specified in the authorized TA. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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

### **7.2.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations**

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of **\$28,000.00**. Customs duties are included and the Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.

3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

a. when it is 75 percent committed, or

b. four (4) months before the contract expiry date, or

c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.

4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### **7.3 Single Payment**

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

### **7.4 SACC Manual Clauses**

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

### **7.6 Time Verification**

Time Verification (2008-05-12) C0711C

## **8. 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.

(a) The original and two (2) copies must be forwarded to the following address for certification and payment.

CFB Halifax Detachment Sydney  
1 Desbarres st.  
Victoria Park,  
Sydney, NS  
B1P 6Z2

Each TA invoice must be supported by:

a) Task Authorization invoices must show the reference Contract and Task numbers.

(b) a list of all expenses, in accordance with the TA;

(c) a copy of time sheets to support the time claimed;

(d) a copy of the invoices, receipts, vouchers for all direct expenses, travel and living expenses;

## 9. Certifications

### 9.1 Compliance

Compliance with the certifications and related documentation provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification, provide the related documentation or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

## 10. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Nova Scotia.

## 11. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions ( 2010C,2014-03-01-Services Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List ;
- (f) Annex D, Insurance Requirements;
- (g) Annex E, DND 626, Task Authorization Form;
- (h) Annex F, Integrity Provisions - Associated Information
- (i) Annex G, Periodic Usage Reports - Contracts with Task Authorizations
- (j) the signed Task Authorizations (including all of its annexes, if any);
- (k) the Contractor's bid dated \_\_\_\_\_, (*insert date of bid*)

## 12. Foreign Nationals (Canadian Contractor)

*SACC Manual* clause A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)

## 13. 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. For Canadian-based Contractors, coverage

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must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

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## **ANNEX A**

### **STATEMENT OF WORK (Attached)**

**ANNEX B  
BASIS OF PAYMENT**

Regular Hours: Monday - Friday, 0730 hrs to 1600 hrs. A provisional cost for hours worked outside regular hours will be allowed if authorized by the Engineer.

Material and Replacement parts ( except free issue at your laid down cost, which includes invoice cost, transportation cost, exchange, customs and brokerage charges) plus a mark up of 10% ( which includes purchasing expenses, internal handling , G and A expenses and profit) excluding HST.

Year 1 Pricing:

**TABLE A- SCHEDULED SERVICE**

Column A	Column B Item Description	Column C Unit of Measurement	Column D Estomated Quantity	Column E Price per Unit	Column F Extended Price= (Column D* Column E)
<b>Victoria Park</b>					
1	<b>Building #40 (Desbarres)</b>				
	Annual Inspection and cleaning of all units located in Victoria Park- Building #40 (See Annex B page 1 of the Service contract specification W010C-14C3 61 for a list of all units in this location)	Per unit	26	\$ _____	\$ _____
2	<b>Building # 41 (Ogilvie)</b>				
	Annual Inspection and cleaning of all units located in Victoria Park- Building #41 (See Annex B page 1 of the Service contract specification W010C-14C3 61 for a list of all units in this location)	Per Unit	10	\$ _____	\$ _____

3	<b>Building # 42 (Coriano)</b>				
	Annual Inspection and cleaning of all units located in Victoria Park-Building #42 (See Annex B page 2 of the Service contract specification W010C-14C361 for a list of all units in this location)	Per unit	7	\$ _____	\$ _____
<b>Glace Bay Armouries</b>					
4	Annual Inspection and cleaning of all units located in Glace Bay Armouries (See Annex B page 3 of the Service contract specification W010C-14C361, for a list of all units in this location)	Per Unit	4	\$ _____	\$ _____
5	<b>Range</b>				
	Annual Inspection and cleaning of the unit located in the Range (See Annex B page 3 of the Service contract specification W010C-14C361, for a list of the unit in this location)	Per Unit	1	\$ _____	\$ _____
<b>Total year 1 (HST Extra)</b>					\$ _____

**YEAR 1: TABLE B- TASK AUTHORIZATION (as and when requested basis)**

Labour and material costs to effect repairs for goods/services are to be priced as follow: <b>Service calls:</b> price per hour for <b>domestic</b> steam and hot water boilers and forced air furnaces including travel and <b>FIRST</b> Hour of productive labour.					
<b>First Hour:</b> Includes travel and <b>FIRST</b> Hour of productive labour.					
1	<b>Mechanic</b>  During Regular Hours Monday-Friday	Per hour	1	\$ _____	\$ _____
2	<b>Mechanic</b>  Outside Hours (Evenings, Weekends and Holidays)	Per Hour	1	\$ _____	\$ _____
<b>Subsequent Hours: Labour Only</b>					
3	<b>Mechanic</b>  During Regular Hours (Monday-Friday)	Per Hour	100	\$ _____	\$ _____
4	<b>Mechanic</b>  Outside Regular Hours (Evenings, Weekends and Holidays)	Per Hour	20	\$ _____	\$ _____
Labour and material costs to effect repairs for goods/services are to be priced as follow: <b>Service calls:</b> price per hour for <b>commercial</b> steam and hot water boilers and forced air furnaces including travel and <b>FIRST</b> Hour of productive labour.					
<b>First Hour:</b> Includes travel and <b>FIRST</b> Hour of productive labour.					
5	<b>Mechanic</b>  During Regular Hours Monday-Friday <b>08:00:1600</b>	Per Hour	1	\$ _____	\$ _____
6	<b>Mechanic</b>		1	\$ _____	\$ _____

	Outside Regular Hours (Evenings, Weekends and Holidays)				
<b>Subsequent Hours: Labour Only</b>					
7	<b>Mechanic</b>  During Regular Hours (Monday-Friday)	Per hour	100	\$ _____	\$ _____
8	<b>Mechanic</b>  Outside Regular Hours (Evenings, Weekends and Holidays)	Per hour	20	\$ _____	\$ _____
Labour and material costs to effect repairs for goods/services are to be priced as follow: <b>Service calls:</b> price per hour for <b>domestic</b> steam and hot water boilers and forced air furnaces including travel and <b>FIRST</b> Hour of productive labour.					
<b>Trades Helper-</b> Only in addition to Items 1 to 4 above.					
<b>First Hour:</b> Includes travel and <b>FIRST</b> Hour of productive labour					
9	<b>Trades Helper</b>  During Regular Hours (Monday-Friday)	Per Hour	1	\$ _____	\$ _____
10	<b>Trades Helper</b>  Outside Regular Hours (Evenings, Weekends and Holidays)	Per Hour	1	\$ _____	\$ _____
<b>Subsequent Hours: Labour Only</b>					
11	<b>Trades Helper</b>  During Regular Hours	Per Hour	60	\$ _____	\$ _____

	(Monday-Friday)				
12	<b>Trades Helper</b>  Outside Regular Hours (Evenings, Weekends and Holidays)	Per Hour	30	\$ _____	\$ _____
Labour and material costs to effect repairs for goods/services are to be priced as follow: <b>Service calls:</b> price per hour for <b>commercial</b> steam and hot water boilers and forced air furnaces including travel and <b>FIRST</b> Hour of productive labour.					
<b>Trades Helper-</b> Only in addition to Items 5 to 8 above.					
<b>First Hour:</b> Includes travel and <b>FIRST</b> Hour of productive labour.					
13	Trades Helper  During Regular Hours Monday-Friday <b>08:00:1600</b>	Per Hour	1	\$ _____	\$ _____
14	<b>Trades Helper</b>  Outside Regular Hours (Evenings, Weekends and Holidays)	Per Hour	1	\$ _____	\$ _____
<b>Subsequent Hours: Labour Only</b>					
15	<b>Trades Helper</b>  During Regular Hours (Monday-Friday)	Per Hour	60	\$ _____	\$ _____
16	<b>Trades Helper</b>  Outside Regular Hours (Evenings, Weekends and Holidays)	Per Hour	30	\$ _____	\$ _____

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<b>Total Year 1 (HST Extra)</b>	\$ _____
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**Total Price Year 1 = Total Year 1 (Table A)+ Total Year 1 (Table B) )=\$ \_\_\_\_\_ HST  
extra**

Regular Hours: Monday - Friday, 0730 hrs to 1600 hrs. A provisional cost for hours worked outside regular hours will be allowed if authorized by the Engineer.

Material and Replacement parts ( except free issue at your laid down cost, which includes invoice cost, transportation cost, exchange, customs and brokerage charges) plus a mark up of 10% ( which includes purchasing expenses, internal handling , G and A expenses and profit) excluding HST.

Option Year 1 Pricing:

**TABLE A- SCHEDULED SERVICE**

Column A	Column B Item Description	Column C Unit of Measurement	Column D Estomated Quantity	Column E Price per Unit	Column F Extended Price= (Column D* Column E)
<b>Victoria Park</b>					
1	<b>Building #40 (Desbarres)</b>				
	Annual Inspection and cleaning of all units located in Victoria Park- Building #40 (See Annex B page 1 of the Service contract specification W010C-14C3 61 for a list of all units in this location)	Per unit	26	\$ _____	\$ _____
2	<b>Building # 41 (Ogilvie)</b>				
	Annual Inspection and cleaning of all units located in Victoria Park- Building #41 (See Annex B page 1 of the Service contract specification W010C-14C3 61 for a list of all units in this location)	Per Unit	10	\$ _____	\$ _____

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3	<b>Building # 42 (Coriano)</b>				
	Annual Inspection and cleaning of all units located in Victoria Park-Building #42 (See Annex B page 2 of the Service contract specification W010C-14C361 for a list of all units in this location)	Per unit	7	\$ _____	\$ _____
<b>Glace Bay Armouries</b>					
4	Annual Inspection and cleaning of all units located in Glace Bay Armouries (See Annex B page 3 of the Service contract specification W010C-14C361, for a list of all units in this location)	Per Unit	4	\$ _____	\$ _____
5	<b>Range</b>				
	Annual Inspection and cleaning of the unit located in the Range (See Annex B page 3 of the Service contract specification W010C-14C361, for a list of the unit in this location)	Per Unit	1	\$ _____	\$ _____
<b>Total option year 1 (HST Extra)</b>					\$ _____

**Option YEAR 1: TABLE B- TASK AUTHORIZATION (as and when requested basis)**

Labour and material costs to effect repairs for goods/services are to be priced as follow: <b>Service calls:</b> price per hour for <b>domestic</b> steam and hot water boilers and forced air furnaces including travel and <b>FIRST</b> Hour of productive labour.					
<b>First Hour:</b> Includes travel and <b>FIRST</b> Hour of productive labour.					
1	<b>Mechanic</b>  During Regular Hours Monday-Friday	Per hour	1	\$ _____	\$ _____
2	<b>Mechanic</b>  Outside Hours (Evenings, Weekends and Holidays)	Per Hour	1	\$ _____	\$ _____
<b>Subsequent Hours: Labour Only</b>					
3	<b>Mechanic</b>  During Regular Hours (Monday-Friday)	Per Hour	100	\$ _____	\$ _____
4	<b>Mechanic</b>  Outside Regular Hours (Evenings, Weekends and Holidays)	Per Hour	20	\$ _____	\$ _____
Labour and material costs to effect repairs for goods/services are to be priced as follow: <b>Service calls:</b> price per hour for <b>commercial</b> steam and hot water boilers and forced air furnaces including travel and <b>FIRST</b> Hour of productive labour.					
<b>First Hour:</b> Includes travel and <b>FIRST</b> Hour of productive labour.					
5	<b>Mechanic</b>  During Regular Hours Monday-Friday <b>08:00:1600</b>	Per Hour	1	\$ _____	\$ _____

6	<b>Mechanic</b> Outside Regular Hours (Evenings, Weekends and Holidays)		1	\$ _____	\$ _____
<b>Subsequent Hours: Labour Only</b>					
7	<b>Mechanic</b> During Regular Hours (Monday- Friday)	Per hour	100	\$ _____	\$ _____
8	<b>Mechanic</b> Outside Regular Hours (Evenings, Weekends and Holidays)	Per hour	20	\$ _____	\$ _____
Labour and material costs to effect repairs for goods/services are to be priced as follow: <b>Service calls:</b> price per hour for <b>domestic</b> steam and hot water boilers and forced air furnaces including travel and <b>FIRST</b> Hour of productive labour.					
<b>Trades Helper-</b> Only in addition to Items 1 to 4 above.					
<b>First Hour:</b> Includes travel and <b>FIRST</b> Hour of productive labour					
9	<b>Trades Helper</b> During Regular Hours (Monday- Friday)	Per Hour	1	\$ _____	\$ _____
10	<b>Trades Helper</b> Outside Regular Hours (Evenings, Weekends and Holidays)	Per Hour	1	\$ _____	\$ _____
<b>Subsequent Hours: Labour Only</b>					
11	<b>Trades Helper</b>	Per Hour	60	\$ _____	\$ _____

	During Regular Hours (Monday-Friday)				
12	<b>Trades Helper</b>  Outside Regular Hours (Evenings, Weekends and Holidays)	Per Hour	30	\$ _____	\$ _____
Labour and material costs to effect repairs for goods/services are to be priced as follow: <b>Service calls:</b> price per hour for <b>commercial</b> steam and hot water boilers and forced air furnaces including travel and <b>FIRST</b> Hour of productive labour.					
<b>Trades Helper-</b> Only in addition to Items 5 to 8 above.					
<b>First Hour:</b> Includes travel and <b>FIRST</b> Hour of productive labour.					
13	Trades Helper  During Regular Hours Monday-Friday <b>08:00:1600</b>	Per Hour	1	\$ _____	\$ _____
14	<b>Trades Helper</b>  Outside Regular Hours (Evenings, Weekends and Holidays)	Per Hour	1	\$ _____	\$ _____
<b>Subsequent Hours: Labour Only</b>					
15	<b>Trades Helper</b>  During Regular Hours (Monday-Friday)	Per Hour	60	\$ _____	\$ _____
16	<b>Trades Helper</b>  Outside Regular Hours	Per Hour	30	\$ _____	\$ _____

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	(Evenings, Weekends and Holidays)				
Total option Year 1 (HST Extra)					\$ _____

**Total Price option Year 1 = Total Option Year 1 (Table A)+ Total option Year 1 (Table B)  
)= \$ \_\_\_\_\_ HST extra**

Regular Hours: Monday - Friday, 0730 hrs to 1600 hrs. A provisional cost for hours worked outside regular hours will be allowed if authorized by the Engineer.

Material and Replacement parts ( except free issue at your laid down cost, which includes invoice cost, transportation cost, exchange, customs and brokerage charges) plus a mark up of 10% ( which includes purchasing expenses, internal handling , G and A expenses and profit) excluding HST.

Option Year 2 Pricing:

**TABLE A- SCHEDULED SERVICE**

Column A	Column B Item Description	Column C Unit of Measurement	Column D Estomated Quantity	Column E Price per Unit	Column F Extended Price= (Column D* Column E)
<b>Victoria Park</b>					
1	<b>Building #40 (Desbarres)</b>				
	Annual Inspection and cleaning of all units located in Victoria Park- Building #40 (See Annex B page 1 of the Service contract specification W010C-14C3 61 for a list of all units in this location)	Per unit	26	\$_____	\$_____
2	<b>Building # 41 (Ogilvie)</b>				
	Annual Inspection and cleaning of all units located in Victoria Park- Building #41 (See Annex B page 1 of the Service contract specification W010C-14C3 61 for a list of	Per Unit	10	\$_____	\$_____

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	all units in this location)				
3	<b>Building # 42 (Coriano)</b>				
	Annual Inspection and cleaning of all units located in Victoria Park-Building #42 (See Annex B page 2 of the Service contract specification W010C-14C361 for a list of all units in this location)	Per unit	7	\$ _____	\$ _____
<b>Glace Bay Armouries</b>					
4	Annual Inspection and cleaning of all units located in Glace Bay Armouries (See Annex B page 3 of the Service contract specification W010C-14C361, for a list of all units in this location)	Per Unit	4	\$ _____	\$ _____
5	<b>Range</b>				
	Annual Inspection and cleaning of the unit located in the Range (See Annex B page 3 of the Service contract specification W010C-14C361, for a list	Per Unit	1	\$ _____	\$ _____

	of the unit in this location)				
Total option year 2 (HST Extra)					\$ _____

**Option YEAR 2: TABLE B- TASK AUTHORIZATION (as and when requested basis)**

Labour and material costs to effect repairs for goods/services are to be priced as follow: <b>Service calls:</b> price per hour for <b>domestic</b> steam and hot water boilers and forced air furnaces including travel and <b>FIRST</b> Hour of productive labour.					
<b>First Hour:</b> Includes travel and <b>FIRST</b> Hour of productive labour.					
1	<b>Mechanic</b>  During Regular Hours Monday- Friday	Per hour	1	\$ _____	\$ _____
2	<b>Mechanic</b>  Outside Hours (Evenings, Weekends and Holidays	Per Hour	1	\$ _____	\$ _____
<b>Subsequent Hours: Labour Only</b>					
3	<b>Mechanic</b>  During Regular Hours (Monday- Friday)	Per Hour	100	\$ _____	\$ _____
4	<b>Mechanic</b>  Outside Regular Hours (Evenings, Weekends and Holidays	Per Hour	20	\$ _____	\$ _____
Labour and material costs to effect repairs for goods/services are to be priced as follow: <b>Service calls:</b> price per hour for <b>commercial</b> steam and hot water boilers and forced air furnaces including travel and <b>FIRST</b> Hour of productive labour.					
<b>First Hour:</b> Includes travel and <b>FIRST</b> Hour of productive labour.					
5	<b>Mechanic</b>  During Regular	Per Hour	1	\$ _____	\$ _____

	Hours Monday- Friday <b>08:00:1600</b>				
6	<b>Mechanic</b>  Outside Regular Hours (Evenings, Weekends and Holidays)		1	\$ _____	\$ _____
<b>Subsequent Hours: Labour Only</b>					
7	<b>Mechanic</b>  During Regular Hours (Monday- Friday)	Per hour	100	\$ _____	\$ _____
8	<b>Mechanic</b>  Outside Regular Hours (Evenings, Weekends and Holidays)	Per hour	20	\$ _____	\$ _____
Labour and material costs to effect repairs for goods/services are to be priced as follow: <b>Service calls:</b> price per hour for <b>domestic</b> steam and hot water boilers and forced air furnaces including travel and <b>FIRST</b> Hour of productive labour.					
<b>Trades Helper-</b> Only in addition to Items 1 to 4 above.					
<b>First Hour:</b> Includes travel and <b>FIRST</b> Hour of productive labour					
9	<b>Trades Helper</b>  During Regular Hours (Monday- Friday)	Per Hour	1	\$ _____	\$ _____
10	<b>Trades Helper</b>  Outside Regular Hours (Evenings, Weekends and Holidays)	Per Hour	1	\$ _____	\$ _____
<b>Subsequent Hours: Labour Only</b>					

11	<b>Trades Helper</b>  During Regular Hours (Monday-Friday)	Per Hour	60	\$ _____	\$ _____
12	<b>Trades Helper</b>  Outside Regular Hours (Evenings, Weekends and Holidays)	Per Hour	30	\$ _____	\$ _____
Labour and material costs to effect repairs for goods/services are to be priced as follow: <b>Service calls:</b> price per hour for <b>commercial</b> steam and hot water boilers and forced air furnaces including travel and <b>FIRST</b> Hour of productive labour.					
<b>Trades Helper-</b> Only in addition to Items 5 to 8 above.					
<b>First Hour:</b> Includes travel and <b>FIRST</b> Hour of productive labour.					
13	Trades Helper  During Regular Hours Monday-Friday <b>08:00:1600</b>	Per Hour	1	\$ _____	\$ _____
14	<b>Trades Helper</b>  Outside Regular Hours (Evenings, Weekends and Holidays)	Per Hour	1	\$ _____	\$ _____
<b>Subsequent Hours: Labour Only</b>					
15	<b>Trades Helper</b>  During Regular Hours (Monday-Friday)	Per Hour	60	\$ _____	\$ _____
16	<b>Trades Helper</b>	Per Hour	30	\$ _____	\$ _____

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	Outside Regular Hours (Evenings, Weekends and Holidays)				
Total option Year 2 (HST Extra)					\$_____

**Total Price option Year 2 = Total Option Year 2 (Table A)+ Total option Year 2 (Table B)  
)= \$\_\_\_\_\_ HST extra**

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

**The 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)**

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## ANNEX D

### INSURANCE REQUIREMENTS

#### Commercial General Liability Insurance

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.

The Commercial General Liability policy must include the following:

**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.

**Bodily Injury and Property Damage to third parties** arising out of the operations of the Contractor.

**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.

**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.

**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.

**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.

Employees and, if applicable, Volunteers must be included as Additional Insured.

**Employers' Liability** (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)

**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.

**Notice of Cancellation:** The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.

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.

**Owners' or Contractors' Protective Liability:** Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

**Non-Owned Automobile Liability - Coverage for suits against the Contractor** resulting from the use of hired or non-owned vehicles.

**Sudden and Accidental Pollution Liability (minimum 120 hours):** To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents

**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,

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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**

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.

The policy must include the following:

Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence

Accident Benefits - all jurisdictional statutes

Uninsured Motorist Protection

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"**

### **DND 626 TASK AUTHORIZATION FORM (Attached)**

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**ANNEX F**

**Integrity Provisions - Associated Information**

Bidder'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.

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### ANNEX G

#### Periodic Usage Reports - Contracts with Task Authorizations

The Contractor must provide quarterly Task Authorization (TA) usage reports . The Contractor agrees that it is their responsibility to implement a system for tracking TAs under this Contract for the purposes of providing usage reports. This is to ensure that the Limitation of Expenditure indicated for "as and when requested" Work under this Contract is not exceeded.

Each Task Authorization Usage Report must include all the completed TAs for goods and services supplied under this Contract.

Task Authorization Usage Report Submission Schedule:

REPORT DUE	WORK PERIOD START DATE	WORK PERIOD END DATE
15 January	01 October	31 December
15 April	01 January	31 March
15 July	01 April	30 June
15 October	01 July	30 September

The Contractor must provide information on each completed TA using the following format:

TA NUMBER	TA DOLLAR VALUE (GST INCLUDED)	CUMULATIVE TA DOLLAR VALUE (GST INCLUDED)	COMMENTS
<b>Total Dollar Value of TAs for this Period:</b>			
<b>Accumulated TAs to Date (Cumulative Dollar Value + Period Dollar Value):</b>			

Check this box if you are submitting a NIL REPORT ( We have not done any business with Canada under this Contract, for this period).

**SEND TO:**

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Chukwudi.chinye@pwgsc.gc.ca

Or

Facsimile: (902)496-5016

Department of National Defence



Specification

Service Contract

**Annual Inspections and Emergency/Operating Repairs to  
Heating Systems  
Various Locations of Cape Breton Detachment**

CFB Halifax, NS

Job No.W010C-14-C361

2013-09-16

<u>Section</u>	<u>Title</u>	<u>Pages</u>
<u>Division 01 - General Requirements</u>		
01 11 00	General Instructions	8
01 35 30	Health and Safety Requirements	7
01 35 35	DND Fire Safety Requirements	4
01 35 43	Environmental Procedures	1
01 61 00	Common Product Requirements	3
01 74 11	Cleaning	2
<u>Division 23 - Heating, Ventilating and Air-Conditioning (HVAC)</u>		
23 52 00	Boilers, Furnaces and Distribution Systems	4
23 52 00.01	Annex A Boiler/Furnace Condition Report	1
23 52 00.02	Annex B List of Heating Systems	3

PART 1 - GENERAL

- 1.1 RELATED SECTIONS .1 Section 01 61 00 Common Product Requirements.  
.2 Section 23 52 00 Boilers, Furnaces and Distribution Systems.
- 1.2 DESCRIPTION OF WORK .1 Work under this Service Contract comprises the furnishing of all labour, material, tools, equipment, transportation and supervision required for the inspection, maintenance, and emergency repairs to commercial and domestic boilers/furnaces and distribution systems for the Cape Breton Detachment of CFB Halifax as specified herein.
- 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 Work under this Service Contract comprises the following:  
.1 Provide an annual inspection to various types of commercial and heating domestic boiler/furnace units listed in Annex B List of Heating Systems. Perform inspection as detailed in Section 23 52 00 Boilers, Furnaces and Distribution Systems. Annual inspection will include:  
.1 cleaning of boiler/furnace unit;  
.2 replacement of parts as detailed in Section 23 52 00;  
.3 check all associated equipment detailed in Section 23 52 00;  
.4 provide Engineer with boiler/furnace condition report for each unit as laid out in Annex A Boiler/Furnace Condition Report; and  
.5 clean-up.  
.2 Provide repair service on an "as required basis" to boilers and furnaces and associated equipment.
-

- 
- 1.4 WORK INCLUDED .1 (Cont'd)  
(Cont'd)
- .3 Replacement of boiler/furnace as requested by Engineer.
  - .4 Provide an emergency repair service available on a twenty-four(24) hour, seven(7) day per week basis.
- 1.5 LOCATION OF JOB SITE .1 Areas covered under this specification are at the following locations:
- .1 Victoria Park - Sydney, NS;
  - .2 Glace Bay Armoury - Glace Bay, NS; and
  - .3 Sydney Rifle Range - off highway 125.
- 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. Engineer will provide copies of relevant Standing Orders.
- 1.7 PRE-JOB MEETING .1 Immediately upon receipt of Service Contract, 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 has adequate and qualified staff to perform the service expected. This includes the processing of all service calls within an acceptable time period both during normal and silent working hours.
- .2 Whenever the Contractor uses Sub-contractors, they too must perform to and comply with all requirements of this Service Contract.
- 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.
-

1.9 WORKMANSHIP  
(Cont'd)

- .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.
- .4 The Contractor will employ a competent and experienced supervisor with the authority to speak on his behalf on day-to-day routine matters.
- .5 All Work must be performed by qualified technicians.

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.
- .5 Remove or alter existing work to prevent injury or damage to portions of existing work which remain.
- .6 Repair or replace portions of existing work which have been altered during construction operations to match existing or adjoining work, as directed by Engineer.
- .7 At completion of operations condition of existing work: equal to or better than that which existed before new work started.

1.11 CODES AND  
STANDARDS

- .1 Perform Work in accordance with the latest edition of National Building Code of Canada(NBC), Canadian Electrical Code, National Fire Code of Canada, Canada Labour Code part II, CSA B139-09 "Installation Code for Oil-burning Equipment" and ULC Standards, and any other provincial or local code applicable. In any case of conflict or discrepancy, the more stringent requirements will apply.
- .2 Meet or exceed requirements of Contract documents, specified standards, codes and referenced documents.

- 
- 1.12 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.
- 1.13 PARKING .1 One parking space will be made available on site for company vehicles and equipment only. Maintain and administer this space as directed.
- 1.14 EXISTING SERVICES .1 Where Work involves breaking into or connecting to existing services, give 24 hours notice for necessary interruption of mechanical or electrical service throughout course of work. Minimize duration of interruptions. Carry out work at times as directed by governing authorities with minimum disturbance to pedestrian and tenant operations.
- .2 Provide alternative routes for personnel, pedestrian and vehicular traffic.
- .3 Before commencing work, establish location and extent of service lines in area of work and notify Engineer of findings.
- .4 Submit schedule to and obtain approval from Engineer for any shut-down or closure of active service or facility. Adhere to approved schedule and provide notice to affected parties.
- .5 Where unknown services are encountered, immediately advise Engineer and confirm findings in writing.
- .6 Protect, relocate or maintain existing active services. When inactive services are encountered, cap off in manner approved by authorities having jurisdiction.
- 1.15 ALTERATIONS, ADDITIONS OR REPAIRS TO EXISTING BUILDING .1 Execute work with least possible interference or disturbance to building operations, occupants, public and normal use of premises. Arrange with Engineer to facilitate execution of work.
- .2 Where security has been reduced by work of Contract, provide temporary means to maintain security.
- .3 Provide temporary dust screens, barriers, warning signs in locations where renovation and alteration work is adjacent to areas used by public or government staff.
- .4 Use only elevators, existing in building for moving workers and material.
- .1 Protect walls of passenger elevators, to approval of Engineer prior to use.
-

1.15 ALTERATIONS,  
ADDITIONS OR  
REPAIRS TO EXISTING  
BUILDING  
(Cont'd)

- (Cont'd)  
.2 Accept liability for damage, safety of equipment and overloading of existing equipment.

1.16 PROTECTION OF  
EXISTING FACILITIES

- .1 The Contractor must take all necessary precautions to ensure against damage to existing facilities. Any damage to such facilities as a result of the Contractors operations must be repaired or replaced by the Contractor at his own expense, as soon as is reasonably possible.
- .2 Special coverings and protection must be provided to protect plants, walls, projections and adjacent work where materials are being removed, installed or hoisted.
- .3 The Contractor must protect all occupant owned furnishings and equipment, and the building from damage during execution of this Service Contract.
- .4 Where the Engineer considers it necessary, provide and erect warning signs and barriers.

1.17 POWER AND  
WATER SUPPLY

- .1 DND may provide, free of charge, temporary electric power and water for construction purposes.
- .2 Engineer will determine delivery points and quantitative limits. Engineer's written permission is required before any connection is made. Connect to existing power supply in accordance with Canadian Electrical Code.
- .3 Provide, at no cost to DND, all equipment and temporary lines to bring these services to project site.
- .4 Supply of temporary services by DND is subject to DND requirements and may be discontinued by DND site representative at any time without notice, without acceptance of any liability for damage or delay caused by such withdrawal of temporary services.
- .5 After the temporary service lines are no longer required, the Contractor must remove all lines and equipment, restore the connection points to their original condition and return the land to its original contour.

1.18 CUTTING,  
FITTING AND  
PATCHING

- .1 Execute cutting, fitting and patching required to make work fit properly.
- .2 Where new work connects with existing and where existing work is altered, or cut; patch and make good to match existing work.
- .3 Obtain Engineer's approval before cutting, boring or sleeving load-bearing members.
- .4 Make cuts with clean, true, smooth edges. Make patches inconspicuous in final assembly.

1.19 CONCEALMENT

- .1 Conceal pipes, ducts and wiring in floor, wall and ceiling construction of finished areas except where directed otherwise by the Engineer.

1.20 LOCATION OF  
FIXTURES

- .1 Consider location of fixtures, outlets, and mechanical and electrical items indicated as approximate.
- .2 Inform Engineer of conflicting installation. Install as directed.

1.21 HEATING  
AND VENTILATING

- .1 Provide temporary heat and ventilation as required to:
  - .1 facilitate progress of work;
  - .2 protect work and products against dampness and cold;
  - .3 prevent moisture condensation on surfaces;
  - .4 provide ambient temperatures and humidity levels for storage, installation and curing of materials;
  - .5 provide adequate ventilation to meet health regulations for safe working environment.
- .2 Maintaining strict supervision of operation of temporary heating and ventilating equipment to:
  - .1 conform with applicable codes and standards;
  - .2 enforce safe practices;
  - .3 prevent abuse of services;
  - .4 prevent damage to finishes;
  - .5 vent direct-fired combustion units to outside.

1.22 EMERGENCY  
AND SERVICE  
CALL-UPS

- .1 The Contractor must maintain and provide the Engineer with contact numbers to be able to provide response to request for service from the Engineer or representative on a 24 hour, 7 day per week basis. If the request for service from the after hours Departmental Representative, the Contractor must, immediately upon completion of the service, report back to the Engineer describing the action taken to correct the problem. The following Work priorities and response time will apply:
- .1 **Emergency:** A priority of "Emergency" is defined as a deficiency or breakdown that requires immediate attention to reduce the potential for danger to occupants, the general public, the environment, or the facility. Maintenance and minor construction identified with this priority must be responded to immediately and must be reported without delay to designated manager.
- .1 Standard response times:
- .1 Urban/rural: ASAP - Maximum 2 hours.
- .2 **Routine:** A priority of "Routine" is defined as essential maintenance and minor construction which should be rectified at the earliest possible opportunity. It is considered as deficiencies or breakdowns that do not impair current operations or pose any danger to the occupants, the general public, the environment, or the facility.
- .1 Standard response times:
- .1 Urban/rural: 4 hours.
- .2 The Contractor will be advised of the personnel authorized to request emergency service. Services undertaken at the request of unauthorized persons will be done at the Contractor's risk, with regards to payment.
- .3 Report service calls executed outside normal working hours to the Engineer, immediately on the next working day.

1.23 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.

1.24 REPORTING  
IRREGULARITIES

- .1 The Contractor must notify the Engineer of irregularities in the work area, such as structural defects, mechanical and/or electrical problems and/or any beyond the scope of work.

1.25 GUARANTEE/  
WARRANTY

- .1 Where the Contractor supplies equipment purchased from a supplier or manufacturer, he must obtain from such supplier or manufacturer a warranty for the term specified and such warranty must be made out to DND.
- .2 For all items where the manufacturer's normal guarantee/warranty periods exceed that specified the Contractor must obtain from the manufacturer or supplier, a warranty for the manufacturer's normal warranty period.
- .3 All warranties must be in accordance with the requirements of the Contract documents and must be passed to the Engineer at the time of handing over the project.

PART 2 - PRODUCTS

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 Service Contract.
  - .5 The following disciplinary measures will be taken for any violations of safety under this Service Contract:
    - .1 **First Violation:** Verbal warning issued to the Contractor for the first violation of a safety regulation(Violation will be documented on Contract 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 Contract file, copy to Contractor, DCC or PWGSC).
    - .3 **Third Violation:** A third violation of a safety regulation may result in the termination of the Service Contract with a recommendation to the Contracting Authority that the Contractor be denied access to Base Construction Engineering contracts(Documented to Contract 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 Contract 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 Service Contract 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 HAZARDOUS  
MATERIAL SPILL

- .1 The Contractor or sub-contractors must report to the DND fire hall and the Engineer for any incident or spill involving hazardous materials(HAZMAT).
- .2 In the event of a hazardous material spill, the following procedures for initial actions must be followed:
  - .1 ensure safety of all personnel;
  - .2 assess spill hazards and risks;
  - .3 ventilate area if release is indoors and remove all sources of ignition;
  - .4 stop the spill if safely possible(e.g. shut off pump, replace cap, tip drum upward, patch leaking hole etc.).
  - .5 no matter the volume is, contact the DND fire hall and provide the following information:
    - .1 time of the spill;
    - .2 location;
    - .3 special considerations:
      - .1 personal safety;
      - .2 environmental.
    - .4 type and amount of spill;
    - .5 person reporting the spill:
      - .1 name;
      - .2 company; and
      - .3 telephone number.
  - .6 contain the spill;
  - .7 isolate the area as required;

- 
- 1.4 HAZARDOUS MATERIAL SPILL (Cont'd)
- .2 (Cont'd)
  - .5 (Cont'd)
  - .8 contact the Engineer; and
  - .9 clean up minor spills using appropriate protective equipment and supplies.
- 1.5 FASTENING DEVICES EXPLOSIVE ACTUATED
- .1 Explosive actuated devices must not be used.
- 1.6 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.
- 1.7 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.
  - .5 The Contractor to have a hazard assessment of the confined space performed.
-

1.7 CONFINED SPACES .5  
(Cont'd)

(Cont'd)

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

1.8 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.

1.9 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.

1.10 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.

.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.

1.10 SAFETY  
(Cont'd)

- .3 It is the Contractor's responsibility to be familiar with all applicable Safety Acts, Regulations, Codes and Service Contract requirements. These must be identified and addressed in the safety plan, by identifying Standard Operating Procedures(SOP) and safe work practices(SWP) which incorporate clear and specific control measures, applicable rules, procedures and practices, all of which 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 Service Contract.

1.11 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: Dial 9-1-1.
- 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 Service Contract, 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.
-



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 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 are 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.

PART 2 - PRODUCTS

Not used.

PART 3 - EXECUTION

Not used.

PART 1 - GENERAL

1.1 RELATED  
SECTIONS

- .1 Section 01 11 00 General Instructions.
- .2 Section 23 52 00 Boilers, Furnaces and Distribution Systems.

1.2 QUALITY

- .1 Products, materials, equipment and articles incorporated in Work must be new, not damaged or defective, and of best quality for purpose intended. If requested, furnish evidence as to type, source and quality of products provided.
- .2 Defective products, whenever identified prior to completion of Work, will be rejected, regardless of previous inspections. Inspection does not relieve responsibility, but is precaution against oversight or error. Remove and replace defective products at own expense and be responsible for delays and expenses caused by rejection.
- .3 Should disputes arise as to quality or fitness of products, decision rests strictly with Departmental Representative Engineer based upon requirements of Contract Documents.
- .4 Unless otherwise indicated in specifications, maintain uniformity of manufacture for any particular or like item throughout building.
- .5 Permanent labels, trademarks and nameplates on products are not acceptable in prominent locations, except where required for operating instructions, or when located in mechanical or electrical rooms.

1.3 AVAILABILITY

- .1 Immediately upon signing Contract, review product delivery requirements and anticipate foreseeable supply delays for items. If delays in supply of products are foreseeable, notify Engineer of such, in order that substitutions or other remedial action may be authorized in ample time to prevent delay in performance of Work.
  - .2 In event of failure to notify Engineer at commencement of Work and should it subsequently appear that Work may be delayed for such reason, Engineer reserves right to substitute more readily available products of similar character, at no increase in Contract Price or Contract Time.
-

1.4 STORAGE,  
HANDLING AND  
PROTECTION

- .1 Handle and store products in manner to prevent damage, adulteration, deterioration and soiling and in accordance with manufacturer's instructions when applicable.
- .2 Store packaged or bundled products in original and undamaged condition with manufacturer's seal and labels intact. Do not remove from packaging or bundling until required in Work.
- .3 Store products subject to damage from weather in weatherproof enclosures.
- .4 Remove and replace damaged products at own expense and to satisfaction of Engineer.

1.5 MANUFACTURER'S  
INSTRUCTIONS

- .1 Unless otherwise indicated in specifications, install or erect products in accordance with manufacturer's instructions. Do not rely on labels or enclosures provided with products. Obtain written instructions directly from manufacturers.
- .2 Notify Engineer in writing, of conflicts between specifications and manufacturer's instructions, so that Engineer will establish course of action.
- .3 Improper installation or erection of products, due to failure in complying with these requirements, authorizes Engineer to require removal and re-installation at no increase in Contract Price or Contract Time.

1.6 REMEDIAL WORK

- .1 Perform remedial work required to repair or replace parts or portions of Work identified as defective or unacceptable. Co-ordinate adjacent affected Work as required.
- .2 Perform remedial work by specialists familiar with materials affected. Perform in a manner to neither damage nor put at risk any portion of Work.

1.7 ACCEPTABILITY  
OF MATERIALS

- .1 After award of Work, requests for "acceptance" of materials in addition to those presently established as "acceptable" by Contract Documents need be provided to the Engineer.
- .2 Requests must be supported with sufficient product information to enable an assessment to be made for approval.

- 1.8 CONFORMANCE .1 When material or equipment is specified by standard or performance specifications, upon request of Engineer, obtain from manufacturer an independant testing laboratory report, stating that material or equipment meets or exceeds specified requirements.

PART 2 - PRODUCTS

Not used.

PART 3 - EXECUTION

Not used.

PART 1 - GENERAL

- 1.1 PROJECT CLEANLINESS
- .1 Conduct cleaning and disposal operations to comply with local ordinances and anti-pollution laws.
  - .2 Maintain Work in tidy condition, free from accumulation of waste products and debris, other than that caused by Owner or other Contractors.
  - .3 Provide on-site containers for collection of waste materials and debris.
  - .4 Dispose of waste materials and debris off site.
  - .5 Store volatile waste in covered metal containers, and remove from premises at end of each working day.
  - .6 Provide adequate ventilation during use of volatile or noxious substances. Use of building ventilation systems is not permitted for this purpose.
  - .7 Use only cleaning materials recommended by manufacturer of surface to be cleaned, and as recommended by cleaning material manufacturer.
- 1.2 FINAL CLEANING
- .1 When Work is Substantially Performed remove surplus products, tools, construction machinery and equipment not required for performance of remaining Work.
  - .2 Remove waste products and debris other than that caused by others, and leave Work clean and suitable for occupancy.
  - .3 Remove stains, spots, marks and dirt from decorative work, electrical and mechanical fixtures, furniture fitments, walls, and floors.
-

PART 2 - PRODUCTS

Not used.

PART 3 - EXECUTION

Not used.

PART 1 - GENERAL

- 1.1 RELATED SECTIONS .1 Section 01 11 00 General Instructions.  
.2 Section 01 61 00 Common Product Requirements.
- 1.2 REFERENCES .1 Canadian Standards Association(CSA International)
- .1 CSA B51-09, Boiler, Pressure Vessel, and Pressure Piping Code.
  - .2 CSA B139-09, Installation Code for Oil-Burning Equipment.
  - .3 CSA B140.7-05, Oil Burning Equipment: Steam and Hot-Water Boilers.
- 1.3 DESCRIPTION OF UNITS .1 **Steam and Hydronic:** The steam and hydronic boiler is intended to include the complete boiler and distribution system complete with oil burner, oil accessories, such as controls, all filters, thermostats, draft regulators, combustion chambers, smoke pipe, fuel tanks, valves, vents, gauges, piping, condensate pumps and tanks, high and low water shut offs, automatic boiler feed steam traps, strainers, radiator valves, controls and wiring, baseboard radiation and unit heaters which are to be kept free of dust and other foreign materials.
- .1 Note: Distribution system also includes zone valves, circulator pumps, and related controls.
  - .2 **Furnace:** The furnaces are intended to include the oil burner, oil accessories, such as controls, air and oil filters, thermostats, humidistats, draft regulators, combustion chambers, smoke pipe, fuel tanks, valves, vents, tank gauges, piping, humidifiers, damper and fan motors on warm air units.
  - .3 Oil burners listed in Annex B consist of various types of boilers and furnaces.
- 1.4 ANNUAL INSPECTION .1 The Contractor must perform an annual inspection for all units listed in Annex B and will consist of the following tasks:
- .1 A complete clean-up of all units as soon as the Service Contract is awarded, to be completed by end of the Service Contract year.
-

1.4 ANNUAL  
INSPECTION  
(Cont'd)

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- .1 (Cont'd)
  - .1 (Cont'd)
    - .1 This will include the removal of all soot, carbon and scale from the combustion and gas passes as well as the smoke pipe, and the removal of all dust, lint and foreign objects from the baseboard radiation and unit heaters, plenum and air handling side of furnaces.
    - .2 Open and close commercial boiler for Labour Canada Inspector to inspect.
      - .1 This will include all new gaskets to close up boiler and clean water side of boiler.
      - .2 If boiler is approved by Labour Canada Inspector, the Contractor will close boiler and perform efficiency test.
      - .3 Contractor must forward the Labour Canada Inspection sheet to the Engineer. Failure to forward inspection sheet will require Contractor to redo the annual inspection at no additional cost to Engineer(DND).
      - .4 Contractor will follow Labour Canada Inspector directions and recommendations at all times and must notify Engineer of opening and closing of commercial boilers in Newport Corner and Windsor Armoury only.
    - .3 Test for water in oil tanks.
    - .4 A complete overhaul of the burner assembly including motor forced draft fan, electrodes, combustion tube and head, fuel pump, solenoid valves where fitted, photocells and ignition transformer, replacing parts as consider necessary. It will be the responsibility of the Contractor to determine if parts must be replaced in order to maintain serviceability of units.
    - .5 Replace all burner nozzles and oil filters annually.
    - .6 Check the complete control system, including wiring and wiring harness, and replace controls and wiring where necessary.
    - .7 Check thermostats and humidistats to ensure proper installation and functioning. Replace when necessary.
    - .8 Contractor must ensure that all smoke pipe joints are tight and secure with a minimum of 3 sheet metal screws per joints.

1.4 ANNUAL  
INSPECTION  
(Cont'd)

- .1 (Cont'd)
- .9 Carry out a combustion test of each unit to ensure the units are set up to provide maximum efficiency with a smoke maximum of one(1).
- .10 In addition to the regular combustion test required on all units at each overhaul, the Contractor will carry out a warm air furnace smoke test to ensure that all joints in the combustion chambers, heat exchangers, etc. are tight. The purpose of this test is to ensure that combustion gases cannot escape to the warm air side of the furnace. All tests must be recorded and any defect found must be immediately reported to the Engineer.
- .11 Fill out a Boiler/Furnace Condition Report for each unit as laid out in Annex A of this specification.
- .2 If it is found at any time that the furnace, hot water boiler, steam boiler or parts such as oil tank complete with oil lines and gauge, duct work, flue pipe complete with reducer, condensate pump complete with tank and lines, steam lines, unit heaters, and humidifiers are found to be defective beyond the service stated in this section, these items must be immediately brought to the attention of the Engineer. A decision will be given as to the action to be taken, which may result in a negotiated price. These items are not intended to be covered in the "Unit Price" of the basis of payment.
- .3 All work and parts replacement in para 1.1.1 to 1.1.12 are intended to be covered in the "Unit Price" of the basis of payment for domestic units during the entire period of this Service Contract.
- .4 The Contractor must exhibit extreme diligence in the performance of the service inspection. The importance of this aspect of the Service Contract cannot be over emphasized.

1.5 SERVICE CALLS

- .1 The Contractor must provide service calls in accordance with Section 01 11 00 General Instructions.
- .2 Contractor will be responsible to answer all service calls during the period of the Service Contract and give uninterrupted service on all furnace units as specified. No extra charge will be honored for re-occurring service calls or cleanups made during the season because of failure of the Contractor to do thorough cleanup, adjustments, inspections or part replacement at the initial overhaul.
- .3 Service calls on units other than designated in the "Unit Price" structure must be honored with the same promptness and efficient service as for units covered in the "Unit Price".
-

1.5 SERVICE CALLS .4 Additional service calls not covered within the specification, such  
(Cont'd) as shortage of oil, leaky tanks, flooded basements, electrical  
failures external to the unit, emergencies, and unit or major  
component replacement must be honored by the Contractor but  
will be paid for as a separate item and supported with a DND 626  
"Task Authorization".

1.6 REPORTS .1 The Contractor must provide a typed report to the Engineer after  
the annual service inspection(Annex A Furnace/Boiler Condition  
Report) on the condition of each system including:

- .1 identification of system and building;
- .2 starting and finishing times requirements noted;
- .3 detailed itemized list of all equipment replaced complete  
with equipment costs and manhour charge out rate;
- .4 detailed itemized list of non-serviceable parts replaced;
- .5 comments of technician, reference condition of system(s);  
and
- .6 any deviation from code requirements noted.

## PART 2 - PRODUCTS

2.1 MATERIALS .1 Materials and products in accordance with Section 01 61 00 -  
Common Product Requirements.

.2 All replacement parts must be either new or factory reconditioned  
of the proper type and size to provide dependable and efficient  
operation.

## PART 3 - EXECUTION

3.1 MANUFACTURER'S .1 **Compliance:** Comply with manufacturer's written  
INSTRUCTIONS recommendations or specifications, including product technical  
bulletins, handling, storage and installation instructions, and  
datasheet.

Location of Boiler/Furnace: \_\_\_\_\_

Make of Unit: \_\_\_\_\_

Make of Humidifier: \_\_\_\_\_

Age of Unit: \_\_\_\_\_

**EFFICIENCY TEST RESULTS:**

Smoke: \_\_\_\_\_

Draft: \_\_\_\_\_

Temp: \_\_\_\_\_

CO: \_\_\_\_\_

Efficiency Rate: \_\_\_\_\_

Nozzle Size: \_\_\_\_\_

BTU: \_\_\_\_\_

**CONDITION OF:**

Baffles: \_\_\_\_\_

Flue Pipe: \_\_\_\_\_

Reducer: \_\_\_\_\_

Duct Work: \_\_\_\_\_

Humidifier: \_\_\_\_\_

Wiring Harness: \_\_\_\_\_

Heat Exchanger: \_\_\_\_\_

Oil Tank, Gauge & Lines: \_\_\_\_\_

Overall Condition of Boiler/Furnace: \_\_\_\_\_

Technician: \_\_\_\_\_

Date: \_\_\_\_\_

**List of Units for Annual Inspection:**

<b>Victoria Park</b>				
<b>Building</b>	<b>Description</b>	<b>Manufacturer</b>	<b>Units</b>	
VP40	Indirect Fired Industrial Heaters Model # OI DM-20 Model # OI DM-65 Model # OI DM-85	I.C.E. Manufacturing Ltd	3 ea 1 ea 1 ea	
VP40	(Furnace) Oil Burners Model # R6	Gordon Platt	2 ea	
VP40	(Furnace) Oil Burners Model # WL20ZA	Weisshaupt	3 ea	
VP40	Low Intensity Radiant Tubular Heaters Model # 2570-115-08 Model # 2570-115-06	Inject-A-Ray	2 ea 3 ea	
VP40	Radiant Heater Burners Model # 40 F3 Model # 40 F5	Riello	3 ea 2 ea	
VP40	Domestic Hot Water Boiler Model # COF245-934	A.O. Smith	2 ea	
VP40	Domestic Hot Water Boiler(Oil Burner) Model # M-SR	Flamelock	2 ea	
VP40	Fuel Transfer Pump Model # GB 341	Brook & Hansen	2 ea	

<b>Victoria Park</b>			
<b>Building</b>	<b>Description</b>	<b>Manufacturer</b>	<b>Units</b>
VP41	Heating Water Boiler Model # V1111W	Burnham	2 ea
VP41	Heating Water Boiler Burner Model # CF2300A	Beckett	2 ea
VP41	Domestic Hot Water Boiler Model # COF245-934	A.O. Smith	2 ea
VP41	Domestic Hot Water Boiler(Oil Burner) Model # M-SR	Flamelock	2 ea
VP41	Fuel Transfer Pump Model # GB 341	Brook & Hansen	2 ea
VP42	Heating Water Boiler Model # 28 Series	Smith	2 ea
VP42	Heating Water Burner Model # C2-OAC	Bell & Gossett	2 ea
VP42	Domestic Hot Water Boiler Model # COF700-930	A.O. Smith	1 ea
VP42	Domestic Hot Water Boiler(Oil Burner) Model # M-SR	Flamelock	1 ea
VP42	Fuel Transfer Pump Model # 03GB6131-2	Albany Pump Co.	1 ea

<b>Glace Bay Armouries</b>			
<b>Building</b>	<b>Description</b>	<b>Manufacturer</b>	<b>Units</b>
GB1	Boiler Steam Model # 668	Weil-Maclean	1 ea
GB1	Boiler Burner Model # CF2300A Nozzle – 6.5 GPH	Beckett	1 ea
GB1	Boiler Steam Model # 28-S-4	Weil-Maclean	1 ea
GB1	Boiler Burner Model # CF1400	Beckett	1 ea

<b>Sydney Rifle Range</b>			
<b>Building</b>	<b>Description</b>	<b>Manufacturer</b>	<b>Units</b>
SR1	Unit Heater(square) Model # 108585 Type # 12-25H	Trane	1 ea



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat WD10C-14-C361
Security Classification / Classification de sécurité UNCLASSIFIED

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

<b>PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE</b>		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine <b>NATIONAL DEFENCE</b>	2. Branch or Directorate / Direction générale ou Direction <b>MARLANT/FCE</b>	
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 <b>INSPECTION, MAINTENANCE, AND EMERGENCY REPAIRS TO COMMERCIAL AND DOMESTIC BOILERS/FURNACES AND DISTRIBUTION SYSTEMS FOR THE CAPE BRETON DETACHMENT OF CFB HALIFAX AS PER SPEC</b>		
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"/>	
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"/>	
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"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
UNCLASSIFIED





Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat W010C-14-C361
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 (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)**

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

<input checked="" type="checkbox"/> RELIABILITY STATUS CÔTE 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: A COMMISSIONAIRE WILL BE PROVIDED IF NECESSARY

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

**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



Contract Number / Numéro du contrat W010C-14-C361
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**PART C - (continued) / PARTIE C - (suite)**

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COMSEC 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-14-C361
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 
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Telephone No. - N° de téléphone 902-722-1811	Facsimile No. - N° de télécopieur 902-722-1847	E-mail address - Adresse courriel russell.anstey@forces.gc.ca	Date 25 Oct. 13
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14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées) Sasha Medjovic	Title - Titre VCDS DPM SEC 3-3 NDHQ OTTAWA	Signature 
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Telephone No. - N° de téléphone (613) 949-1068	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel SASA.MEDJOVIC@forces.gc.ca	Date 2013-11-27
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15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?  
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

No / Non  Yes / Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées) CHUKWUDI CETERNYE	Title - Titre SUPPLY OFFICER	Signature 
--	---------------------------------	---------------

Telephone No. - N° de téléphone 902-496-5476	Facsimile No. - N° de télécopieur 902-496-5476	E-mail address - Adresse courriel Chukwudi.Chinye@pwgsc.gc.ca	Date March 06, 2014
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17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature 
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Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date Dec. 4, 2013
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**Maria Mendoza**  
Contract Security Officer, Contract Security Division  
Maria.Mendoza@tpsgc-pwgsc.gc.ca  
Tel/Tél - 613-948-1618 / Fax/Téloc - 613-954-4171

**TASK AUTHORIZATION  
AUTORISATION DES TÂCHES**

<p>All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.</p>		Contract no. – N° du contrat
		Task no. – N° de la tâche
Amendment no. – N° de la modification	Increase/Decrease – Augmentation/Réduction	Previous value – Valeur précédente
To – À	<p><b>TO THE CONTRACTOR</b></p> <p>You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task.</p> <p>Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract.</p> <p><b>À L'ENTREPRENEUR</b></p> <p>Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande.</p> <p>Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.</p>	
Delivery location – Expédiez à		
Delivery/Completion date – Date de livraison/d'achèvement	<p>_____</p> <p>Date for the Department of National Defence pour le ministère de la Défense nationale</p>	
Contract item no. N° d'article du contrat	Services	Cost Prix
	<b>GST/HST TPS/TVH</b>	
	<b>Total</b>	
<p><b>APPLICABLE ONLY TO PWGSC CONTRACTS:</b> The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.</p> <p><b>NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC :</b> La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.</p>		
<p>_____</p> <p>for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux</p>		

## Instructions for completing DND 626 - Task Authorization

### Contract no.

Enter the PWGSC contract number in full.

### Task no.

Enter the sequential Task number.

### Amendment no.

Enter the amendment number when the original Task is amended to change the scope or the value.

### Increase/Decrease

Enter the increase or decrease total dollar amount including taxes.

### Previous value

Enter the previous total dollar amount including taxes.

### To

Name of the contractor.

### Delivery location

Location where the work will be completed, if other than the contractor's location.

### Delivery/Completion date

Completion date for the task.

### for the Department of National Defence

Signature of the DND person who has delegated **Authority** for signing DND 626 (level of authority based on the dollar value of the task and the equivalent signing authority in the PAM 1.4). **Note:** the person signing in this block ensures that the work is within the scope of the contract, that sufficient funds remain in the contract to cover this task and that the task is affordable within the Project/Unit budget.

### Services

Define the requirement briefly (attach the SOW) and identify the cost of the task using the contractor's quote on the level of effort. The Task must use the basis of payment stipulated in the contract. If there are several basis of payment then list here the one(s) that will apply to the task quote (e.g. milestone payments; per diem rates/labour category hourly rates; travel and living rates; firm price/ceiling price, etc.). All the terms and conditions of the contract apply to this Task Authorization and cannot be ignored or amended for this task. Therefore it is not necessary to restate these general contract terms and conditions on the DND 626 Task form.

### Cost

The cost of the Task broken out into the individual costed items in **Services**.

### GST/HST

The GST/HST cost as appropriate.

### Total

The total cost of the task. The contractor may not exceed this amount without the approval of DND indicated on an amended DND 626. The amendment value may not exceed 50% (or the percentage for amendments established in the contract) of the original value of the task authorization. The total cost of a DND 626, including all amendments, may not exceed the funding limit identified in the contract.

### Applicable only to PWGSC contracts

This block only applies to those Task Authorization contracts awarded by PWGSC. The contract will include a specified threshold for DND sole approval of the DND 626 and a percentage for DND to approve amendments to the original DND 626. Tasks that will exceed these thresholds must be passed to the PWGSC Contracting Authority for review and signature prior to authorizing the contractor to begin work.

### Note:

Work on the task may not commence prior to the date this form is signed by the DA Authority - for tasks within the DND threshold; and by both DND and PWGSC for those tasks over the DND threshold.

## Instructions pour compléter le formulaire DND 626 - Autorisation des tâches

### N° du contrat

Inscrivez le numéro du contrat de TPSGC en entier.

### N° de la tâche

Inscrivez le numéro de tâche séquentiel.

### N° de la modification

Inscrivez le numéro de modification lorsque la tâche originale est modifiée pour en changer la portée.

### Augmentation/Réduction

Inscrivez le montant total de l'augmentation ou de la diminution, y compris les taxes.

### Valeur précédente

Inscrivez le montant total précédent, y compris les taxes.

### À

Nom de l'entrepreneur.

### Expédié à

Endroit où le travail sera effectué, si celui-ci diffère du lieu d'affaires de l'entrepreneur.

### Date de livraison/d'achèvement

Date d'achèvement de la tâche.

### pour le ministère de la Défense nationale

Signature du représentant du MDN auquel on a délégué le **pouvoir d'approbation** en ce qui a trait à la signature du formulaire DND 626 (niveau d'autorité basé sur la valeur de la tâche et le signataire autorisé équivalent mentionné dans le MAA 1.4). **Nota :** la personne qui signe cette attache de signature confirme que les travaux respectent la portée du contrat, que suffisamment de fonds sont prévus au contrat pour couvrir cette tâche et que le budget alloué à l'unité ou pour le projet le permet.

### Services

Définissez brièvement le besoin (joignez l'ET) et établissez le coût de la tâche à l'aide de la soumission de l'entrepreneur selon le niveau de difficulté de celle-ci. Les modalités de paiement stipulées dans le contrat s'appliquent à la tâche. Si plusieurs d'entre elles sont prévues, énumérez ici celle/celles qui s'appliquera/ront à la soumission pour la tâche à accomplir (p.ex. acompte fondé sur les étapes franchies; taux quotidien ou taux horaire établi selon la catégorie de main-d'œuvre; frais de déplacement et de séjour; prix fixe ou prix plafond; etc.). Toutes les modalités du contrat s'appliquent à cette autorisation de tâche et ne peuvent être négligées ou modifiées quant à la tâche en question. Il n'est donc pas nécessaire de répéter ces modalités générales afférentes au contrat sur le formulaire DND 626.

### Prix

Mentionnez le coût de la tâche en le répartissant selon les frais afférents à chaque item mentionné dans la rubrique **Services**.

### TPS/TVH

Mentionnez le montant de la TPS/TVH, s'il y a lieu.

### Total

Mentionnez le coût total de la tâche. L'entrepreneur ne peut dépasser ce montant sans l'approbation du MDN, formulaire DND 626 modifié à l'appui. Le coût de la modification ne peut pas être supérieur à 50 p. 100 du montant initial prévu dans l'autorisation de tâche (ou au pourcentage prévu dans le contrat pour les modifications). Le coût total spécifié dans le formulaire DND 626, y compris toutes les modifications, ne peut dépasser le plafond de financement mentionné dans le contrat.

### Ne s'applique qu'aux contrats de TPSGC

Le présent paragraphe s'applique uniquement aux autorisations de tâche accordées par TPSGC. On inscrira dans le formulaire DND 626 un plafond précis qui ne pourra être approuvé que par le MDN et un pourcentage selon lequel le MDN pourra approuver des modifications au formulaire DND 626 original. Les tâches dont le coût dépasse ces plafonds doivent être soumises à l'autorité contractante de TPSGC pour examen et signature avant qu'on autorise l'entrepreneur à débiter les travaux.

### Nota :

Les travaux ne peuvent commencer avant la date de signature de ce formulaire par le responsable du MDN, pour les tâches dont le coût est inférieur au plafond établi par le MDN, et par le MDN et TPSGC pour les tâches dont le coût dépasse le plafond établi par le MDN.



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.**

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

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

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

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

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

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

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

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

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

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

<b>D</b>	<b>ADMINISTRATIVE INFORMATION - Internal Government Use Only RENSEIGNEMENTS ADMINISTRATIFS - Pour usage interne du gouvernement seulement</b>
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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
---	---

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