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Solicitation No. - N° de l'invitation

21C21-140042/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

mct014

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

21C21-140042

File No. - N° du dossier

MCT-3-36153

CCC No./N° CCC - FMS No/ N° VME

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PART 1 - GENERAL INFORMATION

1. Introduction

The Request for Standing Offers (RFSO) is divided into six parts plus attachments and annexes, as follows:

- | | |
|--------|---|
| Part 1 | General Information: provides a general description of the requirement; |
| Part 2 | Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO; |
| Part 3 | Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified; |
| Part 4 | Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection; |
| Part 5 | Certifications: includes the certifications to be provided; and |
| Part 6 | 6A, Standing Offer, and 6B, Resulting Contract Clauses: |
| | 6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions; |
| | 6B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer. |

The Annexes include:

- | | |
|-----------|------------------|
| Annex A - | Requirement |
| Annex B - | Basis of Payment |
| Annex C - | Drawings |

2. Summary

Requesting a Regional Individual Standing Offer for the supply and delivery of Fiberglass Insulation on an "as and when requested" basis for Correctional Services Canada (CORCAN) in Dorchester, New Brunswick for the period from June 1, 2014 to May 31, 2015 with the option to renew for up to three (3) additional 1 year periods.

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

3. Debriefings

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

PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

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

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

The 2006 (2014/03/01) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

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

Delete: sixty (60) days

Insert: one hundred twenty (120) days

1.1 SACC Manual Clauses

SACC Reference	Section	Date
C9000T	Pricing	2010/08/16
M0019T	Firm Price and/or Rates	2007/05/25
M1004T	Condition of Material	2011/05/16

2. Submission of Offers

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

Due to the nature of the Request for Standing Offers, transmission of offers by electronic mail to PWGSC will not be accepted.

3. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than ten (10) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit

the questions or may request that offerors do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

4. Applicable Laws

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

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

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

Section I: Technical Offer (1 hard copy)
 Section II: Financial Offer (1 hard copy)
 Section III: Certifications (1 hard copy)

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

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

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

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

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>).

. To assist Canada in reaching its objectives, offerors should:

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

Section I: Technical Offer

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

Section II: Financial Offer

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

Payment by Credit Card

Canada requests that offerors complete one of the following:

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

The following credit card(s) are accepted:

VISA _____

Master Card _____

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

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

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

Section III: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

1.2 Financial Evaluation

SACC Reference
M0220T

Section
Evaluation of Price

Date
2013/04/25

2. Basis of Selection

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

PART 5 - CERTIFICATIONS

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

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

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

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

1.1 Code of Conduct and Certifications - Related documentation

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

1.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

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

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

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

2. Security Requirement

There is no security requirement applicable to this Standing Offer.

3. Standard Clauses and Conditions

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

3.1 General Conditions

2005 (2014/03/01) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

4. Term of Standing Offer

4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from June 1, 2014 to May 31, 2015.

4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for up to three additional one year periods under the same conditions at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 1 day before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

5. Authorities

5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Charline MacDonald
Title: A/Supply Officer
Public Works and Government Services Canada
Acquisitions Branch
Address: 1045 Main Street, Unit 108
Moncton, New Brunswick

E1C 1H1

Telephone: 1-506-851-6067
Facsimile: 1-506-851-6759
E-Mail: Charline.MacDonald@pwgsc-tpsgc.gc.ca

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

5.2 Project Authority

The Project Authority for the Standing Offer is:

Details will be provided in any resulting Standing Offer

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____ - ____ - ____
Facsimile: ____ - ____ - ____
E-mail address: _____

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

5.3 Offeror's Representative (offeror please complete)

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: _____
Facsimile: _____
E-mail address: _____

6. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Correctional Services of Canada (CORCAN) in New Brunswick (Canada).

7. Call-up Instrument

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

8. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$50,850.00 (Applicable Taxes included).

9. Financial Limitation

Financial Limitation - Total

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of **\$55,000.00** (Applicable Taxes excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or two (2) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

10. Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2014/03/01), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010A (2014/03/01), General Conditions - Goods (Medium Complexity);
- e) Annex A, Requirement;
- f) Annex B, Basis of Payment;
- g) Annex C, Drawings; and
- h) the Offeror's offer dated _____ .

11. Certifications

11.1 Compliance

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

12. Applicable Laws

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

B. RESULTING CONTRACT CLAUSES

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

1. Requirement

The Contractor must provide the items detailed in the call-up against the Standing Offer.

2. Standard Clauses and Conditions

2.1 General Conditions

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

Section 16, Interest on Overdue Accounts, of 2010A (2014/03/01), General Conditions - Goods (Medium Complexity), will not apply to payments made by credit cards.

3. Term of Contract

3.1 Delivery Date

Delivery MUST be made within 3 weeks from receipt of a call-up against the Standing Offer.

4. Payment

4.1 Basis of Payment

Basis of Payment - Firm Unit Price(s))

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit price(s) as specified in Annex B, Basis of Payment. Customs duties are included and Applicable Taxes are extra.

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

4.2 Limitation of Price

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

4.3 Single Payment

SACC Manual clause H1000C (2008/05/12) Single Payment

4.4 SACC Manual Clauses

SACC Reference	Section	Date
C2000C	Taxes - Foreign-based Contractors	2007/11/30

4.5 Payment by Credit Card

The following credit card is accepted: _____.

OR

The following credit cards are accepted: _____ and _____.

5. Invoicing Instructions

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

The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

6. SACC Manual Clauses

SACC Reference	Section	Date
B7500C	Excess Goods	2006/06/16
G1005C	Insurance	2008/05/12

Solicitation No. - N° de l'invitation

21C21-140042/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

mct014

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

21C21-140042

File No. - N° du dossier

MCT-3-36153

CCC No./N° CCC - FMS No/ N° VME

7. Shipping Instructions - FOB Destination

Goods must be consigned and delivered to the destination specified in the contract:

FOB Destination - Correctional Services of Canada (CORCAN) in Dorchester, New Brunswick including all delivery charges and customs duties and Applicable Taxes.

Annex "A"

REQUIREMENT

Requesting a Regional Individual Standing Offer for the supply and delivery of Fiberglass Insulation on an "as and when requested" basis for Correctional Services Canada (CORCAN) in Dorchester, New Brunswick for the period from June 1, 2014 to May 31, 2015 with the option to renew for up to three (3) additional 1 year periods.

Delivery of all items MUST be made within 3 weeks from receipt of a call-up against the Standing Offer.

MANDATORY REQUIREMENTS:

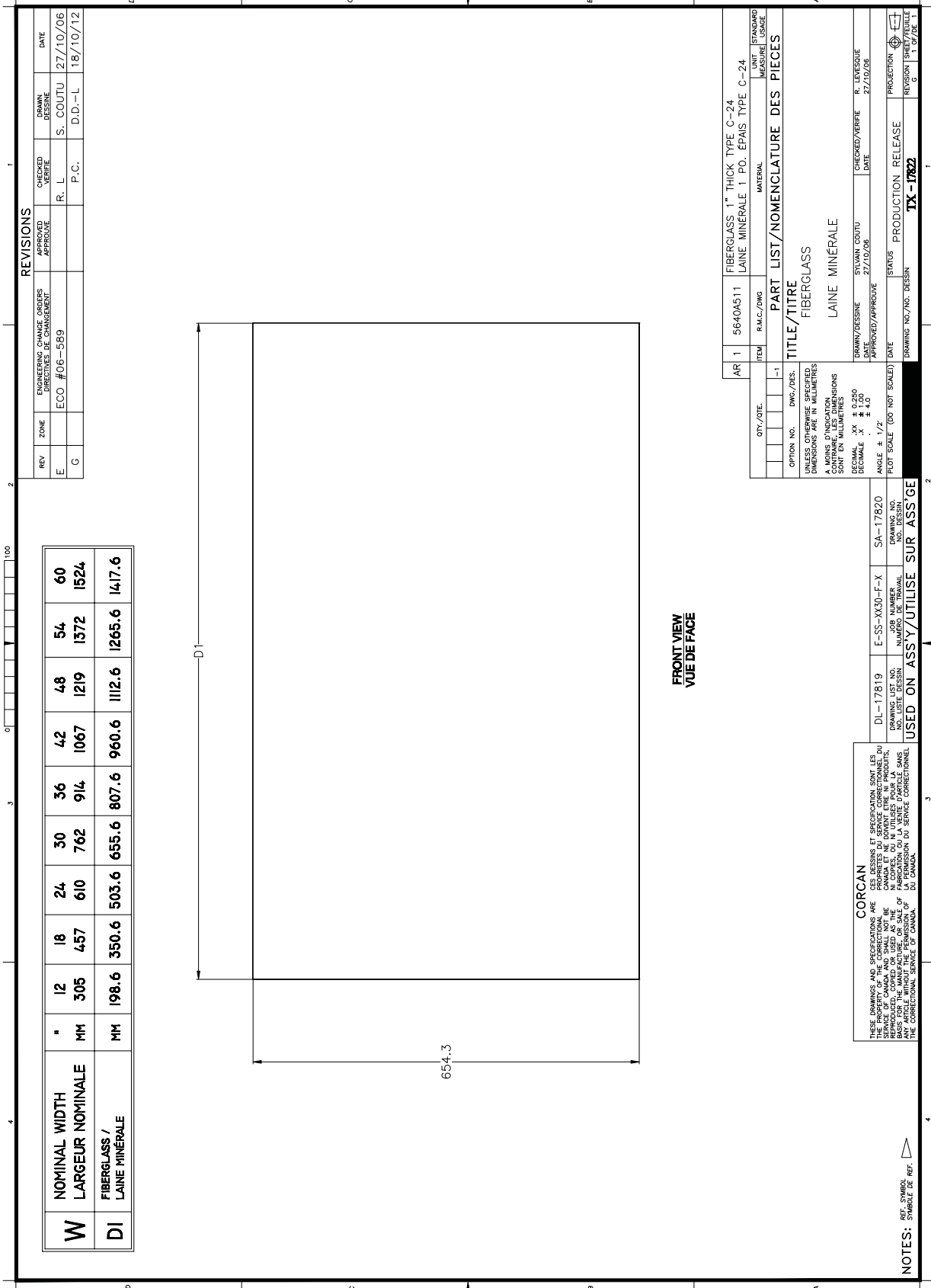
Fiberglass Insulation MUST meet the mandatory requirements specified below.

Technical Specifications	
1	Fiberglass Insulation Supply and delivery of Fiberglass Insulation on an "as and when" requested basis. Must be 1" thick fiberglass insulation of 1.8 (± 0.05) lbs/cubic feet. The fiberglass is to be pre-cut to the sizes specified on the call-up. Sizes can vary however, the most common widths are: 70.1mm, 273.3mm, 458.2mm, 654.3mm and 719.0mm The most common lengths are: 198.6mm, 350.6mm, 503.6mm, 655.6mm, 807.6mm, 960.6mm, 1112.6mm, 1265.6mm and 1417.6mm Drawings of the most common sizes are attached in Annex "C" (5 drawings). Each piece of pre-cut insulation must be labeled to indicate the size. Pre-cut pieces must then be packaged in plastic wrap or plastic bags no more than 75 lbs and must be labeled to indicate the size and quantity. All measures are metric. 1 all-inclusive price, including freight to Dorchester, NB is requested and must be in square meters.

Annex “B”

BASIS OF PAYMENT

Item No.	Description	Unit of Issue	Annual Estimated Quantity	Unit Price* (Tax Excluded)	Unit Price* (Tax Excluded)	Unit Price* (Tax Excluded)	Unit Price* (Tax Excluded)
				June 1, 2014 To May 31, 2015	June 1, 2015 to May 31, 2016	June 1, 2016 to May 31, 2017	June 1, 2017 to May 31, 2018
1	For the supply and delivery of Fiberglass Insulation as per the Requirement at Annex “A”. * The unit price MUST include delivery charges.	Square Meter	3075				



REVISIONS					
REV	ZONE	ENGINEERING CHANGE ORDERS DESCRIPTION AND MANAGEMENT	APPROVED DATE	CHECKED DATE	DRAWN DATE
E		ECO #06-589		R. L	S. COUTU
G					P.C.
					D.D.-
					27/10/06
					18/10/12

REV	ZONE	ENGINEERING CHANGE ORDERS DIRECTIVES DE CHANGEMENT	APPROVED APPROUVE	CHECKED VERIFIE	DRAWN DESSEINE	DATE
E		ECO #06-589		R. L	S. COUTU	27/10/06
G						18/10/12

70.1

FRONT VIEW
VUE DE FACE

[illegible]

CORCAN

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NOTES:

NO. LISTE DESSIN	NO. D'OBJET	NO. D'OBJET	NO. D'OBJET
1	2	3	4

1

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REVISIONS

REV	ZONE	ENGINEERING CHANGE ORDERS DIRECTIVES DE CHANGEMENT	APPROVED APPROUVÉ	CHECKED VÉRIFIÉ	DRAWN DRESSINE	DATE
E		ECO #06-589		R. L	S. COUTU	27/10/06
G				P.C.	D.D.-L	18/10/12

	W	DI
NOMINAL WIDTH LARGEUR NOMINALE	MM	MM
	12 305 457 610 762 914 1067 1219 1372 1524	198.6 350.6 503.6 655.6 807.6 960.6 1112.6 1265.6 1417.6

458.2

D1

FRONT VIEW
VUE DE FACE

AR 1

5640A511

FIBERGLASS 1" THICK TYPE C-24
LAINE MINÉRALE 1 PO. ÉPAIS TYPE C-24

QTY./QTE.

R.M.C./R.M.C.

MATERIAL

UNIT
MESURE/USAGE

TITLE/TITRE

FIBERGLASS
LAINE MINÉRALE

OPTION NO.

DWG./DES.

UNLESS OTHERWISE SPECIFIED
DIMENSIONS ARE IN MILLIMETRES
A MOINS D'INDICATION
DIMENSIONS SONT EN MILLIMÈTRES

DRAWN/RESSINE

SYLVAIN COUTU

CHECKED/VÉRIFIÉ

R. LÉVESQUE

DATE

27/10/06

APPROVED/APPROUVÉ

DATE

27/10/06

STATUS

PRODUCTION RELEASE

REVISION SHEET/FEUILLE

TX-1783

1 OF 2

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DL-17832

E-SS-XX23-F-X

SA-17833

DRAWING LIST NO.

JOB NUMBER

DRAWING NO.

NO. LISTE DESSIN

NUMÉRO DE TRAVAIL

NO. DESSIN

USED ON ASSY/UTILISE SUR ASS'GE

NOTES: REF. SYMBOL

4/5

NOTES: REF. SYMBOL
SYMBOL DE REF.

REVISIONS

AR	1	560A0511	FIBERGLASS 1" THICK TYPE C-24 LAINE MINÉRALE 1" PO. ÉPAs TYPE C-24	MATERIAL		MEASURE / MESURE	FRAMOUNT / LIGAGE
PART LIST/NOMENCLATURE DES PIÈCES							
TITLE/TITRE		FIBERGLASS					
		LAINE MINÉRALE					
DRAWN/DRESSÉE		STEVAN CONTU		CHECKED/VÉRIFIÉ	R. LONGUEUR		
		APPROVED/APProuvé		DATE	27/10/08		
DATE		STATUS		PRODUCTION RELEASE			
DRAWING NO./NO. DESSIN		TX - 1794					

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NO. LISTE DESSIN	NUMERO DE TRAVAIL	NO. DESSIN
USED ON ASS'Y/UTILISE SUR ASS'GE		