



Solicitation No. - N° de l'invitation

W0133-14MT01/A

Amd. No. - N° de la modif.

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PWY-3-36195

Buyer ID - Id de l'acheteur

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

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**NOTE TO TENDERERS:** Use the mailing label below and affix it securely to the outside of the envelope or package containing your tender. For revisions to tenders submitted by facsimile fax # (604) 775-9381), use this sheet as the cover sheet. Always ensure your company name, return address, tender number and closing date appear legibly on the outside of your bid submission.

**REAL PROPERTY CONTRACTING  
Public Works & Government Services Canada  
Room 219 - 800 Burrard Street  
Vancouver, B.C. V6Z 0B9**

**Requisition No.:** W0133-14MT01A

**Tender Closing Date & Time:** May 15, 2014 @ 1400 P.D.T.

**Project Description:** RISO - Multi-Trade - General Contractor, 19 Wing Comox, Lazo, B.C.

**RL**

## REQUEST FOR STANDING OFFER (RFSO)

### IMPORTANT NOTICE TO OFFERORS

#### **INSURANCE TERMS**

The Certificate of Insurance and its instructions has been replaced see Appendix 5. (Completed certificate is NOT required at offer closing).

#### **R2940D CLAUSE IS CANCELLED AND SECTION 3.8 OF R2830D IS MODIFIED**

Following the repeal of the *Fair Wages and Hours of Labour Act*, R2940D clause is canceled for contracts awarded after January 1<sup>st</sup> 2014. For contracts awarded prior to that date the clause remains applicable.

The "Code of Conduct" is replaced with "Integrity Provision" and some modifications to the clause were done. See GI01 of R2410T.

## **TABLE OF CONTENTS**

### **SPECIAL INSTRUCTIONS TO OFFERORS (SI)**

- SI01 Introduction
- SI02 Code of Conduct and certifications, related documentations
- SI03 Offer documents
- SI04 Enquiries During the Solicitation Period
- SI05 Contracting authority / Departmental representative
- SI06 Quantity
- SI07 PWGSC obligations
- SI08 Optional Site Visit
- SI09 Revision of Offer
- SI10 Offer Validity Period
- SI11 Web Sites

### **GENERAL INSTRUCTIONS TO OFFERORS (GI)**

- GI01 Integrity Provisions - Offer
- GI02 Completion of the Offer
- GI03 Identity or Legal Capacity of the Offeror
- GI04 Applicable Taxes
- GI05 Capital Development and Redevelopment Charges
- GI06 Listing of Subcontractors and Suppliers
- GI07 Submission of Offer
- GI08 Revision of Offer
- GI09 Rejection of Offer
- GI10 Offer Costs
- GI11 Procurement Business Number
- GI12 Compliance with Applicable Laws
- GI13 Approval of Alternative Materials
- GI14 Performance Evaluation
- GI15 Conflict of Interest-Unfair Advantage

### **STANDING OFFER PARTICULARS (SOP)**

- SOP01 General
- SOP02 Period of the Standing Offer
- SOP03 Call-Up Limitation
- SOP04 Call-Up Procedure
- SOP05 Standing Offer Responsibles

### **SUPPLEMENTARY CONDITIONS (SC)**

- SC01 Insurance Terms

### **CALL-UPS CLAUSES OR RESULTING CONTRACT DOCUMENTS (CD)**

**APPENDIX 1 - COMPLETE LIST OF EACH INDIVIDUAL WHO ARE CURRENTLY DIRECTORS AND OR OWNER OF THE OFFEROR.**

**APPENDIX 2 - STATEMENT OF WORK**

**APPENDIX 3 - MANDATORY CRITERIA**

**APPENDIX 4 - PRICE PROPOSAL FORM**

**APPENDIX 5 - PERIODIC REPORTS**

**APPENDIX 6 - CERTIFICATE OF INSURANCE FORM**

## **SPECIAL INSTRUCTIONS TO OFFERER'S (SI)**

### **SI01 INTRODUCTION**

1. Public Works and Government Services Canada (PWGSC) is inviting Offerors to submit proposals for Standing Offers. The selected offerors shall provide a range of services as identified in the Statement of Work section of this document.
2. It is PWGSC's intention to authorize up to (1) Standing Offer, each for a period of (3) years with two (2) options to extend the contract each for an additional consecutive twelve (12) month period. The total dollar value of all Standing Offers is estimated to be \$1,500,000.00 (GST or HST included). Individual call-ups will vary, up to a maximum of \$60,000.00 (GST or HST included). Offerors should note that there is no guarantee that the full or any amount of the Standing Offers will be called-up; DND will issue call-ups only when the specific services to be provided under the Standing Offer are needed. Please refer to Section SOP04, CALL-UP PROCEDURE.
3. This procurement is subject to the provisions of the Agreement on Internal Trade (AIT).

### **SI02 CODE OF CONDUCT AND CERTIFICATIONS - RELATED DOCUMENTATION**

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

### **SI03 OFFER DOCUMENTS**

1. The following are the offer documents:
  - a. Request for Standing Offer - Page 1;
  - b. Special Instructions to Offerors;
  - c. General Instructions to Offeror's- Construction Services
  - d. Clauses & Conditions identified in "Contract Documents";
  - e. Drawings and Specifications;
  - f. Price Proposal form and related Appendix(s); and
  - g. Any amendment issued prior to solicitation closing.

Submission of an offer constitutes acknowledgement that the Offeror has read and agrees to be bound by these documents.

### **SI04 ENQUIRIES DURING THE SOLICITATION PERIOD**

1. Enquiries regarding this offer must be submitted in writing to the Contracting Officer named on the Request for Standing Offer (RFSO). Enquiries should be received no later than five (5) calendar days prior to the date set or solicitation closing to allow sufficient time to provide a response. Enquiries received after that time may not result in an answer being provided.
2. To ensure consistency and quality of the information provided to Offerors the Contracting Officer shall examine the content of the enquiry and shall decide whether or not to issue an amendment.
3. All enquiries and other communications related to this offer sent throughout the solicitation period are to be directed ONLY to the Contracting Officer named on the RFSO - Page 1. Failure to comply with this requirement may result in the offer being declared non-responsive.

### **SI05 CONTRACTING AUTHORITY / DEPARTMENTAL REPRESENTATIVE**

1. The Contracting Authority for this Request for Standing Offer is:

Ronny Ly, Supply Officer  
Public Works and Government Services Canada  
219 – 800 Burrard Street  
Vancouver, B.C. V6Z 0B9  
Phone: (604) 666-0043  
Fax: (604) 775-6633  
Email: ronny.ly@pwgsc.gc.ca

The Contracting Authority is responsible for the establishment of the Standing Offer, its administration, and any contractual issues relating to individual call-ups

2. A Departmental Representative will be identified at time of each individual Call-Up. The Departmental Representative will be responsible for all matters concerning the technical content of the work under the Call-Up.

**SI06 QUANTITY**

The amount of work and estimated expenditure specified in the RFSO are only an approximation of requirements given in good faith. The making of an offer by the Offeror shall not constitute an agreement by Canada. Canada may make one or several call-ups against a standing offer.

**SI07 PWGSC OBLIGATION**

RFSO does not commit PWGSC to authorize the utilization of a standing offer or to pay any cost incurred in the submission of offers, or cost incurred in making necessary studies for the preparation thereof, or to procure or contract for any services. PWGSC reserves the right to reject or authorize for utilization any offer in whole or in part, with or without further discussion or negotiation. Canada reserves the right to cancel or amend the RFSO at any time.

**SI08 OPTIONAL SITE VISIT**

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for a tour of the work site. The site visit will be held on May 7 , 2014 at 10 am. Bidders are to meet at the main gate, 19 Wing Comox, Lazo, BC. Bidders may be requested to sign an attendance form. Bidders who do not attend or send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

**SI09 REVISION OF OFFER**

An offer may be revised by letter or facsimile in accordance with "General Instructions to Offerors". The facsimile number for receipt of revisions is (604)775-9381.

**SI10 OFFER VALIDITY PERIOD**

1. The offer cannot be withdrawn for the period of (60) days following the RFSO closing date.
2. Canada reserves the right to seek an extension to the offer validity period. Upon notification in writing from Canada, Offerors shall have the option to either accept or reject the proposed extension.
3. If the extension referred to in paragraph 2 of SI09 is accepted, in writing, by all those who submitted offers, then Canada shall continue immediately with the evaluation of the offers and its approvals processes.

4. If the extension referred to in paragraph 2. of SI09 is not accepted in writing by all those who submitted offers then Canada shall, at its sole discretion, either
  - a. continue to evaluate the offers of those who have accepted the proposed extension and seek the necessary approvals; or
  - b. cancel the RFSO.
5. The provisions expressed herein do not in any manner limit Canada's rights in law or under GI09 "General Instructions to Offerors".

#### **SI11 WEB SITES**

The connection to some of the Web sites in the solicitation documents is established by the use of hyperlinks. The following is a list of the addresses of the Web sites:

Buy and Sell <https://www.achatsetventes-buyandsell.gc.ca>

Canadian economic sanctions <http://www.international.gc.ca/sanctions/index.aspx?lang=eng>

Contractor Performance Evaluation Report (Form PWGSC-TPSGC 2913)  
<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/2913.pdf>

Standard Acquisition Clauses and Conditions (SACC) Manual  
<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R>

PWGSC, Industrial Security Services <Http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>

PWGSC, Code of Conduct and Certifications  
<http://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/contexte-context-eng.html>

PWGSC Consent to a Criminal Record Verification (PWGSC-TPSGC 229)  
<Http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/229.pdf>

## GENERAL INSTRUCTIONS TO OFFERORS – CONSTRUCTION SERVICES (GI)

### GI01 (2014-03-01) INTEGRITY PROVISIONS - OFFER

1. Offerors must comply with the [Code of Conduct for Procurement](#). In addition, offerors must respond to Requests for Standing Offers (RFSO) in an honest, fair and comprehensive manner, accurately reflect their capacity to satisfy the requirements stipulated in the RFSO, Standing Offer (SO) and any resulting contracts, and submit offers as well as enter into contracts only if they will fulfill all obligations of the Contract.
2. By submitting an offer, offerors confirm that they understand that, to ensure fairness, openness and transparency in the procurement process, the commission of certain acts or offences will render them ineligible to be issued a Standing Offer and awarded a contract. Canada will declare non-responsive any offer in respect of which the information requested is missing or inaccurate, or in respect of which the information contained in the certifications is found by Canada to be untrue in any respect, at the time of issuance of the Standing Offer (SO). If it is determined, after issuance of the SO, that the Offeror made a false declaration, Canada will, following a notice period, have the right to set aside the SO and to terminate for default any resulting contracts. The Offeror will be required to diligently maintain up-to-date the information requested. The Offeror and any of the Offeror's Affiliates, will also be required to remain free and clear of any acts or convictions specified in these Integrity Provisions during the period of any SO arising from this RFSO and any resulting call-ups.
3. Affiliates  
For the purpose of these Integrity Provisions, everyone, including but not limited to organizations, bodies corporate, societies, companies, firms, partnerships, associations of persons, parent companies and subsidiaries, whether partly or wholly-owned, as well as individuals and directors, are Offeror's Affiliates if:

- a. directly or indirectly either one controls or has the power to control the other, or
- b. a third party has the power to control both.

Indicia of control, include, but are not limited to, interlocking management or ownership, identity of interests among family members, shared facilities and equipment, common use of employees, or a business entity created following the acts or convictions specified in these Integrity Provisions which has the same or similar management, ownership, or principal employees, as the case may be.

4. Offerors who are incorporated, including those submitting offers as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Offeror. Offerors submitting offers as sole proprietorship, including those submitting offers as a joint venture, must provide the name of the owner. Offerors submitting offers as societies, firms, or partnerships do not need to provide lists of names.  
If the required names have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to provide the names within the time frame specified will render the offer non-responsive. Providing the required names is a mandatory requirement for a Standing Offer to be issued.  
Canada may, at any time, request that the Offeror provide properly completed and signed consent forms ([Consent to a Criminal Record Verification form - PWGSC-TPSGC 229](#)) for any or all individuals mentioned above within a specified time frame. Failure to provide such consent forms and associated information within the time frame provided, or failure to cooperate to the verification process will result in the offer being declared non-responsive.
5. The Offeror must diligently inform Canada in writing of any changes affecting the list of names of directors during this procurement process as well as during the period of any Standing Offer arising from this RFSO and any resulting call-ups. The Offeror must also, when requested, provide Canada with properly completed and signed consent forms.

6. By submitting an offer, the Offeror certifies that it is aware, and that its Affiliates are aware that Canada may request additional information, certifications, consent forms and other evidentiary elements proving identity or eligibility. Canada may also verify the information provided by the Offeror, including the information relating to the acts or convictions specified in these Integrity Provisions, through independent research, use of any government resources or by contacting third parties.
7. By submitting an offer, the Offeror certifies that neither the Offeror nor any of the Offeror's Affiliates have directly or indirectly, paid or agreed to pay, and will not, directly or indirectly, pay a contingency fee to any individual for the solicitation, negotiation or obtaining of the Standing Offer and any resulting call-ups if the payment of the fee would require the individual to file a return under section 5 of the [Lobbying Act](#).
8. Time Period  
The Time Period is 10 years and is measured from the date of the conviction or from the date of the conditional or absolute discharge.  
In addition, for a conviction under paragraphs a. or b. of subsection 9, following the 10-year period, a pardon or a record suspension must have been obtained, or capacities must have been restored by the Governor in Council. The Offeror must therefore provide with its offer or promptly afterwards a copy of confirming documentation from an official source for its certification to be found true by Canada for the purpose of these Integrity Provisions. If the documentation has not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply within the time frame specified will render the offer non-responsive.
9. By submitting an offer, the Offeror certifies that neither the Offeror nor any of the Offeror's Affiliates have been convicted of an offence or received a conditional or an absolute discharge under any of the following provisions, unless the time period, as defined in the Time Period subsection, has elapsed:
  - a. paragraph 80(1)(d) (*False entry, certificate or return*), subsection 80(2) (*Fraud against Her Majesty*) or section 154.01 (*Fraud against Her Majesty*) of the [Financial Administration Act](#), or
  - b. section 121 (*Frauds on the government and Contractor subscribing to election fund*), section 124 (*Selling or Purchasing Office*), section 380 (*Fraud*) for fraud committed against Her Majesty or section 418 (*Selling defective stores to Her Majesty*) of the [Criminal Code](#), or
  - c. section 119 (*Bribery of judicial officers, etc*), section 120 (*Bribery of officers*), section 346 (*Extortion*), sections 366 to 368 (*Forgery and other offences resembling forgery*), section 382 (*Fraudulent manipulation of stock exchange transactions*), section 382.1 (*Prohibited insider trading*), section 397 (*Falsification of books and documents*), section 422 (*Criminal breach of contract*), section 426 (*Secret commissions*), section 462.31 (*Laundering proceeds of crime*) or sections 467.11 to 467.13 (*Participation in activities of criminal organization*) of the [Criminal Code](#), or
  - d. section 45 (*Conspiracies, agreements or arrangements between competitors*), section 46 (*Foreign directives*), section 47 (*Bid rigging*), section 49 (*Agreements or arrangements of federal financial institutions*), section 52 (*False or misleading representation*), section 53 (*Deceptive notice of winning a prize*) of the [Competition Act](#), or
  - e. section 239 (*False or deceptive statements*) of the [Income Tax Act](#), or
  - f. section 327 (*False or deceptive statements*) of the [Excise Tax Act](#), or
  - g. section 3 (*Bribing a foreign public official*), section 4 (*Accounting*), or section 5 (*Offence committed outside Canada*) of the Corruption of [Corruption of Foreign Public Officials Act](#), or
  - h. section 5 (*Trafficking in substance*), section 6 (*Importing and exporting*), or section 7 (*Production of substance*) of the [Controlled Drugs and Substance Act](#).

The Offeror also certifies that no one convicted under any of the provisions under a. or b. are to receive any benefit under a Standing Offer arising from this Request for Standing Offers and any

resulting call-ups, unless a pardon or a record suspension has been obtained or capacities restored by the Governor in Council, as defined in the Time Period subsection.

10. Foreign Offences

The Offeror also certifies that, within a period, as defined in the Time Period subsection, neither the Offeror nor any of the Offeror's Affiliates have been convicted of or have received a conditional or an absolute discharge, under any foreign offence that Canada deems to be of similar constitutive elements to the offences listed in these Integrity Provisions. Canada will also consider foreign measures declared by Canada to be similar in nature to the Canadian pardon, record suspension, or restoration of capacities by the Governor in Council.

11. Subcontractors

The Offeror must ensure that subcontracts include Integrity Provisions no less favourable to Canada than those imposed in the resulting contract.

12. Preventive Measures associated with the Time Period

In cases where the period (as defined in the Time Period subsection), for a conviction, or a conditional or an absolute discharge of the Offeror or any of the Offeror's Affiliates has elapsed, then the Offeror must also certify for itself and for its Affiliates that measures have been diligently put in place in order to avoid the reoccurrence of such convictions or reprehensible actions.

13. Public Interest Exception

Offerors understand that Canada may issue a Standing Offer with an offeror where the Offeror or the Offeror's Affiliates have been convicted of or have received a conditional or an absolute discharge for an offence specified in these Integrity Provisions, when required to do so by law or legal proceedings, or when Canada in its sole discretion considers it necessary to the public interest for reasons which include, but are not limited to:

- o no one else is capable of performing the contract;
- o emergency;
- o national security;
- o health and safety;
- o economic harm;

If all offers are found non-responsive for reason of a listed relevant conviction or act, then Canada may invoke the public interest exception, as described in the paragraph above. In such cases, only offers containing a declaration concerning a relevant offence or act will be further considered. Canada may also elect to procure outside of the present process. In all cases, Canada reserves the right to impose additional conditions or measures to ensure the integrity of the procurement process.

14. Non-application

For governments, as well as entities controlled by a government, including Crown corporations, the present Integrity Provisions are reduced to complying with article 750 of the [Criminal Code](#), the [Government Contracts Regulations](#) and the [Code of Conduct for Procurement](#).

**GI02 (2014-03-01) COMPLETION OF OFFER**

1. The offer shall be

- a. submitted on the Price proposal form;
- b. based on the Offer Documents listed in the Special Instructions to Offerors;
- c. correctly completed in all respects;
- d. signed by a duly authorized representative of the Offeror; and

- e. accompanied by any other document or documents specified elsewhere in the solicitation where it is stipulated that said documents are to accompany the offer.
2. Subject to paragraph 6) of GI09, any alteration to the pre-printed or pre-typed sections of the Price Proposal form, or any condition or qualification placed upon the offer may be cause for disqualification. Alterations, corrections, changes or erasures made to statements or figures entered on the Price Proposal form by the Offeror shall be initialed by the person or persons signing the offer. Alterations, corrections, changes or erasures that are not initialed shall be deemed void and without effect.
3. Unless otherwise noted elsewhere in the Offer Documents, facsimile copies of offers are not acceptable.
4. Canada will make available Notices of Proposed Procurement (NPP), offer solicitations and related documents for download through the Government Electronic Tendering Service (GETS). Canada is not responsible and will not assume any liabilities whatsoever for the information found on websites of third parties. In the event an NPP, offer solicitation or related documentation would be amended, Canada will not be sending notifications. Canada will post all amendments, including significant enquiries received and their replies, using GETS. It is the sole responsibility of the Offeror to regularly consult GETS for the most up-to-date information. Canada will not be liable for any oversight on the Offeror's part nor for notification services offered by a third party.
5. **Unless otherwise noted elsewhere in the RFSO, facsimile copies of offers are not acceptable.**

#### **GI03 (2007-05-25) IDENTITY OR LEGAL CAPACITY OF THE OFFEROR**

In order to confirm the authority of the person or persons signing the offer or to establish the legal capacity under which the Offeror proposes to enter into Contract, any Offeror who carries on business in other than its own personal name shall, if requested by Canada, provide satisfactory proof of

- a. such signing authority; and
- b. the legal capacity under which it carries on business;

prior to contract award. Proof of signing authority may be in the form of a certified copy of a resolution naming the signatory(ies) that is (are) authorized to sign this offer on behalf of the corporation or partnership. Proof of legal capacity may be in the form of a copy of the articles of incorporation or the registration of the business name of a sole proprietor or partnership.

#### **GI04 (2013-04-25) APPLICABLE TAXES**

"Applicable Taxes" means the Goods and Services Tax (GST), the Harmonized Sales Tax (HST), and any provincial tax, by law, payable by Canada such as, the Quebec Sales Tax (QST) as of April 1, 2013.

#### **GI05 (2007-05-25) CAPITAL DEVELOPMENT AND REDEVELOPMENT CHARGES**

For the purposes of GC1.8, "Laws, Permits and Taxes", in the General Conditions of the Contract, only fees or charges directly related to the processing and issuing of building permits shall be included. The Offeror shall not include any monies in the offer amount for special municipal development, redevelopment or other fees or charges which a municipal authority may seek as a prerequisite to the issuance of building permits.

#### **GI06 (2010-01-11) LISTING OF SUBCONTRACTORS AND SUPPLIERS**

Notwithstanding any list of Subcontractors that the Offeror may be required to submit as part of the offer, the Offeror shall, within forty-eight (48) hours of receipt of a notice to do so, submit all information requested in the said notice including the names of Subcontractors and Suppliers for the part or parts of the Work listed. Failure to do so shall result in the disqualification of its offer.

#### **GI07 (2014-03-01) SUBMISSION OF OFFER**

- a. The Price Proposal form, duly completed, shall be enclosed and sealed in an envelope provided by the Offeror, and shall be addressed and submitted to the office designated on the Front Page of the "Request for Standing Offer" for the receipt of offers. The offer must be received on or before the date and time set for solicitation closing.
- b. Unless otherwise specified in the Special Instructions to Offerors
  - a. the offer shall be in Canadian currency;
  - b. the requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All offers including such provision will render the offer non-responsive.
- c. Prior to submitting the offer, the Offeror shall ensure that the following information is clearly printed or typed on the face of the offer envelope:
  - a. Solicitation Number;
  - b. Name of Offeror;
  - c. Return address; and
  - d. Closing Date and Time.
- d. Timely and correct delivery of offers is the sole responsibility of the Offeror.

#### **GI08 (2011-05-16) REVISION OF OFFER**

1. 1. An offer submitted in accordance with these instructions may be revised by letter or facsimile provided the revision is received at the office designated for the receipt of offers, on or before the date and time set for the closing of the RFSO. The letter or facsimile shall on the Offeror's letterhead or bear a signature that identifies the Offeror.
2. A revision to an offer that includes unit prices must clearly identify the change(s) in the unit price(s) and the specific item(s) to which each change applies.
3. A letter or facsimile submitted to confirm an earlier revision should be clearly identified as a confirmation.
4. Failure to comply with any of the above provisions may result in the rejection of the non-compliant revision(s) only. The offer shall be evaluated based on the original offer submitted and all other compliant revision(s).

#### **GI09 (2013-04-25) REJECTION OF OFFER**

1. Canada may accept any offer, whether it is the lowest or not, or may reject any or all offers.
2. Without limiting the generality of paragraph 1. of GI09, Canada may reject an offer if any of the following circumstances is present:
  - a. the Offeror's bidding privileges are suspended or are in the process of being suspended;

- b. The Offeror's bidding privileges of any employee or subcontractor included as part of the offer are suspended or are in the process of being suspended, which suspension or pending suspension would render that employee or subcontractor ineligible to make an offer on the Work, or the portion of the Work the employee or subcontractor is to perform;
  - c. the Offeror is bankrupt, or where for whatever reason, its activities are rendered inoperable for an extended period;
  - d. evidence, satisfactory to Canada, of fraud, bribery, fraudulent misrepresentation or failure to comply with any law protecting individuals against any manner of discrimination, has been received with respect to the Offeror, any of its employees or any subcontractor included as part of its offer;
  - e. evidence satisfactory to Canada that based on past conduct or behavior, the Offeror, a sub-contractor or a person who is to perform the Work is unsuitable or has conducted himself/herself improperly;
  - f. with respect to current or prior transactions with Canada
    - i. Canada has exercised, or intends to exercise, the contractual remedy of taking the work out of the contractor's hands with respect to a contract with the Offeror, any of its employees or any subcontractor included as part of its offer; or
    - ii. Canada determines that the Offeror's performance on other contracts is sufficiently poor to jeopardize the successful completion of the requirement being offered on.
3. In assessing the Offeror's performance on other contracts pursuant to subparagraph 2.f.i & ii. GI09, Canada may consider, but not be limited to, such matters as:
- a. the quality of workmanship in performing the Work;
  - b. the timeliness of completion of the Work;
  - c. the overall management of the Work and its effect on the level of effort demanded of the department and its representative; and
  - d. the completeness and effectiveness of the Contractor's safety program during the performance of the Work.
4. Without limiting the generality of paragraphs 1, 2. and 3. of GI09, Canada may reject any offer based on an unfavourable assessment of the
- a. adequacy of the offer price to permit the work to be carried out and, in the case of an offer providing prices per unit, whether each such price reasonably reflects the cost of performing the part of the work to which that price applies;
  - b. Offeror's ability to provide the necessary management structure, skilled personnel, experience and equipment to perform competently the work under the Contract; and
  - c. Offeror's performance on other contracts.
5. When Canada intends to reject an offer pursuant to a provision of paragraphs 1. 2.3.or 4. of GI09, other than subparagraph 2.a. of GI09, the Contracting Authority will inform the Offeror and provide the Offeror ten (10) days within which to make representations, before making a final decision on the offer rejection.

6. Canada may waive informalities and minor irregularities in offers received if Canada determines that the variation of the offer from the exact requirements set out in the Offer Documents can be corrected or waived without being prejudicial to other offerors

#### **GI10 (2010-01-11) OFFER COSTS**

No payment will be made for costs incurred in the preparation and submission of an offer in response to the offer solicitation. Costs associated with preparing and submitting an offer, as well as any costs incurred by the Offeror associated with the evaluation of the offer, are the sole responsibility of the Offeror.

#### **GI11 (2012-07-16) PROCUREMENT BUSINESS NUMBER**

Offerors are required to have a Procurement Business Number (PBN) before issuance of a standing offer. Offerors may register for a PBN in the Supplier Registration Information system on the [Contracts Canada](#) Web site. For non-Internet registration, Offerors may contact the nearest [Supplier Registration Agent](#).

#### **GI12 (2013-04-25) COMPLIANCE WITH APPLICABLE LAWS**

1. By submission of an offer, the Offeror certifies that the Offeror has the legal capacity to enter into a contract and is in possession of all valid licences, permits, registrations, certificates, declarations, filings, or other authorizations necessary to comply with all federal, provincial and municipal laws and regulations applicable to the submission of the offer and entry into any ensuing call-up for the performance of the work.
2. For the purpose of validating the certification in paragraph 1. of GI12, a Offeror shall, if requested, provide a copy of every valid licence, permit, registration, certificate, declaration, filing or other authorization listed in the request, and shall provide such documentation within the time limit(s) set out in the request.
3. Failure to comply with the requirements of paragraph 2. of GI12 shall result in disqualification of the offer.

#### **GI13 (2010-01-11) APPROVAL OF ALTERNATIVE MATERIALS**

When materials are specified by trade names or trademarks, or by manufacturers' or suppliers' names, the offer shall be based on use of the named materials. During the solicitation period, alternative materials may be considered provided full technical data is received in writing by the Contracting Officer at least ten (10) calendar days prior to the solicitation closing date. If the alternative materials are approved for the purposes of the offer, an addendum to the offer documents shall be issued.

#### **GI14 (2010-01-11) PERFORMANCE EVALUATION**

1. Offerors shall take note that the performance of the Offeror during and upon completion of the work shall be evaluated by Canada. The evaluation shall be based on the quality of workmanship; timeliness of completion of the work; project management, contract management and management of health and safety. Should the Contractor's performance be considered unsatisfactory, the Contractor's bidding privileges on future work may be suspended indefinitely.

#### **GI15 (2011-05-16) CONFLICT OF INTEREST - UNFAIR ADVANTAGE**

1. In order to protect the integrity of the procurement process, offerors are advised that Canada may reject an offer in the following circumstances:

- a. if the Offeror, any of its subcontractors, any of their respective employees or former employees was involved in any manner in the preparation of the offer solicitation or in any situation of conflict of interest or appearance of conflict of interest;
  - b. if the Offeror, any of its subcontractors, any of their respective employees or former employees had access to information related to the offer solicitation that was not available to other offerors and that would, in Canada's opinion, give or appear to give the Offeror an unfair advantage.
2. The experience acquired by a offeror who is providing or has provided the goods and services described in the offer solicitation (or similar goods or services) will not, in itself, be considered by Canada as conferring an unfair advantage or creating a conflict of interest. This offeror remains however subject to the criteria established above.
3. Where Canada intends to reject an offer under this section, the Contracting Authority will inform the Offeror and provide the Offeror an opportunity to make representations before making a final decision. Offerors who are in doubt about a particular situation should contact the Contracting Authority before offer closing. By submitting an offer, the Offeror represents that it does not consider itself to be in conflict of interest nor to have an unfair advantage. The Offeror acknowledges that it is within Canada's sole discretion to determine whether a conflict of interest, unfair advantage or an appearance of conflict of interest or unfair advantage exists.

## **STANDING OFFER PARTICULARS**

### **SOP01 GENERAL**

1. The Offeror acknowledges that a standing offer is not a contract and that the issuance of a Standing Offer and Call-up Authority does not oblige or commit Canada to procure or contract for any services listed in the Standing Offer.
2. The Offeror offers to provide and deliver to Canada the services described in the Standing Offer, in accordance with the pricing set out in the Request for Standing Offer if, and when the Contracting Authority may request such services, in accordance with the conditions listed at subsection 3 below.
3. The Offeror understands and agrees that:
  - a. a call-up against the Standing Offer will form a contract only for those services which have been called-up, provided that such call-up is made in accordance with the provisions of the Standing Offer;
  - b. Canada's liability is limited to that which arises from call-ups against the Standing Offer made within the period specified in the Standing Offer;
  - c. Canada has the right to procure the services specified in the Standing Offer by means of any other contract, standing offer or contracting method;
  - d. the Standing Offer cannot be assigned or transferred in whole or in part;
  - e. the Standing Offer may be set aside by Canada at any time.

### **SOP02 PERIOD OF THE STANDING OFFER**

The period for placing call-ups against the Standing Offer shall be for (3) years commencing from the start date identified on the Standing Offer.

The Contractor hereby grants to Canada two (2) irrevocable options to extend the term of the Contract each for an ADDITIONAL CONSECUTIVE TWELVE (12) MONTH PERIOD, under the same terms and conditions as contained in the Contract. It is to be noted that Canada is not obliged to exercise any of these two (2) options. The exercise of any option will be at Canada's sole discretion, by providing notification in writing to the Contractor at least sixty (60) days prior to the Contract expiry date or the expiry date of an exercised option period.

### **SOP03 CALL-UP LIMITATION**

Each call-up against the Standing Offer will have a maximum limitation of expenditure of (\$60,000.00) (Applicable Taxes included).

### **SOP04 CALL-UP PROCEDURE**

1. Services will be called-up as follows:
  - a. The Departmental Representative will establish the scope of services to be performed.
  - b. For each individual call-up the Offeror will be provided the scope of work and will submit an offer to the Departmental Representative in accordance with the unit rates established under the Standing Offer. The Contractor's offer shall include all of the work as specified including; mobilizing, sub-

trades, materials, labour, tools, administration fees and supervision including building permits as per local regulations

2. The Offeror will be authorized in writing by the Contracting Authority to proceed with the work by issuance of a Call-up against the Standing Offer using form 942.
3. Any proposed changes to the scope of work are to be discussed with the Departmental Representative but any resulting changes can only be authorized by an amendment issued by the Contracting Authority.

#### **SOP05 STANDING OFFER RESPONSIBLES**

Standing Offer Contracting Authority is :

Name : Ronny Ly

Title : Supply Officer

Department : Public Works and Government Services Canada

Division : Real Property Contracting

Telephone : (604) 666-0043

e-mail : ronny.ly @pwgsc.gc.ca

The Contracting Authority is responsible for the establishment and administration of the Standing Offer and it's revision if needed. The Contracting Authority he is responsible for all contractual related questions regarding call-ups.

Standing Offer Technical Authority is :

The Technical Authority represents the Department or Organisation for which the works are executed within a call-up. The Technical Authority is responsible for all technical related questions regarding call-ups.

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

Title : \_\_\_\_\_

Department : \_\_\_\_\_

Division : \_\_\_\_\_

Telephone : \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

e-mail : \_\_\_\_\_

The selected contractor for the standing offer is :

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

Contact : \_\_\_\_\_

Address : \_\_\_\_\_

Telephone : \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

e-mail : \_\_\_\_\_

## **SUPPLEMENTARY CONDITIONS (SC)**

### **SC01 INSURANCE TERMS**

- 1) Insurance Contracts
  - (a) The Contractor must, at the Contractor's expense, obtain and maintain insurance contracts in accordance with the requirements of the Certificate of Insurance. Coverage must be placed with an Insurer licensed to carry out business in Canada.
  - (b) 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.
- 2) Period of Insurance
  - (a) The policies required in the Certificate of Insurance must be in force from the date of contract award and be maintained throughout the duration of the Contract.
  - (b) The Contractor must be responsible to provide and maintain coverage for Products/Completed Operations hazards on its Commercial General Liability insurance policy, for a period of six (6) years beyond the date of the Certificate of Substantial Performance.
- 3) Proof of Insurance
  - (a) Before commencement of the Work, and no later than thirty (30) days after acceptance of its bid, the Contractor must deposit with Canada a Certificate of Insurance on the form attached herein.
  - (b) Upon request by Canada, the Contractor must provide originals or certified true copies of all contracts of insurance maintained by the Contractor pursuant to the Certificate of Insurance.
- 4) Insurance Proceeds

In the event of a claim, the Contractor must, without delay, do such things and execute such documents as are necessary to effect payment of the proceeds.

- 5) Deductible

The payment of monies up to the deductible amount made in satisfaction of a claim must be borne by the Contractor.

## CALL-UPS CLAUSES OR RESULTING CONTRACT DOCUMENTS (CD)

1. The following are the “call up” contract documents:
  - a. Contract Page when signed by Canada;
  - b. Duly completed Price Proposal Form and any Appendices attached thereto;
  - c. Drawings and Specifications;
  - d. General Conditions and clauses

GC1	General Provisions – Construction Services	R2810D	(2014-03-01);
GC2	Administration of the Contract	R2820D	(2012-07-16);
GC3	Execution and Control of the Work	R2830D	(2014-03-01);
GC4	Protective Measures	R2840D	(2008-05-12);
GC5	Terms of Payment	R2550D	(2010-01-11);
GC6	Delays and Changes in the Work	R2860D	(2013-04-25);
GC7	Default, Suspension or Termination of Contract	R2870D	(2008-05-12);
GC8	Dispute Resolution	R2884D	(2008-05-12);
GC9	N/A		
GC10	Insurance	R2900D	(2008-05-12);
  - e. Allowable Costs for Contract Changes Under GC6.4.1  
Supplementary Conditions
  - f. Any amendment issued or any allowable offer revision received before the date and time set for solicitation closing;
  - g. Any amendment incorporated by mutual agreement between Canada and the Contractor before acceptance of the offer; and
  - h. Any amendment or variation of the contract documents that is made in accordance with the General Conditions.
2. The documents identified by title, number and date above are incorporated by reference and are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Web site: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>
3. The language of the contract documents is the language of the Price Proposal Form submitted.



## APPENDIX 2- STATEMENT OF WORK

### DEPARTMENT OF NATIONAL DEFENCE

### SPECIFICATION

### GENERAL CONTRACTOR MULTI-TRADE

### 19 WING, COMOX, BC V0K 2K0

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#### 1 SITE OF WORK

19 Wing, PO Box 1000 Stn Main, Lazo, BC V0K 2K0.

#### 2 WORK INCLUDED

The work under this contract comprises the supply of all labour, material, tools, equipment, transportation and supervision necessary to carry out repairs, alterations and additions as directed by the Engineer.

.1 Work required includes, but is not confined to:

.1 Services of:

1. Provincially licenced journeyman carpenters/apprentice,
2. Provincially licenced journeyman mason/apprentice,
3. Provincially licenced journeyman plumber/apprentice,
4. Provincially licenced journeyman steamfitter/apprentice,
5. Provincially licenced journeyman refrigeration mechanic/apprentice,
6. Provincially licensed journeyman gasfitter,
7. Provincially licensed journeyman welder/apprentice, qualifications must be job specific as directed by the Engineer,
8. Provincially licenced journeyman sheet metal worker/apprentice,
9. Provincially licenced journeyman electrician/apprentice,
10. Provincially licenced journeyman painter/apprentice,
11. carpet and tile layers,
12. labourers,
13. any other qualified person, required to carry out, construction, maintenance, alterations and additions as directed by the Engineer.
14. The ability to provide shop and "as built" drawings as and when required. Could be sub-contracted.
15. Provide a safety plan.
16. Valid Red Seal or Provincial Qualifications for all trades people or sub-contractors must be available upon request.

.2 Work required:

- .1 Repairs and alterations to buildings and facilities, including windows, block and brickwork, flooring, glazing, plastering and drywall, base trim, exterior cladding, suspended ceiling systems, interior and exterior surfaces.

- .2 Installation/maintenance to plumbing, hot water/steam heating systems, fixtures, drains, hot and cold water lines, furnaces, ductwork or other as directed.
- .3 Installation/maintenance of electrical distribution services, outlets, switches, lights and fixtures, meters, panels and building wire, fire alarm systems, HAD's, hot water tanks or other as directed.
- .4 Painting, plastering, tile work and sheet goods.
- .5 Installation/repairs to concrete, walkways, masonry walls, etc.
- .6 Construction of or alterations to the interior and/or exterior of buildings.

### 3 Sub Contracting

- .1 All subcontractors will be the sole responsibility of the General Contractor.
- .2 All subcontractors will be approved by the Engineer.
- .3 All subcontractors must be fully qualified in their respective trades and for the specific job.

### 4 PRODUCTS

- .1 Supply of materials and replacement parts required for the performance of work will be provided at a laid down cost, excluding provincial sales tax. The Goods and Services Tax is to be shown as separate item.
- .2 A copy of supplier's invoices to be supplied to Engineer on demand.
- .3 All mechanical/electrical products to be CSA approved.

### 5 SERVICES

- .1 Services. Services shall be provided on an "as required" basis and shall be available on five calendar days excluding emergencies.
- .2 Service Calls. The Contractor shall accept all calls from the Engineer or the Engineer's authorized representative for inspections and/or repairs as may be required. All requests for services will be confirmed, in writing, by form DSS 942 (Requisition on Contract).
- .3 Tradespeople. Tradespeople provided on this contract must be fully licensed, qualified and authorized, in British Columbia, for work in their respective trade with proven experience at the licensed, Red Seal or Provincial, journeyman level.

- .4 Apprentices. Apprentices must have proven experience in the respective trades and be under the supervision of a licenced journeyman.

6 TRANSPORTATION

The Contractor shall provide transportation on the site for the Contractor's employees and their tools, equipment and materials, required for the performance of the work designated under this contract.

7 TOOLS AND EQUIPMENT

The supply of all tools and equipment required for the satisfactory performance of work under this contract shall be the responsibility of the Contractor.

8 INVOICES

- .1 All invoices submitted for payment shall show:

- .1 Construction Engineering work order number,
- .2 Construction Engineering file number,
- .3 requisition number - DSS 942 (Requisition on Contract),
- .4 Public Works and Government Services Canada (PWGSC) contract number, and
- .5 same address as on PWGSC contract.

- .2 Invoices are to include a breakdown as follows:

- .1 Rates of pay and hours of work for each tradesperson.
- .2 An itemized list of materials used, by cost, shall be shown on all invoices submitted for payment.
- .3 Extended total.
- .4 Goods and Services Tax (GST) to be shown as a separate item.
- .5 Where sub-contracting is involved, a copy of sub-contractor's invoice shall accompany the invoice against the requisition.
- .6 Where discount or mark-up is applicable, please indicate separately.

- .3 Invoices submitted for payment against this contract that are not properly identified will be returned to the Contractor for proper annotation before certification for payment is made.

## 9 ESTIMATES

Where a cost estimate has been submitted and accepted by the Service Site Authority, fully completed work or services will be performed or provided at a cost no greater than 10% above the cost estimate.

## 10 CODES AND STANDARDS

- .1 Perform all work in accordance with the latest edition of the National Building Code of Canada (NBC), Canadian Electrical Code, National Plumbing Code, Natural Gas Installation Code, national Fire Codes, National fire Protection Association Standards, any applicable provincial or local codes.
- .2 Materials and workmanship must conform to or exceed applicable standards of Canadian Government Specifications Board (CGSB), Canadian Standards Association (CSA), American Society for Testing and Materials (ASTM) and other referenced organizations.
- .3 Conform to latest revision of dated referenced standards, effective as published by the standard authority. Standards or codes not dated shall be deemed the edition in force on date of this specification.
- .4 Refrigeration mechanics/apprentices must perform work within guidelines of the Ozone-depleting Substances Regulations 1998, the Federal Halocarbon Regulations and the Manitoba Ozone-depleting Substances Act and Regulations, Chapter 080-103/94. In the event of conflict between any of the above regulations, the most stringent regulation shall apply.
- .5 Refrigeration mechanics/apprentices must possess a valid Manitoba Atmosphere Protection Environmental Certificate and provide to the Engineer all applicable records, reports and notices required by the regulations outlined in 10.4 above.

## 11 Permits

Permits must be obtained prior to commencement of all additions, alterations or installation of gas piping or equipment. (Gas Notice #1)

## 12 SETTING OUT OF WORK

- .1 Locate general reference points and take action necessary to prevent their disturbance.
- .2 Employ a competent person to lay out work in accordance with control lines provided by Engineer.

## 13 SCAFFOLDING

Construct and maintain scaffolding in a rigid, secure and safe manner. Erect independent of walls. Remove promptly when no longer required.

14 FIRES

Fires and burning of rubbish on-site not permitted. All fires regardless of size will be reported to the Wing Fire Chief.

15 ROUGHING-IN

Be responsible for obtaining manufacturer's literature and for correct roughing-in and hook-up of equipment and fixtures.

16 CUTTING, FITTING AND PATCHING

- .1 Execute cutting (including excavation), fitting and patching of work that may be required to make work fit properly together to receive or be received by other work.
- .2 Where existing work is altered or cut, patch and make good to match existing, adjacent surfaces.
- .3 Make cuts with clean, true, smooth edges. Make patches inconspicuous in final assembly.
- .4 Fit work airtight to pipes, sleeves, ducts and conduits.

16 LOCATION OF FIXTURES

Locations of fixtures, apparatus, outlets, etc., shown or specified, shall be considered as approximate. Actual locations shall be as directed and required to suit conditions at time of installation and as is reasonable. Before installation, inform Engineer of impending installation and consult with Engineer for actual location.

17 EXISTING SERVICES

- .1 Where work of this contract involves breaking into or connecting to existing services, carry out work at times directed by governing authorities, with a minimum of disturbance to pedestrian and vehicular traffic, and to occupants and function of existing building.
- .2 Provide adequate bridging over trenches which cross sidewalks or roads to permit normal traffic.
- .3 Protect, relocate or maintain existing active services as required. When inactive services are encountered, cap off in a manner approved by authorities having jurisdiction over the service.

18 ADDITIONAL DRAWINGS

Engineer may furnish additional drawings to assist the proper execution of work. These will be issued for clarification purposes only. Such drawings shall have the same meaning and intent as if they were included with original drawings.

19 TEMPORARY FACILITIES

- .1 Sanitary Facilities. If required, provide sanitary facilities for workforce in accordance with governing regulations and ordinances.
- .2 Enclosure of Structure. Provide temporary weather tight enclosures.
  - .1 Post notices and take such precautions as required by local health authorities. Keep areas and premises in a sanitary condition.
  - .2 Erect enclosures to allow accessibility for installation of materials and working inside of enclosure.
  - .3 Design enclosures to withstand wind pressure.
- .3 Power and Water. Contractor shall be responsible for making arrangements for power and water with the occupant of the housing unit and will make payment for such power and water used, as demanded by the occupant. Water and power from Base buildings, armouries and satellites will be provided free of charge.
- .4 Drainage. Provide temporary drainage and pumping as necessary to keep excavations and site of the work free from water at all times.
  - .1 Do not pump water containing silt in suspension into existing sewer or drainage system.
- .5 Removal of Temporary Facilities. Remove all temporary facilities from site when directed by Engineer.
  - .1 Restore connection points for electric power and water to original condition.

20 SAFETY REQUIREMENTS

- .1 General. The Contractor will be responsible to take all necessary steps to protect personnel (workers, visitors, general public) and property from any harm during the course of the contract.
- .2 Construction Safety Measures. Observe and enforce construction safety measures required by the most recent edition of the National Building Code of Canada, provincial government, Workers Compensation Board, and municipal statutes and authorities. This includes Confined Space Entry Procedures.
  - .1 In event of conflict between any provisions of above authorities, the most stringent provision will apply.
- .3 Work Procedures and Equipment.

- .1 All work procedures and equipment will be in accordance with legislated standards.
- .2 A "Hot Work" permit is required for any hot work such as welding, cutting, or brazing in any area on Base (see Annex A to this specification). Hot Work permits are issued and controlled by the Wing Fire Chief.
- .3 Position cranes, hoists or scaffolding and operate them in a manner that will not result in damage to nearby aircraft, equipment or personnel even if slung loads or smaller objects fall or the equipment collapses.
- .4 A "Hot Roofing" permit is required before said roofing is begun anywhere on Base (see Annex A). Hot roofing permits are issued and controlled by the Wing Fire Chief.
- .4 Barricades. Barricade dangerous work sites, trenches and excavations.
- .5 Unguarded Work Sites. When work sites are left unguarded, especially overnight, powered equipment must be left at zero energy potential, material must be safely positioned and stacked, and portable ladders leading to elevated work platforms removed and secured.
- .6 Lockout Procedure. When persons would be placed at risk should the facility, machine or equipment become energized or move during inspection, maintenance, or repair, lockout procedures are required. Lockouts must be initiated by qualified Department of National Defence (DND) trades people although each tradesperson or worker responsible for the job or the equipment/facility will separately lockout.
- .7 Safety Personnel and Responsibility:
  - .1 The Contractor shall supply competent personnel, implement their safety program and ensure that DND and provincial safety and health standards are being complied with.
  - .2 DND shall monitor daily to ensure safety requirements are met and safety records are properly kept and maintained. Initial disregard for safety standards will cause the contract to be reviewed and a written record of the review will become part of the contract document.
  - .3 The Contractor will report to the contract supervisor and jurisdictional authorities any accident or incident involving contractor, DND or public personnel and/or property arising from the Contractor's execution of work.
- .8 Delay Due to Health and Safety Regulations Infractions:
  - .1 The Contractor will include all provisions of the contract in any agreement with sub-contractors and hold all sub-contractors equally responsible for safe work performance.

- .2 If the Contractor is responsible for a delay in the progress of work due to an infraction of legislated health and safety requirements, the Contractor will, without additional cost to DND, work such overtime, acquire and use equipment or material for the execution as deemed necessary in the opinion of the contract supervisor, to avoid delay in the final completion of the work or any operation thereof.
- .9 Fire Safety Requirements. Comply with requirements of Fire Orders and Precautions for Civilian Contractors as issued by the Wing Fire Chief.
- .10 Overloading. No part of the work shall be loaded to the point, which will endanger its safety.
- .11 Falsework. Falsework shall conform to CSA S269.1-1975, national, provincial and/or local codes and by-laws governing this type of work.
- .12 Solvent and Adhesives. Take suitable fire precautions. Smoking is not permitted in working area. Use in well ventilated areas only. Do not dispose of volatile wastes, paint thinners, etc. in storm or sanitary sewers.

## 21 HAZARDOUS MATERIALS

- .1 Material Safety Data Sheets must be provided to the Wing Construction Engineering Officer for any controlled product being brought onto 19 Wing.
- .2 Contractor personnel will have been trained in Workplace Hazardous Material legislation as contained in Occupational Health and Safety Regulations of the Canada Labour Code.
- .3 Spills of any size will be immediately reported to the Engineer and to the Wing Environmental Officer.

## 22 MATERIALS

- .1 General. Use new materials unless otherwise specified.
- .2 Manufacturers' Instructions. Unless otherwise specified, comply with manufacturers' latest printed instructions for materials and installation methods to be used.
  - .1 Notify Engineer, in writing, of any conflict between these specifications and manufacturers' instructions so that the Engineer can designate which specification is to be followed.
- .3 Delivery and Storage. Deliver, store and maintain packaged materials with manufacturers' seals and labels intact.
  - .1 Prevent damage, adulteration and soiling of materials during delivery, handling and storage. Immediately remove rejected materials from site.

- .2 Store materials in accordance with suppliers' instructions.

## 23 CLEANING

- .1 General. Conduct cleaning and disposal operations to comply with local ordinances and anti-pollution laws.
  - .1 Do not bury rubbish and waste materials on project site.
  - .2 Do not dispose of wastes into streams or waterways.
  - .3 Store volatile wastes in covered metal containers and remove from premises daily.
  - .4 Prevent accumulation of wastes which create hazardous conditions. Do not conceal waste material in hidden spaces.
  - .5 Provide adequate ventilation during use of volatile or noxious substances.
- .2 Materials. Use only cleaning materials recommended by manufacturer of surface to be cleaned and as recommended by cleaning material manufacturer.
- .3 Cleaning During Construction. Maintain project grounds and public properties free from accumulations of waste materials and rubbish.
  - .1 Wet down materials and rubbish to prevent blowing dust.
  - .2 Provide on-site containers for collection of waste materials and rubbish.
  - .3 Remove waste materials and rubbish from site.
- .4 Final Cleaning. In preparation for substantial completion or occupancy, conduct final inspection of sight-exposed interior and exterior surfaces and of concealed spaces.
  - .1 Remove grease, dust, dirt, stains, labels, fingerprints and other foreign materials from sight-exposed interior and exterior finished surfaces including glass.
  - .2 Broom clean and damp mop hard surfaces. Vacuum carpets; rake exterior work areas.
- .3 Remove debris and materials from roof areas.
  - .4 Leave entire work area neat and clean.

## 24 ALTERATIONS TO EXISTING BUILDING

Execute work with least possible interference or disturbance to occupants and normal use of premises. Arrange with Engineer to facilitate execution of work.

25 USE OF PREMISES

The Contractor shall confine the Contractor's apparatus, storage of materials and operations of the Contractor's workers to the limits indicated by law ordinances under the direction of the Engineer, and shall not unreasonably encumber the site.

Annexes:

Annex A Hot Work Permit

Annex B Hot Process Roofing Permit

**Annex A**

Job No. W0133-14-MT01  
2000-07-01

SAMPLE NUMBER 1

HOT WORK PERMIT

DATE \_\_\_\_\_ SUPERVISOR \_\_\_\_\_

BUILDING \_\_\_\_\_ FLOOR \_\_\_\_\_

WORK TO BE DONE \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SPECIAL PRECAUTIONS TO BE TAKEN \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

FIRE WATCH PROVIDED \_\_\_\_\_ NAME \_\_\_\_\_

The location where this work is to be done has been checked, and necessary precautions have been taken. Permission is granted for this work.

SIGNED \_\_\_\_\_  
Fire Inspector/Shop Foreman

Work area and all adjacent areas to which sparks, hot slag and heat might have spread (including floors and ceilings above and below, and on the opposite sides of walls) were inspected 30 minutes after the work was completed and were found in a fire safe condition.

SIGNED \_\_\_\_\_  
Job Supervisor

DISTRIBUTION

Original to supervisor and returned to  
Fire Prevention Section upon completion of work

Duplicate to be held by Fire Prevention Inspector

Annex A  
Job No. W0133-14-MT01  
2000-07-01

SAMPLE NUMBER 2

Before approving any cutting, welding or use of open flame, the Wing Fire Inspector or the Wing Fire Inspector's appointed representative (Shop Foreman) shall inspect the work area and confirm that all necessary precautions have been taken to prevent fire in accordance with NFPA 51B.

Precautions

YES/NO	Sprinklers in service
YES/NO	Smoke detectors/fire alarm system
YES/NO	F.A. system shut down
YES/NO	F.A. system not shut down
YES/NO	Cutting and welding equipment in good repair
YES/NO	Floors swept clean of combustibles
YES/NO	Combustible floors protected (wet down, covered in wet sand, or metal shields)
YES/NO	Flammable liquids removed or adequately covered
YES/NO	All wall and floor openings covered
YES/NO	Covers set up below work area to catch hot slag and sparks.

Work on Walls or Ceilings

(tanks, containers, ducts, dust collectors, etc.)

YES/NO	Equipment cleaned of all combustibles
YES/NO	Containers purged of flammable liquids

Fire Watch

YES/NO	To be provided during and for 30 minutes following operation
YES/NO	Extinguisher on site
YES/NO	Trained in use of extinguisher and in sounding fire alarm

FOR FURTHER ASSISTANCE OR ADVICE,  
CONTACT CE FIRE PREVENTION STAFF PRIOR TO BEGINNING WORK

Annex B  
Job No. W0133-14-MT01  
2013-10-24

**19 WING COMOX**  
**HOT PROCESS ROOFING**  
**WORK PERMIT**

DATE: \_\_\_\_\_  
BLDG \_\_\_\_\_  
LOCATION OF WORK: \_\_\_\_\_  
CONTRACTORS NAME: \_\_\_\_\_

**SPECIAL PRECAUTIONS THAT SHALL BE ADHERED TO**

**A. HOT ROOF TARRING (TAR KETTLE)**

1. Kettles equipped with thermometer or gauge \_\_\_\_\_
2. Kettle to be manned continuously while in use \_\_\_\_\_
3. Kettle must have metal cover to smother flames \_\_\_\_\_
4. Fire extinguisher (4A/40BC) must be near kettle \_\_\_\_\_
5. Kettle watch man must keep area clear and orderly \_\_\_\_\_
6. Only glass fibre roofing mops \_\_\_\_\_
7. Mops to be removed from roof daily after work done \_\_\_\_\_
8. Mops must be stored away from combustible materials by at least 3 m or in the kettle \_\_\_\_\_
9. All roofing material shall be stored in locations at least 3 m away from bldg \_\_\_\_\_

Annex B  
Job No. W0133-14-MT01  
2013-10-24

**B. HOT ROOFING PERMIT (PROPANE CYLINDERS & TORCHES)**

1. Propane cylinders used on roof to be secured in upright position at all times,  
\_\_\_\_\_
2. Propane cylinders must be at least 4.5 m away from kettle at all times,  
\_\_\_\_\_
3. Larger mobile tanks must be at least 7.6 m away from kettle \_\_\_\_\_
4. Stored propane tanks must be at least 3 m from bldgs \_\_\_\_\_
5. All contractors' materials must be at least 3 m from bldgs \_\_\_\_\_
6. If torches used, special precautions should be made around any combustible material and bldgs  
\_\_\_\_\_
7. Fire extinguishers shall be readily available when propane torches are in use  
\_\_\_\_\_
8. If fire watch required? Supplied by contractor  
\_\_\_\_\_ FireHall
9. Special Precautions: Kettle is to be located at least 3 m from bldg.

**NOTE: Contact FireHall 30 minutes after all work is completed for the day for post fire inspection.**

**C. GENERAL INFORMATION**

1. All contractor personnel have been briefed in the use of fire equipment and in sounding fire alarms. Fire emergency number 9 - 911 on the Wing or 911 from the Armouries.
2. At the end of each working day, the Contractor shall notify the Wing Fire Department Duty Platoon Chief by telephone (8250) that work for the day has been completed 30 minutes after work is halted. Foremen will wait till the FireHall has carried out Post Fire Inspection.
3. All fires are to be reported to the Fire Department at 8250:

Permit Start Date/Time \_\_\_\_\_

Fire Ext Serv \_\_\_\_\_

Permit Expiry Date/Time

---

Contractor Name/Print

---

Contractor Signature

---

Fire Insp Name/Print

---

Fire Insp Signature

---





2. The offeror must have one permanent employee to be the liaison between the offeror and DND. This person must have knowledge and expertise in Construction Project Management. This could include the owner.

The name of the contact person must be provided to DND upon request.

Yes \_\_\_\_\_

No \_\_\_\_\_

## APPENDIX 4 - PRICE PROPOSAL FORM

.1 Each item specified in the Unit Price Schedule includes wages, traveling time and costs, allowances, supervision, liabilities as employer, insurance, and the use of all tools, tackle, etc., overhead, profit and all other liabilities whatsoever.

.2 Unspecified Material shall be reimbursed at net cost, as supported by invoices, plus Markup as established in the Price Schedule of this Offer. "Net Cost" means all amounts reasonably and properly paid by the Offeror in respect of materials required for and used in the Work, and includes packing, handling and delivery charges, less any trade discounts received by the Offeror. The Offeror's Markup on Unspecified Material covers overheads, profit, and all other expenses whatsoever.

.3 The prices inserted in the Price Schedule of this Offer include all applicable federal, provincial, and municipal taxes.

.1 However, they do not include any amount for the Goods and Services Tax Goods and Services Tax (GST) or Harmonized Sales Tax (HST). The appropriate GST/HST amounts will be paid by Canada to the Offeror in addition to the amounts paid against the amount of the contract. The Offeror shall make appropriate remittances to Revenue Canada in accordance with the legislation.

.2 Payment by Canada for the Offeror's own special equipment not covered by the Unit Price Schedule and required at the job site will be no greater than the local going rental rate for such equipment or the rate published by the local construction association for such equipment, whichever is the lower.

### .3 Pricing

The hourly rates requested in the offer and acceptance for specific types of service shall be the total cost to perform the work including but not limited to:

- .1 labour including supervision, allowances and liability insurance;
- .2 travel time;
- .3 transportation/vehicle expenses;
- .4 tools and tackle;
- .5 overhead and profit;
- .6 any other incidental expenses other than supply of materials and replacement parts relating to the delivery of labour.

## 4. PRICES

The Offeror agrees that the following are the prices referred to above:

### 4.1 Unit Price Schedules - Rates

A) Years 1 & 2

Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6
<u>Item</u>	<u>Class of Labour, material or plant</u>	<u>Unit</u>	<u>Estimated Hours/Quantity</u>	<u>Unit Price</u>	<u>Estimated total price</u>
<u>1.</u>	Hourly rate, including travel time and all related expenses.  a) <b>During Regular Hours:</b> 0730 - 1530 hours, Monday through Friday				
	<b>i.Carpenter (Journeyman)</b>	per hour	1500	\$	\$
	<b>ii.Carpenter (Labourer/Apprentice)</b>	per hour	40	\$	\$
	iii.Mason (Journeyman)	per hour	200	\$	\$
	iv.Mason (Labourer/Apprentice)	per hour	50	\$	\$
	<b>v.Plumber (Journeyman)</b>	per hour	50	\$	\$
	<b>vi.Plumber (Labourer/Apprentice)</b>	per hour	50	\$	\$
	vii.Steamfitter (Journeyman)	per hour	100	\$	\$
	viii.Steamfitter (Labourer/Apprentice)	per hour	300	\$	\$
	<b>ix.Refrigeration Mechanic (Journeyman)</b>	per hour	200	\$	\$
	<b>x.Refrigeration Mechanic (Labourer/Apprentice)</b>	per hour	350	\$	\$
	xi.Gasfitter (Journeyman)	per hour	100	\$	\$
	xii.Gasfitter (Labourer/Apprentice)	per hour	100	\$	\$
	<b>xiii.Welder (Journeyman)</b>	per hour	1310	\$	\$
	<b>xiv.Welder (Labourer/Apprentice)</b>	per hour	50	\$	\$
	xv.Sheet Metal Worker (Journeyman)	per hour	1500	\$	\$
	xvi.Sheet Metal Worker (Labourer/Apprentice)	per hour	40	\$	\$
	<b>xvii.Electrician (Journeyman)</b>	per hour	200	\$	\$
	<b>xviii.Electrician (Labourer/Apprentice)</b>	per hour	50	\$	\$
	xix.Painter (Journeyman)	per hour	50	\$	\$
	xx.Painter (Labourer/Apprentice)	per hour	50	\$	\$
	<b>xxi.Roofer (Journeyman)</b>	per hour	100	\$	\$
	<b>xxii.Roofer (Labourer/Apprentice)</b>	per hour	300	\$	\$

xxiii.Flooring Installer (Journeyman)	per hour	200	\$	\$
xxiv.Flooring Installer (Labourer/Apprentice)	per hour	350	\$	\$
<b>xxv.Drywall Installer (Journeyman)</b>	per hour	100	\$	\$
<b>xxvi.Drywall Installer (Labourer/Apprentice)</b>	per hour	100	\$	\$
<b>b) Outside Regular Hours:</b> Monday through Sunday, including all day Saturday, Sunday and holidays.				
<b>xxvii.Carpenter (Journeyman)</b>	per hour	1	\$	\$
<b>xxviii.Carpenter (Labourer/Apprentice)</b>	per hour	1	\$	\$
xxix.Mason (Journeyman)	per hour	1	\$	\$
xxx.Mason (Labourer/Apprentice)	per hour	1	\$	\$
<b>xxxi.Plumber (Journeyman)</b>	per hour	1	\$	\$
<b>xxxii.Plumber (Labourer/Apprentice)</b>	per hour	1	\$	\$
xxxiii.Steamfitter (Journeyman)	per hour	1	\$	\$
xxxiv.Steamfitter (Labourer/Apprentice)	per hour	1	\$	\$
<b>xxxv.Refrigeration Mechanic (Journeyman)</b>	per hour	1	\$	\$
<b>xxxvi.Refrigeration Mechanic (Labourer/Apprentice)</b>	per hour	1	\$	\$
xxxvii.Gasfitter (Journeyman)	per hour	1	\$	\$
xxxviii.Gasfitter (Labourer/Apprentice)	per hour	1	\$	\$
<b>xxxix.Welder (Journeyman)</b>	per hour	1	\$	\$
<b>xl.Welder (Labourer/Apprentice)</b>	per hour	1	\$	\$
xli.Sheet Metal Worker (Journeyman)	per hour	1	\$	\$
xlii.Sheet Metal Worker (Labourer/Apprentice)	per hour	1	\$	\$
<b>xliii.Electrician (Journeyman)</b>	per hour	1	\$	\$
<b>xliv.Electrician (Labourer/Apprentice)</b>	per hour	1	\$	\$
xlv.Painter (Journeyman)	per hour	1	\$	\$
xlvi.Painter (Labourer/Apprentice)	per hour	1	\$	\$
<b>xlvii.Roofer (Journeyman)</b>	per hour	1	\$	\$
<b>xlviii.Roofer (Labourer/Apprentice)</b>	per hour	1	\$	\$
xlix.Flooring Installer (Journeyman)	per hour	1	\$	\$
l.Flooring Installer (Labourer/Apprentice)	per hour	1	\$	\$
<b>li.Drywall Installer (Journeyman)</b>	per hour	1	\$	\$

	<b>i. Drywall Installer (Labourer/Apprentice)</b>	per hour	1	\$	\$
2.	Contractor's Mark Up on Allowance for unspecified material, replacement parts, required permits and certificates. ( $\$75,000 + \% \text{ mark up} =$ )	n/a	\$75,000	_____ %	\$
3.	<b>RENTAL EQUIPMENT</b> <b>When requested and approved in advance</b> (by the Site Authority) equipment rental requests for other than basic shop and tradespersons tools as specified must be charged at the laid down cost (which includes invoice costs, exchange, custom and brokerage charges) plus firm mark up of (see below) (which includes purchasing expenses, internal handling, G & A Expenses and profit) excluding Goods and Services Tax, which must be shown as a separate item. ( $\$10,000 + \% \text{ mark up} =$ )	n/a	\$10,000	_____ %	\$
<b>Sub Total A): Estimated Total Amount 1st &amp; 2nd Years GST/HST Extra</b>					\$

B) Year 3

Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6
<u>Item</u>	<u>Class of Labour, material or plant</u>	<u>Unit</u>	<u>Estimated Hours/Quantity</u>	<u>Unit Price</u>	<u>Estimated total price</u>
<u>1.</u>	Hourly rate, including travel time and all related expenses.				
	a) <b>During Regular Hours:</b> 0730 - 1530 hours, Monday through Friday				
	<b>i.Carpenter (Journeyman)</b>	per hour	750	\$	\$
	<b>ii.Carpenter (Labourer/Apprentice)</b>	per hour	20	\$	\$
	iii.Mason (Journeyman)	per hour	100	\$	\$
	iv.Mason (Labourer/Apprentice)	per hour	25	\$	\$
	<b>v.Plumber (Journeyman)</b>	per hour	25	\$	\$
	<b>vi.Plumber (Labourer/Apprentice)</b>	per hour	25	\$	\$
	vii.Steamfitter (Journeyman)	per hour	50	\$	\$
	viii.Steamfitter (Labourer/Apprentice)	per hour	150	\$	\$
	<b>ix.Refrigeration Mechanic (Journeyman)</b>	per hour	100	\$	\$
	<b>x.Refrigeration Mechanic (Labourer/Apprentice)</b>	per hour	175	\$	\$
	xi.Gasfitter (Journeyman)	per hour	50	\$	\$
	xii.Gasfitter (Labourer/Apprentice)	per hour	50	\$	\$
	<b>xiii.Welder (Journeyman)</b>	per hour	600	\$	\$
	<b>xiv.Welder (Labourer/Apprentice)</b>	per hour	25	\$	\$
	xv.Sheet Metal Worker (Journeyman)	per hour	750	\$	\$
	xvi.Sheet Metal Worker (Labourer/Apprentice)	per hour	20	\$	\$
	<b>xvii.Electrician (Journeyman)</b>	per hour	100	\$	\$
	<b>xviii.Electrician (Labourer/Apprentice)</b>	per hour	25	\$	\$
	xix.Painter (Journeyman)	per hour	50	\$	\$
	xx.Painter (Labourer/Apprentice)	per hour	25	\$	\$
	<b>xxi.Roofer (Journeyman)</b>	per hour	50	\$	\$
	<b>xxii.Roofer (Labourer/Apprentice)</b>	per hour	150	\$	\$
	xxiii.Flooring Installer (Journeyman)	per hour	100	\$	\$
	xxiv.Flooring Installer (Labourer/Apprentice)	per hour	175	\$	\$

	<b>xxv.Drywall Installer (Journeyman)</b>	per hour	50	\$	\$
	<b>xxvi.Drywall Installer (Labourer/Apprentice)</b>	per hour	50	\$	\$
	<b>b) Outside Regular Hours:</b> Monday through Sunday, including all day Saturday, Sunday and holidays.				
	<b>xxvii.Carpenter (Journeyman)</b>	per hour	1	\$	\$
	<b>xxviii.Carpenter (Labourer/Apprentice)</b>	per hour	1	\$	\$
	xxix.Mason (Journeyman)	per hour	1	\$	\$
	xxx.Mason (Labourer/Apprentice)	per hour	1	\$	\$
	<b>xxxi.Plumber (Journeyman)</b>	per hour	1	\$	\$
	<b>xxxii.Plumber (Labourer/Apprentice)</b>	per hour	1	\$	\$
	xxxiii.Steamfitter (Journeyman)	per hour	1	\$	\$
	xxxiv.Steamfitter (Labourer/Apprentice)	per hour	1	\$	\$
	<b>xxxv.Refrigeration Mechanic (Journeyman)</b>	per hour	1	\$	\$
	<b>xxxvi.Refrigeration Mechanic (Labourer/Apprentice)</b>	per hour	1	\$	\$
	xxxvii.Gasfitter (Journeyman)	per hour	1	\$	\$
	xxxviii.Gasfitter (Labourer/Apprentice)	per hour	1	\$	\$
	<b>xxxix.Welder (Journeyman)</b>	per hour	1	\$	\$
	<b>xl.Welder (Labourer/Apprentice)</b>	per hour	1	\$	\$
	xli.Sheet Metal Worker (Journeyman)	per hour	1	\$	\$
	xlii.Sheet Metal Worker (Labourer/Apprentice)	per hour	1	\$	\$
	<b>xliii.Electrician (Journeyman)</b>	per hour	1	\$	\$
	<b>xliv.Electrician (Labourer/Apprentice)</b>	per hour	1	\$	\$
	xlvi.Painter (Journeyman)	per hour	1	\$	\$
	xlvi.Painter (Labourer/Apprentice)	per hour	1	\$	\$
	<b>xlvii.Roofer (Journeyman)</b>	per hour	1	\$	\$
	<b>xlviii.Roofer (Labourer/Apprentice)</b>	per hour	1	\$	\$
	xlix.Flooring Installer (Journeyman)	per hour	1	\$	\$
	l.Flooring Installer (Labourer/Apprentice)	per hour	1	\$	\$
	<b>li.Drywall Installer (Journeyman)</b>	per hour	1	\$	\$
	<b>ii.Drywall Installer (Labourer/Apprentice)</b>	per hour	1	\$	\$
2.	Contractor's Mark Up on Allowance for unspecified				

	material, replacement parts, required permits and certificates. (\$37,500 + % mark up = )	n/a	\$37,500	_____ %	\$
3.	<p style="text-align: center;"><b>RENTAL EQUIPMENT</b></p> <p><b>When requested and approved in advance</b> (by the Site Authority) equipment rental requests for other than basic shop and tradespersons tools as specified must be charged at the laid down cost (which includes invoice costs, exchange, custom and brokerage charges) plus firm mark up of (see below) (which includes purchasing expenses, internal handling, G &amp; A Expenses and profit) excluding Goods and Services Tax, which must be shown as a separate item. (\$5,000 + % mark up = )</p>	n/a	\$5,000	_____ %	\$
<b>Sub Total B): Estimated Total Amount Year 3 GST/HST Extra</b>					\$

### Option Year 1

Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6
<u>Item</u>	<u>Class of Labour, material or plant</u>	<u>Unit</u>	<u>Estimated Hours/Quantity</u>	<u>Unit Price</u>	<u>Estimated total price</u>
1.	Hourly rate, including travel time and all related expenses.				
	a) <b>During Regular Hours:</b> 0730 - 1530 hours, Monday through Friday				
	<b>i.Carpenter (Journeyman)</b>	per hour	750	\$	\$
	<b>ii.Carpenter (Labourer/Apprentice)</b>	per hour	20	\$	\$
	iii.Mason (Journeyman)	per hour	100	\$	\$
	iv.Mason (Labourer/Apprentice)	per hour	25	\$	\$
	<b>v.Plumber (Journeyman)</b>	per hour	25	\$	\$
	<b>vi.Plumber (Labourer/Apprentice)</b>	per hour	25	\$	\$
	vii.Steamfitter (Journeyman)	per hour	50	\$	\$
	viii.Steamfitter (Labourer/Apprentice)	per hour	150	\$	\$
	<b>ix.Refrigeration Mechanic (Journeyman)</b>	per hour	100	\$	\$
	<b>x.Refrigeration Mechanic (Labourer/Apprentice)</b>	per hour	175	\$	\$
	xi.Gasfitter (Journeyman)	per hour	50	\$	\$
	xii.Gasfitter (Labourer/Apprentice)	per hour	50	\$	\$
	<b>xiii.Welder (Journeyman)</b>	per hour	600	\$	\$
	<b>xiv.Welder (Labourer/Apprentice)</b>	per hour	25	\$	\$
	xv.Sheet Metal Worker (Journeyman)	per hour	750	\$	\$
	xvi.Sheet Metal Worker (Labourer/Apprentice)	per hour	20	\$	\$
	<b>xvii.Electrician (Journeyman)</b>	per hour	100	\$	\$
	<b>xviii.Electrician (Labourer/Apprentice)</b>	per hour	25	\$	\$
	xix.Painter (Journeyman)	per hour	50	\$	\$
	xx.Painter (Labourer/Apprentice)	per hour	25	\$	\$
	<b>xxi.Roofer (Journeyman)</b>	per hour	50	\$	\$
	<b>xxii.Roofer (Labourer/Apprentice)</b>	per hour	150	\$	\$
	xxiii.Flooring Installer (Journeyman)	per hour	100	\$	\$
	xxiv.Flooring Installer (Labourer/Apprentice)	per hour	175	\$	\$

	<b>xxv.Drywall Installer (Journeyman)</b>	per hour	50	\$	\$
	<b>xxvi.Drywall Installer (Labourer/Apprentice)</b>	per hour	50	\$	\$
	<b>b) Outside Regular Hours:</b> Monday through Sunday, including all day Saturday, Sunday and holidays.				
	<b>xxvii.Carpenter (Journeyman)</b>	per hour	1	\$	\$
	<b>xxviii.Carpenter (Labourer/Apprentice)</b>	per hour	1	\$	\$
	xxix.Mason (Journeyman)	per hour	1	\$	\$
	xxx.Mason (Labourer/Apprentice)	per hour	1	\$	\$
	<b>xxxi.Plumber (Journeyman)</b>	per hour	1	\$	\$
	<b>xxxii.Plumber (Labourer/Apprentice)</b>	per hour	1	\$	\$
	xxxiii.Steamfitter (Journeyman)	per hour	1	\$	\$
	xxxiv.Steamfitter (Labourer/Apprentice)	per hour	1	\$	\$
	<b>xxxv.Refrigeration Mechanic (Journeyman)</b>	per hour	1	\$	\$
	<b>xxxvi.Refrigeration Mechanic (Labourer/Apprentice)</b>	per hour	1	\$	\$
	xxxvii.Gasfitter (Journeyman)	per hour	1	\$	\$
	xxxviii.Gasfitter (Labourer/Apprentice)	per hour	1	\$	\$
	<b>xxxix.Welder (Journeyman)</b>	per hour	1	\$	\$
	<b>xl.Welder (Labourer/Apprentice)</b>	per hour	1	\$	\$
	xli.Sheet Metal Worker (Journeyman)	per hour	1	\$	\$
	xlii.Sheet Metal Worker (Labourer/Apprentice)	per hour	1	\$	\$
	<b>xliii.Electrician (Journeyman)</b>	per hour	1	\$	\$
	<b>xliv.Electrician (Labourer/Apprentice)</b>	per hour	1	\$	\$
	xlv.Painter (Journeyman)	per hour	1	\$	\$
	xlvi.Painter (Labourer/Apprentice)	per hour	1	\$	\$
	<b>xlvii.Roofer (Journeyman)</b>	per hour	1	\$	\$
	<b>xlviii.Roofer (Labourer/Apprentice)</b>	per hour	1	\$	\$
	xlix.Flooring Installer (Journeyman)	per hour	1	\$	\$
	l.Flooring Installer (Labourer/Apprentice)	per hour	1	\$	\$
	<b>li.Drywall Installer (Journeyman)</b>	per hour	1	\$	\$
	<b>lii.Drywall Installer (Labourer/Apprentice)</b>	per hour	1	\$	\$
2.	Contractor's Mark Up on Allowance for unspecified material, replacement parts, required permits and				

	certificates. ( $\$37,500 + \text{\% mark up} = \text{\_}$ )	n/a	\$37,500	_____ %	\$
3.	<p align="center"><b>RENTAL EQUIPMENT</b></p> <p><b>When requested and approved in advance</b> (by the Site Authority) equipment rental requests for other than basic shop and tradespersons tools as specified must be charged at the laid down cost (which includes invoice costs, exchange, custom and brokerage charges) plus firm mark up of (see below) (which includes purchasing expenses, internal handling, G &amp; A Expenses and profit) excluding Goods and Services Tax, which must be shown as a separate item. (<math>\\$5,000 + \text{\% mark up} = \text{\_}</math>)</p>	n/a	\$5,000	_____ %	\$
<b>Sub Total C): Estimated Total Amount Option Year 1 GST/HST Extra</b>					\$

## Option Year 2

Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6
<u>Item</u>	<u>Class of Labour, material or plant</u>	<u>Unit</u>	<u>Estimated Hours/Quantity</u>	<u>Unit Price</u>	<u>Estimated total price</u>
1.	Hourly rate, including travel time and all related expenses.  a) <b>During Regular Hours:</b> 0730 - 1530 hours, Monday through Friday				
	<b>i.Carpenter (Journeyman)</b>	per hour	750	\$	\$
	<b>ii.Carpenter (Labourer/Apprentice)</b>	per hour	20	\$	\$
	iii.Mason (Journeyman)	per hour	100	\$	\$
	iv.Mason (Labourer/Apprentice)	per hour	25	\$	\$
	<b>v.Plumber (Journeyman)</b>	per hour	25	\$	\$
	<b>vi.Plumber (Labourer/Apprentice)</b>	per hour	25	\$	\$
	vii.Steamfitter (Journeyman)	per hour	50	\$	\$
	viii.Steamfitter (Labourer/Apprentice)	per hour	150	\$	\$
	<b>ix.Refrigeration Mechanic (Journeyman)</b>	per hour	100	\$	\$
	<b>x.Refrigeration Mechanic (Labourer/Apprentice)</b>	per hour	175	\$	\$
	xi.Gasfitter (Journeyman)	per hour	50	\$	\$
	xii.Gasfitter (Labourer/Apprentice)	per hour	50	\$	\$
	<b>xiii.Welder (Journeyman)</b>	per hour	600	\$	\$
	<b>xiv.Welder (Labourer/Apprentice)</b>	per hour	25	\$	\$
	xv.Sheet Metal Worker (Journeyman)	per hour	750	\$	\$
	xvi.Sheet Metal Worker (Labourer/Apprentice)	per hour	20	\$	\$
	<b>xvii.Electrician (Journeyman)</b>	per hour	100	\$	\$
	<b>xviii.Electrician (Labourer/Apprentice)</b>	per hour	25	\$	\$
	xix.Painter (Journeyman)	per hour	50	\$	\$
	xx.Painter (Labourer/Apprentice)	per hour	25	\$	\$
	<b>xxi.Roofer (Journeyman)</b>	per hour	50	\$	\$
	<b>xxii.Roofer (Labourer/Apprentice)</b>	per hour	150	\$	\$
	xxiii.Flooring Installer (Journeyman)	per hour	100	\$	\$
	xxiv.Flooring Installer (Labourer/Apprentice)	per hour	175	\$	\$

	<b>xxv.Drywall Installer (Journeyman)</b>	per hour	350	\$	\$
	<b>xxvi.Drywall Installer (Labourer/Apprentice)</b>	per hour	100	\$	\$
	b) <b>Outside Regular Hours:</b> Monday through Sunday, including all day Saturday, Sunday and holidays.				
	<b>xxvii.Carpenter (Journeyman)</b>	per hour	1	\$	\$
	<b>xxviii.Carpenter (Labourer/Apprentice)</b>	per hour	1	\$	\$
	xxix.Mason (Journeyman)	per hour	1	\$	\$
	xxx.Mason (Labourer/Apprentice)	per hour	1	\$	\$
	<b>xxxi.Plumber (Journeyman)</b>	per hour	1	\$	\$
	<b>xxxii.Plumber (Labourer/Apprentice)</b>	per hour	1	\$	\$
	xxxiii.Steamfitter (Journeyman)	per hour	1	\$	\$
	xxxiv.Steamfitter (Labourer/Apprentice)	per hour	1	\$	\$
	<b>xxxv.Refrigeration Mechanic (Journeyman)</b>	per hour	1	\$	\$
	<b>xxxvi.Refrigeration Mechanic (Labourer/Apprentice)</b>	per hour	1	\$	\$
	xxxvii.Gasfitter (Journeyman)	per hour	1	\$	\$
	xxxviii.Gasfitter (Labourer/Apprentice)	per hour	1	\$	\$
	<b>xxxix.Welder (Journeyman)</b>	per hour	1	\$	\$
	<b>xl.Welder (Labourer/Apprentice)</b>	per hour	1	\$	\$
	xli.Sheet Metal Worker(Journeyman)	per hour	1	\$	\$
	xlii.Sheet Metal Worker (Labourer/Apprentice)	per hour	1	\$	\$
	<b>xliii.Electrician (Journeyman)</b>	per hour	1	\$	\$
	<b>xliv.Electrician (Labourer/Apprentice)</b>	per hour	1	\$	\$
	xlv.Painter (Journeyman)	per hour	1	\$	\$
	xlvi.Painter (Labourer/Apprentice)	per hour	1	\$	\$
	<b>xlvii.Roofer (Journeyman)</b>	per hour	1	\$	\$
	<b>xlviii.Roofer (Labourer/Apprentice)</b>	per hour	1	\$	\$
	xlix.Flooring Installer (Journeyman)	per hour	1	\$	\$
	l.Flooring Installer (Labourer/Apprentice)	per hour	1	\$	\$
	<b>li.Drywall Installer (Journeyman)</b>	per hour	1	\$	\$
	<b>lii.Drywall Installer (Labourer/Apprentice)</b>	per hour	1	\$	\$
2.	Contractor's Mark Up on Allowance for unspecified				

	material, replacement parts, required permits and certificates. (\$37,500 + % mark up = )	n/a	\$37,500	_____ %	\$
3.	<b>RENTAL EQUIPMENT</b> <b>When requested and approved in advance</b> (by the Site Authority) equipment rental requests for other than basic shop and tradespersons tools as specified must be charged at the laid down cost (which includes invoice costs, exchange, custom and brokerage charges) plus firm mark up of (see below) (which includes purchasing expenses, internal handling, G & A Expenses and profit) excluding Goods and Services Tax, which must be shown as a separate item. (\$ _____ + % mark up = )	n/a	\$5,000	_____ %	\$
<b>Sub Total D): Estimated Total Amount Option Year 2 GST/HST Extra</b>					\$

The cost of subcontract work shall be reimbursed at actual cost with the addition of ten (10) percent to cover overheads, profit, and all other expenses whatsoever.  
 "Actual cost" means all amounts reasonably and properly paid by the Offeror for those parts of the Work carried out by the subcontractors.

<b>Sub Total A 1st &amp; 2nd Year Term</b>	<b>Sub Total B Year 3</b>	<b>Sub Total C Option Year 1</b>	<b>Sub Total D Option Year 2</b>	<b>Total Evaluated Price (col.1 + col.2+ col 3 + col 4 = col.5)</b>
\$ _____	\$ _____	\$ _____	\$ _____	\$ _____ <b>GST/HST Extra</b>

**TOTAL EVALUATED PRICE:**

**Cost will be evaluated on the Total Evaluated Price in Column 5. It is anticipated that 1 standing offer will be issued to the lowest compliant offeror.**

SIGNATURE:

\_\_\_\_\_  
 Name and title of person authorized to sign on behalf of Bidder (Type or print)

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

**SUPPLIER CONTACTS:** The names, titles and telephone numbers of the Offeror's permanent staff members cleared to receive call-ups from Identified Users:

NAME	TITLE	TELEPHONE NO.	E-MAIL

## APPENDIX 5 - PERIODIC REPORTS

As a requirement of this Request for Standing Offer, a report shall be submitted as follows:

Return to:

Ronny Ly	(604)666-0043	Ronny.ly@pwgsc-tpsgc.gc.ca
<b>Name</b>	<b>Phone Number</b>	<b>E-mail</b>

At: Public Works and Government Services  
219-800 Burrard St.  
Vancouver, BC V6Z 0B9

### BI-ANNUAL REPORT ON THE VOLUME OF BUSINESS

SUPPLIER: \_\_\_\_\_

REPORT FOR THE PERIOD ENDING: \_\_\_\_\_

Description of Work	Call up #	Total Billing

NIL REPORT: We have not done any business with the federal government for this period. \_\_\_\_\_

PREPARED BY: \_\_\_\_\_

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TELEPHONE NO.: \_\_\_\_\_

# APPENDIX 6 - CERTIFICATE OF INSURANCE



Travaux publics et  
Services gouvernementaux  
Canada

Public Works and  
Government Services  
Canada

Description and Location of Work	Contract No.
	Project No.

Name of Insurer, Broker or Agent	Address (No., Street)	City	Province	Postal Code
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Name of Insured (Contractor)	Address (No., Street)	City	Province	Postal Code
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**Additional Insured**  
**Her Majesty the Queen in Right of Canada as represented by the Minister of Public Works and Government Services**

Type of Insurance	Insurer Name and Policy Number	Inception Date D / M / Y	Expiry Date D / M / Y	Limits of Liability		
				Per Occurrence	Annual General Aggregate	Completed Operations Aggregate
<b>Commercial General Liability</b> <b>Umbrella/Excess Liability</b>				\$	\$	\$
<b>Builder's Risk / Installation Floater</b>				\$		
<b>Pollution Liability</b>				\$		Aggregate \$
<b>Marine Liability</b>				\$		
<b>Aviation Liability</b>				\$		Aggregate \$
<b>Insert other type of insurance as required</b>				\$		

I certify that the above policies were issued by insurers in the course of their Insurance business in Canada, are currently in force and include the applicable insurance coverage's stated on page 2 of this Certificate of Insurance, including advance notice of cancellation / reduction in coverage.

Name of person authorized to sign on behalf of Insurer(s) (Officer, Agent, Broker)

Telephone number

Signature

Date D / M / Y



<p><b>General</b></p> <p>The insurance policies required on page 1 of the Certificate of Insurance must be in force and must include the insurance coverages listed under the corresponding type of insurance on this page.</p> <p>The policies must insure the Contractor and must include Her Majesty the Queen in Right of Canada as represented by the Minister of Public Works and Government Services as an additional Insured.</p> <p>The insurance policies must be endorsed to provide Canada with not less than thirty (30) days notice in writing in advance of a cancellation of insurance or any reduction in coverage.</p> <p>Without increasing the limit of liability, the policies must protect all insured parties to the full extent of coverage provided. Further, the policies must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.</p>	<p><b>Commercial General Liability</b></p> <p>The insurance coverage provided must not be substantially less than that provided by the latest edition of IBC Form 2100.</p> <p>The policy must either include or be endorsed to include coverage for the following exposures or hazards if the Work is subject thereto:</p> <ul style="list-style-type: none"> <li>(a) Blasting.</li> <li>(b) Pile driving and caisson work.</li> <li>(c) Underpinning.</li> <li>(d) Removal or weakening of support of any structure or land whether such support be natural or otherwise if the work is performed by the insured contractor.</li> </ul> <p>The policy must have the following minimum limits:</p> <ul style="list-style-type: none"> <li>(a) <b>\$5,000,000</b> Each Occurrence Limit;</li> <li>(b) <b>\$10,000,000</b> General Aggregate Limit per policy year if the policy contains a General Aggregate; and</li> <li>(c) <b>\$5,000,000</b> Products/Completed Operations Aggregate Limit.</li> </ul> <p>Umbrella or excess liability insurance may be used to achieve the required limits.</p>	<p><b>Builder's Risk / Installation Floater</b></p> <p>The insurance coverage provided must not be less than that provided by the latest edition of IBC Forms 4042 and 4047.</p> <p>The policy must permit use and occupancy of any of the projects, or any part thereof, where such use and occupancy is for the purposes for which a project is intended upon completion.</p> <p>The policy may exclude or be endorsed to exclude coverage for loss or damage caused by asbestos, fungi or spores, cyber and terrorism.</p> <p>The policy must have a limit that is <b>not less than the sum of the contract value</b> plus the declared value (if any) set forth in the contract documents of all material and equipment supplied by Canada at the site of the project to be incorporated into and form part of the finished Work. If the value of the Work is changed, the policy must be changed to reflect the revised contract value.</p> <p>The policy must provide that the proceeds thereof are payable to Canada or as Canada may direct in accordance with GC10.2, "Insurance Proceeds" (<a href="https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R/R2900D/2">https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R/R2900D/2</a>).</p>
<p><b>Contractors Pollution Liability</b></p> <p>The policy must have a limit usual for a contract of this nature, but not less than <b>\$1,000,000</b> per incident or occurrence and in the aggregate.</p>	<p><b>Marine Liability</b></p> <p>The insurance coverage must be provided by a Protection &amp; Indemnity (P&amp;I) insurance policy and must include excess collision liability and pollution liability.</p> <p>The insurance must be placed with a member of the International Group of Protection &amp; Indemnity Associations or with a fixed market in an amount of not less than the limits determined by the <i>Marine Liability Act</i>, S.C. 2001, c. 6. Coverage must include crew liability, if it is not covered by the statutory requirements of the Territory or Province having jurisdiction over such employees.</p> <p>The policy must waive all rights of subrogation against Canada as represented by Public Works and Government Services Canada for any and all loss of or damage to the watercraft however caused.</p>	<p><b>Other types of Insurance</b> <b>To be inserted in this space according to specifics of project.</b> <b>Use separate page if needed.</b></p>
<p><b>Aviation Liability</b></p> <p>The insurance coverage shall include Bodily Injury (including passenger Bodily Injury) and Property Damage, in an amount of not less than <b>\$5,000,000</b> per incident or occurrence and in the aggregate.</p>		