

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

REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

Proposal To: Public Works and Government
Services Canada

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

Proposition aux: Travaux Publics et Services
Gouvernementaux Canada

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

Comments - Commentaires

Title - Sujet HANGAR DOOR MAINTENANCE	
Solicitation No. - N° de l'invitation W010C-14C330/A	Date 2014-06-27
Client Reference No. - N° de référence du client W010C-14-C330	
GETS Reference No. - N° de référence de SEAG PW-\$PWA-121-5086	
File No. - N° de dossier PWA-3-70099 (121)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-07-29	Time Zone Fuseau horaire Atlantic Daylight Saving Time ADT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Lockyer(PWA), Jeff	Buyer Id - Id de l'acheteur pwa121
Telephone No. - N° de téléphone (902) 496-5636 ()	FAX No. - N° de FAX (902) 496-5016
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE WILLOW PARK, BUILDING 7 STN FORCES, P.O. BOX 99000 HALIFAX NOVA SCOTIA B3K 5X5 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

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

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

Solicitation No. - N° de l'invitation

W010C-14C330/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pwa121

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

W010C-14-C330

File No. - N° du dossier

PWA-3-70099

CCC No./N° CCC - FMS No/ N° VME

The bid solicitation package is to be inserted at this point and forms part of this document.

Le jointe au dossier de demande de soumissions doit être insérée ici et fait partie du présent document.

Department of National Defence



Specification

Service Contract

**Inspection, Maintenance and Repairs
to Hangar Doors at 12 Wing Shearwater**

CFB Halifax, NS

Job No.W010C-14-C330

2013-07-18

<u>Section</u>	<u>Title</u>	<u>Pages</u>
<u>Division 01 - General Requirements</u>		
01 11 00	General Instructions	7
01 35 30	Health and Safety Requirements	7
01 35 35	DND Fire Safety Requirements	4
01 35 43	Environmental Procedures	2
01 61 00	Common Product Requirements	3
01 74 11	Cleaning	2
<u>Division 08 - Openings</u>		
08 36 13	Inspection, Maintenance and Repairs to Hangar Doors	4
08 36 13.01	Annex A Hangar Doors	1
08 36 13.02	Annex B SHHGR342 and SHHGR344 Hangar Door Maintenance	2

PART 1 - GENERAL

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| <u>1.1 DESCRIPTION OF WORK</u> | .1 | Work under this Service Contract comprises the furnishing of all labour, material, tools, and equipment required to provide the inspection, maintenance and repairs to the manually and electrically operated hangar doors at 12 Wing Shearwater as specified herein. |
| <u>1.2 ENGINEER</u> | .1 | All reference to the Engineer in this specification is to the Contract Inspector who is representing the Base Construction Engineering Officer(BCEO). |
| | .2 | The Engineer will provide the Contractor with a list of his/her authorized representatives at the pre-job meeting. |
| <u>1.3 WORK INCLUDED</u> | .1 | Work under this Service Contract comprises the following: <ul style="list-style-type: none">.1 Perform the annual and semi-annual inspections of the manually and electrically operated hangar doors and as specified in Section 08 36 13 Inspection, Maintenance and Repairs of Hangar Doors..2 Provide written reports. |
| | .2 | The Contractor will be notified of additional work as requested by the Engineer with the issue of a DND 626 "Task authorization" form for the following: <ul style="list-style-type: none">.1 repairs identified during the annual and semi-annual inspections;.2 service calls as required by the Engineer; and.3 clean up. |
| <u>1.4 LOCATION OF JOB SITE</u> | .1 | Area covered under this specification include but not limited to the following location: <ul style="list-style-type: none">.1 12 Wing Shearwater - Eastern Passage, NS. |

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|--------------------------------------|----|---|
| <u>1.5 SITE ACCESS</u> | .1 | Access to the site is under the direction of the Department of National Defence. All visitors entering areas issuing a daily pass will be aware of the requirement for search as a condition of issue. |
| | .2 | While within the confines of CFB Halifax all employees and representatives of the Contractor must comply with all of the Standing Orders as promulgated by Base Authorities. |
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| <u>1.6 PRE-JOB MEETING</u> | .1 | Immediately upon receipt of award of Service Contract, the successful Contractor will contact the Engineer to arrange a pre-job meeting prior to commencement of any work. |
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| <u>1.7 CONTRACTOR QUALIFICATIONS</u> | .1 | The Contractor must satisfy the Engineer that he/she has adequate and qualified staff to perform the service expected. This includes all service calls within an acceptable time period and having adequate parts on hand to meet the requirements of the job, both during silent and normal working hours. |
| | .2 | Whenever the Contractor uses sub-contractors, they too must perform to and comply with all requirements of this Contract. |
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| <u>1.8 WORKMANSHIP</u> | .1 | Workmanship must be the best quality executed by workers experienced and skilled in the respective duties for which they are employed. |
| | .2 | Do not employ any unfit person or anyone unskilled in their required duties. The Engineer reserves the right to require the dismissal from the site, workers deemed incompetent, careless, insubordinate or otherwise objectionable. |
| | .3 | Decisions as to the quality or fitness of workmanship in cases of dispute rest solely with the Engineer whose decision is final. |
| | .4 | The Contractor will employ a competent and experienced supervisor with the authority to speak on his behalf on day-to-day routine matters. |
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| <u>1.9 CONTRACTOR'S USE OF SITE</u> | .1 | Contractor will be briefed on use of site by the Engineer. |
| | .2 | Do not unreasonably encumber site with materials or equipment. |
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<u>1.9 CONTRACTOR'S USE OF SITE (Cont'd)</u>	.3	Move stored products or equipment which interferes with operations of Engineer or other Contractors.
	.4	The Engineer will brief the Contractor on access to restricted areas.
<u>1.10 PARKING</u>	.1	One parking space will be made available on site for company vehicles and equipment only. Maintain and administer this space as directed.
<u>1.11 NORMAL WORKING HOURS</u>	.1	Normal working hours will be 0730 to 1600 hours, Monday to Friday. Any work carried out other than normal working hours must be authorized by the Engineer.
<u>1.12 CODES AND STANDARDS</u>	.1	Perform work in accordance with the latest edition of National Building Code of Canada(NBC), Canadian Electrical Code Part I, Canada Labour Code Part II, National Fire Code of Canada, NS Fall Protection and Scaffolding regulations, and any other provincial or municipal regulations and by-laws provided that in any case of conflict or discrepancy, the more stringent requirements will apply.
	.2	Meet or exceed requirements of Contract documents, specified standards, codes and referenced documents.
<u>1.13 PROTECTION OF EXISTING FACILITIES</u>	.1	The Contractor must take all necessary precautions to ensure against damage to existing facilities. Any damage to such facilities as a result of the Contractor's operations must be repaired or replaced by the Contractor at his own expense, as soon as is reasonably possible.
	.2	Special coverings and protection must be provided to protect plants, walls, projections and adjacent work where materials are being removed, installed or hoisted.
	.3	The Contractor must protect all occupant owned furnishings and equipment, and the building from damage during execution of the Contract.
	.4	Where the Engineer considers it necessary, provide and erect warning signs and barriers.

1.14 ALTERATIONS,
ADDITIONS OR
REPAIRS TO EXISTING
BUILDING

- .1 Execute work with least possible interference or disturbance to occupants, public and normal use of premises. Arrange with Engineer to facilitate execution of work.
- .2 Where security has been reduced by work of Contract, provide temporary means to maintain security.
- .3 Provide temporary dust screens, barriers, warning signs in locations where renovation and alteration work is adjacent to areas used by public or government staff.
- .4 Use only elevators existing in building for moving workers and material.
 - .1 Protect walls of passenger elevators, to approval of Engineer prior to use.
 - .2 Accept liability for damage, safety of equipment and overloading of existing equipment.

1.15 EXISTING
SERVICES

- .1 Where Work involves breaking into or connecting to existing services, give 48 hours notice for necessary interruption of mechanical or electrical service throughout course of work. Minimize duration of interruptions. Carry out work at times as directed by governing authorities with minimum disturbance.
- .2 Establish location and extent of service lines in area of work before starting Work. Notify Engineer of findings.
- .3 Submit schedule to and obtain approval from Engineer for any shut-down or closure of active service or facility including power and communications services. Adhere to approved schedule and provide notice to affected parties.
- .4 Provide temporary services when directed by Engineer to maintain critical building and tenant systems.
- .5 Where unknown services are encountered, immediately advise Engineer and confirm findings in writing.

1.16 POWER AND
WATER SUPPLY

- .1 DND may provide, free of charge, temporary electric power and water for construction purposes.
- .2 Engineer will determine delivery points and quantitative limits. Engineer's written permission is required before any connection is made. Connect to existing power supply in accordance with Canadian Electrical Code.
- .3 Provide, at no cost to DND, all equipment and temporary lines to bring these services to project site.

1.16 POWER AND
WATER SUPPLY
(Cont'd)

- .4 Supply of temporary services by DND is subject to DND requirements and may be discontinued by DND site representative at any time without notice, without acceptance of any liability for damage or delay caused by such withdrawal of temporary services.
- .5 After the temporary service lines are no longer required, the Contractor must remove all lines and equipment, restore the connection points to their original condition and return the land to its original contour.

1.17 HEATING AND
VENTILATING

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

1.18 CUTTING, FITTING
AND PATCHING

- .1 Execute cutting, fitting and patching required to make work fit properly.
- .2 Where new work connects with existing and where existing work is altered, or cut, patch and make good to match existing work.
- .3 Obtain Engineer's approval before cutting, boring or sleeving load-bearing members.

1.18 CUTTING, FITTING
AND PATCHING
(Cont'd)

- .4 Make cuts with clean, true, smooth edges. Make patches inconspicuous in final assembly.

1.19 EMERGENCY AND
SERVICE CALL-UPS

- .1 The Contractor must maintain and provide the Engineer with contact numbers to be able to provide response to request for service from the Engineer or representative on a 24 hour, 7 day per week basis. If the request for service from the after hours Departmental Representative, the Contractor must, immediately upon completion of the service, report back to the Engineer describing the action taken to correct the problem. The following Work priorities and response time will apply:

- .1 **Emergency:** A priority of "Emergency" is defined as a deficiency or breakdown that requires immediate attention to reduce the potential for danger to occupants, the general public, the environment, or the facility. Maintenance and minor construction identified with this priority must be responded to immediately and must be reported without delay to designated manager.

- .1 Standard response times:

- .1 Urban/rural: ASAP - Maximum 2 hours.

- .2 **Routine:** A priority of "Routine" is defined as essential maintenance and minor construction which should be rectified at the earliest possible opportunity. It is considered as deficiencies or breakdowns that do not impair current operations or pose any danger to the occupants, the general public, the environment, or the facility.

- .1 Standard response times:

- .1 Urban/rural: 4 hours.

- .2 The Contractor will be advised of the personnel authorized to request emergency service. Services undertaken at the request of unauthorized persons will be done at the Contractor's risk, with regards to payment.

- .3 Report service calls executed outside normal working hours to the Engineer, immediately on the next working day.

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| <u>1.20 INSPECTION</u> | .1 | All work and materials covered by this specification will be subject to inspection at any time by the Engineer or his/her representative. |
| | | |
| <u>1.21 REPORTING
IRREGULARITIES</u> | .1 | The Contractor must notify the Engineer of irregularities in the work area, such as structural defects, mechanical and/or electrical problems and/or any beyond the scope of work. |

PART 1 - GENERAL

1.1 CONSTRUCTION
SAFETY MEASURES

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

1.1 CONSTRUCTION
SAFETY MEASURES
(Cont'd)

- .5 (Cont'd)
- .4 **Serious Violation:** For a serious violation of a safety regulation as deemed by a regulator, project manager or safety officer a recommendation will be made to the Contracting Authority to immediately terminate the Contract/Standing Offer(Violation documented on Contract file, copies to Contractor, DCC or PWGSC).
- .5 **Charges Laid or Guilty Determination by Courts:** Infractions of safety regulations that result in charges being laid by a regulator against the Contractor or the Contractor being found guilty by the courts may result in that Contractor being denied access to Base Construction Engineering contracts.

1.2 HAZARD
ASSESSMENTS

- .1 Contractor must implement and carry out a health and safety hazard assessment program as part of the Work. Program to include:
- .1 **Initial Hazard Assessment:** Carried out upon notification of Contract award and/or prior to commencement of Work.
- .2 **On-going Hazard Assessments:** Performed during the progress of Work identifying new or potential health risks and safety hazards not previously known. As a minimum, hazards assessments must be carried out when:
- .1 New sub-trade work, new sub-contractor(s) or new workers arrive at the site to commence another portion of the Work.
- .2 The scope of Work has been changed.
- .3 Work conducted in confined spaces.
- .4 Potential hazard or weakness in current health and safety practices are identified by the Engineer.
- .2 Hazard assessments will be project and site specific, based on review of Contract documents and site.
- .3 Each hazard assessment to be made in writing. Keep copies of all assessments on site for duration of Work. Upon request, make available to Engineer.

1.2 HAZARD
ASSESSMENTS
(Cont'd)

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

1.3 ASBESTOS
PRODUCT & ASBESTOS
ACTIVITY

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

1.4 HAZARDOUS
MATERIAL SPILL

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

1.4 HAZARDOUS
MATERIAL SPILL
(Cont'd)

- .2 (Cont'd)
.5 (Cont'd)
- .1 name;
 - .2 company; and
 - .3 telephone number.
 - .6 contain the spill;
 - .7 isolate the area as required;
 - .8 contact the Engineer; and
 - .9 clean up minor spills using appropriate protective equipment and supplies.

1.5 FASTENING
DEVICES EXPLOSIVE
ACTUATED

- .1 Explosive actuated devices must not be used.

1.6 HOT WORK

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

1.7 CONFINED SPACES

- .1 All work in confined spaces will be carried out in compliance with the Canada Occupational Safety and Health Regulations, Part XI.
- .2 The Contractor to provide and maintain all equipment as required by any person to enter and/or perform work in a safe manner, in compliance with the Canada Occupational Safety and Health Regulations, Part XI.
- .3 The Contractor to provide and maintain training, as required by the Canada Occupational Safety and Health Regulations, Part XI.

1.7 CONFINED SPACES
(Cont'd)

- .3 (Cont'd)
- .1 The Contractor and/or his employees must provide proof of training and qualifications when requested by the Engineer.
 - .4 The Contractor to provide the Engineer with a copy of an "Entry Permit" for each and every entry into the confined space to ensure compliance with the Canada Occupational Safety and Health Regulations, Part XI.
 - .5 The Contractor to have a hazard assessment of the confined space performed.
 - .1 The Contractor to provide the Engineer with a copy of the hazard assessment.

1.8 FALL PROTECTION

- .1 All work carried out above the mandatory height restrictions, from unguarded structure and/or scaffolding, will be done in compliance with the Canada Occupational Safety and Health Regulations, Part XII, Section 12.10.
- .2 The components of a fall protection system must meet the standards as outlined in the Canada Occupational Safety and Health Regulations, Part XII, Section 12.10(2).
- .3 The Contractor is to ensure fall protection equipment is maintained, inspected and tested by a qualified technician as required by the Canada Occupational Safety and Health Regulations, Part XII, Section 12.3.

1.9 ARC FLASH

- .1 The Contractor is to ensure all electrical equipment such as switchboards, panel boards, motor control centres and meter socket enclosures be marked to warn persons of potential electric shock and arc flash hazards. This labeling is required for all new & modified installations.
- .2 The warning label must also include information regarding "arc flash hazard category(0 to 4)" and the "Flash Protection Boundary" as defined in NFPA 70E. All projects specifications must include short circuit study and flash hazard analysis.

1.9 ARC FLASH
(Cont'd)

- .3 In accordance with the CSA Standards Z462-08 para 4.3.3.3 Electrical Contractors are required to perform a shock and flash hazard analysis to select the appropriate PPE to wear. Electrical Contractors are required arc-rated personal protective equipment while troubleshooting and diagnostic testing that cannot be performed unless the electrical conductor or circuit part is energized. All Contractor work practices must protect each employee from arc flash and from contact with live parts directly with any part of the body or indirectly through some other conductive object.

1.10 SAFETY

- .1 The Contractor must perform site hazard assessments to establish site specific safe work practice procedures for the safety and well being of his/her employees. Copies must be made available to Department of National Defence upon request.
- .2 All copies of the formal Hazard Assessments conducted by the Contractor throughout the duration of the work will be retained and made available to the Engineer immediately upon request.
- .3 It is the Contractor's responsibility to be familiar with all applicable safety acts, regulations, codes and Standing Offer requirements. These must be identified and addressed in the safety plan, by identifying Standard Operating Procedures(SOP) and safe work practices(SWP) which incorporate clear and specific control measures, applicable rules, procedures and practices, all of which will become mandatory.
- .4 The Contractor must ensure all workers and authorized persons entering the work site are notified of and abide by the posted safety plan, safety rules, procedures, safe work practices and applicable safety acts, regulations, and codes. Any person not complying with these will not be permitted on the site.
- .5 Contractor must ensure that all applicable personal protective equipment(PPE) is used.
- .1 All personnel are required to wear hard hats, in accordance with CSA Z94.1-05.
- .2 All personnel are required to wear safety footwear, in accordance with CSA Z195-09.
- .3 All personnel are required to wear eye & face protection, in accordance with CSA Z94.3.1-09.

1.10 SAFETY
(Cont'd)

- .5 (Cont'd)
- .4 When and where noise level is above 85 decibels; all personnel are required to wear hearing protection, in accordance with CAN/CSA Z94.2-02(R2007).
- .5 Where toxic or noxious gas fumes, or oxygen deficiency or excessive dust may occur, so as to create a hazard to life, safety or health; all personnel are required to wear respiratory protection, in accordance with CAN/CSA Z94.4-02(R2007).
- .6 The Engineer will coordinate arrangements for the Contractor to be briefed on site safety within fourteen(14) days of award of Contract.

1.11 SITE SIGNS AND
NOTICES

- .1 Safety and instruction signs and notices:
- .1 Signs and notices for safety and instruction must be in both official languages. Graphic symbols must conform to the latest version of "Signs and Symbols for the Workplace".

PART 1 - GENERAL

1.1 EMERGENCY
REPORTING

- .1 Telephone numbers:
 - .1 Base phone: dial 9-1-1;
 - .2 cell phone: 427-3333.

1.2 FIRE SAFETY
ENFORCEMENT

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

1.3 FIRE SAFETY
BRIEFING

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

1.4 FIRE WATCH

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

1.5 FIRE
EXTINGUISHERS

- .1 Provide and maintain in operational condition fire extinguishers as prescribed by the Base Fire Chief.

1.6 SMOKING
PRECAUTIONS

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

1.7 REPORTING FIRE
INCIDENTS

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

1.8 INTERIOR AND
EXTERIOR FIRE
PROTECTION AND
ALARM SYSTEM

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

1.9 BLOCKAGE OF
ACCESS FOR FIRE
FIGHTING APPARATUS

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

1.10 RUBBISH AND
WASTE MATERIALS

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

1.11 FLAMMABLE
LIQUIDS

- .1 The handling, storage and use of flammable liquids are to be governed and guided by the requirements established by the Base Fire Chief and in accordance with the approved fire safety plan.
- .2 Indoor storage of flammable liquids must not exceed thirty(30) litres provided that they are stored in areas and containers approved by the Base Fire Chief.
- .3 The Engineer reserves the right to require removal from the site any storage containers not acceptable to the Base Fire Chief.
- .4 The Engineer will not permit indoor storage of quantities of flammable liquids exceeding thirty(30) litres for on-site work purposes, without the written permission of the Base Fire Chief.
- .5 Transfer of flammable liquids within buildings is prohibited.
- .6 Transfer of flammable liquids will not be carried out in the vicinity of open flames or any type of heat producing devices.

1.11 FLAMMABLE
LIQUIDS
(Cont'd)

- .7 Flammable liquids having a flash point below twenty-two(22) degrees C such as naphtha or gasoline will not be used as solvents or cleaning agents.
- .8 Flammable waste liquids, for disposal, must be stored in approved containers located in a safe ventilated area. Quantities are not to exceed thirty(30) litres. Dumping or burning of flammable liquids on site is prohibited.

1.12 HAZARDOUS
SUBSTANCES

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

PART 1 - GENERAL

- 1.1 DEFINITIONS
- .1 **Environmental Pollution and Damage:** Presence of chemical, physical, biological elements or agents which adversely affect human health and welfare; unfavourably alter ecological balances of importance to human life; affect other species of importance to humankind; or degrade environment aesthetically, culturally and/or historically.
 - .2 Environmental Protection: Prevention/control of pollution and habitat or environment disruption during construction. Control of environmental pollution and damage requires consideration of land, water, and air; biological and cultural resources; and includes management of visual aesthetics; noise; solid, chemical, gaseous, and liquid waste; radiant energy and radioactive material as well as other pollutants.
- 1.2 FIRES
- .1 Fires and burning of rubbish on site not permitted.
- 1.3 DRAINAGE
- .1 Control disposal or runoff of water containing suspended materials or other harmful substances in accordance with local authority requirements.
- 1.4 POLLUTION CONTROL
- .1 Maintain temporary erosion and pollution control features installed under this Contract.
 - .2 Control emissions from equipment and plant to local authorities' emission requirements.
 - .3 Cover or wet down dry materials and rubbish to prevent blowing dust and debris. Provide dust control for temporary roads.

PART 3 - EXECUTION

- 3.1 CLEANING
- .1 Clean in accordance with Section 01 74 11 - Cleaning.
 - .2 Ensure public waterways, storm and sanitary sewers remain free of waste and volatile materials disposal.

PART 1 - GENERAL

1.1 QUALITY

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

1.2 STORAGE,
HANDLING AND
PROTECTION

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

1.3 TRANSPORTATION

- .1 Pay costs of transportation of products required in performance of Work.
- .2 Transportation cost of products supplied by Owner will be paid for by Engineer. Unload, handle and store such products.

1.4 MANUFACTURER'S INSTRUCTIONS

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

1.5 REMEDIAL WORK

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

1.6 LOCATION OF FIXTURES

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

1.7 FASTENINGS

- .1 Provide metal fastenings and accessories in same texture, colour and finish as adjacent materials, unless indicated otherwise.
 - .2 Prevent electrolytic action between dissimilar metals and materials.
 - .3 Use non-corrosive hot dip galvanized steel fasteners and anchors for securing exterior work, unless stainless steel or other material is specifically requested in affected specification Section.
-

1.7 FASTENINGS
(Cont'd)

- .4 Space anchors within individual load limit or shear capacity and ensure they provide positive permanent anchorage. Wood, or any other organic material plugs are not acceptable.
- .5 Keep exposed fastenings to a minimum, space evenly and install neatly.
- .6 Fastenings which cause spalling or cracking of material to which anchorage is made are not acceptable.

1.8 ACCEPTABILITY OF
MATERIALS

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

PART 1 - GENERAL

1.1 PROJECT
CLEANLINESS

- .1 Maintain Work in tidy condition, free from accumulation of waste products and debris, other than that caused by Owner or other Contractors.
- .2 Remove waste materials from site at daily regularly scheduled times or dispose of as directed by Engineer.
- .3 Make arrangements with and obtain permits from authorities having jurisdiction for disposal of waste and debris.
- .4 Dispose of waste materials and debris off site.
- .5 Clean interior areas prior to start of finishing work, and maintain areas free of dust and other contaminants during finishing operations.
- .6 Store volatile waste in covered metal containers, and remove from premises at end of each working day.
- .7 Provide adequate ventilation during use of volatile or noxious substances. Use of building ventilation systems is not permitted for this purpose.
- .8 Use only cleaning materials recommended by manufacturer of surface to be cleaned, and as recommended by cleaning material manufacturer.
- .9 Schedule cleaning operations so that resulting dust, debris and other contaminants will not fall on wet, newly painted surfaces nor contaminate building systems.

1.2 FINAL CLEANING

- .1 When Work is Substantially Performed remove surplus products, tools, construction machinery and equipment not required for performance of remaining Work.
- .2 Remove waste products and debris other than that caused by others, and leave Work clean and suitable for occupancy.
- .3 Prior to final review remove surplus products, tools, construction machinery and equipment.
- .4 Remove stains, spots, marks and dirt from decorative work, electrical and mechanical fixtures, furniture fitments, walls, and floors.
- .5 Broom clean and wash exterior walks, steps and surfaces; rake clean other surfaces of grounds.

- | | | |
|--------------------------------|----|---|
| 1.2 FINAL CLEANING
(Cont'd) | .6 | Remove dirt and other disfiguration from exterior surfaces. |
| | .7 | Sweep and wash clean paved areas. |

PART 1 - GENERAL

1.1 GENERAL .1 Any work that may disrupt the operations of the occupying clients will be carried out after normal building operational hours. All Work in hangars SHHGR342 and SHHGR344 must be coordinated with 12 Wing Ops.

1.2 LOCATION .1 The following buildings at 12 Wing Shearwater require hangar doors inspections, inspections frequency rate are identified in Annex A Hangar Doors:

- .1 SHHGR A;
- .2 SHHGR B;
- .3 SHHGR C;
- .4 SHHGR E;
- .5 SHHGR F;
- .6 SHHGR H;
- .7 SHHGR J;
- .8 SHHGR Y;
- .9 SHHGR 3;
- .10 SHHGR 4;
- .11 SH4;
- .12 SH5;
- .13 SHHGR342; and
- .14 SHHGR344.

1.3 ANNUAL AND SEMI-ANNUAL INSPECTIONS .1 The Contractor must perform annual and semi-annual inspections of the hangar doors at the locations and frequency identified in Annex A.

.2 The initial inspection must be completed within two months after the Contract award. Subsequent inspections will be at 6 month interval for semi-annual.

1.3 ANNUAL AND
SEMI-ANNUAL
INSPECTIONS
(Cont'd)

- .3 The Contractor will perform preventive maintenance during the inspections to ensure reliable and continuous safe operation of the doors. The maintenance work must be in accordance with commercial practices or manufacturer's specifications.
- .4 The annual or semi-annual inspections/preventive maintenance will include but not limited to the following:
 - .1 check the structural integrity of the hangar door and associated equipment;
 - .2 visually inspect cables (inspect carefully as broken cables on preformed cables do not broom out);
 - .3 check all mechanical components to include:
 - .1 clean and lubricate all movable parts;
 - .2 adjustments as required for proper door operation;
 - .4 check all electrical components including controls, wiring and motors; and
 - .5 check all safety mechanisms.
- .5 The semi-annual and annual inspections/preventive maintenance of the SHHGR342 and SHHGR344 hangar doors must be performed in accordance with Annex B SHHGR342 and SHHGR344 Hangar Doors Maintenance.
- .6 The Contractor must not perform major mechanical work or replace any parts until inspection report is submitted and repair work is approved by the Engineer.

1.4 REPORTS

- .1 The Contractor must prepare and submit a detailed written report to Engineer within 10 days of completion of all inspections.
- .2 The report will include:
 - .1 location and door identification;
 - .2 date of inspection;
 - .3 preventive maintenance work performed;
 - .4 overall condition of the door:
 - .1 report to specify problem with individual parts;

1.4 REPORTS
(Cont'd)

- .2 (Cont'd)
- .4 (Cont'd)
- .5 repairs needed to include:
 - .1 estimate identifying additional repairs and parts replacement required including:
 - .1 cost of components;
 - .2 number of manhours.
 - .2 method of work;
- .6 a marked up drawing identifying problem parts.

1.5 ADDITIONAL
REPAIRS

- .1 The Contractor will be notified of additional work as requested by the Engineer with the issue of a DND 626 "Task Authorization" form for the following:
 - .1 repairs identified during the annual and semi-annual inspections; and
 - .2 service calls as required by the Engineer.

PART 2 - PRODUCTS

2.1 MATERIALS

- .1 All materials and replacement parts must be approved by the Engineer.
- .2 Replacement parts are to match original components in size, composition, function, and durability. Contractor to submit samples of all parts to Engineer for approval prior to installation.

PART 3 - EXECUTION

3.1 MANUFACTURER'S
INSTRUCTIONS

- .1 **Compliance:** Comply with manufacturer's written data, including product technical bulletins, product catalogue installation instructions, product carton installation instructions, and data sheets.

3.2 SAFETY
PROCEDURES

- .1 Before working on vertical lift doors, Contractor must post safety warnings and barricades on both sides(interior and exterior sides) of the door opening to prevent any unauthorized use of the door while Work is being performed.
- .2 Be aware when working with any electrical or electronic controls, that the power source is locked out and tagged in accordance with regulations.

3.3 INSTALLATION

- .1 Install all materials in accordance with manufacturer's instructions using mechanics skilled in this trade.

3.4 CLEANING

- .1 Proceed in accordance with Section 01 74 11 Cleaning.
- .2 Perform cleaning after installation to remove construction and accumulated environmental dirt.
- .3 Remove traces of primer, caulking; clean doors and frames.
- .4 Clean glass and glazing materials with approved non-abrasive cleaner.
- .5 Upon completion of installation, remove surplus materials, rubbish, tools and equipment barriers.

12 Wing Shearwater - Hangar Doors

Bldg	Address	Designation	Year Built	Identification	Type	Size	Frequency
SHHGR A	99 Tarmac Rd	Flight 111	circa 1939		horiz./sectional	39000 x 7640	annual
SHHGR B	155 Tarmac Rd	Base Maintenance Test Flight	circa 1939		horiz./sectional	39000 x 7640	semi-annual
SHHGR C	201 Tarmac Rd	Aircraft Washdown	circa 1939		horiz./sectional	39000 x 7640	annual
SHHGR E	351 Magnificent Ave	HOTEF	circa 1962		horiz./sectional	30480 x 8686	annual
SHHGR F	319 Magnificent Ave	HS423	circa 1962		horiz./sectional	30480 x 8686	semi-annual
SHHGR H	145 Magnificent Ave	DCC	circa 1962		horiz./sectional		annual
SHHGR J		Flight 111			horiz./sectional		annual
SHHGR Y	176 Marine Parade Dr	Fleet Diving Unit	circa 1918	West	overhead sectional	3660 x 3050	annual
SHHGR 3	56 Tarmac Rd	Bameo R/W Maintenance	circa 1939		horiz./sectional	48210 x 8686	annual
SHHGR 4	20 Magnificent Ave		circa 1939		horiz./sectional	48210 x 8686	annual
SH4	48 Cadet Rd	Sea Cadet Training Centre	circa 1951	N-W	rolling shutter	3660 x 3050	annual
SH4	48 Cadet Rd	Sea Cadet Training Centre	circa 1951	S-W	overhead sectional	3660 x 3050	annual
SH5	70 Marine Parade Dr	HT 406 Squadron	circa 1936	South	horiz./sectional	17526 7925	semi-annual
SHHGR 342		423 MH Squadron	circa 2007	170g	overhead sectional	9082 x 8535	semi-annual
SHHGR 342		423 MH Squadron	circa 2007	170i	overhead sectional	24482 x 8535	semi-annual
SHHGR 344		12 Aircraft Maintenance Squadron	circa 2007	193a	overhead sectional	21336 x 8535	semi-annual
SHHGR 344		12 Aircraft Maintenance Squadron	circa 2007	194a	overhead sectional	21336 x 8535	semi-annual
SHHGR 344		12 Aircraft Maintenance Squadron	circa 2007	195a	overhead sectional	21336 x 8535	semi-annual
SHHGR 344		12 Aircraft Maintenance Squadron	circa 2007	196a	overhead sectional	21336 x 8535	semi-annual
SHHGR 344		12 Aircraft Maintenance Squadron	circa 2007	197a	overhead sectional	21336 x 8535	semi-annual
SHHGR 344		12 Aircraft Maintenance Squadron	circa 2007	198a	overhead sectional	21336 x 8535	semi-annual

Total semi-annual: 11
Total annual: 10

SHHGR342 and SHHGR344 Hangar Doors Maintenance

1.0 Introduction

- 1.1 The Contractor will conduct semi-annual and annual inspections as defined below for eight (8) three leaf vertical lift hangar doors located in buildings SHHGR342 and SHHGR344 of 12 Wing Shearwater.

Table 1.1 Maintenance Schedule Initial Contract Period		
Date: From date of Contract award for a one year period (Resultant Contract will identify actual dates based on Contract award date)		
Month	Phase	Event
Within 1 month from Contract award	1	Semi-annual maintenance schedule
6 month later	2	Annual maintenance schedule
6 months later	1	Semi-annual maintenance schedule

Table 1.2 Maintenance Schedule First Option Year Period		
Date: Next 12 month period (Resultant Contract will identify actual dates based on Contract award date)		
Month	Phase	Event
6 months later	2	Annual maintenance schedule
6 months later	1	Semi-annual maintenance schedule

Table 1.3 Maintenance Schedule Second Option Year Period		
Date: Next 12 month period (Resultant Contract will identify actual dates based on Contract award date)		
Month	Phase	Event
6 months later	2	Annual maintenance schedule
6 months later	1	Semi-annual maintenance schedule

2.0 Scope of Work

- 2.1 The Contractor will conduct the following scope of Work as defined in the following phases. A summary of the specific tasks to be conducted during each phase is provided in the Table 2.
- 2.2 The Contractor must not proceed with maintenance activities requiring cost beyond those forming part of the scheduled maintenance without written approval from the Engineer.
- 2.3 The Contractor in consultation with the Technical Authority will do all scheduling of the maintenance activities.

Table 2

Task	Phase 1 Semi-annual (6 monthly)	Phase 2 Annual (12 monthly)
• Coordinate with the facility representative to close traffic and operation of the hangar door in which the door is located. Ensure appropriate barricades and safety warnings are in place.	X	X
• Conduct lockout / tagout iaw regulations.	X	X
• Test safety equipment(i.e. reversing edge, photo eyes)	X	X
• Check sheaves and drive drum.	X	X
• Adjust / tighten parts as necessary.	X	X
• Check door operator.	X	X
• Adjust brake as necessary.	X	X
• Check gearbox oil and refill as necessary as per para 2.6 gearbox oil chart.	X	X
• Visually check cables. Inspect carefully as broken cables on preformed cables do not broom out.	X	X
• Lubricate grease fitting and moving parts.		X
• Inspect for worn parts.		X
• Adjust / tighten limit switches, photo eyes.		X
• Inspect cable safety springs		X
• Inspect door and guides for accidental damage, which may cause the door to bind.	X	X
• Check door cam rollers for unnecessary wear and/or breakage, or realigned for better operation.	X	X
• Note and document condition of hangar door in service report.	X	X
• Return hangar door to normal operating mode on completion.	X	X
• Ensure all tools, equipment, and materials are accounted for and removed from the hangar door area. With client permission, remove traffic control and resume normal operation.	X	X

2.4 Any bent or twisted members must be straightened and aligned to provide smooth easy operation. Abraded spots must be wire brushed and painted to prevent rust.

2.5 Cables are to be inspected for broken wires, deterioration or rust. Adjustment must be made with the take-up eye-bolts at the counterweight. Where continuous cables are used, the door can be leveled by loosening the clamps at the counterweight eyebolts and slipping the cable around the spool. Adjustment for length will be made with the eyebolt without loosening the cable clamps.

2.6 Gearbox Oil Chart:

- interior mounted door's gearbox oil spring, check lube and refill with: 80W90 wt oil;
- interior mounted door's gearbox oil fall, check lube and refill with: 75W90 wt oil;
- exterior mounted door's spring, gearbox oil check drain / refill with 600 wt oil; and
- exterior mounted door's fall, gearbox oil check drain / refill with 350/400 wt oil.

TASK AUTHORIZATION AUTORISATION DES TÂCHES

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

Instructions for completing DND 626 - Task Authorization

Contract no.

Enter the PWGSC contract number in full.

Task no.

Enter the sequential Task number.

Amendment no.

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

Increase/Decrease

Enter the increase or decrease total dollar amount including taxes.

Previous value

Enter the previous total dollar amount including taxes.

To

Name of the contractor.

Delivery location

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

Delivery/Completion date

Completion date for the task.

for the Department of National Defence

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

Services

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

Cost

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

GST/HST

The GST/HST cost as appropriate.

Total

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

Applicable only to PWGSC contracts

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

Note:

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

Instructions pour compléter le formulaire DND 626 - Autorisation des tâches

N° du contrat

Inscrivez le numéro du contrat de TPSGC en entier.

N° de la tâche

Inscrivez le numéro de tâche séquentiel.

N° de la modification

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

Augmentation/Réduction

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

Valeur précédente

Inscrivez le montant total précédent, y compris les taxes.

À

Nom de l'entrepreneur.

Expédiez à

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

Date de livraison/d'achèvement

Date d'achèvement de la tâche.

pour le ministère de la Défense nationale

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

Services

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

Prix

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

TPS/TVH

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

Total

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

Ne s'applique qu'aux contrats de TPSGC

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

Nota :

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

TABLE OF CONTENTS

TITLE: Hanger Door Maintenance and Inspections – CFB Shearwater, NS

PART 1 - GENERAL INFORMATION

1. Introduction
2. Summary
3. Debriefings

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions
2. Submission of Bids
3. Former Public Servant
4. Enquiries - Bid Solicitation
5. Applicable Laws
6. Site Visit

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
2. Basis of Selection

PART 5 – CERTIFICATIONS

1. Certifications Required Precedent to Contract
2. Additional Certifications Required Precedent to Contract Award

PART 6 – SECURITY AND OTHER REQUIREMENTS

1. Security Requirement
2. Insurance Requirements

PART 7 - RESULTING CONTRACT CLAUSES

1. Statement of Work
2. Standard Clauses and Conditions
3. Security Requirement
4. Term of Contract
5. Authorities
6. Proactive Disclosure of Contracts with Former Public Servants
7. Payment
8. Invoicing Instructions
9. Certifications
10. Applicable Laws
11. Priority of Documents
12. Defence Contract

Solicitation No. - N° de l'invitation
W010C-14C330/A
Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.
File No. - N° du dossier
W010C-14-C330

Buyer ID - Id de l'acheteur
pwa121
CCC No./N° CCC - FMS No./N° VME
PWA-3-70099

List of Annexes:

Annex A	Statement of Work
Annex B	Basis of Payment
Annex C	Security Requirements Check List
Annex D	Contractor Qualifications Attestation Form
Annex E	Insurance Requirements
Annex F	Code of Conduct Requirements
Annex G	DND 626, Task Authorization Form
Annex H	Periodic Usage Reports - Contracts with Task Authorizations

TITLE: Hanger Door Maintenance and Inspections – CFB Shearwater, NS

PART 1 - GENERAL INFORMATION

1. Introduction

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

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

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

"There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, bidders should refer to the Canadian Industrial Security Directorate (CISD), Industrial and Security Program of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website".

"The requirement is subject to the provisions of the Agreement on Internal Trade (AIT)."

2. Summary

Work under this Service Contract comprises the furnishing of all labour, materials, tools, and equipment required to provide the inspection, maintenance and repairs to the manually and electrically operated hanger doors at 12 Wing Shearwater as specified. This Service Contract is for a period of one year with two one-year option periods.

3. Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

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

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

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

"Subsections 04 and 05 of Section 01 Integrity Provisions - Bid of the Standard Instructions 2003 incorporated by reference above are deleted in their entirety and replaced with the following:

4. Bidders who are incorporated or who are a sole proprietorship, including those bidding as a joint venture, have already provided a list of names of all individuals who are directors of the Bidder, or the name of the owner, at the time of submitting an arrangement under the Request for Supply Arrangement (RFSA). These bidders must diligently inform Canada in writing of any changes affecting the list of directors during this procurement process as well as during the contract period.
5. Canada may, at any time, request that a bidder 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 bid being declared non-responsive."

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

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

2. Submission of Bids

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

3. Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes** () **No** ()

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

- a. name of former public servant;

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

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

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes** () **No** ()

If so, the Bidder must provide the following information:

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

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

4. Enquiries - Bid Solicitation

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

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

5. Applicable Laws

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

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

6. 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 July 15th at 9:00 am at the front entrance to SH-343 far end of Magnificent Ave. which is at the top of Bonaventure Ave. (the main road into the base left off of Pleasant St. heading South).. Bidders must communicate with the Contracting Authority no later than five (5) days before the scheduled visit to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders who **do not** confirm attendance and provide the name(s) of the person(s) who will attend as required **will not** be allowed access to the site. Bidders will 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.

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

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

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

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

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

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

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

Section I: Technical Bid

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

Section II: Financial Bid

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

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

Bidders **must complete** the Contractor Attestation Form at Annex D. Bidders must list three (3) projects/contracts, similar to what is contained in the Statement of Work and that your firm has completed within the last three (3) years.

Only bids that have demonstrated the necessary experience as requested in Annex D, will be considered responsive.

1.2 Financial Evaluation

The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, FOB destination, Canadian customs duties and excise taxes included.

2. Basis of Selection

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

PART 5 - CERTIFICATIONS

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

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

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

1. Certifications Required Precedent to Contract Award

1.1 Integrity Provisions - Associated Information

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

1.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

2. Additional Certifications Required Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to comply with the request of the Contracting Authority and to provide the certifications within the time frame provided will render the bid non-responsive.

2.2 Workers Compensation

The Contractor must maintain its account in good standing with the applicable provincial or territorial Workers' Compensation Board for the duration of the Contract.

2.3 Journeyman Certifications

Bidders **must** provide a copy of a valid journeyman welder certificate.

Bidders **must** also provide a copy of a valid journeyman electrician certificate.

PART 6 – SECURITY AND OTHER REQUIREMENTS

1. Security Requirement

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

1. The Contractor must, at all times during the performance of the Contract, hold a **valid Designated Organization Screening (DOS)**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor personnel requiring access to sensitive work site(s) must **EACH** hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.

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

3. Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
 - (b) Industrial Security Manual (Latest Edition).

2. Insurance Requirements

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

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

PART 7 - RESULTING CONTRACT CLAUSES

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

1. Statement of Work

Work under this Service Contract comprises the furnishing of all labour, materials, tools, and equipment required to provide the inspection, maintenance and repairs to the manually and electrically operated hanger doors at 12 Wing Shearwater as specified. This Service Contract is for a period of one year with two one-year option periods.

1.2 Task Authorization

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

1.2.1 Task Authorization Process:

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

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

The Contractor must provide the Technical Authority within 2 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.

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

1.2.2 Task Authorization Limit

The Technical Authority may authorize individual task authorizations up to a limit of **\$10,000.00**, Applicable Taxes included, inclusive of any revisions.

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

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

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

1.2.4 Periodic Usage Reports - Contracts with Task Authorizations

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

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

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

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31; and

4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 10 calendar days after the end of the reporting period.

Reporting Requirement- Details

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

For each authorized task:

the authorized task number or task revision number(s);

- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

For all authorized tasks:

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

2. Standard Clauses and Conditions

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

2.1 General Conditions

2035 (2014-03-01), General Conditions - Services (High Complexity) apply to and form part of the Contract.

3. Security Requirement

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

1. The Contractor must, at all times during the performance of the Contract, hold a **valid Designated Organization Screening (DOS)**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor personnel requiring access to sensitive work site(s) must **EACH** hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.

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

3. Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
 - (b) Industrial Security Manual (Latest Edition).

4. Term of Contract

4.1 Period of the Contract

The period of the Contract is one year from the date of award.

4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one-year periods under the same conditions. The Contractor agrees that,

during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Jeffrey Lockyer
Title: A/Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Address: 1713 Bedford row
Halifax, NS B3J 3C9

Telephone: 902-496-5636
Facsimile: 902-496-5016
E-mail address: jeffrey.lockyer@pwgsc.gc.ca

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

5.2 Project Authority – (to be determined at award)

The Project Authority for the Contract is:

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

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

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

5.3 Contractor's Representative

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

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

6. Proactive Disclosure of Contracts with Former Public Servants – (To be determined during bid evaluation by Contracting Authority)

7. Payment

7.1 Basis of Payment

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

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

7.2 Limitation of Expenditure – Scheduled Inspections (Determined at award)

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____. Customs duties are excluded and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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

- a. when it is 75 percent committed, or
- b. four (4) months before the contract expiry date, or
- c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

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

7.2.2 Limitation of Expenditure – Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of **\$ 25,000.00**. Customs duties are included and the Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions,whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.3 Single Payment

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b) all such documents have been verified by Canada;
- c) the Work delivered has been accepted by Canada.

7.4 Payment by Credit Card

The following credit cards are accepted: _____ and _____.

8. Invoicing Instructions

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

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

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

Each invoice must be supported by:

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

Each Task Authorization must be supported by:

- a) Task Authorization invoices must show the reference Contract and Task numbers.
- b) A list of all expenses, in accordance with the TA;
- c) A copy of time sheets to support the time claimed/
- d) A copy of the invoices, receipts, vouchers for all direct expenses, travel and living expenses.

9. Certifications

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

10. Applicable Laws

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

11. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions **2010C** (2014-03-01), General Conditions - Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) Annex D, Contractor Qualifications Attestation Form;
- (g) Annex E, Insurance Requirements;
- (h) Annex F, Code of Conduct Requirements;
- (i) Annex G, DND 626, Task Authorization Form;
- (j) Annex H, Periodic Usage Reports - Contracts with Task Authorizations;
- (k) the Contractor's bid dated _____

12. Defence Contract

SACC Manual clause **A9006C** (2012-07-16) Defence Contract

Solicitation No. - N° de l'invitation
W010C-14C330/A
Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.
File No. - N° du dossier
W010C-14-C330

Buyer ID - Id de l'acheteur
pwa121
CCC No./N° CCC - FMS No./N° VME
PWA-3-70099

ANNEX "A"

STATEMENT OF WORK

Document titled "Specification, Service Contract, Inspection, Maintenance and Repairs to Hanger Doors at 12 Wing Shearwater, CFB Halifax, NS. "Dated 2013-07-18.

ANNEX B

BASIS OF PAYMENT

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

Price per inspection to include all equipment, material, personnel and travel time required to perform each individual inspection.

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

Table 1A - Service Contract - Year One Pricing, dated (to be determined)					
Door	Class of Labour	Unit of Measurement	Unit Rate	Estimated Usage	Bid Price
SHHGR B:	Semi-Annual Inspection	Per Inspection	\$ _____	2	\$ _____
	Annual Inspection	Per Inspection	\$ _____	1	\$ _____
SHHGR F:	Semi-Annual Inspection	Per Inspection	\$ _____	2	\$ _____
	Annual Inspection	Per Inspection	\$ _____	1	\$ _____
SH5:	Semi-Annual Inspection	Per Inspection	\$ _____	2	\$ _____
	Annual Inspection	Per Inspection	\$ _____	1	\$ _____
SHHGR 342: (ID#170g)	Semi-Annual Inspection	Per Inspection	\$ _____	2	\$ _____
	Annual Inspection	Per Inspection	\$ _____	1	\$ _____
SHHGR 342: (ID#170i)	Semi-Annual Inspection	Per Inspection	\$ _____	2	\$ _____
	Annual Inspection	Per Inspection	\$ _____	1	\$ _____
SHHGR 344: (ID#193a)	Semi-Annual Inspection	Per Inspection	\$ _____	2	\$ _____
	Annual Inspection	Per Inspection	\$ _____	1	\$ _____
SHHGR 344: (ID#194a)	Semi-Annual Inspection	Per Inspection	\$ _____	2	\$ _____
	Annual Inspection	Per Inspection	\$ _____	1	\$ _____
SHHGR 344: (ID#195a)	Semi-Annual Inspection	Per Inspection	\$ _____	2	\$ _____
	Annual Inspection	Per Inspection	\$ _____	1	\$ _____

Solicitation No. - N° de l'invitation
W010C-14C330/A
Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.
File No. - N° du dossier
W010C-14-C330

Buyer ID - Id de l'acheteur
pwa121
CCC No./N° CCC - FMS No./N° VME
PWA-3-70099

SHHGR 344: (ID#196a)	Semi-Annual Inspection	Per Inspection	\$ _____	2	\$ _____
	Annual Inspection	Per Inspection	\$ _____	1	\$ _____
SHHGR 344: (ID#197a)	Semi-Annual Inspection	Per Inspection	\$ _____	2	\$ _____
	Annual Inspection	Per Inspection	\$ _____	1	\$ _____
SHHGR 344: (ID#198a)	Semi-Annual Inspection	Per Inspection	\$ _____	2	\$ _____
	Annual Inspection	Per Inspection	\$ _____	1	\$ _____
SHHGR A:	Annual Inspection	Per Inspection	\$ _____	1	\$ _____
SHHGR C:	Annual Inspection	Per Inspection	\$ _____	1	\$ _____
SHHGR E:	Annual Inspection	Per Inspection	\$ _____	1	\$ _____
SHHGR H:	Annual Inspection	Per Inspection	\$ _____	1	\$ _____
SHHGR J:	Annual Inspection	Per Inspection	\$ _____	1	\$ _____
SHHGR Y:	Annual Inspection	Per Inspection	\$ _____	1	\$ _____
SHHGR 3:	Annual Inspection	Per Inspection	\$ _____	1	\$ _____
SHHGR 4:	Annual Inspection	Per Inspection	\$ _____	1	\$ _____
SH4: (ID# N-W)	Annual Inspection	Per Inspection	\$ _____	1	\$ _____
SH4: (ID# S-W)	Annual Inspection	Per Inspection	\$ _____	1	\$ _____
	Total Evaluated Price - Table 1A				\$ _____

Table 1B - TASK AUTHORIZATION (as and when requested basis) is for evaluation purposes only

TABLE 1B - TASK AUTHORIZATION (as and when requested basis) Year One Pricing, date (to be determined)				
Equipment	Unit of Measurement	Unit Rate	Estimated Usage	Bid Price
Scissor Lift	Per Hour	\$ _____	200	\$ _____
Boom Lift	Per Hour	\$ _____	200	\$ _____
Staging per Lift	Per Hour	\$ _____	200	\$ _____
First Hour: Includes travel and FIRST Hour of productive labour.				
Licensed Personnel: Journeyman Electrician During Regular Hours (Monday-Friday)	Per Call	\$ _____	20	\$ _____
Licensed Personnel: Journeyman Electrician Outside Normal Working Hours (Evenings, Weekends and Holidays)	Per Call	\$ _____	10	\$ _____
Licensed Personnel: Journeyman Welder During Regular Hours (Monday-Friday)	Per Call	\$ _____	20	\$ _____
Licensed Personnel: Journeyman Welder Outside Normal Working Hours (Evenings, Weekends and Holidays)	Per Call	\$ _____	10	\$ _____
Hangar Door Technician During Regular Hours (Monday-Friday)	Per Call	\$ _____	20	\$ _____
Hangar Door Technician Outside Normal Working Hours (Evenings, Weekends and Holidays)	Per Call	\$ _____	10	\$ _____
Helper During Regular Hours (Monday-Friday)	Per Call	\$ _____	20	\$ _____
Helper Outside Normal Working Hours (Evenings, Weekends and Holidays)	Per Call	\$ _____	10	\$ _____
Subsequent Hours: Labour Only				

Solicitation No. - N° de l'invitation
W010C-14C330/A
Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.
File No. - N° du dossier
W010C-14-C330

Buyer ID - Id de l'acheteur
pwa121
CCC No./N° CCC - FMS No./N° VME
PWA-3-70099

Licensed Personnel: Journeyman Electrician During Regular Hours (Monday-Friday)	Per Hour	\$ _____	80	\$ _____
Licensed Personnel: Journeyman Electrician Outside Normal Working Hours (Evenings, Weekends and Holidays)	Per Hour	\$ _____	20	\$ _____
Licensed Personnel: Journeyman Welder During Regular Hours (Monday-Friday)	Per Hour	\$ _____	80	\$ _____
Licensed Personnel: Journeyman Welder Outside Normal Working Hours (Evenings, Weekends and Holidays)	Per Hour	\$ _____	20	\$ _____
Hangar Door Technician During Regular Hours (Monday-Friday)	Per Hour	\$ _____	280	\$ _____
Hangar Door Technician Outside Normal Working Hours (Evenings, Weekends and Holidays)	Per Hour	\$ _____	20	\$ _____
Helper During Regular Hours (Monday-Friday)	Per Hour	\$ _____	280	\$ _____
Helper Outside Normal Working Hours (Evenings, Weekends and Holidays)	Per Hour	\$ _____	20	\$ _____
	Total Evaluated Price - Table 1B			\$ _____

NOTE: Canada reserves the right to add additional doors as well as the right to remove hangar doors indicated in the basis of payment within thirty (30) days in writing to the contractor.

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

Price per inspection to include all equipment, material, personnel and travel time required to perform each individual inspection.

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

Table 2A - Service Contract – Option Year One Pricing, dated (to be determined)					
Door	Class of Labour	Unit of Measurement	Unit Rate	Estimated Usage	Bid Price
SHHGR B:	Semi-Annual Inspection	Per Inspection	\$ _____	1	\$ _____
	Annual Inspection	Per Inspection	\$ _____	1	\$ _____
SHHGR F:	Semi-Annual Inspection	Per Inspection	\$ _____	1	\$ _____
	Annual Inspection	Per Inspection	\$ _____	1	\$ _____
SH5:	Semi-Annual Inspection	Per Inspection	\$ _____	1	\$ _____
	Annual Inspection	Per Inspection	\$ _____	1	\$ _____
SHHGR 342: (ID#170g)	Semi-Annual Inspection	Per Inspection	\$ _____	1	\$ _____
	Annual Inspection	Per Inspection	\$ _____	1	\$ _____
SHHGR 342: (ID#170i)	Semi-Annual Inspection	Per Inspection	\$ _____	1	\$ _____
	Annual Inspection	Per Inspection	\$ _____	1	\$ _____
SHHGR 344: (ID#193a)	Semi-Annual Inspection	Per Inspection	\$ _____	1	\$ _____
	Annual Inspection	Per Inspection	\$ _____	1	\$ _____
SHHGR 344: (ID#194a)	Semi-Annual Inspection	Per Inspection	\$ _____	1	\$ _____
	Annual Inspection	Per Inspection	\$ _____	1	\$ _____
SHHGR 344: (ID#195a)	Semi-Annual Inspection	Per Inspection	\$ _____	1	\$ _____
	Annual Inspection	Per Inspection	\$ _____	1	\$ _____

Solicitation No. - N° de l'invitation
W010C-14C330/A
Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.
File No. - N° du dossier
W010C-14-C330

Buyer ID - Id de l'acheteur
pwa121
CCC No./N° CCC - FMS No./N° VME
PWA-3-70099

SHHGR 344: (ID#196a)	Semi-Annual Inspection	Per Inspection	\$ _____	1	\$ _____
	Annual Inspection	Per Inspection	\$ _____	1	\$ _____
SHHGR 344: (ID#197a)	Semi-Annual Inspection	Per Inspection	\$ _____	1	\$ _____
	Annual Inspection	Per Inspection	\$ _____	1	\$ _____
SHHGR 344: (ID#198a)	Semi-Annual Inspection	Per Inspection	\$ _____	1	\$ _____
	Annual Inspection	Per Inspection	\$ _____	1	\$ _____
SHHGR A:	Annual Inspection	Per Inspection	\$ _____	1	\$ _____
SHHGR C:	Annual Inspection	Per Inspection	\$ _____	1	\$ _____
SHHGR E:	Annual Inspection	Per Inspection	\$ _____	1	\$ _____
SHHGR H:	Annual Inspection	Per Inspection	\$ _____	1	\$ _____
SHHGR J:	Annual Inspection	Per Inspection	\$ _____	1	\$ _____
SHHGR Y:	Annual Inspection	Per Inspection	\$ _____	1	\$ _____
SHHGR 3:	Annual Inspection	Per Inspection	\$ _____	1	\$ _____
SHHGR 4:	Annual Inspection	Per Inspection	\$ _____	1	\$ _____
SH4: (ID# N-W)	Annual Inspection	Per Inspection	\$ _____	1	\$ _____
SH4: (ID# S-W)	Annual Inspection	Per Inspection	\$ _____	1	\$ _____
	Total Evaluated Price - Table 2A				\$ _____

Table 2B - TASK AUTHORIZATION (as and when requested basis) is for evaluation purposes only

TABLE 2B - TASK AUTHORIZATION (as and when requested basis) Option Year One Pricing, date (to be determined)				
Equipment	Unit of Measurement	Unit Rate	Estimated Usage	Bid Price
Scissor Lift	Per Hour	\$ _____	200	\$ _____
Boom Lift	Per Hour	\$ _____	200	\$ _____
Staging per Lift	Per Hour	\$ _____	200	\$ _____
First Hour: Includes travel and FIRST Hour of productive labour.				
Licensed Personnel: Journeyman Electrician During Regular Hours (Monday-Friday)	Per Call	\$ _____	20	\$ _____
Licensed Personnel: Journeyman Electrician Outside Normal Working Hours (Evenings, Weekends and Holidays)	Per Call	\$ _____	10	\$ _____
Licensed Personnel: Journeyman Welder During Regular Hours (Monday-Friday)	Per Call	\$ _____	20	\$ _____
Licensed Personnel: Journeyman Welder Outside Normal Working Hours (Evenings, Weekends and Holidays)	Per Call	\$ _____	10	\$ _____
Hangar Door Technician During Regular Hours (Monday-Friday)	Per Call	\$ _____	20	\$ _____
Hangar Door Technician Outside Normal Working Hours (Evenings, Weekends and Holidays)	Per Call	\$ _____	10	\$ _____
Helper During Regular Hours (Monday-Friday)	Per Call	\$ _____	20	\$ _____
Helper Outside Normal Working Hours (Evenings, Weekends and Holidays)	Per Call	\$ _____	10	\$ _____

Solicitation No. - N° de l'invitation
W010C-14C330/A
Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.
File No. - N° du dossier
W010C-14-C330

Buyer ID - Id de l'acheteur
pwa121
CCC No./N° CCC - FMS No./N° VME
PWA-3-70099

Subsequent Hours: Labour Only				
Licensed Personnel: Journeyman Electrician During Regular Hours (Monday-Friday)	Per Hour	\$ _____	80	\$ _____
Licensed Personnel: Journeyman Electrician Outside Normal Working Hours Evenings, Weekends and Holidays)	Per Hour	\$ _____	20	\$ _____
Licensed Personnel: Journeyman Welder During Regular Hours (Monday-Friday)	Per Hour	\$ _____	80	\$ _____
Licensed Personnel: Journeyman Welder Outside Normal Working Hours (Evenings, Weekends and Holidays)	Per Hour	\$ _____	20	\$ _____
Hangar Door Technician During Regular Hours (Monday-Friday)	Per Hour	\$ _____	280	\$ _____
Hangar Door Technician Outside Normal Working Hours (Evenings, Weekends and Holidays)	Per Hour	\$ _____	20	\$ _____
Helper During Regular Hours (Monday-Friday)	Per Hour	\$ _____	280	\$ _____
Helper Outside Normal Working Hours (Evenings, Weekends and Holidays)	Per Hour	\$ _____	20	\$ _____
	Total Evaluated Price - Table 2B			\$ _____

NOTE: Canada reserves the right to add additional doors as well as the right to remove hangar doors indicated in the basis of payment within thirty (30) days in writing to the contractor.

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

Price per inspection to include all equipment, material, personnel and travel time required to perform each individual inspection.

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

Table 3A - Service Contract – Option Year Two Pricing, date (to be determined)					
Door	Class of Labour	Unit of Measurement	Unit Rate	Estimated Usage	Bid Price
SHHGR B:	Semi-Annual Inspection	Per Inspection	\$ _____	1	\$ _____
	Annual Inspection	Per Inspection	\$ _____	1	\$ _____
SHHGR F:	Semi-Annual Inspection	Per Inspection	\$ _____	1	\$ _____
	Annual Inspection	Per Inspection	\$ _____	1	\$ _____
SH5:	Semi-Annual Inspection	Per Inspection	\$ _____	1	\$ _____
	Annual Inspection	Per Inspection	\$ _____	1	\$ _____
SHHGR 342: (ID#170g)	Semi-Annual Inspection	Per Inspection	\$ _____	1	\$ _____
	Annual Inspection	Per Inspection	\$ _____	1	\$ _____
SHHGR 342: (ID#170i)	Semi-Annual Inspection	Per Inspection	\$ _____	1	\$ _____
	Annual Inspection	Per Inspection	\$ _____	1	\$ _____
SHHGR 344: (ID#193a)	Semi-Annual Inspection	Per Inspection	\$ _____	1	\$ _____
	Annual Inspection	Per Inspection	\$ _____	1	\$ _____
SHHGR 344: (ID#194a)	Semi-Annual Inspection	Per Inspection	\$ _____	1	\$ _____
	Annual Inspection	Per Inspection	\$ _____	1	\$ _____
SHHGR 344: (ID#195a)	Semi-Annual Inspection	Per Inspection	\$ _____	1	\$ _____
	Annual Inspection	Per Inspection	\$ _____	1	\$ _____

Solicitation No. - N° de l'invitation
W010C-14C330/A
Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.
File No. - N° du dossier
W010C-14-C330

Buyer ID - Id de l'acheteur
pwa121
CCC No./N° CCC - FMS No./N° VME
PWA-3-70099

SHHGR 344: (ID#196a)	Semi-Annual Inspection	Per Inspection	\$ _____	1	\$ _____
	Annual Inspection	Per Inspection	\$ _____	1	\$ _____
SHHGR 344: (ID#197a)	Semi-Annual Inspection	Per Inspection	\$ _____	1	\$ _____
	Annual Inspection	Per Inspection	\$ _____	1	\$ _____
SHHGR 344: (ID#198a)	Semi-Annual Inspection	Per Inspection	\$ _____	1	\$ _____
	Annual Inspection	Per Inspection	\$ _____	1	\$ _____
SHHGR A:	Annual Inspection	Per Inspection	\$ _____	1	\$ _____
SHHGR C:	Annual Inspection	Per Inspection	\$ _____	1	\$ _____
SHHGR E:	Annual Inspection	Per Inspection	\$ _____	1	\$ _____
SHHGR H:	Annual Inspection	Per Inspection	\$ _____	1	\$ _____
SHHGR J:	Annual Inspection	Per Inspection	\$ _____	1	\$ _____
SHHGR Y:	Annual Inspection	Per Inspection	\$ _____	1	\$ _____
SHHGR 3:	Annual Inspection	Per Inspection	\$ _____	1	\$ _____
SHHGR 4:	Annual Inspection	Per Inspection	\$ _____	1	\$ _____
SH4: (ID# N-W)	Annual Inspection	Per Inspection	\$ _____	1	\$ _____
SH4: (ID# S-W)	Annual Inspection	Per Inspection	\$ _____	1	\$ _____
Total Evaluated Price - Table 3A					\$ _____

Solicitation No. - N° de l'invitation
W010C-14C330/A
Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.
File No. - N° du dossier
W010C-14-C330

Buyer ID - Id de l'acheteur
pwa121
CCC No./N° CCC - FMS No./N° VME
PWA-3-70099

Table 3B - TASK AUTHORIZATION (as and when requested basis) is for evaluation purposes only

TABLE 3B- TASK AUTHORIZATION (as and when requested basis) Option Year Two Pricing, date (to be determined)				
Equipment	Unit of Measurement	Unit Rate	Estimated Usage	Bid Price
Scissor Lift	Per Hour	\$ _____	200	\$ _____
Boom Lift	Per Hour	\$ _____	200	\$ _____
Staging per Lift	Per Hour	\$ _____	200	\$ _____
First Hour: Includes travel and FIRST Hour of productive labour.				
Licensed Personnel: Journeyman Electrician During Regular Hours (Monday-Friday)	Per Call	\$ _____	20	\$ _____
Licensed Personnel: Journeyman Electrician Outside Normal Working Hours (Evenings, Weekends and Holidays)	Per Call	\$ _____	10	\$ _____
Licensed Personnel: Journeyman Welder During Regular Hours (Monday-Friday)	Per Call	\$ _____	20	\$ _____
Licensed Personnel: Journeyman Welder Outside Normal Working Hours (Evenings, Weekends and Holidays)	Per Call	\$ _____	10	\$ _____
Hangar Door Technician During Regular Hours (Monday-Friday)	Per Call	\$ _____	20	\$ _____
Hangar Door Technician Outside Normal Working Hours (Evenings, Weekends and Holidays)	Per Call	\$ _____	10	\$ _____
Helper During Regular Hours (Monday-Friday)	Per Call	\$ _____	20	\$ _____
Helper Outside Normal Working Hours (Evenings, Weekends and Holidays)	Per Call	\$ _____	10	\$ _____

Solicitation No. - N° de l'invitation
W010C-14C330/A
Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.
File No. - N° du dossier
W010C-14-C330

Buyer ID - Id de l'acheteur
pwa121
CCC No./N° CCC - FMS No./N° VME
PWA-3-70099

Subsequent Hours: Labour Only				
Licensed Personnel: Journeyman Electrician During Regular Hours (Monday-Friday)	Per Hour	\$ _____	80	\$ _____
Licensed Personnel: Journeyman Electrician Outside Normal Working Hours (Evenings, Weekends and Holidays)	Per Hour	\$ _____	20	\$ _____
Licensed Personnel: Journeyman Welder During Regular Hours (Monday-Friday)	Per Hour	\$ _____	80	\$ _____
Licensed Personnel: Journeyman Welder Outside Normal Working Hours (Evenings, Weekends and Holidays)	Per Hour	\$ _____	20	\$ _____
Hangar Door Technician During Regular Hours (Monday-Friday)	Per Hour	\$ _____	280	\$ _____
Hangar Door Technician Outside Normal Working Hours (Evenings, Weekends and Holidays)	Per Hour	\$ _____	20	\$ _____
Helper During Regular Hours (Monday-Friday)	Per Hour	\$ _____	280	\$ _____
Helper Outside Normal Working Hours (Evenings, Weekends and Holidays)	Per Hour	\$ _____	20	\$ _____
	Total Evaluated Price - Table 3B			\$ _____

NOTE: Canada reserves the right to add additional doors as well as the right to remove hangar doors indicated in the basis of payment within thirty (30) days in writing to the contractor.

Total Bid Price for Evaluation (Sum of Tables 1A, 1B, 2A, 2B, 3A, 3B)

Table 1A Total \$ _____
Table 1B Total \$ _____
Table 2A Total \$ _____
Table 2B Total \$ _____
Table 3A Total \$ _____
Table 3B Total \$ _____

Total Bid Price \$ _____

Solicitation No. - N° de l'invitation
W010C-14C330/A
Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.
File No. - N° du dossier
W010C-14-C330

Buyer ID - Id de l'acheteur
pwa121
CCC No./N° CCC - FMS No./N° VME
PWA-3-70099

ANNEX C

SECURITY REQUIREMENTS CHECK LIST

(See attached herein)

Solicitation No. - N° de l'invitation
W010C-14C330/A
Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.
File No. - N° du dossier
W010C-14-C330

Buyer ID - Id de l'acheteur
pwa121
CCC No./N° CCC - FMS No./N° VME
PWA-3-70099

ANNEX D

CONTRACTOR QUALIFICATION ATTESTATION FORM

List three (3) projects/contracts, similar to what is contained in the Statement of Work that your firm has completed within the last three (3) years.

Project/Contract 1: _____

Address: _____

Date completed: _____

Brief description of project: _____

Solicitation No. - N° de l'invitation
W010C-14C330/A
Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.
File No. - N° du dossier
W010C-14-C330

Buyer ID - Id de l'acheteur
pwa121
CCC No./N° CCC - FMS No./N° VME
PWA-3-70099

Project/Contract 2: _____

Address: _____

Date completed: _____

Brief description of project: _____

Solicitation No. - N° de l'invitation
W010C-14C330/A
Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.
File No. - N° du dossier
W010C-14-C330

Buyer ID - Id de l'acheteur
pwa121
CCC No./N° CCC - FMS No./N° VME
PWA-3-70099

Project/Contract 3: _____

Address: _____

Date completed: _____

Brief description of project: _____

Solicitation No. - N° de l'invitation
W010C-14C330/A
Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.
File No. - N° du dossier
W010C-14-C330

Buyer ID - Id de l'acheteur
pwa121
CCC No./N° CCC - FMS No./N° VME
PWA-3-70099

ANNEX E

CODE OF CONDUCT REQUIREMENTS

Bidder must submit with their bid, by the bid solicitation closing date:

- (a) a complete list of names of all individuals who are currently directors of the Bidder;

Complete Legal Name of Supplier: Supplier Address:

Supplier Address: _____

Supplier PBN: _____

Solicitation Number:

W010C-14C330

Contracting Officer Signature Block:

Jeff Lockyer
A/Supply Specialist
Atlantic Region Acquisitions
Public Works and Government Services Canada
5th Floor, Dominion Public Building
1713 Bedford Row, Halifax, NS B3J 3C9
jeffrey.lockyer@pwgsc-tpsgc.gc.ca
Telephone / Téléphone: (902) 496-5636
Facsimile / Télécopieur: (902) 496-5016
Government of Canada / Gouvernement du Canada

List of Directors: Please provide a list of names of all individuals currently on the Board of Directors of the above company.

Board of Directors: (Please print clearly)

NAME	NAME	NAME	NAME

Attach additional names on a separate sheet if required.

ANNEX F

INSURANCE REQUIREMENTS

1.0 Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.

2. The Commercial General Liability policy must include the following:

(a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.

(b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.

(c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.

(d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.

(e) Cross Liability/Separation of Insurers: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.

(f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.

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

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

(i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.

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

(k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

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

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

(n) Amendment to the Watercraft Exclusion to extend to incidental repair operations on board watercraft.

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

(p) Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

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

For other provinces and territories, send to:

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

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

Automobile Liability Insurance

1. The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.

2. The policy must include the following:

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

(b) Accident Benefits - all jurisdictional statutes

Solicitation No. - N° de l'invitation
W010C-14C330/A
Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.
File No. - N° du dossier
W010C-14-C330

Buyer ID - Id de l'acheteur
pwa121
CCC No./N° CCC - FMS No./N° VME
PWA-3-70099

(c) Uninsured Motorist Protection

- (d) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.
- (e) OPCF/SEF/QEF #3 - Drive Government Automobiles Endorsement

Solicitation No. - N° de l'invitation
W010C-14C330/A
Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.
File No. - N° du dossier
W010C-14-C330

Buyer ID - Id de l'acheteur
pwa121
CCC No./N° CCC - FMS No./N° VME
PWA-3-70099

ANNEX G

DND 626, Task Authorization Form

(Attached Herein)

Solicitation No. - N° de l'invitation
W010C-14C330/A
Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.
File No. - N° du dossier
W010C-14-C330

Buyer ID - Id de l'acheteur
pwa121
CCC No./N° CCC - FMS No./N° VME
PWA-3-70099

ANNEX H

Periodic Usage Reports - Contracts with Task Authorizations

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

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

Task Authorization Usage Report Submission Schedule:

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

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

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

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

SEND TO:

Jeffrey.lockyer@pwgsc.gc.ca

Or

Facsimile: (902)496-5016



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

W010C-14-C330

Security Classification / Classification de sécurité

UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization /

Ministère ou organisme gouvernemental d'origine

NATIONAL DEFENCE

2. Branch or Directorate / Direction générale ou Direction

MARLANT/FCE

3. a) Subcontract Number / Numéro du contrat de sous-traitance

3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant

4. Brief Description of Work / Brève description du travail

PROVIDE INSPECTION, MAINTENANCE, AND REPAIRS TO THE MANUALLY AND ELECTRICALLY OPERATED HANGAR DOORS AT 12W SHEARWATER.

5. a) Will the supplier require access to Controlled Goods?

Le fournisseur aura-t-il accès à des marchandises contrôlées?

☒ No ☐ Yes
Non Oui

5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations?

Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?

☒ No ☐ Yes
Non Oui

6. Indicate the type of access required / Indiquer le type d'accès requis

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets?

Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS?

(Specify the level of access using the chart in Question 7. c)

(Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)

☒ No ☐ Yes
Non Oui

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted.

Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.

☐ No ☒ Yes
Non Oui

6. c) Is this a commercial courier or delivery requirement with no overnight storage?

S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?

☒ No ☐ Yes
Non Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada

☐

NATO / OTAN

☐

Foreign / Étranger

☐

7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions
Aucune restriction relative à la diffusion

☐

All NATO countries
Tous les pays de l'OTAN

☐

No release restrictions
Aucune restriction relative à la diffusion

☐

Not releasable
À ne pas diffuser

☐

Restricted to: / Limité à:
Specify country(ies): / Préciser le(s) pays:

☐

Restricted to: / Limité à:
Specify country(ies): / Préciser le(s) pays:

☐

Restricted to: / Limité à:
Specify country(ies): / Préciser le(s) pays:

☐

7. c) Level of information / Niveau d'information

PROTECTED A

☐

PROTÉGÉ A

NATO UNCLASSIFIED

☐

NATO NON CLASSIFIÉ

PROTECTED A

☐

PROTECTED B

☐

PROTÉGÉ B

NATO RESTRICTED

☐

NATO DIFFUSION RESTREINTE

PROTECTED B

☐

PROTECTED C

☐

PROTÉGÉ C

NATO CONFIDENTIAL

☐

NATO CONFIDENTIEL

PROTECTED C

☐

CONFIDENTIAL

☐

CONFIDENTIEL

NATO SECRET

☐

NATO SECRET

CONFIDENTIAL

☐

SECRET

☐

SECRET

COSMIC TOP SECRET

☐

COSMIC TRÈS SECRET

SECRET

☐

TOP SECRET

☐

TRÈS SECRET

TOP SECRET

☐

TRÈS SECRET

TOP SECRET (SIGINT)

☐

TRÈS SECRET (SIGINT)

TOP SECRET (SIGINT)

☐

TRÈS SECRET (SIGINT)



Gouvernement
du Canada

Contract Number / Numéro du contrat
W010C-14-C330

Security Classification / Classification de sécurité
UNCLASSIFIED

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées) WO RUSS ANSTEY	Title - Titre CONTRACTS 2IC	Signature
Telephone No. - N° de téléphone 902-722-1811	Facsimile No. - N° de télécopieur 902-722-1847	E-mail address - Adresse courriel russell.anstey@forces.gc.ca
		Date 25 Oct 13

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées) Dawn Murray - CF MP GP HQ - Industrial Security SRCI Team Lead	Title - Titre	Signature
Telephone No. - N° de téléphone tel: 613-949-1030 / fax: 613-949-1000	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel dawn.murray@forces.gc.ca
		Date 2 May 2014

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes? ☒ No / Non ☐ Yes / Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées) JEFF LOCKYER	Title - Titre SUPPLY OFFICER	Signature
Telephone No. - N° de téléphone 902-496-5636	Facsimile No. - N° de télécopieur 902-496-5016	E-mail address - Adresse courriel jeffrey.lockyer@forces.gc.ca
		Date 10 JUNE 2014

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
		Date



PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☒ No ☐ Yes
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

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

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

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

Special comments:

Commentaires spéciaux : A COMMISSIONAIRE WILL BE PROVIDED IF NECESSARY

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☐ No ☒ Yes
Non Oui

If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? ☐ No ☒ Yes
Non Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? ☒ No ☐ Yes
Non Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? ☒ No ☐ Yes
Non Oui

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No ☐ Yes
Non Oui



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

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

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

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).