

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada**
Pacific Region
401 - 1230 Government Street
Victoria, B.C.
V8W 3X4
Bid Fax: (250) 363-3344

Request For a Standing Offer
Demande d'offre à commandes

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

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

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

Comments - Commentaires

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

Issuing Office - Bureau de distribution
Public Works and Government Services Canada - Pacific
Region
401 - 1230 Government Street
Victoria, B. C.
V8W 3X4

Title - Sujet Painting Materials & Services	
Solicitation No. - N° de l'invitation W3707-140019/A	Date 2014-07-11
Client Reference No. - N° de référence du client W3707-140019	GETS Ref. No. - N° de réf. de SEAG PW-\$VIC-239-6512
File No. - N° de dossier VIC-4-37017 (239)	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 Pacific Daylight Saving Time PDT	
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Large, Kathy	Buyer Id - Id de l'acheteur vic239
Telephone No. - N° de téléphone (250)363-8456 ()	FAX No. - N° de FAX (250)363-0395
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE CFB ESQUIMALT BLDG 98 NADEN STN FORCES P.O.BOX 17000 VICTORIA BRITISH COLUMBIA V9A7N2 CANADA	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

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W3707-140019/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

vic239

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

W3707-140019

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VIC-4-37017

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TITLE PAINTING STANDING OFFER

PART 1 - GENERAL INFORMATION

1. Introduction

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and
- Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:
 - 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
 - 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, the Basis of Payment, the Mandatory Requirements, Usage Reports, Insurance, and any other annexes applicable to the requirement.

2. Summary

- i. Painting Standing Offer, Canadian Forces Housing Agency (CFHA), Victoria, BC

Work under this standing offer shall include the furnishing of all labour, materials, tools, equipment and transportation required to prepare and paint all interior and exterior surfaces of family dwellings for Residential Housing Units (RHU) on an as and when requested basis.

Period of Standing Offer: From date of award to _____ (three years later).
- ii. This procurement contains MANDATORY requirements. See Annex C for details.
- iii. Offerors must submit a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2006.
- iv. Offerors in receipt of a pension or a lump sum payment must provide the required information as detailed in article 3 of Part 2 of the Request for Standing Offers (RFSO).

3. Debriefings

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

PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

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

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

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

1.1 SACC Manual Clauses

M0019T (2007-05-25), Firm Price and/or Rates

2. Submission of Offers

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

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

3. Former Public Servant (if applicable)

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, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the offer 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 Offeror a FPS in receipt of a pension? **YES () NO ()**

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

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

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

Work Force Adjustment Directive

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?

YES () NO ()

If so, the Offeror must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;

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

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

4. Enquiries - Request for Standing Offers

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

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

5. Applicable Laws

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

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

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

- Section I: Technical Offer (2 hard copies)
- Section II: Financial Offer (1 hard copy)
- Section III: Certifications (1 hard copy)

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

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

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

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

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

Section I: Technical Offer

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

Section II: Financial Offer

Offerors must submit firm prices for all items listed in Annex "B".

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

Section III: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

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

1.1. Technical Evaluation

1.1.1 Mandatory Technical Criteria
See Annex C

1.2 Financial Evaluation

1.2.1 See Annex B, Basis of Payment

2. Basis of Selection

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price on an aggregate basis will be recommended for issuance of a standing offer.

PART 5 - CERTIFICATIONS

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

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default in carrying out any of its obligations under any resulting contracts, if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

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

1. Certifications Required Precedent to Issuance of a Standing Offer

1.1 Integrity Provisions - Associated Information

By submitting an offer, the Offeror certifies that the Offeror and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Offer of Standard Instructions [2006](#). The 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 - Standing Offer Certification

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

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

2. Additional Certifications Required Precedent to Issuance of a Standing Offer

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

2.1 Status and Availability of Resources

SACC Manual Clause M3020T (2010-01-11), Status and Availability of Resources

PART 6 - INSURANCE REQUIREMENTS

1. Insurance Requirements

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

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

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

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

2. Security Requirement

There is no security requirement applicable to this Standing Offer.

3. Standard Clauses and Conditions

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

3.1 General Conditions

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

3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex "D ". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "nil" report.

The data must be submitted on a semi-annual basis to the Standing Offer Authority.

The semi-annual reporting periods are defined as follows:

1st quarter:

2nd quarter:

The data must be submitted to the Standing Offer Authority no later than 15 calendar days after the end of the reporting period.

4. Term of Standing Offer

4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from date of award to _____ (three years later).

4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional 1-year period, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 15 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

5. Authorities

5.1 Standing Offer Authority

The Standing Offer Authority is:

Kathy Large, Supply Officer

Public Works and Government Services Canada, Acquisitions Branch
401-1230 Government St, Victoria, B.C. V8W 3X4

Telephone (250) 363-8456
Facsimile (250) 363-0395
Email kathy.large@pwgsc-tpsgc.gc.ca

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

5.2 Project Authority

The Project Authority for the Standing Offer is: identified in the call-up against the Standing Offer.

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

5.3 Offeror's Representative

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____ - ____ - _____

Facsimile: ____ - ____ - _____

E-mail address: _____

6. Proactive Disclosure of Contracts with Former Public Servants (if applicable)

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

7. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Canadian Forces Housing Agency, Victoria, BC Contact: Randy Burgin (250)363-4352.

8. Call-up Procedures

Where an estimate of the cost of performing specific work is required, the Identified User will provide the Offeror with a statement of the work required and the Offeror must provide the Identified User with an estimate of the cost of performing the specified work in accordance with the pricing provision of the Standing Offer. The Offeror must not undertake any of the specified work unless and until a call-up is issued by the Identified User. The estimated cost stated in the call-up must not be exceeded without the specific written authorization of the Identified User.

9. Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form [PWGSC-TPSGC 942, Call-up Against a Standing Offer](http://publiservice-app.tpsgc-942): [Http://publiservice-app.tpsgc-pwgsc.gc.ca/forms/pdf/942.pdf](http://publiservice-app.tpsgc-pwgsc.gc.ca/forms/pdf/942.pdf)

10. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$20,000 CAD (Applicable Taxes included).

11. Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$1,200,000 (*Applicable Taxes included*) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 3 months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

12. Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions [2005](#) (2014-03-01), General Conditions - Standing Offers - Goods or Services;
- d) the Supplemental General Conditions 4011 (2012-07-16), Goods – Medium Complexity;
- e) the general conditions [2010C](#) (2014-03-01), General Conditions - Services (Medium Complexity)
- f) Annex A, Statement of Work;
- g) Annex B, Basis of Payment;
- h) Annex E, Insurance Requirements;
- i) the Offeror's offer dated _____ .

13. Certifications

13.1 Compliance

The continuous compliance with the certifications provided by the Offeror with its offer and the ongoing cooperation in providing associated information are conditions of issuance of the

Standing Offer (SO). Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO. If the Offeror does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

13.2 SACC Manual Clauses

M3020C, (2010-01-11), Status and Availability of Resources

14. Applicable Laws

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

B. RESULTING CONTRACT CLAUSES

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

1. Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

2. Standard Clauses and Conditions

2.1 General Conditions

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

2.2 Supplemental General Conditions

4011 (2012-07-16), Goods – Medium Complexity, apply to and form part of the Contract.

3. Term of Contract

3.1 Period of the Contract

The Work must be completed in accordance with the call-up against the Standing Offer.

4. Proactive Disclosure of Contracts with Former Public Servants (if applicable)

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

5. Payment

5.1 Basis of Payment

For the Work described in the [Statement of Work](#) in Annex A :

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B, to a limitation of expenditure of **\$ the amount of the callup**. Customs duties and Applicable Taxes are included.

5.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ 1,200,000 and Applicable Taxes are included.

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.

5.3 Single Payment

SACC Manual clause [H1000C](#) (2008-05-12) Single Payment

6. Invoicing Instructions

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

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
 - b. a copy of the release document and any other documents as specified in the Contract;
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
 - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

7. Insurance Requirements

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

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out

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W3707-140019/A
Client Ref. No. - N° de réf. du client
W3707-140019

Amd. No. - N° de la modif.
File No. - N° du dossier
VIC-4-37017

Buyer ID - Id de l'acheteur
vic239
CCC No./N° CCC - FMS No./N° VME

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

8. SACC Manual Clauses

A9068C (2010-01-11), Government Site Regulations
C0710C (2007-11-30), Time and Contract Price Verification

ANNEX A STATEMENT OF WORK

PART 1 - GENERAL

1.1 Statement of Work

- .1 The work shall include all labour, material and equipment required to prepare and paint all interior and exterior surfaces of family dwellings described herein to the full intent of the specifications; but is not limited to the following
- .2 Prepare surfaces as required for acceptance of paint, including all cleaning of the surfaces to be painted with TSP, determination of previous types of paint applications to determine adhesion paint requirements, crack repair, patching, caulking and making good all surfaces and areas to the limits defined under the specifications herein.
- .3 When it is required to work in occupied houses it will be the responsibility of the occupant, when necessary, to empty all closets, shelves, breakables and small movable objects and return them to their original positions on completion of the work. It will be the responsibility of the contractor to assist in the moving of larger bulky items as required. It is the responsibility of the contractor to pre-arrange with the Occupants any furniture and personal items that are required to be relocated.

MINIMUM WORK ORDER: The supplier shall be paid for each work order a minimum of fifty dollars (\$50.00) or the actual invoice amount if it exceeds that amount. This will be applied automatically by the SA to the work order value at the time of issue. Should a change in the scope of the work order cause the value of the work to exceed the minimum threshold then the supplier shall be paid for the final value of the work order.

OCCUPIED UNITS: A premium of 5% for occupied units will be applied to the total value of the work for each occupied unit.

1.2 Glossary of Terms

- .1 The following is an explanation of some of the action words used in the Specifications.
- .1 Complete Room- Small Area paint. For rooms up to 6m², bathrooms or entrance area, when not used in conjunction with other paint codes i.e. multiple room paint request or complete house paint. Includes painting and all preparations as prescribed throughout this specification, of all walls, ceilings (including textured ceilings), doors, windows, millwork and frames, inside and outside of cupboards, etc including any closets associated with that room. This includes painting or varnishing or application of Polyurethane (etc.) on previously finished or unfinished surfaces such as railings and fireplaces, as per the SA.
- .2 Abbreviations:
 - (1) Ea. Signifies Each.
 - (2) m. Signifies metre.
 - (3) m². Signifies square metre.
 - (4) Lm. Signifies lineal metre
 - (5) HSC Signifies Housing Service Centre

1.3 Terms

- .1 American Society for Testing and Materials (ASTM)
 - .1 ASTM D 3960- 00, Practice for Determining Volatile Organic Compound (VOC) Content of Paints and Related Coatings.
- .2 Canadian General Standards Board (CGSB)
 - .1 CAN/CGSB-1.57- 96, Alkyd, Interior, Semigloss, Enamel.
 - .2 CAN/CGSB-1.60- 97, Interior Alkyd Gloss Enamel.
 - .3 CAN/CGSB-1.70-99 High Solvency Thinner.
 - .4 1-GP-71 No. 5-96 Drying Times of Paints and Related Coatings.
 - .5 CAN/CGSB-1.100- 99, Interior Flat Latex Paint.

- .6 CAN/CGSB-1.118- 95, Interior Flat Alkyd Finish.
- .7 CAN/CGSB-1.119- 2000, Interior Latex Type (Primer-Sealer).
- .8 CAN/CGSB-1.143-98, (Silicone Alkyd) Heat Resistant Aluminium Enamel.
- .9 CAN/CGSB-1.145- 97, Solvent-Based Pigmented Stain.
- .10 CAN/CGSB-1.146- 99, Cold Curing, Gloss Epoxy Coating.
- .11 CAN/CGSB-1.150- M91, Clear Lacquer for Wood Furniture.
- .12 CAN/CGSB-1.153-2000, High Build, Gloss Epoxy Coating.
- .13 CAN/CGSB-1.165- M89, Cold Curing Epoxy Primer.
- .14 CAN/CGSB-1.175- 97, Polyurethane. Interior Coating.
- .15 CAN/CGSB-1.176-2000 Interior Clear Moisture-Curing Polyurethane Coating.
- .16 1-GP-180Ma, Coating, Polyurethane, Two-Package, General Purpose.
- .17 CAN/CGSB-1.188- 96, Emulsion Filler for Masonry Block.
- .18 CAN/CGSB 1.193-99, Coating, High-build Epoxy, Marine.
- .19 CAN/CGSB-1.195- 99, Interior Latex Semigloss Paint.
- .20 CAN/CGSB-1.198- 2001, Cementitious Primer for Galvanized Surfaces.
- .21 CAN/CGSB-1.202- 96, Interior Low Gloss Alkyd Enamel.
- .22 CAN/CGSB-1.204-98 Exterior Latex Pigmented Stain.
- .23 CAN/CGSB-1.205-94 Sealer For Application to Asbestos Fibre-Releasing Materials.
- .24 CAN/CGSB-1.209- 93, Low Sheen Latex Interior Paint.
- .25 CAN/CGSB-85.100- 93, Painting.
- .26 CGSB 85.10-99 Protective Coatings for Metal.
- .3 Canadian Painting Contractors' Association (CPCA).
 - .1 Painting Specifications Manual 1993.
- .4 Canadian Standards Association (CSA)
 - .1 CSA Z760- 94 (R2001), Life Cycle Assessment.
 - .2 CSA B111-1974 (R1998) Wire Nails, Spikes and Staples.
- .5 Environmental Choice Program (ECP)
 - .1 ECP-67- 95, Recycled Water-Borne Surface Coatings.
 - .2 ECP-76- 98, Surface Coatings.
- .6 Environmental Protection Agency (EPA)
 - .1 EPA-SW-846, Test Methods for Evaluating Solid Wastes.
- .7 International Organization for Standardization (ISO)
 - .1 ISO 14040/14041- 1997, Environmental Management - Life Cycle Assessment.
- .8 National Fire Code of Canada 1995.
- .9 Steel Structures Painting Council (SSPC).
 - .1 Systems and Specifications Manual 1989.
- .10 Master Painter Institute Inc. (MPI)
 - .1 Architectural specification manual.
 - .2 Maintenance Repainting Manual.
- .11 Observe construction safety measures of the National Building Code (latest edition), Provincial Government, Workers Compensation Board and municipal authority provided that in any case of conflict or discrepancy more stringent requirements shall apply.

1.4 Product Data

- .1 Submit full records of all products used. List each product in relation to finish formula and include the following:
 - .1 Finish formula designation.
 - .2 Product type and use.
 - .3 CGSB number or CPA recognized equivalent.
 - .4 Manufacturer's product number.
 - .5 Colour number s.
 - .6 Manufacturer's Material Safety Data Sheets (MSDS).
 - .7 Maximum Volatile Organic Compound (VOC) classification.

- .2 Submit manufacturer's installation application instructions for each product specified.
- .3 Deliver copies of Material Safety Data Sheets (MSDS) to the SA upon delivery of materials.

1.5 Samples

- .1 Submit duplicate 300 x 200 mm sample panels of each paint, stain, clear coating, and special finish, formula, type, colour texture specified.
- .2 Submit full range of available colours where colour availability is restricted.
- .3 Use 3 mm plate steel for finishes over metal surfaces. Use 12.5 mm birch plywood for finishes over wood surfaces. Use 50 mm concrete block for finishes over concrete or concrete masonry surfaces. Use 12.5 mm gypsum board for finishes over gypsum board and other smooth surfaces.

1.6 Quality Assurance

- .1 Retain purchase orders, invoices and other documents to indicate that all materials utilized in this contract meet requirements of the specifications. Produce documents when requested by CFHA Representative.
- .2 Standard of Acceptance:
 - .1 Walls: No defects visible from a distance of 1000 mm at 90 degrees to surface.
 - .2 Ceilings: No defects visible from floor at 45 degrees to surface when viewed using final lighting source.
- .3 Final coat to exhibit uniformity of colour and uniformity of sheen across full surface area.
- .4 Painted surfaces shall be considered to lack uniformity and soundness, if any of the following defects (but not limited to) is apparent to the CFHA Representative.
 - 1. Runs, sages, rough surfaces, insufficient dry film thickness, hiding or shadowing by inefficient application methods.
 - 2. Evidence of poor coverage, evidence of poor patching and cover up, lap marks, contamination of paint.
 - 3. Damage due to touching-up or any other contributory cause.
- .5 Painted surfaces rejected by the CFHA Representative shall be made good at the expense of the Supplier. Rejected surfaces must be completed within the time frame specified by the CFHA Representative.

PERFORMANCE AND CORRECTION

PERFORMANCE REQUIREMENTS: CFHA will maintain an ongoing evaluation of the services supplied herein. CFHA has committed to maintain user satisfaction levels at between 95-100%. Individual projects will be evaluated by the SA on a regular basis to track the contractors performance. These evaluation factors include:

01. The Offeror, their employees and sub-trades (if applicable) must demonstrate:

- i) Co-operation and willingness to work with other trades and Crown employees toward the successful completion of the work.
- ii) The ability to complete work ordered on schedule, meeting agreed deadlines with minimal inconvenience to the Crown.
- iii) The ability to complete work ordered to a standard of workmanship that fully complies with or exceeds the specifications, applicable Provincial or Municipal codes and all standards set by the Crown.
- iv) The ability to complete work ordered utilizing the most cost effective and efficient methods of workmanship.

All work may be inspected during and following completion of the work. Compliance and non-compliance with applicable justifications, if any, will be detailed.

The hours utilized to complete ordered work, material costs and sub-trades costs will be closely monitored and compared directly to previous work done by the same trades on the same or similar structures. Cost efficiencies will be noted as well as excessive hours and costs without adequate justification.

CORRECTIVE ACTIONS: If during the period of the SOA the supplier fails to perform any aspect of the service in accordance with current Specifications, Regulations & Legislation, PWGSC may advise CFHA that call-ups against the Standing Offer will no longer be authorized.

STEP 01. If an individual project falls below that satisfaction level, as solely deemed by the SA, and conveyed VERBALLY to the Supplier, corrective action must be taken by the Supplier to improve the service within 02/TWO business days or less.

STEP 02. If an individual project falls below that satisfaction level, as solely deemed by the SA, and conveyed IN WRITING to the Supplier and PWGSC, corrective action must be taken by the Supplier to improve the service within 24 hours or less.

STEP 03. If a satisfaction level remains consistently below** the standards PWGSC may advise CFHA that call-ups against the Standing Offer will no longer be authorized.

** More than one/01 written corrective measure per project AND/OR more than three/03 per month over a two/02 month period.

1.7 Mock Ups

- .1 The first Work Orders for a full house paint will be used as a mock up of materials and products as well as equipment and work procedures. The mock-up may be part of finished work and will assess the final acceptable product, including but is not limited to; patching, wall preparation, caulking and filling, priming, painting, varnishing and clean up.
- .2 Allow 24 hours for inspection of mock-up by CFHA Representative before proceeding with further work.

1.8 Delivery, Storage and Handling

- .1 Deliver and store materials in original containers, sealed, with labels intact. All WHMIS requirements are to be followed and applied to the below.
- .2 Indicate on containers or wrappings:
 - .1 Manufacturer's name and address.
 - .2 Type of paint.
 - .3 Compliance with applicable standard.
 - .4 Colour number in accordance with established colour schedule.
- .3 Remove damaged, opened and rejected materials from site.
- .4 Provide and maintain dry, temperature controlled, secure storage.
- .5 Observe manufacturer's recommendations for storage and handling.
- .6 Store materials and supplies away from heat generating devices.
- .7 Store materials and equipment in a well ventilated area with temperature range 7 to 30 C.
- .8 Store temperature sensitive products above minimum temperature as recommended by manufacturer.
- .9 The Supplier shall not store materials in vacant residences after completion of work, immediately upon completion all materials and equipment are to be removed from the site..
- .10 Keep areas used for storage, cleaning and preparation, clean and orderly to approval of the CFHA Representative. After completion of operations, return areas to clean condition to approval of CFHA Representative. (The use of the Residential Housing Units drainage system is not permitted for cleaning activities.)

- .11 Maintain a working approved, Type ABC dry chemical fire extinguisher, minimum 9 kg, at the jobsite (which could include a work vehicle onsite).
- .12 Supply materials to the site in quantities required for same day use.
- .13 Fire Safety Requirements:
 - .1 Store oily rags, waste products, empty containers and materials subject to spontaneous combustion in ULC approved, sealed containers and remove from site on a daily basis.
 - .2 Handle, store, use and dispose of flammable and combustible materials in accordance with the National Fire Code of Canada.

1.9 Supplier Responsibilities

- .1 It is the responsibility of the Supplier to arrange for his own sources of power and water either by use of generators and water tanks or by contracting with the occupants for payment to cover their costs. For unoccupied units power and water supply shall be arranged through the SA.
- .2 Contractors shall note that the amount of work required to prepare and paint individual dwellings may vary, such as determining the existing paint surface type, or where humidity or previous improper preparation of surfaces by others has caused paint failure. In these cases, the Supplier may be required to remove poorly adhering paint surfaces to the previous layer(s), repair subsurface and apply new finish. The Supplier shall be responsible to fill, patch, sand and otherwise make the walls ready to accept new paint, all nail or screw holes throughout the house.
- .3 It shall be the Contractor's responsibility to determine the previous paint system and confirm the compatibility of new base coat with the existing finish. Where the work description contradicts the work necessary to adhere the paint systems, it is the responsibility of the contractor to advise the CFHA Representative prior to commencing any work.
- .4 Contractors shall note that at some CFHA locations programs are currently in place to convert from oil/alkyd based paints to latex/water based paints in some areas of the housing units. The existing coating system used on any surface shall be treated to accommodate Latex/Acrylic unless otherwise specified in writing, by the CFHA Representative.
- .5 Contractors shall be responsible for advising the CFHA Representative of any underlying conditions that may affect any paint application.
- .6 Where it is determined that negligence of preparation by the Supplier has caused paint failure, the Supplier shall incur the cost of removing the failing layer and refinishing the work as per the CFHA Representative. The Supplier will also be responsible for any and all associated cost to do such work, including all costs associated with the temporary relocation of Occupants due to such paint failure.
- .7 The CFHA Representative shall decide which finishes shall be used on all surfaces: gloss, semi-gloss, egg-shell or flat. Contractors shall notify the CFHA Representative of any substitutions of paint materials prior to usage. Copies of technical specifications and samples shall be submitted for approval for each substitution.
- .8 The Contractor's tendered rates for complete house interior paint jobs in vacant or occupied dwellings shall be based on the dwelling's largest overall inside dimensions measured from the exterior walls for each story, not including the basement (the basement stairway to the floor level of the first floor is included in the painting of the main floor). Painting of basement areas (below the first floor elevation) is not included in complete house interior paint jobs, and will be assigned using Unit Pricing. Complete house paint, includes painting and any and all preparations required as prescribed throughout this specification, of all walls, ceilings (including textured ceilings), doors and windows, frames and millwork, removable harps (either metal or wood), inside and outside of cupboards and drawers, all wood window screens, doors, as well as those that are not in use but are stored on site i.e.: doors stored in the basement, etc. This includes painting or varnishing or application of Polyurethane (etc.) on previously finished or unfinished surfaces, as per the CFHA Representative. All items are to be included as the work unless specifically omitted in the work description on the work order. This includes patching, all wall and ceiling preparation, caulking and filling, priming, painting, varnishing and clean up.

.9 The Contractor's tendered rates for complete rooms in vacant or occupied dwellings shall be based on floor area's largest overall inside dimensions measured from the walls (based on an average wall height of eight (8) feet). Complete Room, paint. Includes painting and any and all preparations required as prescribed throughout this specification, of all walls, ceilings (including textured ceilings), doors and windows, frames and millwork, removable harps (either metal or wood), inside and outside of cupboards and drawers, etc including any closets associated with that room. This includes painting or varnishing or application of Polyurethane (etc.) on previously finished or unfinished surfaces, as per the CFHA Representative. All items are to be included as the work unless specifically omitted in the work description on the work order. This includes patching, all wall and ceiling preparation, caulking and filling, priming, painting, varnishing and clean up.

.10 The Contractor's tendered rates for specific walls or wall sections or ceilings in vacant or occupied dwellings shall be based on surface area to be painted. The surface area also includes the painting of any and all doors and windows, attic hatches and accesses, frames and millwork associated with that wall or ceiling surface

.11 Painting of the kitchen will involve all preparations including sanding for the refinishing/repainting of all the kitchen cupboards and drawers inside and outside as per the code description, all cabinet hinges and drawer slides are to be left operating freely without paint interference. All cabinet doors and drawers are to be left operating without sticking due to paint build up, sanding may be required prior to the paint application. unless specified otherwise in writing by CFHA Representative.

.12 Warranties stated herein will supersede that of the warranty conditions covered in the General Conditions, by the following: .

- 1 Labour: Two years. .
- 2 Material: Two years.

1.10 Environmental Requirements

.1 Environmental Choice Program

.1 Provide paint products certified to meet the requirements of the Environmental Choice Program, Department of the Environment.

.2 Submit CSA Certification Reports that products proposed for use are certified under the Environmental Choice Program. Recycled water-borne surface coatings to be certified to ECP-67. All other surface coatings to be certified to ECP-76.

.3 Safety: comply with requirements of Workplace Hazardous Materials Information System (WHMIS) regarding use, handling storage, and disposal of hazardous materials.

.3 Comply with requirements of Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage, and disposal of hazardous materials; and regarding labelling and provision of material safety data sheets acceptable to Labour Canada and Health Canada.

.1 Observe construction safety measures of the National Building Code, Provincial Government, Workers Compensation Board and municipal authority provided that in any case of conflict or discrepancy more stringent requirements shall apply.

.4 Ventilation:

.1 Supplier will arrange for ventilation system to be operated during application of paint. Ventilate area of work by use of approved portable supply and exhaust fans. The use of the Housing Unit ventilation appliances is not permitted. In some circumstances mechanical ventilation will be required, the use of passive open windows and doors may not produce enough ventilation to complete the work in the prescribed timeline.

.2 Provide continuous ventilation during and after application of paint.

.5 Apply paint finishes only when temperature at location of installation can be satisfactorily maintained within manufacturer's recommendations.

- .6 Substrate and ambient temperature must be within limits prescribed in paint standard by the manufacturer and to the approval of the CFHA Representative.
- .7 Maintain minimum substrate and ambient air temperature of 5C for Alkyd and 7C for latex paints. Maximum relative humidity 85%. Maintain supplemental heating until paint has cured sufficiently.
- .8 Provide temporary heating where permanent facilities are not available to maintain minimum recommended temperatures.
- .9 **Where heating or ventilation is required the use of the Housing Unit Furnace fan system is not permitted unless written permission is provided by the CFHA Representative prior to the use. All costs associated with the unauthorized use of a housing unit heating system shall be borne by the supplier.**
- .10 Apply paint finish only in areas where dust is no longer being generated by related construction operations such that airborne particles will not affect the quality of the finished surface.
- .11 Apply paint only when surface to be painted is dry, properly cured and adequately prepared.
- .12 Water used shall be potable.

1.11 Work Schedule

- .1 Hours of work shall normally be 0800 to 1700 hours Monday to Friday. Some of the work shall be undertaken when houses are vacant. The scheduling of the work in vacant units is to be adhered to as per the work order due the coordination of other trade activities. When houses are occupied, however, occupants shall be requested a minimum of 48 hours notice of scheduled work to minimize inconvenience, other than where an appointment has been agreed to.
- .2 Obtain written authorization from CFHA Representative for any changes in work schedule.
- .3 Appointments with occupants shall be respected and coordinated to minimize their inconvenience.
- .4 Supplier is required to complete the Works or any parts thereof as prescribed by the tendered documents. Time frames will be negotiated with each Work Order between CFHA and the Supplier
- .1 Supplier shall adjust his work force when and as required to be in a position to meet anticipated demand. Refer to herein for an example of CFHA's fluctuating workflow throughout the year, with the busiest period being in the summer months.

COMPLETION TIMES: Where the SA Documents prescribe a time frame or time frames within which the Supplier is required to complete the Works or any part or parts thereof; or where the MSA is expressed to operate for a fixed term, then time is of the essence.

For all work, the relevant Work Order will specify a work completion time, and the timing of the Contractor's response to each request for such work shall be in accordance with the specified completion time which is based on one of following priority response times:

PRIORITY	COMPLETION TIMES	PRIORITY	COMPLETION TIMES
Priority 1	1 hour	Priority 4	14 consecutive days
Priority 2	24 consecutive hours	Priority 5	28 consecutive days
Priority 3	7 consecutive days	Priority 6	As specified on the Work Order

The Supplier shall be on site and fully prepared to undertake the work and/or working within the priority response time allocated for each item of work specified in the Work Order. Consistent failure to respond within the prescribed response time could result in corrective measures

1.12 Waste Management

- .1 Place materials defined as hazardous or toxic waste, including used sealant and adhesive tubes and containers, in containers or areas designated for hazardous waste.
- .2 Return solvent and oil soaked rags for contaminant recovery and laundering or for proper disposal.
- .3 Set aside and protect surplus and uncontaminated waste finish materials. Deliver to or arrange collection by employees, individuals, or organizations for verifiable re-use or re-manufacturing.
- .4 Close and seal tightly all partly used sealant and adhesive containers and store protected in well ventilated fire-safe area at moderate temperature.
- .5 Do not dispose of paints or solvents by pouring on the ground or down any drains. Place in designated containers and ensure proper disposal.
- .6 Solvent based paints, wood preservatives, stains and finishes which cannot be reused must be treated as hazardous waste and disposed of in an appropriate manner in accordance with hazardous waste regulations. Empty paint cans are to be dry prior to disposal or recycling (where available).
- .7 Where paint recycling is available, collect all waste paint by type and provide for delivery to recycling or collection facility.
- .8 Paints, stains, and finishes are regarded as hazardous products and are subject to regulations for disposal. Information on these controls can be obtained from the Provincial Ministries of Environment and Regional levels of Government.
- .9 The Supplier shall not sell or burn or otherwise dispose of any materials or debris on DND (Department of National Defence) property.
- .10 The Supplier shall provide temporary on-site containers for collection and holding of waste materials and debris. When work is completed, all garbage and Contractor's on-site containers shall be removed from the site without delay. At the end of each working day, Supplier shall clean-up as much as possible, so as to not pose risk to persons entering the work area.

1.13 Sustainable Development Strategy (SDS)

- .1 CFHA is required to produce reports on Sustainable Development Strategy (SDS) progress annually. These reports are based on the targets below:
 - .1 Ecosystems
 - .2 Pollution Prevention
 - .3 Hazardous Materials
 - .4 Climate Change
 - .5 Cultural Resources
- .2 Contractors will be given SDS proformas by HMOs to record activities they perform affecting the above targets. Contractors are required to record accurate information pertaining to these targets to the best of their ability.

PART 2 - PRODUCTS

2.1 General

- .1 All materials used shall be new and the best of their respective kinds meeting the standards specified.
- .2 Paint materials for each coating formula to be the products of a single manufacturer.

2.2 Materials

- .1 Qualified products: only premium paint materials, for each manufacturers paint line, and listed on the CGSB Qualified Products List or CPCA list are acceptable for use on this project.
- .2 Low odour products: Whenever possible, select products exhibiting low odour characteristics. If two products are otherwise equivalent, select the product with the lowest odour.
- .3 Paints, coatings, adhesives, solvents, cleaners, lubricants, and other fluids, shall possess the following characteristics: low Volatile Organic Compound (VOC) content, manufactured without compounds which contribute to ozone depletion in the upper atmosphere, do not contain methylene chloride, do not contain chlorinated hydrocarbons, do not contain toxic metal

pigments.

.4 Water-borne surface coatings must not be formulated or manufactured with: aromatic solvents, formaldehyde, halogenated solvents, mercury, lead, cadmium, hexavalent chromium or their compounds.

.5 Water-borne surface coatings and recycled water-borne surface coatings must have a flash point of 61.0 C or greater.

.6 Both water-borne surface coatings and recycled water-borne surface coatings must be made by a process that does not release:

.1 Matter in the undiluted production plant effluent generating a 'Biochemical Oxygen Demand' (BOD) in excess of 15 mg/L to a natural watercourse or a sewage treatment facility lacking secondary treatment

.2 Total Suspended Solids (TSS) in the undiluted production plant effluent in excess of 15 mg/L to a natural watercourse or a sewage treatment facility lacking secondary treatment.

.7 Water-borne surface coatings and recycled water-borne surface coatings must contain information describing proper disposal methods within their packaging.

.8 Water-borne paints and stains and recycled water-borne surface coatings must not contain VOCs in excess of 250 g/L as determined by ASTM D 3960.

.9 Water-borne varnishes must not contain VOCs in excess of 300 g/L.

.10 The manufacturing process must adhere to Lifecycle Assessment Standards as per ISO 14040/14041, CSA Z760- 94 (R2001).

2.3 Colours

.1 CFHA Representative will provide Colour Schedule after contract award.

.2 Selection of colours will normally be from manufacturers range of pastel tints, white or beige ranges.

.3 Where specific products are available in a restricted range of colours, selection will be based on the limited range.

.4 Perform all colour tinting operations prior to delivery of paint to site. On-site tinting of painting materials allowed only with CFHA Representatives written permission.

.5 Colour schemes and types shall be determined by the CFHA Representative prior to commencement of work.

.1 Baseboards/casings shall normally be painted white, stained/varnished wood or painted the colour of the surrounding walls.

.2 Ceilings shall normally be painted white.

.3 Walls shall normally be white, beige or pastel in colour.

.4 A total of 5 colour choices may be used for the same Housing Unit, one of which shall be white ceilings, one doors, windows and trim/millwork colour, and up to three colour choices for walls.

2.4 Paint Finishes

.1 Formula 5 (Latex): for concrete, masonry and stucco walls and ceilings apply:

.1 one coat latex primer-sealer CAN/CGSB-1.119 -2000.

.2 two coats semigloss enamel CAN/CGSB-1.195 -99.

.3 CPCA System INT-7-A, premium. Finish coat: semigloss.

.2 Formula 6 (Latex): for concrete block and concrete brick walls apply:

.1 one coat latex block filler CAN/CGSB-1.188 -96.

.2 two coats semigloss enamel CAN/CGSB-1.195 -99.

.3 CPCA System INT-8-A, premium. Finish coat: semigloss.

.3 Formula 7 (Latex): for gypsum board, and plaster walls apply:

.1 one coat latex primer-sealer CAN/CGSB-1.119 -2000.

.2 two coats semigloss enamel CAN/CGSB-1.195 -96 or latex eggshell.

.3 CPCA System INT-4-B, premium Finish coat: semigloss.

.4 Formula 7A (Latex): for gypsum board, and plaster walls apply:

.1 one coat latex primer-sealer CAN/CGSB-1.119 -2000.

.2 one coat semigloss enamel CAN/CGSB-1.195 -96 or latex eggshell.

-
- .5 Formula 7B (Latex): for gypsum board, and plaster walls apply:
 - .1 one coat semigloss enamel CAN/CGSB-1.195 -96 or latex eggshell.
 - .6 Formula 8 (Latex): for gypsum board, and plaster ceilings apply: .
 - .1 one coat latex primer-sealer CAN/CGSB-1.119 -2000.
 - .2 two coats flat finish CAN/CGSB-1.100 -99or eggshell.
 - .3 CPCA System INT-4-B, premium. Finish coat: flat.
 - .7 Formula 8A (Latex): for gypsum board, and plaster ceilings apply:
 - .1 one coat latex primer-sealer CAN/CGSB-1.119 -2000.
 - .2 one coat flat finish CAN/CGSB-1.100 -99or eggshell.
 - .8 Formula 8B (Latex): for gypsum board, and plaster ceilings apply:
 - .1 one coat flat finish CAN/CGSB-1.100 -99or eggshell.
 - .9 Formula 10 (Alkyd): for wood baseboards, trim, doors, frames, window frames, window sash, panelling, plywood, cabinetry, etc to receive paint finish apply:
 - .1 spot prime knots and resinous
 - .2 one coat enamel undercoat CAN/CGSB-1.38.
 - .3 two coats semigloss enamel CAN/CGSB-1.57 -96.
 - .4 CPCA System INT-1-A, premium. Finish coat: semigloss.
 - .10 Formula 10A (Alkyd): for wood baseboards, trim, doors, frames, window frames, window sash, panelling, plywood, cabinetry, etc to receive paint finish apply:
 - .1 one coat enamel undercoat CAN/CGSB-1.38.
 - .2 one coat semigloss enamel CAN/CGSB-1.57 -96.
 - .11 Formula 10B (Alkyd): for wood baseboards, trim, doors, frames, window frames, window sash, panelling, plywood, cabinetry, etc to receive paint finish apply: .
 - .1 one coat semigloss enamel CAN/CGSB-1.57 -96.
 - .12 Formula 11 (Latex): for wood baseboards, trim, interior doors, interior frames, panelling, cabinetry, plywood, etc to receive paint finish apply:
 - .1 spot prime knots and resinous areas.
 - .2 one coat primer latex sealer.
 - .3 two coats semigloss latex CAN/CGSB-1.195 -99.
 - .4 CPCA System INT-1-B, premium. Finish coat: semigloss.
 - .13 Formula 11A (Latex): for wood baseboards, trim, interior doors, interior frames, panelling, cabinetry, plywood, etc to receive paint finish apply:
 - .1 one coat primer latex sealer.
 - .2 two coat semigloss latex CAN/CGSB-1.195 -99.
 - .14 Formula 11B (Latex): for wood baseboards, trim, interior doors, interior frames, panelling, cabinetry, plywood, etc to receive paint finish apply:
 - .1 one coat primer latex sealer.
 - .15 Formula 12 (alkyd): for concrete floors apply:
 - .1 one coat floor enamel CAN/CGSB-1.73 -97. Reduced by addition of 1 part thinner to 8 parts enamel.
 - .2 two coats floor enamel CAN/CGSB-1.73 -97.
 - .3 CPCA System INT-9-B, premium.
 - .16 Formula 15 (Alkyd): for shop primed ferrous metal surfaces apply:
 - .1 touch up shop primer with primer as provided by fabricator.
 - .2 one coat enamel undercoat.
 - .3 two coats gloss enamel CAN/CGSB-1.60 -97.
 - .4 CPCA System INT-12-A, premium. Finish coat: semigloss.
 - .17 Formula 17 (Alkyd): for galvanized and zinc coated metal apply:
 - .1 one coat vinyl wash primer.
 - .2 one coat enamel undercoat.
 - .3 two coats semigloss enamel CAN/CGSB-1.57 -96.
 - .4 CPCA System INT-13-A, premium. Finish coat: semigloss.
 - .18 The CFHA Representative shall decide which finishes shall be used on all surfaces: gloss, semi-gloss, egg-shell or flat. Contractors shall notify the CFHA Representative of any

substitutions of paint materials prior to usage. Copies of technical specifications and samples shall be submitted for approval for each substitution.

.19 Comply with requirements of Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage, and disposal of hazardous materials; and regarding labelling and provision of material safety data sheets acceptable to Labour Canada and Health Canada.

.20 Deliver copies of Material Safety Data Sheets (MSDS) to the SA upon delivery of materials.

.21 Refer to the Unit Price Schedule for specific applications required. These Formulas may be used in part, in combination or may be omitted in some instances.

2.5 Stain Finishes

.1 Formula 23: for woodwork to receive stained finish apply:

.1 one coat wood filler.

.2 two coats solvent based stain CAN/CGSB-1.145 -97. Type 2 (interior) Class B

Semi transparent.

.3 one coat shellac.

.4 two coats finish gloss, for general interior use.

.2 Refer to the Unit Price Schedule for specific applications required. These Formulas may be used in part, in combination or may be omitted in some instances.

2.6 Clear Finishes

.1 Formula 25 (Varnish): for woodwork to receive clear finish apply:

.1 one coat wood filler.

.2 one coat shellac.

.3 two coats varnish CAN/CGSB-1.36 -97. Type 1 - gloss.

.4 CPCA System INT-1-C, premium. Semigloss.

.2 Interior wood finishes as follows:

.1 Flecto "Varathane", "Diamond Finish" Plastic Enamel, or approved equal.CAN/CGSB-1.175-M97 Polyurethane Interior Coating, Oil Modified, Clear, Gloss and Satin.

.3 Refer to the Unit Price Schedule for specific applications required. These Formulas may be used in combination or may be omitted in some instances.

2.7 Special Finishes

.1 Formula 22: for asbestos-cement board apply as per SA:

.1 two coats flat paint. .

.2 Refer to the Unit Price Schedule for specific applications required. These Formulas may be used in combination or may be omitted in some instances.

2.8 Extra Materials

.1 When painting a complete house painting (either 1 coat or 2 coat application) provide one1 litre of touch up finish paint for each wall and trim paint used here in after referred to as a "paint touch up kit".

.2 Each paint touch up kit shall consist of an individually labeled boxed supply of one 1 inch bristle brush, one mini (3 inch) roller for touch ups, one litre paint cans to match the colour palette which are individually labeled for the paint colour and finish and the areas for application that are used for the full paint job, each box shall be labeled with the house address and date of the completion of the work.

PART 3 - EXECUTION

3.1 General

.1 Perform all painting operations in accordance with CAN/CGSB-85.100-93, CPCA Painting Specifications Manual or the paint manufacturer's written application instructions. The

most stringent takes priority unless otherwise directed by CFHA Representative or specified otherwise.

.2 The Supplier shall provide all the necessary tools and equipment to undertake the works. The use of occupant's tools and equipment is not permitted.

.3 Workmanship shall be to the satisfaction of the CFHA Representative, to the relevant codes, and to good trade practices

.4 The Supplier shall provide to the CFHA Representative a minimum of 1 paint touch up kit for the use of the Occupants for touch up paint for each unit fully painted. The CFHA Representative, at their discretion, request these products from the Supplier. The touch up paint for the paint touch up kit shall be provided in individual sealed containers clearly identifying the colour (and formula), paint type and brand, finish and date and must be supplied from the paint that was used for that house to avoid any paint tinting anomalies.

3.2 Preparation

.1 Includes all cleaning requirements and cleaning with TSP, scraping, sanding, patching of holes and nicks up to 103cm² each, all stress crack repairs (incl. Tape, repair compound up to 3 coats), sanding and spot priming required to produce good base surface for primer and paint application. All preparation other than heavy preparation (see 3.2.5 below) is included in the contracted price for painting.

.2 Remove electrical cover plates, light fixtures, surface hardware on doors, door stops, bath accessories and all other surface mounted fittings and fastenings prior to undertaking any painting operations. Replace any and all electrical cover plate and doorstops with new ones after painting is completed. Colour and style as per existing or to the CFHA Representative instructions. Replacement of door stops and cover plate is included in the tendered price to paint complete house, and partial paint jobs.

.3 As painting operations progress, place "WET PAINT" signs in freshly painted areas as necessary to the approval of CFHA Representative.

.4 Preparation for this contract includes all cleaning, scraping, sanding, patching (holes up to 103 cm²) and spot priming, caulking of seams where gaps exist at baseboards, walls, stairs, ceilings, removal of nails, staples, tacks, tape, curtain rods, and accessories and scraping and filling of wood trim to produce adequate base for paint application.

.5 Heavy preparation: includes everything included in the full preparation description 3.2.4 above and in addition to include large hole patching (incl. Tape, repair compound up to 3 coats, sanding as required) up to 350cm². spot priming, heavy sanding/scraping of all surfaces including trimwork to produce adequate base for primer and paint application. This shall be described on the work order to cover the surface areas involved.

3.3 Protection

.1 Protect existing building surfaces not to be painted from paint spatters, drops, over painting markings and other damage. If damaged, clean and restore such surfaces or as directed by CFHA Representative.

.2 Cover, mask and protect ALL floors and countertop areas completely for the duration of the painting work. Use clean and well maintained non-staining coverings. As well as protect all windows, fixtures and other ornamental hardware adjacent to the areas being painted from the same. Provide and utilize enough drop clothes to avoid moving the protection clothes around the work site (leave all areas protected for the duration of the work).

.3 Protect and mask items that are permanently attached such as Fire Labels on doors and frames.

.4 It is the responsibility of the Supplier to protect furnishings or movable objects shall be removed, protected, and replaced by the Supplier on completion of the work. The Supplier shall supply an ample supply of clean protective coverings for this purpose.

.5 Protect factory finished products and equipment.

.6 Protect building occupants in and about the building.

.7 The Housing unit sinks, laundry tubs and drain ways are not to be used for the paint tools clean up, the drain system shall be protected against any of the paint products from entering the system. All cleaning procedures are to be performed offsite. Any use of the house drain system for paint clean up may result in charges to clean and auger the drain system.

3.4 Existing Conditions

.1 Investigate existing substrates for problems related to proper and complete preparation of surfaces to be painted. Report to CFHA Representative all damage, defects and unsatisfactory or unfavourable conditions before proceeding with work.

.2 Investigate moisture content of surfaces to be painted and report findings to CFHA Representative. Do not proceed with work until conditions fall within acceptable range as recommended by manufacturer.

.3 Maximum moisture content as follows:

- .1 Plaster and wallboard: 12%.
- .2 Masonry/Concrete: 12%.
- .3 Concrete Block/Brick: 12%.
- .4 Wood: 15%.

3.5 Cleaning

.1 Clean all surfaces to be painted as follows:

.1 Remove all dust, dirt, and other surface debris by vacuuming, wiping with dry, clean cloths or compressed air.

.2 Wash all surfaces with a solution of T.S.P as per MPI specifications. and clean warm water using a stiff bristle brush to remove dirt, oil and other surface contaminants.

Exceptions to be approved in writing by CFHA Representative prior to the application of any paint products.

.3 Rinse scrubbed surfaces with clean water until foreign matter is flushed from surface.

.4 Allow surfaces to drain completely and allow to dry thoroughly.

.5 To prepare surfaces for water-based painting, water-based cleaners should be used in place of organic solvents.

.6 Many water-based paints cannot be removed with water once dried. However, minimize the use of kerosene or any such organic solvents to clean up water-based paints.

.2 Prevent contamination of cleaned surfaces by salts, acids, alkalis, other corrosive chemicals, grease, oil and solvents before prime coat is applied and between applications of remaining coats. Apply primer, paint, or pretreatment as soon as possible after cleaning and before deterioration occurs.

.3 Sand existing surfaces with sandpaper to cuthigh gloss coatings to provide adequate adhesion for new finishes.

.4 Where surfaces require wallpaper to be removed, it shall be by means of soaking with warm water and stripping or by use of a steam stripper. Wash surfaces thoroughly, free from all traces of wallpaper and paste, allow to dry, sand down, dust off, then paint surfaces as specified by the CFHA Representative. This is not covered under normal preparation and will be paid using a separate unit price.

3.6 Surface Preparation

.1 Prepare new wood surfaces to CGSB 85-GP-1M.

.2 Where possible, prime all surfaces of new wood surfaces before installation. Use same primers as specified for exposed surfaces.

.3 Prepare previously painted wood surfaces to CAN/CGSB85.100-93.

.1 Apply vinyl sealer over knots, pitch, sap and resinous areas.

.2 Remove all flaking paint, nails, tacks, tape, staples, etc.

.3 Apply wood filler to nail holes and cracks.

.4 Tint filler to match stains for stained woodwork.

.4 Prepare varnished wood surfaces as follows:

- .1 Remove all wax and foreign matter/residue.
- .2 Scour with steel wool or nylon pad to glaze the surface to prevent high absorption and promote good adhesion to finish.
- .5 Prepare stucco, brick, concrete masonry and concrete surfaces by cleaning all loose materials, scrape all flat surfaces to remove all loose or peeling paint, rinse or wipe clean with damp cloth, allow the surface sufficient time to dry thoroughly.
- .6 Prepare concrete floors. Prepare new concrete floor by acid etching. Rinse with clean water and thoroughly dry.
- .7 Prepare plaster and wallboard surfaces by cleaning thoroughly, patching the surfaces, sanding all areas. Wipe or vacuum surfaces to remove all dust and dirt.
- .8 To apply latex paint over existing oil base finish, first thoroughly sand existing finish then apply Manufacturer approved primer/super under coat as directed by CFHA Representative.
- .9 Caulk all joints where there are gaps (i.e. baseboard and wall, window and door frames, stairs, mouldings, etc.) with paintable latex caulking. Allow time to cure and dry thoroughly.
- .10 Gaps between ceiling and crown moulding as well as large gaps around windows must be filled with foam backer rod (sized approximately 25% larger than opening) and caulked with latex caulking prior to painting. This is not covered under normal preparation and will be paid using a separate unit price.
- .11 Where surfaces have been affected by mould or bacteria, the area shall be thoroughly cleaned back to the original surface and allowed to dry, then treated with an approved fungicidal wash in accordance with the Manufacturer's specifications. Where mould growth is found on dwellings, an approved mould retardant/stain killer shall be applied to inhibit mould growth. Work to be included under preparation.
- .12 Where the painted surfaces have been previously painted with an inferior, incorrect or defective paint application, the surfaces shall have all loose flaking or peeling paint removed, edges feathered and all surfaces thoroughly sanded to a clean sound surface. All surfaces shall be treated with an approved sealant/primer. Work to be included under preparation for a whole house or room painting.
- .13 All holes in drywall, timber and wall surfaces, eaves and linings shall be thoroughly inspected, and all holes or minor dry rotted surfaces shall be cleaned and filled with approved putty or epoxy filler. Repair all stress cracks (with drywall tape and compound) and holes up to 25cm² each, finish and prime prior to painting.
 - .1 Drywall hole repairs up to 103 cm² each. Surface defects such as nail/screw popping, paper tears, nicks and scratches, line gauges caused by chair back rest, tables, etc. and holes up to 103cm² each shall be filled, sanded and spot primed. (deep holes may require an addition coat of filler, included) This shall be considered, as normal preparation and is included in the cost of painting.
 - .2 Drywall Repairs greater than 103 cm². Holes over 103cm² require plywood backing. Securely fasten with dRywall screws, tape, fill (3coat system), sand and spot prime. This is not covered under normal preparation and will be paid using a separate unit price. The use of surface patch kits are not approved for use. The drywall must be cut out, backer installed and new filler drywall installed. All hole repairs include the drywall filler coat or coats, sanding and priming
 - .3 Stress Cracks. Gauge, scrape and sand the crack, tape and fill (3coat system), sand and spot prime. This item is included in the normal preparation and is part of the cost to prepare and paint.

3.7 Surface Preparation -Metal

- .1 Clean new metal surfaces to be painted by: removing rust, loose mill scale, welding slag, dirt, oil, grease and other foreign substances in accordance with the following:
 - .1 Solvent cleaning: SSPC-SP-1.
 - .2 Hand tool cleaning: SSPC-SP-2.
 - .3 Power tool cleaning: SSPC-SP-3.
 - .4 Commercial blast cleaning: SSPC-SP-6. .
 - 5 Brush-off blast cleaning: SSPC-SP-7.

- .2 Clean existing metal surfaces to be repainted by: removing loose, cracked, brittle or non-adherent paint, rust, loose mill scale, welding slag, dirt, oil, grease and other foreign substances in accordance with following:
- .1 Scrape edges of old paint back to sound material. Where remaining paint is thick and sound, feather exposed edges.
 - .2 Commercial blast clean rusted and bare metal surfaces where existing paint system has failed.
 - .3 Solvent cleaning: SSPC-SP-1.
 - .4 Hand tool cleaning: SSPC-SP-2.
 - .5 Power tool cleaning: SSPC-SP-3.
 - .6 Commercial blast cleaning: SSPC-SP-6.
 - .7 Brush-off blast cleaning: SSPC-SP-7.
- .3 Remove traces of blast products from surfaces, pockets and corners to be painted by brushing with clean brushes blowing with clean dry compressed air, or vacuum cleaning.
- .4 Touch up shop primer to CGSB 85-GP-10M with primer as specified in applicable section. Touch-up to include cleaning and painting of field connections, welds, rivets, nuts, washers, bolts, and damaged or defective paint and rusted areas.
- .5 Prepare galvanized steel and zinc coated steel surfaces to CAN/CGSB 85.10-99.
- .6 Prepare copper and copper accessories to CAN/CGSB 85-10.99.
- .7 Prepare new steel surfaces exposed normally to dry conditions to CGSB 85-GP-14M.
- .8 Prepare previously painted steel surfaces exposed normally to dry conditions to CGSB 85-GP-15M.
- .9 Prepare steel surfaces exposed to industrial environments to CGSB 85-GP-13M.
- .10 Prepare steel surfaces exposed to water or high humidity levels to CGSB 85-GP-11M CGSB 85-GP-18M.
- .11 Do not apply paint until prepared surfaces have been accepted by CFHA Representative, coordinate and allow time to inspect.

3.8 Mixing Paint

- .1 Mix ingredients in container before and during use and ensure breaking up of lumps, complete dispersion of settled pigment, and uniform composition.
- .2 Paint materials for each coating system shall be products of a single Manufacturer.
- .3 Except for the tinting of undercoats, mixing of colours is only permitted by Manufacturer or by using approved mixing machines.

3.9 Application

- .1 Method of application to be as approved by CFHA Representative. Apply paint by brush or roller. Conform to manufacturer's application instructions unless specified otherwise.
- .2 "Touch up" painting to new or repaired surfaces shall have the relevant material prepared and painted as per the standard specification attached. Touch up painting (internal or external) shall comprise of one coat of sealer/undercoat/primer and/or one coat of the specified finish to match existing, as well as all preparation required to produce a proper adhering finish.
- .3 Brush application.
 - .1 Work paint into cracks, crevices and corners. Paint surfaces not accessible to brushes by spray, daubers or sheepskins.
 - .2 Brush out runs and sags.
 - .3 Remove runs, sags and brush marks from finished work and repaint.
- .4 Spray application.
 - .1 Applying primer or paint by method of spraying is not permitted, unless otherwise agreed to in writing by CFHA Representative.
 - .2 Provide and maintain equipment that is suitable for intended purpose, capable of properly atomizing paint to be applied, and equipped with suitable pressure regulators and gauges.
 - .3 Keep paint ingredients properly mixed in containers during paint application either by continuous mechanical agitation or by intermittent agitation as frequently as necessary.

- .4 Apply paint in a uniform layer, with overlapping at edges of spray pattern.
- .5 Brush out immediately all runs and sags.
- .6 Use brushes to work paint into cracks, crevices and places which are not adequately painted by spray.
- .5 Use dipping, sheepskins or daubers only when no other method is practical in places of difficult access and only when specifically authorized by CFHA Representative.
- .6 Apply each coat of paint as a continuous film of uniform thickness. Repaint thin spots or bare areas before next coat of paint is applied.
- .7 Allow surfaces to dry and properly cured after cleaning and between subsequent coats for minimum time period as recommended by manufacturer.
- .8 Sand and dust between each coat to remove visible defects.
- .9 Finish tops of cupboards, cabinets and projecting ledges, both above and below sight lines as specified for surrounding surfaces.
- .10 Finish inside of cupboards and cabinets as specified for outside surfaces.
- .11 Finish closets and alcoves as specified for adjoining rooms.
- .12 Free up all doors and window sashes at completion of Work. Inform CFHA Representative prior to commencement of work if any doors need to be re-worked by carpenter prior to painting.
- .13 Finish top, bottom, edges and cutouts of doors after fitting as specified for door surfaces.
- .14 The finish of one colour against another shall be a true straight line, including all cutting in against glass, metal frames and similar junctions.
- .15 CFHA generally applies Latex/Water Based or Alkyd/Oil Based products in the following areas. Each CFHA dwelling may have different paint systems currently in use, confirm with CFHA Representative prior to start of work, the finish paint surfaces shall be at the discretion of the CFHA Representative:
 - .1 Bathrooms: oil/latex semi-gloss;
 - .2 Kitchens: oil /latex semi-gloss;
 - .3 Kitchen Cupboards: alkyd /latex gloss/enamel;
 - .4 Living Areas: latex eggshell/semi-gloss;
 - .5 Ceilings: oil/latex flat;
 - .6 Trim: oil/latex semi-gloss, gloss, polyurethane or same as wall treatment;
 - .7 Basements: Floor Enamel (grey) and wall treatment similar to living areas;
 - .8 Primers: Oil/latex/primers/sealers, stain killers.
- .16 To apply latex paint over existing oil base finish, first thoroughly sand existing finish then apply Manufacturer approved primer/super undercoat as directed by CFHA Representative.

3.10 Mechanical Electrical Equipment

- .1 In finished areas: paint exposed conduits, piping, hangers, ductwork and other mechanical and electrical equipment. Colour and texture to match adjacent surfaces, except as noted otherwise and approved in writing by SA.
- .2 Do not paint over nameplates.

3.11 Field Quality Control

- .1 Advise CFHA Representative for inspection immediately after preparation and prior to each applied coating. Do not proceed with subsequent coats until previous coat has been approved.

3.12 Restoration

- .1 Replace and install all hardware items that were removed before undertaken painting operations.
- .2 Remove protective coverings and warning signs as soon as practical after operations cease and perform the final inspection.
- .3 Remove paint splashings/splatters on exposed surfaces that were not painted. Remove smears and spatter immediately as operations progress, using compatible solvent.

- .4 Protect freshly completed surfaces from paint droppings and dust. Avoid scuffing and marking newly applied paint.
- .5 Where previous paint splatter is evident, the Supplier shall bring the condition to the CFHA Representative's attention before commencing work.
- .6 Where previous paint splatter, etc., is not notified and agreed to, the Supplier shall be responsible for the removal of paint splatter, blemishes, smears, etc.
- .7 Restore areas used for storage, cleaning, mixing and handling of paint to clean condition as approved by SA.
- .8 Remove all old paint cans left in units from previous painting.

ANNEX "A1" - CUSTOMER CARE REQUIREMENTS

1. **General:** These requirements pertain to the work associated with cyclical and package maintenance work as identified by CFHA Site.
2. **Description of work:** Special requirements when dealing with or when in contact with the unit occupant on Canadian Forces Housing Agency projects.
3. **Appointments:**
 - 3.1 Contact and arrange an appointment with the customer/occupant a minimum of forty eight (48) hours prior to commencement of any work on their Residential Housing Unit.
 - 3.2 Should the occupant not be able to attend to any appointments the Supplier is to leave a business Card or other suitable notice on which identifies where the occupant can contact them to arrange for a more suitable meeting place and time. The Supplier shall inform the SA that a first attempt to schedule an appointment was made.
 - 3.3 Should the occupant not attend to the second appointment, the Supplier is to immediately inform the CFHA Representative.
4. **Discussions with the Occupant**
 - 4.1 Maintain courteous discussions with occupant at all times.
 - 4.2 Inform occupant prior to the commencement of any work:
 1. What work needs to be done;
 2. How the work will be done;
 3. Who will be involved in the performance of the work;
 4. How long the work will take to be completed;
 5. What degree of inconvenience that there might be to the occupant,
 6. How the occupant premises will be kept secure during construction and how the customer-/occupant will be reimbursed by the Supplier for any damages to their personal property that may occur as a result of the performance of these construction work;
 7. What safety measures and other protections are being implemented to protect the individual family members of the occupant;
 8. What the daily clean up schedule will be during the performance of the work;
 9. Contractors are prohibited from disclosing any information relating to potential future improvements for the said residence.
5. **Contractors Duties, Observations and Opinions**
 - 5.1 The Supplier is to only perform the work of this contract and is not to undertake any work for the occupant while this contract is in effect.
 - 5.2 Should the Supplier observe any aspects of the work to be performed as being defective, limited, ineffective, wasteful or in any other way unacceptable in his view he is not to discuss or in any way indicate any of his opinions with the occupant. Any of these observations are to be brought to the attention of CFHA Representative only.
 - 5.3 At no time is the Supplier to enter into any discussions with the occupant that may leave the occupant with any expectations either positive or negative with respect to the work being performed.

6. Contractor's Site Etiquette

6.1 Contractor's etiquette when working in or about the occupants premises will consist of but not be limited to:

1. Knock on the front door of the occupant living unit and obtain verbal approval prior to entrance;
2. Offensive language or gestures will not be used;
3. Smoking, drinking or the use of any form of tobacco product is not to be used in or about the premises of the occupied or adjacent vacant units,
4. The Supplier is only to use his own prearranged washroom facilities and is NOT to use the washroom facilities of the occupant;
5. Contractors are responsible to ensure that the workers wear appropriate clothing on all sites (i.e. no torn jeans);
6. Should any confrontation occur with the occupant, terminate discussions immediately and inform the CFHA Representative.

7. Protection of Premises:

7.1 The Supplier shall ensure the health and welfare of the occupant at all times and protect the premises and belongings of the occupant by performing but not limiting himself to the following duties:

1. Use well maintained and acceptable drop sheets in any interior areas that will be traveled over or in the work area;
2. Appropriately ventilate from the premises any areas that may have objectionable odours or dust;
3. Stockpiles of materials, tools or equipment are not to be stored on any occupant premises. All materials shall be stored in designated area;
4. Contractors employees or any individual associated with the Supplier are to park their vehicles in areas approved by the CFHA Representative;
5. The work site and access to it is to be kept clean and tidy at all times and a complete cleanup is to be undertaken at the end of each work day prior to the Supplier leaving the site;
6. Because of the nature of the work in this contract, seasonal plantings of shrubs, flowers, and plants, undertaken by the occupants including annuals, perennials, and shrubs, shall be protected, removed and replanted without damage. Otherwise, occupants shall be compensated by the Supplier, for the destruction of the plantings;
7. At the end of each day's work, and at the completion of work at each address, there shall be a thorough clean up of the contractors debris. Contractors will note that workers who demonstrate total disregard for National Defence (DND) property or unnecessarily littering of the work site, will be required to leave the premises at once.
8. When working in vacant units the contractor is expected to remove all debris, coffee cups, paper and signage etc from the unit that was caused by the contractor or their employees at the end of each day.
9. CFHA Esquimalt has a no smoking policy for all of its contracts in and around the housing units, care is to be taken to clean up all debris in and around the unit as a result of not adhering to this policy. Workers that do not comply with the no smoking policy will be asked to leave the site immediately.
10. At no time shall the windows or doors be left open and unattended, before leaving the jobsite each night all doors and windows are to be closed and secure.

8. Electrical, Water and Heating Services

- 8.1 The Supplier is to make arrangements for and supply of his own electrical, water and heat as required for the performance of the intended work.
- 8.2 The Supplier may request the occupant in writing to enter into a per diem arrangement for the use of electrical, water or heat. The final decision will rest with the occupant. A copy shall be provided to the CFHA Representative for their files.

8.3 The Supplier may use the electrical, water and heating services available in the unoccupied premises with the approval of the CFHA Representative before use with the exception to the cleaning of painting tools and equipment see Section 3.3.7 Protection. The heating system use is to be kept to a minimum, before leaving the jobsite each night the heating system is required to be turned back to the normal heating requirements (thermostat to be set between 10 and 15 degrees Celsius in the winter months and completely off during the summer months). At no time shall the windows or doors be left open and unattended, before leaving the jobsite each night all doors and windows are to be closed and secure.

9. Materials, Tool and Equipment Storage

9.1 The Supplier is to obtain approval of all locations for the storage of materials, tools and equipment from the CFHA Representative.

9.2 CFHA will not be held responsible for any lost damage or stolen materials such as: tools while stored on the premises.

ANNEX "A2" - GLOSSARY OF TERMS

1. The following is an explanation of some of the action words used in the Schedule of Unit Rates (SUR).

a. Inspect and Report - This code is used where a problem is reported but the cause is unclear. The Supplier is to inspect the problem as directed. The following applies:

(1) If the problem can be fixed on the spot, the Supplier will be paid either for the work performed or the "Inspect and Report" fee, whichever is greater.

(i) For All variations from the specific work description the Supplier must call the HMO for permission to proceed and, if given permission, the Supplier is to obtain an "Instruction to Supplier" (ITC) number, complete the work and vary the Work Order accordingly;

(2) If the problem cannot be solved on the spot the Supplier is to submit a report (hand written is acceptable) within the time specified on the Work Order. The report shall state the work required to correct the problem, including applicable SUR Line Items, quantity of items and the location of the problem. In the cases where a written report is submitted, the Supplier will be paid for the "Inspect and Report" Work Order. Leaving the site to obtain materials, tools, etc. does not constitute a legitimate reason for a written report.

(3) b. Coordination - When the coordination required is considered by the CFHA Representative to be extensive enough to warrant subsidization, the coordination Line Item (i.e.: CP 1001) covers the cost of the primary Supplier coordinating the work of the other Contractors in a multi-trade/multi-Contractor task. This does not apply where one Supplier is handling all the work involved. This Line Item is designed to be used when the designated Supplier carries out some of the work normally handled by CFHA Representatives. The work may include:

- (1) Determining sequence of work in consultation with CFHA Representative;
- (2) Ensuring other Contractors are briefed on the scope of work, timing, etc.;
- (3) Managing both sequential and concurrent phases of the work;
- (4) Monitoring the work and keeping the HSC updated;
- (5) Ensuring that work is/has been done in accordance with the statement of work;

and

- (6) Handling the hand-over of the terminated project to the HSC.
- (7) This Line Item will only be used once per day of project activity.

c. Apply - Signifies distribute as per trade practices and/or manufacturer's specifications.

- d. Install - Item to be supplied by others, but installed by Supplier.
- e. Pick-up, Deliver and Install. This applies to items that are already on site but have to be picked-up and installed. Removal, if required, will be done separately.
- f. Remove - In most cases as directed by the CFHA Representative it could require the Supplier to remove the item and leave on site or deliver to a specific location. In some cases this is identical to "Remove and Dispose". (This applies to all trades except Pest Control trade)
- g. Remove and Dispose - The item is to be removed and disposed. It does not include installation of a new item. (This applies to all trades except Pest Control trade)
- h. Remove and Reinstall - The Supplier is to remove the item to facilitate other work, store it on site and reinstall it after the associated work is complete. (This includes all associated work, fasteners and fittings required to remove and reinstall the item.)
- i. Remove, Refit, Rework, etc. - The item is to be removed, necessary work carried out and then re-installed.
- j. Replace - Includes all associated materials and activities such as inspection, sizing and related modifications, removal and disposal of old items, supply and installation of replacement items, etc.
- k. Supply and Install - An item is to be supplied and installed as directed. No removal is included. Removal, if required, will be done separately.
- l. Unit - Signifies Unit of Measure.
- m. Abbreviations: Note: Some abbreviations are trade specific.

TOTAL INCL. O&P| total including Labour, Materials, Plant, Overhead and Profit

- Ea. each.
 - O.C. on center
 - M. metre.
 - M3 metre cubed
 - M2. square metre.
 - EMT Electrical metallic tubing.
 - Lm. lineal metre.
 - Vm vertical measure.
 - M2/L. square metre per litre.
 - Kg kilogram.
 - P.T. pressure treated.
 - Pr. per pair.
 - Hr. hour.
- .

ANNEX B

BASIS OF PAYMENT

EVALUATION OF PRICE: The price of bids will be evaluated in **Canadian dollars**, the Goods and Services Tax (GST) or the Harmonized Sales Tax (HST) excluded, **FOB destination** for goods, shipping charges included, **Customs duties and Excise taxes included**.

NOTE: Pricing in the Unit Price Schedule must be an all-inclusive price for the provision of all labour, travel time, supervision, material, equipment, transportation/vehicle expenses, overhead and profit required for provision of services identified herein on an as and when requested basis. **No other charges will be allowed.**

The Contractor will be paid firm hourly rates as indicated in the Pricing Schedule, for work performed in accordance with the Standing Offer.

Regular hours of work fall between 0800 and 1700 hours, Monday to Friday.

All work completed outside of regular work hours must be pre-authorized and shall be charged at 1.5 the regular hourly rate.

INSTRUCTIONS TO OFFERORS - Unit Price Schedules - Rates

ESTIMATES: Any quantities shown herein are estimates only, made in good faith and intended to assist bidders in preparing their proposal by providing an appreciation of the potential business available. Any standing offer(s) issued as a result of this solicitation will be limited to the actual goods or services ordered and delivered.

Insert the hourly rate or unit price against each class of labour, plant, or item of specified material listed on the Unit Price Schedule below, mathematical extensions against all items, and Total Estimated Amount, GST/HST extra.

A rate must be entered for each item.

Evaluation Formula: $(A \times B = C) + (D \times E = F) = G$

Total Evaluation Cost will be evaluated on the Total Evaluated Price in Column 3. It is anticipated that only one standing offer will be issued to the lowest compliant offeror.

PRICING SCHEDULE A) Years 1, 2, AND 3

<u>Item</u>	<u>Class of Labour, material or plant</u>	<u>Unit</u>	<u>Estimated</u>	<u>Unit Price</u>	<u>Estimated</u>
			<u>Hours/ Quantity</u>		<u>total price</u>
			A	B	C
1	Inspect and report on work required, detailed written report to be provided	Each	40	\$	\$
2	Full house preparation and one finish without kitchen cabinets and drawers	M2 (floor area)	19,000	\$	\$
3	Full house additional coats (when used with above code) without kitchen cabinets and drawers	M2 (floor area)	10,000	\$	\$
4	Full house preparation and one finish with kitchen cabinets and drawers inside and outside all surfaces	M2 (floor area)	10,000	\$	\$
5	Full house additional coats (when used with above code) with kitchen cabinets and drawers inside and outside all surfaces	M2 (floor area)	5,500	\$	\$
6	Full room preparation and one finish without kitchen cabinets and drawers	M2 (floor area)	900	\$	\$
7	Full room additional coats (when used with above code) without kitchen cabinets and drawers	M2 (floor area)	600	\$	\$
8	Complete room: small area: includes preparation and 2 finish coats (including conversion coat)	Each	60	\$	\$
9	Partial Room/Wall/Ceiling: including preparation and 1 primer coat and 2 finish coats on surface area (including conversion coat) to match existing	M2 (surface area)	800	\$	\$
10	Holes in drywall, repair, 25 cm2 - 103 cm2	Each	225	\$	\$
11	Holes in drywall, repair, 104 cm2 - 413 cm2	Each	150	\$	\$
12	Holes in drywall, repair, 414 cm2 - 3716 cm2	Each	75	\$	\$
13	Heavy preparation flat surfaces, as per specification	M2	450	\$	\$
14	Heavy preparation, trim	M	600	\$	\$
15	Kitchen cabinets Refinish/repaint (upper and lower, inside and outside all surfaces) one meter consists of both upper and lower cabinets measured by Base cabinet length)	M	100	\$	\$
16	Kitchen cabinets Refinish/repaint (upper and lower, outside only all surfaces) one meter consists of both upper and lower cabinets measured by Base	M	80	\$	\$

	cabinet length)				
17	Kitchen cabinets Refinish/repaint (upper and lower, inside only all surfaces) one meter consists of both upper and lower cabinets measured by Base cabinet length)	M	20	\$	\$
18	Supply and install kitchen cabinet and drawer removable shelf liner	M2	120	\$	\$
19	Doors: Interior, both sides includes all trim and jamb	Each	75	\$	\$
20	Doors: Exterior, both sides includes all trim and jamb	Each	100	\$	\$
21	Door jamb and casings: Interior, all surfaces (no door) per set both sides	Each	75	\$	\$
22	Trim, casing, baseboard (with or without quarter round) mouldings, interior any profile paint 2 coats includes all preparation	M	1,200	\$	\$
23	Trim, casing, baseboard, quarter round mouldings, interior, pre-primed, finger joint pine matching profile, supply and install or replace, includes paint 2 coats, includes all preparation	M	400	\$	\$
24	Replace wall or ceiling access panel and trim completely finish primed and painted 2 coats to match existing	Each	12	\$	\$
25	Wall paper removal	M2	90	\$	\$
26	Wall paper border removal	M	90	\$	\$
27	Remove all previously dried paint on each surface of the door knob, door handle, door or drawer pulls, hinges, fixtures etc.	Ea	300	\$	\$
28	Backer Rod and Caulking (to fill voids in crown moulding prior to painting etc)	M	150	\$	\$
29	Caulking, interior, latex/acrylic/acoustic supply and install or replace	M	600	\$	\$
30	Caulking, exterior, butyl, supply and install or replace	M	300	\$	\$
31	Bathtub, recaulk with silicone, includes all vertical and horizontal seams in the tub and surround area	Ea	225	\$	\$
32	Drywall, plain, 13mm, replace, includes finishing ready to prime	M2	225	\$	\$
33	Drywall, plain, 13 mm, supply and install, includes finishing ready to prime	M2	120	\$	\$
34	Drywall tape & mud (all coats) includes sanding and finishing ready for priming without drywall replacement	M2	90	\$	\$
35	Concrete/Masonry painting includes prep and 2 coats	M2	600	\$	\$
36	Concrete floor painting, 2 coats, includes all	M2	12,000	\$	\$

	preparation				
37	Exterior trim/railings/posts, paint 2 coats includes all preparation	M	1,500	\$	\$
38	Exterior siding, soffit or fascia cover, paint 2 coats includes all preparation	M2	600	\$	\$
39	Exterior decks/ramps, supply and install or replace non skid deck coating include all preparation	M2	150	\$	\$
40	Remove and dispose of paints, stains, solvents etc. Hazardous household chemicals per can any size to an approved disposal/recycling facility	Each	30	\$	\$
41	Journeyman Painter, hourly rate	Hour	180	\$	\$
42	Apprentice/Trades Helper	Hour	140	\$	\$
Sub Total C): Estimated Total Amount 1st & 2nd & 3rd Years GST/HST Extra					\$

SCHEDULE B) OPTION YEAR 1

<u>Item</u>	<u>Class of Labour, material or plant</u>	<u>Unit</u>	<u>Estimated Hours/Quantity</u> D	<u>Unit Price</u> E	<u>Estimated total price</u> F
1	Inspect and report on work required, detailed written report to be provided	Each	30	\$	\$
2	Full house preparation and one finish without kitchen cabinets and drawers	M2 (floor area)	7,000	\$	\$
3	Full house additional coats (when used with above code) without kitchen cabinets and drawers	M2 (floor area)	3,500	\$	\$
4	Full house preparation and one finish with kitchen cabinets and drawers inside and outside all surfaces	M2 (floor area)	3,500	\$	\$
5	Full house additional coats (when used with above code) with kitchen cabinets and drawers inside and outside all surfaces	M2 (floor area)	4,500	\$	\$
6	Full room preparation and one finish without kitchen cabinets and drawers	M2 (floor area)	600	\$	\$
7	Full room additional coats (when used with above code) without kitchen cabinets and drawers	M2 (floor area)	400	\$	\$
8	Complete room: small area: includes preparation and 2 finish coats (including conversion coat)	Each	40	\$	\$
9	Partial Room/Wall/Ceiling: including preparation and 1 primer coat and 2 finish coats on surface area (including	M2 (surface area)	500	\$	\$

	conversion coat) to match existing				
10	Holes in drywall, repair, 25 cm2 - 103 cm2	Each	150	\$	\$
11	Holes in drywall, repair, 104 cm2 - 413 cm2	Each	100	\$	\$
12	Holes in drywall, repair, 414 cm2 - 3716 cm2	Each	50	\$	\$
13	Heavy preparation flat surfaces, as per specification	M2	300	\$	\$
14	Heavy preparation, trim	M	400	\$	\$
15	Kitchen cabinets Refinish/repaint (upper and lower, inside and outside all surfaces) one meter consists of both upper and lower cabinets measured by Base cabinet length)	M	80	\$	\$
16	Kitchen cabinets Refinish/repaint (upper and lower, outside only all surfaces) one meter consists of both upper and lower cabinets measured by Base cabinet length)	M	60	\$	\$
17	Kitchen cabinets Refinish/repaint (upper and lower, inside only all surfaces) one meter consists of both upper and lower cabinets measured by Base cabinet length)	M	20	\$	\$
18	Supply and install kitchen cabinet and drawer removable shelf liner	M2	100	\$	\$
19	Doors: Interior, both sides includes all trim and jamb	Each	50	\$	\$
20	Doors: Exterior, both sides includes all trim and jamb	Each	75	\$	\$
21	Door jamb and casings: Interior, all surfaces (no door) per set both sides	Each	50	\$	\$
22	Trim, casing, baseboard (with or without quarter round) mouldings, interior any profile paint 2 coats includes all preparation	M	1,000	\$	\$
23	Trim, casing, baseboard, quarter round mouldings, interior, pre-primed, finger joint pine matching profile, supply and install or replace, includes paint 2 coats, includes all preparation	M	300	\$	\$
24	Replace wall or ceiling access panel and trim completely finish primed and painted 2 coats to match existing	Each	10	\$	\$
25	Wall paper removal	M2	60	\$	\$
26	Wall paper border removal	M	60	\$	\$
27	Remove all previously dried paint on each surface of the door knob, door	Ea	200	\$	\$

	handle, door or drawer pulls, hinges, fixtures etc.				
28	Backer Rod and Caulking (to fill voids in crown moulding prior to painting etc)	M	100	\$	\$
29	Caulking, interior, latex/acrylic/acoustic supply and install or replace	M	400	\$	\$
30	Caulking, exterior, butyl, supply and install or replace	M	200	\$	\$
31	Bathtub, recaulk with silicone, includes vertical and horizontal seams in the tub and surround area	Ea	150	\$	\$
32	Drywall, plain, 13mm, replace, includes finishing ready to prime	M2	150	\$	\$
33	Drywall, plain, 13 mm, supply and install, includes finishing ready to prime	M2	80	\$	\$
34	Drywall tape & mud (all coats) includes sanding and finishing ready for priming without drywall replacement	M2	60	\$	\$
35	Concrete/Masonry painting includes prep and 2 coats	M2	400	\$	\$
36	Concrete floor painting, 2 coats, includes all preparation	M2	8,000	\$	\$
37	Exterior trim/railings/posts, paint 2 coats includes all preparation	M	1,000	\$	\$
38	Exterior siding, soffit or fascia cover, paint 2 coats includes all preparation	M2	400	\$	\$
39	Exterior decks/ramps, supply and install or replace non skid deck coating include all preparation	M2	100	\$	\$
40	Remove and dispose of paints, stains, solvents etc. Hazardous household chemicals per can any size to an approved disposal/recycling facility	Each	30	\$	\$
41	Journeyman Painter, hourly rate	Hour	100	\$	\$
42	Apprentice/Trades Helper	Hour	75	\$	\$
Sub Total F): Estimated Total Amount OPTION YEAR 1 GST/HST Extra					\$

MATERIAL REPLACEMENT PARTS

(except free issue) shall be charged at the laid down cost FOB Destination (which includes invoice cost, transportation costs, exchange, custom and brokerage charges) plus firm mark-up of **10%** (which includes purchasing expenses, internal handling, G & A Expenses, and profit) excluding Goods and Services Tax, which must be shown as a separate item. These materials shall be supported by an invoice

Occupied Units shall be paid the price bid plus 5%.

TOTAL EVALUATED PRICE

Col. 1	Col. 2	Col. 3
Sub Total SCHEDULE A)	Sub Total SCHEDULE B)	Total Evaluated Price (col.1 + col.2 = col.3)

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File No. - N° du dossier
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Buyer ID - Id de l'acheteur
vic239
CCC No./N° CCC - FMS No./N° VME

Year 1, 2, and 3 C	<u>Option Year 1</u> F	G
\$	\$	\$ GST/HST Extra

ANNEX C

MANDATORY REQUIREMENTS:

Failure to meet the following mandatory requirements will render the offer as non-responsive.

1. **Firm's Experience including Organization Chart** - See Appendix 1
2. **Individuals Experience** - See Appendix 2
3. **List of Equipment** - See Appendix 3
4. **Price Schedules** - A rate must be entered for each item identified in Annex B, Basis of Payment

CONTRACTOR SELECTION: To be considered responsive, a bid must meet all of the mandatory requirements of this solicitation. Bids not meeting all of the mandatory requirements will be deemed non-responsive and given no further consideration.

ANNEX "C "
Firm's Experience
Appendix 1

Completed Works:

- We _____ (Company Name) certify that we have had a minimum of three (3) years experience in providing Painting Services over the last 7 years.

Does your firm meet this requirement? YES NO
--

- We have in the past completed the following works which are similar to the work for which the present offer is made:

Similar projects of size and scope are those which have had the services performed in a residential, office and/or rental environment and require multiple crews and work locations to complete the majority of the number of units involved. The size/scope of the project as an example should reflect a value of approximately \$180,000.00 and greater per year.. Services performed in new construction environments are NOT for this requirement considered similar. Similar work would be work performed on previously painted surfaces.

A minimum of one (1) similar project undertaken in the last 3 (three) years must be identified. This project(s) must demonstrate your firm's ability to perform a large volume of work with multiple crews working simultaneously at multiple work locations. Provide name and address of facility, a brief description of work performed, number of units involved, number of individuals assigned to this work simultaneously, contract dollar amount and the name and phone number of project contact and time frame from the start to finish of this project(s).

1)

- Provide a staffed organization chart for this specific requirement that meets the statement of work. This should identify the names, responsibilities of the manager(s), supervisor(s), individual employee positions, number of employees and identify the chain of command

Included with bid

YES

ANNEX "C"
Individuals Experience
Appendix 2

- ◆ List the Journeyman painters and their qualifications (a minimum of one journeyman tradesperson is required each with a minimum of 2 years experience).

The Journeyman must be an employee employed by your firm and must be present on site and be responsible for the performance of the work. Each Journeyman must be trained in WHMIS. If the information supplied changes throughout the standing offer the new information must be supplied to CFHA representative without delay.

Copies of trade qualifications and certificates (ITA or Red Seal Painter and Decorator or equivalent and WHIMIS certification (or certification numbers) are to be provided to the contracting authority either with your bid or after bid closing.

Does your firm meet this requirement? YES NO
--

Provide below the Journeyman information that will be included in the execution of this project. (Minimum of one journeyman tradesperson is required each with a minimum of 2 years experience)

NAME	TRADE DESIGNATIONS	YEARS OF EXPERIENCE	TRAINED IN WHIMIS

Optional - Name of other Journeymen on staff.

2)

- Provide the number of labourers/trades helpers employed by your firm that will be utilized for this Standing Offer. Labourers and trades helpers are not required to be WHIMIS trained.

Minimum number of trades helpers _____

Maximum number of trades helpers _____

- Certification:

We hereby certify that all the information provided has been verified by us to be true and accurate. We further certify that should we be awarded a Standing Offer the personnel proposed

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will be available to perform the tasks described herein, if and when requested by the Site Authority. **YES** **NO**

ANNEX "C"
List of Equipment
Appendix 3

The following list of equipment and materials is a minimum (and not all inclusive) of the equipment necessary to complete the work. This equipment and materials must be available for use as and when requested for each location where the work is being performed. The equipment must be safe, less than five (5) years old and in good working order.

Equipment and materials:

Ladders (various styles, heights and sizes), scaffolding, stilts, fall protection, drop cloths, paint trays, paint brushes, scrapers, drywall screw guns, primers and paints, drywall patch compounds such as quickset and finishing compounds, patch materials, sanders, tape, thinners, cleaners, trays, rollers, roller sleeves, vacuum, broom, garbage bags, rags, caulking materials, heat gun or dryer, putty, wood filler, colour swatches, electrical plate covers in variety of configurations, door stops.

Does your firm meet this requirement? YES NO
--

- **Fax Machine** - Supplier **must** have a fax machine on a separate line from their phone line in order to receive call ups and communications in a timely manner

Does your firm meet this requirement? YES NO
--

Provide Fax. Number: _____

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ANNEX D
Periodic Usage Report Form

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

Return to:

Kathy Large	(250)363-0395	Kathy.large@pwgsc.gc.ca
<i>Name</i>	<i>Fax</i>	<i>Email Address</i>

At: 401-1230 Government St.
Victoria BC, V8W 3X4

BI-ANNUAL REPORT ON THE VOLUME OF BUSINESS

SUPPLIER:

REPORT FOR THE PERIOD ENDING:

Description of Work	Call-up #	TOTAL BILLING

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

PREPARED BY:

NAME:

SIGNATURE:

TELEPHONE NO.:

ANNEX E

INSURANCE REQUIREMENTS Commercial General Liability

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

For the province of Quebec, send to:

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

For other provinces and territories, send to:

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

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