

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada
1713 Bedford Row
Halifax, N.S./Halifax, (N.É.)
B3J 1T3
Bid Fax: (902) 496-5016**

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

THIS DOCUMENT CONTAINS A SECURITY
REQUIREMENT

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

Issuing Office - Bureau de distribution

Atlantic Region Acquisitions/Région de l'Atlantique
Acquisitions
1713 Bedford Row
Halifax, N.S./Halifax, (N.É.)
B3J 3C9
Nova Scot

Title - Sujet DOORS, LOCKS AND HARDWARE	
Solicitation No. - N° de l'invitation W010C-14C100/A	Date 2014-08-06
Client Reference No. - N° de référence du client W010C-14-C100	GETS Ref. No. - N° de réf. de SEAG PW-\$HAL-219-9325
File No. - N° de dossier HAL-4-73055 (219)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-09-16	Time Zone Fuseau horaire Atlantic Daylight Saving Time ADT
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Richard, Linda K.	Buyer Id - Id de l'acheteur hal219
Telephone No. - N° de téléphone (902)496-5261 ()	FAX No. - N° de FAX (902)496-5016
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE FORMATION CONSTRUCTION ENGINEERING WILLOW PARK BLDG 7 HALIFAX NOVA SCOTIA B3K5X5 Canada	
Security - Sécurité This request for a Standing Offer includes provisions for security. Cette Demande d'offre à commandes comprend 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

Solicitation No. - N° de l'invitation

W010C-14C100/A

Amd. No. - N° de la modif.

File No. - N° du dossier

HAL-4-73055

Buyer ID - Id de l'acheteur

hal219

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

W010C-14-C100

CCC No./N° CCC - FMS No/ N° VME

The solicitation clauses and conditions are contained in the attached documentation.

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TITLE: REPAIR TO SECURITY DOORS, LOCKS AND HARDWARE

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, Security Requirements Checklist, Insurance Requirements, Reporting Requirements, and List of Directors.

2. Summary

Work under this Standing Offer comprises the furnishing of all labour, materials, tools, equipment, transportation and supervision required for performing repairs or replacement of interior and exterior door hardware including security door hardware and associated equipment for various buildings of CFB Halifax.

The period of the SOA is for one year from October 1, 2014 to September 30, 2015, with four (4) one-year option years.

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

Offerors must submit a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2006 and 2007.

For services requirements, 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).

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

3. Security Requirement

There is a security requirement associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses.

4. 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](#) (2014-06-26) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

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.

3. Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, 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 five (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 Nova Scotia.

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

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

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

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

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

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

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

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

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

Section I: Technical Offer

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

Section II: Financial Offer

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

Payment by Credit Card

Canada requests that offerors complete one of the following:

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

The following credit card(s) are accepted:

VISA _____

Master Card _____

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

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

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

Section III: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

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

1.1 Technical Evaluation

Contractors must have three (3) years experience in good order for similar projects in size and nature.

1.2 Financial Evaluation

Offerors must submit their financial offer in accordance with Annex B, Basis of Payment. An offer received with one or more missing Firm Unit Prices will be deemed non-responsive. The Unit Price will govern in establishing the Extended Price.

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

2. Basis of Selection

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 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from [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.

Offer Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

PART 6 - SECURITY AND INSURANCE REQUIREMENTS

1. Security Requirement

1. At the Request for Standing Offers closing date, the following conditions must be met:
 - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
 - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicate in Part 7A - Standing Offer;
 - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. For additional information on security requirements, offerors should refer to the [Canadian Industrial Security Directorate \(CISD\), Industrial Security Program](#) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

2. 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 D.

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 fulfill the requirement in accordance with the Statement of Work at Annex "A".

2. Security Requirement

- 2.1** The following security requirement (SRCL and related clauses) applies and form part of the Standing Offer.

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC. Until the security screening of the Contractor personnel required by this Contract has been completed satisfactorily by the CISD, PWGSC, The Contractor personnel MAY NOT ENTER sites without an escort.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex C.
 - (b) Industrial Security Manual (latest edition)

2.2 Visit Clearance Request

Immediately upon award of Standing Offer Agreement (SOA), the Contractor must apply for a "Visit Clearance Request (VCR) for each employee in order to access DND property. Proof of the VCR application must be provided to the Contract Inspector within 30 days after award of SOA.

2.3 Additional Security Requirements for 12 Wing Shearwater Airfield Operation Zone (AOZ):

- i. The Contractor and/or Sub-contractor's employees must have as a minimum "Reliability Status" security clearance in order to access any restricted site, or be accompanied by an assigned, qualified, security cleared escort.
- ii. The Airfield Operation Zone (AOZ) safety and security briefing is required by all personnel needing access while driving work vehicles onto the AOZ.
- iii. Any vehicles accessing the runways, helo landing areas or taxi areas as defined by 12 Wing Shearwater Air Traffic Control, must have a RAMP qualified escort at all times.
- iv. A valid, up-to-date Contract Employee Access List (CEAL) along with the AOZ certification, under most circumstances, will guarantee Tarmac access, although 12 Wing Ops will have the final decision, dependent upon the current Threat-Risk-Analysis (TRA) and immediate operational requirements.

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 (2014-06-26) 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 "E ". 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 quarterly reporting periods are defined as follows:

- 1st quarter: October 1 to December 31;
- 2nd quarter: January 1 to March 31;
- 3rd quarter: April 1 to June 30;
- 4th quarter: July 1 to September 30.

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 and providing services against the Standing Offer is from October 1, 2014 to September 30, 2015 inclusive.

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 four (4) one-year periods 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 before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

5. Authorities

5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Linda Richard
Title: Supply Officer
Public Works and Government Services Canada
Acquisitions Branch
Address: 1713 Bedford Row
Halifax, NS B3J 3M9
Telephone: 902-496-5261
Facsimile: 902-496-5016
E-mail address: linda.k.richard@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 is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up under the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

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: _____
Procurement Business Number: _____
Address: _____

Telephone: _____

Facsimile: _____
E-mail: _____

6. Proactive Disclosure of Contracts with Former Public Servants

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

7. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: **To be announced upon award of Standing Offer.**

8. 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.

9. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$5,000.00 (Goods and Services Tax or Harmonized Sales Tax included).

10. Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$25,000 (Applicable Taxes excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any

articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or four (4) 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.

11. Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2014-06-26), General Conditions - Standing Offers - Goods or Services
- e) the general conditions 2010C (2014-06-26) General Conditions - Services (Medium Complexity);
- f) Annex A, Statement of Work;
- g) Annex B, Basis of Payment;
- h) Annex C, Security Requirements Check List;
- i) Annex D, Insurance Requirements;
- j) the Offeror's offer dated _____ (*insert date of offer*)

12. Certifications

12.1 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. 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 Nova Scotia.

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 (2014-06-26), General Conditions - Services (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

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

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid a firm price for a cost of \$_____ (*determined at the time of call-up*). Customs duties are included and Applicable Taxes are extra.

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

5.2 Limitation of Price

SACC Manual clause [C6000C](#) (2011-05-16) Limitation of Price

5.3 Single Payment

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

5.4 T1204 - Direct Request by Customer Department

1. Pursuant to paragraph 221 (1)(d) of the [Income Tax Act](#), R.S. 1985, c. 1 (5th Supp.), payments made by departments and agencies to contractors under applicable services contracts (including contracts involving a mix of goods and services) must be reported on a T1204 Government Service Contract Payments slip.
2. To enable departments and agencies to comply with this requirement, the Contractor must provide Canada, upon request, its business number or Social Insurance Number,

as applicable. (These requests may take the form of a general call-letter to contractors, in writing or by telephone).

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. Contract number;
- b. Work order/serial number;
- c. Requisition/order offer number;
- d. Building number or location;
- e. Dates during which the Work was accomplished;
- f. A detailed description of the Work performed, with itemized list of materials & labour (a copy of the Contractor's invoice from his material supplier will also be included plus any other costs being charged), labour, overhead, profit and applicable taxes will be included separately on the invoice;
- g. Labour costs are to be broken down by trade and sub-trade. Labour time sheets will also be provided upon request.

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

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

8. SACC Manual Clauses

SACC Manual Clause C0705C (2010-01-11) Discretionary Audit

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ANNEX "A"
STATEMENT OF WORK

Please see attached "Repair to Security Doors, Locks and Hardware" 2013-12-02

ANNEX "B"

BASIS OF PAYMENT

Bidders must provide a firm price in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded. The estimated usage is for evaluation purposes only.

Standing Offer Year 1 (October 1, 2014 to September 30, 2015)

Item #	Description	Unit of Measure	Unit Price	Estimated Usage	Extended Price (Unit Price x Estimated Usage)
For the provision of all labour, equipment and transportation required to perform repairs or replacement of interior and exterior door hardware including security door hardware and associated equipment for various buildings of CFB Halifax in accordance with Annex A Statement of Work.					
1	Locksmith Technician During regular working hours 8:00 a.m. to 4:00 p.m. Monday to Friday	Per hour	\$ _____	100 hours	\$ _____
2	Locksmith Technician After regular working hours: Evenings, weekends and holidays	Per hour	\$ _____	50 hours	\$ _____
3	Alarm Technician During regular working hours 8:00 a.m. to 4:00 p.m. Monday to Friday	Per hour	\$ _____	100 hours	\$ _____
4	Alarm Technician After regular working hours: Evenings, weekends and holidays	Per hour	\$ _____	50 hours	\$ _____
Contract Year Evaluated Price (the sum of extended price for items 1 – 4)					\$ _____

Other Direct Expenses

The Contractor will be reimbursed for the direct expenses reasonably and properly incurred in the performance of the Work, such as replacement parts or materials. These expenses will be paid at a maximum mark-up of 10%, upon submission of an itemized statement supported by receipt vouchers.

Standing Offer Option Year 1 (October 1, 2015 to September 30, 2016)

Item #	Description	Unit of Measure	Unit Price	Estimated Usage	Extended Price (Unit Price x Estimated Usage)
For the provision of all labour, equipment and transportation required to perform repairs or replacement of interior and exterior door hardware including security door hardware and associated equipment for various buildings of CFB Halifax in accordance with Annex A Statement of Work.					
1	Locksmith Technician During regular working hours 8:00 a.m. to 4:00 p.m. Monday to Friday	Per hour	\$ _____	100 hours	\$ _____
2	Locksmith Technician After regular working hours: Evenings, weekends and holidays	Per hour	\$ _____	50 hours	\$ _____
3	Alarm Technician During regular working hours 8:00 a.m. to 4:00 p.m. Monday to Friday	Per hour	\$ _____	100 hours	\$ _____
4	Alarm Technician After regular working hours: Evenings, weekends and holidays	Per hour	\$ _____	50 hours	\$ _____
Option Year 1 Evaluated Price (the sum of extended price for items 1 – 4)					\$ _____

Other Direct Expenses

The Contractor will be reimbursed for the direct expenses reasonably and properly incurred in the performance of the Work, such as replacement parts or materials. These expenses will be paid at a maximum mark-up of 10%, upon submission of an itemized statement supported by receipt vouchers.

Standing Offer Option Year 2 (October 1, 2016 to September 30, 2017)

Item #	Description	Unit of Measure	Unit Price	Estimated Usage	Extended Price (Unit Price x Estimated Usage)
For the provision of all labour, equipment and transportation required to perform repairs or replacement of interior and exterior door hardware including security door hardware and associated equipment for various buildings of CFB Halifax in accordance with Annex A Statement of Work.					
1	Locksmith Technician During regular working hours 8:00 a.m. to 4:00 p.m. Monday to Friday	Per hour	\$ _____	100 hours	\$ _____
2	Locksmith Technician After regular working hours: Evenings, weekends and holidays	Per hour	\$ _____	50 hours	\$ _____
3	Alarm Technician During regular working hours 8:00 a.m. to 4:00 p.m. Monday to Friday	Per hour	\$ _____	100 hours	\$ _____
4	Alarm Technician After regular working hours: Evenings, weekends and holidays	Per hour	\$ _____	50 hours	\$ _____
Option Year 2 Evaluated Price (the sum of extended price for items 1 – 4)					\$ _____

Other Direct Expenses

The Contractor will be reimbursed for the direct expenses reasonably and properly incurred in the performance of the Work, such as replacement parts or materials. These expenses will be paid at a maximum mark-up of 10%, upon submission of an itemized statement supported by receipt vouchers.

Standing Offer Option Year 3 (October 1, 2017 to September 30, 2018)

Item #	Description	Unit of Measure	Unit Price	Estimated Usage	Extended Price (Unit Price x Estimated Usage)
For the provision of all labour, equipment and transportation required to perform repairs or replacement of interior and exterior door hardware including security door hardware and associated equipment for various buildings of CFB Halifax in accordance with Annex A Statement of Work.					
1	Locksmith Technician During regular working hours 8:00 a.m. to 4:00 p.m. Monday to Friday	Per hour	\$ _____	100 hours	\$ _____
2	Locksmith Technician After regular working hours: Evenings, weekends and holidays	Per hour	\$ _____	50 hours	\$ _____
3	Alarm Technician During regular working hours 8:00 a.m. to 4:00 p.m. Monday to Friday	Per hour	\$ _____	100 hours	\$ _____
4	Alarm Technician After regular working hours: Evenings, weekends and holidays	Per hour	\$ _____	50 hours	\$ _____
Option Year 3 Evaluated Price (the sum of extended price for items 1 – 4)					\$ _____

Other Direct Expenses

The Contractor will be reimbursed for the direct expenses reasonably and properly incurred in the performance of the Work, such as replacement parts or materials. These expenses will be paid at a maximum mark-up of 10%, upon submission of an itemized statement supported by receipt vouchers.

Standing Offer Option Year 4 (October 1, 2018 to September 30, 2019)

Item #	Description	Unit of Measure	Unit Price	Estimated Usage	Extended Price (Unit Price x Estimated Usage)
For the provision of all labour, equipment and transportation required to perform repairs or replacement of interior and exterior door hardware including security door hardware and associated equipment for various buildings of CFB Halifax in accordance with Annex A Statement of Work.					
1	Locksmith Technician During regular working hours 8:00 a.m. to 4:00 p.m. Monday to Friday	Per hour	\$ _____	100 hours	\$ _____
2	Locksmith Technician After regular working hours: Evenings, weekends and holidays	Per hour	\$ _____	50 hours	\$ _____
3	Alarm Technician During regular working hours 8:00 a.m. to 4:00 p.m. Monday to Friday	Per hour	\$ _____	100 hours	\$ _____
4	Alarm Technician After regular working hours: Evenings, weekends and holidays	Per hour	\$ _____	50 hours	\$ _____
Option Year 4 Evaluated Price (the sum of extended price for items 1 – 4)					\$ _____

Other Direct Expenses

The Contractor will be reimbursed for the direct expenses reasonably and properly incurred in the performance of the Work, such as replacement parts or materials. These expenses will be paid at a maximum mark-up of 10%, upon submission of an itemized statement supported by receipt vouchers.

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ESTIMATED TOTAL PRICE (for evaluation purposes)

	Evaluated Price
Contract Year	\$
Option Year 1	\$
Option Year 2	\$
Option Year 3	\$
Option Year 4	\$
Estimated Total Price	\$

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ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST

Please see attached document.

ANNEX D

INSURANCE REQUIREMENTS

1. Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of 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.

2. Automobile Liability Insurance

1. The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.
2. The policy must include the following:
 - a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
 - b. Accident Benefits - all jurisdictional statutes
 - c. +Uninsured Motorist Protection
 - d. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

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ANNEX E

REPORTING REQUIREMENTS

Standing Offer Reporting Requirements			
Company Name :			
Standing Offer Number :			
Period of Report :			
	Total:		
Opening Value	\$		
(less) Usage to Date	- \$		
Balance Remaining	\$		
Call-up Number	Date of Call-up	Description	Call-Up Value
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$

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ANNEX F

LIST OF DIRECTORS

Failure to provide the following information with your bid will render the bid non-responsive.

Complete Legal Name of Supplier : _____

Supplier's Address : _____

Supplier PBN : _____

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

NAMES	NAMES

Department of National Defence



Specification

Standing Offer Agreement

Repair to Security Doors, Locks and Hardware

CFB Halifax, NS

Job No.W010C-14-C100

2013-12-02

<u>Section</u>	<u>Title</u>	<u>Pages</u>
<u>Division 01 - General Requirements</u>		
01 11 00	General Instructions	8
01 35 30	Health and Safety Requirements	7
01 35 35	DND Fire Safety Requirements	4
01 35 36	Security, Safety and Fire Regulations, CFAD Bedford	6
01 35 37	Access to DRDC Atlantic Complex	1
01 35 43	Environmental Procedures	2
01 61 00	Common Product Requirements	3
01 74 11	Cleaning	2
<u>Division 08 - Openings</u>		
08 71 00	Repairs to Security Doors, Locks and Hardware	8

PART 1 - GENERAL

- | | | |
|-----------------------------|-----|--|
| <u>1.1 RELATED SECTIONS</u> | .1 | Section 01 61 00 Common Product Requirement. |
| | .2 | Section 08 71 00 Repairs to Security Doors, Locks and Hardware. |
| | | |
| <u>1.2 WORK DESCRIPTION</u> | .1 | Work under this Standing Offer comprises the furnishing of all labour, materials, tools, equipment, transportation and supervision required for performing repairs or replacement of interior and exterior door hardware including security door hardware and associated equipment for various buildings of CFB Halifax. |
| | | |
| <u>1.3 ENGINEER</u> | .1 | All reference to the Engineer in this specification, who is the Contract Inspector which is representing the Base Construction Engineering Officer(BCEO). |
| | .2 | The Engineer will provide the Contractor with a list of his/her authorized representatives at the pre-job meeting. |
| | | |
| <u>1.4 SCOPE OF WORK</u> | .1 | On "as required basis" provide repair or replace service support to the following: |
| | .1 | Interior and exterior doors hardware and accessories: |
| | .1 | locks and latches; |
| | .2 | butts and hinges; |
| | .3 | exit devices; |
| | .4 | door closures and accessories; |
| | .5 | door operators; |
| | .6 | auxilliary locks and associated products; |
| | .7 | architectural door trim; |
| | .8 | sliding and folding door hardware; |
| | .9 | auxiliary hardware; |
| | .10 | thresholds; and |

1.4 SCOPE OF WORK .1
(Cont'd)

- (Cont'd)
- .1 (Cont'd)
 - .11 weatherstripping.
 - .2 door and frame as required;
 - .3 security lock and systems;
 - .4 desk and cabinet locks.
 - .5 Provide keying service:
 - .1 key cutting;
 - .2 re-keying; and
 - .3 master keying.
 - .6 Caulking as required.
 - .7 Provide an emergency repair service available on a twenty-four(24) hour, seven(7) day per week basis.
 - .8 Clean up.

1.5 WORK NOT .1
INCLUDED

- High security card access controls.

1.6 LOCATIONS OF .1
JOB SITES

- Areas covered under this specification include but not limited to the following locations:
- .1 Stadacona - Halifax, NS;
 - .2 Windsor Park - Halifax, NS;
 - .3 Willow Park - Halifax, NS;
 - .4 Halifax Armoury - Halifax, NS;
 - .5 Royal Artillery(RA) Park - Halifax, NS;
 - .6 Damage Control Division - Purcell's Cove, NS;
 - .7 HMC Dockyard - Halifax, NS;
 - .8 Ferguson's Cove - Ferguson's Cove, NS;
 - .9 Dockyard Annex(NAD) - Dartmouth, NS;
 - .10 Bedford Magazine(CFAD Bedford) - Bedford, NS;

1.6 LOCATIONS OF
JOB SITES
(Cont'd)

- .1 (Cont'd)
- .11 Bedford Rifle Range - Bedford, NS;
 - .12 Defence Research and Development Canada(DRDC)
Atlantic - Dartmouth, NS;
 - .13 Shannon Park - Dartmouth, NS;
 - .14 Wright's Cove Degaussing Range - Dartmouth, NS;
 - .15 Osbourne Head Gunnery Range - Cow Bay, NS;
 - .16 12 Wing Shearwater - Eastern Passage, NS;
 - .17 Hartlen Point Golf Course - Cow Bay, NS;
 - .18 NRS Mill Cove - Mill Cove, NS;
 - .19 NRS Newport Corner - Newport Corner, NS;
 - .20 Windsor Armoury - Windsor, NS;

1.7 SITE ACCESS

- .1 Access to the site is under the direction of the Department of National Defence. All visitors entering areas issuing a daily pass will be aware of the requirement for search as a condition of issue.
- .2 While within the confines of CFB Halifax all employees, sub-contractors and representatives of the Contractor must comply with all of the Standing Orders as promulgated by Base authorities.

1.8 PRE-JOB
MEETING

- .1 Immediately upon receipt of award of Standing Offer Agreement, the successful Contractor will contact the Engineer to arrange a pre-job meeting prior to commencement of any work.

1.9 NORMAL
WORKING HOURS

- .1 Normal working hours will be 0730 to 1600 hours, Monday to Friday. Any work carried out other than normal working hours must be authorized by the Engineer.
- .2 Owner will occupy premises during entire construction period for execution of normal operations.
- .3 Co-operate with Owner in scheduling operations to minimize conflict and to facilitate Owner usage.

1.10 CONTRACTOR
QUALIFICATIONS

- .1 The Contractor must satisfy the Engineer that he/she has adequate and qualified staff to perform the service expected. This includes all service calls within an acceptable time period and having adequate parts on hand to meet the requirements of the job, both during silent and normal working hours.
- .2 Whenever the Contractor uses Sub-contractors, they too must perform to and comply with all requirements of this Standing Offer.

1.11 CONTRACTOR'S
USE OF SITE

- .1 Contractor will be briefed on use of site by the Engineer.
- .2 Do not unreasonably encumber site with materials or equipment.
- .3 Move stored products or equipment which interferes with operations of Engineer or other Contractors.
- .4 The Engineer will brief the Contractor on access to restricted areas.

1.12 WORKMANSHIP

- .1 Workmanship must be the best quality executed by workers experienced and skilled in the respective duties for which they are employed.
- .2 Do not employ any unfit person or anyone unskilled in their required duties. The Engineer reserves the right to require the dismissal from the site, workers deemed incompetent, careless, insubordinate or otherwise objectionable.
- .3 Decisions as to the quality or fitness of workmanship in cases of dispute rest solely with the Engineer whose decision is final.
- .4 The Contractor will employ a competent and experienced supervisor with the authority to speak on his behalf on day-to-day routine matters.

1.13 CODES AND
STANDARDS

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

1.13 CODES AND STANDARDS (Cont'd)	.3	Provide servicing, repairs, calibrations, etc. in strict accordance with the manufacturer's instructions and specifications.
1.14 PARKING	.1	Parking space will be made available on site for company vehicles and equipment only. Maintain and administer this space as directed.
1.15 ALTERATIONS, ADDITIONS OR REPAIRS TO EXISTING BUILDING	.1	Execute work with least possible interference or disturbance to building operations, occupants, public and normal use of premises. Arrange with Engineer to facilitate execution of work.
	.2	Where security has been reduced by work of Contract, provide temporary means to maintain security.
	.3	Provide temporary dust screens, barriers, warning signs in locations where renovation and alteration work is adjacent to areas used by public or government staff.
	.4	Use only elevators, existing in building for moving workers and material.
	.1	Protect walls of passenger elevators, to approval of Engineer prior to use.
	.2	Accept liability for damage, safety of equipment and overloading of existing equipment.
1.16 EXISTING SERVICES	.1	Where Work involves breaking into or connecting to existing services, give 24 hours notice for necessary interruption of mechanical or electrical service throughout course of work. Minimize duration of interruptions. Carry out work at times as directed by governing authorities with minimum disturbance to pedestrian and tenant operations.
	.2	Provide alternative routes for personnel, pedestrian and vehicular traffic.
	.3	Provide temporary services when directed by Engineer to maintain critical building and tenant systems.
	.4	Before commencing work, establish location and extent of service lines in area of work and notify Engineer of findings.
	.5	Submit schedule to and obtain approval from Engineer for any shut-down or closure of active service or facility. Adhere to approved schedule and provide notice to affected parties.

<u>1.16 EXISTING SERVICES (Cont'd)</u>	.6	Where unknown services are encountered, immediately advise Engineer and confirm findings in writing.
	.7	Protect, relocate or maintain existing active services. When inactive services are encountered, cap off in manner approved by authorities having jurisdiction.
<u>1.17 POWER AND WATER SUPPLY</u>	.1	DND may provide, free of charge, temporary electric power and water for construction purposes.
	.2	Engineer will determine delivery points and quantitative limits. Engineer's written permission is required before any connection is made. Connect to existing power supply in accordance with Canadian Electrical Code.
	.3	Provide, at no cost to DND, all equipment and temporary lines to bring these services to project site.
	.4	Supply of temporary services by DND is subject to DND requirements and may be discontinued by DND site representative at any time without notice, without acceptance of any liability for damage or delay caused by such withdrawal of temporary services.
	.5	After the temporary service lines are no longer required, the Contractor must remove all lines and equipment, restore the connection points to their original condition and return the land to its original contour.
<u>1.18 CUTTING, FITTING AND PATCHING</u>	.1	Execute cutting, fitting and patching required to make work fit properly.
	.2	Where new work connects with existing and where existing work is altered, or cut; patch and make good to match existing work.
	.3	Obtain Engineer's approval before cutting, boring or sleeving load-bearing members.
	.4	Make cuts with clean, true, smooth edges. Make patches inconspicuous in final assembly.
<u>1.19 HEATING AND VENTILATING</u>	.1	Provide temporary heat and ventilation as required to:
	.1	Facilitate progress of work;
	.2	Protect work and products against dampness and cold;
	.3	Prevent moisture condensation on surfaces;

1.19 HEATING
AND VENTILATING
(Cont'd)

- .1 (Cont'd)
 - .4 Provide ambient temperatures and humidity levels for storage, installation and curing of materials.
 - .5 Provide adequate ventilation to meet health regulations for safe working environment.
- .2 Maintaining strict supervision of operation of temporary heating and ventilating equipment to:
 - .1 Conform with applicable codes and standards.
 - .2 Enforce safe practices.
 - .3 Prevent abuse of services.
 - .4 Prevent damage to finishes.
 - .5 Vent direct-fired combustion units to outside.

1.20 INSPECTION

- .1 All work and materials covered by this specification will be subject to inspection at any time by the Engineer or his/her representative.

1.21 EMERGENCY
AND SERVICE
CALL-UPS

- .1 The Contractor must maintain and provide the Engineer with contact numbers to be able to provide response to request for service from the Engineer or representative on a 24 hour, 7 day per week basis. If the request for service from the after hours Departmental Representative, the Contractor must, immediately upon completion of the service, report back to the Engineer describing the action taken to correct the problem. The following Work priorities and response time will apply:
 - .1 **Emergency:** A priority of "Emergency" is defined as a deficiency or breakdown that requires immediate attention to reduce the potential for danger to occupants, the general public, the environment, or the facility. Maintenance and minor construction identified with this priority must be responded to immediately and must be reported without delay to designated manager.
 - .1 Standard response times:
 - .1 Urban/rural: ASAP - Maximum 2 hours.

PART 1 - GENERAL

1.1 CONSTRUCTION SAFETY MEASURES

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

1.1 CONSTRUCTION
SAFETY MEASURES
(Cont'd)

- .5 (Cont'd)
.5 **Charges Laid or Guilty Determination by Courts:**
Infractions of safety regulations that result in charges being laid by a regulator against the Contractor or the Contractor being found guilty by the courts may result in that Contractor being denied access to Base Construction Engineering contracts.

1.2 HAZARD
ASSESSMENTS

- .1 Contractor must implement and carry out a health and safety hazard assessment program as part of the Work. Program to include:
- .1 **Initial Hazard Assessment:** Carried out upon notification of Contract award and/or prior to commencement of Work.
- .2 **On-going Hazard Assessments:** Performed during the progress of Work identifying new or potential health risks and safety hazards not previously known. As a minimum, hazards assessments must be carried out when:
- .1 new sub-trade work, new sub-contractor(s) or new workers arrive at the site to commence another portion of the Work;
- .2 the scope of Work has been changed;
- .3 Work conducted in confined spaces;
- .4 potential hazard or weakness in current health and safety practices are identified by the Engineer.
- .2 Hazard assessments will be project and site specific, based on review of Standing Offer documents and site.
- .3 Each hazard assessment to be made in writing. Keep copies of all assessments on site for duration of Work. Upon request, make available to Engineer.
- .4 The Contractor must notify the Engineer of suspected hazardous material during work and not apparent from drawings, specifications, or report pertaining to work(e.g. lead, asbestos etc.). Do not disturb such material pending instructions from the Engineer. The Engineer will make the necessary arrangements for testing the material as required.

1.3 ASBESTOS
PRODUCT & ASBESTOS
ACTIVITY

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

1.4 HAZARDOUS
MATERIAL SPILL

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

1.4 HAZARDOUS
MATERIAL SPILL
(Cont'd)

- .2 (Cont'd)
- .5 (Cont'd)
- .8 contact the Engineer; and
- .9 clean up minor spills using appropriate protective equipment and supplies.

1.5 FASTENING
DEVICES EXPLOSIVE
ACTUATED

- .1 Explosive actuated devices must not be used.

1.6 HOT WORK

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

1.7 CONFINED SPACES

- .1 All work in confined spaces will be carried out in compliance with the Canada Occupational Safety and Health Regulations, Part XI.
- .2 The Contractor to provide and maintain all equipment as required by any person to enter and/or perform work in a safe manner, in compliance with the Canada Occupational Safety and Health Regulations, Part XI.
- .3 The Contractor to provide and maintain training, as required by the Canada Occupational Safety and Health Regulations, Part XI.
 - .1 The Contractor and/or his employees must provide proof of training and qualifications when requested by the Engineer.
- .4 The Contractor to provide the Engineer with a copy of an "Entry Permit" for each and every entry into the confined space to ensure compliance with the Canada Occupational Safety and Health Regulations, Part XI.
- .5 The Contractor to have a hazard assessment of the confined space performed.

1.7 CONFINED SPACES .5
(Cont'd)

(Cont'd)

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

1.8 FALL PROTECTION .1

All work carried out above the mandatory height restrictions, from unguarded structure and/or scaffolding, will be done in compliance with the Canada Occupational Safety and Health Regulations, Part XII, Section 12.10.

- .2 The components of a fall protection system must meet the standards as outlined in the Canada Occupational Safety and Health Regulations, Part XII, Section 12.10(2).

- .3 The Contractor is to ensure fall protection equipment is maintained, inspected and tested by a qualified technician as required by the Canada Occupational Safety and Health Regulations, Part XII, Section 12.3.

1.9 ARC FLASH .1

The Contractor is to ensure all electrical equipment such as switchboards, panel boards, motor control centres and meter socket enclosures be marked to warn persons of potential electric shock and arc flash hazards. This labeling is required for all new & modified installations.

- .2 The warning label must also include information regarding "arc flash hazard category(0 to 4)" and the "Flash Protection Boundary" as defined in NFPA 70E. All projects specifications must include short circuit study and flash hazard analysis.

- .3 In accordance with the CSA Standards Z462-12 Workplace Electrical Safety, Contractors are required to perform a shock and flash hazard analysis to select the appropriate PPE to wear. Electrical Contractors are now required Arc-rated personal protective equipment while troubleshooting and diagnostic testing that cannot be performed unless the electrical conductor or circuit part is energized. All Contractor work practices must protect each employee from arc flash and from contact with live parts directly with any part of the body or indirectly through some other conductive object.

1.10 SAFETY .1

The Contractor must perform site hazard assessments to establish site specific safe work practice procedures for the safety and well being of his/her employees. Copies must be made available to Department of National Defence upon request.

- .2 All copies of the formal hazard assessments conducted by the Contractor throughout the duration of the work will be retained and made available to the Engineer immediately upon request.

1.10 SAFETY
(Cont'd)

- .3 It is the Contractor's responsibility to be familiar with all applicable safety acts, regulations, codes and standing offer requirements. These must be identified and addressed in the safety plan, by identifying Standard Operating Procedures(SOP) and safe work practices(SWP) which incorporate clear and specific control measures, applicable rules, procedures and practices, all of which will become mandatory.
- .4 The Contractor must ensure all workers and authorized persons entering the work site are notified of and abide by the posted safety plan, safety rules, procedures, safe work practices and applicable safety acts, regulations, and codes. Any person not complying with these will not be permitted on the site.
- .5 Contractor must ensure that all applicable personal protective equipment(PPE) is used.
 - .1 All personnel are required to wear hard hats, in accordance with CSA Z94.1-05(R2013).
 - .2 All personnel are required to wear safety footwear, in accordance with CSA Z195-09.
 - .3 All personnel are required to wear eye & face protection, in accordance with CSA Z94.3.1-09.
 - .4 When and where noise level is above 85 decibels; all personnel are required to wear hearing protection, in accordance with CAN/CSA Z94.2-02(R2011).
 - .5 Where toxic or noxious gas fumes, or oxygen deficiency or excessive dust may occur, so as to create a hazard to life, safety or health; all personnel are required to wear respiratory protection, in accordance with CAN/CSA Z94.4-11.
- .6 The Engineer will coordinate arrangements for the Contractor to be briefed on site safety within fourteen(14) days of award of Standing Offer Agreement.

1.11 SITE SIGNS
AND NOTICES

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

PART 2 - PRODUCTS

Not used.

PART 3 - EXECUTION

Not used.

PART 1 - GENERAL

1.1 EMERGENCY
REPORTING

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

1.2 FIRE SAFETY
ENFORCEMENT

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

1.3 FIRE SAFETY
BRIEFING

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

1.4 FIRE WATCH

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

1.5 FIRE
EXTINGUISHERS

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

1.6 SMOKING
PRECAUTIONS

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

1.7 REPORTING
FIRE INCIDENTS

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

1.8 INTERIOR &
EXTERIOR FIRE
PROTECTION AND
ALARM SYSTEM

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

1.9 BLOCKAGE OF
ACCESS FOR FIRE
APPARATUS

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

1.10 RUBBISH &
WASTE MATERIAL

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

1.11 FLAMABLE
LIQUIDS

- .1 The handling, storage and use of flammable liquids are to be governed and guided by the requirements established by the Base Fire Chief and in accordance with the approved fire safety plan.
- .2 Indoor storage of flammable liquids must not exceed thirty(30) litres provided that they are stored in areas and containers approved by the Base Fire Chief.
- .3 The Engineer reserves the right to require removal from the site any storage containers not acceptable to the Base Fire Chief.
- .4 The Engineer will not permit indoor storage of quantities of flammable liquids exceeding thirty(30) litres for on-site work purposes, without the written permission of the Base Fire Chief.
- .5 Transfer of flammable liquids within buildings is prohibited.
- .6 Transfer of flammable liquids must not be carried out in the vicinity of open flames or any type of heat producing devices.
- .7 Flammable liquids having a flash point below twenty-two(22) degrees C such as naphtha or gasoline must not be used as solvents or cleaning agents.
- .8 Flammable waste liquids, for disposal, must be stored in approved containers located in a safe ventilated area. Quantities are not to exceed thirty(30) litres. Dumping or burning of flammable liquids on site is prohibited.

1.12 HAZARDOUS
SUBSTANCES

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

1.13 HAZARDOUS
HOT WORK

- .1 Prior to commencing any "Hot Work" involving open flame, burning, welding or heating, the Contractor must obtain a "hot work permit" issued by the Base Fire Chief at the Dockyard fire hall, 427-3500.

PART 2 - PRODUCTS

Not used.

PART 3 - EXECUTION

Not used.

PART 1 - GENERAL

Contractor must ensure that all their personnel are familiar with these regulations and requirements.

- | | | |
|--|--------|--|
| <u>1.1 GENERAL</u> | .1 | The following is a summary of the security, safety and fire regulations of Canadian Forces Ammunition Depot, Bedford, as promulgated by the Base Commander, CFB Halifax and administered by the Superintendant CFAD Bedford NS. |
| | .2 | Contractor's personnel will be subject to all of the regulations while working within confines of CFAD Bedford. |
|
<u>1.2 PRE JOB SECURITY AND SAFETY MEETING</u> |
.1 |
Prior to commencement of work, the Contractor must meet with the site security, safety and fire safety regulations officers. In accordance with direction of Engineer and these site officers, ensure that all employees of the Contractor are given thorough instructions on security, safety and fire precautions peculiar to an Ammunition Depot and that the regulations are fully compiled with, at all times, by all Contractor personnel. |
|
<u>1.3 SECURITY PASSES</u> |
.1 |
Contractors must report to the NCO I/C Commissionaires at Building 153; submit names of all their personnel and description of all their vehicles to arrange the issue of the required temporary passes prior to proceeding to work within the the confines of the depot. |
|
<u>1.4 CONDITIONS FOR ACCESS</u> |
.1 |
All visitors will be issued a daily pass and will be required to sign an acknowledgement that they are aware of and consent to the following conditions for access. |
| | .2 | The person to whom this pass is issued agrees to return the pass to the security guard at the gate when the Contract or employment at CFAD Bedford expires. |
| | .3 | All vehicles entering and leaving CFAD Bedford may be searched to ensure that no prohibited articles are taken into nor contraband articles are taken out of the Ammunition Depot. |

1.5 FIRE SERVICE
CFAD BEDFORD

- .1 Fire service at CFAD Bedford is provided by DND Fire Service from 0730 until 1600 hours, Monday to Friday. All Contract work will be ended by 1530 hours daily. Fire response at all other times is provided by HRM. Before any work is carried out during silent hours, the Dockyard Platoon Chief must be contacted at 427-0550, local 3500.

1.6 SEARCHES

- .1 The Canadian Corps of Commissionaires may conduct a personal search of individuals at any time within the Ammunition Depot. Vehicles entering or leaving the Depot may be searched to ensure that contraband articles are not taken into the Explosives Area and that property is not taken out without authorization.

1.7 ALARMS

- .1 **Depot Alarms:** A siren is sounded only in the event of an emergency such as a fire, explosion, thunderstorm or evacuation. A siren is also sounded to signify "All Clear".
- .2 **Fire Emergency:** A series of "Hi-Lo" sounds on the Depot alarm system signifies an emergency in the explosive area. Contractors must cease operations and proceed in their own vehicles to the nearest exit gate out of the explosive area. If no vehicle available proceed to the nearest "Fire Assembly Point" at Buildings 169 or 143.
- .3 **Thunder and Lightning:** A series of "Beeps" on the Depot alarm system signifies a thunder/lightning storm warning. Contractors must cease operations and proceed in their own vehicles to the nearest exit gate out of the explosive area. If no vehicle available proceed to the nearest "Fire Assembly Point" at Buildings 169 or 143.
- .4 **Evacuation:** A series of "Slow Whoops" on the Depot alarm system signifies that evacuation in the explosive area has been ordered by the Superintendent. The evacuation could be extended to include the non-explosive area as well as so ordered by the Superintendent.
- .5 **All Clear:** A continuous blast on the Depot alarm system signifies that the emergency situation is "All Clear".

1.8 REPORTING OF
FIRES

- .1 All fires, regardless of whether they have been extinguished or not, must be reported immediately to the Base Fire Department.
- .2 All Contractors and employees must familiarize themselves with the locations of the nearest fire alarm box or telephone.

1.8 REPORTING OF
FIRES
(Cont'd)

- .3 Fires may be reported by ringing the nearest street alarm box or by telephoning 911. Persons reporting the fire must remain at the alarm box or telephone until the Fire Department arrives and be prepared to direct fire fighters to the scene of the fire.

1.9 PROHIBITED
ARTICLES

- .1 The following articles are prohibited and/or controlled from being taken inside the explosive area. Permission by the Superintendent may be granted for certain articles:
- .1 matches or other flame producing equipment(including vehicle lighters);
 - .2 pipes, smoking appliances, tobacco products, or smoking materials in any form;
 - .3 explosives or chemicals;
 - .4 lights, lamps or electrical devices/tools which are not explosion proof;
 - .5 cameras;
 - .6 food and drink; and
 - .7 radio transmitting devices(i.e. mobile radios, cellular phones, remote car starters, and garage door openers, etc).
- .2 No persons will introduce, possess or consume alcoholic beverages, narcotics or any intoxicant within the confines of the Ammunition Depot.
- .3 The site security officers will seize and hold at the gate, any such materials found by search.

1.10 SAFETY AND
FIRE REGULATIONS

- .1 **Smoking:** Is strictly prohibited in explosive areas.
- .2 **Buildings:** Smoking is prohibited in all buildings.
- .3 **Safety Precautions Electrical/Electronic Equipment:** All personnel operating or maintaining electrical/electronic equipment involving the use of voltage higher than 50V must brief the Site Safety and Fire Safety Officers concerning all safety rules in the operating and instructional manuals covering the equipment.

1.10 SAFETY AND
FIRE REGULATIONS
(Cont'd)

- .4 **Flammables, Explosives or Chemicals:** As required, may be allowed into the explosive area provided that the Depot Safety Officer and the Depot Fire Department are made aware of this and that approval by the Superintendent is given. These items after approval may be transported by the Contractors provided the transportation route is known by the Depot Fire Department and adequate fire extinguishers are available.
- .5 **Open Flame or Welding:** Prior approval must be obtained before commencing any work involving cutting, welding or use of open flame appliances in or around buildings containing explosives. The Fire Safety Officer will check out the work area and ensure that adequate fire extinguishers and first aid appliances are available and that fire watchers have been posted.
- .6 **Fuel Dispensing Containers:** Contractors must ensure that all of their fuel dispensing containers meet or exceed the following standards:
- .1 Type II safety container, leakproof, Terne plate construction, UL listed and FM approved.
 - .2 Container must have spring-operated spout cap which opens to allow vapours to escape and self closes on release of internal pressures.
 - .3 Container must have flexible or rigid built-in metal dispensing nozzle to prevent static sparks.
 - .4 Standard of Acceptance: Protectoseal, Model Nos. 247, 249, 8410 and 8420.
 - .5 Other acceptable products: Safe-T-Way.
 - .6 Any other model must be approved by the BFC.
 - .7 Violation of any of the above regulations will result in immediate cancellation of the offender's security pass and expulsion from the site.

1.11 TRAFFIC
REGULATIONS

- .1 **Vehicles:** All operators must adhere strictly to the following rules while proceeding through the Ammunition Depot.
- .1 Drivers must not leave the motors of their vehicles running or leave the vehicles unattended when parked between buildings or traverses.
 - .2 Drivers must not drive vehicles in the direction opposite to that indicated by the "One-Way" signs.
 - .3 No one will operate a vehicle within the Depot area at a speed greater than 25 kilometers per hour at any time.

1.11 TRAFFIC
REGULATIONS
(Cont'd)

- .1 Vehicles:(Cont'd)
 - .4 No one will operate a vehicle within the Depot area at a speed greater than 8 kilometers per hour at any time, while passing between blast walls and buildings.
 - .5 No one will leave a vehicle unattended within 10 metres of a fire hydrant or within 30 metres of a building containing explosives.
 - .6 All vehicles must be equipped with a fire extinguisher of a suitable size and type so that it may be used to extinguish any fire originating in that vehicle.
 - .7 Violation of any of the above regulations will result in immediate cancellation of the offender's vehicle pass and expulsion from the site.
- .2 **Roadways:** In the event of a fire or emergency all roads and buildings within CFAD Bedford must be accessible at all times. Contractors required to disrupt roadways during the course of their work, must ensure that at least one lane of each roadway is passable, at all times. Vehicles not required to transport personnel to the nearest exit gate must be parked on the side of the road and away from the nearest building.
- .3 **Fueling:** Fueling of vehicles within the explosive areas is prohibited. Small equipment(lawn mowers, chainsaws, etc.) may be re-fueled, but only at sites designated by the Safety Officer and Fire Safety Officer. Comply with all safety practices pertaining to re-fueling hot equipment. Provide adequate fire extinguishers of types prescribed by the Fire Safety Officer. Only approved safety dispensing containers, as specified at sub-paragraph 1.10.6, will be permitted within the confines of the Ammunition Depot.
- .4 Violation of any of the above regulations will result in immediate cancellation of the vehicle pass and expulsion of the offender from the site.

PART 2 - PRODUCTS

Not used.

PART 3 - EXECUTION

Not used.

PART 1 - GENERAL

- 1.1 SITE ACCESS .1 Contractors' personnel are required to report to the main desk each morning, sign the register and obtain an identification badge which must be displayed on their person at all times. Upon leaving the Complex at the end of the day, or at lunch time, the Contractors' personnel must report to the main desk, return the badge and be signed off the register.
- 1.2 PARKING .1 Contractors' vehicles will be allowed into the inner compound only under the following conditions; namely, for short periods of time, to load or unload equipment and supplies and then remove to the upper parking lot adjacent to Windmill Road or to the street. The site supervisor of the contracting firm will be allowed to park his/her vehicle, for short periods of time, in one of the visitor's parking slots or, if filled, he/she will be permitted to park in the inner compound while making periodic progress visits. It is emphasized that Contractors' vehicles entering the inner compound can be subject to search by the Commissionaire on duty upon their departure. DRDC reserves the right to limit the above-mentioned parking privileges if they are being abused.

PART 2 - PRODUCTS

Not used.

PART 3 - EXECUTION

Not used.

PART 1 - GENERAL

- 1.1 DEFINITIONS .1 **Environmental Pollution and Damage:** Presence of chemical, physical, biological elements or agents which adversely affect human health and welfare; unfavourably alter ecological balances of importance to human life; affect other species of importance to humankind; or degrade environment aesthetically, culturally and/or historically.
- .2 **Environmental Protection:** Prevention/control of pollution and habitat or environment disruption during construction. Control of environmental pollution and damage requires consideration of land, water, and air; biological and cultural resources; and includes management of visual aesthetics; noise; solid, chemical, gaseous, and liquid waste; radiant energy and radioactive material as well as other pollutants.
- 1.2 FIRES .1 Fires and burning of rubbish on site are not permitted.
- 1.3 DISPOSAL OF WASTES .1 Do not dispose of waste or volatile materials, such as mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers.
- 1.4 DRAINAGE .1 Control disposal or runoff of water containing suspended materials or other harmful substances in accordance with local authority requirements.

PART 2 - PRODUCTS

Not used.

PART 3 - EXECUTION

Not used.

PART 1 - GENERAL

1.1 RELATED SECTIONS

- .1 Section 01 11 00 General Instructions.
- .2 Section 08 71 00 Repairs to Security Doors, Locks and Hardware.

1.2 QUALITY

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

1.3 AVAILABILITY

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

1.4 STORAGE,
HANDLING AND
PROTECTION

- .1 Handle and store products in manner to prevent damage, adulteration, deterioration and soiling and in accordance with manufacturer's instructions when applicable.
- .2 Store packaged or bundled products in original and undamaged condition with manufacturer's seal and labels intact. Do not remove from packaging or bundling until required in Work.
- .3 Store products subject to damage from weather in weatherproof enclosures.
- .4 Store and mix paints in heated and ventilated room. Remove oily rags and other combustible debris from site daily. Take every precaution necessary to prevent spontaneous combustion.
- .5 Remove and replace damaged products at own expense and to satisfaction of Engineer.
- .6 Touch-up damaged factory finished surfaces to Engineer's satisfaction. Use touch-up materials to match original. Do not paint over name plates.

1.5 TRANSPORTATION

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

1.6 MANUFACTURER'S
INSTRUCTIONS

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

1.7 CONCEALMENT

- .1 In finished areas conceal pipes, ducts and wiring in floors, walls and ceilings, except where indicated otherwise.
- .2 Before installation inform Engineer if there is interference. Install as directed by Engineer.

- 1.8 REMEDIAL WORK .1 Perform remedial work required to repair or replace parts or portions of Work identified as defective or unacceptable. Co-ordinate adjacent affected Work as required.
- .2 Perform remedial work by specialists familiar with materials affected. Perform in a manner to neither damage nor put at risk any portion of Work.
- 1.9 PROTECTION OF WORK IN PROGRESS .1 Prevent overloading of parts of building. Do not cut, drill or sleeve load bearing structural member, unless specifically indicated without written approval of Engineer.
- 1.10 ACCEPTABILITY OF MATERIALS .1 After award of Work, requests for "acceptance" of materials in addition to those presently established as "acceptable" by Standing Offer documents need be provided to the Engineer.
- .2 Requests must be supported with sufficient project information to enable an assessment to be made for approval.

PART 2 - PRODUCTS

Not used.

PART 3 - EXECUTION

Not used.

PART 1 - GENERAL

1.1 PROJECT
CLEANLINESS

- .1 Conduct cleaning and disposal operations to comply with local ordinances and anti-pollution laws.
- .2 Maintain Work in tidy condition, free from accumulation of waste products and debris, other than that caused by Owner or other Contractors.
- .3 Remove waste materials from site at daily regularly scheduled times or dispose of as directed by Engineer.
- .4 Provide on-site containers for collection of waste materials and debris.
- .5 Store volatile waste in covered metal containers, and remove from premises at end of each working day.
- .6 Use only cleaning materials recommended by manufacturer of surface to be cleaned, and as recommended by cleaning material manufacturer.
- .7 Prevent accumulation of waste which creates hazardous conditions.

1.2 FINAL CLEANING

- .1 When Work is substantially performed remove surplus products, tools, construction machinery and equipment not required for performance of remaining Work.
- .2 Remove waste products and debris other than that caused by others, and leave Work clean and suitable for occupancy.
- .3 Prior to final review remove surplus products, tools, construction machinery and equipment.
- .4 Clean and polish glass, mirrors, hardware, wall tile, stainless steel, chrome, porcelain enamel, baked enamel, plastic laminate, and mechanical and electrical fixtures. Replace broken, scratched or disfigured glass.
- .5 Remove stains, spots, marks and dirt from decorative work, electrical and mechanical fixtures, furniture fitments, walls, and floors.
- .6 Inspect finishes, fitments and equipment and ensure specified workmanship and operation.
- .7 Broom clean exterior and interior work areas, walks, steps and surfaces.

PART 2 - PRODUCTS

Not used.

PART 3 - EXECUTION

Not used.

PART 1 - GENERAL

1.1 RELATED SECTIONS

- .1 Section 01 11 00 - General Instructions.
- .2 Section 01 61 00 - Common Product Requirements.

1.2 REFERENCES

- .1 Canadian Steel Door and Frame Manufacturers' Association (CSDFMA).
 - .1 CSDFMA Canadian Metric Guide for Steel Doors and Frames (Modular Construction): standard hardware location dimensions.
- .2 Canadian General Standards Board(CGSB).
 - .1 CAN/CGSB-69.17-M86(R1993), Bored and Preassembled Locks and Latches.
 - .2 CAN/CGSB-69.18-M90/ANSI/BHMA A156.1-1981, Butts and Hinges.
 - .3 CAN/CGSB-69.19-93/ANSI/BHMA A156.3-1984, Exit Devices.
 - .4 CAN/CGSB-69.20-M90/ANSI/BHMA A156.4-1986, Door Controls(Closers).
 - .5 CAN/CGSB-69.21-M90/ANSI/BHMA A156.5-1984, Auxiliary Locks and Associated Products.
 - .6 CAN/CGSB-69.22-M90/ANSI/BHMA A156.6-1986, Architectural Door Trim.
 - .7 CAN/CGSB-69.24-M90/ANSI/BHMA A156.8-1982, Door Controls - Overhead Holders.
 - .8 CAN/CGSB-69.26-96/ANSI/BHMA A156.10-1991, Power-operated Pedestrian Doors.
 - .9 CAN/CGSB-69.28-M90/ANSI/BHMA A156.12-1986, Interconnected Locks and Latches.
 - .10 CAN/CGSB-69.29-93/ANSI/BHMA A156.13-1987, Mortise Locks and Latches.
 - .11 CAN/CGSB-69.31-M89/ANSI/BHMA A156.15-1981, Closer/Holder Release Device.
 - .12 CAN/CGSB-69.32-M90/ANSI/BHMA A156.16-1981, Auxiliary Hardware.

1.2 REFERENCES
(Cont'd)

- .2 (Cont'd)
- .13 CAN/CGSB-69.33-M90/ANSI/BHMA A156.17-1987, Self-closing Hinges and Pivots.
 - .14 CAN/CGSB-69.34-93/ANSI/BHMA A156.18-1987, Materials and Finishes.
 - .15 CAN/CGSB-69.35-M89/ANSI/BHMA A156.19-1984, Power Assist and Low Energy Power Operated Doors.
 - .16 CAN/CGSB 69.36-M90/ANSI/BHMA A156.20-1984, Strap and Tee Hinges and Hasps.

1.3 SUBMITTALS

- .1 **Product Data:**
- .1 Submit manufacturer's printed product literature, specifications and data sheet.
- .2 **Samples:**
- .1 Submit samples when requested by Engineer.
 - .2 Identify each sample by label indicating applicable specification paragraph number, brand name and number, finish and hardware package number.
 - .3 After approval samples will be returned for incorporation in the Work.
- .3 **Hardware List:**
- .1 Submit contract hardware when requested by Engineer.
 - .2 Indicate specified hardware, including make, model, material, function, size, finish and other pertinent information.
- .4 **Manufacturer's Instructions:**
- .1 Submit manufacturer's installation instructions.
- .5 **Closeout Submittals:**
- .1 Provide operation and maintenance data for door closers, locksets, door holders electrified hardware and fire exit hardware.

1.4 QUALITY
ASSURANCE

- .1 **Regulatory Requirements:**
 - .1 Hardware for doors in fire separations and exit doors certified by a Canadian Certification Organization accredited by Standards Council of Canada.
- .2 **Test Reports:** Certified test reports showing compliance with specified performance characteristics and physical properties.
- .3 **Certificates:** Product certificates signed by manufacturer certifying materials comply with specified performance characteristics and criteria and physical requirements.

1.5 MAINTENANCE
DATA

- .1 **Extra Materials:**
 - .1 Provide maintenance data, parts list, and manufacturer's instructions for each type of locksets, and fire exit hardware.
 - .2 Brief maintenance staff regarding proper care, cleaning and general maintenance.
 - .3 Supply two sets of wrenches for door closers, locksets and fire exit hardware.

PART 2 - PRODUCTS

2.1 HARDWARE ITEMS

- .1 Use one manufacturer's products only for similar items.
- .2 Only locksets and latch sets listed on CGSB Qualified Products List are acceptable for use on this project.

2.2 DOOR HARDWARE

- .1 **Locks and latches:**
 - .1 **Bored and preassembled locks and latches:** To CAN/CGSB-69.17, designed for function and keyed to match existing.
 - .2 **Interconnected locks and latches:** To CAN/CGSB-69.28, interconnected lock, grade 1, designed for function and keyed.
 - .3 **Mortise locks and latches:** To CAN/CGSB-69.29, designed for function and keyed to match existing.
 - .4 **Normal strikes:** Box type, lip projection not beyond jamb.

2.2 DOOR HARDWARE .1
(Cont'd)

(Cont'd)

.5 **Cylinders:** Key into keying system when requested by Engineer.

.6 Finished to match existing hardware.

.2 **Butts and hinges:**

.1 **Butts and hinges:** To CAN/CGSB-69.18, designated by letter A and numeral identifiers, followed by size and finish.

.2 **Self-closing hinges and pivots:** To CAN/CGSB-69.33, designated by letter K and numeral identifiers with suffix letter F indicating listed for used on fire doors.

.3 **Exit devices:** To CAN/CGSB-69.19.

.1 **Type 4A:** Rim device for single doors.

.2 **Type 4B:** Rim device for single doors with thumb latch and handle.

.3 **Type 4C:** Same as 4A, except mortise.

.4 **Type 4D:** Same as 4B, except mortise.

.5 **Type 4E:** Rim device for pair of doors with vertical rods.

.6 **Type 4F:** Rim device for pair of doors with take cylinder.

.7 **Type 4G:** Concealed device for narrow style doors with vertical rods.

.8 **Type 4H:** Concealed device for narrow style doors with vertical rods and outside control to take cylinder.

.9 **Type 4J:** Rim device for narrow style doors.

.4 **Entrance and Exit Devices:** Mortise lock type, rim type, vertical rod type, panic device; all devices to match existing.

.5 **Mortise Dead Lock:** To CAN/CGSB-69.29-93 to match existing.

.6 **Mortise Door Bolt:** To CAN/CGSB-69.32-M90 to match existing.

.7 **Door Strap and Tee Hinges and Hasps:** To CAN/CGSB-69.36-M90.

.8 **Door Closers and Accessories:**

.1 **Door Controls(Closers):** To CAN/CGSB-69.20, designated by letter C, size in accordance with CAN/CGSB-69.20.

2.2 DOOR HARDWARE .8
(Cont'd)

Door Closers and Accessories:(Cont'd)

.2 **Door Controls - Overhead Holders:** To CAN/CGSB-69.24, designated by letter C.

.3 **Closer/Holder Release Devices:** To CAN/CGSB-69.31, designated by letter C.

.4 **Door Co-ordinator:** Surface or concealed for pairs of doors with overlapping astragal.

.9 **Door Operators:**

.1 **Power-operated Pedestrian Doors:** To CAN/CGSB-69.26.

.2 **Power Assist and Low Energy Power Operated Doors:** To CAN/CGSB-69.35.

.10 **Auxiliary Locks and Associated Products:** To CAN/CGSB-69.21, designated by letter E.

.1 Latch bolt and dead bolt, type as requested, finished to match existing. Key into keying system as directed.

.2 **Cylinders:** Type and finish to match existing, for installation in deadlocks provided with special doors. Key into keying system as directed.

.11 **Architectural Door Trim:** To CAN/CGSB-69.22, designated by letter J, finished to match existing.

.1 **Door Protection Plates:** Kick plate type, 1.27 mm thick aluminum, brass or stainless steel, 3.2 mm thick solid plastic, laminated plastic, sized to match existing hardware.

.2 **Push Plates:** Type, 1.27 mm thick aluminum, brass or stainless steel, 3.2 mm thick solid plastic, laminated plastic, size and finish to match existing.

.3 **Push/Pull Units:** Type, aluminum, brass, stainless steel, plastic, size and finish to match existing.

.12 **Auxiliary Hardware:** To CAN/CGSB-69.32, designated by letter L and finished to match existing.

.1 **Combination, magnetic, chain, stop and holder, wall, floor, door mounted:** Type and finish to match existing.

.2 **Surface Bolt or Flush Bolt:** Type and finish to match existing.

.3 **Door Silencer:** Type to match existing.

2.2 DOOR HARDWARE .12
(Cont'd)

Auxiliary Hardware:(Cont'd)

.4 **Chain Door Guard:** Type to match existing.

.5 **Door Knockers:** Type to match existing.

.6 **Door Viewer:** Type to match existing and labelled for fire rated doors.

.7 **Roller Latch:** Type to match existing.

.8 **Automatic Flush Bolts:** Type to match existing.

.13 **Door Bottom Seal:** Heavy duty, door seal of extruded aluminum frame and solid closed cell neoprene weather seal, recessed in door bottom or surface mounted with drip cap, recessed in door face, closed ends, adjustable or automatic retract mechanism when door is open, clear anodized finish.

.14 **Thresholds:** Size wide x full width of door opening, extruded aluminum, bronze, stainless steel mill finish, plain, serrated surface, with lip door seal insert.

.15 **Weatherstripping:**

.1 **Head and Jamb Seal:**

.1 Extruded aluminum frame and solid closed cell neoprene with brush insert, clear anodized finish.

.2 Adhesive backed neoprene material.

.2 **Door Bottom Seal:**

.1 Extruded aluminum frame and closed cell neoprene sweep, clear anodized finish.

.16 **Astragal:** Adjustable, compensating, overlapping, extruded aluminum frame with pile insert, finished to match existing doors.

.17 **Barrier Free Pneumatic Door Operator:**

.1 Heavy duty pneumatically assisted door closer, capable of multi-door operation, complete with actuators, control boxes, pneumatic tubing and compressed air source.

.2 Self contained control box/compressor combination for independent operation of two door leaves.

.3 **Control Boxes:** Complete with electric strike relay.

.4 Mount operators on either push or pull sides of doors as required to place them inside rooms.

.5 Actuation of operators by push button.

2.2 DOOR HARDWARE .17
(Cont'd)

(Cont'd)

- .6 **Electrical Box and Actuator:** Hardwired low voltage actuator with stainless steel 114mm round plate, engraved blue filled with handicap symbol. Box 51mm wide x 102mm high x 50mm deep single gang electrical box, flush mounted in wall, locations indicated.
- .7 Mount control box in location as directed by Engineer.

2.3 FASTENINGS

- .1 Use only fasteners provided by manufacturer. Failure to comply may void warranties and applicable licensed labels.
- .2 Supply screws, bolts, expansion shields and other fastening devices required for satisfactory installation and operation of hardware.
- .3 Exposed fastening devices to match finish of hardware.
- .4 Where pull is scheduled on one side of door and push plate on other side, supply fastening devices, and install so pull can be secured through door from reverse side. Install push plate to cover fasteners.
- .5 Use fasteners compatible with material through which they pass.

2.4 KEYING

- .1 Doors to be master keyed. Submit keying schedule to Engineer for approval.
- .2 Provide keys in duplicate for every lock in this Standing Offer.
- .3 Stamp keying code numbers on keys and cylinders.

PART 3 - EXECUTION

3.1 MANUFACTURER'S INSTRUCTIONS

- .1 **Compliance:** Comply with manufacturer's written data, including product technical bulletins, product catalogue installation instructions, product carton installation instructions, and data sheets.
- .2 Furnish metal door and frame manufacturers with complete instructions and templates for preparation of their work to receive hardware.
- .3 Furnish manufacturers' instructions for proper installation of each hardware component.

3.2 INSTALLATION

- .1 Install hardware to standard hardware location dimensions in accordance with Canadian Metric Guide for Steel Doors and Frames (Modular Construction) prepared by Canadian Steel Door and Frame Manufacturers' Association.
- .2 Use only manufacturer's supplied fasteners. Failure to comply may void manufacturer's warranties and applicable licensed labels. Use of "quick" type fasteners, unless specifically supplied by manufacturer, is unacceptable.
- .3 Supply construction locks when directed by Engineer.

3.3 ADJUSTING

- .1 Adjust door hardware, operators, closures and controls for optimum, smooth operating condition, safety and for weather tight closure.
- .2 Lubricate hardware, operating equipment and other moving parts.
- .3 Adjust door hardware to provide tight fit at contact points with frames.

3.4 CLEANING

- .1 Perform cleaning after installation to remove construction and accumulated environmental dirt.
- .2 Clean hardware with damp rag and approved non-abrasive cleaner, and polish hardware in accordance with manufacture's instructions.
- .3 Remove protective material from hardware items where present.
- .4 Upon completion of installation, remove surplus materials, rubbish, tools and equipment barriers.

3.5 DEMONSTRATION

- .1 Maintenance staff briefing:
 - .1 Brief maintenance staff regarding:
 - .1 proper care, cleaning, and general maintenance of projects complete hardware;
 - .2 description, use, handling, and storage of keys;
 - .3 use, application and storage of wrenches for door closers, locksets, and fire exit hardware.
- .2 Demonstrate operation, operating components, adjustment features, and lubrication requirements.

Annex C

Annexe C



Government of Canada
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Contract Number / Numéro du contrat

WD10C-14-C100

Security Classification / Classification de sécurité

UNCLASSIFIED

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

☒ No ☐ Yes
Non Oui

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

Document Number / Numéro du document :

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

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

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

Special comments:

Commentaires spéciaux : ESCORT WILL BE PROVIDED IF NECESSARY

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

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

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autosélection sécuritaire peut-il se voir confier des parties du travail?

☐ No ☒ Yes
Non Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté?

☐ No ☒ Yes
Non Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

☒ No ☐ Yes
Non Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

☒ No ☐ Yes
Non Oui

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

☒ No ☐ Yes
Non Oui



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PART C (continued) / PARTIE C (suite)

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

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

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



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Contract Number / Numéro du contrat
W010C-14-C100

Security Classification / Classification de sécurité
UNCLASSIFIED

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

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

Name (print) - Nom (en lettres moulées) WO RUSS ANSTEY	Title - Titre CONTRACTS 2IC	Signature
---	--------------------------------	---------------

Telephone No. - N° de téléphone 902-722-1811	Facsimile No. - N° de télécopieur 902-722-1847	E-mail address - Adresse courriel russell.anstey@forces.gc.ca	Date 06 Jan 14
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14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées) Dawn Murray - CF MP GP HQ - Industrial Security	Title - Titre SPCL Team Lead	Signature
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Telephone No. - N° de téléphone Tel: 813-992-1030 Fax: 813-992-1030	Facsimile No. - N° de télécopieur 813-992-1030	E-mail address - Adresse courriel dawn.murray@psg.gc.ca	Date 10 Jan 14
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15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?

Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

☒ No / Non ☐ Yes / Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées) Linda Richard	Title - Titre Supply Officer	Signature
--	---------------------------------	---------------

Telephone No. - N° de téléphone 902-496-5261	Facsimile No. - N° de télécopieur 902-496-5016	E-mail address - Adresse courriel linda.k.richard@psg.gc.ca	Date Aug 6/14
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17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
---	---------------	---------------

Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date 17 FEB - 2014
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Jacques Saumur
Contract Security Officer, Contract Security Division
Jacques.Saumur@tpsgc-pwsc.gc.ca
Tel/Tél - 613-948-1732 / Fax/Téléc - 613-954-4171