

**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**  
**Public Works and Government Services Canada**  
**ATB Place North Tower**  
**10025 Jasper Ave./10025 ave. Jaspe**  
**5th floor/5e étage**  
**Edmonton**  
**Alberta**  
**T5J 1S6**  
**Bid Fax: (780) 497-3510**

**Request For a Standing Offer  
Demande d'offre à commandes**

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

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

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

**Comments - Commentaires**

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

**Issuing Office - Bureau de distribution**  
Public Works and Government Services Canada  
ATB Place North Tower  
10025 Jasper Ave./10025 ave Jasper  
5th floor/5e étage  
Edmonton  
Alberta  
T5J 1S6

<b>Title - Sujet</b> Plumbing Repairs	
<b>Solicitation No. - N° de l'invitation</b> W0127-14LP07/A	<b>Date</b> 2014-09-09
<b>Client Reference No. - N° de référence du client</b> W0127-14LP07	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$PWU-201-10249
<b>File No. - N° de dossier</b> PWU-4-37089 (201)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-09-25</b>	<b>Time Zone Fuseau horaire</b> Mountain Daylight Saving Time MDT
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Ho (RPC), Hector	<b>Buyer Id - Id de l'acheteur</b> pwu201
<b>Telephone No. - N° de téléphone</b> (780)497-3543 ( )	<b>FAX No. - N° de FAX</b> (780)497-3510
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE EDMONTON GARRISON STN FORCES P.O.BOX 10500 EDMONTON Alberta T5J4J5 Canada	
<b>Security - Sécurité</b> This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

**Telephone No. - N° de téléphone  
Facsimile No. - N° de télécopieur**

**Name and title of person authorized to sign on behalf of Vendor/Firm  
(type or print)**  
**Nom et titre de la personne autorisée à signer au nom du fournisseur/  
de l'entrepreneur (taper ou écrire en caractères d'imprimerie)**

**Signature**  
**Date**

Solicitation No. - N° de l'invitation

W0127-14LP07/A

Amd. No. - N° de la modif.

File No. - N° du dossier

PWU-4-37089

Buyer ID - Id de l'acheteur

pwu201

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

W0127-14LP07

CCC No./N° CCC - FMS No/ N° VME

---

Refer to the attached solicitation document

# CERTIFICATE OF INSURANCE

Page 1 of 2



Travaux publics et  
Services gouvernementaux  
Canada

Public Works and  
Government Services  
Canada

Description and Location of Work Plumbing Repairs Standing Offer Department of National Defence, Edmonton Garrison, Edmonton, Alberta	Contract No. W0127-14LP07
	Project No.

Name of Insurer, Broker or Agent	Address (No., Street)	City	Province	Postal Code
----------------------------------	-----------------------	------	----------	-------------

Name of Insured (Contractor)	Address (No., Street)	City	Province	Postal Code
------------------------------	-----------------------	------	----------	-------------

Additional Insured  
**Her Majesty the Queen in Right of Canada as represented by the Minister of Public Works and Government Services**

Type of Insurance	Insurer Name and Policy Number	Inception Date D / M / Y	Expiry Date D / M / Y	Limits of Liability		
				Per Occurrence	Annual General Aggregate	Completed Operations Aggregate
<b>Commercial General Liability</b>  <b>Umbrella/Excess Liability</b>				\$	\$	\$
				\$	\$	\$

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

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

Telephone number

Signature

Date D / M / Y



Travaux publics et  
Services gouvernementaux  
Canada

Public Works and  
Government Services  
Canada

## CERTIFICATE OF INSURANCE Page 2 of 2

<p><b>General</b></p> <p>The insurance policies required on page 1 of the Certificate of Insurance must be in force and must include the insurance coverages listed under the corresponding type of insurance on this page.</p> <p>The policies must insure the Contractor and must include Her Majesty the Queen in Right of Canada as represented by the Minister of Public Works and Government Services as an additional Insured.</p> <p>The insurance policies must be endorsed to provide Canada with not less than thirty (30) days notice in writing in advance of a cancellation of insurance or any reduction in coverage.</p> <p>Without increasing the limit of liability, the policies must protect all insured parties to the full extent of coverage provided. Further, the policies must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.</p>	<p><b>Commercial General Liability</b></p> <p>The insurance coverage provided must not be substantially less than that provided by the latest edition of IBC Form 2100.</p> <p>The policy must either include or be endorsed to include coverage for the following exposures or hazards if the Work is subject thereto:</p> <ul style="list-style-type: none"> <li>(a) Blasting.</li> <li>(b) Pile driving and caisson work.</li> <li>(c) Underpinning.</li> <li>(d) Removal or weakening of support of any structure or land whether such support be natural or otherwise if the work is performed by the insured contractor.</li> </ul> <p>The policy must have the following minimum limits:</p> <ul style="list-style-type: none"> <li>(a) <b>\$5,000,000</b> Each Occurrence Limit;</li> <li>(b) <b>\$10,000,000</b> General Aggregate Limit per policy year if the policy contains a General Aggregate; and</li> <li>(c) <b>\$5,000,000</b> Products/Completed Operations Aggregate Limit.</li> </ul> <p>Umbrella or excess liability insurance may be used to achieve the required limits.</p>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

## **IMPORTANT NOTICE TO OFFERORS**

### **Support the use of apprentices**

Through Canada's Economic Action Plan 2013, the Government of Canada proposes to support the employment of apprentices in federal construction and maintenance projects. To support this initiative, a voluntary certification signaling the Contractor's commitment to hire and train apprentices is available at Annex H.

## TABLE OF CONTENTS

### **PART 1 - GENERAL INFORMATION**

1. Introduction
2. Summary
3. Health & Safety
4. Debriefings

### **PART 2 - INSTRUCTIONS TO OFFERORS**

1. Standard Instructions, Clauses and Conditions
2. Submission of Offers
3. Enquiries - Request for Standing Offers (RFSO)
4. Applicable Laws

### **PART 3 - OFFER PREPARATION INSTRUCTIONS**

1. Offer Preparation Instructions

### **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

1. Evaluation Procedures
2. Basis of Selection
3. Ranking

### **PART 5 - CERTIFICATIONS**

1. Certifications Required Precedent to Issuance of a Standing Offer

### **PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS**

1. Financial Capability
2. Insurance Requirements

### **PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

#### **A. STANDING OFFER**

1. Offer - Annex E
2. Security
3. Standard Clauses and Conditions
4. Term of Standing Offer
5. Authorities
6. Identified Users
7. Call-up Procedures
8. Call-up Instrument
9. Limitation of Call-ups
10. Financial Limitation
11. Priority of Documents
12. Certifications
13. Applicable Laws
14. Estimates
15. Offeror Contact Information

#### **B. RESULTING CONTRACT CLAUSES**

##### General Conditions:

- |                                                          |                      |
|----------------------------------------------------------|----------------------|
| (i) GC1 General Provisions                               | R2810D (2014-06-26); |
| (ii) GC2 Administration of the Contract                  | R2820D (2014-06-26); |
| (iii) GC3 Execution and Control of the Work              | R2830D (2014-03-01); |
| (iv) GC4 Protective Measures                             | R2840D (2008-05-12); |
| (v) GC5 Terms of Payment                                 | R2550D (2014-06-26); |
| (vi) GC6 Delays and Changes in the Work                  | R2865D (2013-04-25); |
| (vii) GC7 Default, Suspension or Termination of Contract | R2870D (2008-05-12); |
| (viii) GC8 Dispute Resolution                            | R2884D (2008-05-12); |
| (ix) GC10 Insurance                                      | R2900D (2008-05-12); |

##### Supplementary Conditions, if any;

- |                                                    |                      |
|----------------------------------------------------|----------------------|
| Allowable Costs for Contract Changes Under GC6.4.1 | R2950D (2014-06-26); |
|----------------------------------------------------|----------------------|

**ANNEXES**

Annex A	Statement of Work
Annex B	Basis of Payment
Annex C	Health & Safety Requirements - Alberta
Annex D	Periodic Usage Report Form
Annex E	Offer
Annex F	List of Individuals who are Currently Directors of the Offeror
Annex G	Insurance Certificate
Annex H	Voluntary Certification to Support the Use of Apprentices

**ANNEX F**- COMPLETE LIST of individuals who are currently Directors of the Offeror

**ANNEX G** - The Insurance Terms have been amended. Refer to Part 6 clause 3.

## **PART 1 - GENERAL INFORMATION**

### **1. Introduction**

The Request for Standing Offers (RFSO) template 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, if applicable, 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, Health & Safety, Usage Reports, Offer and any other annexes.

### **2. Summary**

Plumbing Repairs, CFB Edmonton, AB.

Work under this standing offer includes the provision of skilled licensed labour, tools, equipment, supervision and material as requested by Department of National Defence in the form of call ups for Plumbing Repairs at the Edmonton Garrison, CFB Edmonton, AB. Services are to be provided on an "as required" basis. It is anticipated that only 1 firm will be issued a standing offer. The standing offer will be issued for a term of three (3) years. The total expenditures over the term is estimated at \$787,500.00 (GST/HST included).

Pursuant to section 01 of Standard Instructions 2006, Offerors must submit a complete list of names of all individuals who are currently directors of the Offeror. Furthermore, as determined by the Special Investigations Directorate, Departmental Oversight Branch, each individual named on the list may be requested to complete a Consent to a Criminal Record Verification form and related documentation.

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

### **3. Health & Safety Requirements**

There are Health & Safety requirements associated with this requirement. See Annex C .

### **4. Debriefing**

After issuance of a standing offer, offerors may request a debriefing on the results of the request for standing offers. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of notification that their offer was unsuccessful. The debriefing may be provided in writing, by telephone or in person. The debriefing will include an outline of the reasons the submission was not successful, making reference to the evaluation criteria. The confidentiality of information relating to other submissions will be protected.

## **PART 2 - STANDING OFFER - INSTRUCTIONS TO OFFERORS**

### **1. Standard Instructions, Clauses and Conditions**

All instructions, clauses and conditions identified in the Request for Standing Offers RFSO by title, number and date are set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada (PWGSC). The Manual is available on the PWGSC Web site: <http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the terms 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.

#### **2.1 Revision of Offer:**

An offer submitted in accordance with these instructions may be revised by letter or facsimile, provided that the revision is received at the office designated for the receipt of offers (Offering address) on or before the date and time set for the closing of the RFSO. The facsimile shall be on the offeror's letterhead or bear a signature that identifies the offeror.

A revision to the unit price schedule must clearly identify the change(s) in the unit price(s) and the specific item(s) to which each change applies.

A letter or facsimile submitted to confirm an earlier revision shall be clearly identified as a confirmation.

Failure to comply with any of the above provisions shall result in the rejection of the non-compliant revision(s) only. The offer shall be evaluated based on the original offer submitted and all other compliant revision(s).

Facsimile number for receipt of revisions: **(780) 497-3510**

#### **2.2 Firm Price and/or Rates:**

The Offeror is required to submit firm prices, rates or both that will apply for the entire period of the Standing Offer.

#### **2.3 Form:** Offers not submitted on the prescribed Offer Form will not be considered.

#### **2.4 Alterations:** Any alteration to the pre-printed or pre-typed sections of the Offer Form, or any condition or qualification placed upon the offer may be cause for disqualification of the offer. Alterations, corrections, changes or erasures made to statements or figures entered on the Offer Form by the offeror shall be initialed by the person or persons signing the offer. Initials shall be original(s). Alterations, corrections, changes or erasures that are not initialed shall be deemed void and without effect.

#### **2.5 Incomplete Offers:** Incomplete offers may be rejected.

#### **2.6 Taxes**

The offeror is responsible for all applicable taxes.

Offerors are not to include any amounts for the Goods and Services Tax (GST) or Harmonized Sales Tax (HST), whichever is applicable. Any amount levied in respect of the GST/HST shall be billed as a separate item on invoices submitted by the contractor, and shall be paid in addition to the amount approved by Canada for work performed under any resulting Contract. The Contractor shall be required to remit the appropriate amount to the Canada Revenue Agency in accordance with the applicable legislation.

The Federal Government is exempt from the Quebec Sales Tax (QST). Offerors shall not include in their prices any amount that is intended to cover the QST on goods and services performed in the execution of the Work except for such amounts for which an Input Tax Refund is not available. The successful Offeror should make arrangements directly with the Province of Quebec to recover any QST paid by it in performing the Work under the resulting Contract.

## **2.7 Performance Evaluation**

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

An electronic version of the form PWGSC-TPSGC 2913, SELECT - Contractor Performance Evaluation Report Form, used to record the performance is available on the Public Works and Government Services Canada (PWGSC) Web site.

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

## **4. Applicable Laws**

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

## **PART 3 - OFFER PREPARATION INSTRUCTIONS**

### **1. General**

- 1.1 Insert the hourly rate or unit price against each class of labour, plant, or item of specified material listed on the Unit Price Schedule of the Offer form. Insert the percentage mark-up for Unspecified Material, if any; mathematical extensions against all items including the Contractor's Mark-up on Unspecified Material if applicable, and Total Estimated Amount, GST/HST extra.
- 1.2 Submit the Offer, duly completed, to the office designated on page 1 of the RFSO in accordance with the Standard Instructions.
- 1.3 Sign and date the Offer in accordance with the RFSO.

### **2. Offer Preparation Instructions**

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

Section I: Annex E - Financial Offer ( 1 hard copy)

Section II: Certifications (1 hard copy)

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

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

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

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

To assist Canada in reaching its objectives, offerors are encouraged to:

- 1) use paper containing fibre certified as originating from a sustainably-managed forest and/or 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: Financial Offer**

Offerors must submit their financial offer in accordance with the Annex B, Basis of Payment. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

#### **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 II: 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.
- (c) Offers shall be evaluated on the basis of the lowest compliant offer being recommended for issuance of a Standing Offer.

#### **1.1 Technical Evaluation**

##### **1.1.1 Mandatory Technical Criteria**

###### **a) MANDATORY REQUIREMENTS** - Required as part of the Offer

- i) Pursuant to the General Instructions, submission of Request for Standing Offer (RFSO), offers must be submitted to the office designated for the receipt of offers, and must be received on or before the date and time set for solicitation closing shown on page 1 of the RFSO. A rate must be entered for each item listed in the unit price schedule of the offer.

###### **b) MANDATORY REQUIREMENTS** - Precedent to issuance of a Standing Offer

- i) Status and Availability of Resources
- ii) Health & Safety Requirements
- iii) Code of Conduct Certifications (*see Part 5 - Certifications*)
- iv) Insurance
- v) Proof of Financial Capability - upon request

#### **1.2. Financial Evaluation**

##### **1.2.1 Price Schedule** - A rate must be entered for each item.

##### **1.2.2 Offers retained pursuant to Part 4**, will be evaluated on the basis of the total estimated amount quoted, GST/HST extra. It is anticipated that one standing offer will be issued to the lowest compliant offeror.

### **2. Basis of Selection**

#### **2.1 Basis of Selection - Lowest Evaluated Price**

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

### **3. Ranking**

#### **3.1** Only 1 firm will be issued a standing offer.

#### **3.2** The firm submitting the lowest price compliant submission will be issued a Standing Offer.

## **PART 5 - CERTIFICATIONS**

Offerors must provide the required certifications to be issued a standing offer. Canada will declare an offer non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications offerors provide to Canada is subject to verification by Canada during the offer evaluation period (before issuance of a standing offer) and after issuance of a standing offer. The Standing Offer Authority will have the right to ask for additional information to verify offerors' compliance with the certifications before issuance of a standing offer. The offer will be declared non-responsive if any certification made by the Offeror is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Standing Offer Authority for additional information will also render the offer non-responsive.

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

#### **1.1 Code of Conduct and Certifications - Related documentation**

By submitting an offer, the Offeror certifies, for itself and its affiliates, to be in compliance with the Code of Conduct and Certifications clause of the 2006 (2014-06-26) Standard Instructions. The related documentation therein required will help Canada in confirming that the certifications are true.

#### **2.2 Additional Certifications Precedent to Issuance of a Standing Offer**

The certifications listed below should be completed and submitted with the offer, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Standing Offer Authority will 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.

**2.2.3 Health & Safety Requirements** - per attached Annex C .

**2.2.4 Insurance**, (Annex G - Insurance Certificate)

**2.2.5 Proof of Financial Capability** - upon request, per article 2 of Part 6.

## **PART 6 - FINANCIAL AND INSURANCE REQUIREMENTS**

### **1. Financial Capability**

Financial Statements: In order to confirm an offeror's financial capability to perform the Contract, the Standing Offer Authority may during the RFSO evaluation phase, request from that offeror current financial information. The requested financial information may include, but is not limited to, an offeror's most recent audited financial statements or financial statements certified by an offeror's chief financial officer. The information provided will be considered in the offer evaluation and selection process. If an offer is found to be non-responsive on the basis that an offeror is considered financially incapable of performing the Work, that offeror will receive a written notification from the Standing Offer Authority.

Should an offeror provide the requested information to Canada in confidence while indicating that the disclosed information is confidential, Canada will treat the information in a confidential manner in accordance with the Access to Information Act, R.S. 1985, c.A-1.

### **2. Insurance Terms**

The Offeror must provide a certificate 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 SACC Manual clause R2590D GC9 - Insurance (2011-05-16)

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.

Certificate of Insurance form - PWGSC-TPSGC 357 (06/2007) is available at web site: <http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/357.pdf>

Certificate of Insurance attached at Annex G.

#### **1) Insurance Contracts**

- (a) The Contractor must, at the Contractor's expense, obtain and maintain insurance contracts in accordance with the requirements of the Certificate of Insurance. Coverage must be placed with an Insurer licensed to carry out business in Canada.
- (b) Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract. The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

#### **2) Period of Insurance**

- (a) The policies required in the Certificate of Insurance must be in force from the date of contract award and be maintained throughout the duration of the Contract.

#### **3) Proof of Insurance**

- (a) Before commencement of the Work, and no later than thirty (30) days after acceptance of its bid, the Contractor must deposit with Canada a Certificate of Insurance on the form attached herein.
- (b) Upon request by Canada, the Contractor must provide originals or certified true copies of all contracts of insurance maintained by the Contractor pursuant to the Certificate of Insurance.

#### **4) Insurance Proceeds**

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

## **5) Deductible**

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

## PART 7 - CLAUSES & CONDITIONS

### PART 7(A) - STANDING OFFER

#### 1. Offer - attached at Annex E

- .1 General Provisions
- .2 Financial Terms
- .3 Prices

#### 2. Security Requirement

*Not Applicable*

#### 3. Standard Clauses and Conditions

- 1) .1 General Conditions - Standing Offer, 2005 (2014-06-26)
- 2) The documents identified by title, number and date in paragraph 1) are incorporated by reference and are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Web site:  
<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R>

#### 4. Term of Standing Offer

##### 4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from \_\_\_\_\_ to \_\_\_\_\_.

#### 5. Authorities

##### 5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: *see front page of Standing Offer for details*  
Public Works and Government Services Canada  
Acquisitions Branch

Directorate: Real Property Contracting

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, they are responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

##### 5.2 Project Authority

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

The Project Authority is the representative of the department or agency (Departmental Representative) 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.

#### 6. Identified users

The Identified User authorized to make call-ups against the Standing Offer is : Department of National Defence – Edmonton Garrison

#### 7. Call-up Procedures

- 1. Best Standing Offer: the offer that provides best value lowest prices will be retained.

The Project Authority will establish the scope of work to be performed by the successful firm and negotiate the level of effort required to perform the work based on the hourly rates contained in the Standing Offer.

## 8. CALL-UP INSTRUMENT

Public Works and  
Government Services  
Canada

Travaux publics et  
Services gouvernementaux  
Canada

### CALL-UP AGAINST A STANDING OFFER COMMANDE SUBSÉQUENTE À UNE OFFRE PERMANENTE

In accordance with  
STANDING OFFER NO.: \_\_\_\_\_

Conformément à  
L'OFFRE PERMANENTE No. \_\_\_\_\_

Call-up no. - No de commande  
\_\_\_\_\_

Dated \_\_\_\_\_  
and the terms and conditions therein, you are  
Requested to carry out the work described  
below.

En date du \_\_\_\_\_  
Et les modalités qui y sont énumérées, vous êtes prié  
d'exécuter les travaux décrits ci-après.

Contractor's name and address - Nom et adresse de l'entrepreneur		Send invoice to - Expédier la facture à
Fax No. ( )		attention:
Project no. - No du projet	Note: Quote standing offer number, project number and call-up number on your invoice. Inscrire le numéro de l'offre permanente, le numéro du projet et le numéro de commande sur la facture.	
Location of work - Endroit des travaux		Call-up cost, GST/HST extra - Coût de la commande, TPS en plus

Work description - Description des travaux
--------------------------------------------

Certified pursuant to subsection 32 (1) of the Financial Administration Act Certifié en vertu du paragraphe 32 (1) de la Loi sur la gestion des finances publiques	
Signature _____	Date _____
Departmental Representative - Représentant du ministère	
Signature _____	Date _____

## **9. Limitation of Call-ups**

Individual call-ups against the Standing Offer must not exceed \$60,000.00 (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 \$750,000.00 (Goods and Services Tax or Harmonized Sales Tax 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 3 months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

## **11. Priority Documents**

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

- a) the call up against the Standing Offer, including any annexes and any amendments;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2014-06-26), General Conditions - Standing Offers - Goods or Services
- d) any amendment or variation in the Standing Offer that is made in accordance with the terms and conditions of the Standing Offer;
- e) the general conditions dated and listed in Part 7B, Resulting Contract Clauses;
- f) the Supplemental general conditions;
- g) Annexes:
  - Annex A, Statement of Work / Specifications, and any amendment to the solicitation document incorporated in the Standing Offer before the date of the Standing Offer;
  - Annex B, Basis of Payment;
  - Annex C, Health & Safety Requirements – Alberta;
  - Annex D, Periodic Usage Report Form; and
  - Annex G, Insurance
  - Annex H, Voluntary Certification to Support the Use of Apprentices
- h) the Offeror's offer Annex E, dated \_\_\_\_\_ (insert date of offer);

## **12. Certifications**

### **12.1 Compliance**

Compliance with the certifications provided by the Offeror is a condition of authorization of the Standing Offer and subject to verification by Canada during the term of the Standing Offer and of any resulting contract that would continue beyond the period of the Standing Offer. In the event that the Offeror does not comply with any certification or 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 the province of work.

#### **14. Estimates**

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

#### **15. Offeror Contact Information**

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

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

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

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

## PART 7 (B) - RESULTING CONTRACT CLAUSES

- 1) The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer:
  - (a) Statement of Work - The Contractor must perform the Work described in the call-up against the Standing Offer;
  - (b) General Conditions:

(i)	GC1	General Provisions	R2810D	(2014-06-26);
(ii)	GC2	Administration of the Contract	R2820D	(2014-06-26);
(iii)	GC3	Execution and Control of the Work	R2830D	(2014-03-01);
(iv)	GC4	Protective Measures	R2840D	(2008-05-12);
(v)	GC5	Terms of Payment	R2550D	(2014-06-26);
(vi)	GC6	Delays and Changes in the Work	R2865D	(2013-04-25);
(vii)	GC7	Default, Suspension or Termination of Contract	R2870D	(2008-05-12);
(viii)	GC8	Dispute Resolution	R2884D	(2008-05-12);
(ix)	GC10	Insurance	R2900D	(2008-05-12);
  - (c) Supplementary Conditions, if any;
  - (d) Allowable Costs for Contract Changes Under GC6.4.1 R2950D (2014-06-26);
  - (e) Any amendment issued or any allowable bid revision received before the date and time set for solicitation closing;
  - (f) Any amendment incorporated by mutual agreement between Canada and the Contractor before acceptance of the bid; and
  - (g) Any amendment or variation of the contract documents that is made in accordance with the General Conditions.
- 2) The documents identified by title, number and date in paragraph 1) are incorporated by reference and are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Website:  
<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R>
- 3) The language of the contract documents shall be the language of the Bid and Acceptance Form submitted.
- 4) A contract is formed between Canada and the Offeror only when a Call-up duly signed is issued by the Departmental Representative and accepted by the Offeror\*. The Offeror shall then be referred to as "the Contractor" and the Contract includes the Offer, the Specifications referred to in the Unit Price Schedule, the General Conditions, and the Call-up .
- 5) Interpretation

*"Accepted by the Offeror"* \* means that the Offeror has agreed to, and commenced performance of the work.

*"Minister"* includes a person acting for the Minister, the Minister's successor in office, their lawful deputy and their representatives appointed for the purpose of the Standing Offer.

*"Departmental Representative"* means the Project Authority who 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.

*"Superintendent"* or *"Supervisor"* means the employee or representative of the Contractor designated by the Contractor to act as Superintendent;

*"Unit Price Table"* means the table of prices per unit set out in the Offer; and

*"Work"* means, subject only to any express stipulation in the Contract to the contrary, everything that is necessary to be done, furnished or delivered by the Contractor to perform the Contract in accordance with the work as described in each Call-up, and in the technical specifications or statement of work.
- 6) Voluntary Reports for Apprentices Employed during the Contract

The Contractor should compile and maintain records on the number of apprentices that were hired to work on the contract and their trade specialty.

The Contractor should provide this data in accordance with the format below. If no apprentices were hired during the contract period, the Contractor should still provide a "nil" report.

The data should be submitted to the Contracting Authority six months after contract award or at the end of the contract, whichever comes first.

Number of apprentices hired	Trade specialty

(Add lines if needed)

## **SUPPLEMENTAL CONDITIONS**

**SC01 INSERT** the following supplementary conditions in the resulting General Conditions:

### **1.1. T1204 - Direct Request by Customer Department**

- 1.1.1 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.
- 1.1.2 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).

### **1.2. Periodic Reports**

- 1.2.1 The Offeror shall provide to the Standing Offer Authority biannual reports on usage of the Standing Offer, showing the number and total value of call-ups by each consignee. Reports shall be submitted in the format shown on the attached Annex D "Periodic Usage Report Form" and forwarded to the Standing Offer Authority no later than fifteen (15) days after the designated reporting period.
- 1.2.2 The Offeror understands that failure to comply may result in the setting aside of the Standing Offer.

## **SC02 TERM OF CONTRACT**

### **2.1 Period of the Contract**

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

## **SC03 PAYMENT**

### **3.1 CHANGES TO GC5 R2550D (2014-06-26) - TERMS OF PAYMENT**

**DELETE** GC5.4, GC5.5, and GC5.6 and **INSERT** the following:

#### **GC5.4 Payment**

##### **.1 Terms of Payment**

1. Where the duration of the work identified in a call-up is greater than 30 days, the Contractor may submit monthly progress claims, and shall be entitled to receive progress payments at monthly or other agreed intervals. Subject to verification by the Departmental Representative, payment of the Contractor's invoice for work satisfactorily completed shall be made not later than 30 days after receipt thereof. The due date shall be the 30th day following receipt of a properly submitted invoice.
2. The Contractor shall submit a separate invoice for each Call-up to the Departmental Representative in accordance with any invoicing instructions set out herein. The properly submitted invoice shall be delivered to the Departmental Representative in the agreed format with sufficient detail, information, and backup to permit verification.

The Contractor's invoice shall show the following, as separate items:

- (a) the amount of the progress payment being claimed for Work satisfactorily performed excluding GST/HST;
  - (b) the amount for any tax calculated (GST/HST) in accordance with the applicable federal tax legislation; and
  - (c) the total amount which shall be the sum of the amounts referred to in (a) and (b) above.
3. The amount of the tax shown on the invoice shall be paid by Canada to the Contractor in addition to the amount of the progress payment for Work satisfactorily performed.
  4. If, within 15 days of receipt of the invoice, additional information is requested by the Departmental Representative for the purpose of verification, the 30 day payment period shall commence upon receipt of the requested information. Payment shall be made prior to or on the thirtieth (30) day after receipt of the corrected invoice or the required information.
    - .1 Any monthly progress payment made to the Contractor may be subject to a 10% holdback which shall be released to the Contractor with the final payment unless the amount held back is required by Canada to remedy any defect in the Contractor's work.
    - .2 Where the duration of the Work identified in a call-up is equal to or less than thirty (30) days, the Contractor may receive a single payment as full consideration for the Work performed.
  5. Upon completion of the Work in the progress claim, the Contractor maybe requested to provide a completed and signed statutory declaration containing a declaration that, up to the date of the progress claim, the Contractor has complied with all lawful obligations with respect to the Labour Conditions and that, in respect of the Work, all lawful obligations of the Contractor to its Subcontractors and Suppliers, referred to collectively in the declaration as "subcontractors and suppliers", have been fully discharged before any further payment is made.
  6. Upon written notice by a Sub-Contractor, with whom the Contractor has a direct contract, of an alleged non payment to the Sub-Contractor, the Departmental Representative may provide the Sub-Contractor with a copy of the latest approved progress payment made to the Contractor for the Work.
  7. Upon the satisfactory completion of all Work, the amount due, less any payments already made, shall be paid to the Contractor not later than thirty (30) days after receipt of a properly submitted invoice, and upon request, with a Statutory Declaration in accordance with paragraph 5 above.

#### **3.2 Basis of Payment - see Annex B**

#### **3.3 Limitation of Price**

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

### **3.4 Supplemental Invoicing Instructions**

#### **.1 Invoices**

- .1 All invoices submitted for payment shall show:
  - .1 Construction Engineering Work Order Number,
  - .2 Construction Engineering File Number,
  - .3 Requisition Number, DSS 942 (Requisition on Contract),
  - .4 Public Works and Government Services Canada (PWGSC) Standing Offer Number, and
  - .5 same address as on PWGSC contract.
- .2 Invoices are to include a breakdown as follows:
  - .1 Hourly rate per the Offer and hours of work for each tradesperson.
  - .2 An itemized list of materials used, by cost, shall be shown on all invoices submitted for payment.
  - .3 Extended total.
  - .4 Good and Services Tax (GST/HST) shall be shown as a separate item.
  - .5 Where subcontracting is involved a copy of subcontractor's invoice shall accompany the invoice against the requisition.
  - .6 Where discount or markup is applicable, indicate separately.
- .3 Invoices submitted for payment against this contract that are not properly identified will be returned to the Contractor for proper annotation before certification for payment is made.

### **3.5 Payment of Invoices by Credit Card (see PART 3)**

The credit card \_\_\_\_\_ is accepted.

**OR**

The credit cards \_\_\_\_\_ and \_\_\_\_\_ are accepted.

Section GC5.11 Delay in Making Payment, Interest on Overdue Accounts, of GC5 - Terms of Payment R2550D (2014-06-26) will not apply to payments made by credit cards.

### **SC04 LABOUR**

**Clause R2830D subsection GC3.8 has been modified as follows;**

1. Title has been changed from "Labour and Fair Wages" to "Labour".
2. Delete subsection 1.
3. Following subsections must be renumbered accordingly.

## **ANNEXES**

Annex A	Statement of Work
Annex B	Basis of Payment
Annex C	Health & Safety Requirements
Annex D	Periodic Usage Report Form
Annex E	Offer
Annex F	Code of Conduct Certifications - List
Annex G	Insurance Certificate
Annex H	Voluntary Certification to Support the Use of Apprentices

## **ANNEX A**

STATEMENT OF WORK  
REFER TO PDF ATTACHED

## **ANNEX B**

### **.1 Basis of Payment**

Payments in respect of the agreed price shall be made upon satisfactory performance of the Work, and upon approval of the Departmental Representative, but such payments shall not exceed the amount(s) as specified in the Call Up, for the Work without written authorization.

In consideration of the Contractor satisfactorily completing all of its obligations under the resulting Contract, the Contractor will be paid a firm price, Goods and Services Tax or Harmonized Sales Tax extra.

#### **.1 Hourly Rates:**

The Contractor will be paid firm hourly rates as follows, for work performed in accordance with the Contract.

See attached for details

Total Estimated Cost - Limitation of Expenditure: \$750,000.00 (GST/HST extra)

## **ANNEX C**

### **MANDATORY HEALTH AND SAFETY - for Work in the Province of Alberta**

#### **1.) SPECIAL INSTRUCTIONS TO BIDDERS (SI):**

##### **SI13 WCB AND SAFETY PROGRAM**

- 1) The recommended Bidder shall provide to the Contracting Authority, Standing Offer issue:
  - 1.1 a Workers Compensation Board Premium Rate Statement - Alberta, or equivalent documentation from another jurisdiction;
  - 1.2 a Workers Compensation Board letter of good standing, also listing covered Directors, Principals, Proprietor(s) or Partners who will be or who are anticipated to be present on the work site(s), or equivalent documentation from another jurisdiction; and
  - 1.3 a Certificate of Recognition (COR) or Registered Safety Plan (RSP). A health and safety policy and program, as required by other provincial/territorial Occupational Health and Safety Acts, will be acceptable in lieu of a COR or RSP.
- 2) The recommended Bidder shall deliver all of the above documents to the Contracting Authority on or before the date stated (usually 3-5 days after notification) by the Contracting Authority. Failure to comply with the request may result in the bid being declared non-compliant.

#### **2.) SUPPLEMENTARY CONDITIONS (SC):**

##### **SC02 Workplace Safety and Health**

###### **1. EMPLOYER/PRIME CONTRACTOR**

- 1.1 The Contractor shall, for the purposes of the Occupational Health and Safety Act, Alberta, and for the duration of the Work:
  - 1.1.1 act as the Employer, where there is only one employer on the work site, in accordance with the Authority Having Jurisdiction;
  - 1.1.2 accept the role of Prime Contractor, where there are two or more employers involved in work at the same time and space at the work site, in accordance with the Authority Having Jurisdiction; and
  - 1.1.3 agree, in the event of two or more Contractors working at the same time and space at the work site, without limiting the General Conditions, to Canada's order \* to:
    - 1.1.3.1 accept, as the Prime Contractor, the responsibility for Canada's other Contractor(s); or
    - 1.1.3.2 accept that Canada's other Contractor is Prime Contractor and conform to that Contractor's Site Specific Health and Safety Plan.

\* "order" definition: after contract award, Contractor is ordered by a Change Order

###### **2. SUBMITTALS**

- 2.1 The Contractor shall provide to Canada:
  - 2.1.1 prior to the pre-construction meeting, a transmittal and copy of a completed Notice of Project form PWGSC - TPSGC 458 (form will be provided to the proposed contractor prior to award), as sent to the Authority Having Jurisdiction (AHJ); and
  - 2.1.2 prior to commencement of work and without limiting the terms of the General Conditions:
    - 2.1.2.1 copies of all other necessary permits, notifications and related documents as called for in the scope of work/specifications and/or by the AHJ; and
    - 2.1.2.2 a site specific Health and Safety Plan as requested.

*NOTE: Please do not include any forms that include personal 3rd party information such as the names of the contractor's employees and their related claims information.*

### 3. LABOUR AUTHORITY CONTACT:

*The contact below represents the Labour Authority in the jurisdiction (AHJ). They are not representatives of the Workers Compensation.*

Do not contact the people referenced below for issues pertaining to WCB or WCB Clearances. Those queries must be directed specifically to the WCB, and where the WCB has both a Labour and Compensation component, WCB issues must be directed to the Compensation/Employer Services sections.

#### **ALBERTA South**

Alberta Human Resources and Employment  
Workplace Health and Safety  
600 – 727, 7th Avenue S.W.  
Calgary, Alberta, T2P 0Z5

Telephone: 1(866) 415-8690  
Email: All submissions are to be scanned and  
emailed to  
[whs@gov.ab.ca](mailto:whs@gov.ab.ca)

#### **ALBERTA North**

Alberta Human Resources and Employment  
Workplace Health and Safety  
10th Floor, 7th Street Plaza  
10030-107 Street  
Edmonton, Alberta, T5J 3E4

Telephone: 1(866) 415-8690  
Email: All submissions are to be scanned and  
emailed to  
[whs@gov.ab.ca](mailto:whs@gov.ab.ca)

**ANNEX D**  
**Periodic Usage Report Form**

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

Return to:

Hector Ho	780-497-3543	Hector.Ho@pwgsc-tpsgc.gc.ca
<i>Name</i>	<i>Fax</i>	<i>Email Address</i>

at:

Public Works and Government Services Canada  
Real Property Contracting, Acquisitions Branch  
Ste. 100 - 167 Lombard Avenue  
P.O. Box 1408  
Winnipeg, Manitoba  
R3C 2Z1

**REPORT ON THE VOLUME OF BUSINESS**

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

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

Description of Work	Call-up #	TOTAL BILLING

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

**PREPARED BY:**

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

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

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

## ANNEX E OFFER

<b>Description of Work:</b> Edmonton, Alberta Plumbing Repairs, DND – Edmonton Garrison Plumbing Repairs Standing Offer
-------------------------------------------------------------------------------------------------------------------------------

### 1. OFFER

- .1 This Standing Offer is made by the Offeror to Canada;
- .2 This Offer is to furnish all necessary tools, plant, equipment, services, materials and labour to execute and complete the Work described above in careful and workmanlike manner;
- .3 The Work shall be more particularly described in individual Call-ups to be issued by the Project Authority, hereinafter called the "Departmental Representative";
- .4 Individual Call-ups may be issued, from time to time, during the period identified in Part 7A, clause 4.1, hereinafter called the "Term".

### 2. GENERAL PROVISIONS

- .1 This Offer when signed by or on behalf of the Offeror, the Specifications referred to in the Unit Price Schedule below and the General Conditions shall constitute the complete Offer subject to the provisions contained therein;
- .2 The Hourly Rate and the Unit Price, as offered, govern in calculating each Estimated Total Price; any errors in the extension of the Unit Price and in the addition of the Estimated Total Prices will be corrected in order to obtain the actual Total Estimated Amount;
- .3 This Offer supersedes and cancels all communications, negotiations and agreements relating to the Work other than those contained in the Offer;
- .4 that this tender may not be withdrawn for a period of 60 days following the tender closing time,

The Offeror agrees

- .1 to carry out individual work projects as requisitioned from time to time by the Departmental Representative in **Call- ups Against a Standing Offer**, form PWGSC/TPSGC 2829, copies of which the Offeror acknowledges to have in its possession, in accordance with the requirements set out therein and in consideration of payment of amounts to be determined pursuant to section 3. Below;
- .2 to provide, on demand from the Departmental Representative, a detailed price estimate, calculated in accordance with section 4 below, and a proposed work schedule for each work project; and
- .3 to commence Work promptly upon receipt of each Call-up issued pursuant to this Offer, duly signed by the Departmental Representative.
- .5 This Offer does not constitute a binding contract between Canada and the Offeror. The Departmental Representative shall have the right to issue a Call-up with those other offerors which have also submitted offers to Canada.
- .6 A contract is formed between Canada and the Offeror only when a Call-up duly signed is issued by the Departmental Representative and accepted by the Offeror. The Offeror shall then be referred to as "the

Contractor" and the Contract includes the Offer, the Specifications referred to in the Unit Price Schedule below, the General Conditions and the Call-up .

- .7 The estimated number of hours, the quantities of material and plant, and the amount of the Allowance for Unspecified material set out in the Unit Price Schedule are for the purpose of comparative evaluation of the offers and do not express an obligation on the part of Canada to order any or all of the work, material or plant listed therein.
- .8 The Offeror declares that no bribe, gift or benefit has been or will be paid, given, promised or offered directly or indirectly to any official or employee of Canada or to a member of the family of such person, with a view to influence the entry into or the administration of any contract which may result from this Offer.

### **3. FINANCIAL TERMS**

- .1 Each item specified in the Unit Price Schedule in subsection 4.1 includes wages, traveling time and costs, allowances, supervision, liabilities as employer, insurance, and the use of all tools, tackle, etc., overhead, profit and all other liabilities whatsoever.
- .2 Unspecified Material shall be reimbursed at net cost, as supported by invoices, plus Markup as established in section 4 of this Offer. "Net Cost" means all amounts reasonably and properly paid by the Offeror in respect of materials required for and used in the Work, and includes packing, handling and delivery charges, less any trade discounts received by the Offeror. The Offeror's Markup on Unspecified Material covers overheads, profit, and all other expenses whatsoever.
- .3 The prices inserted in section 4 of this Offer include all applicable federal, provincial, and municipal taxes.
  - .1 However, they do not include any amount for the Goods and Services Tax (GST) or Harmonized Sales Tax (HST). The appropriate GST/HST amounts will be paid by Canada to the Offeror in addition to the amounts paid against the amount of the contract. The Offeror shall make appropriate remittances to Revenue Canada in accordance with the legislation.
  - .2 The prices do not include the Québec Sales Tax. The Offeror shall arrange directly with the Province of Québec for the reimbursement of Provincial Sales Tax paid to this Province for the purpose of any contract resulting from this Offer.
- .4 Payment by Canada for the Offeror's own special equipment not covered by the Unit Price Schedule and required at the job site will be no greater than the local going rental rate for such equipment or the rate published by the local construction association for such equipment, whichever is the lower.
- .5 The cost of subcontract work, including special equipment rentals approved by the Project Authority, shall be reimbursed at actual cost with the addition of ten (10) percent to cover overheads, profit, and all other expenses whatsoever. "Actual cost" means all amounts reasonably and properly paid by the Contractor for those parts of the Work carried out by subcontractors.
- .6 Pricing
  - .1 The prices requested in the Offer are:
    - .1 hourly rates for regular hours;
    - .2 hourly rate for each hour outside of regular hours; and
    - .3 mark up on allowance for unspecified material, replacement parts, required permits and certificates. for purposes of evaluation.
  - .2 The hourly rates requested in the offer and acceptance for specific types of service shall be the total cost to perform the work including but not limited to:
    - .1 labour including supervision, allowances and liability insurance;
    - .2 travel time;

- .3 transportation/vehicle expenses;
  - .4 tools and tackle;
  - .5 overhead and profit;
  - .6 any other incidental expenses other than supply of materials and replacement parts relating to the delivery of labour.
- .3 It is considered that regular hours of work fall between 0730 and 1600 hours, Monday to Friday.

#### **4. PRICES**

The Offeror agrees that the following are the prices referred to in sections 2 and 3 above:

##### **4.1 Unit Price Schedules - Rates**

**SCHEDULE A) Initial Year – October 1, 2014 – September 30, 2015**  
(see next page)

Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6
Item	Description	Estimated Annual Usages	Unit	Unit Price	Estimated Total Price
1.0	<b>Service call including the first hour of on-site productive labour:</b>				
A	<b>During Regular Working Hours 07:30-16:00, Monday thru Friday</b>				
	Service call, including the first hour of on-site, productive labour: One plumber	20	/call	\$ _____	\$ _____
	Service call, including the first hour of on-site, productive labour: Two plumbers	20	/call	\$ _____	\$ _____
	Hourly labour rate, in addition to the above, for calls exceeding one hour: One plumber	1	/hour	\$ _____	\$ _____
	Hourly labour rate, in addition to the above, for calls exceeding one hour: Two plumbers	1	/hour	\$ _____	\$ _____
	Apprentice service call, including the first hour of on-site, productive labour	20	/call	\$ _____	\$ _____
	Apprentice hourly labour rate, in addition to the above, for calls exceeding one hour	1	/hour	\$ _____	\$ _____
B	<b>Outside Regular Working Hours 16:00 – 07:30, Monday thru Friday</b>				
	Service call, including the first hour of on-site, productive labour: One plumber	5	/call	\$ _____	\$ _____
	Service call, including the first hour of on-site, productive labour: Two plumbers	5	/call	\$ _____	\$ _____
	Hourly overtime labour rate, in addition to the above, for calls exceeding one hour: One plumber	10	/hour	\$ _____	\$ _____
	Hourly overtime labour rate, in addition to the above, for calls exceeding one hour: Two plumbers	24	/hour	\$ _____	\$ _____
	Apprentice service call, including the first hour of on-site, productive labour	5	/call	\$ _____	\$ _____
	Apprentice hourly labour rate, in addition to the above, for calls exceeding one hour	10	/hour	\$ _____	\$ _____
C	<b>Weekends and Statutory Holidays</b>				
	Service call, including the first hour of on-site, productive labour: One plumber	5	/call	\$ _____	\$ _____
	Service call, including the first hour of on-site, productive labour: Two plumbers	5	/call	\$ _____	\$ _____
	Hourly overtime labour rate, in addition to the above, for calls exceeding one hour, weekends and statutory holidays: One plumber	8	/hour	\$ _____	\$ _____
	Hourly overtime labour rate, in addition to the above, for calls exceeding one hour, weekends and statutory holidays: Two plumbers	12	/hour	\$ _____	\$ _____
	Apprentice Service call, including the first hour of on-site, productive labour:	5	/call	\$ _____	\$ _____
	Apprentice Hourly overtime labour rate, in addition to the above, for calls exceeding one hour, weekends and statutory holidays	8	/hour	\$ _____	\$ _____
	Contractor's Mark Up on Allowance for unspecified material, replacement parts, required permits and certificates (% mark up x \$50,000.00)	\$50,000.00	%	\$ _____	\$ _____
<b>Sub Total A): Estimated Total Amount 1<sup>st</sup> Year GST/HST Extra</b>					\$ _____

continued

**4.1 Unit Price Schedules - Rates** (continued)

**SCHEDULE B) Year 2**  
**(see next page)**

Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6
Item	Description	Estimated Annual Usages	Unit	Unit Price	Estimated Total Price
1.0	<b>Service call including the first hour of on-site productive labour:</b>				
A	<b>During Regular Working Hours 07:30-16:00, Monday thru Friday</b>				
	Service call, including the first hour of on-site, productive labour: One plumber	20	/call	\$ _____	\$ _____
	Service call, including the first hour of on-site, productive labour: Two plumbers	20	/call	\$ _____	\$ _____
	Hourly labour rate, in addition to the above, for calls exceeding one hour: One plumber	1	/hour	\$ _____	\$ _____
	Hourly labour rate, in addition to the above, for calls exceeding one hour: Two plumbers	1	/hour	\$ _____	\$ _____
	Apprentice service call, including the first hour of on-site, productive labour	20	/call	\$ _____	\$ _____
	Apprentice hourly labour rate, in addition to the above, for calls exceeding one hour	1	/hour	\$ _____	\$ _____
B	<b>Outside Regular Working Hours 16:00 – 07:30, Monday thru Friday</b>				
	Service call, including the first hour of on-site, productive labour: One plumber	5	/call	\$ _____	\$ _____
	Service call, including the first hour of on-site, productive labour: Two plumbers	5	/call	\$ _____	\$ _____
	Hourly overtime labour rate, in addition to the above, for calls exceeding one hour: One plumber	10	/hour	\$ _____	\$ _____
	Hourly overtime labour rate, in addition to the above, for calls exceeding one hour: Two plumbers	24	/hour	\$ _____	\$ _____
	Apprentice service call, including the first hour of on-site, productive labour	5	/call	\$ _____	\$ _____
	Apprentice hourly labour rate, in addition to the above, for calls exceeding one hour	10	/hour	\$ _____	\$ _____
C	<b>Weekends and Statutory Holidays</b>				
	Service call, including the first hour of on-site, productive labour: One plumber	5	/call	\$ _____	\$ _____
	Service call, including the first hour of on-site, productive labour: Two plumbers	5	/call	\$ _____	\$ _____
	Hourly overtime labour rate, in addition to the above, for calls exceeding one hour, weekends and statutory holidays: One plumber	8	/hour	\$ _____	\$ _____
	Hourly overtime labour rate, in addition to the above, for calls exceeding one hour, weekends and statutory holidays: Two plumbers	12	/hour	\$ _____	\$ _____
	Apprentice Service call, including the first hour of on-site, productive labour:	5	/call	\$ _____	\$ _____
	Apprentice Hourly overtime labour rate, in addition to the above, for calls exceeding one hour, weekends and statutory holidays	8	/hour	\$ _____	\$ _____
	Contractor's Mark Up on Allowance for unspecified material, replacement parts, required permits and certificates (% mark up x \$50,000.00)	\$50,000.00	%	\$ _____	\$ _____
<b>Sub Total B): Estimated Total Amount 2<sup>nd</sup> Year GST/HST Extra</b>					\$ _____

Continued

**4.1 Unit Price Schedules - Rates** (continued)

**SCHEDULE C) Year 3**  
(see next page)

Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6
Item	Description	Estimated Annual Usages	Unit	Unit Price	Estimated Total Price
1.0	<b>Service call including the first hour of on-site productive labour:</b>				
A	<b>During Regular Working Hours 07:30-16:00, Monday thru Friday</b>				
	Service call, including the first hour of on-site, productive labour: One plumber	20	/call	\$ _____	\$ _____
	Service call, including the first hour of on-site, productive labour: Two plumbers	20	/call	\$ _____	\$ _____
	Hourly labour rate, in addition to the above, for calls exceeding one hour: One plumber	1	/hour	\$ _____	\$ _____
	Hourly labour rate, in addition to the above, for calls exceeding one hour: Two plumbers	1	/hour	\$ _____	\$ _____
	Apprentice service call, including the first hour of on-site, productive labour	20	/call	\$ _____	\$ _____
	Apprentice hourly labour rate, in addition to the above, for calls exceeding one hour	1	/hour	\$ _____	\$ _____
B	<b>Outside Regular Working Hours 16:00 – 07:30, Monday thru Friday</b>				
	Service call, including the first hour of on-site, productive labour: One plumber	5	/call	\$ _____	\$ _____
	Service call, including the first hour of on-site, productive labour: Two plumbers	5	/call	\$ _____	\$ _____
	Hourly overtime labour rate, in addition to the above, for calls exceeding one hour: One plumber	10	/hour	\$ _____	\$ _____
	Hourly overtime labour rate, in addition to the above, for calls exceeding one hour: Two plumbers	24	/hour	\$ _____	\$ _____
	Apprentice service call, including the first hour of on-site, productive labour	5	/call	\$ _____	\$ _____
	Apprentice hourly labour rate, in addition to the above, for calls exceeding one hour	10	/hour	\$ _____	\$ _____
C	<b>Weekends and Statutory Holidays</b>				
	Service call, including the first hour of on-site, productive labour: One plumber	5	/call	\$ _____	\$ _____
	Service call, including the first hour of on-site, productive labour: Two plumbers	5	/call	\$ _____	\$ _____
	Hourly overtime labour rate, in addition to the above, for calls exceeding one hour, weekends and statutory holidays: One plumber	8	/hour	\$ _____	\$ _____
	Hourly overtime labour rate, in addition to the above, for calls exceeding one hour, weekends and statutory holidays: Two plumbers	12	/hour	\$ _____	\$ _____
	Apprentice Service call, including the first hour of on-site, productive labour:	5	/call	\$ _____	\$ _____
	Apprentice Hourly overtime labour rate, in addition to the above, for calls exceeding one hour, weekends and statutory holidays	8	/hour	\$ _____	\$ _____
	Contractor's Mark Up on Allowance for unspecified material, replacement parts, required permits and certificates (% mark up x \$50,000.00)	\$50,000.00	%	\$ _____	\$ _____
<b>Sub Total C): Estimated Total Amount 3rd Year GST/HST Extra</b>					\$ _____

#### 4.1 Unit Price Schedules - Rates (continued)

#### 4.2 TOTAL EVALUATED PRICE (Initial 1 Year Term + 2nd Year + 3<sup>rd</sup> Year)

Col. 1	Col. 2	Col. 3	Col. 4
Sub Total SCHEDULE A) Initial Year Term	Sub Total SCHEDULE B) 2nd Year	Sub Total SCHEDULE B) 3 <sup>rd</sup> Year	Total Evaluated Price (col.1 + col.2 + col.3 = col.4)
\$ _____	\$ _____	\$ _____	\$ _____ GST/HST Extra

These items will be used for cost evaluation purposes only and do not constitute a guarantee or commitment on behalf of Canada of the quantity or amount to be used under the Standing Offer.

A rate must be entered for each item.

The Offeror agrees that the Price(s) per Unit as tendered govern in calculating the Total Evaluated Price. The Offeror understands that any errors in the extension of the Price per Unit, in the addition of the Estimated Total Price, and Estimated Total Amount will be corrected in order to obtain the Total Evaluated Price.

**Cost will be evaluated on the Total Evaluated Price in Column 4. It is anticipated that only one standing offer will be issued to the lowest compliant offeror.**

**ANNEX F**  
**Code of Conduct and Certifications**

**COMPLETE LIST OF EACH INDIVIDUAL WHO IS CURRENTLY ON THE OFFEROR'S BOARD OF DIRECTORS**

*NOTE TO OFFERORS: LEGIBLY PRINT OR TYPE DIRECTOR' SURNAMES AND GIVEN NAMES*

**ANNEX G**

*Insurance Certificate*

**SEE ATTACHED**

## ANNEX H

### Voluntary Certification to Support the Use of Apprentices

1. To encourage employers to participate in apprenticeship training, Contractors bidding on construction and maintenance contracts by Public Works and Government Services Canada (PWGSC) are being asked to sign a voluntary certification, signaling their commitment to hire and train apprentices.
2. Canada is facing skills shortages across various sectors and regions, especially in the skilled trades. Equipping Canadians with skills and training is a shared responsibility. In Economic Action Plan (EAP) 2013, the Government of Canada made a commitment to support the use of apprentices in federal construction and maintenance contracts. Contractors have an important role in supporting apprentices through hiring and training and are encouraged to certify that they are providing opportunities to apprentices as part of doing business with the Government of Canada.
3. Through the Economic Action Plan 2013 and support for training programs, the Government of Canada is encouraging apprenticeships and careers in the skilled trades. In addition, the government offers a tax credit to employers to encourage them to hire apprentices. Information on this tax measure administered by the Canada Revenue Agency can be found at: [www.cra-arc.gc.ca](http://www.cra-arc.gc.ca). Employers are also encouraged to find out what additional information and supports are available from their respective provincial or territorial jurisdiction.
4. Signed certifications will be used to better understand contractor use of apprentices on Government of Canada maintenance and construction contracts and may inform future policy and program development.
5. The Contractor hereby certifies the following:

*In order to help meet demand for skilled tradespeople, the Contractor agrees to use, and require its subcontractors to use, reasonable commercial efforts to hire and train registered apprentices, to strive to fully utilize allowable apprenticeship ratios<sup>1</sup> and to respect any hiring requirements prescribed by provincial or territorial statutes.*

The Contractor hereby consents to this information being collected and held by PWGSC, and Employment and Social Development Canada to support work to gather data on the hiring and training of apprentices in federal construction and maintenance contracts.

<sup>1</sup> The journey-person-apprentice ratio is defined as the number of qualified/certified journeypersons that an employer must employ in a designated trade or occupation in order to be eligible to register an apprentice as determined by provincial/territorial (P/T) legislation, regulation, policy directive or by law issued by the responsible authority or agency.

*Name:*

*Signature:*

*Company Name:*

*Company Legal Name:*

*Solicitation Number:*

*Optional information to provide:*

*Number of apprentices planned to be working on this contract:*

*Trades of those apprentices:*



**DEPARTMENT OF NATIONAL DEFENCE**

**STANDING OFFER AGREEMENT**

**MINOR PLUMBING  
REPAIRS, REPLACEMENT  
AND  
RENOVATIONS**

EDMONTON GARRISON

## 1 Services Required

- .1 Service under this agreement shall cover the supply of:

On an “as and when requested” basis, and upon approval of quote, supply all supervision, material, equipment, labour and transportation required to perform plumbing repairs, maintenance or renovations of equipment or buildings located at Edmonton Garrison.

## 2 Qualifications of Workers (General)

- .1 The Offeror shall provide workers with Alberta Journeymen Certification for each trade on site. Proof of certification shall be provided to the Project Authority upon request. Apprentice ratio shall be in accordance with certification authority regulations.
- .2 All workers on site shall be familiar with all safety practices pertaining to general work site safety and safety in reference to their specific trade.
- .3 All workers shall have received WHIMIS training.
- .4 The above conditions apply to all Sub – Contractors on site.

## 3 Supervision

- .1 The Offeror shall provide, at the job site, a full time, experienced, competent person capable of and having authority to speak on behalf of the Offeror on day-to-day routine matters.

## 4 Tools

- .1 Tradespersons shall have, on site, all required tools normally associated with their trade and any specialty tools, which are required to complete the requested work.

## 5 Equipment

- .1 Offeror shall supply all equipment (e.g. backhoe, haulage trucks etc) complete with competent, licensed operators.

6 Piece work and Sub Contracting of Work

- .1 When the Offeror sub contracts work out for a fixed unit price, the Offeror shall indicate these costs on the estimate sheet (quote) submitted to the Contract Inspector for approval of the requested work.
- .2 The Offeror's responsibility is not lessened by the sub contracting of work.

7 Use of Site

- .1 Site usage will vary from job to job. Restrictions will be addressed when a Scope of Work or request for estimate / quote is made.
- .2 The Offeror shall not unreasonably encumber the work site with material or equipment.

8 Codes and Standards

- .1 Perform all work in accordance with National Building Code of Canada (NBC), Canadian Electrical Code, Canadian Plumbing Code and all other applicable Federal, Provincial and Municipal Codes pertaining to the trades involved in this specification. The Offeror shall perform all work in accordance with current revisions of all applicable Federal, Provincial and Municipal codes including, but not limited to, safety, labour and construction.
- .2 Materials and workmanship must conform to or exceed the applicable standards of the Canadian Standards Association (CSA), American Society for Testing and Materials (ASTM) and other referenced organisations.
- .3 Observe and enforce all Construction Safety Measures required by the National Building Code, Workers Compensation Board, and Municipal Statutes and Authorities.

9 Permits

- .1 The Offeror shall be in possession of a valid dig permit issued by DND before commencement of excavations or like works. It is the contractor's responsibility to locate and mark all underground utilities before any excavation will be permitted. Hand digging is mandatory when working in close proximity to any underground utility.

- .2 The Offeror shall be in possession of a valid Hot Work Permit issued by DND (Base Firehall) prior to performing any cutting, welding or soldering using an open flame. Fire orders and regulations form a part of these specifications. Fire orders are to be obtained from the Engineering Department prior to commencement of work.

10 WHMIS

- .1 The Offeror shall maintain current copies of WHMIS data sheets on site for products being used.

11 Call – Up Response Times

- .1 For call-ups requesting estimates or quotes, the total time between call-up and submittal of quote shall be 5 working days unless waived by the Contract Inspector.
- .2 The Offeror shall include the expected start and completion dates on the submitted quote.

12 Work Schedule

- .1 The Offeror shall report to the Contract Inspector prior to starting any work.
- .2 Edmonton Garrison working hours are 07:30 – 16:00 (7:30 AM – 4:00 PM) Monday – Friday excepting Statutory Holidays.
- .3 Work outside of these hours must be pre-approved by the Officer Commanding (OC), Engineer Services Company or their representative prior to the start of work.
- .4 Schedules shall not be changed without the prior approval of both the OC, Engineer Services Company or their representative and the Offeror.

13 Products / Materials

- .1 The Offeror shall supply and use new products unless otherwise specified by the Contract Inspector.
- .2 The Offeror shall comply with manufacturers latest printed instructions for products / materials used.

- .3 The Offeror shall notify the Contract Inspector, in writing, of any conflict between the Scope of Work and the manufacturers instructions. The Contract Inspector will indicate, in writing, which document is to be followed.
- .4 The Offeror shall deliver, store and maintain packaged material and equipment with Manufacturers seals and labels intact.
- .5 The Offeror shall prevent damage, adulteration and soiling of material and equipment during delivery, handling and storage. The Offeror shall immediately remove rejected material and equipment from the work site.
- .6 Material and equipment shall be stored in accordance with manufacturers / suppliers' instructions.
- .7 The Offeror shall touch up damaged factory finished surfaces to the Contract Inspectors satisfaction where practicable. Primer or enamel to match original. Nameplates shall not be removed or painted over.

14 Scopes of Work

- .1 DND will issue Scopes of Work with sketches / drawings where applicable indicating location, type of work, full description of work, extent of work and details of specific materials or specific methods if required. The location of fixtures, apparatus, outlets, etc, shown or specified shall be considered as approximate. The actual location shall be as directed and required to suit conditions at the time of installation and as is reasonable. Before installation, inform the Engineer of the impending installation, and consult with him for actual location.

15 Examination of Plans, Specifications and Site

- .1 The submission of a quote / estimate shall be considered evidence that the Offeror has made an investigation of the work and has become familiar with the site and the conditions to be encountered in performing the work and the requirements of the plans and specifications.

16 Smoking

- .1 There is NO SMOKING permitted within DND buildings.

17 Power and Water

- .1 DND will supply free of charge temporary electric power and water for construction purposes. The supply is temporary and is subject to cut off without notice due to DND requirements. It is the Offeror's responsibility to get power and water to the work site as required.

18 Execution of Work

The Offeror shall:

- .1 assume all responsibility for, and execute complete layout of, work to locations, lines and elevations indicated;
- .2 supply such devices as required to facilitate the inspection of work;
- .3 the Offeror shall not remove any material or equipment from the job site without permission from the Project Authority. All material deemed unsalvageable by the Project Authority shall be removed by the Offeror from the job site;
- .4 provide temporary means to maintain security or weather protection if security or weather protection is compromised during the execution of work.
- .5 shall accept liability for and make good for damages to DND material, property, structures or equipment caused by the Offeror;
- .6 provide temporary dust screens, barriers and warning signs in locations where work is adjacent to normal building operations;
- .7 execute cutting (including excavations), fitting and patching of work that may be required to make work fit properly together to receive or be received by other work;
- .8 where existing work is altered or cut, patch and make good to match existing adjacent surfaces.
- .9 obtain approval from the Contract Inspector prior to cutting, coring or installing sleeves in load bearing members;
- .10 make cuts with clean, true, smooth edges. Make patches inconspicuous in final assembly;
- .11 fit work tightly to pipes, sleeves ducts and conduits seal where necessary;

- .12 obtain written consent from the Contract Inspector prior to using explosive actuated fasteners;
  - .13 Where work of this contract involves breaking into or connecting to existing services, carry out work at times directed by governing authorities with a minimum of disturbance to pedestrian and vehicular traffic and to the occupants and function of the existing building. Provide and install as and when required, barriers, flashing lights, signs and the like;
  - .14 Construct and maintain scaffolding in a rigid and secure manner. Erect independent of walls. Remove when no longer required; and
  - .15 Where work of this contract involves breaking into or piecing a fire wall ensure that appropriate fire stopping material is used to return it to original state.
- .19 Cleaning During Execution of Work
- The Offeror shall:
- .1 clean work site daily of accumulated debris preventing accumulation of wastes which create hazardous conditions;
  - .2 provide on site dump waste containers for collection of waste materials and debris, store volatile wastes in covered metal containers and remove from premises daily resultant from work;
  - .3 schedule cleaning operations so that resulting dust, debris and other contaminants will not fall on wet, newly painted surfaces or contaminate building systems;
  - .4 store volatile waste in covered metal containers and remove from premises at the end of each day.
  - .5 provide adequate ventilation during use of volatile or noxious substances. Use of building ventilation systems is not permitted for this purpose.
- .20 Final Cleaning
- The Offeror shall:
- .1 remove grease, dust, dirt, stains, labels, fingerprints and other foreign materials from interior and exterior finished surfaces including glass and other polished surfaces;

- .2 broom clean smooth floors and paved surfaces, vacuum construction dust from carpeting and rake clean other surfaces of grounds;
- .3 remove debris and surplus materials from crawl areas and other accessible concealed spaces.

.21 Disposal of Waste

- .1 The Offeror shall not bury rubbish and waste materials on site unless approved by the Contract Inspector.
- .2 The Offeror shall not dispose of waste or volatile materials, such as mineral spirits, oil or paint, into waterways, storm or sanitary sewers. Materials shall be stored in approved containers and disposed of according to local environmental laws.
- .3 All waste materials shall be disposed of off DND property unless otherwise directed by the Contracts Inspector.

22 Warranties

- .1 The Offeror shall warrant all materials and workmanship for a period of one (1) year after date of acceptance. If, at any time during this period, any portion of the work requires repairs by reason of faulty material or workmanship, the DND shall notify the Offeror that such repairs are necessary and shall define the amount and nature of the work to be done in order to restore it to its condition at acceptance. If the Offeror does not cause such repairs to be completed within ten (10) working days after such notice, the DND shall have the right to purchase the materials and labour to execute the repairs and the cost shall be charged to the Offeror.

23 Invoicing

- .1 Original invoices shall be submitted within five (5) working days of completion of work.
- .2 Invoices shall have lump sum line item and a separate line item with GST. GST registration number shown separately.
- .3 Invoice shall also indicate the DND Engineer Services Company work order number and contract requisition number.

24 Fire Safety Plan

- .1 The Offeror shall ensure that their personnel familiarize themselves with the work area; making note of locations of alarm stations, hose cabinets, exits and telephones.
- .2 Fires and burning of rubbish is prohibited on Edmonton Garrison.