

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

**Public Works Government Services Canada- Bid
Receiving / Réception des soumissions
189 Prince William Street
Room 405
Saint John
New Brunswick
E2L 2B9**

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 Government Services Canada- Bid
Receiving / Réception des soumissions
189 Prince William Street
Room 405
Saint John
New Bruns
E2L 2B9

Title - Sujet CFB Gagetown - S/O Signage	
Solicitation No. - N° de l'invitation W0105-14E060/A	Date 2014-09-16
Client Reference No. - N° de référence du client W0105-14E060	GETS Ref. No. - N° de réf. de SEAG PW-\$PWB-007-3474
File No. - N° de dossier PWB-4-37059 (007)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-10-27	Time Zone Fuseau horaire Atlantic Daylight Saving Time ADT
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Ellis-Herring , Alison PWB	Buyer Id - Id de l'acheteur pwb007
Telephone No. - N° de téléphone (506)636-3908 ()	FAX No. - N° de FAX (506)636-4376
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Signage Standing Offer 5CDSB Gagetwon OROMOCTO New Brunswick Canada	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

Solicitation No. - N° de l'invitation

W0105-14E060/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pwb007

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

W0105-14E060

File No. - N° du dossier

PWB-4-37059

CCC No./N° CCC - FMS No/ N° VME

Solicitation No. - N° de l'invitation
W0105-14E060/A
Client Ref. No. - N° de réf. du client
W0105-14E060

Amd. No. - N° de la modif.
File No. - N° du dossier
PWB-4-37059

Buyer ID - Id de l'acheteur
pwb007
CCC No./N° CCC - FMS No./N° VME

**REQUEST FOR STANDING OFFER (RFSO)
SIGNAGE FOR CDSB GAGETOWN AND TRAINING AREA
TABLE OF CONTENTS**

PART 1 - GENERAL INFORMATION

1. Introduction
2. Summary
3. Debriefings

PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions
2. Submission of Offers
3. Enquiries - Request for Standing Offers
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

PART 5 - CERTIFICATIONS

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

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer
2. Standard Clauses and Conditions
3. Term of Standing Offer
4. Authorities
5. Identified Users
6. Call-up Procedures
7. Call-up Instrument
8. Limitation of Call-ups
9. Financial Limitation
10. Priority of Documents
11. Certifications
12. Applicable Laws
13. Insurance Requirements

Solicitation No. - N° de l'invitation

W0105-14E060/A

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

W0105-14E060

Amd. No. - N° de la modif.

File No. - N° du dossier

PWB-4-37059

Buyer ID - Id de l'acheteur

pwb007

CCC No./N° CCC - FMS No./N° VME

B. RESULTING CONTRACT CLAUSES

1. Requirement
2. Standard Clauses and Conditions
3. Term of Contract
4. Payment
5. Invoicing Instructions
6. *SACC Manual* Clauses
7. Shipping Instructions

List of Annexes:

- Annex A - Basis of Payment
- Annex B - Certifications
- Annex C - Complete list of each individual who is currently on the Bidder's Board of Directors
- Annex D - Specification

Solicitation No. - N° de l'invitation
W0105-14E060/A
Client Ref. No. - N° de réf. du client
W0105-14E060

Amd. No. - N° de la modif.
File No. - N° du dossier
PWB-4-37059

Buyer ID - Id de l'acheteur
pwb007
CCC No./N° CCC - FMS No./N° VME

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 Basis of Payment, Certifications, Complete list of each individual who is currently on the Bidder's Board of Directors and Specification.

2. Summary

The Department of National Defence (DND), CFB Gagetown, Oromocto, New Brunswick has a requirement for the establishment of a Regional Individual Standing Offer (RISO). This Standing Offer is for the provision of all labour, material and equipment required to provide signage services at 5 CDSB Gagetown, Oromocto, New Brunswick. The work will be performed as and when requested, during the period of Date of award to March 31, 2016, in accordance with the Specification attached Annex "D".

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

The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA) and the Agreement on Internal Trade (AIT).

3. Debriefings

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

Solicitation No. - N° de l'invitation
W0105-14E060/A
Client Ref. No. - N° de réf. du client
W0105-14E060

Amd. No. - N° de la modif.
File No. - N° du dossier
PWB-4-37059

Buyer ID - Id de l'acheteur
pwb007
CCC No./N° CCC - FMS No./N° VME

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>) 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.

1.1 SACC Manual Clauses

SACC Reference	Section	Date
C9000T	Pricing	2010/08/16
M1004T	Condition of Material	2011/05/16

2. Submission of Offers

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

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

Offers by facsimile will be accepted. Facsimile Number is (506) 636-4376.

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.

Solicitation No. - N° de l'invitation
W0105-14E060/A
Client Ref. No. - N° de réf. du client
W0105-14E060

Amd. No. - N° de la modif.
File No. - N° du dossier
PWB-4-37059

Buyer ID - Id de l'acheteur
pwb007
CCC No./N° CCC - FMS No./N° VME

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 New Brunswick.

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.

Solicitation No. - N° de l'invitation
W0105-14E060/A
Client Ref. No. - N° de réf. du client
W0105-14E060

Amd. No. - N° de la modif.
File No. - N° du dossier
PWB-4-37059

Buyer ID - Id de l'acheteur
pwb007
CCC No./N° CCC - FMS No./N° VME

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

Section I: Financial Offer

Offerors must submit their financial offer in accordance with "Annex "A", 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.

Solicitation No. - N° de l'invitation
W0105-14E060/A
Client Ref. No. - N° de réf. du client
W0105-14E060

Amd. No. - N° de la modif.
File No. - N° du dossier
PWB-4-37059

Buyer ID - Id de l'acheteur
pwb007
CCC No./N° CCC - FMS No./N° VME

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers, including the financial evaluation criteria.

1.1 Financial Evaluation

SACC Reference	Section	Date
M0220T	Evaluation of Price	2013/04/25

1.1.1 Offerors will be evaluated on the basis of the lowest overall Total Estimated Amount in Canadian dollars, the Harmonized Sales Tax (HST) excluded. The Total Evaluated Price will be calculated using the estimated usage figures on the Pricing Schedule (See Annex "A"). Offerors are required to bid on all line items in the Pricing Schedule or their offer may be considered non-responsive.

2. Basis of Selection

2.1 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.

Solicitation No. - N° de l'invitation
W0105-14E060/A
Client Ref. No. - N° de réf. du client
W0105-14E060

Amd. No. - N° de la modif.
File No. - N° du dossier
PWB-4-37059

Buyer ID - Id de l'acheteur
pwb007
CCC No./N° CCC - FMS No./N° VME

PART 5 - CERTIFICATIONS

Offerors must provide the required certifications and documentation 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, if any certification is found to be untrue whether 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 with this request will also render the Offer non-responsive or may result in the setting aside of the Standing Offer or will constitute a default under the Contract.

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

1.1.1 Integrity Provisions - Associated Information

By submitting an offer, the Offeror certifies that the Offeror and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Offer of Standard Instructions 2006. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

1.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

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

Solicitation No. - N° de l'invitation
W0105-14E060/A
Client Ref. No. - N° de réf. du client
W0105-14E060

Amd. No. - N° de la modif.
File No. - N° du dossier
PWB-4-37059

Buyer ID - Id de l'acheteur
pwb007
CCC No./N° CCC - FMS No./N° VME

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

1.1 The Offeror offers to fulfill the requirement in accordance with the Requirement at Annex "D".

2. 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>) issued by Public Works and Government Services Canada.

2.1 General Conditions

2005 (2014/06/26) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

3. Term of Standing Offer

3.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from Date of award to March 31, 2016.

4. Authorities

4.1 Standing Offer Authority

The Standing Offer Authority is:

Alison Ellis-Herring
Public Works and Government Services Canada
Acquisitions Branch
Real Property Contracting
189 Prince William, Room 405
Saint John, N.B.
E2L 2B9

Telephone: (506) 636-3908
Facsimile: (506) 636-4376
E-mail address: alison.ellis-herring@pwgsc.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.

Solicitation No. - N° de l'invitation
W0105-14E060/A
Client Ref. No. - N° de réf. du client
W0105-14E060

Amd. No. - N° de la modif.
File No. - N° du dossier
PWB-4-37059

Buyer ID - Id de l'acheteur
pwb007
CCC No./N° CCC - FMS No./N° VME

4.2 Project Authority

The Project Authority for the Standing Offer is:

Details will be provided in any 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.

4.3 Offeror's Representative (Offeror please complete)

Name:
Telephone: ()
Fax: ()
E-mail:

5. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is:

Department of National Defence
3 ASG Engineer branch
Building B-18, CFB Gagetown
Oromocto, New Brunswick

6. Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form CF-942, Call-up Against a Standing Offer, or an electronic version.

7. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$28,250.00 (Applicable Taxes included).

8. Financial Limitation

Financial Limitation - Total

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$100,000.00 (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.

Solicitation No. - N° de l'invitation
W0105-14E060/A
Client Ref. No. - N° de réf. du client
W0105-14E060

Amd. No. - N° de la modif.
File No. - N° du dossier
PWB-4-37059

Buyer ID - Id de l'acheteur
pwb007
CCC No./N° CCC - FMS No./N° VME

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.

9. 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
- d) the general conditions, 2010A (2014/06/26), General Conditions - Goods (Medium Complexity);
- f) Annex D, Specification;
- g) Annex A, Basis of Payment;
- h) Any amendment issued or any allowable offer revision received before the date and time set for solicitation closing
- i) the Offeror's offer

10. Certifications

10.1 Compliance

Compliance with the certifications and related documentation 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, provide the related documentation 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.

11. 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 **New Brunswick**.

12. Estimates

SACC Manual clause M3800C (2006-08-15) Estimates

13. Insurance Requirements

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

Solicitation No. - N° de l'invitation

W0105-14E060/A

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

W0105-14E060

Amd. No. - N° de la modif.

File No. - N° du dossier

PWB-4-37059

Buyer ID - Id de l'acheteur

pwb007

CCC No./N° CCC - FMS No./N° VME

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Standing Offer 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 Standing Offer Authority within seven (7) days after request from the Standing Offer Authority and prior to award of the Standing Offer, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Standing Offer Authority, forward to Canada a certified true copy of all applicable insurance policies.

Solicitation No. - N° de l'invitation
W0105-14E060/A
Client Ref. No. - N° de réf. du client
W0105-14E060

Amd. No. - N° de la modif.
File No. - N° du dossier
PWB-4-37059

Buyer ID - Id de l'acheteur
pwb007
CCC No./N° CCC - FMS No./N° VME

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. Requirement

The Contractor must provide the items detailed in the call-up against the Standing Offer.

2. Standard Clauses and Conditions

2.1 General Conditions

2010A (2014/06/26), General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.

Section 16 Interest on Overdue Accounts of 2010A (2014/06/26), General Conditions - Goods (Medium Complexity), will not apply to payments made by credit cards.

3. Term of Contract

3.1 Delivery Date

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

4. Payment

4.1 Basis of Payment

Basis of Payment – Firm Price, Firm Unit Price(s) or Firm Lot Prices

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid **a firm unit price as specified in Annex B, the Basis of Payment**. Customs duties are excluded and Applicable Taxes are extra.

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.

4.2 Limitation of Price

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

4.3 Single Payments

SACC Reference
H1000C

Section
Single Payment

Date
2008/05/12

Solicitation No. - N° de l'invitation
W0105-14E060/A
Client Ref. No. - N° de réf. du client
W0105-14E060

Amd. No. - N° de la modif.
File No. - N° du dossier
PWB-4-37059

Buyer ID - Id de l'acheteur
pwb007
CCC No./N° CCC - FMS No./N° VME

4.4 SACC Manual Clauses

SACC Reference	Section	Date
C2000C	Taxes - Foreign-based Contractors	2007/11/30

4.5 Payment by Credit Card

The following credit cards are accepted: _____ and _____.

5. 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.
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.

Solicitation No. - N° de l'invitation
W0105-14E060/A
Client Ref. No. - N° de réf. du client
W0105-14E060

Amd. No. - N° de la modif.
File No. - N° du dossier
PWB-4-37059

Buyer ID - Id de l'acheteur
pwb007
CCC No./N° CCC - FMS No./N° VME

6. SACC Manual Clauses

SACC Reference	Section	Date
A9062C	Canadian Forces Site Regulations	2011/05/16
B7500C	Excess Goods	2006/06/16
D0018C	Delivery and Unloading	2007/11/30

7. Shipping Instructions - Delivery at Destination

Goods must be consigned to the destination specified in the Contract:

Incoterms 2000 "DDP Delivered Duty Paid" CFB Gagetown, Oromocto, New Brunswick, Incoterms 2000.

Solicitation No. - N° de l'invitation
W0105-14E060/A
Client Ref. No. - N° de réf. du client
W0105-14E060

Amd. No. - N° de la modif.
File No. - N° du dossier
PWB-4-37059

Buyer ID - Id de l'acheteur
pwb007
CCC No./N° CCC - FMS No./N° VME

ANNEX "A"
Basis of Payment

Item	Class of Service	Unit of Measure	Estimated Quantity	Price/Unit	Total
1	Exterior metal/aluminum identification signs, as detailed in Annex A, Unit and Lodger Unit identification signs: 2400 mm high by 3000 mm wide	each	25		
2	Exterior metal/aluminum identification signs, as detailed in Annex A, Unit and Lodger Unit identification signs: 1150 mm high by 1450 mm wide	each	20		
3	Exterior metal/aluminum identification signs, as detailed in Annex A, Unit and Lodger Unit identification signs: 750 mm high by 1450 mm wide	each	20		
4	Exterior metal/aluminum identification signs, as detailed in Annex A, Building number signs: , 200 mm high by 380 mm wide	each	25		
5	Exterior metal/aluminum identification signs, as detailed in Annex A, Parking spot identification signs: 150 mm high by 200 mm wide	each	10		

Solicitation No. - N° de l'invitation
W0105-14E060/A
Client Ref. No. - N° de réf. du client
W0105-14E060

Amd. No. - N° de la modif.
File No. - N° du dossier
PWB-4-37059

Buyer ID - Id de l'acheteur
pw007
CCC No./N° CCC - FMS No./N° VME

Item	Class of Service	Unit of Measure	Estimated Quantity	Price/Unit	Total
6	Exterior metal/aluminum identification signs, as detailed in Annex A, Parking spot identification signs: 215 mm high by 280 mm wide	each	10		
7	All product and materials will be invoiced at the Contractor's wholesale cost plus a percentage for mark-up, estimated at \$1,000. The Contractor is to submit a percent of mark-up for tendering purposes: <div>Allowance + Mark-up = TOTAL</div>	Allowance	\$1,000.00	Mark-up in \$	\$

Amount of Offer	
Note: The estimated quantity entered in column four for each item is an estimate only for services as and when requested and does not infer that all the quantities for that item will be utilized or that the quantities may not be exceeded.	

Solicitation No. - N° de l'invitation
W0105-14E060/A
Client Ref. No. - N° de réf. du client
W0105-14E060

Amd. No. - N° de la modif.
File No. - N° du dossier
PWB-4-37059

Buyer ID - Id de l'acheteur
pwb007
CCC No./N° CCC - FMS No./N° VME

ANNEX "B"

Certifications Precedent to Standing Offer Award

1. Proof of liability insurance for a minimum amount of two million (\$2,000,000) as specified below.

INSURANCE REQUIREMENTS

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 the Department of National Defence.
 - (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.

Solicitation No. - N° de l'invitation
W0105-14E060/A
Client Ref. No. - N° de réf. du client
W0105-14E060

Amd. No. - N° de la modif.
File No. - N° du dossier
PWB-4-37059

Buyer ID - Id de l'acheteur
pwb007
CCC No./N° CCC - FMS No./N° VME

ANNEX C

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

NOTE TO OFFERORS
WRITE DIRECTOR'S SURNAMES AND GIVEN NAMES IN BLOCK LETTERS

Solicitation No. - N° de l'invitation
W0105-14E060/A
Client Ref. No. - N° de réf. du client
W0105-14E060

Amd. No. - N° de la modif.
File No. - N° du dossier
PWB-4-37059

Buyer ID - Id de l'acheteur
pwb007
CCC No./N° CCC - FMS No./N° VME

ANNEX D

SPECIFICATION



**DEPARTMENT OF NATIONAL DEFENCE
5 ENGINEER SERVICES SQUADRON
5 ENGINEER SERVICES UNIT
5 CDSB GAGETOWN**

SPECIFICATION

**STANDING OFFER AGREEMENT
SIGNAGE FOR 5 CDSB GAGETOWN AND TRAINING AREA
DATE OF AWARD TO 31 MARCH 2016**


Designed by


Fire Inspector


Project O


Engineering O

PF No:

Job No: L-G2-9900/1641

Date: 2014-07-10

National Defence	List of Contents	Section	00000
Job No. L-G2-9900/1641		Page	1
5 CDSB Gagetown, N.B.			2014-07-10

<u>Section</u>	<u>Title</u>	<u>Pages</u>
<u>Division 00 - Procurement and Contracting Requirements</u>		
00 21 13	Instructions to Bidders	5
<u>Division 01 - General Requirements</u>		
01 35 30	Health and Safety	1
01 35 35	DND Fire Safety Requirements	3
01 35 43	Environmental Protection	1
<u>Division 10 - Specialties</u>		
10 14 54	Signs	3
<u>List of Annexes</u>		
Annex A - 5 CDSB Exterior Identification Signs		1
Annex B - The 5 CDSB Table of Standard Signs		8

PART 1 - GENERAL

- 1.1 Description of Work
- .1 Work specified under this Standing Offer Agreement (SOA) covers the provision of all labour, material, and equipment required to provide signage services at 5 CDSB Gagetown as directed and specified herein.
- .2 Work specified under this SOA is performed on an as requested basis. See Paragraph 1.9 Work Requisition for further details.
- .3 Deliveries and site visits required under this SOA will normally be conducted during regular working hours: 7:30 am to 4:00 pm, Monday to Friday inclusive.
- 1.2 Duration of Contract
- .1 The period of this Standing Offer Agreement is from date of award to 31 March 2016.
- 1.3 Engineer
- .1 The Engineer, as defined and stated in this specification, will be the Commanding Officer 5 Engineer Services Unit or a designated representative. The address of the Engineer is:
- Contracts Office
5 Engineer Services Unit
Building B18
5 CDSB Gagetown
PO Box 17000 Stn Forces
Oromocto, NB. E2V 4J5
- Tel: (506) 422-2000 Ext 2677
Fax: (506) 422-1248
- 1.4 Site Visit
- .1 All Contractors may attend a site visit prior to tendering, in order to familiarize themselves with the premises and the work to be performed.

1.5 Liability Insurance

- .1 The Contractor shall provide proof of Liability Insurance for the amount of Two Million dollars (\$2,000,000.00) to PWGSC prior to award of this Standing Offer Agreement.

1.6 Contractor Passes

- .1 All Contractor employees will carry an authorized Contractor Pass while employed on Department of National Defence (DND) property. Such passes will be produced on demand to Military Police, Commissionaires, Security Guards and persons in authority.
- .2 The Contractor will complete an application form for each employee. The Contractor will accompany the employee to the Military Police Identification Section located at Building F-19 for issuance of pass.
- .3 A photocopy of employee passes is to be provided to the Engineer.
- .4 The Contractor will ensure Contractor passes are recovered from employees who cease to be employed on DND property. Such passes shall be returned to the Military Police Identification Section located in Building F-19 by the Contractor.

1.7 Site Access

- .1 While within the confines of property belonging to DND, the Contractor and their employees shall be subject to the Standing Orders as laid down by the Authority of that facility.

1.8 Standard of Work

- .1 The Contractor will carry out services as detailed within this specification using the most current acceptable standards and trade practices.
- .2 The Contractor will guarantee all materials and workmanship for a period of one year or the manufacturer's guarantee, whichever is longer, after acceptance by the Engineer. Any defects which may develop during this period will be rectified and made good to the satisfaction of the Engineer, by the Contractor at their own expense.

1.9 Work
Requisition

- .1 Work under this SOA will be issued to the Contractor on Form CF - 942, Call-Up Against a Standing Offer, sometimes referred to as a work requisition. This requisition defines the scope of work for a particular sign. Procedures for submittal/acceptance of work requisitions are as follows:
- .1 The Contractor will provide the Engineer the telephone number, fax number and address of their representative, that can be contacted at all times, to receive and confirm work;
- .2 The Contractor, on receipt of an acceptance of Tender, will be advised by the Engineer in writing, the names of persons authorized to request service. Work undertaken at the request of others will be entirely at the Contractor's risk with regard to payment;
- .3 The Contractor will not refuse any work requisition issued by the Engineer and will respond within 48 hours of any request for service;
- .4 When service is requested, the Engineer will notify the Contractor and detail the requirement on Form CF - 942, Call-Up Against a Standing Offer. This form will be signed by the Engineer or an authorized representative, and sent to the Contractor. Included in the description of the requirement will be:
- .1 The type of sign, including size and quantity;
- .2 The layout and design, including materials and colours;
- .3 The written message component, in both official languages;
- .4 Any artwork, such as Unit crests, that may be required; and
- .5 Any delivery details, if required.
- .5 The Contractor will carry out the work as detailed on the work request. Completed signs shall be delivered to the Engineer (address indicated above) or to a designated representative (as indicated on the work request).
- .6 On completion of the work, including delivery, the Contractor will report to the Engineer and have a delivery/work report signed. Both a copy of the CF-942 and the delivery/work report must accompany the invoice for payment to be processed.

1.10 Quantities and .1
Basis of Payment

- The work under this SOA will be paid on a unit price (price per sign) basis. The Contractor will accept the payment as full consideration for everything furnished and done by them with respect to work. Prices shall include expenses, profit, tools, equipment, and transportation (travel time to and from the contractors base of operation will be included in the prices provided)
- .2 The Contractor must submit unit prices for the following exterior metal/aluminum identification signs. Measurements are listed in millimeters. See layout/design examples in Annex A:
- .1 Unit and Lodger Unit identification signs:
- .1 2400 mm high by 3000 mm wide;
Estimated Quantity: 25;
- .2 1150 mm high by 1450 mm wide;
Estimated Quantity: 20;
- .3 750 mm high by 1450 mm wide;
Estimated Quantity: 20;
- .2 Building number signs;
- .1 200 mm high by 380 wide;
Estimated Quantity: 25;
- .3 Parking spot identification signs;
- .1 150 mm high by 200 mm wide;
Estimated Quantity: 10;
- .2 215 mm high by 280 mm wide;
Estimated Quantity: 10;
- .3 The Contractor shall submit unit prices for all signs listed in Annex A, prices shall be submitted for each material indicated;
- .4 The Contractor shall submit prices for related/comparable miscellaneous signs, not specified herein. All material will be invoiced at the Contractor's wholesale cost, plus a percentage of mark-up. The Contractor shall submit all invoices for materials as supporting documentation when submitting invoices for miscellaneous signs. For tendering purposes, the Contractor will submit their percentage of mark on materials; **Estimated Quantity: One Thousand Dollars (\$1000.00);**
- .5 See section 10 14 54 for references for material specifications, fabrication and delivery details for items listed above.

1.10 Quantities and .6
Basis of Payment
(Cont'd)

The above mentioned quantities may increase or decrease, and are to be used only as a guide for tendering purposes. The quantities are not guaranteed and the Contractor will have no claim for the loss of anticipated profits as a result of these estimated quantities

1.11 Contractor's .1
use of site

.2 Do not unreasonably encumber site with materials or equipment.

.3 Move stored products or equipment which interfere with operations of Engineer or other Contractors.

.3 Contractor is to assure their staff enter only areas assigned to them for servicing.

1.12 Protection of .1
Property

.1 The Contractor undertakes and agrees to comply with all Base Standing Orders or other regulations in force on site where work is to be performed relating to the safety of persons on the site or the protection of property against loss or damage from any and all causes including fire.

PART 1 - GENERAL

- 1.1 Safety Measures
- .1 Observe and enforce safety regulations required by the Canada Labour Code Part 2; Provincial Government; WorkSafeNB, Municipal Statutes and Authorities.
 - .2 In event of conflict between any provisions of above authorities, the most stringent provision will apply.
 - .3 DND and the CAF are committed to providing a harassment free workplace. Any and all harassment must be reported.
 - .4 The Contractor will ensure that employees have sufficient Personal Protective Equipment to guard them from all hazards to which they may be exposed.

PART 1 - GENERAL

- 1.1 Fire Safety Plan .1 The Contractor and their personnel will be familiar with this section as well as The National Fire Code of Canada, latest edition and applicable building fire orders which are posted in all DND buildings.
- 1.2 Reporting Fires .1 Know the location of nearest fire alarm box and telephone, including the emergency phone number.
- .2 Report immediately all fire incidents to the Fire Department as follows:
- .1 Activate the nearest internal fire alarm pull station; or
- .2 Telephone: Dial 911; and
- .3 Depart building to a safe area for that building.
- .3 When reporting a fire by telephone, give the location of the fire, name or number of building and be prepared to verify the location.
- 1.3 Interior and Exterior Fire Protection and Alarm Systems .1 Fire protection and alarm systems shall not be:
- .1 Obstructed,
- .2 Shut-off; or
- .3 Left inactive at the end of a working day or shift without notification and authorization from the Fire Chief or his representative.
- .2 Fire hydrants, standpipes and hose systems shall not be used for other than fire fighting purposes unless authorized by the Fire Chief.
- 1.5 Smoking Policy .1 Smoking is NOT permitted in DND buildings.
-

1.6 Rubbish and
Waste Materials

- .1 Rubbish and waste materials are to be kept to a minimum.
- .2 The burning of rubbish is prohibited unless approved by the Base Fire Chief.
- .3 Remove all rubbish from the work site at the end of the work day or shift or as directed.
- .4 Storage:
 - .1 Extreme care is required where it is necessary to store oily waste in work areas to ensure maximum possible cleanliness and safety.
 - .2 Greasy or oily rags or materials subject to spontaneous combustion shall be deposited and kept in an approved receptacle and removed as required.

1.7 Flammable
Liquids

- .1 The handling, storage and use of flammable liquids are to be governed by the current National Fire Code of Canada.
 - .2 Flammable liquids such as gasoline, kerosene, naphtha may be kept for ready use in quantities not exceeding 45 litres provided they are stored in approved safety cans bearing the Underwriter's Laboratory of Canada or Factory Mutual seal of approval. Storage of quantities of flammable liquids exceeding 45 litres for work purposes, requires the permission of the Fire Chief.
 - .3 Transfer of flammable liquids is prohibited within buildings.
 - .4 Transfer of flammable liquids shall not be carried out in the vicinity of open flame or any type of heat-producing devices.
 - .5 Flammable liquids having a flash point below 38°C such as naphtha or gasoline shall not be used as solvents or cleaning agents.
 - .6 Flammable waste liquids, for disposal, shall be stored in approved containers located in a safe ventilated area. Quantities are to be kept to a minimum and the Fire Department is to be notified when disposal is required.
-

1.8 Hazardous
Substances

- .1 If the work entails the use of any toxic or hazardous materials, chemicals and/or explosives, or otherwise creates a hazard to life, safety or health, work shall be in accordance with the National Fire Code of Canada.
- .2 The Fire Chief is to be advised, and a "Hot Work" permit issued in all cases involving welding, burning or the use of blow torches and salamanders, in DND buildings or facilities. Special precautions are necessary to safeguard life and property from damage by fire or explosives.
- .3 Wherever work is being carried out in dangerous or hazardous areas involving the use of heat, fire watchers, equipped with sufficient fire extinguishers shall be provided. The determination of dangerous or hazardous areas along with the level of precaution necessary for fire Watch shall be at the discretion of the Fire Chief. Contractors are responsible for providing fire watch service for their work on a scale established and in conjunction with the Fire Chief at the pre-work conference.
- .4 Where flammable liquids, such as lacquers or urethanes are to be used, proper ventilation shall be assured and all sources of ignition are to be eliminated. The Fire Chief is to be informed prior to and at the cessation of such work.

1.9 Questions and/
or Clarification

- .1 Any questions or clarification on Fire Safety in addition to the above requirements shall be directed to and cleared through the Base Fire Chief.

PART 1 -GENERAL

- 1.1 General .1 The Contractor will take all reasonable steps to ensure that they and their employees have complied with all pertinent legislation and have protected the environment.
- 1.2 Disposal of Wastes .1 Do not bury rubbish or waste on site. All wastes must be disposed of in designated containers.
- .2 All potential hazardous wastes must be disposed of in a proper manner.
- 1.3 Spill Protection .1 The Contractor must have adequate clean up materials for any potential hazardous materials used in the completion of the work (ie. fuels, oils, lubricants, etc).
- .2 In the event of a spill the Contractor will immediately take corrective action to clean up the material.
- .3 In the event of a spill of over one litre of a hazardous material, the Contractor will immediately inform proper local authorities and take necessary remedial action.

PART 1 - GENERAL

- 1.1 References
- .1 Annex A, 5 CDSB Gagetown Exterior Identification Signs.
 - .2 Annex B, The 5 CDSB Gagetown Table of Standard Signs.
 - .3 The Federal Identity Program (FIP) Manual, available at:
<http://www.tbs-sct.gc.ca/fip-pcim>
 - .4 The Government of New Brunswick Work Area Traffic Control Manual (WATCM), available at:
<http://www2.gnb.ca/content/gnb/en/department/dti/publications.html>
 - .5 Any and all applicable ASTM, CAN/CSA, CGSB and any other current applicable standards and/or best trade practices for the fabrication and installation of signs.
 - .6 If there are any discrepancies between the references listed above, or the items specified below, and the most current applicable standards and trade practices, then the most current applicable standards and trade practices will supersede. Any such discrepancies, however, will be brought to the attention of the Engineer prior to the commencement of any work.
- 1.2 Measurement Procedures
- .1 Measurement for supply and fabrication of signboards will be based on individual unit, square metres of signboard message surface without deduction for corner rounding.
- 1.3 Design Requirements
- .1 Base Unit and Lodger Unit Identification Signs will:
 - .1 Have a solid coloured background;
 - .2 Have a single Unit crest or insignia, or multiple crests/insignia, depending on the Unit; and
 - .3 Have the Base Name and/or the Unit name, in solid white lettering, in both official languages.

1.3 Design
Requirements
(Cont'd)

- .2 Building number signs will:
 - .1 Have a solid white background; and
 - .2 Have the building number in solid black block lettering. Lettering sizing should be at a minimum 140 mm high by 64 mm wide, so as to be legible from a distance. Building numbers are combinations of letter(s) and numerical digit(s).
- .3 Parking spot identification signs will:
 - .1 Have a single, or multiple coloured solid background; and
 - .2 Have the acronym of the title or position of the person to whom the parking spot is designated. Block lettering is to be in an appropriate colour so as to be legible against the required coloured background. Typically lettering will be either white or black; and
 - .3 In some instances, a crest may be substituted for the multiple coloured background. In this case the background will be solid white.
- .4 For the above mentioned signs, all sizes are as listed in Section 00 21 13, 1.10;
- .5 For all other signs specified herein, see Annex B for design/layout, materials, and sizing information.

PART 2 - PRODUCTS

2.1 Materials

- .1 Exterior identification signs:
 - .1 Aluminum sheet: to ASTM B 209M, precut to required dimensions. Thickness will be determined by the size and purpose of the sign, as set out in applicable references and industry standards. Use 1.0 mm thickness for refurbishing existing sign panels.
- .2 Interior signs:
 - .1 Polyvinyl Chloride (PVC): suitable for sign manufacturing purposes. Thickness will be determined by the size and purpose of the sign, as set out in applicable references and industry standards.
- .3 Any substitutions of materials may be requested through the Engineer in writing. Requests for substitutions should include

- 2.1 Materials .3 (Cont'd)
(Cont'd)
sufficient material information so as to
allow comparison and assessment.
- 2.2 Fabrication .1 Lettering and symbols:
.1 Die-cut vinyl, as specified in CGSB
62-GP-9M; or
.2 Paint using required colour of finish
paint; or
.3 Screen printing.
- .2 Apply sign identification marking on the
lower left back face of each sign.
Identification shall include "DND" and the
date of installation (dd/mm/yyyy). Lettering
is to be solid black, no more than 25 mm in
height.

PART 3 - EXECUTION

- 3.1 Delivery .1 All completed signs are to be delivered to
the Engineer (at the address indicated in
Section 00 21 13) or to a designated
representative (as indicated on the work
request). The distance for delivery will not
exceed the distance from the base of
operations of the Contractor to the
Engineer.
- 3.2 Repair/
Restoration .1 Prepare new message on 1.0 mm aluminum
sheet.
- 3.3 Correcting
Defects .1 Correct defects as identified by Engineer in
sign message, consistency of lettering and
symbols, and/or colour.



Figure 1: example of Unit Sign, with single crest



Figure 2: example of Unit Sign, with multiple crests





Figure 3: example of building number sign













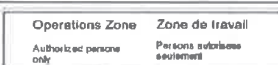

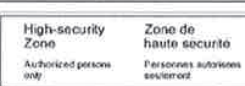





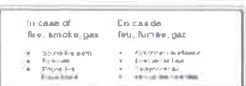


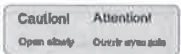

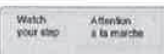
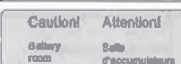
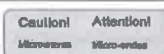



Figure 4: example of parking spot identification sign

MESSAGE	MESSAGE TRANSLATION	DIMENSIONS (mm) *	COLOUR(S) †	MATERIAL(S) ‡	SYMBOL/PICTURE
GRAPHIC MESSAGES					
Prohibition					
Buses prohibited	Interdit aux autobus	60 (diameter)	White/Red/Black	Aluminum (Exterior) or PVC (Interior)	
Smoking prohibited	Défense de fumer	60 (diameter)	White/Red/Black	Aluminum (Exterior) or PVC (Interior)	
Dogs prohibited	Interdit aux chiens	60 (diameter)	White/Red/Black	Aluminum (Exterior) or PVC (Interior)	
Parking prohibited	Stationnement interdit	60 (diameter)	White/Red/Black	Aluminum (Exterior) or PVC (Interior)	
Mandatory					
Head protection must be worn	Port obligatoire d'un casque protecteur	60 (diameter)	Black/White	Aluminum (Exterior) or PVC (Interior)	
Hearing protection must be worn	Port obligatoire d'un serre-tête antibruit	60 (diameter)	Black/White	Aluminum (Exterior) or PVC (Interior)	
Foot protection must be worn	Port obligatoire de chaussures protectrices	60 (diameter)	Black/White	Aluminum (Exterior) or PVC (Interior)	
Eye protection must be worn	Port obligatoire de lunettes protectrices	60 (diameter)	Black/White	Aluminum (Exterior) or PVC (Interior)	
Hand protection must be worn	Port obligatoire de gants protecteurs	60 (diameter)	Black/White	Aluminum (Exterior) or PVC (Interior)	
Breathing protection must be worn	Port obligatoire d'un masque respiratoire	60 (diameter)	Black/White	Aluminum (Exterior) or PVC (Interior)	
Caution					
Caution, safety lane	Attention, passage de sécurité	200 (base of equilateral triangle)	Yellow/Black	Aluminum (Exterior) or PVC (Interior)	
Caution, overhead crane	Attention, pont roulant	200 (base of equilateral triangle)	Yellow/Black	Aluminum (Exterior) or PVC (Interior)	
Caution, ionizing radiation	Attention, radiations ionisantes	200 (base of equilateral triangle)	Yellow/Black	Aluminum (Exterior) or PVC (Interior)	
Caution, slippery floor	Attention, plancher glissant	200 (base of equilateral triangle)	Yellow/Black	Aluminum (Exterior) or PVC (Interior)	
Caution, be alert!	Attention!	200 (base of equilateral triangle)	Yellow/Black	Aluminum (Exterior) or PVC (Interior)	
Danger					
Danger, flammable	Danger, matières inflammables	200 (base of equilateral triangle)	Red/White	Aluminum (Exterior) or PVC (Interior)	

MESSAGE	MESSAGE TRANSLATION	DIMENSIONS (mm) *	COLOUR(S) †	MATERIAL(S) ‡	SYMBOL/PICTURE
GRAPHIC MESSAGES					
Danger, poison	Danger, poison	200 (base of equilateral triangle)	Red/White	Aluminum (Exterior) or PVC (Interior)	
Danger, chemical burn	Danger, brûlure chimique	200 (base of equilateral triangle)	Red/White	Aluminum (Exterior) or PVC (Interior)	
Danger, electrical hazard	Danger, ligne sous tension	200 (base of equilateral triangle)	Red/White	Aluminum (Exterior) or PVC (Interior)	
Danger, explosion hazard	Danger, risque d'explosion	200 (base of equilateral triangle)	Red/White	Aluminum (Exterior) or PVC (Interior)	
Danger, presence of etiologic agents	Danger, agents étiologiques	200 (base of equilateral triangle)	Red/White	Aluminum (Exterior) or PVC (Interior)	
Emergency					
Fire extinguisher	Extincteur	150x150	Green/White	Aluminum (Exterior) or PVC (Interior)	
Fire axe	Hache d'incendie	150x150	Green/White	Aluminum (Exterior) or PVC (Interior)	
Stretcher	Civière	150x150	Green/White	Aluminum (Exterior) or PVC (Interior)	
Fire hose	Boyaux d'incendie	150x150	Green/White	Aluminum (Exterior) or PVC (Interior)	
First aid (a or b)	Premiers soins (a ou b)	150x150	Green/White	Aluminum (Exterior) or PVC (Interior)	
Emergency shower	Douche d'urgence	150x150	Green/White	Aluminum (Exterior) or PVC (Interior)	
Emergency eyewash	Douche oculaire	150x150	Green/White	Aluminum (Exterior) or PVC (Interior)	
Emergency telephone	Téléphone de secours	150x150	Green/White	Aluminum (Exterior) or PVC (Interior)	
Guidance and Information					
Washrooms with handicap access	Toilettes accessibles aux fauteuils roulant	150x200	Blue/White or FIP Grey/White	Aluminum (Exterior) or PVC (Interior)	
Toilet for men	Toilettes pour hommes	150x150	Blue/White or FIP Grey/White	Aluminum (Exterior) or PVC (Interior)	

MESSAGE	MESSAGE TRANSLATION	DIMENSIONS (mm) *	COLOUR(S) †	MATERIAL(S) ‡	SYMBOL/PICTURE
GRAPHIC MESSAGES					
Toilet for women	Toilettes pour femmes	150x150	Blue/White or FIP Grey/White	Aluminum (Exterior) or PVC (Interior)	
Toilet for men and women	Toilettes pour hommes et femmes	150x150	Blue/White or FIP Grey/White	Aluminum (Exterior) or PVC (Interior)	
Access for persons with physical disabilities (a or b)	Accès pour personnes à mobilité réduite (a ou b)	150x150	Blue/White or FIP Grey/White	Aluminum (Exterior) or PVC (Interior)	
Police	Police	150x150	Blue/White or FIP Grey/White	Aluminum (Exterior) or PVC (Interior)	
Bus (a or b)	Autobus (a ou b)	150x150	Blue/White or FIP Grey/White	Aluminum (Exterior) or PVC (Interior)	
Car (a or b)	Voiture (a ou b)	150x150	Blue/White or FIP Grey/White	Aluminum (Exterior) or PVC (Interior)	
Telephone	Téléphone	150x150	Blue/White or FIP Grey/White	Aluminum (Exterior) or PVC (Interior)	
Parking	Stationnement	150x150	Blue/White or FIP Grey/White	Aluminum (Exterior) or PVC (Interior)	
Elevator	Ascenseur	150x150	Blue/White or FIP Grey/White	Aluminum (Exterior) or PVC (Interior)	
Elevator for freight	Monte-charge	150x150	Blue/White or FIP Grey/White	Aluminum (Exterior) or PVC (Interior)	
Stairs, up (a or b)	Escalier montant (a ou b)	150x150	Blue/White or FIP Grey/White	Aluminum (Exterior) or PVC (Interior)	
Stairs, down (a or b)	Escalier descendant (a ou b)	150x150	Blue/White or FIP Grey/White	Aluminum (Exterior) or PVC (Interior)	
Stairs	Escalier	150x150	Blue/White or FIP Grey/White	Aluminum (Exterior) or PVC (Interior)	
Waste disposal	Élimination des déchets	150x150	Blue/White or FIP Grey/White	Aluminum (Exterior) or PVC (Interior)	
Shower	Douche	250x150	Blue/White or FIP Grey/White	Aluminum (Exterior) or PVC (Interior)	
Recycling	Recyclage	300x300	White/Blue	Aluminum	
Janitor	Concierge	150x150	White/Black	PVC	

MESSAGE	MESSAGE TRANSLATION	DIMENSIONS (mm) *	COLOUR(S) *	MATERIAL(S) **	SYMBOL/PICTURE
GRAPHIC MESSAGES					
Tub Room	Salle de bain	150x150	White/Black	PVC	
Truck (a or b)	Camion (a ou b)	75 units (height)	Blue/White or FIP Grey/White	Aluminum (Exterior) or PVC (Interior)	
Access for the hearing-impaired	Accès pour malentendants	150x150	Blue/White or FIP Grey/White	Aluminum (Exterior) or PVC (Interior)	
Information	Renseignements	150x150	Blue/White or FIP Grey/White	Aluminum (Exterior) or PVC (Interior)	
Men and Women Washroom with access for wheelchairs [Graphic]	Toilettes pour hommes et femmes accessibles aux fauteuils roulants	150x200	White/Black	PVC	
Public Washroom directional sign [Graphic]	Toilettes Public signe directionnel	150x150	FIP Grey/White	PVC	
Toilet for women with access for wheelchairs	Toilettes pour femmes accessibles aux fauteuils roulants	150x150	Blue/White or FIP Grey/White	Aluminum (Exterior) or PVC (Interior)	
Toilet for men with access for wheelchairs	Toilettes pour hommes accessibles aux fauteuils roulants	150x150	Blue/White or FIP Grey/White	Aluminum (Exterior) or PVC (Interior)	
WRITTEN MESSAGES					
Prohibitory					
Do not enter	Entrée interdite	100x300	White/Red/Black	Aluminum (Exterior) or PVC (Interior)	
No trespassing	Passage interdit	100x350	White/Red/Black	Aluminum (Exterior) or PVC (Interior)	
Authorized persons only	Personnes autorisées seulement	120x350	White/Red/Black	Aluminum (Exterior) or PVC (Interior)	
Restricted Area - Authorized persons only	Zone à accès limité - Personnes autorisées seulement	140x600	White/Red/Black	Aluminum (Exterior) or PVC (Interior)	
Operations Zone - Authorized persons only	Zone de travail - Personnes autorisées seulement	140x600	White/Red/Black	Aluminum (Exterior) or PVC (Interior)	
Security Zone - Authorized persons only	Zone de sécurité - Personnes autorisées seulement	140x600	White/Red/Black	Aluminum (Exterior) or PVC (Interior)	
High-security Zone - Authorized persons only	Zone de haute sécurité - Personnes autorisées seulement	170x550	White/Red/Black	Aluminum (Exterior) or PVC (Interior)	
Food and beverages no permitted	Nourriture et boissons interdites	120x400	White/Red/Black	Aluminum (Exterior) or PVC (Interior)	
No smoking in elevators	Défense de fumer dans les ascenseurs	120x400	White/Red/Black	Aluminum (Exterior) or PVC (Interior)	
Mandatory					
Fire Safety - Keep door closed	Sécurité-incendie - Garder la porte fermée	140x500	White/Red	Aluminum (Exterior) or PVC (Interior)	

MESSAGE	MESSAGE TRANSLATION	DIMENSIONS (mm) *	COLOUR(S) †	MATERIAL(S) ††	SYMBOL/PICTURE
GRAPHIC MESSAGES					
In case of fire - Do not use elevators	En cas d'incendie - Ne pas utiliser les ascenseurs	140x300	White/Red	Aluminum (Exterior) or PVC (Interior)	
Do not open this door except in an emergency	N'ouvrir cette porte qu'en cas d'urgence	160x400	White/Red	Aluminum (Exterior) or PVC (Interior)	
In case of fire, smoke, gas - Sound fire alarm / Evacuate / Phone Fire Department	En cas de feu, fumée, gaz - Actionner l'avertisseur / Évacuer les lieux / Téléphoner au service des incendies	180x500	White/Red	Aluminum (Exterior) or PVC (Interior)	
In case of fire, smoke, gas - Alert the occupants / Evacuate / Phone Fire Department	En cas de feu, fumée, gaz - Alerter les occupants / Évacuer les lieux / Téléphoner au service des incendies	180x500	White/Red	Aluminum (Exterior) or PVC (Interior)	
Emergency exit - Press on bar for 3 seconds / Door lock will release in 15 seconds	Sortie de secours - Appuyer sur la barre pendant 3 secondes / Le dispositif de verrouillage se déclenchera dans 15 secondes	250x400	White/Red	Aluminum (Exterior) or PVC (Interior)	
Emergency exit - Press on bar / Door lock will release in 15 seconds	Sortie de secours - Appuyer sur la barre / Le dispositif de verrouillage se déclenchera dans 15 secondes	230x400	White/Red	Aluminum (Exterior) or PVC (Interior)	
Caution					
Caution! - Open slowly	Attention! - Ouvrir avec soin	100x350	Yellow/Black	Aluminum (Exterior) or PVC (Interior)	
Caution! - Use handrail	Attention! - Tenir la rampe	100x350	Yellow/Black	Aluminum (Exterior) or PVC (Interior)	
Watch your step	Attention à la marche	100x350	Yellow/Black	Aluminum (Exterior) or PVC (Interior)	
Caution! - Battery room	Attention! - Salle d'accumulateurs	120x400	Yellow/Black	Aluminum (Exterior) or PVC (Interior)	
Caution! - Microwaves	Attention - Micro-ondes	100x350	Yellow/Black	Aluminum (Exterior) or PVC (Interior)	
Danger					
Danger! - Keep clear	Danger! - Ne pas s'approcher	120x350	Red/White	Aluminum (Exterior) or PVC (Interior)	
Danger! - Keep hands off	Danger! - Attention à vos mains	120x350	Red/White	Aluminum (Exterior) or PVC (Interior)	
Urgence					
Emergency use only	Utiliser en cas d'urgence seulement	100x400	Green/White	Aluminum (Exterior) or PVC (Interior)	
Emergency exit only	Sortie de secours seulement	100x350	Green/White	Aluminum (Exterior) or PVC (Interior)	
Guidance and Information					
Exterior Building Sign		380x200 mm	White/Black	Aluminum	D60

MESSAGE	MESSAGE TRANSLATION	DIMENSIONS (mm) *	COLOUR(S) †	MATERIAL(S) ‡	SYMBOL/PICTURE
GRAPHIC MESSAGES					
[Floor Plan]	[Plan d'implantation]	540x880	White/Black/Red	PVC	
Emergency Exits	Sortie d'urgence	220x280	White/Black/Red	Laminated paper	
WARNING If you smell gas while entering this building the following cautions should be taken: A. Do not turn on any electrical switches B. Exit the building leaving door open to vent gas C. Immediately report situation to fire department tel 911 & to works control loc 2134 D. Do not re-enter building until repairs have been completed by qualified technicians	AVERTISSEMENT Si vous décelez une odeur de gaz à votre entrée dans la bâtisse, observez les mesures de sécurité suivantes: A. N'allumez aucun commutateur électrique B. Quittez la bâtisse et laissez la porte ouverte pour que le gaz puisse s'évaporer C. Signaler immédiatement la situation au service des incendies tel 911 et bureau de contrôle des travaux 2134 D. Attendez que des techniciens qualifiés aient terminé les réparations avant de rentrer dans la bâtisse	530x370	White/Black	Sticker on Aluminum	contact enbridge
Room Number	Numéro de chambre	25x75	Black/White	Aluminum (Exterior) or PVC (Interior)	
[Room No. - Room No.] → ← [Room No. - Room No.]	[Numéro de salle - Numéro de salle] → ← [Numéro de salle - Numéro de salle]	100x400	FIP Grey/White	PVC	
[Floor No. at Elevator]	[Numéro de plancher]	100x100	FIP Grey/White	PVC	
Electrical room	Local électrique	100x300	FIP Grey/White	Aluminum (Exterior) or PVC (Interior)	
Mechanical Room	Local technique	100x350	FIP Grey/White	PVC	
Communications Room	Salle de communications	100x350	FIP Grey/White	Aluminum	
Telephone equipment	Équipement téléphonique	100x350	FIP Grey/White	Aluminum (Exterior) or PVC (Interior)	
Information	Renseignements	100x400	FIP Grey/White	Aluminum (Exterior) or PVC (Interior)	
Reception	Réception	100x300	FIP Grey/White	Aluminum (Exterior) or PVC (Interior)	
Waiting area	Salle d'attente	100x300	FIP Grey/White	Aluminum (Exterior) or PVC (Interior)	
Conference room	Salle de conférences	100x400	FIP Grey/White	Aluminum (Exterior) or PVC (Interior)	
Cloakroom	Vestiaire	100x300	FIP Grey/White	Aluminum (Exterior) or PVC (Interior)	
Changeroom	Vestiaire	100x300	FIP Grey/White	Polyvinyl Chloride	
Lockers	Casiers	100x250	FIP Grey/White	Aluminum (Exterior) or PVC (Interior)	
Lockers: [# - #]	Casiers: [# - #]	100x300	FIP Grey/White	PVC	
Bike Storage	Local de rangement pour vélos	100x300	FIP Grey/White	PVC	

MESSAGE	MESSAGE TRANSLATION	DIMENSIONS (mm) *	COLOUR(S) †	MATERIAL(S) ††	SYMBOL/PICTURE
GRAPHIC MESSAGES					
Cistern	Citerne	100x300	FIP Grey/White	PVC	
Photocopier	Photocopieur	100x400	FIP Grey/White	Aluminum (Exterior) or PVC (Interior)	
Library	Bibliothèque	100x300	FIP Grey/White	Aluminum (Exterior) or PVC (Interior)	
Records office	Bureau des dossiers	100x350	FIP Grey/White	Aluminum (Exterior) or PVC (Interior)	
Mail room	Salle du courrier	100x250	FIP Grey/White	Aluminum (Exterior) or PVC (Interior)	
Cafeteria	Cafétéria	100x300	FIP Grey/White	Aluminum (Exterior) or PVC (Interior)	
Shipping	Expédition	100x300	FIP Grey/White	Aluminum (Exterior) or PVC (Interior)	
Receiving	Réception	100x300	FIP Grey/White	Aluminum (Exterior) or PVC (Interior)	
Shipping and receiving	Expédition et réception	100x400	FIP Grey/White	Aluminum (Exterior) or PVC (Interior)	
Deliveries at rear	Livraison à l'arrière	100x300	FIP Grey/White	Aluminum (Exterior) or PVC (Interior)	
Storage	Entreposage	100x350	FIP Grey/White	Aluminum (Exterior) or PVC (Interior)	
Janitor	Concierge	100x300	FIP Grey/White	Aluminum (Exterior) or PVC (Interior)	
Janitor [Graphic]	[Concierge]	150x150	White/Black	PVC	
Tub Room [Graphic]	Salle de bain	150x150	White/Black	PVC	
Men and Women Washroom with access for wheelchairs [Graphic]	Toilettes pour hommes et femmes accessibles aux fauteuils roulants	150x200	White/Black	PVC	
Public Washroom directional sign [Graphic]	Toilettes Public signe directionnel	150x150	FIP Grey/White	PVC	
Laundry	Laverie	100x300	FIP Grey/White	PVC	
Barrack Warden	Gérant de caserne	100x300	FIP Grey/White	PVC	
Mud Room	Salle de nettoyage	100x300	FIP Grey/White	PVC	
Hours of operation - 08:00-16:00	Heures d'affaires - 08:00-16:00	100x250	FIP Grey/White	Aluminum (Exterior) or PVC (Interior)	
Hours of operation - 08:00-12:00 / 13:00-16:30	Heures d'affaires - 08:00-12:00 / 13:00-16:30	120x250	FIP Grey/White	Aluminum (Exterior) or PVC (Interior)	
Entrance	Entrée	100x250	FIP Grey/White	Aluminum (Exterior) or PVC (Interior)	
Exit	Sortie	100x200	FIP Grey/White	Aluminum (Exterior) or PVC (Interior)	

MESSAGE	MESSAGE TRANSLATION	DIMENSIONS (mm) *	COLOUR(S) †	MATERIAL(S) ††	SYMBOL/PICTURE
GRAPHIC MESSAGES					
Use other door	Utiliser l'autre porte	100x250	FIP Grey/White	Aluminum (Exterior) or PVC (Interior)	
Use revolving door	Utiliser la porte tournante	100x300	FIP Grey/White	Aluminum (Exterior) or PVC (Interior)	
Ring bell	Sonner	100x200	FIP Grey/White	Aluminum (Exterior) or PVC (Interior)	
Closed	Fermé	100x250	FIP Grey/White	Aluminum (Exterior) or PVC (Interior)	
Keep door closed	Garder la porte fermée	100x250	FIP Grey/White	Aluminum (Exterior) or PVC (Interior)	
Do not disturb	Ne pas déranger	100x250	FIP Grey/White	Aluminum (Exterior) or PVC (Interior)	
Meeting in progress	Réunion en cours	100x300	FIP Grey/White	Aluminum (Exterior) or PVC (Interior)	
Out of order	Défectueux	100x300	FIP Grey/White	Aluminum (Exterior) or PVC (Interior)	
Not in use	Hors d'usage	100x250	FIP Grey/White	Aluminum (Exterior) or PVC (Interior)	
Opening this door will cause an alarm to sound	L'ouverture de cette porte déclenchera une alarme	100x550	FIP Grey/White	Aluminum (Exterior) or PVC (Interior)	
Please discard sanitary napkins and tampons in container provided for this purpose and not in toilet bowl	Veuillez jeter les serviettes hygiéniques ainsi que les tampons dans le récipient prévu à cette fin et non dans la cuvette	60x200	FIP Grey/White	Aluminum (Exterior) or PVC (Interior)	
Fire alarm	Avertisseur d'incendie	100x300	FIP Grey/White	Aluminum (Exterior) or PVC (Interior)	
Fire door	Porte coupe-feu	100x250	FIP Grey/White	Aluminum (Exterior) or PVC (Interior)	
Fire escape	Escalier de secours	100x300	FIP Grey/White	Aluminum (Exterior) or PVC (Interior)	
Evacuation point for disabled persons	Point d'évacuation des personnes handicapées	100x500	FIP Grey/White	Aluminum (Exterior) or PVC (Interior)	
Visitors are requested to report to the commissioner	Les visiteurs sont priés de s'adresser au commissaire	140x450	FIP Grey/White	Aluminum (Exterior) or PVC (Interior)	
[Graphic] Smoking is prohibited on these premises	Il est interdit de fumer dans ces locaux	100x440 or 140x620	FIP Grey/Red/Black/White	Aluminum (Exterior) or PVC (Interior)	
[Graphic] Smoking is prohibited on these premises	Il est interdit de fumer dans ces locaux	160x120 or 210x160	FIP Grey/Red/Black/White	Aluminum (Exterior) or PVC (Interior)	

* Consult FIP Colour Standards Chart for colour numbers.

† All common use and operational signs must conform to CGSB 109-GP-5M.

FIP Colour Standards	
Colour	Number
FIP dark grey:	501-201, 501-301 *
Red:	509-202, 509-302
Yellow:	505-210, 505-310
Green:	503-207
Blue:	502-204, 502-304
Black:	512-201, 512-301 *
White:	513-201, 513-301 *

* 201 indicates semi-gloss, 301 indicates flat.