

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**

**Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada**

**800 Burrard Street, Room 219**

**800, rue Burrard, pièce 219**

## Vancouver

## British Columbia

V6Z 0B9

**Bid Fax: (604) 775-9381**

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

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

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

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

## Comments - Commentaires

**Vendor/Firm Name and Address**

Raison sociale et adresse du fournisseur/de l'entrepreneur

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada - Pacific Region

800 Burrard Street, Room 219

800, rue Burrard, pièce 219

Vancouver

British C

V6Z 0B9

<b>Title - Sujet</b> Asbestos Abatement SOA	
<b>Solicitation No. - N° de l'invitation</b> W0133-14S001/A	<b>Date</b> 2014-12-22
<b>Client Reference No. - N° de référence du client</b> W0133-14S001	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$PWY-020-7405
<b>File No. - N° de dossier</b> PWY-4-37129 (020)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2015-01-28</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Pacific Standard Time PST
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Ly, Ronny(PWY)	<b>Buyer Id - Id de l'acheteur</b> pw020
<b>Telephone No. - N° de téléphone</b> (604)666-0043 ( )	<b>FAX No. - N° de FAX</b> (604)775-6633
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DND - Various areas, CFB Comox - Lazo, BC	
<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

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**NOTE TO TENDERERS:** Use the mailing label below and affix it securely to the outside of the envelope or package containing your tender. For revisions to tenders submitted by facsimile (fax # (604) 775-9381), use this sheet as the cover sheet. Always ensure your company name, return address, tender number and closing date appear legibly on the outside of your bid submission.

**REAL PROPERTY CONTRACTING  
Public Works & Government Services Canada  
219- 800 Burrard Street  
Vancouver, B.C. V6Z 0B9**

**Requisition No.:** W0133-14S001/A

**Tender Closing Date & Time:** January 28, 2015 @ 1400 P.S.T.

**Project Description:** Asbestos Abatement Standing Offer, Dept. Of National Defence, 19 Wing Comox, Lazo, BC.

**RL**

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## **REQUEST FOR STANDING OFFER (RFSO)**

### **IMPORTANT NOTICE TO OFFERORS**

#### **THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT**

For further instructions please consult "Special Instruction to Offeror", SI11, "Security related requirements" and "Supplementary Conditions" SC01 Security requirements, document safeguarding location.

#### **DEPARTMENTAL REPRESENTATIVE'S AUTHORITY**

See related changes to GC2.1 of R2820D that have been included in the Standard Acquisition Clauses and Conditions (SACC)

#### **INSURANCE TERMS**

The Certificate of Insurance and its instructions has been replaced see Annex B. (Completed certificate is NOT required at bid closing)

#### **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. Refer to SI12.

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## **SPECIAL INSTRUCTIONS TO OFFEROR'S (SI)**

### **SI01 INTRODUCTION**

1. Public Works and Government Services Canada (PWGSC) is inviting Offerors to submit proposals for Standing Offers. The selected offerors shall provide a range of services as identified in the Statement of Work section of this document.
2. It is PWGSC's intention to authorize up to (1) Standing Offer, each for a period of (3) years with two (2) options to extend the contract each for an additional consecutive twelve (12) month period. The total dollar value of all Standing Offers is estimated to be \$400,000 (GST or HST included). Individual call-ups will vary, up to a maximum of \$60,000.00 (GST or HST included). Offerors should note that there is no guarantee that the full or any amount of the Standing Offers will be called-up; DND will issue call-ups only when the specific services to be provided under the Standing Offer are needed. Please refer to Section SOP04, CALL-UP PROCEDURE.

### **SI02 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 GI01 of Integrity Provisions - Offer of General Instructions to Offerors - Construction Services. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

### **SI03 OFFER DOCUMENTS**

1. The following are the offer documents:
  - a. Invitation to Tender - Page 1;
  - b. Special Instructions to Offerors;
  - c. General Instructions to Offeror's- Construction Services
  - d. Clauses & Conditions identified in "Contract Documents";
  - e. Drawings and Specifications;
  - f. Price Proposal form and related Appendix(s); and
  - g. Any amendment issued prior to solicitation closing.

Submission of an offer constitutes acknowledgement that the Offeror has read and agrees to be bound by these documents.

### **SI04 ENQUIRIES DURING THE SOLICITATION PERIOD**

1. Enquiries regarding this offer must be submitted in writing to the Contracting Officer named on the Request for Standing Offer (RFSO). Enquiries should be received no later than (5) calendar days prior to the date set or solicitation closing to allow sufficient time to provide a response. Enquiries received after that time may not result in an answer being provided.
2. To ensure consistency and quality of the information provided to Offerors the Contracting Officer shall examine the content of the enquiry and shall decide whether or not to issue an amendment.
3. All enquiries and other communications related to this offer sent throughout the solicitation period are to be directed ONLY to the Contracting Officer named on the RFSO - Page 1. Failure to comply with this requirement may result in the offer being declared non-responsive.

### **SI05 CONTRACTING AUTHORITY / DEPARTMENTAL REPRESENTATIVE**

1. The Contracting Authority for this Request for Standing Offer is:  
Ronny Ly, Supply Officer  
Public Works and Government Services Canada

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219 – 800 Burrard Street  
Vancouver, B.C. V6Z 0B9  
Phone: (604) 666-0043  
Fax: (604) 775-6633  
Email: ronny.ly@pwgsc.gc.ca

The Contracting Authority is responsible for the establishment of the Standing Offer, its administration, and any contractual issues relating to individual call-ups.

2. A Departmental Representative will be identified at time of each individual Call-Up. The Departmental Representative will be responsible for all matters concerning the technical content of the work under the Call-Up.

#### **SI06 QUANTITY**

The amount of work and estimated expenditure specified in the RFSO are only an approximation of requirements. The making of an offer by the Offeror shall not constitute an agreement by Canada. Canada may make one or several call-ups against a standing offer.

#### **SI07 PWGSC OBLIGATION**

A RFSO does not commit PWGSC to authorize the utilization of a standing offer or to pay any cost incurred in the submission of offers, or cost incurred in making necessary studies for the preparation thereof, or to procure or contract for any services. PWGSC reserves the right to reject or authorize for utilization any offer in whole or in part, with or without further discussion or negotiation. Canada reserves the right to cancel or amend the RFSO at any time.

#### **SI08 SITE VISIT**

N/A

#### **SI09 REVISION OF OFFER**

An offer may be revised by letter or facsimile in accordance with "General Instructions to Offerors – Construction Services to Offerors". The facsimile number for receipt of revisions is (604) 775-9381.

#### **SI10 OFFER VALIDITY PERIOD**

1. The offer cannot be withdrawn for the period of (90) days following the RFSO closing date.
2. Canada reserves the right to seek an extension to the offer validity period. Upon notification in writing from Canada, Offerors shall have the option to either accept or reject the proposed extension.
3. If the extension referred to in paragraph 2 of SI10 is accepted, in writing, by all those who submitted offers, then Canada shall continue immediately with the evaluation of the offers and its approvals processes.
4. If the extension referred to in paragraph 2. of SI10 is not accepted in writing by all those who submitted offers then Canada shall, at its sole discretion, either
  - a. continue to evaluate the offers of those who have accepted the proposed extension and seek the necessary approvals; or
  - b. cancel the request for proposal.
5. The provisions expressed herein do not in any manner limit Canada's rights in law or under GI09 "General Instructions to Offerors – Construction Services".

#### **SI11 SECURITY RELATED REQUIREMENTS**

1. At time of Contract award, the Offeror must hold a valid Security Clearance as indicated in section SC01 of the Supplementary Conditions. Failure to comply with this requirement will render the offer non-compliant and no further consideration will be given to the offer.
2. The Successful Offeror's personnel, as well as any subcontractor and its personnel, who are required to perform any part of the work pursuant to the subsequent contract must meet the mandatory security requirement as indicated in section SC01 of the Supplementary Conditions. **Individuals who do not have the required level of security will not be allowed on site.** It is the responsibility of the successful Offeror to ensure that the security requirements are met throughout the performance of the contract. Canada will not be held liable or accountable for any delays or additional costs associated with the successful Offeror's non-compliance with the mandatory security requirement.
3. For additional information on security requirements, bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" on the Standard Procurement Documents Web site Industrial Security Program

## **SI12 PUBLIC WORKS AND GOVERNMENT SERVICES CANADA AND DEFENCE CONSTRUCTION CANADA APPRENTICE PROCUREMENT INITIATIVE**

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 (Appendix 8) 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 trades people, 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\* 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.

To support this initiative, a voluntary certification signaling the Contractor's commitment to hire and train apprentices is available at Appendix 8.

If you accept fill out and sign Appendix 8

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*\* The journeyperson-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.*

## SI13 WEB SITES

The connection to some of the Web sites in the solicitation documents is established by the use of hyperlinks. The following is a list of the addresses of the Web sites:

Buy and Sell <https://www.achatsetventes-buyandsell.gc.ca>

Canadian economic sanctions <http://www.international.gc.ca/sanctions/index.aspx?lang=eng>

Contractor Performance Evaluation Report (Form PWGSC-TPSGC 2913)  
<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/2913.pdf>

Standard Acquisition Clauses and Conditions (SACC) Manual  
<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R>

PWGSC, Industrial Security Services <Http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>

PWGSC, Code of Conduct and Certifications  
<http://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/contexte-context-eng.html>

PWGSC Consent to a Criminal Record Verification (PWGSC-TPSGC 229)  
<Http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/229.pdf>



## GENERAL INSTRUCTIONS TO OFFERORS – CONSTRUCTION SERVICES (GI)

### GI01 (2014-03-01) Integrity Provisions – Offer

1. Offerors must comply with the Code of Conduct for Procurement. In addition, offerors must respond to Requests for Standing Offers (RFSO) in an honest, fair and comprehensive manner, accurately reflect their capacity to satisfy the requirements stipulated in the RFSO, Standing Offer (SO) and any resulting contracts, and submit offers as well as enter into contracts only if they will fulfill all obligations of the Contract.
2. By submitting an offer, offerors confirm that they understand that, to ensure fairness, openness and transparency in the procurement process, the commission of certain acts or offences will render them ineligible to be issued a Standing Offer and awarded a contract. Canada will declare non-responsive any offer in respect of which the information requested is missing or inaccurate, or in respect of which the information contained in the certifications is found by Canada to be untrue in any respect, at the time of issuance of the Standing Offer (SO). If it is determined, after issuance of the SO, that the Offeror made a false declaration, Canada will, following a notice period, have the right to set aside the SO and to terminate for default any resulting contracts. The Offeror will be required to diligently maintain up-to-date the information requested. The Offeror and any of the Offeror's Affiliates, will also be required to remain free and clear of any acts or convictions specified in these Integrity Provisions during the period of any SO arising from this RFSO and any resulting call-ups.
3. Affiliates  
For the purpose of these Integrity Provisions, everyone, including but not limited to organizations, bodies corporate, societies, companies, firms, partnerships, associations of persons, parent companies and subsidiaries, whether partly or wholly-owned, as well as individuals and directors, are Offeror's Affiliates if:
  - a. directly or indirectly either one controls or has the power to control the other, or
  - b. a third party has the power to control both.Indicia of control, include, but are not limited to, interlocking management or ownership, identity of interests among family members, shared facilities and equipment, common use of employees, or a business entity created following the acts or convictions specified in these Integrity Provisions which has the same or similar management, ownership, or principal employees, as the case may be.
4. Offerors who are incorporated, including those submitting offers as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Offeror. Offerors submitting offers as sole proprietorship, including those submitting offers as a joint venture, must provide the name of the owner. Offerors submitting offers as societies, firms, or partnerships do not need to provide lists of names.  
If the required names have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to provide the names within the time frame specified will render the offer non-responsive. Providing the required names is a mandatory requirement for a Standing Offer to be issued.  
Canada may, at any time, request that the Offeror provide properly completed and signed consent forms (Consent to a Criminal Record Verification form - PWGSC-TPSGC 229) for any or all individuals mentioned above within a specified time frame. Failure to provide such consent forms and associated information within the time frame provided, or failure to cooperate to the verification process will result in the offer being declared non-responsive.
5. The Offeror must diligently inform Canada in writing of any changes affecting the list of names of directors during this procurement process as well as during the period of any Standing Offer arising from this RFSO and any resulting call-ups. The Offeror must also, when requested, provide Canada with properly completed and signed consent forms.
6. By submitting an offer, the Offeror certifies that it is aware, and that its Affiliates are aware that Canada may request additional information, certifications, consent forms and other evidentiary elements proving identity or eligibility. Canada may also verify the information provided by the Offeror, including the information relating to the acts or convictions specified in these Integrity Provisions, through independent research, use of any government resources or by contacting third parties.
7. By submitting an offer, the Offeror certifies that neither the Offeror nor any of the Offeror's Affiliates have directly or indirectly, paid or agreed to pay, and will not, directly or indirectly, pay a contingency fee to any individual for

the solicitation, negotiation or obtaining of the Standing Offer and any resulting call-ups if the payment of the fee would require the individual to file a return under section 5 of the Lobbying Act.

8. Time Period

The Time Period is 10 years and is measured from the date of the conviction or from the date of the conditional or absolute discharge.

In addition, for a conviction under paragraphs a. or b. of subsection 9, following the 10-year period, a pardon or a record suspension must have been obtained, or capacities must have been restored by the Governor in Council. The Offeror must therefore provide with its offer or promptly afterwards a copy of confirming documentation from an official source for its certification to be found true by Canada for the purpose of these Integrity Provisions. If the documentation has not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply within the time frame specified will render the offer non-responsive.

9. By submitting an offer, the Offeror certifies that neither the Offeror nor any of the Offeror's Affiliates have been convicted of an offence or received a conditional or an absolute discharge under any of the following provisions, unless the time period, as defined in the Time Period subsection, has elapsed:

- a. paragraph 80(1)(d) (*False entry, certificate or return*), subsection 80(2) (*Fraud against Her Majesty*) or section 154.01 (*Fraud against Her Majesty*) of the Financial Administration Act, or
- b. section 121 (*Frauds on the government and Contractor subscribing to election fund*), section 124 (*Selling or Purchasing Office*), section 380 (*Fraud*) for fraud committed against Her Majesty or section 418 (*Selling defective stores to Her Majesty*) of the Criminal Code, or
- c. section 119 (*Bribery of judicial officers, etc.*), section 120 (*Bribery of officers*), section 346 (*Extortion*), sections 366 to 368 (*Forgery and other offences resembling forgery*), section 382 (*Fraudulent manipulation of stock exchange transactions*), section 382.1 (*Prohibited insider trading*), section 397 (*Falsification of books and documents*), section 422 (*Criminal breach of contract*), section 426 (*Secret commissions*), section 462.31 (*Laundering proceeds of crime*) or sections 467.11 to 467.13 (*Participation in activities of criminal organization*) of the Criminal Code, or
- d. section 45 (*Conspiracies, agreements or arrangements between competitors*), section 46 (*Foreign directives*), section 47 (*Bid rigging*), section 49 (*Agreements or arrangements of federal financial institutions*), section 52 (*False or misleading representation*), section 53 (*Deceptive notice of winning a prize*) of the Competition Act, or
- e. section 239 (*False or deceptive statements*) of the Income Tax Act, or
- f. section 327 (*False or deceptive statements*) of the Excise Tax Act, or
- g. section 3 (*Bribing a foreign public official*), section 4 (*Accounting*), or section 5 (*Offence committed outside Canada*) of the Corruption of Foreign Public Officials Act, or
- h. section 5 (*Trafficking in substance*), section 6 (*Importing and exporting*), or section 7 (*Production of substance*) of the Controlled Drugs and Substance Act.

The Offeror also certifies that no one convicted under any of the provisions under a. or b. are to receive any benefit under a Standing Offer arising from this Request for Standing Offers and any resulting call-ups, unless a pardon or a record suspension has been obtained or capacities restored by the Governor in Council, as defined in the Time Period subsection.

10. Foreign Offences

The Offeror also certifies that, within a period, as defined in the Time Period subsection, neither the Offeror nor any of the Offeror's Affiliates have been convicted of or have received a conditional or an absolute discharge, under any foreign offence that Canada deems to be of similar constitutive elements to the offences listed in these Integrity Provisions. Canada will also consider foreign measures declared by Canada to be similar in nature to the Canadian pardon, record suspension, or restoration of capacities by the Governor in Council.

11. Subcontractors

The Offeror must ensure that subcontracts include Integrity Provisions no less favourable to Canada than those imposed in the resulting contract.

12. Preventive Measures associated with the Time Period

In cases where the period (as defined in the Time Period subsection), for a conviction, or a conditional or an absolute discharge of the Offeror or any of the Offeror's Affiliates has elapsed, then the Offeror must also certify for itself and for its Affiliates that measures have been diligently put in place in order to avoid the reoccurrence of such convictions or reprehensible actions.

13. Public Interest Exception

Offerors understand that Canada may issue a Standing Offer with an offeror where the Offeror or the Offeror's Affiliates have been convicted of or have received a conditional or an absolute discharge for an offence specified in these Integrity Provisions, when required to do so by law or legal proceedings, or when Canada in its sole discretion considers it necessary to the public interest for reasons which include, but are not limited to:

- no one else is capable of performing the contract;
- emergency;
- national security;
- health and safety;
- economic harm;

If all offers are found non-responsive for reason of a listed relevant conviction or act, then Canada may invoke the public interest exception, as described in the paragraph above. In such cases, only offers containing a declaration concerning a relevant offence or act will be further considered. Canada may also elect to procure outside of the present process. In all cases, Canada reserves the right to impose additional conditions or measures to ensure the integrity of the procurement process.

14. Non-application

For governments, as well as entities controlled by a government, including Crown corporations, the present Integrity Provisions are reduced to complying with article 750 of the Criminal Code, the Government Contracts Regulations and the Code of Conduct for Procurement.

**GI02 (2014-03-01) Completion of Offer**

1. The offer shall be

- a. submitted on the Price proposal form;
- b. based on the Offer Documents listed in the Special Instructions to Offerors;
- c. correctly completed in all respects;
- d. signed by a duly authorized representative of the Offeror; and
- e. accompanied by any other document or documents specified elsewhere in the solicitation where it is stipulated that said documents are to accompany the offer.

2. Subject to paragraph 6) of GI09, any alteration to the pre-printed or pre-typed sections of the Price Proposal form, or any condition or qualification placed upon the offer may be cause for disqualification. Alterations, corrections, changes or erasures made to statements or figures entered on the Price Proposal form by the Offeror shall be initialed by the person or persons signing the offer. Alterations, corrections, changes or erasures that are not initialed shall be deemed void and without effect.

3. Unless otherwise noted elsewhere in the Offer Documents, **facsimile copies of offers are not acceptable.**

4. Canada will make available Notices of Proposed Procurement (NPP), offer solicitations and related documents for download through the Government Electronic Tendering Service (GETS). Canada is not responsible and will not assume any liabilities whatsoever for the information found on websites of third parties. In the event an NPP, offer solicitation or related documentation would be amended, Canada will not be sending notifications. Canada will post all amendments, including significant enquiries received and their replies, using GETS. It is the sole responsibility of the Offeror to regularly consult GETS for the most up-to-date information. Canada will not be liable for any oversight on the Offeror's part nor for notification services offered by a third party.

#### **GI03 (2007-05-25) Identity or Legal Capacity of the Offeror**

1. In order to confirm the authority of the person or persons signing the offer or to establish the legal capacity under which the Offeror proposes to enter into Contract, any Offeror who carries on business in other than its own personal name shall, if requested by Canada, provide satisfactory proof of
  - a. such signing authority; and
  - b. the legal capacity under which it carries on business;

prior to contract award. Proof of signing authority may be in the form of a certified copy of a resolution naming the signatory(ies) that is (are) authorized to sign this offer on behalf of the corporation or partnership. Proof of legal capacity may be in the form of a copy of the articles of incorporation or the registration of the business name of a sole proprietor or partnership.

#### **GI04 (2013-04-25) Applicable Taxes**

1. "Applicable Taxes" means the Goods and Services Tax (GST), the Harmonized Sales Tax (HST) and any provincial tax, by law, payable by Canada such as, the Quebec Sales Tax (QST) as of April 1, 2013.

#### **GI05 (2007-05-25) Capital Development and Redevelopment Charges**

1. For the purposes of GC1.8, "Laws, Permits and Taxes", in the General Conditions of the Contract, only fees or charges directly related to the processing and issuing of building permits shall be included. The Offeror shall not include any monies in the offer amount for special municipal development, redevelopment or other fees or charges which a municipal authority may seek as a prerequisite to the issuance of building permits.

#### **GI06 (2010-01-11) Listing of Subcontractors and Suppliers**

1. Notwithstanding any list of Subcontractors that the Offeror may be required to submit as part of the offer, the Offeror shall, within forty-eight (48) hours of receipt of a notice to do so, submit all information requested in the said notice including the names of Subcontractors and Suppliers for the part or parts of the Work listed. Failure to do so shall result in the disqualification of its offer.

#### **GI07 (2014-03-01) Submission of Offer**

1. The Price Proposal form, duly completed, shall be enclosed and sealed in an envelope provided by the Offeror, and shall be addressed and submitted to the office designated on the Front Page of the "Request for Standing Offer" for the receipt of offers. The offer must be received on or before the date and time set for solicitation closing.
2. Unless otherwise specified in the Special Instructions to Offerors
  - a. the offer shall be in Canadian currency;
  - b. the requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All offers including such provision will render the offer non-responsive.
3. Prior to submitting the offer, the Offeror shall ensure that the following information is clearly printed or typed on the face of the offer envelope:
  - a. Solicitation Number;

- b. Name of Offeror;
  - c. Return address; and
  - d. Closing Date and Time.
4. Timely and correct delivery of offers is the sole responsibility of the Offeror.

**GI08 (2011-05-16) Revision of Offer**

1. An offer submitted in accordance with these instructions may be revised by letter or facsimile provided the revision is received at the office designated for the receipt of offers, on or before the date and time set for the closing of the RFSO. The letter or facsimile shall on the Offeror's letterhead or bear a signature that identifies the Offeror.
2. A revision to an offer that includes unit prices must clearly identify the change(s) in the unit price(s) and the specific item(s) to which each change applies.
3. A letter or facsimile submitted to confirm an earlier revision should be clearly identified as a confirmation.
4. Failure to comply with any of the above provisions may 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).

**GI09 (2013-04-25) Rejection of Offer**

1. Canada may accept any offer, whether it is the lowest or not, or may reject any or all offers.
2. Without limiting the generality of paragraph 1) of GI09, Canada may reject an offer if any of the following circumstances is present:
  - a. the Offeror's bidding privileges are suspended or are in the process of being suspended;
  - b. the bidding privileges of any employee or subcontractor included as part of the offer are suspended or are in the process of being suspended, which suspension or pending suspension would render that employee or subcontractor ineligible to offer on the Work, or the portion of the Work the employee or subcontractor is to perform;
  - c. the Offeror is bankrupt, or where for whatever reason, its activities are rendered inoperable for an extended period;
  - d. evidence, satisfactory to Canada, of fraud, bribery, fraudulent misrepresentation or failure to comply with any law protecting individuals against any manner of discrimination, has been received with respect to the Offeror, any of its employees or any subcontractor included as part of its offer;
  - e. evidence satisfactory to Canada that based on past conduct or behavior, the Offeror, a sub-contractor or a person who is to perform the Work is unsuitable or has conducted himself/herself improperly;
  - f. with respect to current or prior transactions with Canada
    - i. Canada has exercised, or intends to exercise, the contractual remedy of taking the work out of the contractor's hands with respect to a contract with the Offeror, any of its employees or any subcontractor included as part of its offer; or
    - ii. Canada determines that the Offeror's performance on other contracts is sufficiently poor to jeopardize the successful completion of the requirement being offered on.
3. In assessing the Offeror's performance on other contracts pursuant to subparagraph 2.f. i & ii GI09, Canada may consider, but not be limited to, such matters as:
  - a. the quality of workmanship in performing the Work;
  - b. the timeliness of completion of the Work;

- c. the overall management of the Work and its effect on the level of effort demanded of the department and its representative; and
  - d. the completeness and effectiveness of the Contractor's safety program during the performance of the Work.
4. Without limiting the generality of paragraphs 1), 2) and 3) of GI09, Canada may reject any offer based on an unfavourable assessment of the
  - a. adequacy of the offer price to permit the work to be carried out and, in the case of an offer providing prices per unit, whether each such price reasonably reflects the cost of performing the part of the work to which that price applies;
  - b. Offeror's ability to provide the necessary management structure, skilled personnel, experience and equipment to perform competently the work under the Contract; and
  - c. Offeror's performance on other contracts.
5. When Canada intends to reject an offer pursuant to a provision of paragraphs 1), 2), 3) or 4) of GI09, other than subparagraph 2)(a) of GI09, the Contracting Authority will inform the Offeror and provide the Offeror ten (10) days within which to make representations, before making a final decision on the offer rejection.
6. Canada may waive informalities and minor irregularities in offers received if Canada determines that the variation of the offer from the exact requirements set out in the Offer Documents can be corrected or waived without being prejudicial to other Offerors.

#### **GI10 (2010-01-11) Offer Costs**

1. No payment will be made for costs incurred in the preparation and submission of an offer in response to the offer solicitation. Costs associated with preparing and submitting an offer, as well as any costs incurred by the Offeror associated with the evaluation of the offer, are the sole responsibility of the Offeror.

#### **GI11 (2012-07-16) Procurement Business Number**

1. Offerors are required to have a Procurement Business Number (PBN) before issuance of a standing offer . Offerors may register for a PBN in the Supplier Registration Information system on the Contracts Canada Web site. For non-Internet registration, Offerors may contact the nearest Supplier Registration Agent.

#### **GI12 (2013-04-25) Compliance with Applicable Laws**

1. By submission of an offer, the Offeror certifies that the Offeror has the legal capacity to enter into a contract and is in possession of all valid licences, permits, registrations, certificates, declarations, filings, or other authorizations necessary to comply with all federal, provincial and municipal laws and regulations applicable to the submission of the offer and entry into any ensuing contract for the performance of the work.
2. For the purpose of validating the certification in paragraph 1) of GI12, a Offeror shall, if requested, provide a copy of every valid licence, permit, registration, certificate, declaration, filing or other authorization listed in the request, and shall provide such documentation within the time limit(s) set out in the request.
3. Failure to comply with the requirements of paragraph 2) of GI12 shall result in disqualification of the offer.

#### **GI13 (2010-01-11) Approval of Alternative Materials**

1. When materials are specified by trade names or trademarks, or by manufacturers' or suppliers' names, the offer shall be based on use of the named materials. During the solicitation period, alternative materials may be considered provided full technical data is received in writing by the Contracting Officer at least ten (10) calendar days prior to the solicitation closing date. If the alternative materials are approved for the purposes of the offer, an addendum to the offer documents shall be issued.

#### **GI14 (2010-01-11) Performance Evaluation**

1. 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.

2. The form PWGSC-TPSGC 2913, SELECT - Contractor Performance Evaluation Report Form, is used to record the performance.

#### **GI15 (2011-05-16) Conflict of Interest - Unfair Advantage**

1. In order to protect the integrity of the procurement process, offerors are advised that Canada may reject a offer in the following circumstances:
  - a. if the Offeror, any of its subcontractors, any of their respective employees or former employees was involved in any manner in the preparation of the offer solicitation or in any situation of conflict of interest or appearance of conflict of interest;
  - b. if the Offeror, any of its subcontractors, any of their respective employees or former employees had access to information related to the offer solicitation that was not available to other offerors and that would, in Canada's opinion, give or appear to give the Offeror an unfair advantage.
2. The experience acquired by a offeror who is providing or has provided the goods and services described in the offer solicitation (or similar goods or services) will not, in itself, be considered by Canada as conferring an unfair advantage or creating a conflict of interest. This offeror remains however subject to the criteria established above.
3. Where Canada intends to reject an offer under this section, the Contracting Authority will inform the Offeror and provide the Offeror an opportunity to make representations before making a final decision. Offerors who are in doubt about a particular situation should contact the Contracting Authority before offer closing. By submitting a offer, the Offeror represents that it does not consider itself to be in conflict of interest nor to have an unfair advantage. The Offeror acknowledges that it is within Canada's sole discretion to determine whether a conflict of interest, unfair advantage or an appearance of conflict of interest or unfair advantage exists.

## STANDING OFFER PARTICULARS

### **SOP01 GENERAL**

1. The Offeror acknowledges that a standing offer is not a contract and that the issuance of a Standing Offer and Call-up Authority does not oblige or commit Canada to procure or contract for any services listed in the Standing Offer.
2. The Offeror offers to provide and deliver to Canada the services described in the Standing Offer, in accordance with the pricing set out in the Request for Standing Offer if, and when the Contracting Authority may request such services, in accordance with the conditions listed at subsection 3 below.
3. The Offeror understands and agrees that:
  - a. a call-up against the Standing Offer will form a contract only for those services which have been called-up, provided that such call-up is made in accordance with the provisions of the Standing Offer;
  - b. Canada's liability is limited to that which arises from call-ups against the Standing Offer made within the period specified in the Standing Offer;
  - c. Canada has the right to procure the services specified in the Standing Offer by means of any other contract, standing offer or contracting method;
  - d. the Standing Offer cannot be assigned or transferred in whole or in part;
  - e. the Standing Offer may be set aside by Canada at any time.

### **SOP02 PERIOD OF THE STANDING OFFER**

The period for placing call-ups against the Standing Offer shall be for (3) years commencing from the start date identified on the Standing Offer.

The Contractor hereby grants to Canada two (2) irrevocable options to extend the term of the Contract each for an ADDITIONAL CONSECUTIVE TWELVE (12) MONTH PERIOD, under the same terms and conditions as contained in the Contract. It is to be noted that Canada is not obliged to exercise any of these two (2) options. The exercise of any option will be at Canada's sole discretion, by providing notification in writing to the Contractor at least sixty (60) days prior to the Contract expiry date or the expiry date of an exercised option period.

### **SOP03 CALL-UP LIMITATION**

Each call-up against the Standing Offer will have a maximum limitation of expenditure of \$60,000 (Applicable Taxes included).

### **SOP04 CALL-UP PROCEDURE**

1. Services will be called-up as follows:
  - a. The Departmental Representative will establish the scope of services to be performed.
  - b. For each individual call-up the Offeror will be provided the scope of work and will submit an offer to the Departmental Representative in accordance with the unit rates established under the Standing Offer. The Contractor's offer shall include all of the work as specified including; mobilizing, sub-trades, materials, labour, tools, administration fees and supervision including building permits as per local regulations.
2. The Offeror will be authorized in writing by the Contracting Authority to proceed with the work by issuance of a Call-up against the Standing Offer using form 942.



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3. Any proposed changes to the scope of work are to be discussed with the Departmental Representative but any resulting changes can only be authorized by an amendment issued by the Contracting Authority.

#### **SOP05 STANDING OFFER RESPONSIBLES**

Standing Offer Contracting Authority is :

Name: Ronny Ly

Title: Supply Specialist

Department: Public Works and Government Services Canada

Division: Real Property Contracting

Telephone: (604) 666-0043

e-mail: ronny.ly @pwgsc.gc.ca

The Contracting Authority is responsible for the establishment and administration of the Standing Offer and it's revision if needed. The Contracting Authority is responsible for all contractual related questions regarding call-ups.

Standing Offer Technical Authority is :

The Technical Authority represents the Department or Organisation for which the works are executed within a call-up. The Technical Authority is responsible for all technical related questions regarding call-ups.

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

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

Department : \_\_\_\_\_

Division : \_\_\_\_\_

Telephone : \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

e-mail : \_\_\_\_\_

The selected contractor for the standing offer is :

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

Contact : \_\_\_\_\_

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

Telephone : \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

e-mail : \_\_\_\_\_

## **SUPPLEMENTARY CONDITIONS (SC)**

### **SC01 SECURITY REQUIREMENTS, DOCUMENT SAFEGUARDING LOCATION**

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

### **SC02 INSURANCE TERMS**

- 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 and be maintained throughout the duration of the standing offer period.
  - (b) The Contractor must be responsible to provide and maintain coverage for Products/Completed Operations hazards on its Commercial General Liability insurance policy, for a period of six (6) years beyond the date of the Certificate of Substantial Performance.
- 3) Proof of Insurance
  - (a) Before commencement of the Work, and no later than thirty (30) days after acceptance of its offer, 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

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

## CALL-UPS CLAUSES OR RESULTING CONTRACT DOCUMENTS (CD)

1. The following are the "call up" contract documents:

- a. Contract Page when signed by Canada;
- b. Duly completed Price Proposal Form and any Appendices attached thereto;
- c. Drawings and Specifications;
- d. General Conditions and clauses
  - GC1 General Provisions – Construction Services R2810D (2014-06-26);
  - GC2 Administration of the Contract R2820D (2014-06-26);
  - GC3 Execution and Control of the Work R2830D (2014-03-01);
  - GC4 Protective Measures R2840D (2008-05-12);
  - GC5 Terms of Payment R2550D (2014-06-26);
  - GC6 Delays and Changes in the Work R2860D (2013-04-25);
  - GC7 Default, Suspension or Termination of Contract R2870D (2008-05-12);
  - GC8 Dispute Resolution R2884D (2008-05-12);
  - GC9 N/A
  - GC10 Insurance R2900D (2008-05-12);
  - Allowable Costs for Contract Changes Under GC6.4.1 R2950D (2014-06-26);
  - Supplementary Conditions
- e. Any amendment issued or any allowable offer 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 offer; 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 above 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>

3. The language of the contract documents is the language of the Price Proposal Form submitted.

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## **APPENDIX 2- SCOPE OF WORK**

### **ASBESTOS ABATEMENT CFB COMOX**

#### **SECTION NUMBER    TITLE**

##### **DIVISION 1   GENERAL**

Section 01005	General Instruction
Section 01410	Testing Laboratory Services for Asbestos Abatement
Section 01500	Temporary Facilities
Section 01545	Safety Requirements
Section 01546	Fire Safety Requirements
Section 01600	Material and Equipment
Section 01710	Cleaning

##### **DIVISION 2   SPECIAL CONSTRUCTION**

Section 02080	Asbestos Abatement
Section 02081	Asbestos Removal PVC Bag Method
Section 02082	Asbestos Abatement   Asbestos Cement Shingles
Section 02083	Sampling Procedures To Identify The Presence of Asbestos

## **DIVISION 1 GENERAL**

### **Section 01005 GENERAL INSTRUCTIONS**

#### **1. Description**

1. Work under this (SOA) covers the abatement of asbestos contained within buildings at 19 Wing Comox, surrounding area and satellites.
2. The exact intent and location of work as per Engineer's instruction with each request for abatement services.

#### **2. Security Requirements**

1. The incumbents shall at all times during the performance of the SOA have an escort where required, for the purpose of completing all work that is provided by the Engineer.

#### **3. Definition** "The Engineer"

1. The Engineer is defined as the Wing Construction Engineering Officer or his representative.

#### **4. Documents Required**

1. Maintain at job site, one copy each of the following:
  1. Drawings issued for work.
  2. SOA and related specifications.
  3. Contract amendments.
  4. Copy of approved work schedule.
  5. Manufacturers' application instructions.

#### **5. Work Schedule**

1. Provide prior to commencing work, schedule showing anticipated progress stages and final completion of work.
2. Interim reviews of work progress based on work schedule will be conducted as decided by Engineer and schedule updated by Contractor in conjunction with and to approval of Engineer.
3. Work may be requested:
  1. During normal working hours, 7:30 AM through 3:30 PM on working days Monday to Friday.
  2. Outside normal working hours, 3:31 PM to 7:29 AM on working days.
  3. All hours during weekends and holidays.

#### **6. Contractor's Use of Site**

1. Use of Site:
  - A. Access directly to and from site subject to:
    - 1) Traffic regulations established by DND.
    - 2) Security regulations established by DND.
2. Use of site: limited to areas for work and storage as requested by Engineer.
3. Do not unreasonably encumber site with materials or equipment.
4. Move stored products or equipment which interferes with operations of Engineer or building occupants.

5. Obtain and pay for use of additional storage or work areas needed for operations.
6. Provide a list of all employees and suppliers, when requested to the Wing Security Officer or the Engineer.

## **7. Codes and Standards**

1. Perform work in accordance with National Building Code of Canada (NBC) 1995 and any other code of provincial or local application provided that in any case of conflict or discrepancy, the more stringent requirements shall apply.
2. Meet or exceed requirements of contract documents, specified standards, codes and referenced documents.

## **8. Setting Out of Work**

1. Assume full responsibility for and execute complete layout of work to locations as determined by Engineer.

## **9. Cutting, Fitting and Patching**

1. Execute cutting, fitting and patching required to make work fit properly.
2. Obtain Engineer's approval before cutting, boring or sleeving load bearing members.
3. Make cuts with clean, true, smooth edges. Make patches inconspicuous in final assembly.
4. Fit work airtight to pipes, sleeves, ducts and conduits.

## **10. Existing Services**

1. Where Work involves breaking into or connecting to existing services, carry out work at times directed by authorities having jurisdiction, with minimum of disturbance to building occupants and vehicular traffic.
2. Submit schedule to and obtain approval from Engineer for any shut down or closure of active service or facility. Adhere to approved schedule and provide notice to affected parties.
3. Where unknown services are encountered, immediately advise Engineer and confirm findings in writing.

## **11. Alterations, Repairs to Existing Buildings:**

1. Execute Work with least possible interference or disturbance to occupants, public and normal use of premises. Arrange with Engineer to facilitate execution of work.
2. Where security has been reduced by work of Contract, provide temporary means to maintain security.
3. Where elevators or dumbwaiters exist in buildings, only those assigned for Contractor's use may be used for moving men and material within building. Protect walls of passenger elevators to approval of Engineer before use. Accept liability for damage, safety of equipment and overloading of existing equipment.
4. Provide temporary dust screens, barriers, warning signs in locations where renovation and alteration work is adjacent to areas used by public or government staff.

## **12. Additional Drawings**

1. Engineer may furnish additional drawings to assist proper execution of work. These drawings will be issued for clarification only.

## **13. Overloading**

1. Ensure no part of the work is subjected to a load which will endanger its safety or will cause permanent disfiguration.

#### **14. Post Award Meeting**

1. After award of Standing Offer, the Contractor shall visit the Service Site Engineer to be given job instructions.

#### **15. AUTHORIZATION OF WORK.**

Work as and when required will be requested on PWGSC Call-up Against a Standing Offer form 942, each time services are to be performed. No work shall be performed without being in possession of a 942 Call Up against a Standing Offer form. All estimated quotations, and respective invoices shall justifiably reflect the terms of this SOA.

#### **16. INVOICES**

One (1) original invoice is required for each work requisition form issued, being made out to the Department of National Defence, Wing Commander, Construction Engineering Section, CFB Comox, Lazo, BC. V0R 2K0.

- .1 All invoices submitted for payment shall show:
  - .i. Construction Engineering Work Order Number, or.
  - .ii. Construction Engineering File Number.
  - .iii. Requisition Number, PWGSC 942
  - .iv. Public Works and Government Services Canada Contract Number.
  - .v. Mailing address as per SOA.
- .2 Invoices are to include a breakdown as follows:
  - .i. Rates of pay and hours of work for each tradesman.
  - .ii. An itemized list of consumable materials used, by cost, shall be shown on all invoices submitted for payment.
  - .iii. Extended total.
  - .iv. Where subcontracting is involved a copy of subcontractor's invoice shall accompany the invoice against the requisition.
  - .v. Where discount or mark up is applicable, please indicate separately.
- .3 Invoice to include one copy of Bills of Material and one copy of Time sheets when requested by the Engineer or Public Works and Government Services Canada.

### **Section 01410 TESTING LABORATORY SERVICES FOR ASBESTOS ABATEMENT**

#### **1. Appointment**

1. Air monitoring and inspection services is the Payment responsibility of the Engineer

#### **2. Contractor's Responsibilities:**

1. Furnish labour and facilities to:
  1. Provide access to work area for inspection and testing.
  2. Provide storage on site for laboratory's exclusive use to store equipment and test samples.
2. Notify Engineer sufficiently in advance of operations to allow for assignment of inspectors and scheduling of test.

### **Section 01500 TEMPORARY FACILITIES**

#### **1. Access**



1. If authorized to use existing roads for access to project site, maintain such roads for duration of call up and make good damage resulting from Contractors' use of roads.

2. Clean runways and taxi ways where used by Contractor's equipment.

**2. Sanitary Facilities:**

1. Provide sanitary facilities for work force in accordance with governing regulations and ordinances.

1. Existing facilities used by Engineer's approval.

2. Post notices and take such precautions as required by local health authorities. Keep area and premises in sanitary condition.

**3. Parking**

1. Parking space will be made available on site as directed by the Engineer, for marked contractors' vehicles.

**4. Enclosure of Structure**

1. Provide temporary weather tight enclosures and protection for exterior openings required for access to work area.

2. Erect enclosures to allow access for installation of materials and working inside enclosure.

3. Design enclosures to withstand wind pressure and snow loading.

**5. Power and Water Supply**

.1 DND can provide, free of charge, temporary electric power and water for construction purposes.

.2 Engineer will determine delivery points and quantitative limits. Engineer's permission is required before any connection is made. Connect to existing power supply in accordance with Canadian Electrical Code.

.3 Provide, at no cost to DND, all equipment and temporary lines to bring these services to project site.

4. Supply of temporary services by DND is subject to DND requirements and may be discontinued by DND site representative at any time without notice, without acceptance of any liability for damage or delay caused by such withdrawal of temporary services.

**6. Site Signs and Notices:**

1. Safety and Instruction Signs and Notices:

1. Signs and notices for safety and instruction. Graphic symbols shall conform to CAN3 Z321 77.

3. Maintenance and Disposal of Site Signs:

1. Maintain approved signs and notices in good condition for duration of project, and dispose of off site on completion of project or earlier if directed by Engineer.

**7. Scaffolding**

1. Construct and maintain scaffolding in rigid, secure and safe manner.

2. Erect scaffolding independent of walls. Remove promptly when no longer required. Refer to Section 01545 Safety Requirements for scaffolding.

**8. Removal of Temporary Facilities**

1. Remove temporary facilities from site when directed by Engineer.

**Section 01545 SAFETY REQUIREMENTS**

**1. Construction Safety Measures:**

1. Observe construction safety measures of National Building Code 2005 Part 8, (as a minimum) Provincial Government, Workers' Compensation Board and municipal statutes and authority.

2. In event of conflict between any provisions of above authorities, the most stringent provision governs.

## **2. Overloading**

1. Ensure no part of Work is subjected to loading that will endanger its safety or will cause permanent deformation.

## **3. Scaffolding**

1. Design and construct scaffolding in accordance with CSA S269.2 M87.

## **Section 01545 Fire Safety Requirements**

### **1. Fire Safety Plan**

1. Contractors and their personnel shall be familiar with this section and its requirements.

### **2. Fire Department Briefing**

1. The Engineer shall coordinate arrangements for the contractor to be briefed on Fire Safety at their pre work conference by the Fire Chief before any work is commenced.

2. At 19 Wing Comox, all hot work regardless of type, size or location will require a Hot Work Permit before work commences and the following action must be adhered to at all times:

1. Report to the Wing Fire Hall to obtain a Hot Work Permit and proceed to the site with the Wing Fire Inspector to check out the affected work area.

2. Ensure all instructions on the permit are understood and carried out.

### **3. 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 nearest fire alarm box, or

2. Telephone 911 or to report 8250.

3. Person activating fire alarm box shall remain at the box to direct Fire Department to scene of fire.

4. When reporting a fire by telephone, give location of fire, name or number of building and be prepared to verify the location.

### **4. Interior and Protection and Alarm Systems**

1. Fire protection and alarm systems shall not be;

1. Obstructed.

2. Shut off.

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.

### **5. Fire Extinguishers**

1. The Contractor shall supply fire extinguishers, as scaled by the Fire Chief, necessary to protect, in an emergency, the work in progress and the contractors equipment plant on site.

### **6. Blockage of Roadways**

1. The Fire Chief shall be advised of any work that would impede fire apparatus response. This includes violation of minimum overhead clearance, as prescribed by the Fire Chief, erecting of barricades and the digging of trenches.

### **7. Smoking Precautions**

1. Although smoking is not permitted in hazardous areas, care must still be exercised in the use of smoking materials in non restricted areas.

## 8. Rubbish and Waste Materials

1. Rubbish and waste materials are to be kept to a minimum.
  2. The burning of rubbish is prohibited.
  3. Removal:
    1. All rubbish shall be removed from the work site at the end of the work day or shift or as directed.
- Note: 1 DND WILL NOT ACCEPT PENALTIES FOR RECYCLABLE MATERIALS.**
4. The Canadian Forces Base Comox Garbage dumpsters shall not be used.

## 9. 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 and naptha 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 flames or any type of heat producing devices.
5. Flammable liquids having a flash point below 38 C such as naptha 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.

## 10. 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 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.

## 11. 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 Fire Chief.

## Section 01600 Material and Equipment

### 1. General

1. Use new material and equipment unless otherwise specified.
2. Within 7 days of written request by Engineer, submit following information for materials and equipment proposed for supply:

Solicitation No. - N° de l'invitation  
W0133-14S001/A  
Client Ref. No. - N° de réf. du client  
W0133-14S001

Amd. No. - N° de la modif.  
File No. - N° du dossier  
PWY-4-37129

Buyer ID - Id de l'acheteur  
pwy020  
CCC No./N° CCC - FMS No./N° VME

1. Name and address of manufacturer,
2. Trade name, model and catalogue number,
3. Performance, descriptive and test data,
4. Manufacturer's installation or application instructions,
5. Evidence of arrangements to procure.

3. Use products of one manufacturer for material and equipment of same type or classification unless otherwise specified.

## **2. Manufacturers Instructions**

1. Unless otherwise specified, comply with manufacturer's latest printed instructions for materials and installation methods.
2. Notify Engineer in writing of any conflict between these specifications and manufacturers instructions. Engineer will designate which document is to be followed.

## **3. Delivery and Storage,**

1. Deliver, store and maintain packaged material and equipment with manufacturer's seals and labels intact.
2. Prevent damage, adulteration and soiling of material and equipment during delivery, handling and storage. Immediately remove rejected material and equipment from site.
3. Store material and equipment in accordance with suppliers instructions.

## **4. Conformance**

1. When material or equipment is specified by standard or performance specifications, upon request of Engineer, obtain from manufacturer an independent testing laboratory report, stating that material or equipment meets or exceeds specified requirements.

## **5. Construction Equipment and Plant**

1. On request, prove to the satisfaction of Engineer that the construction equipment is adequate to manufacture, transport, place and finish work to quality and production rates specified. If inadequate, replace or provide additional equipment or plant as directed.
2. Maintain construction equipment and plant in good operating order.

## **Section 01710 Cleaning**

### **1. General**

1. Conduct cleaning and disposal operations to comply with local ordinances and anti pollution laws.
2. Store volatile waste in covered metal containers, and remove from premises at end of each working day.
3. Prevent accumulation of waste which create hazardous conditions.

### **2. Materials**

1. Use only cleaning materials recommended by manufacturer of surface to be cleaned, and as recommended by cleaning material manufacturer.

### **3. Cleaning During Construction**

1. Maintain the work, at least on a daily basis, free from accumulations of waste material and debris.

### **4. Final Cleaning**

1. In preparation for acceptance of the project on an interim or final certificate of completion perform final cleaning.
2. Remove grease, dust, dirt, stains, labels, fingerprints, and other foreign materials, from interior and exterior finished surfaces including glass and other polished surfaces.

3. Clean lighting reflectors, lenses, and other lighting surfaces.
4. Broom clean paved surfaces; rake clean other surfaces of grounds.
5. Remove debris and surplus materials from crawl areas and other accessible concealed spaces.
6. Remove snow and ice from access to building.

## **DIVISION 2 - SPECIAL CONSTRUCTION**

### **Section 02080 Asbestos Abatement**

#### **PART 1 GENERAL**

##### **1.1. Outline of Work**

1. Submit "Scope of Work" defining work procedures and precautions necessary to complete the Asbestos Abatement project for each SOA call up, based on the Engineer's Work Order/requirements.

##### **1.2. Air Monitoring**

1. From commencement of work until completion of cleaning operations air monitoring will be taken by Engineer both inside and outside the work area enclosures in accordance with Health and Welfare Canada recommendations.
2. If air monitoring shows that areas outside work area enclosures are contaminated these areas shall be enclosed and cleaned in the same manner as that applicable to work areas.
3. The results of air monitoring inside work areas shall be used to establish the type of respirators to be worn.

##### **1.3. Definitions**

1. HEPA vacuum: High Efficiency Particulate Air filtered vacuum equipment with a filter system capable of collecting and retaining fibres greater than 0.3 microns in diameter at 99.97% efficiency.
2. Polyethylene sheeting: polyethylene sheeting of type and thickness specified sealed with tape along all edges, around penetrating objects, over cuts and tears, and elsewhere as required to provide a continuous polyethylene membrane to protect underlying surfaces from water damage or damage by sealants, and to prevent escape of asbestos fibres through the sheeting into a clean area.
3. Authorized visitor: the Engineer or an approved representative, and persons representing regulatory agencies.
4. Work Areas: where actual removal, encapsulation and enclosure of spray or trowel applied asbestos containing material takes place.
5. Negative pressure: a system which extracts air directly from work area, filters such extracted air through a High Efficiency Particulate Air filtering system, and discharges this air directly to exterior of building.
  1. This system shall maintain a minimum pressure differential of 7.5 Pa relative to adjacent work areas, be equipped with an alarm to warn of system failure.
  2. Provide instrumentation to monitor and record pressure differences when building is occupied.
  3. Rated total capacity of units with filters in place shall be sufficient to provide complete air change in work area every 15 minutes.
6. Amended water: water with a non ionic surfactant wetting agent added to reduce water tension to allow thorough wetting of asbestos fibres.
7. Airlock: a system for permitting ingress or egress without permitting air movement between a contaminated area and an uncontaminated area, typically consisting of two curtained doorways minimum 1 m apart.

8. **Curtained doorway:** an arrangement of closures to allow ingress and egress from one room to another while permitting minimal air movement between rooms, typically constructed by placing two overlapping sheets of polyethylene over an existing or temporarily framed doorway, securing each along the top of the doorway, securing the vertical edge of one sheet along one vertical side of the doorway, and securing the vertical edge of the other sheet along the opposite vertical side of the doorway. All free edges of polyethylene shall be reinforced with duct tape and the bottom edge shall be weighted to ensure proper closing.

9. **Air Changes Per Hour:** Rated total capacity of units with filters in place shall be sufficient to provide a minimum of four air changes per hour and can be increased at the discretion of the Engineer where high airborne fiber concentrations are anticipated. The number of HEPA filtration units necessary shall be calculated by the Contractor and submitted to the Engineer for review.

#### **1.4. Regulatory Agencies,**

1. Comply with Federal, Provincial, and local requirements pertaining to asbestos, provided that in any case of conflict among those requirements or with these specifications the more stringent requirement shall apply.

#### **1.5. Submittals**

1. Before commencing work:

1. Submit proof satisfactory to Engineer that all employees have had instruction on the hazards of asbestos exposure, on respirator use, on dress, use of showers, entry and exit from work areas, and all aspects of work procedures and protective measures.

2. The Contractor's Superintendent(s) shall have attended an asbestos abatement course, of not less than two (2) days duration, approved by the Engineer.

1. Submit proof of attendance in the form of a certificate. Acceptable courses:

1. The Association of the Wall and Ceiling Industry (AWCI).
2. Pinchin and Associates.
3. Ontario Research Foundation (ORTECH).
4. Monenco Ltd.
5. Environmental Institute.

3. Submit layout of proposed enclosures and decontamination facilities to Engineer for approval.

4. Submit documentation including test results for encapsulant proposed for use.

5. Obtain from the appropriate agency and submit to Engineer all necessary permits for transporting and disposal of asbestos waste. Ensure that operator is fully aware of hazardous nature of material and proper methods of disposal. Submit proof satisfactory to Engineer that suitable arrangements have been made to receive and properly dispose of asbestos waste.

6. Submit to Engineer on a weekly basis completed copies of hazardous waste manifest for every load of asbestos waste removed from site.

#### **1.6. Signs**

1. **Signage:** signs shall be displayed in all work areas where access to a sealed area is possible. Such signs in upper case helvetica medium letters shall read:

"CAUTION, ASBESTOS HAZARD AREA" (25 mm)  
"UNAUTHORIZED ENTRY PROHIBITED" (19 mm)  
"WEAR PROTECTIVE EQUIPMENT" (19 mm)

2. **Container signs:** Label containers used for the disposal of asbestos as follows:

"CAUTION CONTAINS ASBESTOS FIBRES" (25mm) "DO NOT MISHANDLE" (19mm)

1. Clearly label receptors with yellow/black labels.

#### **1.7. Existing Conditions**

1. Results of tests of asbestos containing materials taken from surfaces within the scope of this project, are available for inspection at WCEO's office. These are for general information only and are not necessarily representative of all asbestos containing materials contained within the scope of this project.

### 1.8. Worker Protection

1. Instructions: before commencing work instruct workers in use of respirators, dress, showers, entry and exit from work areas, and all aspects of work procedures and protective measures.

2. Respirators: provide workers with personally issued and marked respiratory equipment acceptable to Labour Canada or provincial labour department as suitable for the asbestos exposure in the work area.

1. Wet removal: Provide positive pressure, full facepiece, powered air purifying respirator's (PAPR) with high efficiency filters.

2. No worker, supervisor or authorized visitor may have facial hair which prevents proper contact between respirator facepiece and skin.

3. All respiratory equipment used shall be approved and labelled for protection against asbestos fibres and shall meet the design of the National Institute of Occupational Safety and Health (NIOSH) or equivalent criteria.

4. If disposable type filters are used provide sufficient filters so that workers can install new filters following disposal of used filters and before re entering contaminated areas.

3. Protective Clothing: Provide workers with full body disposable type coveralls. Provide other body protection required under applicable safety regulations.

4. Each worker shall:

1. Remove street clothes in clean change room and put on respirator with new filters or reusable filters that have been tested as satisfactory, clean coveralls and head covers before entering Equipment and Access Rooms or work area. If reusable protective clothing is used each worker shall don respirator only before entering Equipment and Access Rooms where clothing is stored. All street clothes, uncontaminated footwear, towels, and similar uncontaminated articles shall be stored in clean change room.

2. Remove bulk contamination from clothing before leaving the work area then proceed to Equipment and Access Room and remove all clothing except respirators. Place contaminated worksuits in receptacles for disposal with other asbestos contaminated materials. Leave reusable items except respirator in Equipment and Access Room. Still wearing the respirator proceed naked to the showers. Clean outside of respirator with soap and water while showering; remove respirator; remove filters and wet them and dispose of filters in the container provided for this purpose; and wash and rinse the inside of the respirator. When not in use in the work area, store work footwear in Equipment and Access Room. Upon completion of asbestos abatement, dispose of footwear as contaminated waste or clean thoroughly inside and out using soap and water before removing from work area or from Equipment and Access Room.

3. Following showering and drying off, proceed to the Clean Change Room and dress in street clothes at the end of each day's work, or in clean coveralls before eating, smoking or drinking. If re entering work area, follow procedures outlined in 1.8.4.1 above.

4. Enter the unloading room from outside dressed in clean coveralls to remove waste containers and equipment from the Holding Room of the Container and Equipment Decontamination Enclosure system. No worker shall use this system as a means to leave or enter the work area.

5. Workers shall not eat, drink, smoke or chew gum or tobacco at the work site except in the established clean room.

6. Workers shall be fully protected with respirators and protective clothing during all work which may disturb asbestos containing material including work prior to commencing actual asbestos removal, encapsulation or enclosure.

7. Provide and post in Clean Change Room and in Equipment and Access Room the procedures described in 1.8 of this section, in both official languages

### 1.9. Visitor Protection,

1. Provide protection clothing and approved respirators to authorized visitors to work areas.

2. Instruct authorized visitors in the use of protective clothing and respirators.

3. Instruct authorized visitors in proper procedures to be followed in entering into and exiting from work areas.

### 1.10. Notification



1. Not later than ten (10) days before commencing work on this project notify the following in writing.
  1. The appropriate Director of the Medical Services Branch, Health and Welfare Canada.
  2. Regional Office of Labour Canada.
  3. Provincial Department of Labour.
  4. Disposal Authority.
  5. Workers' Compensation Board of British Columbia.

## **PART 2 PRODUCTS**

### **2.1. Materials**

1. Polyethylene: minimum 0.15 mm (6 mil) thickness unless otherwise specified, in sheet size to minimize joints.
2. Rip proof polyethylene: 0.20 mm (8 mil) fabric made up from 0.13 mm (5 mil) weave and 2 layers 0.04 mm (1.5 mil) poly laminate, in sheet size to minimize seams and overlaps.
3. Polyethylene bags: 0.15 mm (6 mil) thickness, clear or coloured, and provided with a method of sealing that will prevent leakage of the asbestos fibres to the atmosphere, i.e. plastic coated wire ties, plastic "key" lock serrated strips, tape etc.
4. Tape: fibreglass type duct tape suitable for sealing polyethylene under wet conditions using amended water, and dry conditions.
5. Sprayer for amended water: any garden reservoir type sprayer or airless spray equipment suitable for applying a bridging matrix capable of producing a mist of fine spray.
6. Wetting agent: 50% polyoxyethylene ester and 50% polyoxyethylene ether, or other material approved by Engineer, mixed with water in a concentration to provide adequate penetration.
7. Asbestos waste receptors: Two separate containers of which at least one shall consist of 0.15 mm (6 mil) minimum thickness sealable polyethylene bag. Second container may be a second (0.15 mm) (6 mil) minimum thickness polyethylene bag or a rigid sealable container such as a metal or fibre drum. Second container shall be such to prevent any perforating rips or tears in container during filling, transport or disposal. Container must be acceptable to disposal site selected and Ministry of the Environment.
8. All electrical equipment shall meet the requirements of Section 22 "Category 1" of the Canadian Electrical Code C22.1 19 1990 for locations in which excessive moisture is likely to be present.
9. Vacuum cleaners: shall be a High Efficiency Particulate Aerosol (HEPA) filter vacuum system equal to Nilfisk GS 82.
10. Encapsulant: Surface film forming or penetrating type conforming to CGSB 1 GP 205MP and approved by the Fire Commissioner of Canada.
11. Sprayed fireproofing: UCL labelled and listed asbestos free cementitious or mineral fibre to provide the degree of fire or thermal protection required by current NBC standards.
12. Slow drying sealer: Sealer type that remains tacky on surface for a minimum 8 hours. 1 1 GP 100 or SK 13 adhesive.

## **PART 3 EXECUTION**

### **3.1. Preparation**

1. Work Areas:
  1. Shut down or isolate air handling and ventilation systems to prevent contamination and fibre dispersal to other areas of the building during work phase. Preclean moveable objects.



2. Contaminated carpet to be disposed of within the proposed work areas. Clean by using HEPA vacuum or damp wiping and remove such objects from work areas to a temporary location as directed by the Engineer.

3. Preclean fixed casework, plant and equipment within the proposed work areas, using HEPA vacuum and cover with polyethylene sheeting sealed with tape.

4. Clean surfaces in the proposed work area which are to be covered with polyethylene using, where practicable, HEPA vacuum cleaning equipment. If not practicable, use a wet cleaning method

5. Put negative pressure system in operation and operate continuously from the time the first polyethylene is installed to seal openings until final completion of the work including final cleanup.

1. Provide on a daily basis monitoring of pressure difference between work area & remainder of building using an automatic recording instrument.

6. Seal off all openings such as corridors, doorways, windows, skylights, ducts, grilles and diffusers with polyethylene sheeting sealed with tape.

7. Cover floor and wall surfaces with polyethylene sheeting sealed with tape. Use one layer of rip proof polyethylene on floors. Cover floors first so that polyethylene extends at least 300 mm up walls then cover walls to overlap floor sheeting.

8. Build decontamination enclosures at all entrances to and exits from the work areas. Post warning signs as specified in 1.6.1.

9. After work area isolation:

1. Remove heating, ventilating, and air conditioning filters, pack in polyethylene bags and treat as contaminated asbestos waste.

2. Remove ceiling mounted objects such as lights, partitions, other fixtures not sealed off, and other objects that interfere with asbestos removal, as directed by Engineer. Do not remove items.

3. Do not remove items which require disturbance of asbestos (or ceilings or cladding enclosing asbestos) until full protective measures are in place.

10. Maintain emergency and fire exits from the work areas, or establish alternative exits satisfactory to the Base Fire Chief.

11. Where application of water is required for wetting asbestos containing materials, shut off electrical power, provide 24 volt safety lighting and ground fault interrupter circuits on power source for electrical tools, in accordance with applicable CSA Standards. Ensure safe installation of electrical lines and equipment.

12. After preparation of work areas and Decontamination Enclosure Systems remove and dispose of as contaminated waste ceiling panels, tiles and entire suspension system within the work areas.

13. After preparation of work areas and Decontamination Enclosure Systems remove plaster ceilings, including lath, furring, channels, hangers, wires, clips, and dispose of as contaminated waste in the waste receptors. Spray ceiling debris and immediate work area with amended water to reduce dust, as the work progresses.

1. Worker Decontamination Enclosure System:

1. Worker Decontamination Enclosure System shall comprise an Equipment and Access Room, a Shower Room, a Clean Room, and air locks between the equipment room and shower and the shower and the clean room as per para 1.3.7 as follows:

1. Equipment and Access Room: build an Equipment and Access Room between Shower Room and work areas, with two curtained doorways, one to the Shower Room and one to work areas.

1. Install waste receptors, and storage facilities for workers' shoes and any protective clothing to be reworn in work areas.

2. The Equipment and Access Room shall be large enough to accommodate specified facilities, any other equipment needed, and at least one worker allowing him sufficient space to undress comfortably.

3. Shower Room: build a Shower Room between the Clean Room and Equipment and Access Room, with two curtained doorways, one to the Clean Room and one to Equipment and Access Room.

1. Provide one shower for every five workers.
2. Provide a constant supply of hot and cold or warm water.
3. Drains to common sewers are available where directed by the Engineer.
4. Provide rigid or high pressure flexible piping and connect to water sources and drains.
5. No water containing fibres other than from showering shall enter the sanitary sewer system.
6. Provide soap, clean towels and appropriate containers for disposal of used respirator filters.

1. Clean Room: build a Clean Room between the Shower Room and clean areas outside of enclosures, with two curtained doorways, one to outside of enclosures and one to Shower Room.

1. Provide lockers or hangers for workers street clothes and personal belongings.
2. Provide storage for clean protective clothing and respiratory equipment.
3. Install a mirror to permit workers to fit respiratory equipment properly.

2. Drum and Equipment Decontamination Enclosure System:

Drum and Equipment Decontamination Enclosure System shall comprise a Staging Area within the work area, a washroom, a Holding Room, a Unloading Room and an airlock to outside. The purpose of this system is to provide a means to decontaminate waste containers, scaffolding, material containers, vacuum and spray equipment, and other tools and equipment for which the Worker Decontamination Enclosure System is not suitable.

1. Staging Area: designate a Staging Area in the work area for bulk removal of dust and debris from waste containers and equipment, labelling and sealing of waste containers, and temporary storage pending removal to Washroom. Staging Area shall have a curtained doorway to the Container Cleaning Room.

2. Container Cleaning Room: build a room between the Staging Area and Holding Room with two curtained doorways, one to the Staging Area and one to the Holding Room.

1. Provide equipment for washing of equipment and waste containers.
2. All wash water shall be treated as asbestos contaminated waste.

3. Holding Room: build a Holding Room between the Washroom and Unloading Room, with two curtained doorways, one to the Washroom and one to the Unloading Room.

1. The Holding Room shall be of sufficient size to accommodate at least two waste containers and the largest item of equipment used.

4. Unloading Room: build an Unloading Room between the Holding Room and outside, with two curtained doorways, one to the Holding Room and one to the outside.

5. Construction of Decontamination Enclosures:

1. Build suitable framing for enclosures (or use existing rooms where convenient), and line with polyethylene sheeting sealed with tape. Use one layer of rip proof polyethylene on floors.

2. Build curtained doorways between enclosures so that when people move through or when waste containers and equipment are moved through a doorway, one of the two closures comprising the doorway always remains closed.

5. Separation of Work Areas from Occupied Areas:

1. Separate parts of the building required to remain in use, as directed by the Engineer, from parts of the building used for asbestos abatement by means of an airtight barrier system constructed as follows:

1. Build suitable floor to ceiling wood or metal stud framing, cover with polyethylene sheeting sealed with tape, and apply 9 mm minimum thick plywood.
2. Seal all joints between plywood sheets and between plywood and adjacent materials with surface film forming type sealer, to create an airtight barrier.
3. Cover plywood barrier with polyethylene sealed with tape, as specified for work areas.
4. Install barrier to sprayed surface or above suspended ceiling using full protective procedures, amended water and HEPA vacuum. Remove ceiling tile, grids or other obstructions around perimeter of asbestos work area to allow access to deck. Saturate and remove a line of asbestos from deck and beams to allow polyethylene sheeting to be fastened to deck. Each of two sheets forming wall of enclosure shall be fastened separately to deck using tape, spray adhesive, rapid setting foam or other suitable method. Provide suitable framing to support polyethylene.

6. Maintenance of Enclosures:

1. Maintain enclosures in tidy condition.
2. Ensure that barriers and polyethylene linings are effectively sealed and taped. Repair damaged barriers and remedy defects immediately upon discovery.
3. Visually inspect enclosures at the beginning of each working period.
4. Use smoke methods to test effectiveness of barriers when directed by Engineer.

7. Asbestos removal, encapsulation, and enclosure work shall not commence until:

1. All notifications and other preparatory steps have been completed.
2. Work areas and decontamination enclosures (and parts of the building required to remain in use) are effectively segregated.
3. Tools, equipment and materials waste containers are on hand.
4. Arrangements have been made for building security.
5. Warning signs specified in 1.6 are displayed where access to contaminated areas is possible.
6. Arrangements have been made for disposal of waste.

### 3.2. Asbestos Removal,

.1 Before removing asbestos:

1. Prepare site.
2. Spray sprayed or trowelled asbestos material with water containing the specified wetting agent, using airless spray equipment. Saturate the asbestos material sufficiently to wet it to the substrate without causing excess dripping. Spray the asbestos material repeatedly during work process to maintain saturation and to minimize asbestos fibre dispersion.
2. Remove the saturated asbestos material in small sections. Do not allow saturated asbestos to dry out. As it is being removed pack the material in asbestos waste receptors.
3. Remove all asbestos containing pipe insulation in layers, while maintaining all exposed surfaces of insulation or lagging in a wet condition.
  1. Full saturation of insulation will not be required if material is immediately bagged and not allowed to drop to the floor.
4. Seal ends of pipe insulation at perimeters of site with heavy coat of sealer.
5. Seal filled waste receptors. Remove from immediate working area to Staging Area. Clean external surfaces thoroughly again by wet sponging before moving to container cleaning room. Wash waste receptors thoroughly in decontamination Container Cleaning Room or place in clean container and store in Holding Room pending removal to Unloading Room and outside. Ensure that waste receptors are removed from the Holding Room by workers who have entered from uncontaminated areas dressed in clean coveralls.

6. After completion of stripping work, all surfaces from which asbestos has been removed shall be brushed and wet sponged to remove all visible material. During this work the surfaces shall be kept wet.

7. Where Engineer decides complete removal of asbestos containing materials is impossible due to obstructions such as structural members or major service elements, or because asbestos containing material was originally applied to asphaltic coating, and provides a written direction, encapsulate the material as follows:

1. Apply surface film forming type encapsulant to provide 0.635 mm minimum dry film thickness over sprayed asbestos surfaces. Apply using airless spray equipment to avoid blowing off fibres. Use different colour for each coat. Use colour (as selected by) Engineer for final coat.

2. Apply penetrating type encapsulant to penetrate existing sprayed asbestos surfaces to uniform depth of 25 mm minimum.

3. Apply penetrating type encapsulant to penetrate existing sprayed asbestos surfaces uniformly to substrate.

8. After wire brushing and wet sponging to remove visible asbestos, and after sealing asbestos containing material impossible to remove, wet clean the entire work area including the Equipment and Access Room, and equipment used in the process.

1. Floor and wall surfaces, ducts and similar items not covered with polyethylene sheeting must be completely wet cleaned.

2. Following a further inspection and written acceptance, apply a heavy coat of slow drying sealer to all surfaces from which asbestos has been removed.

3. Apply a thinned coat (sufficient to coat all surfaces) to other surfaces in the asbestos work area including all polyethylene and surfaces scheduled for demolition.

4. Allow a minimum of 12 hours for fibre settling with no disturbance of asbestos work area.

1. Operate negative air units during settling period.

### **3.3. Asbestos Encapsulation,**

1. Before encapsulating asbestos:

1. Prepare site.

2. Vacuum surfaces in work area (except those to be encapsulated) using HEPA vacuum to remove all loose debris and dust particles.

3. Repair damaged and missing areas of existing sprayed asbestos to obtain a suitable base for encapsulating and to restore continuity of fireproofing. Use the specified asbestos free fireproofing material. Prepare surfaces and apply fireproofing in accordance with manufacturer's printed instructions.

4. Remove loose asbestos and pack in waste receptors for disposal.

5. Remove waste receptor from immediate working area to Staging Area, wash waste containers thoroughly in container cleaning room or place in clean container and store in Holding Room pending removal to Unloading Room and outside. Ensure that waste containers are removed from holding areas by workers who have entered from uncontaminated areas dressed in clean coveralls.

2. Apply surface film forming type sealer to provide 0.635 mm minimum dry film thickness over sprayed asbestos surfaces. Apply using airless spray equipment to avoid blowing off fibres. Use a different colour for each coat. Use colour (as selected by Engineer) for final coat.

3. Apply penetrating type encapsulant to penetrate existing sprayed asbestos surfaces to uniform depth of 25 mm minimum.

4. Apply penetrating type encapsulant to penetrate existing sprayed asbestos surfaces uniformly to substrate.

5. Wet clean the entire work area including Equipment and Access Room, and equipment used in the process.

1. Floor and wall surfaces, ducts and similar equipment not covered with polyethylene sheeting must be completely wet cleaned.

2. Following a further inspection and written acceptance, apply a thinned coat (sufficient to coat all surfaces) to all surfaces in the asbestos work area including all polyethylene and surfaces scheduled for demolition.

3. Allow a minimum of 12 hours for fibre settling with no disturbance of asbestos work area.

1. Operate negative air units during settling period.

### 3.4. Asbestos Enclosure

Before enclosing asbestos:

1. Prepare site.
  2. Vacuum all surfaces in work areas, except asbestos surfaces, using HEPA vacuum equipment to remove all loose debris and dust particles.
  3. Spray areas to be disturbed while securing hangers and other fixing devices. Use water containing the specified wetting agent. Keep asbestos material damp to prevent release of airborne fibres.
  4. Remove loose asbestos and pack in waste receptors for disposal.
  5. Remove waste receptors from immediate working area to Staging area, wash waste containers thoroughly in decontamination Container Cleaning Room or place in Holding Room pending removal to Unloading Room and outside. Ensure that waste containers are removed from holding areas by workers who have entered from uncontaminated areas dressed in clean coveralls.
2. After installation of hangers and other fixing devices and before enclosing asbestos, repair damaged and missing areas of existing sprayed on material using the specified asbestos free fireproofing material. Prepare surfaces and apply fireproofing or thermal insulation in accordance with manufacturer's printed instructions.
3. Enclose asbestos surfaces as follows:
  1. Instructions will be discussed at time of call up.
4. Wet clean entire asbestos work area including Equipment and Access Room, and equipment used in the process.
  1. Floor and wall surfaces, ducts and similar items not covered with polyethylene sheeting must be completely wet cleaned.
  2. Following a further inspection and written acceptance, apply a thinned coat of slow drying sealer to all surfaces in the asbestos work area including all polyethylene and surfaces scheduled for demolition.
  3. Allow a minimum of 12 hours for fibre settling with no disturbance of asbestos work area.
    1. Operate negative air units during settling period.

### 3.5. Clean Up

1. Following cleaning specified previous and when air sampling shows that asbestos levels on both sides of seals do not exceed 0.10 fibres/cc as determined by the Engineer proceed with final cleanup.
2. Remove polyethylene sheet by rolling it away from walls to centre of work area. Vacuum all visible asbestos containing particles observed during cleanup, immediately, using HEPA vacuum equipment. HEPA vacuum or wet wash all floors.
3. Place polyethylene seals, tape, cleaning material, clothing, and other contaminated waste in waste receptors.
4. Work areas, Equipment and Access Room, Container Cleaning Room, Shower Room, and other enclosures that may be contaminated shall be included in the clean up.
5. Sealed drums and all equipment used in the work shall be included in the cleanup and shall be removed from work areas via the Drum and Equipment Decontamination Enclosure System at an appropriate time in the cleaning sequence.
6. A final check shall be carried out to ensure that no dust or debris remains on surfaces as a result of dismantling operations and air monitoring shall be carried out again to ensure that asbestos levels in the building do not exceed 0.10 fibres/cc. Repeat cleaning using HEPA vacuum equipment, or wet cleaning methods where feasible, in conjunction with sampling until levels meet this criteria.

7. As the work progresses, and to prevent exceeding available storage capacity on site, remove sealed and labelled asbestos waste receptors containing asbestos waste and dispose of to authorized disposal area in accordance with requirements of disposal authority. Ensure that each shipment of containers transported to waste disposal site is accompanied by Contractor's representative who shall ensure that disposal is done in accordance with governing regulations.

### **3.6. Disposal**

1. Authority for the final disposal of asbestos waste is the responsibility of Local, Regional, Federal and Provincial Ministry of Environment (MOE) representatives.

1. Contractor shall contact MOE representative and local disposal site to arrange disposal.

2. Under no circumstances will waste asbestos be disposed of without the agreement and approval of the responsible MOE representative and the waste disposal site in writing.

2. All waste must be transported by hauler licensed for the transportation of waste containing asbestos by the Provincial Ministry of the Environment.

3. Ensure each shipment of containers for disposal is accompanied by a representative who will supervise dumping of containers and ensure all guidelines and regulations are followed.

1. Each load requires completion of a hazardous waste manifest under Transport of Dangerous Goods Act 1980.

4. Co operate with MOE inspectors and immediately carry out instructions for remedial work at disposal site, to maintain environment, at no additional cost to DND.

5. Ensure disposal site operation is fully aware of hazardous material being dumped and that all equipment operators have been fully briefed in management of asbestos containers after delivery to disposal site.

### **3.7. Re establishment of Objects and Systems,**

1. When clean up is complete:

1. Re establish objects moved to temporary locations in the course of the work, to their proper positions.

2. Re secure mounted objects removed in the course of the work to their former positions.

2. Re establish mechanical and electrical systems in proper working order. Install new filters.

3. Repair or replace objects damaged in the course of the work, as directed by Engineer.

## **Section 02081 Asbestos Removal PVC Bag Method**

### **PART 1 - GENERAL**

#### **1.1 Outline of Work**

1. Submit a "Scope of Work" defining work procedures and precautions necessary to complete the Asbestos Abatement project for each individual SOA call up, based on the Engineer's Work Order/requirements.

#### **1.2 Regulatory Agencies**

1. Comply with Federal, Provincial and Local requirements pertaining to asbestos, provided that in any conflict among those requirements or with these specifications the more stringent requirements shall apply.

#### **1.3 Notification**

1. Not later than ten (10) days before commencing work on this project notify the following in writing:

1. Regional Director of the Medical Services Branch, Health and Welfare Canada.

2. Regional Office of Labour Canada.

3. Provincial Department of Labour.

4. Disposal Authority.

5. The Engineer.

2. When ten days notification is not possible before job start, verbal notification followed by a written letter (copy to Engineer) will be accepted.

#### 1.4 Worker Protection

1. Workers involved with asbestos removal must wear personal protective equipment as follows:
  1. An approved half mask respirator.
  2. Protective disposable coveralls complete with hood.
  3. Provide other body protection required under applicable safety regulations.
2. When asbestos removal is proceeding, the workers will be required to wash exposed skin before leaving the work site.

#### 1.5 Existing Conditions

1. Results of Tests of asbestos containing materials taken from pipe insulation within the scope of this project are available for inspection at the WCEO's Office.
  1. These are for general information only and are not necessarily representative of all asbestos containing materials contained within the scope of this project.

## PART 2 PRODUCTS

### 2.1 Material and Equipment,

1. PVC bag: prefabricated, purpose made, 0.25 mm minimum thickness, polyvinyl chloride bag with integral 0.25 mm thick polyvinyl chloride gloves.
  1. Bag equipped with reversible double pull double throw zipper on top to facilitate installation on pipe and progressive movement along pipe and with straps for sealing ends of bag around pipe.
  2. Once filled bag cannot be re used and shall be disposed of as asbestos contaminated waste.
2. Protective clothing: Coveralls and hoods, disposable type.
  1. Required if glove bag becomes damaged or punctured.
3. Respirators: Minimum requirement is a non powered half face respirator acceptable to Labour Canada or Provincial Labour Department with High Efficiency Particulate Aerosol (HEPA) cartridge filter.
  1. No worker, supervisor or authorized visitor may wear facial hair which prevents proper contact between respirator facepiece and skin.
  2. Single use dust respirators are not permitted.
4. Signs: Helvetica Medium type letters, upper case as follows:  
"CAUTION, ASBESTOS HAZARD AREA" (25 mm)  
"UNAUTHORIZED ENTRY PROHIBITED" (19 mm)  
"WEAR PROTECTIVE EQUIPMENT" (19 mm)  
"BREATHING ASBESTOS DUST MAY CAUSE ( 7 mm) SERIOUS BODILY HARM"
5. Polyethylene: 0.15 mm [6mil] thick minimum, in sheet size to minimize joints.
6. Sprayers: garden reservoir type, low velocity, capable of producing mist of fine spray.
7. Wetting Agent: 50% polyoxyethylene ester and 50% polyoxyethylene either or other non ionic surfactant proved to be effective in aiding wetting of asbestos.
8. Waste Receptors: Metal or fibre drums with tight lids, or 0.15 mm [6 mil]) minimum thickness polyethylene bag.
  1. Label receptors in Helvetica medium type letters, upper case as follows:  
  
"CAUTION, CONTAINS ASBESTOS FIBRES"(25 mm)  
"DO NOT MISHANDLE" (19 mm)  
"BREATHING ASBESTOS DUST MAY CAUSE  
SERIOUS BODILY HARM"( 7 mm)



2. Waste receptors to be acceptable to waste disposal site and Ministry of the Environment.

9. Tape: fibreglass type duct tape, self adhering for wet and dry conditions.

10. HEPA vacuum: High Efficiency Particulate Aerosol filtered vacuum equipment with a filter system capable of collecting and retaining monodisperse aerosol at 99.97% efficiency for particles 0.3 microns in diameter or larger.

11. Securing straps: For glove bag, reusable nylon straps at least 25mm [1"] wide with metal tightening buckle for sealing ends of bags around pipe and/or insulation.

12. Knife: Knife with fully retractable blade for use inside glove bag.

13. Slow drying sealer: Product must have flame spread and smoke development ratings both less than 50. Product shall leave no stain when dry.

.1 Acceptable material: Borden Polyco 804 (clear) or Double AD TC 55 (clear).

### **PART 3 EXECUTION**

#### **3.1 Preparation**

1. Conduct preparation and removal of asbestos after office hours in occupied buildings.
2. Cover with polyethylene floor and equipment below and within a 4 m of work area. Turn up at walls and tape all joints.
3. Shut down air circulation system within work area.
4. Instruct workers on necessary safety procedures and protective measures.
5. Install signs, as described in 2.1.4, around asbestos removal area.

#### **3.2 Removal**

1. Isolate asbestos work area with tape barriers, saw horses or other barriers.
2. Spray any areas of damaged jacketing with mist of amended water. Tape over damaged area to provide temporary repair.
3. Using HEPA vacuum (or wet sponge) clean surfaces of pipe and insulation dust from work area.
4. Place any tools necessary to remove insulation in tool pouch. Zip bag onto pipe and seal all openings to pipe with cloth securing strap. For valve bags seal valve cover with wire ties or equivalent.
5. Place hands into gloves and use necessary tools to remove insulation. Arrange insulation in bag to obtain full capacity of bag. Roll jacketing carefully to minimize the possibility of ripping or puncturing bags.
6. Insert nozzle of spray pump into bag through valve and wash down pipe and interior of bag thoroughly. Use one hand to aid washing process. Wet surface of insulation in lower section of bag and exposed ends of asbestos insulation remaining on pipe by spraying.
7. If bag is to be removed from pipe for use on new section of pipe, seal interior plastic closure before removing from pipe. Re install in new location before opening interior closure.
8. If bag is to be moved along pipe, move bag, reseal to pipe using double pull zipper to pass hangers. Repeat stripping operation.



9. If bag is ripped, cut or opened in any way, cease work and repair with tape before continuing work. If the rip, cut or opening is not easily repaired. All spilled material must be cleaned up and removed with a HEPA vacuum.
10. To remove bag after completion of stripping, wash top section and tools thoroughly. Place all tools in one gloved hand, pull hand out inverted, twist to create a separate pouch, double tape to seal. Cut between tape and place pouch with tools in next glove bag or into a water bucket, open pouch underwater, clean tools and allow to dry.
11. Pull 0.15 mm 6 mil polyethylene bag over glove bag before removing from pipe. Remove securing straps. Unfasten zipper. Seal top of glove bag while removing from pipe.
12. After removal of bag ensure that pipe is free of all residue. If necessary, after removal of each section of asbestos, vacuum all surfaces of pipe, using HEPA filtered vacuum equipment or wipe with wet cloth. Ensure that surfaces are kept free of sludge which after drying could release asbestos dust into atmosphere.
13. After asbestos has been removed from pipe, seal all pipe surfaces with 1 GP 100 or with SK13.
14. Place cloths, mops, sponges, rags, wire brushes, disposable filters and protective clothing in double waste bags. Seal bags tightly and dispose as asbestos waste.
15. Vacuum all surfaces within work area including waste receptors, reusable equipment used to perform the work, footwear and soles of footwear.
16. Thoroughly wash respirators, eye protection, hard hats, hands and face.
17. Salvage of any material is prohibited.

### **3.3 Sealing**

1. Seal with tapes, cloth jacketing, or sealant exposed ends of remaining asbestos insulation.

### **3.4. Disposal**

1. Authority for final disposal of asbestos waste is the responsibility of Local, Regional, Provincial Ministry of the Environment (MOE) representatives.
  1. Contractor shall contact MOE representative and local disposal site to arrange disposal.
  2. Under no circumstances will waste asbestos be disposed of without the agreement and approval of the responsible MOE representative and the waste disposal site in writing.
2. All waste must be transported by hauler licensed for the transportation of waste, containing asbestos, by the Provincial Ministry of the Environment.
3. Ensure each shipment of containers is accompanied by a representative who will supervise disposal of containers and ensure all guidelines and regulations are followed.
  1. Each load requires completion of a hazardous waste manifest under Transport of Dangerous Goods Act 1980.
4. Co operate with Ministry of the Environment inspectors and immediately carry out instructions for remedial work at DND to maintain environment, at no additional cost to disposal site.
5. Ensure disposal operation is fully aware of hazardous material being disposed and that all equipment operators have been fully briefed in management of asbestos containers after delivery to dump.

## **Section 02082 Asbestos Abatement - Asbestos Cement Shingles**

### **PART 1 GENERAL**

#### **1.1 Outline of Work**

1. Submit a "Scope of Work" defining work procedures and precautions necessary to complete the Asbestos Abatement project for each individual SOA call up, based on the Engineer's Work Order/requirements.

## 1.2 Notification

1. Not later than five (5) days before commencing work on this project notify the following in writing:
  1. The Regional Director of the Medical Services Branch of Health and Welfare Canada.
  2. Regional Office of Labour Canada.
  3. Disposal Authority.
  4. The Engineer.
2. When ten (10) days notification is not possible before job start, verbal notification followed by a written letter (copy to Engineer) will be accepted.

## 1.3 Worker

1. Contractor to comply with Provincial asbestos Protection regulations.
2. Workers removing or handling asbestos cement products must wear half mask respirator's while removing asbestos materials and/or loading asbestos materials into waste containers.

## PART 2 PRODUCTS

### 2.1 Materials

1. Polyethylene: to CAN 2 51.22 M77, in 0.15 mm 6 mil minimum thickness unless otherwise specified.
2. Waste receptors: sealed containers of sufficient strength to hold asbestos materials.
  1. Containers to be labelled with yellow/black labels with medium Helvetica type upper case letters:  
"CAUTION, CONTAINS ASBESTOS FIBRES"(25 mm) "DO NOT MISHANDL" (19 mm)  
"BREATHING ASBESTOS DUST MAY CAUSE  
SERIOUS BODILY HARM"(7 mm)
  2. Waste receptor to be acceptable to waste disposal site and Ministry of the Environment.
3. Respirators: types acceptable to Labour Canada or Provincial Labour Department and suitable for appropriate asbestos exposure.
  1. Minimum requirement is non powered half face with HEPA filters.
  2. Single use dust respirators are not permitted.
4. HEPA vacuum: High Efficiency Particulate Aerosol filter vacuum with all attachments and fittings. Filter system shall collect 99.97% of aerosol particles 0.3 micrometres or larger.

## PART 3 EXECUTION

### 3.1 Preparation

1. Instruct workers on necessary safety procedures and protective measures.
2. Cover surfaces below removal area with polyethylene drop sheet.

### 3.2 Removal

1. Removal of asbestos cement products shall be carried out by wet removal techniques.
2. Saturate asbestos with water in advance of any removal.
3. Remove wet asbestos in sections. Care is to be taken to minimize breakage of asbestos during removal. Before beginning the next section place the removed asbestos in a waste receptor for disposal.
4. Each truck load of asbestos waste is to be covered with polyethylene sheeting or tarpaulin, before transportation to disposal area.

5. Clean all broken sections, dust etc. from substrate and from polyethylene drop sheet and surrounding area with HEPA vacuum or wet cleaning. Dispose of drop sheets as asbestos waste.

### 3.3 Disposal

1. Authority for the final disposal of asbestos waste is the responsibility of Local, Regional, Federal and Provincial Ministry of Environment (MOE) representatives.

1. Contractor shall contact MOE representative and local disposal site to arrange disposal.

2. Under no circumstances will waste asbestos be disposed of without the agreement and approval of the responsible MOE representative and the waste disposal site in writing.

2. All waste must be transported by a hauler licensed for the transportation of waste containing asbestos by the Provincial Ministry of the Environment.

3. Ensure each shipment of containers to disposal site is accompanied by a representative who will supervise dumping of containers and ensure all guidelines and regulations are followed.

1. Each load requires completion of hazardous waste manifest under Transport of Dangerous Goods Act 1980.

4. Co operate with Ministry of the Environment inspectors and immediately carry out instructions for remedial work at disposal site to maintain environment, at no additional cost to DND.

5. Ensure disposal site operation is fully aware of hazardous material being dumped and that all equipment operators have been fully briefed in management of asbestos containers after delivery to disposal site.

## Section 02083 Sampling Procedures to Identify the Presence of Asbestos

### 1.1 General

1. Only a qualified laboratory can identify asbestos content with a reasonable degree of accuracy. To positively identify the presence of asbestos, a sample of the suspect material must be taken. The following procedures must be adhered to while taking samples.

### 1.2 Preparation

1. Work to be done with discretion. i.e., after hours in an office environment (if possible).

2. Determine the number of samples to be taken according to the following guidelines:

1. 2-3 samples per 500 square meters,

2. 3-5 samples over 500 square meters in one room, and

3. Judgemental over 500 square meters in various areas.

4. For pipe insulation in a mechanical room take at least one sample from each system, i.e., cold water, hot water steam, condensate etc. Sampling must be performed separately of straight pipe run and fittings (values, elbows, etc) if material is visually different in appearance.

**NOTE:** The number of samples may be reduced where visually identical material is present.

3. In very large installations, establish a detailed analysis of several areas and take enough samples to confirm the pattern.

4. Wear a respirator mask of at least 1/2 face, complete with a filter cartridge approved for asbestos containing dust and mist, Standard of Acceptance: MSA Comfo II or 3M Easi-Air equipped with high efficiency filters. Single use dust respirator are not permitted.

### 1.3 Sampling

1. Wet the area from which the sample is taken using water, containing soap or wetting agent (amended water).

2. Take sample through to substrate to penetrate any surface coating.

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3. Use CF No. 4 Amber Safety Vial NSN 6530-21-859-1497. Insert a numbered disc in the bottom for cataloguing purposes. (or use a clear plastic with Ziplock top identified with a stick on label).
4. Press open vial into material and remove core or use a knife to remove a full thickness sample, where the vial will not penetrate.
5. Close vial and apply masking tape, to seal cap, mark label indicating base/station, building and area.
6. Provide on the label relevant information, i.e. sample location, pipe, tank, fitting, beams or plenum etc.

#### **1.4 Analysis**

1. The Contractor shall forward sample to an authorized laboratory for analysis.
2. Results shall be returned to the Engineer indicating the percentage of asbestos by weight or volume and the type of asbestos present.

#### **NOTE:**

If sample is analyzed in a laboratory other than Health and Welfare, analyses must be performed by laboratory certified under the National Voluntary Laboratory Accreditation Program (NVLAP) of the National Institute of Science and Technology (N.I.S.T.).

An asbestos containing material is identified as any material which has been shown by analysis to contain more than 1% asbestos by weight or volume. Some provinces define a lower level (i.e. 0.1% asbestos in the province of Quebec).

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## APPENDIX 3 – MANDATORY CRITERIA

1. The offeror must provide evidence of its experience and past performance by referencing three (3) projects or contracts satisfactorily rendered within the past five (5) years, wherein the range of construction services provided are comparable to those described in this Request for Standing Offer (RFSO).

The evidence provided by the offeror may be verified by the Crown. Failure by the offeror to provide the required evidence or in the event that the evidence cannot be verified shall result in the offeror being disqualified and no further consideration will be given to the offeror. If the offeror submits references in excess of the stated requirement above, only the references up to the identified limit will be assessed.

PWGSC reserves the right to verify information for completeness and accuracy and to confirm reference satisfaction with services provided. In the event where the information cannot be verified or the service found to be unsatisfactory shall result in the proposal being considered non-responsive and no further consideration will be given to the offeror.

PROJECT/CONTRACT REFERENCE NO. 1	
Name of client organization or Company	Name: _____
Name and title of client contact	Name: _____ Title: _____
Telephone and facsimile number of client contact	Phone No.: _____ Fax No.: _____
Location/site of the project or contract:	_____
Value of the project or contract	\$ _____
Performance period of the project or contract (indicate month and year)	From: Month _____ Year _____ To: Month _____ Year _____
Description of Project or Contract: _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	

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PROJECT/CONTRACT REFERENCE NO. 2	
Name of client organization or Company	Name: _____
Name and title of client contact	Name: _____ Title: _____
Telephone and facsimile number of client contact	Phone No.: _____ Fax No.: _____
Location/site of the project or contract:	_____
Value of the project or contract	\$ _____
Performance period of the project or contract (indicate month and year)	From: Month _____ Year _____ To: Month _____ Year _____
Description of Project or Contract: _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	

PROJECT/CONTRACT REFERENCE NO. 3	
Name of client organization or Company	Name: _____
Name and title of client contact	Name: _____ Title: _____
Telephone and facsimile number of client contact	Phone No.: _____ Fax No.: _____
Location/site of the project or contract:	_____
Value of the project or contract	\$ _____
Performance period of the project or contract (indicate month and year)	From: Month _____ Year _____ To: Month _____ Year _____
Description of Project or Contract: _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	

## APPENDIX 4 - PRICE PROPOSAL FORM

.1 Each item specified in the Unit Price Schedule 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 the Price Schedule 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 the Price Schedule 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 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 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.

### .3 Pricing

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.

## 4. PRICES

The Offeror agrees that the following are the prices referred to above:

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#### 4.1 Unit Price Schedules - Rates

##### SCHEDULE A) Years 1 & 2

**Call out Rates:** All inclusive firm call out rates shall be based only on direct travel from contractor's plant to the sites of work specified below and direct return to contractors plant (**direct return trip**). Full rates shall be charged only once for each call out.

Call out rates DO NOT include productive labour, See next table. If call out rates do not apply, please fill in rate as zero (0).

Item	Firm call out rates	Estimated Number of Trips	Unit Price	Estimated total price
1	Detachment Holberg (approx. 330 km from 19 Wing Comox)	2	\$	\$

ETT - Estimated Travel Time (in minutes) is one way from suppliers base to the job site above.

ETT Holberg: \_\_\_\_\_

Suppliers base is located at: \_\_\_\_\_

<b>Asbestos Removal, PVC bag method as per Specification Section 02081. Price to include supervision, labour, equipment, bagging and disposal of asbestos, overhead and profit.</b>						
<b>During Regular Hours: 07:30 to 15:30 hours Monday to Friday</b>						
Item	Height of pipes between	Pipe Diameter between	Insulation Thickness	Estimated Pipe Length	Unit Price Per M	Extension
1	0-3m	12-100 mm	25 mm	200 m	\$	\$
2			50 mm	200 m	\$	\$
3		100-200 mm	25 mm	100 m	\$	\$
4			50 mm	60 m	\$	\$
5		200-300 mm	25 mm	20 m	\$	\$
6			50 mm	20 m	\$	\$
7		Above 300mm	25 mm	20 m	\$	\$
8			50 mm	20 m	\$	\$
9	3-6m	12-100 mm	25 mm	200 m	\$	\$
10			50 mm	200 m	\$	\$
11		100-200 mm	25 mm	100 m	\$	\$
12			50 mm	100 m	\$	\$
13		200-300 mm	25 mm	20 m	\$	\$
14			50 mm	20 m	\$	\$
15		Above 300mm	25 mm	10 m	\$	\$
16			50 mm	10 m	\$	\$
<b>Outside Regular Hours - Monday through Sunday, including all day Saturday, Sunday and Holidays</b>						
17	0-3m	12-100 mm	25 mm	100 m	\$	\$
18			50 mm	100 m	\$	\$
19		100-200 mm	25 mm	50 m	\$	\$
20			50 mm	30 m	\$	\$



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21		200-300 mm	25 mm	10 m	\$	\$
22			50 mm	10 m	\$	\$
23		Above 300mm	25 mm	10 m	\$	\$
24			50 mm	10 m	\$	\$
25	3-6m	12-100 mm	25 mm	100 m	\$	\$
26			50 mm	100 m	\$	\$
27		100-200 mm	25 mm	50 m	\$	\$
28			50 mm	50 m	\$	\$
29		200-300 mm	25 mm	10 m	\$	\$
30			50 mm	10 m	\$	\$
31		Above 300mm	25 mm	5 m	\$	\$
32			50 mm	5 m	\$	\$

**Supervisor and Labour for Asbestos Abatement. This includes erection and dismantling of protective barrier and bagging and removal of asbestos . As per Specification Section 02080.**

**During Regular Hours: 07:30 to 15:30 hours Monday to Friday**

Item	Class of Labour	Operation	Risk	Estimated Hours	Price Per Hour	Extension
33	Supervisor	Type 2	Moderate	200	\$	\$
34		Type 3	High	40	\$	\$
35		Type 2/3	Moderate/High	20	\$	\$
36	Labourer	Type 2	Moderate	200	\$	\$
37		Type 3	High	40	\$	\$
38		Type 2/3	Moderate/High	40	\$	\$

**Outside Regular Hours - Monday through Sunday, including all day Saturday, Sunday and Holidays**

39	Supervisor	Type 2	Moderate	100	\$	\$
40		Type 3	High	20	\$	\$
41		Type 2/3	Moderate/High	10	\$	\$
42	Labourer	Type 2	Moderate	100	\$	\$
43		Type 3	High	20	\$	\$
44		Type 2/3	Moderate/High	20	\$	\$

Item	Description	Unit of Issue	Estimated Quantity	Unit Price	Extension
45	For abatement of cement asbestos shingles (refer to section 02082). Provide Unit price per square meter for removal and disposal	M2	200	\$	\$

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46	For sampling procedures to identify the presence of asbestos. Unit price would include mobilization, demobilization and sampling. (Refer to section 02083)	Each	50	\$	\$
47	Disposal & Tipping Fees. The contractor is responsible for payment of all disposal and tipping fees.	Tonnes	20	\$	\$
48	Transportation and labour; the cost for transporting the removed asbestos to a disposal site. Said waste will be removed from DND sites, transported under dangerous goods regulations and deposited in a Class A landfill as determined by BC Provincial Regulations	Hours	200	\$	\$
49	<b>Equipment:</b> .i Extractor fan complete with 30 meters bagging	Hour	2000	\$	\$
50	.ii Vacuum Unit with hepa-filters	Hour	1200	\$	\$
51	.iii Air Sampling Pumps	Hour	100	\$	\$
52	Contractor's Mark Up on Allowance for unspecified material, replacement parts, required permits and certificates. (\$53,400.00 + % mark up)	Estimated Usage  \$53,400.00		_____% Mark up	\$ Extension
<b>Sub Total A): Estimated Total Amount 1st &amp; 2nd Year GST/HST Extra</b>					\$

#### SCHEDULE B) Year 3

**Call out Rates:** All inclusive firm call out rates shall be based only on direct travel from contractor's plant to the sites of work specified below and direct return to contractors plant (**direct return trip**). Full rates shall be charged only once for each call out.

Call out rates DO NOT include productive labour, See next table. If call out rates do not apply, please fill in rate as zero (0).

Item	Firm call out rates	Estimated Number of Trips	Unit Price	Estimated total price
1	Detachment Holberg (approx. 330 km from 19 Wing Comox)	2	\$	\$

ETT - Estimated Travel Time (in minutes) is one way from suppliers base to the job site above.

ETT Holberg: \_\_\_\_\_

Suppliers base is located at: \_\_\_\_\_

<b>Asbestos Removal, PVC bag method as per Specification Section 02081. Price to include supervision, labour, equipment, bagging and disposal of asbestos, overhead and profit.</b>						
<b>During Regular Hours: 07:30 to 15:30 hours Monday to Friday</b>						
Item	Height of pipes between	Pipe Diameter between	Insulation Thickness	Estimated Pipe Length	Unit Price Per M	Extension
1	0-3m	12-100 mm	25 mm	100 m	\$	\$
2			50 mm	100 m	\$	\$
3		100-200 mm	25 mm	50 m	\$	\$
4			50 mm	30 m	\$	\$
5		200-300 mm	25 mm	10 m	\$	\$
6			50 mm	10 m	\$	\$
7		Above 300mm	25 mm	10 m	\$	\$
8			50 mm	10 m	\$	\$
9	3-6m	12-100 mm	25 mm	100 m	\$	\$
10			50 mm	100 m	\$	\$
11		100-200 mm	25 mm	50 m	\$	\$
12			50 mm	50 m	\$	\$
13		200-300 mm	25 mm	10 m	\$	\$
14			50 mm	10 m	\$	\$
15		Above 300mm	25 mm	5 m	\$	\$
16			50 mm	5 m	\$	\$
<b>Outside Regular Hours - Monday through Sunday, including all day Saturday, Sunday and Holidays</b>						
17	0-3m	12-100 mm	25 mm	50 m	\$	\$
18			50 mm	50 m	\$	\$
19		100-200 mm	25 mm	25 m	\$	\$
20			50 mm	15 m	\$	\$
21		200-300 mm	25 mm	5 m	\$	\$
22			50 mm	5 m	\$	\$
23		Above 300mm	25 mm	5 m	\$	\$
24			50 mm	5 m	\$	\$
25	3-6m	12-100 mm	25 mm	50 m	\$	\$
26			50 mm	50 m	\$	\$
27		100-200 mm	25 mm	25 m	\$	\$
28			50 mm	25 m	\$	\$
29		200-300 mm	25 mm	5 m	\$	\$
30			50 mm	5 m	\$	\$
31		Above 300mm	25 mm	3 m	\$	\$
32			50 mm	3 m	\$	\$
<b>Supervisor and Labour for Asbestos Abatement. This includes erection and dismantling of protective barrier and bagging and removal of asbestos . As per Specification Section 02080.</b>						
<b>During Regular Hours: 07:30 to 15:30 hours Monday to Friday</b>						

Solicitation No. - N° de l'invitation  
W0133-14S001/A  
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File No. - N° du dossier  
PWY-4-37129

Buyer ID - Id de l'acheteur  
pwy020  
CCC No./N° CCC - FMS No./N° VME

Item	Class of Labour	Operation	Risk	Estimated Hours	Price Per Hour	Extension
33	Supervisor	Type 2	Moderate	100	\$	\$
34		Type 3	High	20	\$	\$
35		Type 2/3	Moderate/ High	10	\$	\$
36	Labourer	Type 2	Moderate	100	\$	\$
37		Type 3	High	20	\$	\$
38		Type 2/3	Moderate/ High	20	\$	\$

**Outside Regular Hours - Monday through Sunday, including all day Saturday, Sunday and Holidays**

39	Supervisor	Type 2	Moderate	50	\$	\$
40		Type 3	High	10	\$	\$
41		Type 2/3	Moderate/ High	5	\$	\$
42	Labourer	Type 2	Moderate	50	\$	\$
43		Type 3	High	10	\$	\$
44		Type 2/3	Moderate/ High	10	\$	\$

Item	Description	Unit of Issue	Estimated Quantity	Unit Price	Extension
45	For abatement of cement asbestos shingles (refer to section 02082). Provide Unit price per square meter for removal and disposal	M2	100	\$	\$
46	For sampling procedures to identify the presence of asbestos. Unit price would include mobilization, demobilization and sampling. (Refer to section 02083)	Each	25	\$	\$
47	Disposal & Tipping Fees. The contractor is responsible for payment of all disposal and tipping fees.	Tonnes	10	\$	\$
48	Transportation and labour; the cost for transporting the removed asbestos to a disposal site. Said waste will be removed from DND sites, transported under dangerous goods regulations and deposited in a Class A landfill as determined by BC Provincial Regulations	Hours	100	\$	\$

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49	<b>Equipment:</b> .i Extractor fan complete with 30 meters bagging	Hour	1000	\$	\$
50	.ii Vacuum Unit with hepa- filters	Hour	600	\$	\$
51	.iii Air Sampling Pumps	Hour	50	\$	\$
52	Contractor's Mark Up on Allowance for unspecified material, replacement parts, required permits and certificates. (\$26,600.00+ % mark up)	Estimated Usage  \$26,600.00		_____% Mark up	\$ Extension
<b>Sub Total B): Estimated Total Amount Year 3 GST/HST Extra</b>					\$

#### SCHEDULE C) Option Year 1

**Call out Rates:** All inclusive firm call out rates shall be based only on direct travel from contractor's plant to the sites of work specified below and direct return to contractors plant (**direct return trip**). Full rates shall be charged only once for each call out.

Call out rates DO NOT include productive labour, See next table. If call out rates do not apply, please fill in rate as zero (0).

Item	Firm call out rates	Estimated Number of Trips	Unit Price	Estimated total price
1	Detachment Holberg (approx. 330 km from 19 Wing Comox)	2	\$	\$

ETT - Estimated Travel Time (in minutes) is one way from suppliers base to the job site above.

ETT Holberg: \_\_\_\_\_

Suppliers base is located at: \_\_\_\_\_

Asbestos Removal, PVC bag method as per Specification Section 02081. Price to include supervision, labour, equipment, bagging and disposal of asbestos, overhead and profit.						
During Regular Hours: 07:30 to 15:30 hours Monday to Friday						
Item	Height of pipes between	Pipe Diameter between	Insulation Thickness	Estimated Pipe Length	Unit Price Per M	Extension
1	0-3m	12-100 mm	25 mm	100 m	\$	\$
2			50 mm	100 m	\$	\$
3		100-200 mm	25 mm	50 m	\$	\$
4			50 mm	30 m	\$	\$
5		200-300 mm	25 mm	10 m	\$	\$
6			50 mm	10 m	\$	\$
7		Above 300mm	25 mm	10 m	\$	\$
8			50 mm	10 m	\$	\$
9	3-6m	12-100 mm	25 mm	100 m	\$	\$
10			50 mm	100 m	\$	\$
11		100-200 mm	25 mm	50 m	\$	\$
12			50 mm	50 m	\$	\$

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Client Ref. No. - N° de réf. du client  
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13		200-300 mm	25 mm	10 m	\$	\$
14			50 mm	10 m	\$	\$
15		Above 300mm	25 mm	5 m	\$	\$
16			50 mm	5 m	\$	\$
<b>Outside Regular Hours - Monday through Sunday, including all day Saturday, Sunday and Holidays</b>						
17	0-3m	12-100 mm	25 mm	50 m	\$	\$
18			50 mm	50 m	\$	\$
19		100-200 mm	25 mm	25 m	\$	\$
20			50 mm	15 m	\$	\$
21		200-300 mm	25 mm	5 m	\$	\$
22			50 mm	5 m	\$	\$
23		Above 300mm	25 mm	5 m	\$	\$
24			50 mm	5 m	\$	\$
25	3-6m	12-100 mm	25 mm	50 m	\$	\$
26			50 mm	50 m	\$	\$
27		100-200 mm	25 mm	25 m	\$	\$
28			50 mm	25 m	\$	\$
29		200-300 mm	25 mm	5 m	\$	\$
30			50 mm	5 m	\$	\$
31		Above 300mm	25 mm	3 m	\$	\$
32			50 mm	3 m	\$	\$

**Supervisor and Labour for Asbestos Abatement. This includes erection and dismantling of protective barrier and bagging and removal of asbestos . As per Specification Section 02080.**

**During Regular Hours: 07:30 to 15:30 hours Monday to Friday**

Item	Class of Labour	Operation	Risk	Estimated Hours	Price Per Hour	Extension
33	Supervisor	Type 2	Moderate	100	\$	\$
34		Type 3	High	20	\$	\$
35		Type 2/3	Moderate/High	10	\$	\$
36	Labourer	Type 2	Moderate	100	\$	\$
37		Type 3	High	20	\$	\$
38		Type 2/3	Moderate/High	20	\$	\$

**Outside Regular Hours - Monday through Sunday, including all day Saturday, Sunday and Holidays**

39	Supervisor	Type 2	Moderate	50	\$	\$
40		Type 3	High	10	\$	\$
41		Type 2/3	Moderate/High	5	\$	\$
42	Labourer	Type 2	Moderate	50	\$	\$
43		Type 3	High	10	\$	\$
44		Type 2/3	Moderate/High	10	\$	\$

Item	Description	Unit of Issue	Estimated Quantity	Unit Price	Extension
45	For abatement of cement asbestos shingles (refer to section 02082). Provide Unit price per square meter for removal and disposal	M2	100	\$	\$
46	For sampling procedures to identify the presence of asbestos. Unit price would include mobilization, demobilization and sampling. (Refer to section 02083)	Each	25	\$	\$
47	Disposal & Tipping Fees. The contractor is responsible for payment of all disposal and tipping fees.	Tonnes	10	\$	\$
48	Transportation and labour; the cost for transporting the removed asbestos to a disposal site. Said waste will be removed from DND sites, transported under dangerous goods regulations and deposited in a Class A landfill as determined by BC Provincial Regulations	Hours	100	\$	\$
49	<b>Equipment:</b> .i Extractor fan complete with 30 meters bagging	Hour	1000	\$	\$
50	.ii Vacuum Unit with hepa-filters	Hour	600	\$	\$
51	.iii Air Sampling Pumps	Hour	50	\$	\$
52	Contractor's Mark Up on Allowance for unspecified material, replacement parts, required permits and certificates. (\$26,600.00+ % mark up)	Estimated Usage \$26,600.00		% Mark up	\$ Extension
<b>Sub Total C): Estimated Total Amount Option Year 1 GST/HST Extra</b>					\$

#### SCHEDULE D) Option Year 2

**Call out Rates:** All inclusive firm call out rates shall be based only on direct travel from contractor's plant to the sites of work specified below and direct return to contractors plant (**direct return trip**). Full rates shall be charged only once for each call out.

Call out rates DO NOT include productive labour, See next table. If call out rates do not apply, please fill in rate as zero (0).

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Buyer ID - Id de l'acheteur  
pwy020  
CCC No./N° CCC - FMS No./N° VME

Item	Firm call out rates	Estimated Number of Trips	Unit Price	Estimated total price
1	Detachment Holberg (approx. 330 km from 19 Wing Comox)	2	\$	\$

ETT - Estimated Travel Time (in minutes) is one way from suppliers base to the job site above.

ETT Holberg: \_\_\_\_\_

Suppliers base is located at: \_\_\_\_\_

<b>Asbestos Removal, PVC bag method as per Specification Section 02081. Price to include supervision, labour, equipment, bagging and disposal of asbestos, overhead and profit.</b>						
<b>During Regular Hours: 07:30 to 15:30 hours Monday to Friday</b>						
Item	Height of pipes between	Pipe Diameter between	Insulation Thickness	Estimated Pipe Length	Unit Price Per M	Extension
1	0-3m	12-100 mm	25 mm	100 m	\$	\$
2			50 mm	100 m	\$	\$
3		100-200 mm	25 mm	50 m	\$	\$
4			50 mm	30 m	\$	\$
5		200-300 mm	25 mm	10 m	\$	\$
6			50 mm	10 m	\$	\$
7		Above 300mm	25 mm	10 m	\$	\$
8			50 mm	10 m	\$	\$
9	3-6m	12-100 mm	25 mm	100 m	\$	\$
10			50 mm	100 m	\$	\$
11		100-200 mm	25 mm	50 m	\$	\$
12			50 mm	50 m	\$	\$
13		200-300 mm	25 mm	10 m	\$	\$
14			50 mm	10 m	\$	\$
15		Above 300mm	25 mm	5 m	\$	\$
16			50 mm	5 m	\$	\$
<b>Outside Regular Hours - Monday through Sunday, including all day Saturday, Sunday and Holidays</b>						
17	0-3m	12-100 mm	25 mm	50 m	\$	\$
18			50 mm	50 m	\$	\$
19		100-200 mm	25 mm	25 m	\$	\$
20			50 mm	15 m	\$	\$
21		200-300 mm	25 mm	5 m	\$	\$
22			50 mm	5 m	\$	\$
23		Above 300mm	25 mm	5 m	\$	\$
24			50 mm	5 m	\$	\$
25	3-6m	12-100 mm	25 mm	50 m	\$	\$
26			50 mm	50 m	\$	\$
27		100-200 mm	25 mm	25 m	\$	\$
28			50 mm	25 m	\$	\$
29		200-300 mm	25 mm	5 m	\$	\$
30			50 mm	5 m	\$	\$



31		Above 300mm	25 mm	3 m	\$	\$
32			50 mm	3 m	\$	\$
<b>Supervisor and Labour for Asbestos Abatement. This includes erection and dismantling of protective barrier and bagging and removal of asbestos . As per Specification Section 02080.</b>						
<b>During Regular Hours: 07:30 to 15:30 hours Monday to Friday</b>						
Item	Class of Labour	Operation	Risk	Estimated Hours	Price Per Hour	Extension
33	Supervisor	Type 2	Moderate	100	\$	\$
34		Type 3	High	20	\$	\$
35		Type 2/3	Moderate/High	10	\$	\$
36	Labourer	Type 2	Moderate	100	\$	\$
37		Type 3	High	20	\$	\$
38		Type 2/3	Moderate/High	20	\$	\$
<b>Outside Regular Hours - Monday through Sunday, including all day Saturday, Sunday and Holidays</b>						
39	Supervisor	Type 2	Moderate	50	\$	\$
40		Type 3	High	10	\$	\$
41		Type 2/3	Moderate/High	5	\$	\$
42	Labourer	Type 2	Moderate	50	\$	\$
43		Type 3	High	10	\$	\$
44		Type 2/3	Moderate/High	10	\$	\$
Item	Description		Unit of Issue	Estimated Quantity	Unit Price	Extension
45	For abatement of cement asbestos shingles (refer to section 02082). Provide Unit price per square meter for removal and disposal		M2	100	\$	\$
46	For sampling procedures to identify the presence of asbestos. Unit price would include mobilization, demobilization and sampling. (Refer to section 02083)		Each	25	\$	\$
47	Disposal & Tipping Fees. The contractor is responsible for payment of all disposal and tipping fees.		Tonnes	10	\$	\$

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48	Transportation and labour; the cost for transporting the removed asbestos to a disposal site. Said waste will be removed from DND sites, transported under dangerous goods regulations and deposited in a Class A landfill as determined by BC Provincial Regulations	Hours	100	\$	\$
49	<b>Equipment:</b> .i Extractor fan complete with 30 meters bagging	Hour	1000	\$	\$
50	.ii Vacuum Unit with hepa-filters	Hour	600	\$	\$
51	.iii Air Sampling Pumps	Hour	50	\$	\$
52	Contractor's Mark Up on Allowance for unspecified material, replacement parts, required permits and certificates. (\$26,600.00+ % mark up)	Estimated Usage \$26,600.00		_____% Mark up	\$ Extension
<b>Sub Total D): Estimated Total Amount Option Year 2 GST/HST Extra</b>					\$

**TOTAL EVALUATED PRICE:**

Sub Total A 1st & 2nd Year Term	Sub Total B Year 3	Sub Total C Option Year 1	Sub Total D Option Year 2	Total Evaluated Price (col.1 + col.2+ col 3 + col 4 = col.5)
\$ _____	\$ _____	\$ _____	\$ _____	\$ _____ GST/HST Extra

Cost will be evaluated on the Total Evaluated Price in Column 5. It is anticipated that 1 standing offer will be issued to the lowest compliant offeror.

**SUPPLIER CONTACTS:** The names, titles and telephone numbers of the Offeror's permanent staff members cleared to receive call-ups from Identified Users:

NAME	TITLE	TELEPHONE NO.	E-MAIL

SIGNATURE:

\_\_\_\_\_  
Name and title of person authorized to sign on behalf of Bidder (Type or print)

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---

Signature

Date

Solicitation No. - N° de l'invitation  
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File No. - N° du dossier  
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Buyer ID - Id de l'acheteur  
pwy020  
CCC No./N° CCC - FMS No./N° VME

## APPENDIX 5 - PERIODIC REPORTS

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

Return to:

<b>Name</b>	<b>Phone Number</b>	<b>E-mail</b>

at:

Dept. Of National Defence  
Wing Construction and Engineering Attn: Contracts  
19 Wing, CFB Comox  
P.O. Box 1000, Stn. Main  
Lazo, BC V0R 2K0

### BI-ANNUAL REPORT ON THE VOLUME OF BUSINESS

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

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

Description of Work	Call up #	Total Billing

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

PREPARED BY: \_\_\_\_\_

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

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

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

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Client Ref. No. - N° de réf. du client  
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Amd. No. - N° de la modif.  
File No. - N° du dossier  
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Buyer ID - Id de l'acheteur  
pwy020  
CCC No./N° CCC - FMS No./N° VME

## APPENDIX 6 - VOLUNTARY CERTIFICATION TO SUPPORT THE USE OF APPRENTICES

*Note; The contractor will be asked to fill out a report every six months as included a Annex C*

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:

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*A sample of the "Voluntary Reports for Apprentices Employed during the Contract" is provided at Annex C*

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Client Ref. No. - N° de réf. du client  
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Amd. No. - N° de la modif.  
File No. - N° du dossier  
PWY-4-37129

Buyer ID - Id de l'acheteur  
pwy020  
CCC No./N° CCC - FMS No./N° VME

## **ANNEX A - SECURITY REQUIREMENT CHECK LIST (SRCL)**



Government  
of Canada

Gouvernement  
du Canada

RECEIVED

AOût 19 2014

Contract Number / Numéro du contrat  
WO133 - 14 - S001

Security Classification / Classification de sécurité  
UNCLAS

SECURITY REQUIREMENTS CHECK LIST (SRCL)  
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	2. Branch or Directorate / Direction générale ou WING CONSTRUCTION ENGINEERING	
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Asbestos Abatement		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
6. Indicate the type of access required / Indiquer le type d'accès requis?		
6. a) Will the supplier and its employees require access to Protected and/or Classified information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7.c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7.c) <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p.ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui		
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès.		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>	Restricted to: / Limite à: <input type="checkbox"/>	Restricted to: / Limite à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of Information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED OTAN NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada

Government  
of Canada

Gouvernement  
du Canada

Contract Number / Numéro du contrat

WOL33 - 14-S001

Security Classification / Classification de sécurité

UNCLAS

**PART A - (continued) / PARTIE A (suite)**

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

☒ No ☐ Yes  
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité:

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

☒ No ☐ Yes  
Non Oui

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

Document Number / Numéro du document :

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

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

☒ RELIABILITY STATUS  
COTE DE FIABILITÉ  
☐ TOP SECRET (SIGINT)  
TRÈS SECRET (SIGINT)

☐ CONFIDENTIAL  
CONFIDENTIEL  
☐ NATO  
CONFIDENTIAL  
NATO  
CONFIDENTIEL

☐ SECRET  
SECRET  
☐ NATO SECRET  
NATO SECRET

☐ TOP SECRET  
TRÈS SECRET  
☐ COSMIC TOP SECRET  
COSMIC TRÈS SECRET

☐ SITE ACCESS  
ACCÈS AUX  
EMPLACEMENTS

Special comments:  
Commentaires spéciaux :

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

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

10. b) May unscreened personnel be used for portions of the work?

Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?

☐ No ☒ Yes  
Non Oui

If yes, will unscreened personnel be escorted?

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

☐ No ☒ Yes  
Non Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?

Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes  
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?

Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

☒ No ☐ Yes  
Non Oui

**PRODUCTION**

11. c) Will the production (manufacture and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?

Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ

☒ No ☐ Yes  
Non Oui

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?

Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes  
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?

Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

☒ No ☐ Yes  
Non Oui



## PART C (continued) / PARTIE C - (Suite)

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

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

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

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

## SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

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

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

☒ No ☐ Yes  
Non Oui

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

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

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

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

☒ No ☐ Yes  
Non Oui

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

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée

"Classification de sécurité" au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

Solicitation No. - N° de l'invitation  
W0133-14S001/A  
Client Ref. No. - N° de réf. du client  
W0133-14S001

Amd. No. - N° de la modif.  
File No. - N° du dossier  
PWY-4-37129

Buyer ID - Id de l'acheteur  
pwy020  
CCC No./N° CCC - FMS No./N° VME

## **ANNEX B - CERTIFICATE OF INSURANCE** (Not required at bid closing)



Travaux publics et  
Services gouvernementaux  
Canada

Public Works and  
Government Services  
Canada

# CERTIFICATE OF INSURANCE

Page 1 of 2

Description and Location of Work Asbestos Abatement Standing Offer 19 Wing Comox, Lazo, B.C.	Contract No.
	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 <b>Her Majesty the Queen in Right of Canada as represented by the Minister of Public Works and Government Services</b>				

Type of Insurance	Insurer Name and Policy Number	Inception Date D / M / Y	Expiry Date D / M / Y	Limits of Liability		
<b>Commercial General Liability</b>  <b>Umbrella/Excess Liability</b>				Per Occurrence	Annual General Aggregate	Completed Operations Aggregate
				\$	\$	\$
				\$	\$	\$
				\$		
<b>Contractors Pollution Liability</b>				\$ <input type="checkbox"/> Per Incident <input type="checkbox"/> Per Occurence		Aggregate \$
				\$		
				\$ <input type="checkbox"/> Per Incident <input type="checkbox"/> Per Occurence		Aggregate \$
				\$		

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

**General**

The insurance policies required on page 1 of the Certificate of Insurance must be in force and must include the insurance coverage listed under the corresponding type of insurance on this page.

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.

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.

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.

**Commercial General Liability**

The insurance coverage provided must not be substantially less than that provided by the latest edition of IBC Form 2100.

The policy must either include or be endorsed to include coverage for the following exposures or hazards if the Work is subject thereto:

- (a) Blasting.
- (b) Pile driving and caisson work.
- (c) Underpinning.
- (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.

The policy must have the following minimum limits:

- (a) **\$5,000,000** Each Occurrence Limit;
- (b) **\$10,000,000** General Aggregate Limit per policy year if the policy contains a General Aggregate; and
- (c) **\$5,000,000** Products/Completed Operations Aggregate Limit.

Umbrella or excess liability insurance may be used to achieve the required limits.

**G2040C Environmental Impairment Liability Insurance (2014-06-26)**

**Type 2: Contractors Pollution Liability**

1. The Contractor must obtain Type 2 Contractors Pollution Liability – Fixed Site Coverage 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 \$1,000,000 per accident or occurrence and in the annual aggregate.
2. 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.
3. The Type 2 Contractors Pollution Liability – Fixed Site Coverage 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 as additional insured should read as follows: Canada, represented by Public Works and Government Services Canada.
  - b. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - c. Separation of Insureds: 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.
  - d. 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.
  - e. Incidental Transit Extension: The policy must extend to losses arising from any waste, products or materials transported, shipped, or delivered via any transportation mode to a location beyond the boundaries of a site at which the Contractor or any entity for which the Contractor is legally liable is performing or has performed the operations described in the contract.

Solicitation No. - N° de l'invitation  
W0133-14S001/A  
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File No. - N° du dossier  
PWY-4-37129

Buyer ID - Id de l'acheteur  
pwy020  
CCC No./N° CCC - FMS No./N° VME

**ANNEX C - VOLUNTARY REPORT FOR APPRENTICES EMPLOYED DURING THE CONTRACT (Sample)**

*(This report is not required at bid deposit)*

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

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 six months after the Contract award or at the end of the Contract, whichever comes first to the Contracting Authority.

Number of apprentices hired	Trade

(Add rows as needed)