

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

Title - Sujet Asphalt Paving and Road Repairs SOA	
Solicitation No. - N° de l'invitation W0103-146023/A	Date 2015-01-12
Client Reference No. - N° de référence du client W0103-146023	GETS Ref. No. - N° de réf. de SEAG PW-\$PWY-020-7422
File No. - N° de dossier PWY-4-37221 (020)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-02-03	Time Zone Fuseau horaire Pacific Standard Time PST
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Ly, Ronny(PWY)	Buyer Id - Id de l'acheteur pw020
Telephone No. - N° de téléphone (604)666-0043 ()	FAX No. - N° de FAX (604)775-6633
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DND - CFB Esquimalt - Victoria, BC	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

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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.: W0103-146023/A

Tender Closing Date & Time: February 3, 2015 @ 1400 P.S.T.

Project Description: Asphalt Paving and Road Repairs Standing Offer, CFB Esquimalt, Victoria, BC

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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 two (2) Standing Offers, each for a period of three (3) years. The total dollar value of all Standing Offers is estimated to be \$600,000.00 (GST or HST included). Individual call-ups will vary, up to a maximum of \$50,000.00 (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; PWGSC 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 Specialist

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Public Works and Government Services Canada
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 (120) 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".

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SI11 SECURITY RELATED REQUIREMENTS

1. 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 Offerror'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 Offerror 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 Offerror'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. 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 6) 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 6.

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If you accept fill out and sign Appendix 6

** The journey person-apprentice ratio is defined as the number of qualified/certified journey persons 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 (2014-09-25) 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.

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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 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.

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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.

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.

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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:

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- 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:

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- 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

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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.

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STANDING OFFER PARTICULARS (SOP)

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 three (3) years commencing from the start date identified on the Standing Offer.

SOP03 CALL-UP LIMITATION

Each call-up against the Standing Offer will have a maximum limitation of expenditure of \$50,000 (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. For each individual Call-Up, offerors will be considered using a computerized distribution system. This system will track all call-ups assigned to each offeror and will maintain a running total of the dollar value of business distributed. The system will contain for each offeror an ideal business distribution percentage which has been established as follows; 70% of the business for the top ranked offeror, 30% for the 2nd ranked offeror.

The Offeror who is furthest under their respective ideal business distribution percentage in relation to the other offerors will be selected for the next call-up.
 - 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.

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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.
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 : _____

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SUPPLEMENTARY CONDITIONS (SC)

SC01 SECURITY REQUIREMENTS FOR CANADIAN CONTRACTORS

The following security requirement (SRCL and related clauses) applies and form part of the Contract.

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.
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.

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5)

Deductible

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

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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);
- 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- STATEMENT OF WORK

STATEMENT OF WORK

No subcontracting except for the following:

- a. Sand Slurry Sea
- b. Crack filling and Sealing
- c. Concrete Curb

Section 01005 - General

1. Description of Work

The work under this Contract comprises the furnishing of all labour, materials, and equipment required for the supply and installation of hot bituminous asphalt and related materials, materials for paving, road repairs, and resurfacing as directed by the Engineer or specified in the specifications. The work will be carried out within various areas of CFB Esquimalt

2. Work Included

Work covered in this Contract includes but is not necessarily confined to the following:

Asphalt concrete priming, paving, and road repairs;
Raising of existing manhole and valve box frames and covets as required; and
Site preparation, including excavation, scarifying, and grading

3. Documents Required

Maintain at job site one copy each of the following:

Contract drawings;
Specifications;
Addenda;
Change Orders;
Other modifications to Contract;
Field test reports;
Copy of approved work schedule

4. Contractor's Use of Sites

Obey posted speed limits.

Movement around the sites is subject to security as laid down by DND. Ensure that all such regulations are strictly adhered to.

Observe and enforce construction safety measures required by Canadian Construction Safety Code, Provincial Government, Workers' Compensation Board, and municipal statutes and authorities.

In event of conflict between any provisions of above authorities, the most stringent provision will apply.

Supply to the Base Security Officer a list of employees on the job site, if requested.

Store materials and equipment where directed by the Engineer.

Park vehicles where directed by the Engineer.

Comply with the requirements of the Base Fire Service

Do not unreasonably encumber site with materials or equipment.

Maintain site in a tidy condition.

5. Codes and Standards

Throughout the various sections and sub-sections of this specification, reference is made to domestic, national, and international standards. These standards shall be considered an integral part thereof and shall be read in conjunction with the drawings and specifications as if they were reproduced herein. The Contractor shall be fully familiar with their contents and requirements.

The latest editions of all standards shall be applicable, unless a specifically dated edition is mentioned.

Master Municipal Construction Documents (MMCD) Volume 2, latest edition, shall be used where material and workmanship items are not covered within these specifications.

When reference is made to certain detailed drawings, catalogues, or similar related data as published by equipment suppliers, the Contractor shall be solely responsible for obtaining these from the described sources or equal products which fulfil the intent of the Contract.

6. Drawings and Specifications

The Contract documents are intended to complement each other. Any work or material shown on drawings or sketches provided even if not particularly described in the specifications, or vice versa, is to be done and/or supplied by the Contractor as if it were both shown and specified.

All parties will obtain for themselves any and all information necessary for the proper execution of the work covered by the plans and specifications, respecting all work required to be done before operations can be started. The Contractor will make allowance for work required to remove or relocate any obstruction in order to commence operations.

Engineer may furnish additional drawings to assist proper execution of work. These drawings will be issued for clarification only. Such drawings shall have same meaning and intent as if they were included with plans referred to in Contract documents.

7. Power and Water Supply

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

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

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

Supply of temporary services by DND is subject to DND Site Representative any time without notice without acceptance of any liability for damage or delay caused by such withdrawal of temporary services.

8. Acceptability of Materials

The acceptance of materials other than those specified shall be determined by the Base Construction Engineering Officer.

Requests for acceptance of non-specified materials shall be submitted in writing to

Base Construction Engineering Officer
CFB Esquimalt
PO Box 17000, Stn Forces
Victoria, BC, V9A 7N2

The request must be supported with sufficient product information to enable the Engineer to make an assessment.

9. Co-ordination

The Contractor shall be responsible for the satisfactory completion of each call-out and shall be responsible for the co-ordination of the work of all sub-contractors.

10. Protection of Existing Works

The Contractor will acquaint himself with the locations of all existing service lines, water, sewer, power, telephone, and building foundations, etc. He will be held responsible for and will make good any damage he may cause to them. Where required, adequate shoring or protection works to the approval of the Engineer will be provided by the Contractor.

11. Existing Services

Where unknown services are encountered, immediately advise Engineer and confirm findings in writing.

12. Administration

The Contractor will administer the project in a manner that will ensure at all times full compliance with the regulations of all applicable safety codes.

Do not unreasonably encumber site with material and equipment.

Do not close any lanes of road without approval of the Engineer.

13. Site Damage

The Contractor will make good any damage to existing structures and facilities at the site, or adjacent sites, resulting from his operation under Contract.

14. Setting Out of Work

Assume full responsibility for and execute complete layout of work to locations, lines, and elevations indicated. Provide devices needed to lay out and construct work

Supply such devices as straight edges & templates required to facilitate Engineer's inspection of work.

15. Fire Safety Requirements

Fires and burning of waste materials will not be permitted on site.

Blockage of Roadways: 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.

Reporting Fires: Know the location of the nearest fire alarm box and telephone, including the emergency telephone number. Report immediately all fire incidents to the fire department as follows: Activate nearest fire alarm box; or telephone 9-911 (Emergency only on Base phones) or 911 (Emergency only on non-Base phones). Person activating fire alarm box shall remain at the box to direct fire department to

scene of fire. When reporting a fire by telephone, give location of fire, name or number of building, and be prepared to verify the location. Questions and/or clarification: Any questions or clarification on fire safety in addition to the above requirements shall be directed to and cleared through the Fire Chief.

16. Protection of Public Traffic

Comply with requirements of Acts, Regulations, and By-laws in force for regulation of traffic and use of roadways upon or over which it is necessary to carry out work or haul materials or equipment.

When working on travelled way:

Place equipment in position to present minimum interference and hazard to travelling public.

Keep equipment units as close together as working conditions will permit and preferably on same side of travelled way.

Do not leave equipment on travelled way overnight

17. Informational and Warning Devices

Provide and maintain signs and other devices required to indicate construction activities or other temporary and unusual conditions resulting from project work which may require road user response.

Supply and erect signs, delineators, barricades, and miscellaneous warning devices as specified in Part O, Temporary Condition Signs and Devices, of Manual of Uniform Traffic Control Devices for Canada.

Continually maintain traffic control devices in use by:

Checking signs daily for legibility, damage, suitability, and location.

Clean, repair or replace to ensure clarity and reflectance.

Removing or covering signs which do not apply to conditions existing from day to day.

18. Control of Public Traffic

Provide competent flag men, properly equipped as specified in Manual of Uniform Traffic Control Devices for Canada in following situations:

When public traffic is required to pass working vehicles or equipment which may block all or part of travelled roadway.

When it is necessary to institute one-way traffic system through construction area or other blockage where traffic volumes are heavy, approach speeds are high, and traffic signal system is not in use.

When workers or equipment are employed on travelled way over brow of hills, around sharp curves, or at other locations where oncoming traffic would not otherwise have adequate warning.

19. Measurement for Payment

Notify Engineer sufficiently in advance of operations to permit required measurements for payment. **See Annex B**

20. Permits

The Contractor shall obtain permits applicable to this project, pay all fees, therefore, and comply with all

Provincial, Municipal, and other legal regulations and by-laws applicable to the work. The latest edition of the National Building Code shall be complied with except where the requirement is in variance with that of the local by-laws, in which case the stricter requirements shall govern.

21. Debris

The Contractor shall remove all debris and waste materials from the premises as often as necessary to prevent accumulation of waste materials.

22. Disposal of Surplus Material

All materials left over from work required in this Contract, unless specifically detailed in the following operations, shall become the property of the Contractor who must promptly remove same from the premises.

23. Clean Up

On completion of the work, the Contractor will remove all temporary buildings and offices, remove all debris, rubbish, and excess material from the DND property, clean up the site, and leave same neat and tidy to the satisfaction of the Engineer.

Section 01410- Testing Laboratory Services

1. Related Requirements Specified Elsewhere

Particular requirements for inspection and testing to be carried out by testing laboratory designated by Engineer are specified under various sections.

2. Appointment and Payment

Engineer will appoint and pay for services attesting laboratory except for the following: Inspection and testing required by-laws, ordinances, rules, regulations, or orders of public authorities; Inspection and testing performed exclusively for Contractor's convenience; Testing, adjustment & balancing of conveying systems, mechanical/electrical equipment, & services; Mill tests and certificates of compliance; Tests specified to be carried out by Contractor under the supervision of Engineer; and Additional tests specified in paragraph 2.2. Where tests or inspections by designated testing laboratory reveal work or materials not in accordance with Contract requirements, Contractor shall pay costs for additional tests or inspections as Engineer may require to verify acceptability of corrected work or materials.

3. Contractor's Responsibilities

Furnish labour and facilities to:

Provide access to work to be inspected and tested;

Facilitate inspections and tests;

Make good work disturbed by inspection and test; and

Provide storage on site for laboratory's exclusive use to store equipment and cure test samples.

Notify Engineer sufficiently in advance of operations to allow for assignment of laboratory personnel and scheduling of test.

Where materials are specified to be tested, deliver representative samples in required quantity to testing laboratory.

Pay costs for uncovering and making good work that is covered before required inspection or testing is completed and approved by Engineer.

Section 02512 - Hot Mix Asphaltic Concrete Paving

General 1. Related Work Specified Elsewhere

Asphalt Prime and Overlay Fabric: Section 02546. Raising of Manholes and Valve Box Frames and Covers: Section 02726.

2. Inspection and Testing of Materials

The Engineer may if he so desires, inspect any paving plant, crusher, gravel pit, or other facility that contributes to the manufacture and supply of materials used in this Contract to ensure that preparation and quality of material meet generally accepted standards of the industry and the requirement of this specification. Sampling and testing of any material used in this Contract shall be conducted at any time deemed necessary by the Engineer. Any sampling and testing of material required by the Engineer shall be carried out at the expense of Department of National Defence (DND).

3. Material Certification

Upon request, submit manufacturer's test data and certification that asphalt cement meets requirements of this section.

4. Protection

Keep vehicular traffic off newly paved areas until paving surface has cooled below 38° C.
Do not permit stationary loads on pavement until twenty-four (24) hours after placement.
Maintain access routes past construction areas on existing roadways and suitable protection of newly paved surfaces.

5. Work Included

Preparation of areas to be repaired and/or paved, including gravel base preparation, grading, milling existing pavement, and excavation.

Surfacing of areas with bituminous asphaltic materials.

Pavement crack filling.

Products

1. Materials All materials are to be "acceptable"; see paragraph 8 of Section 01005, General Instructions.

Aggregates Granular Base: crushed granular material to following requirements: Gradation to be within following limits when tested to ASTM C136-84 and ASTM C117-87 giving a smooth curve without sharp breaks when plotted on a semi-log chart.

<u>ASTM Sieve Designation</u>	<u>% Passing</u>	<u>ASTM Sieve Designation</u>	<u>% Passing</u>
19 mm	100	1.18	16 - 42
12.5	75 - 100	0.6	8 – 30
9.5	60 - 90	0.3	5 - 20
4.75	40 - 70	0.07	2 - 8
2.36	27 - 55		

Liquid limit- ASTD43 18-84, Maximum 25.

Plasticity Index: ASTM D43 18-84, Maximum 6.

Los Angeles Abrasion: ASTM C131-87, Gradation "A", Maximum% loss by weight: 45.

Crushed fragments: At least 60% of fragments within sieve size ranges to have at least one freshly fractured face:

Passing Retained on 19.0mm to 4.75 mm

CBR: Minimum 80, ASTM D1883-87, when compacted to 100% of ASTM D1557-78.

Granular Sub-Base: Well graded material with a 75 mm nominal maximum aggregate size conforming to the following gradation limits:

ASTM Sieve Designation	%Passing	ASTM Sieve Designation	%Passing
75mm	100	0.150mm	0-15
25mm	50-85	0.075 mm	0-8

Natural material meeting the gradation of pit-run material may be used as back fill on the approval of the Engineer.

Asphaltic cement: to CGSB 16.3-M90,80- 100

grade. **Mineral Aggregate Mixes**

All mineral aggregate mixes used in this Contract shall conform to the requirements of the Master Municipal Construction Documents (MMCD), Volume 11 as follows (unless otherwise indicated, the normal paving mix shall be Upper Course #2).

Upper Course #1

ASTM Sieve Designation	%Passing	ASTM Sieve Designation	%Passing
19 mm	100	1.18	27-46
12.5	84-99	0.6	18-36
9.5	73-88	0.3	10-26
4.75	50-68	0.15	4-17
2.36	35-55	0.075	3-8

Upper Course #2:

ASTM Sieve Designation	%Passing	ASTM Sieve Designation	%Passing
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12.5	100	1.18	28-47
9.5	---	0.6	20-36
4.75	55-75	0.3	10-26
2.36	38-58	0.15	4-17
		0.075	3-8

Fine Mix

ASTM Sieve Designation	%Passing	ASTM Sieve Designation	%Passing
9.5 mm (3/8")	100	0.600 mm (No. 30)	32-60
4.75 mm (No.4)	80-100	0.300 mm (No. 50)	16-42
2.36 mm (No. 8)	64-89	0.150 mm (No. 100)	6-23
1.18 mm (No. 16)	48-76	0.075 mm (No. 200)	4-10

Mix Design

Job mix formula to be approved prior to commencement of the work;
Design of mix:by Marshal method to requirements below and as directed;
Compaction blows on each face of test specimens: 75;

Mix physical requirements

Property	Minimum	Maximum
Marshall Stability @ 60aC kN min.	5.5	-
Flow Value, mm	2	4
Air Voids in Mixture, %	3	5
Voids in Mineral AQQreQate, % min.	14	-
Index of Retained Stability,% min.	75	-

Asphalt Curbs Upper Course #2 mineral aggregate mix shall be used. Machine place where practical.
All work shall be in accordance with MMCD and these specifications.

Paving Plant and Mixing Requirements The plant used by the Contractor for the preparation of hot mix asphaltic concrete material shall conform to the requirements for Mixing Plants for Hot Mix, Hot-Laid Bituminous Paving Mixtures ASTM Specification 0995 - latest edition. Mixing temperatures and times shall conform to the recommended procedures outlined in the Asphalt Institute's "Asphalt Plant Manual" (MS-3). The plant shall be so designed and co-ordinated as to produce a uniform mixture within the specifications.

Crack Filling Compound

Rubberized asphalt sealant conforming to ASTM D 1190.
Standard of acceptance: "Bakor 590-13A".

Execution

1. Compaction Requirements Granular Base & Sub-Base material & existing gravel surfaces shall be compacted to a density of not less than 98% modified Proctor density in accordance with ASTM

01557. Asphaltic concrete pavement shall be compacted to a density of not less than 97% of the density obtained with Marshall specimens prepared from samples of the mix. Such samples may be taken at any time at the discretion of the Engineer.

2. Preparation • General

When indicated, remove existing pavement as indicated in Part 3.

Repair failed areas to Part 3 and/or Part 4

Adjust tops of manholes, catch-basins, valve boxes, etc. to suit finished grade to Section 02726.

Place leveling courses to correct depressions and other low areas.

Apply prime coat and overlay fabric where indicated in accordance with Section 02546 prior to paving.

Prior to laying mix, clean surfaces of loose and foreign material.

Cut out all broken edges of potholes and other areas of badly damaged asphalt requiring repairs prior to overlay to the extent indicated.

Cut existing asphalt with pneumatic spade or other devices that will provide a clean, true, smooth edge.

Remove pavement that overhangs excavated areas prior to placing granular base material and compacting.

3. Preparation of Paved Areas to be Overlaid or Repaired

Areas which contain severe alligator cracking or unsatisfactory and rough cold patching shall be removed to the extent indicated and as directed by the Engineer prior to new asphalt and replaced as follows:

Where the existing sub-grade material is both granular, satisfactory, and is 80 mm or less in depth, the Contractor shall fill the excavation completely with compacted asphalt, otherwise fill with compacted Granular Base to within 80 mm of the existing asphalt surface and the top 80 mm filled with compacted asphalt.

Where the existing sub-grade material is non-granular but satisfactory, the Contractor shall place and compact a minimum 100 mm layer of Granular Base followed by 80 mm (minimum) of asphalt.

Where the existing sub-grade material is unsatisfactory, the Contractor shall remove the unsatisfactory material until a solid base containing satisfactory material is reached. If the overall depth of excavation is 80 mm or less, the whole excavation shall be filled with compacted asphalt. If the depth of excavation exceeds 80 mm, the Contractor shall place and compact a minimum of 100 mm of Granular Base to within 80 mm of the existing asphalt surface. The top 80 mm of excavation shall be filled with compacted asphalt.

Areas to be repaired without an overlay shall be prepared as above and shall match adjacent grade.

Edges shall be sealed with SS-1 (COLAS) primer to Section 02546.

4. Preparation, Scarifying, and Grading of Unpaved Areas prior to Paving

Where topsoil and grass are present in areas that are to be paved, the Contractor shall scarify and remove all vegetation and topsoil to a depth of 200 mm (minimum) below finished pavement elevation or until satisfactory sub-grade material is reached.

The Contractor shall then place and compact a 150 mm thick (minimum) layer of Granular Base over the entire area to be paved, to the satisfaction of the Engineer. This surface shall be shaped, graded, and compacted prior to application of bituminous primer.

If the Contractor, while excavating material or preparing the sub-grade, bares any tree roots, he shall notify the Engineer and proceed as directed.

5. Preparation of Gravelled Areas prior to Paving

Where, in the opinion of the Engineer, existing gravelled areas to be paved are suitable for use as a base, the Contractor shall prepare the surface for paving by grading and sweeping all loose material from the surface, filling all voids with Granular Base material and compacting all soft areas to the required density.

Correct depressions, failed areas, and other irregularities to the approval of Engineer before beginning paving operations.

6. Milling of Asphalt Pavement

Remove existing pavement surface in areas shown using a milling machine to the depth indicated and dispose off DND property.

Remove asphalt pavement down to concrete surface in areas where concrete road base is present.

Ensure a minimum of 40 mm is removed at curb-line or at boundary of existing pavement.

Remove sufficient material (including high spots) to re-profile the road in order to achieve a 2% crown at centre line allowing for the required thickness of new asphalt paving.

Where a 2% crown is not practical, follow existing grades and remove sufficient material to accommodate the required thickness of new pavement.

Repair failed areas upon completion of pavement milling to Part 3.

7. Equipment

Pavers Mechanical grade controlled self-powered pavers for truck-towed pavers capable of spreading mix within specified tolerances, true to line, grade and crown indicated.

Rollers Sufficient number of rollers of type and weight to obtain specified density of compacted mix.

Haul Trucks

Of adequate size, speed & condition to ensure orderly and continuous operation as follows:

Boxes with tight metal bottoms;

Covers of sufficient size and weight to completely cover and protect mix when truck is fully loaded;

In cool weather or for long hauls, insulate entire contact area of each truck box;

Trucks which cannot be weighed in a single operation on scales supplied will not be accepted

Hand Tools

Lutes or rakes with covered teeth during spreading and finishing operations;

Tamping irons having mass not less than 12 kg and a bearing area not exceeding 310 cm² for compacting material along curbs, gutters, and other structures inaccessible to roller. Mechanical compaction equipment, when approved by Engineer, may be used instead of tamping irons;

Straight edges 4.5 m in length, to test finished surface.

8. Transportation of Mix

Transport mix to job site in vehicles cleaned for foreign material.

Paint or spray truck-beds with fight oil, lime water, soap, or detergent solution at least once a day as required. Elevate truck-bed and thoroughly drain. No excess solution will be permitted. Do not use

gasoline or similar products.

Schedule delivery of material for placing in daylight, unless Engineer approves artificial light. Deliver material to paver at a uniform rate and in an amount within capacity of paving and compacting equipment.

Deliver loads continuously in covered vehicles and immediately spread and compact. Deliver and place mixes at a temperature within range directed, but not less than 125°C.

9. Placing Mix

The mixtures shall only be laid upon a base and under weather conditions approved by the Engineer; the surface of the base must be dry. Prior to the delivery of mixture on their work, the prepared base shall be cleaned of all loose or foreign material. Except by permission of the Engineer, no mixture shall be laid down when the air temperature is below 5° C.

Spread and strike off mixture with self-propelled mechanical finisher.

Construct longitudinal joints and edges true to line markings. Lines for paver to follow will be established by Engineer parallel to centreline of proposed pavement. Position and operate paver to follow established line closely.

If segregation occurs, immediately suspend spreading operation until cause is determined and corrected.

Correct irregularities in alignment left by paver by trimming directly behind machine.

Correct irregularities in surface of pavement course directly behind paver. Remove by shovel or lute excess material from high spots. Fill and smooth indented areas with hot mix. Do not broadcast material over such areas.

Do not throw surplus material over such areas.

Do not place hot-mix asphalt when pools of standing water exist on surface to be paved, during rain, or when surface is damp.

When hand spreading is used:

Wood or steel forms, approved, and rigidly supported to assure correct grade and cross-section may be used. Use measuring blocks and intermediate strips to aid in obtaining required cross-section.

Distribute material uniformly. Do not broadcast material.

During spreading operation, thoroughly loosen and uniformly distribute material by lutes or covered rakes. Reject material that has formed into lumps and does not break down readily.

Following placing and before rolling, check surface with templates and straightedges, and correct irregularities.

Provide heating equipment to keep hand tools free from asphalt. Avoid high temperatures which may burn material. Do not use tools at a greater temperature than temperature of mixing being placed.

Repair potholes, voids, and depressions by placing and compacting the prescribed Mineral Aggregate Mix as noted on the drawings or as directed by the Engineer on site. The Contractor shall grade, shape, and compact the new asphalt to the lines and grades matching the surrounding and/or adjoining asphalt surfaces.

Skin patching on top of existing asphalt shall have a thickness of 25 mm (minimum) over the deteriorated

asphalt and shall be feathered out beyond the limits of such deterioration's a minimum of 200 mm. Fine Mix shall be used for all skin patching.

Unless otherwise specified, Upper Course #2 Mineral Aggregate Mix shall be the normal paving mix for all overlays and surface courses where specified.

Upper Course #1 Mineral Aggregate Mix shall be used for heavy industrial applications and base courses where specified.

10. Compacting

Roll asphalt continuously to a density not less than 97% of density obtained with Marshall specimens prepared from samples of mixture being used.

General:

Provide at least two rollers and as many additional rollers as necessary to achieve specified pavement density. When more than two rollers are required, one roller must be pneumatic-tired type.

Start rolling operations as soon as placed mixture can bear weight of roller without undue placement of material or cracking of surface.

Operate roller slowly initially to avoid displacement of material. For subsequent rolling do not exceed 5 km/h for steel-wheeled roller and 8 km/h for pneumatic-tired rollers.

Overlap successive trips of roller by at least one half width of roller and vary trip length.

Keep wheels of roller slightly moistened with water to prevent pickup of material but do not over water.

After longitudinal joints and edges have been compacted, start rolling longitudinally at low side and progress to high side.

Where rolling causes displacement of material, loosen effected areas at once with lutes or shovels and restore to original grade of loose material before re-rolling.

Do not permit heavy equipment or rollers to stand on finished surface before it has been compacted and has thoroughly cooled.

Breakdown Rolling:

Commence breakdown rolling with steel wheel rollers immediately following rolling of longitudinal joint and edges.

Operate rollers as close to paver as necessary to obtain adequate density without causing undue displacement.

Operate breakdown roller with drive roll or wheel nearest finishing machine. Exceptions may be made when working on steep slopes or super-elevated sections.

Use only experienced roller operators for this work.

Second Rolling:

Use pneumatic-tired, steel wheel or vibratory rollers and follow breakdown rolling as closely as possible and while paving mix temperature allows maximum density from this operation. Rolling shall be continuous after initial rolling until mix placed has been thoroughly compacted.

Finish Rolling:

Accomplish finish rolling with two-axle or three-axle tandem steel wheel rollers while material is still warm enough for removal of roller marks. If necessary to obtain desired surface finish, Engineer will specify use of pneumatic-tired rollers. Conduct rolling operations in close sequence. When temperature of surface on which material is to be placed falls below 10° C, provide extra rollers as necessary to obtain required compaction before cooling.

11. Joints General

Trim to vertical face to provide true surface and cross-section against which new pavement may be laid. Remove loose particles.

Paint joint face with thin coat of hot asphalt cement or preheat joint face with approved heater prior to placing fresh mixture.

Overlap previously laid strip with spreader by 100 mm.

Remove surplus material from surface of previously laid strip. Do not dispose on surface of freshly laid strip.

Paint contact surfaces of existing structures such as manholes, curbs, or gutters with bituminous material prior to placing adjacent pavement, if required.

Transverse Joints:

Construct and thoroughly compact transverse joints to provide a smooth riding surface.

Stagger joint locations minimum 2M.

Longitudinal Joints: Before rolling, carefully remove & discard coarse aggregate in material overlapping joint w/lute/rake. Roll longitudinal joints directly behind paving operation. When rolling, shift roller over onto previously placed lane in order that not more than 150mm of roll rides on edge of newly laid lane, then operate roller to pinch and press fines gradually across joint. Continue rolling until a thoroughly compacted need joint is obtained. Offset longitudinal joints in succeeding lifts by at least 150 mm. Construct feather joints so that thinner portion of joint contains fine-graded material obtained by changed mix design or by raking out coarse aggregate in mix. Place and compact joint so that joint is smooth and without visible breaks in grade. All joints contacting existing pavement shall be sealed using SS-1 (COLAS) primer.

12. Finish Tolerances

Finished asphalt surface to be within 5 mm of design elevation but not uniformly high or low. Finished asphalt surface not to have irregularities exceeding 5 mm when checked with a 4.5 M straight edge place in any direction.

13. Defective Work

Correct irregularities, which develop before completion of rolling by loosening surface mix and removing or adding material as required. If irregularities or defects remain after final compaction, remove surface coarse promptly and lay new material to form a true and even surface and compact immediately to specified density. Repair areas showing checking or hairline cracking.

14. Asphalt Curb Construction

Apply a tack coat to Section 02546 to the strip of asphalt surface upon which the curb is to be placed. The curb shall be laid by means of an approved mechanical curb laying machine and shall be formed by the

extrusion of the hot mixture under pressure through moulds conforming to the required cross-section. The machine shall follow a line out on the existing pavement and the curb laying machine must be capable of laying the curb to a smooth, true line, both on tangents and radii. Unsatisfactory areas or gaps in the extruded curb shall be re-laid immediately such defects appear. Irregularities in alignment which produce an unsightly and unworkman like job shall be considered unsatisfactory. At least 75 mm asphalt road surface shall extend beyond the back of any new curb unless otherwise specified by the Engineer. Drainage outlets shall be constructed where ordered by the Engineer by making openings through the curbs and paving with asphaltic mixture; the gutter so formed from the curb to the site ditch shall be installed on the shoulder of the road and down the slope of the fill. These irregularities shall be made in such a manner to facilitate the removal of the water without subsequent damage to the foundation of the road.

15. Pavement Crack Filling

Maximum crack width to be filled with rubberized asphalt crack filler is 12.5 mm. Fill cracks greater than 12.5 mm in width using Fine Mix. Ensure cracks filled with the mineral aggregate mix are tack coated.

Follow manufacturer's instructions for application of crack filling material.

Remove all grass and debris from cracks by suitable means. Clean loose material from cracks with oil-free compressed air applied to a minimum pressure of 690 kPa to a minimum depth of 25 mm. Dispose of material removed from cracks off site.

Heat filler to temperatures not exceeding 200°C, or as specified by manufacturer, using suitable propane-filled double-walled kettle complete with draw-off spout and thermometers.

Fill all cracks within areas indicated by approved methods. Cracks to be clean and dry before filling. Fill cracks when air temperature is above 10°C, the daily low temperature does not fall below 5°C, and no rain is forecast. Fill cracks totally to a level flush with existing pavement. Due to shrinkage of crack filler, two or more applications may be required. Material shall be placed so as to overfill the crack and excess material struck off using a squeegee. The material shall be beaded directly over the crack and feathered out to overlap the adjacent pavement surface a minimum of 40 mm each side of the crack. Remove and dispose of excess material off site.

Dust completed seal with an approved material to eliminate surface tackiness if setting up period interferes with traffic control; otherwise prevent any traffic from using the area for twenty-four (24) hours after crack filling

Section 02546 -Asphalt Prime and Overlay Fabric

General:

1. Related Work Specified Elsewhere Hot Mix Asphalt Concrete Paving: Section 02512.
2. Samples Provide access for Engineer to sample material actually incorporated into work as required.
3. Material Certification Upon request, submit manufacturer's test data and certification that asphalt prime material meets requirements of this Section.

Products

1. Materials: Bituminous primer to conform to one of the following: Cutback type to CAN2-16.1-M89, Type 4 RM20; Cutback type to CGSB 16.1-M89, MC-30; Emulsion type to CAN2-16.2-M89, SS-1

Overlay Engineering Fabric Non-woven polypropylene fabric;

Standard of Acceptance: Amopave Overlay Engineering Fabric.

Tack coat for overlay fabric: to CGSB 16.3-M90, liquid asphalt 80-100 grade.

Execution

Equipment Pressure Distributor

Distributor to be so designed, equipped, maintained, and operated that asphalt material at even temperature may be applied uniformly on variable widths of surface up to 5 M at readily determined and controlled rates from 0.2 to 5.4 L/M² with uniform pressure and with an allowable variation from any specified rate not exceeding 0.1 L/M². Capable of distributing asphalt material in a uniform spray without atomisation at temperature required. Equipped with a meter registering meters of travel per minute visibly located to enable truck driver to maintain constant speed required for application at specified rate. Pump equipped with flow meter registering SL units or less per minute passing through nozzles & readily visible to operator. Pump shall operate a separate power unit independent of truck power unit. Equipped w/ easily read, accurate & sensitive device which registers temperatures of liquid in reservoir. Equipped with accurate volume measuring device or calibrated tank.

2. Preparation

Ensure the surfaces to be primed have been prepared to the satisfaction of the Engineer. Sweep clean all dirt and debris from existing paved surfaces to be tack coated.

3. Primer and Tack Coat Application

Obtain Engineer's approval of granular base surface before applying asphalt prime.

Primer:

Apply prime to granular base at a rate of 1.8 L/M².

Apply prime to existing asphalt surfaces at a rate of 0.55 L/M².

Tack Coat:

Heat asphalt liquid asphalt to 140- 150° C for pumping and spraying.

Apply to existing asphalt surfaces to be overlaid with fabric at a rate of 1.2 L/M².

Apply on a dry surface unless otherwise directed.

Paint contact surfaces of curbs, gutters, headers, manholes, and like structures with a thin, uniform coat of asphalt material.

Do not apply prime when air temp is less than 5° C or when rain is forecast within two (2) hours.

Prevent overlap at junction of spreads.

Avoid priming surfaces that will be visible when paving is complete.

Correct areas not sufficiently covered.

Seal along edges of patches and feathered edges where they meet existing asphalt with SS-1 (COLAS) primer (minimum width 100 mm).

Keep traffic off primed areas until asphalt prime has cured.

Permit prime to cure before placing asphalt paving mixtures.

4. Overlay Fabric Installation

Follow manufacturer's installation instructions ensuring sufficient overlap at joints and eliminating all wrinkles.

All joints shall be overlapped a minimum of 100 mm in the direction of paving. Apply additional tack coat to joints to ensure proper bonding.

Install fabric in areas indicated immediately following the application of the tack coat.

Ensure good contact with tack coat and minimize traffic on the installed fabric.

Allow tack coat to cure and hold fabric in place before commencing paving operations.

Section 02726 - Raising of Manhole, Catch Basin & Valve Box Frames / Covers

GENERAL: 1. Related Work Specified Elsewhere

Hot Mix Asphaltic Concrete Paving: Section 02512.

2. Work Included

The work of this section comprises the furnishing of all labour, materials, and equipment required to carry out all raising of catch basins, manhole and valve box frames, and covers, as shown on the drawings and/or in the specification.

Products

1. Materials

All materials are to be "acceptable"; see paragraph 8 of Section 01005, General Instructions.

Portland Cement: to CAN3-A5-M89.

Water: to CAN3-A23.1-94.

Aggregates: to CAN3-A23.1-94. Coarse aggregates to be normal density.

Air Entraining Admixture: to CAN3-A266.1-M78.

Chemical Admixtures: to CAN3-A266.2-M78. Engineer to approve accelerating or set retarding admixtures during cold and hot weather placing.

Use of calcium chloride not permitted.

Curing: to CAN3-A23.1-94. Moist cure exposed concrete for minimum seven/7 days or use curing compound.

Concrete curing and cold weather requirements: Curing and cold weather requirements for all concrete used in this contract shall be in accordance with CAN3-A23.1-94.

Forms: All forms in this Contract shall conform to the requirements of CAN3-A23.1-94.

2. Concrete Mix

Proportion normal density concrete in accordance with CAN3-A23.1-94. Alternative 1 to give the following properties:

Use Type 10 cement.

Minimum compressive strength at 28 days: 32 Mpa.

Minimum cement content: 300 kg/M3.

Class of exposure: C-2.

Nominal size of coarse aggregate: 20 mm.

Slump at time and point of discharge: 80 mm \pm 20 mm.

Air content: 5% - 8%.

Maximum water/cement ratio: 0.45.

Execution

Raising of Manhole, Catch Basin, and Valve Box Frames and Covers

All manhole and valve box frames and covers to be raised as shown on the Contract drawings and/or as directed on the site by the Engineer shall be reset to finished grade by the Contractor.

The Contractor shall raise all manhole and valve box frames and covers by inserting concrete collars, bricks, and shims between existing concrete and frame until the desired elevation is reached. 20 MPa concrete shall then be applied around bricks between frame and existing concrete. In placing the concrete, the Contractor shall ensure that no excess concrete is allowed to fall into any sump and be left to harden on any valve or drainage facility. Access dimensions with any manhole, catch basin, or valve box shall not be impeded by new concrete.

Where new concrete joins existing concrete, the Contractor shall dampen the existing concrete and apply a coat of cement slurry immediately before placing the new concrete.

The new concrete must set for three (3) days before traffic and paving occurs.

CONSTRUCTION SITE HEALTH AND SAFETY

1 References

- .1 Canada Labour Code - Part 11, Canada Occupational Health and Safety Health Regulations.
- .2 National Building Code of Canada (NBC):
 - .1 Part 8, Safety Measures at Construction and Demolition Sites.
- .3 Fire Commissioner of Canada (FCC):
 - .1 FCC No. 301-1982, Standard for Construction Operations.
 - .2 FCC No. 302-1982, Standard for Welding and Cutting.
- .4 Province of British Columbia:
 - .1 Workers Compensation Act (Occupational Health & Safety), Amendment Act, B.C. Reg. 185/99, herein referred to as the Workers Compensation Act (WCA).
- .5 Yukon Territory:
 - .1 Occupational Health and Safety Act, R.S.Y. 1986.
- .6 Canadian Standards Association (CSA):
 - .1 CSA S269.1-1975 (R1998), Falsework for Construction Purposes.
 - .2 CSA S269.2-M87 (R1998), Access Scaffolding for Construction Purposes.
 - .3 CSA-S350-M1980(R1998), Code of Practice for Safety in Demolition of Structures.
- .7 American National Standards Institute (ANSI):
 - .1 ANSI A10.3, Operations -Safety Requirements for Powder- Actuated Fastening Systems.

2 Workers' Compensation Board Coverage

- .1 Comply fully with the Workers' Compensation Act, regulations and orders made pursuant thereto, and any amendments up to the completion of the work.
- .2 Maintain Workers' Compensation Board coverage during the term of the Contract, until and including the date that the Certificate of Final Completion is issued.

3 Compliance with Regulations

- .1 PWGSC may terminate the Contract without liability to PWGSC where the Contractor, in the opinion of PWGSC, refuses to comply with a requirement of the Workers' Compensation Act or the Occupational Health and Safety Regulations.
- .2 It is the Contractor's responsibility to ensure that all workers are qualified, competent and certified to perform the work as required by the Workers' Compensation Act or the Occupational Health and Safety Regulations.

4 Submittals

- .1 Make submittals in accordance with instructions or as specified.
- .2 Submit the following:
 - .1 Health and Safety Plan.
 - .2 Copies of reports or directions issued by federal and provincial health and safety inspectors.
 - .3 Copies of incident and accident reports.
 - .4 Complete set of Material Safety Data Sheets (MSDS), and all other documentation required by Workplace Hazardous Materials information System (WHMIS) requirements for products used on project.
 - .5 Emergency procedures.

- .3 The Technical authority will review the Contractor's site-specific project Health and Safety Plan and emergency procedures, and provide comments to the Contractor within 5 days after receipt of the plan. Revise the plan as appropriate and resubmit to the Technical authority for review upon request.
- .4 Medical surveillance: where prescribed by legislation, regulation or safety program, submit certification of medical surveillance for site personnel prior to commencement of work, and submit additional certifications for any new site personnel to the Technical authority.
- .5 Submission of the Health and Safety Plan, and any revised version, to the Technical authority is for information and reference purposes only. It shall not:
 - .1 Be construed to imply approval by the Technical authority.
 - .2 Be interpreted as a warranty of being complete, accurate and legislatively compliant.
 - .3 Relieve the Contractor of his legal obligations for the provision of health and safety on the project.

5 Responsibility

- .1 Be responsible for:
 - .1 The safety of persons and property on site; and
 - .2 The protection of persons off site, and the environment to the extent that they may be affected by the conduct of the work.

6 General Condition

- .1 Provide safety barricades and lights around work site as required to provide a safe working environment for workers and protection for pedestrian and vehicular traffic.
- .2 Ensure that non-authorized persons are not allowed to circulate in designated construction areas of the work site.
 - .1 Provide appropriate means by use of barricades, fences, warning signs, traffic control personnel, and temporary lighting as required.
 - .2 Secure site at night time [or provide security guard] as deemed necessary to protect site against entry.

7 Regulatory Requirements

- .1 Comply with specified codes, acts, bylaws, standards and regulations to ensure safe operations at site.
- .2 In event of conflict between any provision of the above authorities, the most stringent provision will apply. Should a dispute arise in determining the most stringent requirement, the Technical authority will advise on the course of action to be followed.

8 Work Permits

- .1 Obtain building permit[s] related to project before start of work.

9 Filing of Notice

- .1 The General Contractor is to complete and submit a Notice of Project as required by provincial/territorial authorities.

10 Health and Safety Plan

- .1 Conduct a site-specific hazard assessment based on review of Contract documents, required work, and project site. Identify any known and potential health risks and safety hazards.
- .2 Prepare and comply with a site-specific project Health and Safety Plan based on hazard assessment, including, but not limited to, the following:
 - .1 Primary requirements:
 - .1 Contractor's safety policy.
 - .2 Identification of applicable compliance obligations.

- .3 Definition of responsibilities for project safety/organization chart for project.
 - .4 General safety rules for project.
 - .5 Job-specific safe work, procedures.
 - .6 Inspection policy and procedures.
 - .7 Incident reporting and investigation policy and procedures.
 - .8 Occupational Health and Safety Committee/Representative procedures.
 - .9 Occupational Health and Safety meetings.
 - .10 Occupational Health and Safety communications and record keeping procedures.
- .2 Summary of health risks and safety hazards resulting from analysis of hazard assessment, with respect to site tasks and operations which must be performed as part of the work.
 - .3 List hazardous materials to be brought on site as required by work.
 - .4 Indicate engineering and administrative control measures to be implemented at the site for managing identified risks and hazards.
 - .5 Identify personal protective equipment (PPE) to be used by workers.
 - .6 Identify personnel and alternates responsible for site safety and health.
 - .7 Identify personnel training requirements and training plan, including site orientation for new workers.
- .3 Develop the plan in collaboration with all subcontractors. Ensure that work/activities of subcontractors are included in the hazard assessment and are reflected in the plan.
 - .4 Revise and update Health and Safety Plan as required, and resubmit to the Technical authority.
 - .5 The review of Health and Safety Plan by the Technical authority shall not relieve the Contractor of responsibility for errors or omissions in final Health and Safety Plan or of responsibility for meeting all requirements of construction and Contract documents.

11 Emergency Procedures

- .1 List standard operating procedures and measures to be taken in emergency situations. Include an evacuation plan and emergency contacts (i.e. names/telephone numbers) of:
 - .1 Designated personnel from own company.
 - .2 Regulatory agencies applicable to work and as per legislated regulations.
 - .3 Local emergency resources.
 - .4 Technical authority [site staff].
- .2 Include the following provisions in the emergency procedures:
 - .1 Notify workers and the first-aid attendant, of the nature and location of the emergency.
 - .2 Evacuate all workers safely.
 - .3 Check and confirm the safe evacuation of all workers.
 - .4 Notify the fire department or other emergency responders.
 - .5 Notify adjacent workplaces or residences which may be affected if the risk extends beyond the workplace.
 - .6 Notify the Technical authority [site staff].
- .3 Provide written rescue/evacuation procedures as required for, but not limited to:
 - .1 Work at high angles.
 - .2 Work in confined spaces or where there is a risk of entrapment.
 - .3 Work with hazardous substances.
 - .4 Underground work.
 - .5 Work on, over, under and adjacent to water.
 - .6 Workplaces where there are persons who require physical assistance to be moved.
- .4 Design and mark emergency exit routes to provide quick and unimpeded exit.
- .5 At least once each year, emergency drills must be held to ensure awareness and effectiveness

of emergency exit routes and procedures, and a record of the drills must be kept.

- .6 Revise and update emergency procedures as required, and resubmit to the Technical authority.

12 Hazardous Products

- .1 Comply with requirements of Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage and disposal of hazardous materials, and regarding labelling and provision of Material Safety Data Sheets (MSDS) acceptable to the Technical authority and in accordance with the Canada Labour Code.

13 Electrical Safety Requirements

- .1 Comply with authorities and ensure that, when installing new facilities or modifying existing facilities, all electrical personnel are completely familiar with existing and new electrical circuits and equipment and their operation.
 - .1 Before undertaking any work, coordinate required energizing and de-energizing of new and existing circuits with the Technical authority.
 - .2 Maintain electrical safety procedures and take necessary precautions to ensure safety of all personnel working under this Contract, as well as safety of other personnel on site.

14 Electrical Lock-out

- .1 Develop, implement and enforce use of established procedures to provide electrical lock-out and to ensure the health and safety of workers for every event where work must be done on any electrical circuit or facility.
- .2 Prepare the lock-out procedures in writing, listing step-by-step processes to be followed by workers, including how to prepare and issue the request/authorization form. Have procedures available for review upon request by the Technical authority.
- .3 Keep the documents and lock-out tags at the site and list in a log book for the full duration of the Contract. Upon request, make such data available for viewing by the Technical authority or by any authorized safety representative.

15 Overloading

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

16 Falsework

- .1 Design and construct falsework in accordance with CSA S269.1.

17 Scaffolding

- .1 Design, construct and maintain scaffolding in a rigid, secure and safe manner, in accordance with CAN/CSA-S269.2.

18 Confined Spaces

- .1 Carry out work in confined spaces in compliance with provincial/territorial regulations.

19 Fire Safety and Hot Work

- .1 Obtain the Technical authority's authorization before any welding, cutting or any other hot work operations can be carried out on site.
- .2 Hot work includes cutting/melting with use of torch, flame heating roofing kettles, or other open flame devices and grinding with equipment which produces sparks.

20 Fire Safety Requirements

- .1 Store oily/paint-soaked rags, waste products, empty containers and materials subject to spontaneous combustion in ULC approved, sealed containers and remove from site on a daily basis.

- .2 Handle, store, use and dispose of flammable and combustible materials in accordance with the National Fire Code of Canada.

21 Fire 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.
- .2 Do not use fire hydrants, standpipes and hose systems for purposes other than fire fighting.
- .3 Be responsible/liable for costs incurred from the fire department, the building owner and the tenants, resulting from false alarms.

22 Unforeseen Hazards

- .1 Should any unforeseen or peculiar safety-related factor, hazard or condition become evident during performance of the work, immediately stop work and advise the Technical authority verbally and in writing.

23 Correction of Non-Compliance

- .1 Immediately address health and safety non-compliance issues identified by the Technical authority.
- .2 Provide the Technical authority with written report of action taken to correct non-compliance with health and safety issues identified.
- .3 The Technical authority may issue a "stop work order" if non-compliance of health and safety regulations is not corrected immediately or within posted time. The General Contractor/subcontractors will be responsible for any costs arising from such a "stop work order".

END OF SECTION

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APPENDIX 3 - 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 The cost of subcontract work, including special equipment rentals approved by the Project Authority, shall be reimbursed at actual cost with the addition of ten (10) percent to cover overheads, profit, and all other expenses whatsoever. "Actual cost" means all amounts reasonably and properly paid by the Contractor for those parts of the Work carried out by subcontractors.

.4 Pricing

The unit prices and 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.

It is considered that regular hours of work fall between 0700 and 1630 hours, Monday to Friday.

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4. PRICES

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

1 Unit Price Schedules - Rates**SCHEDULE A) Years One and Two**

Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6
Item	Hot Mix Asphaltic Concrete Paving <i>Note: Milling rates to include removal of material off site.</i>	Unit	Estimated Quantity	Unit Price \$	Estimated total price \$
1	Supply and hand-place hot repairs	tonne	520	\$ Per tonne	\$
2	Supply and lay by mechanical means hot bituminous asphalt (areas less than 1000 m2)	tonne	120	\$ Per tonne	\$
3	Supply and lay by mechanical means hot bituminous asphalt (areas more than 1000 m2)	tonne	300	\$ Per tonne	\$
4	Milling asphalt pavement average depth 25 mm (0-250 m2)	M2	250	\$ Per M2	\$
5	Milling asphalt pavement average depth 50 mm (251-500 m2)	M2	500	\$ Per M2	\$
6	Milling asphalt pavement average depth 75 mm (501-1500 m2)	M2	2000	\$ Per M2	\$
7	Milling asphalt pavement average depth 75 mm (over 1500 m2)	M2	4000	\$ Per M2	\$
8	Milling of asphalt pavement	Hrs	20	\$ Per hr.	\$
9	Scarify and remove rough/broken asphalt, concrete, topsoil, excess gravel and base materials and re-grade these areas prior to application of base materials or hot bituminous asphalt, incl. Sterilization of ground if requested.	M2	500	\$ Per M2	\$
10	Grading and rolling of existing gravel base	M2	500	\$ Per M2	\$
11	Excavation turf and base materials which cannot be carried out by means of bladed grader or other scarifying equipment, including removal of excavated material off site.	M3	100	\$ Per M3	\$
12	Supply, installation and compaction of type 1 fill.	M3	100	\$ Per M3	\$
13	Supply, installation and compaction of type 2 fill.	M3	100	\$ Per M3	\$
14	Construct asphalt curbing	Linear M	100	\$ Per Linear M	\$
15	Pavement crack filling (including cleaning)	Linear M	3000	\$ Per Linear M	\$
16	10 tonne vibratory roller	Hr	60	\$ Per Hr.	\$

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17	Grader class 125-135 HP	Hr	100	\$ Per Hr.	\$
18	Grader class 50-80 HP	Hr	60	\$ Per Hr.	\$
19	Street Sweeper	Hr	80	\$ Per Hr.	\$
	Asphalt Prime and Overlay Fabric				
20	Provide and apply by hand SS-1 bituminous primer (COLA's)	litre	400	\$ Per litre	\$
21	Provide and supply by means of pressure distributor MC-30 bituminous primer	litre	400	\$ Per litre	\$
22	Provide and supply by means of pressure distributor RM-20 (special primer)	litre	100	\$ Per litre	\$
23	Supply and installation of fabric including tack coat	M2	300	\$ Per M2	\$
24	Provide and apply by hand SS-1 bituminous primer (COLA's)	litre	400	\$ Per litre	\$
	Section 02726 - Raising of Manhole, Catch Basin & Valve Box Framers/Covers				
25	Raise existing catch basins and manhole frames and covers	Each	10	\$ Each	\$
26	Raise existing valve box frames and covers	Each	10	\$ Each	\$
	For Work Not Specified Above: Regular Firm Labour Rates				
27	Trades person	Hour	80	\$ Per Hour	\$
28	Supervisor	Hour	80	\$ Per Hour	\$
29	<u>Contractor's Mark Up on Allowance for unspecified material, replacement parts, required permits and certificates.</u> (\$10,000.00 + % mark up =)	n/a	\$10,000.00	_____ %	\$
Sub Total A): Estimated Total Amount 1st & 2nd Years GST/HST Extra					\$

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SCHEDULE B) Year 3

Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6
Item	Hot Mix Asphaltic Concrete Paving <i>Note: Milling rates to include removal of material off site.</i>	Unit	Estimated Quantity	Unit Price \$	Estimated total price \$
1	Supply and hand-place hot repairs	tonne	260	\$ Per tonne	\$
2	Supply and lay by mechanical means hot bituminous asphalt (areas less than 1000 m2)	tonne	60	\$ Per tonne	\$
3	Supply and lay by mechanical means hot bituminous asphalt (areas more than 1000 m2)	tonne	150	\$ Per tonne	\$
4	Milling asphalt pavement average depth 25 mm (0-250 m2)	M2	125	\$ Per M2	\$
5	Milling asphalt pavement average depth 50 mm (251-500 m2)	M2	250	\$ Per M2	\$
6	Milling asphalt pavement average depth 75 mm (501-1500 m2)	M2	1000	\$ Per M2	\$
7	Milling asphalt pavement average depth 75 mm (over 1500 m2)	M2	2000	\$ Per M2	\$
8	Milling of asphalt pavement	Hrs	10	\$ Per hr.	\$
9	Scarify and remove rough/broken asphalt, concrete, topsoil, excess gravel and base materials and re-grade these areas prior to application of base materials or hot bituminous asphalt, incl. Sterilization of ground if requested.	M2	250	\$ Per M2	\$
10	Grading and rolling of existing gravel base	M2	250	\$ Per M2	\$
11	Excavation turf and base materials which cannot be carried out by means of bladed grader or other scarifying equipment, including removal of excavated material off site.	M3	50	\$ Per M3	\$
12	Supply, installation and compaction of type 1 fill.	M3	50	\$ Per M3	\$
13	Supply, installation and compaction of type 2 fill.	M3	50	\$ Per M3	\$
14	Construct asphalt curbing	Linear M	50	\$ Per Linear M	\$
15	Pavement crack filling (including cleaning)	Linear M	1500	\$ Per Linear M	\$
16	10 tonne vibratory roller	Hr	30	\$ Per Hr.	\$
17	Grader class 125-135 HP	Hr	50	\$ Per Hr.	\$
18	Grader class 50-80 HP	Hr	30	\$ Per Hr.	\$
19	Street Sweeper	Hr	40	\$ Per Hr.	\$

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	Asphalt Prime and Overlay Fabric				
20	Provide and apply by hand SS-1 bituminous primer (COLA's)	litre	200	\$ Per litre	\$
21	Provide and supply by means of pressure distributor MC-30 bituminous primer	litre	200	\$ Per litre	\$
22	Provide and supply by means of pressure distributor RM-20 (special primer)	litre	50	\$ Per litre	\$
23	Supply and installation of fabric including tack coat	M2	150	\$ Per M2	\$
24	Provide and apply by hand SS-1 bituminous primer (COLA's)	litre	200	\$ Per litre	\$
	Section 02726 - Raising of Manhole, Catch Basin & Valve Box Framers/Covers				
25	Raise existing catch basins and manhole frames and covers	Each	5	\$ Each	\$
26	Raise existing valve box frames and covers	Each	5	\$ Each	\$
	For Work Not Specified Above: Regular Firm Labour Rates				
27	Trades person	Hour	40	\$ Per Hour	\$
28	Supervisor	Hour	40	\$ Per Hour	\$
29	Contractor's Mark Up on Allowance for unspecified material, replacement parts, required permits and certificates. ($\$5000.00 + \% \text{ mark up} =$)	n/a	\$5000.00	_____ %	\$
Sub Total B): Estimated Total Amount Year 3 GST/HST Extra					\$

2 TOTAL EVALUATED PRICE

Col. 1 Sub Total SCHEDULE A) 1st and 2nd Year	Col. 2 Sub Total SCHEDULE B) 3rd Year	Col. 3 Total Evaluated Price (col.1 + col.2 = col.3)
\$ _____	\$ _____	\$ _____ GST/HST Extra

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

A rate must be entered for each item.

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

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Cost will be evaluated on the Total Evaluated Price in Column 3. It is anticipated that two (2) standing offers will be issued to the lowest compliant offerors.

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)

Signature

Date

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APPENDIX 4 - EVALUATION PROCEDURES OR BASIS OF SELECTION

1. Assessment of Offers

- .1 Offers shall be evaluated on the basis of the lowest price compliant offer, with the lowest offer being ranked first, the second lowest offer second.
- .2 The retention of an offer does not bind the Department to any set amount of work to be assigned to the offeror. Offers may be retained from more than one offeror, in which case, the Department may issue a call-up against any of the Standing Offers resulting from this invitation, for any given work project in accordance with the Call-up Procedures identified in SOP04.
- .3 Evaluation Results
Following completion of the evaluation and after issuance of SO's, Offerors will be notified individually by the PWGSC SO Authority of the result of the process as it pertains to their submission. Offerors may request a debriefing.

2. Financial Evaluation

1. Offers retained pursuant to Appendix 4, will be evaluated on the basis of the total estimated amount quoted, GST/HST extra. It is anticipated that standing offers will be issued to the two (2) lowest compliant offerors.

3. Basis of Selection

2.1 Basis of Selection - Lowest Evaluated Price

An offer must comply with the requirements of the Request for Standing Offers to be declared responsive. The two (2) lowest responsive offers with the lowest evaluated prices will be recommended for issuance of a standing offer.

4. MANDATORY REQUIREMENTS - Required with the Offer

Offers not meeting the following Mandatory Requirements at the time of closing will be deemed non-compliant and receive no further consideration.

1. Price Schedule - A rate must be entered for each item.

5. Ranking

- .1 the total of all the rates submitted for all the Years will be used to determine the ranking of the Standing Offers.
- .2 ranking during the life of the Standing Offer(s) will remain unchanged except if services under a Standing Offer are withdrawn by Canada or the Offeror, in which case, the balance of the work will be distributed to the remaining firms(s) proportionately.
- .3 The Value of the Work will be distributed proportionally between the ranked firms.
 - Where 2 Standing Offers are authorized - 70% for the top ranked firm, and 30% for the 2nd.

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APPENDIX 5 - PERIODIC REPORTS

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

Return to:

Ronny Ly	(604) 666-0043	Ronny.ly@pwgsc.gc.ca
Name	Phone Number	E-mail

at:

Public Works and Government Services
219-800 Burrard St.
Vancouver, BC V6Z 0B9

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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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:

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

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ANNEX A - SECURITY REQUIREMENT CHECK LIST (SRCL)



Government
of Canada

Gouvernement
du Canada

Contract Number / Numéro du contrat

WD 103-14 6023

m.m

Security Classification / Classification de sécurité
unclassified

SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine DND		2. Branch or Directorate / Direction générale ou Direction CFB ESQUIMALT
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 To provide asphalt paving and road repairs for DND-CFB Esquimalt		
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 <input type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non 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 <input checked="" type="checkbox"/> Yes Non Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non 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: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité 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 <input type="checkbox"/>	NATO UNCLASSIFIED <input type="checkbox"/>	PROTECTED A <input type="checkbox"/>
PROTÉGÉ A <input type="checkbox"/>	NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTÉGÉ A <input type="checkbox"/>
PROTECTED B <input type="checkbox"/>	NATO RESTRICTED <input type="checkbox"/>	PROTECTED B <input type="checkbox"/>
PROTÉGÉ B <input type="checkbox"/>	NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTÉGÉ B <input type="checkbox"/>
PROTECTED C <input type="checkbox"/>	NATO CONFIDENTIAL <input type="checkbox"/>	PROTECTED C <input type="checkbox"/>
PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIEL <input type="checkbox"/>	PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	CONFIDENTIAL <input type="checkbox"/>
CONFIDENTIEL <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	CONFIDENTIEL <input type="checkbox"/>
SECRET <input type="checkbox"/>	COSMIC TOP SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
SECRET <input type="checkbox"/>	COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
TOP SECRET <input type="checkbox"/>		TOP SECRET <input type="checkbox"/>
TRÈS SECRET <input type="checkbox"/>		TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) <input type="checkbox"/>
TRÈS SECRET (SIGINT) <input type="checkbox"/>		TRÈS SECRET (SIGINT) <input type="checkbox"/>



Government
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Gouvernement
du Canada

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mm

Security Classification / Classification de sécurité
unclassified

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☒ No ☐ Yes
Non Oui

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

Document Number / Numéro du document :

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

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

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

Special comments:

Commentaires spéciaux : If the contractor is required to access higher security zones, escort will be provided.

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? ☒ No ☐ Yes
Non Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? ☒ No ☐ Yes
Non Oui

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No ☐ Yes
Non Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
unclassified

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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 required at the supplier's site(s) or premises.

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

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

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

☒ No ☐ 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 PROTÉGÉE 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).

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Amd. No. - N° de la modif.

File No. - N° du dossier

PWY-4-37221

Buyer ID - Id de l'acheteur

pw020

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 Asphalt Paving and Road Repairs Standing Offer CFB Esquimalt, Victoria, 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 Her Majesty the Queen in Right of Canada as represented by the Minister of Public Works and Government Services				

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

CERTIFICATE OF INSURANCE Page 2 of 2

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.

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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)