

Solicitation No. - N° de l'invitation

W010C-15C220/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

hal405

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

W010C-15-C220

File No. - N° du dossier

HAL-4-73226

CCC No./N° CCC - FMS No/ N° VME

The bid solicitation package is to be inserted at this point and forms part of this document.

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PART 1 - GENERAL INFORMATION

1.1 Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- | | |
|--------|---|
| Part 1 | General Information: provides a general description of the requirement; |
| Part 2 | Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO; |
| Part 3 | Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified; |
| Part 4 | Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection; |
| Part 5 | Certifications: includes the certifications to be provided; |
| Part 6 | Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and |
| Part 7 | 7A, Standing Offer, and 7B, Resulting Contract Clauses:

7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer. |

The Annexes include the Statement of Requirement, the Basis of Payment, the Federal Contractors Program for Employment Equity - Certification and any other annexes

1.2 Summary

The Department of National Defence has a requirement for a Regional Individual Standing Offer (RISO) to provide all labour, material, equipment, tools, transportation, and supervision required for repairs, installations, testing and calibration of valves and accessories on an as and required basis at various locations of CFB Halifax, Nova Scotia. Work shall be in accordance with Specification Job No. W010C-15-C220.

The period for placing call-ups and rendering services against this RISO shall be from July 1, 2015 up to and including June 30, 2016 for a one year period with an additional two, 12 month option periods to extend.

As per the Integrity Provisions under section 01 of Standard Instructions [2006](#) and [2007](#), offerors must provide a list of all owners and/or Directors and other associated information as required. Refer to section [4.21](#) of the Supply Manual for additional information on the Integrity Provisions.

"For services requirements, Offerors must provide the required information as detailed in article 2.3 of Part 2 of the Request for Standing Offers (RFSO), in order to comply with Treasury Board policies and directives on contracts awarded to former public servants."

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

1.3 Security Requirements

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, offerors should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

1.4 Debriefings

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

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The [2006](#) (2014-09-25) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of [2006](#), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 90 days

2.2 Submission of Offers

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

2.3. Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the offer non-responsive.

Definitions

For the purposes of this clause,

"former public servant" is any former member of a department as defined in the [Financial Administration Act](#) R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Offeror a FPS in receipt of a pension? **YES () NO ()**

If so, the Offeror must provide the following information, for all FPS in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Offerors agree that the successful Offeror's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES** () **NO** ()

If so, the Offeror must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

2.4. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than five (5) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

2.5. Applicable Laws

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

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, by deleting the name of the Canadian province or

territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the offerors.

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1. Offer Preparation Instructions

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

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

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

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

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

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

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

Section I: Technical Offer

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

Section II: Financial Offer

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

3.1.1 Payment by Credit Card

Canada requests that offerors complete one of the following:

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

The following credit card(s) are accepted:

VISA _____

Master Card _____

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

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

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

Section III: Certifications

Offerors must submit the certifications required under Part 5.

Section IV: Additional Information

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.2 Financial Evaluation

4.1.2.1 The price of the offer will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

SACC Manual Clause [M0220T](#) 2013-04-25, Evaluation of Price.

4.2 Basis of Selection

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

PART 5 - CERTIFICATIONS

Offerors must provide the required certifications and associated information to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default in carrying out any of its obligations under any resulting contracts, if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority may render the Offer non-responsive, may result in the setting aside of the Standing Offer or constitute a default under the Contract.

5.1 Certifications Precedent to Issuance of a Standing Offer

The certifications listed below should be completed and submitted with the offer, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror of a time frame within which to provide the information. Failure to comply with the request of the Standing Offer Authority and to provide the certifications within the time frame provided will render the offer non-responsive.

5.1.1 Integrity Provisions - Associated Information

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

5.1.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

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

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

6.1 Security Requirements

1. Before issuance of a standing offer, the following conditions must be met:
 - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
 - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicated in Part 7A - Standing Offer;
 - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.

3. For additional information on security requirements, offerors should refer to the Industrial Security Program (ISP) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

- 7.1.1 The Offeror offers to fulfill the requirement in accordance with the Requirement at Annex A.

7.2 Security Requirements

- 7.2.1 The following security requirements (SRCL and related clauses provided by ISP) apply and form part of the Standing Offer.

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated 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 prior written permission of CISD/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the :
 - a. Security Requirements Check List and security guide (if applicable), attached at Annex C;
 - b. Industrial Security Manual (Latest Edition).

7.3 Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

7.3.1 General Conditions

2005 (2014-09-25) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

7.3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex "_____". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

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

The data must be submitted to the Standing Offer Authority no later than 30 calendar days after the end of the reporting period.

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from July 1, 2015 to June 30, 2016.

7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional two, 12 month period under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 30 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

7.5. Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Vanessa Morrison
Title: Supply Officer
Public Works and Government Services Canada
Acquisitions Branch
Address: 1713 Bedford Row, Halifax, NS B3J 3C9

Telephone: 902-496-5381
Facsimile: 902-496-5016
E-mail address: Vanessa.morrison@pwgsc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for

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any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

7.5.2 Project Authority

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

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

7.5.3 Offeror's Representative

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____ - ____ - ____
Facsimile: ____ - ____ - ____
E-mail address: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Identified Users

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

Base Construction Engineering
Maritime Forces Atlantic
Bldg. 7, Willow Park P.O. Box 99000, Station Forces
Halifax, NS B3K 5X5

7.8 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC 942 Call-Up Against a Standing Offer, or electronic document.

7.10 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$25,000.00 (Applicable Taxes included).

7.11 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$100,000.00 (Applicable Taxes excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

7.12 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2014-09-25), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010C (2014-19-25); Services (Medium Complexity)
- e) Annex A, Statement of Requirement;
- f) Annex B, Basis of Payment;
- g) Annex C, Security Requirements Check List;
- h) Annex D. Insurance Requirements;
- i) Annex E, Reporting Requirements;
- j) the Offeror's offer dated _____.

7.13 Certifications

7.13.1 Compliance

The continuous compliance with the certifications provided by the Offeror with its offer and the ongoing cooperation in providing associated information are conditions of issuance of the Standing Offer (SO). Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO. If the Offeror does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

7.14 Applicable Laws

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

B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

7.1 Statement of Requirement

The Contractor must perform the Work described in the call-up against the Standing Offer.

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

2010C (2014-09-25), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

Section 13 Interest on Overdue Accounts, of 2010C (2014-09-25) will not apply to payments made by credit cards.

7.3 Term of Contract

7.3.1 Period of the Contract

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

7.4 Proactive Disclosure of Contracts with Former Public Servants

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

7.5 Payment

7.5.1 Basis of Payment

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

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

7.5.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____ (the amount determined at time of call-up up to the maximum detailed in Standing Offer Part 7.11 Financial Limitation). *Customs duties excluded and Applicable Taxes are extra.*
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.

3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.5.3 Single Payment

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

7.5.5 Payment by Credit Card

The following credit cards are accepted: _____ and _____.

7.6 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the following address for certification and payment.
Base Construction Engineering
Maritime Forces Atlantic
Bldg 7, Willow Park PO Box 99000, Station Forces
Halifax, NS B3K 5X5

7.7 Insurance

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

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

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

Solicitation No. - N° de l'invitation
W010C-15C220
Client Ref. No. - N° de réf. du client
W010C-15-C220

Amd. No. - N° de la modif.
File No. - N° du dossier
hal-4-73226

Buyer ID - Id de l'acheteur
hal405
CCC No./N° CCC - FMS No./N° VME

ANNEX A

STATEMENT OF REQUIREMENT (see herein)

Department of National Defence



Specification

Standing Offer Agreement

Valves Repairs

CFB Halifax, NS

Job No.W010C-15-C220

2014-08-13

SUITE

9200 - REQUISITION FOR GOODS AND SERVICES AND CONSTRUCTION
9200 - DEMANDE DE BIENS ET DE SERVICES, ET CONSTRUCTION

Amend. No. N° de mod.	Requisition No. - N° de demande Ordering Office Bureau demandeur	Serial No. N° de série	Page
	YY-AA 12		2 of 2 De
Client Reference No. (optional) N° de référence du client (facultatif)			

Item Article	Reference/Stock No. and Description N° de référence de nomenclature et description	Date Required (YYYY-MM-DD) Demandé pour (AAAA-MM-JJ)	Consignee Code du destinataire	U. of I. U. de d.	Quantity Quantité	Estimated Cost Coût estimatif	Qual. Code Assur. Code Code d'ass. de la qual.	Previous Quantity and Unit Price Quantité et prix unitaire précédents	Previous Contract No. and Date Date et N° du contrat précédent
3	<p>Services to be Performed: Work under this Standing Offer Agreement comprises the furnishings of all labour, material, equipment, tools, transportation and supervision required to perform required repairs, installations, testing and calibration of valves and accessories in accordance with attached specification W010C-15-220 dated 2014-08-13.</p> <p>Pre-Job Meeting: Contractor, to whom the contract is awarded, is to contact Formation Construction Engineering, Mr. Kevin Curtis, loc 720-1534, Cell # 499-4083 to arrange for a pre-job meeting prior to commencement of any work.</p>	2015-02-01							W010C-11C220
4									

<u>Section</u>	<u>Title</u>	<u>Pages</u>
<u>Division 01 - General Requirements</u>		
01 11 00	General Instructions	9
01 35 30	Health and Safety Requirements	7
01 35 35	DND Fire Safety Requirements	5
01 35 36	Security, Safety and Fire Regulations CFAD Bedford, NS	6
01 35 37	Access to DRDC Atlantic Complex	1
01 35 43	Environmental Procedures	1
01 35 73	Confined Spaces Requirements	9
01 61 00	Common Product Requirements	3
01 74 11	Cleaning	2
<u>Division 22 - Plumbing</u>		
22 05 00	Valve Repairs	6

PART 1 - GENERAL

<u>1.1 RELATED SECTIONS</u>	.1	Section 01 35 73 Confined Spaces Requirements.
	.2	Section 22 05 00 Valve Repairs.
<u>1.2 DESCRIPTION OF WORK</u>	.1	Work under this Standing Offer Agreement comprises the furnishing of all labour, materials, tools, equipment, transportation and supervision required for the repairs, installation, testing and calibration of valves and accessories in accordance with this specification.
<u>1.3 ENGINEER</u>	.1	All reference to the Engineer in this specification refers to the Contract Inspector which is representing the Base Construction Engineering Officer (BCEO).
	.2	The Engineer will provide the Contractor with a list of his / her authorized representatives at the pre-job meeting.
<u>1.4 WORK INCLUDED</u>	.1	Work included in this Standing Offer Agreement includes but will not be limited to the following: <ul style="list-style-type: none">.1 repairs to various types of valves and accessories such as:<ul style="list-style-type: none">.1 temperature and pressure relief valves;.2 gate valves;.3 globe valves;.4 feedwater valves;.5 boiler blowdown valves;.6 swing check valves;.7 lift check valves;.8 ball valves; and.9 reducing valves (pressure)..2 remove, repair and reinstall existing valves;.3 supply and install new valves and accessories;

1.4 WORK INCLUDED .1
(Cont'd)

- (Cont'd)
- .4 test, adjust, balance and calibrate valves on start-up;
 - .5 perform on-site electronic safety valves testing;
 - .6 provide a valve report as required;
 - .7 provide valve ID tag;
 - .8 maintain valve records;
 - .9 provide an emergency repair service available on a twenty-four (24) hour, seven (7) day per week basis;
 - .10 confined space entry where required; and
 - .11 clean up.

1.5 LOCATIONS OF .1
JOB SITES

- Areas covered under this specification include but not limited to the following locations:
- .1 Stadacona - Halifax, NS;
 - .2 Windsor Park - Halifax, NS;
 - .3 Willow Park - Halifax, NS;
 - .4 HMC Dockyard - Halifax, NS;
 - .5 Halifax Armoury - Halifax, NS;
 - .6 Royal Artillery (RA) Park - Halifax, NS;
 - .7 Damage Control Division - Herring Cove, NS;
 - .8 Ferguson's Cove, Ferguson's Cove, NS;
 - .9 Dockyard Annex (NAD) - Dartmouth, NS;
 - .10 DRDC Atlantic - Dartmouth, NS;
 - .11 Shannon Park - Dartmouth, NS;
 - .12 12 Wing Shearwater - Eastern Passage, NS;
 - .13 Osbourne Head Gunnery Range - Cow Bay, NS;
 - .14 Wright's Cove Degaussing Range - Dartmouth, NS;
 - .15 CFAD Bedford - Bedford, NS;
 - .16 Bedford Rifle Range - Bedford, NS;

1.5 LOCATIONS OF
JOB SITES
(Cont'd)

- .1 (Cont'd)
- .17 NRS Newport Corner - Newport Corner, NS;
 - .18 Windsor Armoury - Windsor, NS;
 - .19 NRS Mill Cove - Mill Cove, NS;
 - .20 Truro Armoury - Truro, NS;
 - .21 Springhill Armoury - Springhill, NS;
 - .22 Amherst Armoury - Amherst, NS;
 - .23 New Glasgow Armoury - New Glasgow, NS;
 - .24 Pictou Armoury - Pictou, NS;
 - .25 Victoria Park - Sydney, NS; and
 - .26 Glace Bay Armoury - Glace Bay, NS.

1.6 SITE ACCESS

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

1.7 PRE-JOB
MEETING

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

1.8 CONTRACTOR
QUALIFICATIONS

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

-
- 1.9 WORKMANSHIP .1 Workmanship must be the best quality executed by workers experienced and skilled in the respective duties for which they are employed.
- .2 Do not employ any unfit person or anyone unskilled in their required duties. The Engineer reserves the right to require the dismissal from the site, workers deemed incompetent, careless, insubordinate or otherwise objectionable.
- .3 Decisions as to the quality or fitness of workmanship in cases of dispute rest solely with the Engineer whose decision is final.
- .4 The Contractor will employ a competent and experienced supervisor with the authority to speak on his behalf on day-to-day routine matters.
- 1.10 CONTRACTOR'S USE OF SITE .1 Contractor will be briefed on use of site by the Engineer.
- .2 Do not unreasonably encumber site with materials or equipment.
- .3 Move stored products or equipment which interferes with operations of Engineer or other Contractors.
- .4 The Engineer will brief the Contractor on access to restricted areas.
- 1.11 PARKING .1 One parking space will be made available on site for company vehicles and equipment only. Maintain and administer this space as directed.
- 1.12 NORMAL WORKING HOURS .1 Normal working hours will be 0730 to 1600 hours, Monday to Friday. Any work carried out other than normal working hours must be authorized by the Engineer.
- 1.13 CODES AND STANDARDS .1 Perform work in accordance with the latest edition of National Building Code of Canada (NBC), Canadian Electrical Code Part I, National Plumbing Code of Canada (NPC), National Fire Code of Canada, Canada Labour Code Part II, and any other Provincial or municipal regulations and by-laws provided that in any case of conflict or discrepancy, the more stringent requirements will apply.
- .2 Meet or exceed requirements of Standing Offer documents, specified standards, codes and referenced documents.
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- | | | |
|--|----|---|
| <u>1.14 LICENSES
AND PERMITS</u> | .1 | The Contractor will be responsible for obtaining and paying for all licenses and permits required to perform the Work. |
|
 | | |
| <u>1.15 PROTECTION OF
EXISTING FACILITIES</u> | .1 | The Contractor must take all necessary precautions to ensure against damage to existing facilities. Any damage to such facilities as a result of the Contractor's operations must be repaired or replaced by the Contractor at his own expense, as soon as is reasonably possible. |
| | .2 | Special coverings and protection must be provided to protect plants, walls, projections and adjacent work where materials are being removed, installed or hoisted. |
| | .3 | The Contractor must protect all occupant owned furnishings and equipment, and the building from damage during execution of the Contract. |
| | .4 | Where the Engineer considers it necessary, provide and erect warning signs and barriers. |
|
 | | |
| <u>1.16 ALTERATIONS,
ADDITIONS OR
REPAIRS TO EXISTING
BUILDING</u> | .1 | Execute work with least possible interference or disturbance to occupants, public and normal use of premises. Arrange with Engineer to facilitate execution of work. |
| | .2 | Where security has been reduced by work of Contract, provide temporary means to maintain security. |
| | .3 | Provide temporary dust screens, barriers, warning signs in locations where renovation and alteration work is adjacent to areas used by public or government staff. |
| | .4 | Use only elevators existing in building for moving workers and material. |
| | .1 | Protect walls of passenger elevators, to approval of Engineer prior to use. |
| | .2 | Accept liability for damage, safety of equipment and overloading of existing equipment. |
|
 | | |
| <u>1.17 EXISTING
SERVICES</u> | .1 | Where Work involves breaking into or connecting to existing services, give 48 hours notice for necessary interruption of mechanical or electrical service throughout course of work. Minimize duration of interruptions. Carry out work at times as directed by governing authorities with minimum disturbance to pedestrian and tenant operations. |
-

1.17 EXISTING
SERVICES
(Cont'd)

- .2 Establish location and extent of service lines in area of work before starting Work. Notify Engineer of findings.
- .3 Submit schedule to and obtain approval from Engineer for any shut-down or closure of active service or facility including power and communications services. Adhere to approved schedule and provide notice to affected parties.
- .4 Where unknown services are encountered, immediately advise Engineer and confirm findings in writing.

1.18 CUTTING,
FITTING AND
PATCHING

- .1 Execute cutting, fitting and patching required to make work fit properly.
- .2 Where new work connects with existing and where existing work is altered, or cut; patch and make good to match existing work.
- .3 Obtain Engineer's approval before cutting, boring or sleeving load-bearing members.
- .4 Make cuts with clean, true, smooth edges. Make patches inconspicuous in final assembly.
- .5 Fit work airtight to pipe, sleeves, ducts and conduits.

1.19 CONCEALMENT

- .1 Conceal pipes, ducts and wiring in floor, wall and ceiling construction of finished areas except where directed otherwise by the Engineer.

1.20 POWER AND
WATER SUPPLY

- .1 DND may provide, free of charge, temporary electric power and water for construction purposes.
- .2 Engineer will determine delivery points and quantitative limits. Engineer's written permission is required before any connection is made. Connect to existing power supply in accordance with Canadian Electrical Code.
- .3 Provide, at no cost to DND, all equipment and temporary lines to bring these services to project site.
- .4 Supply of temporary services by DND is subject to DND requirements and may be discontinued by DND site representative at any time without notice, without acceptance of any liability for damage or delay caused by such withdrawal of temporary services.
- .5 After the temporary service lines are no longer required, the Contractor must remove all lines and equipment, restore the

1.20 POWER AND
WATER SUPPLY
(Cont'd)

- .5 (Cont'd)
connection points to their original condition and return the land to its original contour.

1.21 HEATING
AND VENTILATING

- .1 Provide temporary heat and ventilation as required to:
- .1 facilitate progress of work;
 - .2 protect work and products against dampness and cold;
 - .3 prevent moisture condensation on surfaces;
 - .4 provide ambient temperatures and humidity levels for storage, installation and curing of materials; and
 - .5 provide adequate ventilation to meet health regulations for safe working environment.
- .2 Maintaining strict supervision of operation of temporary heating and ventilating equipment to:
- .1 conform with applicable codes and standards;
 - .2 enforce safe practices;
 - .3 prevent abuse of services;
 - .4 prevent damage to finishes; and
 - .5 vent direct-fired combustion units to outside.

1.22 EMERGENCY
AND SERVICE
CALL-UPS

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

1.22 EMERGENCY
AND SERVICE
CALL-UPS
(Cont'd)

- .1 (Cont'd)
 - .1 Emergency:(Cont'd)
 - .1 Standard response times:(Cont'd)
 - .1 Urban / rural: ASAP - Maximum 2 hours.
 - .2 **Routine:** A priority of "Routine" is defined as essential maintenance and minor construction which should be rectified at the earliest possible opportunity. It is considered as deficiencies or breakdowns that do not impair current operations or pose any danger to the occupants, the general public, the environment, or the facility.
 - .1 Standard response times:
 - .1 Urban / rural: 4 hours.
- .2 The Contractor will be advised of the personnel authorized to request emergency service. Services undertaken at the request of unauthorized persons will be done at the Contractor's risk, with regards to payment.
- .3 Report service calls executed outside normal working hours to the Engineer, immediately on the next working day.

1.23 INSPECTION

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

1.24 REPORTING
IRREGULARITIES

- .1 The Contractor must notify the Engineer of irregularities in the work area, such as structural defects, mechanical and / or electrical problems and / or any work beyond the scope of work.

PART 2 - PRODUCTS

Not used.

PART 3 - EXECUTION

Not used.

PART 1 - GENERAL

1.1 WORK SAFETY MEASURES

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

1.1 WORK
SAFETY MEASURES
(Cont'd)

- .5 (Cont'd)
- .4 **Serious Violation:** For a serious violation of a safety regulation as deemed by a regulator, project manager or safety officer a recommendation will be made to the Contracting Authority to immediately terminate the Contract / Standing Offer (Violation documented on Standing Offer file, copies to Contractor, DCC or PWGSC).
- .5 **Charges Laid or Guilty Determination by Courts:** Infractions of safety regulations that result in charges being laid by a regulator against the Contractor or the Contractor being found guilty by the courts may result in that Contractor being denied access to Base Construction Engineering contracts.

1.2 HAZARD
ASSESSMENTS

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

1.3 ASBESTOS
PRODUCT & ASBESTOS
ACTIVITY

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

1.4 HAZARDOUS
MATERIAL SPILL

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

1.4 HAZARDOUS
MATERIAL SPILL
(Cont'd)

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

1.5 FASTENING
DEVICES EXPLOSIVE
ACTUATED

- .1 Explosive actuated devices must not be used.

1.6 HOT WORK

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

1.7 CONFINED SPACES

- .1 All work in confined spaces will be carried out in compliance with the Canada Occupational Safety and Health Regulations, Part XI and may be carried out according to CSA Z1006-10 Management of Work in Confined Spaces.
- .2 The Contractor to provide and maintain all equipment as required by any person to enter and / or perform work in a safe manner, in compliance with the Canada Occupational Safety and Health Regulations, Part XI.
- .3 The Contractor to provide and maintain training, as required by the Canada Occupational Safety and Health Regulations, Part XI.
 - .1 The Contractor and / or his employees must provide proof of training and qualifications when requested by the Engineer.
- .4 The Contractor to provide the Engineer with a copy of an " Entry Permit " for each and every entry into the confined space to ensure compliance with the Canada Occupational Safety and Health Regulations, Part XI.

1.7 CONFINED SPACES .5
(Cont'd)

The Contractor should use CSA Z1006-10 for guidelines of management process relating to confined spaces works.

.6 The Contractor to have a hazard assessment of the confined space performed.

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

1.8 FALL PROTECTION .1

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

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

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

1.9 ARC FLASH

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

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

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

1.10 SAFETY

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

1.11 SITE SIGNS
AND NOTICES

.1 Safety and instruction signs and notices:

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

PART 2 - PRODUCTS

Not used.

PART 3 - EXECUTION

Not used.

PART 1 - GENERAL

1.1 EMERGENCY
REPORTING

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

1.2 FIRE SAFETY
ENFORCEMENT

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

1.3 FIRE SAFETY
BRIEFING

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

1.4 FIRE WATCH

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

1.5 FIRE
EXTINGUISHERS

- .1 Supply fire extinguishers, as prescribed by the Base Fire Chief, necessary to protect work in progress and Contractor's physical plant on site.

1.6 SMOKING
PRECAUTIONS

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

1.7 REPORTING
FIRE INCIDENTS

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

1.8 INTERIOR &
EXTERIOR FIRE
PROTECTION AND
ALARM SYSTEM

- .1 Notify Base Fire Chief at least 48 hours prior to scheduling any work that may require fire alarm and / or protection systems to be:
 - .1 obstructed in any way;
 - .2 shut-off; and / or
 - .3 left inactive at the end of a working day or shift without authorization from Base Fire Chief.
- .2 Do not commence any such work until Engineer confirms approval and direction by the Base Fire Chief.
- .3 Fire hydrants, standpipes and hose systems must not be used for other than fire fighting purposes unless authorized by the Engineer and the Base Fire Chief.

1.9 BLOCKAGE OF
ACCESS FOR FIRE
APPARATUS

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

1.10 RUBBISH &
WASTE MATERIAL

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

1.11 FLAMMABLE AND
COMBUSTIBLE LIQUIDS

- .1 Handling, storage and use of flammable and combustible liquids governed by current National Fire Code of Canada and guided by the requirements established by the Base Fire Chief.
- .2 Keep flammable and combustible liquids such as gasoline, kerosene and naphtha for ready use in quantities not exceeding 30 litres provided they are stored in approved safety cans bearing Underwriters' Laboratory of Canada or Factory Mutual seal of approval. Storage of quantities of flammable and combustible liquids exceeding 30 litres for work purposes requires permission of Base Fire Chief.
- .3 The Engineer reserves the right to require removal from the site any storage containers not acceptable to the Base Fire Chief.
- .4 Transfer of flammable and combustible liquids is prohibited within buildings or jetties.
- .5 Transfer of flammable and combustible liquids will not be carried out in vicinity of open flames or any type of heat-producing devices.
- .6 Do not use flammable liquids having flash point below 38 degrees C such as naphtha or gasoline as solvents or cleaning agents.

1.11 FLAMMABLE AND .7
COMBUSTIBLE LIQUIDS
(Cont'd)

Store flammable and combustible waste liquids, for disposal, in approved containers located in safe ventilated area. Keep quantities minimum and Fire Department is to be notified when disposal is required.

1.12 HAZARDOUS
SUBSTANCES

- .1 Work entailing use of toxic or hazardous materials, chemicals and / or explosives, or otherwise creating hazard to life, safety or health, in accordance with National Fire Code of Canada.
- .2 Obtain from Base Fire Chief a " hot work " permit for work involving welding, burning or use of blowtorches and salamanders, in buildings or facilities.
- .3 When Work is carried out in dangerous or hazardous areas involving use of heat, provide fire watchers equipped with sufficient fire extinguishers. Determination of dangerous or hazardous areas along with level of protection necessary for fire watch is at discretion of Base Fire Chief. Contractors are responsible for providing fire watch service for work on scale established and in conjunction with Base Fire Chief at pre-work conference.
- .4 Provide ventilation where flammable liquids, such as lacquers or urethanes are used, eliminate sources of ignition. Inform Base Fire Chief prior to and at cessation of such work.

1.13 FIRE
INSPECTION

- .1 Co-ordinate site inspections by Base Fire Chief through Engineer.
- .2 Allow Base Fire Chief unrestricted access to work site.
- .3 Co-operate with Base Fire Chief during routine fire safety inspection of work site.
- .4 Immediately remedy unsafe fire situations observed by Base Fire Chief.

PART 2 - PRODUCTS

Not used.

PART 3 - EXECUTION

Not used.

PART 1 - GENERAL

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

1.1 GENERAL

- .1 The following is a summary of the security, safety and fire regulations of Canadian Forces Ammunition Depot, Bedford, as promulgated by the Base Commander, CFB Halifax and administered by the Superintendent CFAD Bedford NS.
- .2 Contractor's personnel will be subject to all of the regulations while working within confines of CFAD Bedford.

1.2 PRE JOB SECURITY AND SAFETY MEETING

- .1 Prior to commencement of Work, the Contractor must meet with the site security, safety and fire safety regulations officers. In accordance with direction of Engineer and these site officers, ensure that all employees of the Contractor are given thorough instructions on security, safety and fire precautions peculiar to an Ammunition Depot and that the regulations are fully compiled with, at all times, by all Contractor personnel.

1.3 SECURITY PASSES

- .1 Contractors must report to the NCO I / C Commissionaires at building 153; submit names of all their personnel and description of all their vehicles to arrange the issue of the required temporary passes prior to proceeding to work within the the confines of the depot.

1.4 CONDITIONS FOR ACCESS

- .1 All visitors will be issued a daily pass and will be required to sign an acknowledgement that they are aware of and consent to the following conditions for access.
- .2 The person to whom this pass is issued agrees to return the pass to the security guard at the gate when the Contract or employment at CFAD Bedford expires.
- .3 All vehicles entering and leaving CFAD Bedford may be searched to ensure that no prohibited articles are taken into nor contraband articles are taken out of the Ammunition Depot.

1.5 FIRE SERVICE
CFAD BEDFORD

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

1.6 SEARCHES

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

1.7 ALARMS

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

1.8 REPORTING OF
FIRES

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

1.8 REPORTING OF
FIRES
(Cont'd)

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

1.9 PROHIBITED
ARTICLES

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

1.10 SAFETY AND
FIRE REGULATIONS

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

1.10 SAFETY AND
FIRE REGULATIONS
(Cont'd)

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

1.11 TRAFFIC
REGULATIONS

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

1.11 TRAFFIC
REGULATIONS
(Cont'd)

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

PART 2 - PRODUCTS

Not used.

PART 3 - EXECUTION

Not used.

PART 1 - GENERAL

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

PART 2 - PRODUCTS

Not used.

PART 3 - EXECUTION

Not used.

PART 1 - GENERAL

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

PART 2 - PRODUCTS

Not used.

PART 3 - EXECUTION

Not used.

PART 1 - GENERAL

- | | | |
|-----------------------------|----|--|
| <u>1.1 RELATED SECTIONS</u> | .1 | Section 01 11 00 General Instructions. |
| | .2 | Section 22 05 00 Valve Repairs. |
| <u>1.2 REFERENCES</u> | .1 | Canada Occupational Health and Safety Regulations, Part XI (latest edition including all amendments). |
| | .2 | American Conference of Governmental Industrial Hygienists publication " Threshold Limit Values For Chemical Substances and Physical Agents and Biological Indices " (latest edition including all amendments). |
| <u>1.3 DESCRIPTION</u> | .1 | This section outlines the mandatory regulations which must be followed to ensure safe operations in and around potentially hazardous confined spaces and the emergency procedures that are to be followed. |
| | .2 | The safety standards in this section are applicable to Contractors and consultants, their employees (including subcontractors), materials, works and buildings throughout Canadian Forces Base Halifax. |
| | .3 | All personnel entering a confined space, acting as an observer, or as a rescuer will be thoroughly trained in all procedures in accordance with above reference, No.1. |
| | .4 | The Contractor will be responsible for and ensure compliance with the provisions of this Section and of the Standards in above reference, No.1. |
| <u>1.4 RESTRICTIONS</u> | .1 | No Contractor, Subcontractor, Consultant, or their employee must: |
| | .1 | Be permitted to enter a hazardous confined space without receiving an evaluation, written in language which is understood by the employee / contractor, concerning the level of hazard in the confined space. Entry must be made in compliance with this Section and with the requirements in reference, No.1. |
| | .2 | Enter a hazardous confined space without a safe entry permit posted at the site of work and a copy on file. |

1.5 DEFINITIONS

- .1 For the purpose of this Section the following definitions will apply:
- .1 **Confined space:** A tank, process vessel, underground vault, tunnel or other enclosure not designed or intended for human occupancy, except for the purpose of performing work:
 - .1 that has limited number of openings for entry and exit;
 - .2 that has poor natural ventilation;
 - .3 in which there may be an oxygen deficient atmosphere; or
 - .4 in which there may be an airborne dangerous substance.
 - .2 **Dangerous substance:** A hazardous substance or a chemical, physical or biological agent that, because of a property it possesses, is hazardous to the safety or health of a person exposed to it.
 - .3 **Qualified person:** In respect to a specified duty, a person who, because of their knowledge, training and experience is qualified to perform that duty safely and properly.
 - .4 **Class of confined space:** A group of at least two confined spaces that are likely, by reason of their similarity, to present the same hazards to persons entering, exiting or occupying them. Confined spaces are identified as Class A, B, or C by DND depending on hazard assessment.
 - .1 **Class A - Hazardous confined space:** Any confined space that cannot be made safe by ventilation and maintained in this safe condition even when lock-out, blank and bleed, and all other actions have been taken.
 - .2 **Class B - Confined space:** Hazards exist but can be eliminated by ventilation, lock-out, and blank and bleed.
 - .3 **Class C - Considered confined space:** Conditions could arise to make the area a confined space.

1.6 COMMON HAZARDS.

.1 Hazards common to confined spaces that Contractors must watch for include the following but are not limited to:

- .1 toxic vapours from sludge, leakage into the space or other means;

1.6 COMMON HAZARDS.1
(Cont'd)

(Cont'd)

- .2 flammable gases and vapours with potential fire or explosion hazards;
- .3 oxygen below 19.5 % or over 23 % (normal 20.9 %);
- .4 electric shock from tools, lights or other electrical equipment;
- .5 chemical burns from corrosives or injury from dermatitis producing materials;
- .6 burns from high pressure steam, hot water or fuel oil;
- .7 high pressure air;
- .8 physical hazards from slips, falls, protruding objects or falling objects; and
- .9 excess corrosion on metal components.

1.7 SAFE ENTRY
PERMIT

.1

Where the Contractor must enter a confined space, a safe entry permit must be obtained from the Engineer, completed in triplicate and returned to the Engineer before access will be permitted. One copy must be posted at site of work. Original copy must be sent to the Unit General Safety Officer.

1.8 VERIFICATIONS

- .1 Prior to entering a confined space the Contractor must provide a qualified person to ensure / verify:
 - .1 That there are openings for entry and exit from the confined space of sufficient size to allow the safe passage of a person using protective equipment. This opening can be:
 - .1 a manhole; or
 - .2 other clear opening.
 - .2 That the entry of any liquid or free flowing solid or hazardous material has been prevented by secure means of disconnection or by blanking off the flanges from any source of these materials. In addition, that any liquid in which the person could drown, or free flowing solid in which they could be entrapped, has been removed.
 - .3 That all electrical / mechanical equipment which may present a hazard to the person has been disconnected from it's power source, either real or residue, and has been locked out in the off position by the person entering the space. Note: The key must be held by the person who locked out the equipment until such time as the work is complete and the lock out is removed by the individual. As well, the removal of fuses is encouraged.
 - .4 Tests for oxygen levels, combustibility, and toxicity of hazardous substances (in that order) are conducted and evaluated (e.g. oxygen, explosive gases or vapours, hydrogen sulfide, and then carbon monoxide).
 - .1 Tests for oxygen levels and combustibility and toxicity must be made with a probe at the point of entry to the confined space with cover in place. If no hazard is detected the cover will then be removed.
 - .2 If oxygen deficient, combustible atmosphere, or toxic substances are detected, the space must not be entered until such time as the space is rendered safe through appropriate purging and ventilation.

1.8 VERIFICATIONS
(Cont'd)

.1

(Cont'd)

.4 (Cont'd)

.3

The entire space will then be tested for oxygen deficiency, combustibility and toxicity. Note: In the event the possibility exists for oxygen deficiency, combustible atmosphere or the presence of hazardous substances which could exceed allowable limits, despite purging and ventilation, these tests will only be conducted by a person who is wearing the required Personal Protective Equipment (PPE) such as air supplied respirator, gloves / hand protection, harness, etc. (if tests are to be done in the confined space).

.5 That verification, by means of tests, is conducted to ensure that the following specifications can be achieved and maintained during the duration of time the person will be in the confined space, namely:

.1 The concentration of any chemical agent, or combination of chemical agents in the confined space to which the person is likely to be exposed:

.1 Will not result in a value exceeding the value for that chemical agent, or for any chemical agent in the combination of chemical agents, other than grain dust, as prescribed by reference No.2.

.2 Will not result in an airborne grain dust, respirable and non respirable, in excess of 10 mg / m³, subject to para. 1.8.1.5.2; and

.3 Is less than 50 percent of the lower explosive limit of the chemical agent or combination of chemical agents, subject to para. 1.8.1.5.2.

.2 Where a source of ignition exists the concentration does not exceed 10 percent of the lower explosive limit of the airborne chemical agent or combination of airborne chemical agents.

.3 The concentration of airborne hazardous substances, other than chemical agents, in the confined space is not hazardous to the safety or health of the person.

.4 The percentage of oxygen in the air in the confined space is not less than 19.5 percent by volume and not more than 23 percent by volume, at normal temperature.

1.8 VERIFICATIONS .1
(Cont'd)

(Cont'd)

- .6 The space has been purged and ventilated to provide and continue to provide a safe working atmosphere, and that in the event of ventilation equipment failure there is:
- .1 Sufficient time available for the employee to escape the confined space hazard before contamination of the atmosphere.
- .2 The ventilation equipment is either equipped with an approved alarm or monitored by an employee who is in constant attendance on the ventilation equipment and in constant contact with the worker (s) in the confined space.
- .7 The qualified person must, in a signed report, set out the results of the preceding sections, including any test results and a list of test equipment used and must ensure these results are given to the Engineer and Safety Officer.

PART 2 - PRODUCTS

2.1 EQUIPMENT .1

- .1 All PPE identified on the area work permit must be utilized during entry into the confined space. The appropriate PPE depends upon the nature of the exposure, and may include but not limited to goggles, hardhats, safety footwear, a complete body covering or suitable breathing apparatus. It is stressed that PPE is not a substitute for proper ventilation. Where the Hazard Assessment form deems it necessary, workers must wear an emergency five minute constant air flow self contained breathing apparatus (SKAT-PAK by SCOTT) and must have an air monitoring device with them at all times while in the confined space. Contractor will supply appropriate PPE for their employees.
- .2 A safety harness with an attached lifeline must be worn by all workers, entering a confined space: with only one manhole or opening at the top or where rescue may be difficult; or where dangerous gases, vapours, mists, fumes, dusts, oxygen deficiency or extremes of temperature are likely to be present; or where respiratory protection is necessary. The free end of the lifeline attached must be secured outside the enclosed space. The lifeline must be of sufficient length to reach from an outside support to any point of work inside the confined space, and must be of sufficient strength to bear the weight of the worker. A tripod hoist and lifting device (vertical use only) must be in place prior to and during work in the confined space. Appropriate positive pressure air supplied respiratory protection must be available at the site for use in the rescue / extraction of persons working in the space. Contractor will supply all required rescue equipment.

2.1 EQUIPMENT
(Cont'd)

- .3 Minimum equipment requirement:
- .1 **Class A confined space:** Ventilator, multi-gas detector, communication system, safety harness, retrieval system, SCBA or air line system (to be worn at all times), and duplicate equipment above kept at entrance of confined space for emergency rescue.
 - .2 **Class B confined space:** Ventilator, multi-gas detector, communication system, safety harness, retrieval system, and SCBA or air line system on hand at entrance of confined space for emergency rescue.
 - .3 **Class C confined space:** Multi-gas detector, communication system, and SCAT-PAK.

PART 3 - EXECUTION

3.1 CONDITIONS OF
ENTRY

- .1 The following conditions must be met, prior to entry, so that response to any emergency can be made in the shortest time frame:
- .1 A minimum of one person must be posted outside a confined space as an observer and must:
 - .1 have no other tasking which would detract from his function of observing the person (s) in the space;
 - .2 control the lifeline (s) attached to the person (s) in the space and ensure that the lifeline is attached to a solid object;
 - .3 be equipped with a safety harness;
 - .4 ensure continuous radio contact with the persons in the space or be able to observe the person (s) in the space (Note: radios are not to be used if combustible atmosphere is present);
 - .5 have a means of summoning assistance (qualified personnel) in case of an emergency situation;
 - .6 be trained in rescue procedures and Standard First Aid.
 - .2 In addition to the observer, for Class A confined spaces, an additional individual (a rescuer) must be present at the entrance to the confined space. The individual must:

3.1 CONDITIONS OF ENTRY
(Cont'd)

- .1 (Cont'd)
- .2 (Cont'd)
- .1 be wearing all required PPE including harness, lifeline and positive pressure air supplied respiratory protection (where required);
 - .2 be present at all times when person (s) are working in the confined space;
 - .3 be trained in rescue procedures and Standard First Aid; and
 - .4 must not enter the space unless to rescue the person (s) working in the space and only after additional assistance has been summoned and all required protective equipment is worn.
- .3 In the event that the observer or the additional person (rescuer, if present) is required to leave the entrance to the space, the space must be vacated by those working in it until such time as the observer and the additional person return. Before re-entering the confined space, the conditions set out in para 1.7 and 1.8 must be followed.
- .4 The minimum number of persons present during entry into and work in a confined space must be three (3) for Class A confined spaces (worker, observer, and rescuer) and two (2) for Class B and C confined spaces (the worker and the observer). Where conditions warrant, an additional person to respond in emergencies is required.
- .5 The contact for additional assistance will be DND Fire Department at local 427-3333.
- .6 No person will enter any confined space for the purpose of rescuing an individual until they are wearing all required PPE including positive pressure air supplied respiratory protection and an observer is on site.

3.2 TESTING & MAINTENANCE OF EQUIPMENT

- .1 All testing equipment, safety harnesses, lifelines, breathing apparatus, ventilation equipment and any other equipment used in connection with entry into a confined space by the Contractor will be inspected, maintained and tested by a qualified person as frequent as is necessary to ensure that it is in safe condition for use at all times, but not less frequent than is recommended by the manufacturer or as directed in writing by the Engineer or Safety Officer.

3.3 REGULATIONS .1

In the event of conflict or discrepancy between this Section and the source document (Canada Occupational Safety and Health Regulations, Part XI, including all amendments) the more stringent requirements will apply.

PART 1 - GENERAL

1.1 QUALITY

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

1.2 AVAILABILITY

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

1.3 STORAGE, HANDLING AND PROTECTION

- .1 Handle and store products in manner to prevent damage, adulteration, deterioration and soiling and in accordance with manufacturer's instructions when applicable.
- .2 Store packaged or bundled products in original and undamaged condition with manufacturer's seal and labels intact. Do not remove from packaging or bundling until required in Work.
- .3 Store products subject to damage from weather in weatherproof enclosures.

1.3 STORAGE,
HANDLING AND
PROTECTION
(Cont'd)

- .4 Remove and replace damaged products at own expense and to satisfaction of Engineer.

1.4 MANUFACTURER'S
INSTRUCTIONS

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

1.5 REMEDIAL WORK

- .1 Perform remedial work required to repair or replace parts or portions of Work identified as defective or unacceptable. Co-ordinate adjacent affected Work as required.
- .2 Perform remedial work by specialists familiar with materials affected. Perform in a manner to neither damage nor put at risk any portion of Work.

1.6 LOCATION OF
FIXTURES

- .1 Consider location of fixtures, outlets, and mechanical and electrical items indicated as approximate.
- .2 Inform Engineer of conflicting installation. Install as directed.

1.7 ACCEPTABILITY
OF MATERIALS

- .1 After award of Work, requests for " acceptance " of materials in addition to those presently established as " acceptable " by Contract Documents need be provided to the Engineer.
- .2 Requests must be supported with sufficient product information to enable an assessment to be made for approval.

1.8 CONFORMANCE

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

PART 2 - PRODUCTS

Not used.

PART 3 - EXECUTION

Not used.

PART 1 - GENERAL

1.1 PROJECT
CLEANLINESS

- .1 Maintain Work in tidy condition, free from accumulation of waste products and debris, other than that caused by Owner or other Contractors.
- .2 Remove waste materials from site at daily regularly scheduled times or dispose of as directed by Engineer.
- .3 Provide on-site containers for collection of waste materials and debris.
- .4 Dispose of waste materials and debris off site.
- .5 Store volatile waste in covered metal containers, and remove from premises at end of each working day.
- .6 Provide adequate ventilation during use of volatile or noxious substances. Use of building ventilation systems is not permitted for this purpose.
- .7 Use only cleaning materials recommended by manufacturer of surface to be cleaned, and as recommended by cleaning material manufacturer.

1.2 FINAL CLEANING

- .1 When Work is Substantially Performed remove surplus products, tools, construction machinery and equipment not required for performance of remaining Work.
- .2 Remove waste products and debris other than that caused by others, and leave Work clean and suitable for occupancy.
- .3 Prior to final review remove surplus products, tools, construction machinery and equipment.
- .4 Remove waste products and debris other than that caused by Owner or other Contractors.
- .5 Remove stains, spots, marks and dirt from decorative work, electrical and mechanical fixtures, furniture fitments, walls, and floors.
- .6 Remove debris and surplus materials from crawl areas and other accessible concealed spaces.

PART 2 - PRODUCTS

Not used.

PART 3 - EXECUTION

Not used.

PART 1 - GENERAL

1.1 RELATED SECTIONS

- .1 Section 01 11 00 General Instructions.
- .2 Section 01 35 73 Confined Spaces Requirements.

1.2 REFERENCES

- .1 **American Society of Mechanical Engineers (ASME):**
 - .1 ASME B16.34-2013 Valves - Flanged, Threaded and Welding End.
 - .2 ASME B31.1-2014 Power Piping.
 - .3 ASME B31.3-2012 Process Piping.
 - .4 ASME BPVC-IX-2013 Boiler and Pressure Vessel Code (BPVC), Section IX: Welding, Brazing, and Fusing Qualifications: Qualification Standard for Welding, Brazing, and Fusing Procedures; Welders; Brazers; and Welding, Brazing and Fusing Operators.
- .2 **Canadian Standards Association Standard (CSA):**
 - .1 CSA B51-14 Boiler, pressure vessel, and pressure piping code.
 - .2 CSA W47.2-11 Certification of companies for fusion welding of aluminum.
 - .3 CSA W48-14 Filler metals and allied materials for metal arc welding.
 - .4 CSA W117.2-12 Safety in Welding, Cutting and Allied Processes.
 - .5 CSA W178.1-08 Certification of Welding Inspection Organizations.
 - .6 CSA W178.2-08 Certification of Welding Inspectors.
- .3 **American Petroleum Institute (API):**
 - .1 API Std 598 Valve Inspection and Testing.
 - .2 API RP 621 Reconditioning of Metallic Gate, Globe, and Check Valves.
- .4 **American Water Works Association (AWWA):**
 - .1 AWWA C206-11 Field Welding of Steel Water Pipe.

1.2 REFERENCES
(Cont'd)

.5 **Fluid Controls Institute (FCI):**

- .1 FCI 70-2-2013 Control Valve Seat Leakage.

1.3 PERFORMANCE
STANDARDS

- .1 All Work must be performed in accordance with trade standards.
- .2 All Work is subject to on-site inspection by the Engineer's representative before acceptance.

1.4 STANDARD
OF WORK

- .1 All Work must be performed in accordance with the National Board VR Standards by only tradesmen in the field of industrial valve repairs to safety, temperature and pressure relief valves.
- .2 Tradesmen must be able to show proof of safety valves repair training if requested by Engineer or his / her representative.
- .3 All Work must be tested at normal rated pressure of valves repaired except inline repairs which must be line rated.
- .4 All safety, relief and pressure reducing valves must be tested to manufacturer's rating and be recertified.
- .5 If high pressure welding is necessary, the firm providing high pressure welding must be certified by the Department of Labour to do this type of work. The Contractor must provide a list of certified welders and a copy of their Department of Labour tickets to be kept with the file.
- .6 Before any high pressure welding is to be executed, the Contractor must provide a Certified Engineered procedure as approved by the Department of Labour.
- .7 Welding Work in accordance with:
- .1 ASME B31.1 and B31.3;
- .2 ASME BPVC Section I and IX;
- .3 AWWA C206 using procedures conforming to appropriate AWS and CWB standards.

PART 2 - PRODUCTS

2.1 MATERIALS

- .1 Materials and products in accordance with Section 01 61 00 - Common Product Requirements.
- .2 Provide all materials and equipment as required to provide a complete and operational system as directed by the Engineer and / or as per the supplied drawings and specifications.
- .3 Use new materials and equipment unless directed otherwise by the Engineer.
- .4 Provide products of same make and model as existing materials and equipment. If such products are not readily available, the Engineer may accept alternative products of quality and capability to perform at ratings equivalent to those published for original equipment for such products. Submit product data for Engineer to review and written approval.
- .5 Valves construction may vary in body construction and trim for valves. The Contractor must ensure that the proper trim is used to repair valves.
- .6 Valve body construction may be of the following materials:
 - .1 cast iron up to 14 psi only;
 - .2 cast steel;
 - .3 bronze or brass; and
 - .4 stainless steel.
- .7 The Engineer will inform the Contractor when any material or equipment removed has salvage value and will instruct the Contractor of location to deliver such. Details of salvage will be noted on PWGSC-TPGSC 942 " Call-up Against a Standing Offer ".
- .8 Material or equipment removed which the Engineer deems to have no salvage value must be removed from the site by the Contractor at own expense.

2.2 REPLACEMENT
VALVES

.1 If and / when the Contractor is required to supply and install a replacement valve for an existing valve in service that requires repairs or shop work, the Contractor must provide a repaired valve or a new valve to replace existing. This repaired or new valve must be of the same, body construction, type, pressure rating, end connections and pipe size of valve being replaced.

.1 Valve end connections may be one of the following:

- .1 flanged;
- .2 soldered;
- .3 welded; and
- .4 threaded.

PART 3 - EXECUTION

3.1 GENERAL

- .1 All repairs, installs and testing must done in accordance with references and trade standards by qualified tradespersons.
- .2 The Contractor must contact the BCE Engineering Technical advisor prior to the removal or installation of safety valves.

3.2 METHODS
OF WORK

- .1 All Work must be performed in accordance with National Board VR Standards and manufacturer's recommendations for the specific valve being worked on.
- .2 Work of repairing and servicing valves will include the following:
 - .1 refacing of seats, discs and gates;
 - .2 repair or replacement of piston, rings and spindles;
 - .3 repairs to packing glands, gaskets, sleeve packing, springs, nuts and bolts; and / or
 - .4 repair of valve body.
- .3 Whenever removing or disconnecting gasketed joints, sealed joints, compound or welded joints, reinstall equivalent joints to the satisfaction of the Engineer. Use new gasket materials and fastenings to reinstall valves or install additional gasket type joints.
- .4 Safety valves must be tested under working conditions for proper settings for pressure and to check re-seating after pressure release.

3.2 METHODS
OF WORK
(Cont'd)

- .5 Pressure relief and pressure reducing valves must be shop tested after repairs. Testing must be carried out in accordance with manufacturer's ratings and pressure / temperature ratings under applicable codes.
 - .1 Provide Engineer with certification of test results for such testing of safety valves, pressure relief valves and pressure reducing valves.
 - .2 All test equipment must be National Board of Boiler and Pressure Vessel / ASME certified.
- .6 The Contractor must sign off at each stage of the repair process. Each stage must show:
 - .1 work included;
 - .2 test performed;
 - .3 parts supplied and installed; and
 - .4 name of technician who performed work.
- .7 The Contractor must supply and install Contractor's repair ID tags for tracking. These repair tags must be complete with the following:
 - .1 ID number;
 - .2 date; and
 - .3 company name.
- .8 Engineer may request at times Work against this Standing Offer that may entail work other than described in paragraph 3.2.2.

3.3 REPORTS
AND RECORDS

- .1 Supply and fill out a valve report for all valves and actuators worked on parts repaired or replaced for each call-up.
- .2 The Contractor must provide the Engineer with a report for every valve worked on. The report will have the following:
 - .1 condition of parts;
 - .2 work performed;
 - .3 testing results in accordance with API Std 598 and ASME B16.34 which must include test pressure and test duration.

3.3 REPORTS
AND RECORDS
(Cont'd)

.3 The Contractor must keep and maintain records for each valve and must include:

- .1 valve tag information;
- .2 customer location;
- .3 valve location; and
- .4 condition of all valve and actuator parts.

3.4 CLEANING

.1 In accordance with Section 01 74 11 Cleaning.

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File No. - N° du dossier
hal-4-73226

Buyer ID - Id de l'acheteur
hal405
CCC No./N° CCC - FMS No./N° VME

ANNEX "B"

BASIS OF PAYMENT

For the Standing Offer Period:

Item Descriptions	Unit Price	Estimated Quantity	Extended Price
During Regular Working Hours			
1. Tradesperson	\$ _____ /Hour	400 hours	\$ _____
2. Trades Helper	\$ _____ /Hour	400 hours	\$ _____
Other than Regular Working Hours (Including weekends and Holiday work)			
3. Tradesperson	\$ _____ /Hour	400 hours	\$ _____
4. Trades Helper	\$ _____ /Hour	400 hours	\$ _____
Materials			
Total Extended Price (1+2+3+4)			\$ _____

Materials and replacement parts (when authorized by DND), net cost plus a markup of 10%

Prices HST exclusive.

Option Year One

Item Descriptions	Unit Price	Estimated Quantity	Extended Price
During Regular Working Hours			
1. Tradesperson	\$ _____ /Hour	400 hours	\$ _____
2. Trades Helper	\$ _____ /Hour	400 hours	\$ _____
Other than Regular Working Hours (Including weekends and Holiday work)			
3. Tradesperson	\$ _____ /Hour	400 hours	\$ _____
4. Trades Helper	\$ _____ /Hour	400 hours	\$ _____
Materials			

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Amd. No. - N° de la modif.
File No. - N° du dossier
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Buyer ID - Id de l'acheteur
hal405
CCC No./N° CCC - FMS No./N° VME

Total Extended Price (1+2+3+4)			\$

Materials and replacement parts (when authorized by DND), net cost plus a markup of 10%

Prices HST exclusive.

Option Year Two

Item Descriptions	Unit Price	Estimated Quantity	Extended Price
During Regular Working Hours			
1. Tradesperson	\$ _____ /Hour	400 hours	\$ _____
2. Trades Helper	\$ _____ /Hour	400 hours	\$ _____
Other than Regular Working Hours (Including weekends and Holiday work)			
3. Tradesperson	\$ _____ /Hour	400 hours	\$ _____
4. Trades Helper	\$ _____ /Hour	400 hours	\$ _____
Materials			
Total Extended Price (1+2+3+4)			\$

Materials and replacement parts (when authorized by DND), net cost plus a markup of 10%

Prices HST exclusive.

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Amd. No. - N° de la modif.
File No. - N° du dossier
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Buyer ID - Id de l'acheteur
hal405
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ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST



Government
of Canada

Gouvernement
du Canada

RECEIVED

NOV 24 2014

Contract Number / Numéro du contrat

W010C-15-C220

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		2. Branch or Directorate / Direction générale ou Direction Marlant FCE
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 Work under this Standing Offer Agreement comprises the furnishings of all labour, material, tools, equipment and transportation required to perform required repairs, installations, test and calibrations of valves and accessories.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
5. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui
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 Non <input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>	Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>	Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>
7. c) Level of Information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SC 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada



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PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? ☒ No ☐ Yes

Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?

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? ☒ No ☐ Yes

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

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

Document Number / Numéro du document :

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

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

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

Special comments:

Commentaires spéciaux : -Escort will be provided as required IAW site USS Security protocols

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? ☒ No ☐ Yes

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

If Yes, will unscreened personnel be escorted?

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

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? ☒ No ☐ Yes

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

11. b) Will the supplier be required to safeguard COMSEC information or assets? ☒ No ☐ Yes

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

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? ☒ No ☐ Yes

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

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? ☒ No ☐ Yes

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?

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? ☒ No ☐ Yes

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



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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 CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / D'iana Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Media / Support II	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Link / Liaison Electronique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

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

☒ No ☐ 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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UNCLASSIFIED

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

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

Name (print) - Nom (en lettres moulées)

MWO Brian Bennett

Title - Titre

Contracts 2 I/C

Signature

Telephone No. - N° de téléphone

902-722-4906

Facsimile No. - N° de télécopieur

902-722-1847

E-mail address - Adresse courriel

Brian. Bennett@forces.gc.ca

Date

Sept 2014

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées)

Sasha Medjovic

Title - Titre

SO

Signature

Telephone No. - N° de téléphone

613-936-0286

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

SASA.MEDJOVIC@forces.gc.ca

Date

2014-11-24

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?

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

☐ No
Non

☒ Yes
Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)

John Slaver Vanessa Morrison

Title - Titre

Team Leader- RPC - PWGSC,
Halifax, NS

Signature

Telephone No. - N° de téléphone

902-496-5507-5381

Facsimile No. - N° de télécopieur

902-496-5016

E-mail address - Adresse courriel

john.slaver@pwgsc-
tpsgc.gc.ca vanessa.morrison

Date

April 10, 2015

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)

Anna Kulycka
Contract Security Officer, Contract Security Division
Anna.Kulycka@tpsgc-pwgsc.gc.ca

Title - Titre

Signature

Telephone No. - N° de téléphone

613-954-4171

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

Jan 12, 2015

ANNEX "D"

INSURANCE REQUIREMENTS

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
 - m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
 - n. Advertising Injury: While not limited to, the endorsement must include coverage piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.
 - o. All Risks Tenants Legal Liability - to protect the Contractor for liabilities arising out of its occupancy of leased premises.
 - p. Amendment to the Watercraft Exclusion to extend to incidental repair operations on board watercraft.
 - q. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
 - r. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by

registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

*Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8*

For other provinces and territories, send to:

*Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8*

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

ANNEX E REPORTING REQUIREMENTS

As a requirement of this Request for Standing Offer, a report shall be submitted as follows: (***)The final report is to provide a list showing items requisitioned that represent approximately the total value of call-ups. (***) **The Offeror understands that it is their responsibility to implement a system for tracking call-ups against this standing offer in order to provide usage reports and ensure that the financial limitation is not exceeded. Failure to comply may result in the setting aside of the Standing Offer.**

Return to:
Public Works and Government Services Canada
Acquisitions
Real Property Contracting (NS)
1713 Bedford Row / PO Box 2247
Halifax, Nova Scotia B3J 3C9
ATTN: Vanessa Morrison
Vanessa.morrison@pwgsc.gc.ca

Solicitation No. - N° de l'invitation
W010C-15C220
Client Ref. No. - N° de réf. du client
W010C-15-C220

Amd. No. - N° de la modif.
File No. - N° du dossier
hal-4-73226

Buyer ID - Id de l'acheteur
hal405
CCC No./N° CCC - FMS No./N° VME

Standing Offer Description:	Standing Offer Number:	Start Date of SO(DD/MM/YYYY):	End Date of SO (DD/MM/YYYY):
(A) Total Dollar Value Call-Ups for this reporting period:			
(B) Accumulated Call-Up Totals to Date:			
(A + B) Total Accumulated Call-Ups:			

NIL Report: We have not done any business with the Federal Government for this period [].

ANNEX F

CODE OF CONDUCT REQUIREMENTS

Bidder must submit with their bid, by the bid solicitation closing date:

- (a) A complete list of names of all individuals who are currently directors of the Bidder;
- (b) A properly completed and signed form Consent to a Criminal Record Verification

Complete Legal Name of Supplier:

Supplier Address:

Supplier PBN:

Solicitation Number:

Contracting Officer Signature Block:

W010C-15C220
Vanessa Morrison
Supply Officer
Atlantic Region Acquisitions
Public Works and Government Services Canada
5th Floor, Dominion Public Building

Solicitation No. - N° de l'invitation
W010C-15C220
Client Ref. No. - N° de réf. du client
W010C-15-C220

Amd. No. - N° de la modif.
File No. - N° du dossier
hal-4-73226

Buyer ID - Id de l'acheteur
hal405
CCC No./N° CCC - FMS No./N° VME

1713 Bedford Row, Halifax, NS B3J 3C9
vanessa.morrison@pwqsc.gc.ca
Telephone: (902)-496-5381
Facsimile: (902)496-5016
Government of Canada

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

NAME	NAME	NAME

*Attach additional names on a separate sheet if required.