

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

**Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada**  
**1713 Bedford Row**  
**Halifax, N.S./Halifax, (N.É.)**  
**B3J 1T3**  
**Bid Fax: (902) 496-5016**

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

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

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

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

## Comments - Commentaires

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

**Issuing Office - Bureau de distribution**

Atlantic Region Acquisitions/Région de l'Atlantique  
Acquisitions  
1713 Bedford Row  
Halifax, N.S./Halifax, (N.É.)  
B3J 3C9  
Nova Scot

<b>Title - Sujet</b> Chiller Units Repairs	
<b>Solicitation No. - N° de l'invitation</b> W010C-15C482/A	<b>Date</b> 2015-04-29
<b>Client Reference No. - N° de référence du client</b> W010C-15-C482	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$HAL-309-9510
<b>File No. - N° de dossier</b> HAL-4-73253 (309)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2015-06-09</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Atlantic Daylight Saving Time ADT
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> MacNeil, Blaine A.	<b>Buyer Id - Id de l'acheteur</b> hal309
<b>Telephone No. - N° de téléphone</b> (902)496-5180 ( )	<b>FAX No. - N° de FAX</b> (902)496-5016
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE BASE CONSTRUCTION ENGINEERING WILLOW PARK BLDG 7 HALIFAX NOVA SCOTIA B3K5X5 Canada	
<b>Security - Sécurité</b> This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

Solicitation No. - N° de l'invitation

**W010C-15C482/A**

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

W010C-15-C482

Amd. No. - N° de la modif.

File No. - N° du dossier

HAL-4-73253

Buyer ID - Id de l'acheteur

**hal309**

CCC No./N° CCC - FMS No/ N° VME

---

This page intentionally left blank

---

## TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION.....	3
1.1 INTRODUCTION.....	3
1.2 SUMMARY.....	3
1.3 SECURITY REQUIREMENTS .....	3
1.4 DEBRIEFINGS .....	3
PART 2 - OFFEROR INSTRUCTIONS .....	4
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	4
2.2 SUBMISSION OF OFFERS.....	4
2.3. FORMER PUBLIC SERVANT .....	4
2.4. ENQUIRIES - REQUEST FOR STANDING OFFERS .....	6
2.5. APPLICABLE LAWS .....	6
PART 3 - OFFER PREPARATION INSTRUCTIONS .....	6
3.1. OFFER PREPARATION INSTRUCTIONS .....	6
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION .....	7
4.1 EVALUATION PROCEDURES.....	7
4.2 BASIS OF SELECTION.....	8
PART 5 - CERTIFICATIONS.....	8
5.1 CERTIFICATIONS PRECEDENT TO ISSUANCE OF A STANDING OFFER .....	8
PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS.....	9
6.1 SECURITY REQUIREMENTS .....	9
6.2 INSURANCE REQUIREMENTS .....	9
PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES.....	9
A. STANDING OFFER .....	9
7.1 OFFER .....	9
7.2 SECURITY REQUIREMENTS .....	9
7.3 STANDARD CLAUSES AND CONDITIONS.....	10
7.4 TERM OF STANDING OFFER.....	10
7.5. AUTHORITIES .....	11
7.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS .....	12
7.7 IDENTIFIED USERS .....	12
7.8 CALL-UP PROCEDURES .....	12
7.9 CALL-UP INSTRUMENT .....	12
7.10 LIMITATION OF CALL-UPS .....	12
7.11 FINANCIAL LIMITATION .....	12
7.12 PRIORITY OF DOCUMENTS .....	12
7.13 CERTIFICATIONS .....	12
7.14 APPLICABLE LAWS .....	13
B. RESULTING CONTRACT CLAUSES.....	13
7.1 STATEMENT OF WORK .....	13
7.2 STANDARD CLAUSES AND CONDITIONS.....	13
7.3 TERM OF CONTRACT .....	13
7.4 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS .....	13

---

7.5	PAYMENT .....	13
7.6	INVOICING INSTRUCTIONS .....	14
7.7	INSURANCE OR INSURANCE REQUIREMENTS.....	14

ANNEX A Statement of Work  
ANNEX B Basis of Payment  
ANNEX C Security Requirements Checklist  
ANNEX D Attestations  
ANNEX E Insurance Requirements

## **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:<br><br>7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;<br><br>7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer. |

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

### **1.2 Summary**

Work under this Standing Offer Agreement comprises the furnishing of all labour, material, tools, equipment, transportation, and supervision required for operational and emergency repairs to the chiller units located at various locations of CFB Halifax as specified herein.

See Annex "A" Statement of Work for full details.

### **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.

### **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 – two (2) hard copies, void of any financial information

Section II: Financial Offer – one (1) hard copy

Section III: Certifications – one (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 the 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.

## **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.

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Mandatory Technical Criteria**

**A bidder must fully complete the Statement of Requirement and Basis of Payment.**

**Bidders must complete the Contractor Qualification Form at Annex D. Bidders must demonstrate the experience of the firm and of key site personnel as specified in Annex D.**

---

**Bidders must demonstrate how the Contractor meets or exceeds each of the criteria requested. Only bids that have demonstrated the necessary experience/qualifications as requested in Annex E, will be considered responsive.**

#### **4.1.2 Financial Evaluation**

##### **4.1.2.1 Evaluation of Price**

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*

#### **4.2 Basis of Selection**

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria 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](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. At the Request for Standing Offers closing date, 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 indicate 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. 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.

### **6.2 Insurance Requirements**

See Annex D.

## **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 Statement of Work 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 Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC. Until the security screening of the

---

Contractor personnel required by this Contract has been completed satisfactorily by the CISD, PWGSC, the Contractor personnel **MAY NOT ENTER** sites without an escort.

3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
  - (a) Security Requirements Check List and security guide (if applicable), attached at Annex 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. 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 thirty 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 the date of issuance for a one (1) year period.

---

#### 7.5.2 Extension to 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 (2) twelve month periods, 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 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: Blaine MacNeil  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Atlantic Region Acquisitions

Telephone: 902-496-5180  
Facsimile: 902-496-5016  
E-mail address: blaine.macneil@pwgsc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

#### 7.5.2 Project Authority

The Project Authority for the Standing Offer is: (to be named upon issuance of Standing Offer)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
E-mail address: \_\_\_\_\_

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up under 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 User**

The identified user authorized to make call-ups against this Standing Offer is the Project Authority as identified herein.

## **7.8 Call-up Procedures**

The identified user will issue a call-up against a Standing Offer each time services are required.

## **7.9 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 \$46,000.00 (Applicable Taxes extra).

## **7.11 Financial Limitation**

**To be determined.**

## **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
- e) the general conditions 2010A (2014-09-25), General Conditions, Services – Medium Complexity
- f) Annex A, Statement of Work
- g) Annex B, Basis of Payment
- h) the Offeror's offer dated \_\_\_\_\_ and as amended on \_\_\_\_\_

## **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 in 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 Work**

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**

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

### **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 Federal Public Servants**

**SACC Manual Clause A3025T** Former Public Servant – Competitive Bid (2014-06-26)

### **7.5 Payment**

#### **7.5.1 Basis of Payment**

[See Annex B, Basis of Payment.](#)

#### **7.5.2 Limitation of Price**

[SACC Manual Clause C6000C](#) (2011-05-16)

#### **7.5.3 Payment by Credit Card**

---

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

## **7.6 Invoicing Instructions**

**Invoices are to be made out and forwarded to:**

**Accounts Payable Section  
Base Construction Engineering  
Maritime Forces Atlantic PO Box 99000  
Station Forces, Willow Park Bldg WL7  
Halifax, NS B3K 5X5**

**Invoices must be submitted within 30 days of completion of Work. Each invoice will indicate the following information:**

- 1. Contract number**
- 2. Work order/serial number**
- 3. Requisition/order offer number**
- 4. Building number or location**
- 5. Dates during which work was accomplished**
- 6. A detailed description of the Work performed, with itemized list of materials & labour, overhead, profit and applicable taxes will be included separately on the invoice**
- 7. Labour costs are to be broken down by trade and sub-trade. Labour time sheets will also be provided upon request**

## **7.7 Insurance**

See Annex D, Insurance Requirements.



**Annex A**

**Statement of Work**

**See Attachment Entitled "Specification"**

**Annex B**

**Basis of Payment**

**1st Year - Standing Offer Agreement (Date to be determined at award)**

Class of Labour, Plant or Material	Unit of Measure	Estimated Quantity *	Price Per Unit	Total
<b>1. First Hour:</b> Service Calls, including travel time and all related expenses and one personhour productive labour at the job site.  <b>a) During regular hours:</b> 0730-1600 hours Monday through Friday Journeyman Apprentice  <b>b) Outside regular hours:</b> Monday through Sunday including all day Saturday, Sunday and holidays Journeyman	Per call Per call          Per call	40 calls 20 calls          10 calls	..... .....          .....	..... .....          .....
<b>2. Subsequent Hours:</b> Labour only, in addition to (1) above.  <b>a) During regular hours:</b> 0730-1600 hours Monday through Friday Journeyman Apprentice  <b>b) Outside regular hours:</b> Monday through Sunday including all day Saturday, Sunday and holidays Journeyman	Per hour Per hour          Per hour	500 hrs 250 hrs          100 hrs	..... .....          .....	..... .....          .....
3. Travel outside Metro Area (Newport Corner, Mill Cove)	Per km	500 km	.....	.....
4. Allowance for material, replacement parts, required permits, certificates, assessments, special equipment, and security at net cost, plus a mark-up of <b>10%</b> applied to the net cost.	Allowance	\$200,000.00		\$20,000.00
<b>Total amount of Tender (1<sup>st</sup> year SOA):</b>				<b>\$</b> _____

**\*Note:** The estimated quantity entered in column three for each item is an estimate only for service as and when required and does not infer that all the quantities for that item will be utilized or that the quantities may not be exceeded.



<b>1. First Hour:</b> Service Calls, including travel time and all related expenses and one person hour productive labour at the job site.  <b>a) During regular hours:</b> 0730-1600 hours Monday through Friday Journeyman Apprentice  <b>b) Outside regular hours:</b> Monday through Sunday including all day Saturday, Sunday and holidays Journeyman	Per call Per call         Per call	40 calls 20 calls         10 calls	..... .....         .....	..... .....         .....
<b>2. Subsequent Hours:</b> Labour only, in addition to (1) above.  <b>a) During regular hours:</b> 0730-1600 hours Monday through Friday Journeyman Apprentice  <b>b) Outside regular hours:</b> Monday through Sunday including all day Saturday, Sunday and holidays Journeyman	Per hour Per hour         Per hour	500 hrs 250 hrs         100 hrs	..... .....         .....	..... .....         .....
<b>3. Travel outside Metro Area</b> (Newport Corner, Mill Cove)	Per km	500 km	.....	.....
<b>4. Allowance for material, replacement parts, required permits, certificates, assessments, special equipment, and security at net cost, plus a mark-up of 10% applied to the net cost.</b>	Allowance	\$200,000.00		\$20,000.00
<b>Total amount of Tender (2<sup>nd</sup> option year SOA):</b>				<b>\$</b> _____

**\*Note:** The estimated quantity entered in column three for each item is an estimate only for service as and when required and does not infer that all the quantities for that item will be utilized or that the quantities may not be exceeded.

---

**UNIT PRICE TABLE SUMMARY**

Total of 1st Year of Standing Offer Agreement	\$ _____
Total of Option Year 1	\$ _____
Total of Option Year 2	\$ _____
_____	
<b>Total for all 3 years</b>	<b>\$ _____</b>

**Annex C**

**Security Requirements Check List**

See Attachment

**Annex D**

**Contractor Qualification Form**

See Attachment

## **Annex E**

### **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.

Department of National Defence



Specification

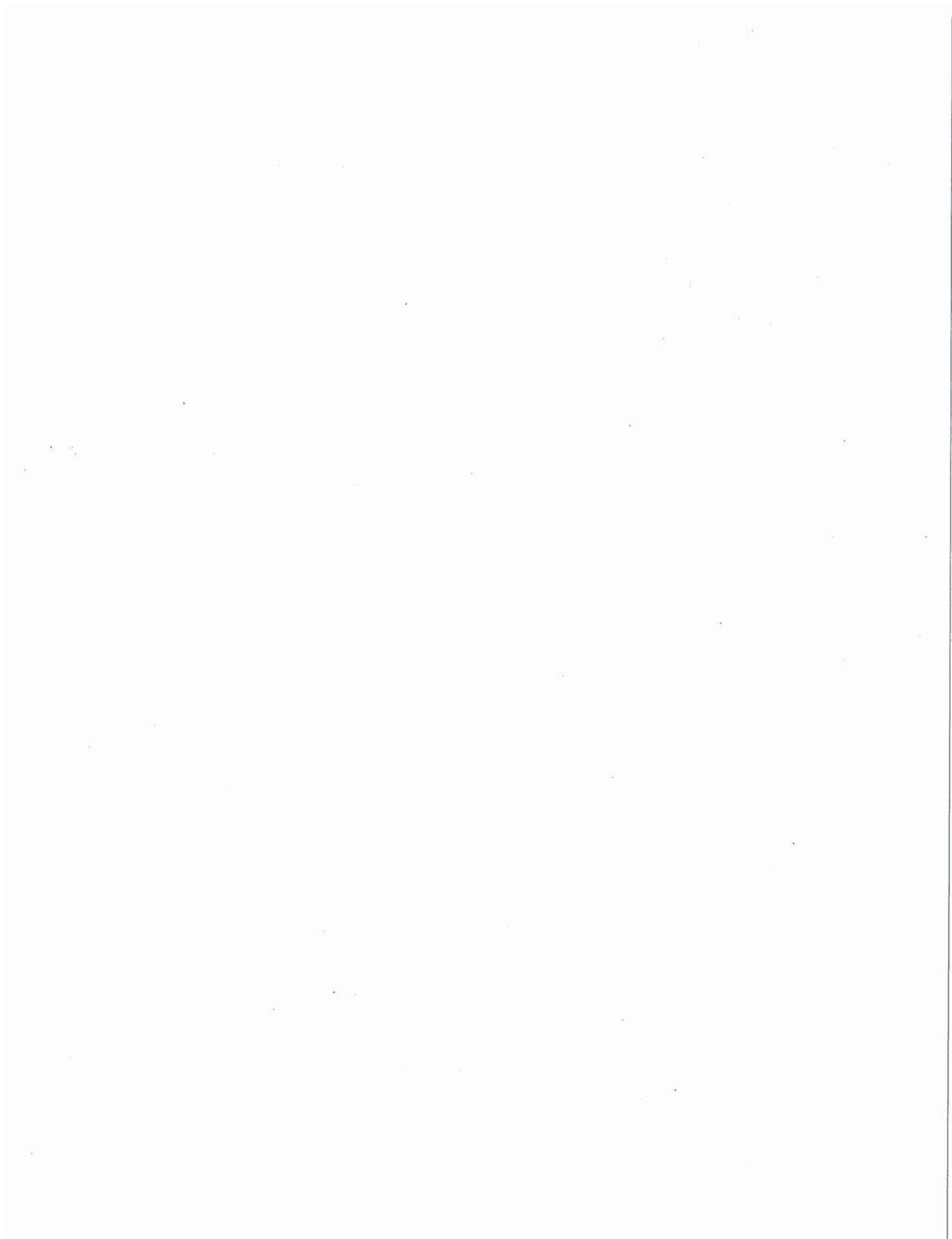
Standing Offer Agreement

## **Chiller Units Repairs**

CFB Halifax, NS

Job No.W010C-15-C482

2014-10-23



PART 1 - GENERAL

- |                                   |    |  |
|-----------------------------------|----|--|
| <u>1.1 RELATED SECTIONS</u>       | .1 | Section 23 64 00 Chiller Units Repairs.  |
| <u>1.2 DESCRIPTION OF WORK</u>    | .1 | Work under this Standing Offer Agreement comprises the furnishing of all labour, material, tools, equipment, transportation and supervision required for operational and emergency repairs to the chiller units located at various locations of CFB Halifax as specified herein.   |
| <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 following: <ul style="list-style-type: none"><li>.1 provide repair service to various types of chiller units on an " as required basis ";</li><li>.2 provide an emergency repair service available on a twenty-four ( 24 ) hour, seven ( 7 ) day per week basis; and</li><li>.3 clean-up.</li></ul> |
| <u>1.5 LOCATIONS OF JOB SITES</u> | .1 | Areas covered under this specification include but not limited to the following locations: <ul style="list-style-type: none"><li>.1 Stadacona - Halifax, NS;</li><li>.2 Windsor Park - Halifax, NS;</li><li>.3 Willow Park - Halifax, NS;</li><li>.4 HMC Dockyard - Halifax, NS;</li><li>.5 Dockyard Annex ( NAD ) - Dartmouth, NS;</li><li>.6 CFAD Bedford - Bedford, NS;</li></ul>   |

- 
- 1.5 LOCATIONS OF JOB SITES (Cont'd)
- .1 (Cont'd)
  - .7 12 Wing Shearwater - Eastern Passage, NS;
  - .8 NRS Newport Corner - Newport Corner, NS; and
  - .9 NRS Mill Cove - Mill Cove, 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'S QUALIFICATIONS
- .1 The Contractor must satisfy the Engineer that he / she has adequate and qualified staff to perform the services expected. This includes the processing of all service calls within an acceptable time period both during normal and silent working hours.
  - .2 Various projects under this Standing Offer Agreement will involve work in confined spaces. For this reason the Contractor's employees doing work in those areas, must be trained and certified in confined spaces.
  - .3 Whenever the Contractor uses sub-contractors, they too must perform to and comply with all requirements of this Standing Offer Agreement.
- 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.
-



- |  |    |  |
|--|----|--|
| <u>1.9 WORKMANSHIP<br/>(Cont'd)</u>      | .4 | The Contractor will employ a competent and experienced supervisor with the authority to speak on his behalf on day-to-day routine matters.   |
|  | .5 | All Work must be performed by qualified technicians.   |
|  |    |  |
| <u>1.10 CONTRACTOR'S<br/>USE OF SITE</u> | .1 | Contractor will be briefed on use of site by 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.  |
|  | .5 | At completion of operations condition of existing work: equal to or better than that which existed before new work started.  |
|  |    |  |
| <u>1.11 CODES AND<br/>STANDARDS</u>      | .1 | Perform work in accordance with the latest edition of the following codes: National Building Code of Canada ( NBC ), Canadian Electrical Code Part I, Federal Halocarbon Regulations, Canada Labour Code Part II, and any other provincial or local code applicable. In any case of conflict or discrepancy, the more stringent requirements will apply. |
|  | .2 | Meet or exceed requirements of Standing Offer Agreement documents, specified standards, codes and referenced documents such as CSA, ASHRAE, and SMACNA, and standard trade practices.  |
|  | .3 | All codes, standards and regulations, addendums, revisions and acts mentioned in all sections of this specification must be latest editions.   |
|  |    |  |
| <u>1.12 PARKING</u>                      | .1 | In limited areas, a parking space will be made available on site for Contractor vehicles to drop off equipment and supplies. The Contractor will maintain and administer this space as directed.   |

- |  |    |  |
|--|----|--|
| <u>1.12 PARKING<br/>(Cont'd)</u>   | .2 | The Contractor will have to pay for parking at the following locations: <ul style="list-style-type: none"><li>.1 Stadacona - Halifax, NS;</li><li>.2 Windsor Park - Halifax, NS;</li><li>.3 Willow Park - Halifax, NS;</li><li>.3 HMC Dockyard - Halifax, NS; and</li><li>.4 Dockyard Annex ( NAD ) - Dartmouth, NS.</li></ul>       |
| <u>1.13 NORMAL<br/>WORKING HOURS</u>   | .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.  |
| <u>1.14 EXISTING<br/>SERVICES</u>  | .1 | Where Work involves breaking into or connecting to existing services, give 24 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 tenant operations. |
|  | .2 | Before commencing work, establish location and extent of service lines in area of work and notify Engineer of findings.  |
|  | .3 | Submit schedule to and obtain approval from Engineer for any shut-down or closure of active service or facility. Adhere to approved schedule and provide notice to affected parties.   |
|  | .4 | Where unknown services are encountered, immediately advise Engineer and confirm findings in writing.   |
| <u>1.15 ALTERATIONS,<br/>ADDITIONS OR<br/>REPAIRS TO EXISTING<br/>BUILDING</u> | .1 | Execute work with least possible interference or disturbance to building operations, occupants, public and normal use of premises. Arrange with Engineer to facilitate execution of work.  |
|  | .2 | Where security has been reduced by work of Standing Offer Agreement, 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.   |

1.15 ALTERATIONS,  
ADDITIONS OR  
REPAIRS TO EXISTING  
BUILDING  
(Cont'd)

- .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.

1.16 PROTECTION OF  
EXISTING FACILITIES

- .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 Contractors 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 this Standing Offer Agreement.
- .4 Where the Engineer considers it necessary, provide and erect warning signs and barriers.
- .5 The Contractor must repair any damage.

1.17 POWER AND  
WATER SUPPLY

- .1 DND may provide, free of charge, temporary electric power and water for construction purposes. If power and water cannot be provided by DND, it will be the Contractor's responsibility to provide his / her own power and water to perform the work under this Standing Offer.
- .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.



1.17 POWER AND  
WATER SUPPLY  
(Cont'd)

- .5 After the temporary service lines are no longer required, the Contractor must remove all lines and equipment, restore the connection points to their original condition and return the land to its original contour.

1.18 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;
  - .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;
  - .5 vent direct-fired combustion units to outside.

1.19 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:

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

- .1 (Cont'd)
- .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 Urban / rural: ASAP.
- .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: 2 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.

1.20 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.

1.21 LICENCES  
AND PERMITS

- .1 The Contractor will be responsible for obtaining and paying for all licences and permits required to perform the Work requested.

1.22 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 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 ).
  - .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 ).



1.1 WORK  
SAFETY MEASURES  
(Cont'd)

- .5 (Cont'd)  
.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.
- .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  
(Cont'd)

- .5 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.



1.10 SAFETY  
(Cont'd)

- .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 COMBUSTIBLE  
LIQUIDS  
(Cont'd)

- .7 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 Superintendant 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 complied 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 .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 RELATED  
SECTIONS

- .1 Section 01 11 00 General Instructions.

1.2 ACTS AND  
REGULATIONS

- .1 Canadian Environmental Protection Act, 1999  
.1 Federal Halocarbon Regulations, 2003  
.2 Ozone-depleting Substances Regulations, 1998  
.3 NS Environment Act ( 1994-95, c. 1, s. 1. )  
.1 Section 112 of the Environment Act S.N.S. 1994-95, c. 1

1.3 DESCRIPTION  
OF UNITS

- .1 The various models of chiller units are intended to include the chiller complete with condenser, cooling tower / fan, motor and compressor, oil system and accessories, such as controls, all filters, sensors, valves, vents, gauges, piping, strainers, and wiring.

1.4 MATERIALS

- .1 Materials and parts used must be as specified by the manufacturers of the equipment.  
.2 Use manufacturer's parts of same type and model unless otherwise specified.  
.3 Only new parts will be installed. If original parts are unavailable then generic parts may be used with the approval of the Engineer.

1.5  
SUB-CONTRACTORS

- .1 In the event that Contractor utilizes a sub-contractor, who must be approved by the Engineer, such sub-contractor must comply with all requirements of this specification, as if it were his / her own contract.  
.2 No payment will be made by DND to / for any sub-contractor. The main Contractor will be responsible for all sub-contractors hired by his / her company in reference to payments, etc.  
.3 If a sub-contractor is rejected by the Engineer, such Sub-Contractor must be replaced immediately to the satisfaction of the Engineer.

- 1.6 ENVIRONMENTAL .1 All Work is to be performed in accordance with the latest Federal Environmental Protection Act, Federal Halocarbon Regulations and the Provincial Environmental Acts and Regulations.
- .2 No refrigerant is to be discharged to atmosphere, used to flush or purge systems, used as a cleanser or used for leak detection.
- .3 The Contractor must have or have access to refrigerant reclamation unit and be trained in its use and operation.
- .4 No appliance is to be discarded while containing refrigerant or oil.
- .5 All accidental discharges must be reported to the Engineer.
- .6 If equipment has had a loss of refrigerant, a leak test must be completed before system is made operational and a leak test notice has to be posted on the piece of equipment.
- .7 Provide the halocarbon management form for all Work with refrigerants in accordance with the federal and provincial acts and regulations.
- 1.7 RELEASE REPORTS .1 Contractor is to provide to the Engineer, all information pertaining to a release of halocarbon as set out in the Federal Halocarbon Regulations.

PART 2 - PRODUCTS

Not used.

PART 3 - EXECUTION

Not used.





Government  
of Canada

Gouvernement  
du Canada

RECEIVED

MAR 06 2015

Contract Number / Numéro du contrat

W010C-15-C482

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 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, equipment, tools, transportation and supervision required for operational and emergency repairs to the chiller units located at various locations of CFB Halifax as specified in Specification W010C-15-C482 dated 2014-10-23.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? 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 <input type="checkbox"/>	NATO UNCLASSIFIED <input type="checkbox"/>	PROTECTED A <input type="checkbox"/>
PROTÉGÉ A <input type="checkbox"/>	NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTÉGÉ A <input type="checkbox"/>
PROTECTED B <input type="checkbox"/>	NATO RESTRICTED <input type="checkbox"/>	PROTECTED B <input type="checkbox"/>
PROTÉGÉ B <input type="checkbox"/>	NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTÉGÉ B <input type="checkbox"/>
PROTECTED C <input type="checkbox"/>	NATO CONFIDENTIAL <input type="checkbox"/>	PROTECTED C <input type="checkbox"/>
PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIEL <input type="checkbox"/>	PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	CONFIDENTIAL <input type="checkbox"/>
CONFIDENTIEL <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	CONFIDENTIEL <input type="checkbox"/>
SECRET <input type="checkbox"/>	COSMIC TOP SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
SECRET <input type="checkbox"/>	COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
TOP SECRET <input type="checkbox"/>		TOP SECRET <input type="checkbox"/>
TRÈS SECRET <input type="checkbox"/>		TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) <input type="checkbox"/>
TRÈS SECRET (SIGINT) <input type="checkbox"/>		TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103/2004/12)

Security Classification / Classification de sécurité  
UNCLASSIFIED

Canada





Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

W010C-15-C482

Security Classification / Classification de sécurité

UNCLASSIFIED

**PART 1: CONTRACT INFORMATION / PARTIE 1: INFORMATIONS SUR LE CONTRAT**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?

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

☒ No  
Non ☐ Yes  
Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité:

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

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

☒ No  
Non ☐ Yes  
Oui

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

Document Number / Numéro du document:

**PART 2: PERSONNEL SECURITY SCREENING LEVEL REQUIRED / PARTIE 2: NIVEAU DE CONTRÔLE DE LA SÉCURITÉ DU PERSONNEL REQUIS**

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



RELIABILITY STATUS  
COTE DE FIABILITÉ



CONFIDENTIAL  
CONFIDENTIEL



SECRET  
SECRET



TOP SECRET  
TRÈS SECRET



TOP SECRET - SIGINT  
TRÈS SECRET - SIGINT



NATO CONFIDENTIAL  
NATO CONFIDENTIEL



NATO SECRET  
NATO SECRET



COSMIC TOP SECRET  
COSMIC TRÈS SECRET



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?

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 non autorisé sera-t-il escorté?

☐ No  
Non ☒ Yes  
Oui

☐ No  
Non ☒ Yes  
Oui

**PART 3: SAFEGUARDING SUPPLIER INFORMATION / PARTIE 3: MESURES DE PROTECTION DE L'INFORMATION DU FOURNISSEUR**

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

☒ No  
Non ☐ Yes  
Oui

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

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

☒ No  
Non ☐ Yes  
Oui

**PRODUCTION**

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

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

☒ No  
Non ☐ Yes  
Oui

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

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

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

☒ No  
Non ☐ Yes  
Oui

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

Disposera-t-il d'un lien électronique avec les systèmes informatiques du fournisseur et celui du ministère ou de l'agence gouvernementale?

☒ No  
Non ☐ Yes  
Oui



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat  
W010C-15-482

Security Classification / Classification de sécurité  
UNCLASSIFIED

**PARTIE COMPLÉMENTAIRE - SUPPLEMENTARY PART**

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			
		CONFIDENTIAL	SECRET	NATO TOP SECRET	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			TOP SECRET
								A	B	C	
Information / Assets Renseignements / Biens 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"/>
IT Medium Support IT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Link Lien électronique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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  
Non

☐ Yes  
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  
Non

☐ Yes  
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).





Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat  
W010C-15-C482

Security Classification / Classification de sécurité  
UNCLASSIFIED

**PART 2 / PARTIE 2**

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

Name (print) - Nom en lettres moulées  
MWO Brian Bennett

Title - Titre  
Contract 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  
March 4, 2015

SN

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  
613-943-1066

Facsimile No. - N° de télécopieur  
613-943-1069

E-mail address - Adresse courriel  
SASA.MEDJOVIC@forces.gc.ca

Date  
2015-03-06

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 Savert  
Blaine MacNeil

Title - Titre  
PWGSC Hfx, NS

Signature

Telephone No. - N° de téléphone  
902-496-5117  
5180

Facsimile No. - N° de télécopieur  
902-496-5016

E-mail address - Adresse courriel  
Team Leader@pwgsc-  
tpsgc.gc.ca Hfx NS

Date  
April 27/15

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

Name (print) - Nom en lettres moulées

Title - Titre

Signature

Rebecca Van Dyk

Registration Analyst

Telephone No. - N° de téléphone  
613-960-9242

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel  
rebecca.vandyk@  
pwgsc-tpsgc.gc.ca

Date  
2015/03/18

### **Contractor's Qualification Attestation Form**

Contractor must complete this Appendix and return one(1) original with the Tender. Key personnel identified for involvement with this Standing Offer Agreement must identify their qualification and experience with repairs of chiller units.

**1. Contractor Information:**

Contractor: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

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

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

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

2. List three(3) major projects/contracts, similar to what is contained in the Statement of Work, that your firm has completed within the last three(3) years. Include three(3) references in good standing order from the major projects/contracts(one(1) from each project).

**2.1 Project/Contract 1:** \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

Date completed: \_\_\_\_\_

Brief description of project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reference information:

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

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

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

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

**2.2 Project/Contract 2:** \_\_\_\_\_

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

Date completed: \_\_\_\_\_

Brief description of project: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reference information:

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

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

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

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

**2.3 Project/Contract 3:** \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

Date completed: \_\_\_\_\_

Brief description of project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reference information:

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

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

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

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

3. All the Contractor's employees working on chiller units must be certified as a licensed Journeyman. Contractor must have a minimum of two(24) certified Journeyman with a minimum of five(5) years experience. Journeyperson must have successful completion of the ozone depleting course. The following information is required from each employee:

**3.1 Journeyman 1:**

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

Journeyman qualification: \_\_\_\_\_

Registration number: \_\_\_\_\_

Date of issue: \_\_\_\_\_

Expiry date: \_\_\_\_\_

Ozone depleting course:

Date course completed: \_\_\_\_\_

Registration number: \_\_\_\_\_

Employment history for the past five(5) years(to include name of employer(s) and duties of employment):

---

---

---

---

---

---

---

---

---

---



### 3.2 Journeyman 2:

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

Journeyman qualification: \_\_\_\_\_

Registration number: \_\_\_\_\_

Date of issue: \_\_\_\_\_

Expiry date: \_\_\_\_\_

Ozone depleting course:

Date course completed: \_\_\_\_\_

Registration number: \_\_\_\_\_

Employment history for the past five(5) years (to include name of employer(s) and duties of employment):

[illegible]