

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

Public Works and Government Services Canada
ATB Place North Tower
10025 Jasper Ave./10025 ave. Jaspe
5th floor/5e étage
Edmonton
Alberta
T5J 1S6
Bid Fax: (780) 497-3510

Request For a Standing Offer Demande d'offre à commandes

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

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

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

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Public Works and Government Services Canada
ATB Place North Tower
10025 Jasper Ave./10025 ave Jasper
5th floor/5e étage
Edmonton
Alberta
T5J 1S6

Title - Sujet Heavy Equipment Rental with Operato	
Solicitation No. - N° de l'invitation W0134-15CYOD/A	Date 2015-07-07
Client Reference No. - N° de référence du client W0134-15CYOD	GETS Ref. No. - N° de réf. de SEAG PW-\$PWU-201-10478
File No. - N° de dossier PWU-5-38011 (201)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-07-29	Time Zone Fuseau horaire Mountain Daylight Saving Time MDT
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Ho (RPC), Hector	Buyer Id - Id de l'acheteur pwu201
Telephone No. - N° de téléphone (780)497-3543 ()	FAX No. - N° de FAX (780)497-3510
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE P.O.BOX 6550 STN FORCES COLD LAKE Alberta T9M2C6 Canada	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

Solicitation No. - N° de l'invitation

W0134-15CYOD/A

Amd. No. - N° de la modif.

File No. - N° du dossier

PWU-5-38011

Buyer ID - Id de l'acheteur

pwu201

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

W0134-15CYOD

CCC No./N° CCC - FMS No/ N° VME

Please see attached PDF document

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

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SUPPORT THE USE OF APPRENTICES

Through Canada's Economic Action Plan 2013, the Government of Canada proposes to support the employment of apprentices in federal construction and maintenance projects. Refer to Part 2, item 5.

PART 1 - GENERAL INFORMATION

1. Introduction

The Request for Standing Offers (RFSO) template 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, if applicable, and the basis of selection;

Part 5, Certifications: includes the certifications to be provided;

Part 6, Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and

Part 7: 7A, Standing Offer, and 7B, Resulting Contract Clauses:

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

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

The Annexes include the Statement of Work, the Basis of Payment, Health & Safety, Usage Reports, Offer, SRCL, and any other annexes.

2. Summary

Heavy Equipment Rental with operator, DND Cold Lake, Alberta

Work under this Standing Offer includes the provision of skilled licensed labour, tools, equipment, supervision and material and transportation as requested by the Department of National Defence, Cold Lake Alberta, in the form of call-ups for the provision of heavy equipment rental complete with operators. Services are to be provided on an "as required basis" at DND Cold Lake and Primrose Lake Evaluation Range.

The standing offer will be issued for a term of three (3) years.

This procurement contains MANDATORY requirements. See Part 4 for details.

Pursuant to section 01 of Standard Instructions 2006, Offerors must submit a complete list of names of all individuals who are currently directors of the Offeror. Furthermore, as determined by the Special Investigations Directorate, Departmental Oversight Branch, each individual named on the list may be requested to complete a Consent to a Criminal Record Verification form and related documentation.

"There is a security requirement associated with this requirement. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7A - Standing Offer. Offerors should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" document "

(<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) on the Departmental Standard Procurement Documents Web site."

"The requirement is subject to the provisions of the Agreement on Internal Trade (AIT)."

3. Health & Safety Requirements

There are Health & Safety requirements associated with this requirement. See Annex C .

4. Debriefing

After issuance of a standing offer, offerors may request a debriefing on the results of the request for standing offers. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of notification that their offer was unsuccessful. The debriefing may be provided in writing, by telephone or in person. The debriefing will include an outline of the reasons the submission was not successful, making reference to the evaluation criteria. The confidentiality of information relating to other submissions will be protected.

5. Security Requirement

There is a security requirement 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.

PART 2 - STANDING OFFER - INSTRUCTIONS TO OFFERORS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers RFSO by title, number and date are set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada (PWGSC). The Manual is available on the PWGSC Web site: <http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>

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

The 2006 (2015-07-03) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

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

DELETE sixty (60) days and **INSERT** ninety (90) days

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.

2.1 Revision of Offer:

An offer submitted in accordance with these instructions may be revised by letter or facsimile, provided that the revision is received at the office designated for the receipt of offers on or before the date and time set for the closing of the RFSO. The facsimile shall be on the offeror's letterhead or bear a signature that identifies the offeror.

A revision to the unit price schedule must clearly identify the change(s) in the unit price(s) and the specific item(s) to which each change applies.

A letter or facsimile submitted to confirm an earlier revision shall be clearly identified as a confirmation.

Failure to comply with any of the above provisions shall result in the rejection of the non-compliant revision(s) only. The offer shall be evaluated based on the original offer submitted and all other compliant revision(s).

Facsimile number for receipt of revisions: **(780) 497- 3510**

2.2 Firm Price and/or Rates:

The Offeror is required to submit firm prices, rates or both that will apply for the entire period of the Standing Offer.

2.3 Form: Offers not submitted on the prescribed Offer Form will not be considered.

2.4 Alterations: Any alteration to the pre-printed or pre-typed sections of the Offer Form, or any condition or qualification placed upon the offer may be cause for disqualification of the offer. Alterations, corrections, changes or erasures made to statements or figures entered on the Offer Form by the offeror shall be initialed by the person or persons signing the offer. Initials shall be original(s). Alterations, corrections, changes or erasures that are not initialed shall be deemed void and without effect.

2.5 Incomplete Offers: Incomplete offers may be rejected.

2.6 Taxes

The offeror is responsible for all applicable taxes.

Offerors are not to include any amounts for the Goods and Services Tax (GST) or Harmonized Sales Tax (HST), whichever is applicable. Any amount levied in respect of the GST/HST shall be billed as a separate item on invoices submitted by the contractor, and shall be paid in addition to the amount approved by Canada for work performed under any resulting Contract. The Contractor shall be required to remit the appropriate amount to the Canada Revenue Agency in accordance with the applicable legislation.

The Federal Government is exempt from the Quebec Sales Tax (QST). Offerors shall not include in their prices any amount that is intended to cover the QST on goods and services performed in the execution of the Work except for such amounts for which an Input Tax Refund is not available. The successful Offeror should make arrangements directly with the Province of Quebec to recover any QST paid by it in performing the Work under the resulting Contract.

2.7 Performance Evaluation

Offerors shall take note that the performance of the Contractor during and upon completion of the work shall be evaluated by Canada. The evaluation shall be based on the quality of workmanship; timeliness of completion of the work; project management, contract management and management of health and safety. Should the Contractor's performance be considered unsatisfactory, the Contractor's bidding privileges on future work may be suspended indefinitely.

An electronic version of the form PWGSC-TPSGC 2913, SELECT - Contractor Performance Evaluation Report Form, used to record the performance is available on the Public Works and Government Services Canada (PWGSC) Web site.

3. Enquiries - Request for Standing Offers

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

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

4. 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 the province of work.

5. PUBLIC WORKS AND GOVERNMENT SERVICES CANADA APPRENTICE PROCUREMENT INITIATIVE

1. To encourage employers to participate in apprenticeship training, Contractors bidding on construction and maintenance contracts by Public Works and Government Services Canada (PWGSC) are being asked to sign a voluntary certification, signaling their commitment to hire and train apprentices.
2. Canada is facing skills shortages across various sectors and regions, especially in the skilled trades. Equipping Canadians with skills and training is a shared responsibility. In Economic Action Plan (EAP) 2013, the Government of Canada made a commitment to support the use of apprentices in federal construction and maintenance contracts. Contractors have an important role in supporting apprentices through hiring and training and are encouraged to certify that they are providing opportunities to apprentices as part of doing business with the Government of Canada.
3. Through the Economic Action Plan 2013 and support for training programs, the Government of Canada is encouraging apprenticeships and careers in the skilled trades. In addition, the government offers a tax credit to employers to encourage them to hire apprentices. Information on this tax measure administered by the Canada Revenue Agency can be found at: www.cra-arc.gc.ca. Employers are also encouraged to find out what additional information and supports are available from their respective provincial or territorial jurisdiction.
4. Signed certifications (Appendix 2) will be used to better understand contractor use of apprentices on Government of Canada maintenance and construction contracts and may inform future policy and program development.
5. The Contractor hereby certifies the following:

In order to help meet demand for skilled trades people, the Contractor agrees to use, and require its subcontractors to use, reasonable commercial efforts to hire and train registered apprentices, to strive to fully

utilize allowable apprenticeship ratios * and to respect any hiring requirements prescribed by provincial or territorial statutes

The Contractor hereby consents to this information being collected and held by PWGSC, and Employment and Social Development Canada to support work to gather data on the hiring and training of apprentices in federal construction and maintenance contracts.

To support this initiative, a voluntary certification signaling the Contractor's commitment to hire and train apprentices is available at Appendix 2.

If you accept fill out and sign Appendix 2

** The journeyperson-apprentice ratio is defined as the number of qualified/certified journeypersons that an employer must employ in a designated trade or occupation in order to be eligible to register an apprentice as determined by provincial/territorial (P/T) legislation, regulation, policy directive or by law issued by the responsible authority or agency.*

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. General

- 1.1 Insert the hourly rate or unit price against each class of labour, plant, or item of specified material listed on the Unit Price Schedule of the Offer form. Insert the percentage mark-up for Unspecified Material, if any; mathematical extensions against all items including the Contractor's Mark-up on Unspecified Material if applicable, and Total Estimated Amount, GST/HST extra.
- 1.2 Submit the Offer, duly completed, to the office designated on page 1 of the RFSO in accordance with the Standard Instructions.
- 1.3 Sign and date the Offer in accordance with the RFSO.

2. Offer Preparation Instructions

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

Section I: Annex E - Financial Offer (1 hard copy)

Section II: Certifications (1 hard copy)

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

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

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

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

To assist Canada in reaching its objectives, offerors are encouraged to:

- 1) use paper containing fibre certified as originating from a sustainably-managed forest and/or 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: Financial Offer

Offerors must submit their financial offer in accordance with the "Annex B, Basis of Payment". The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

Payment by Credit Card

Canada requests that offerors complete one of the following:

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

The following credit card(s) are accepted:

VISA _____

Master Card _____

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

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

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

Section II: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

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.
- (c) Offers shall be evaluated on the basis of the lowest compliant offer being recommended for issuance of a Standing Offer.

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

a) MANDATORY REQUIREMENTS - Required as part of the Offer

- i) Pursuant to the General Instructions, submission of Request for Standing Offer (RFSO), offers must be submitted to the office designated for the receipt of offers, and must be received on or before the date and time set for solicitation closing shown on page 1 of the RFSO. A rate must be entered for each item listed in the unit price schedule of the offer.

b) MANDATORY REQUIREMENTS - Precedent to issuance of a Standing Offer

- i) Status and Availability of Resources
- ii) Health & Safety Requirements
- iii) Code of Conduct Certifications (*see Part 5 - Certifications*)
- iv) Insurance
- v) Proof of Financial Capability - upon request
- vi) Security Requirements

1.2. Financial Evaluation

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

1.2.2 Offers retained pursuant to Part 4, will be evaluated on the basis of the total estimated amount quoted, GST/HST extra. It is anticipated that one standing offer will be issued to the lowest compliant offeror.

2. Basis of Selection

2.1 Basis of Selection - Lowest Evaluated Price

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

3. Ranking

3.1 Only 1 firm will be issued a standing offer.

3.2 The firm submitting the lowest price compliant submission will be issued a Standing Offer.

PART 5 - CERTIFICATIONS

Offerors must provide the required certifications to be issued a standing offer. Canada will declare an offer non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications offerors provide to Canada is subject to verification by Canada during the offer evaluation period (before issuance of a standing offer) and after issuance of a standing offer. The Standing Offer Authority will have the right to ask for additional information to verify offerors' compliance with the certifications before issuance of a standing offer. The offer will be declared non-responsive if any certification made by the Offeror is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Standing Offer Authority for additional information will also render the offer non-responsive.

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

1.1 Code of Conduct and Certifications - Related documentation

By submitting an offer, the Offeror certifies, for itself and its affiliates, to be in compliance with the Code of Conduct and Certifications clause of the 2006 (2015-07-03) Standard Instructions. The related documentation therein required will help Canada in confirming that the certifications are true.

2 Additional 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 so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

2.1.1 Health & Safety Requirements - per attached Annex C .

2.1.2 Insurance, (Annex F - Insurance Certificate)

2.1.3 Former Public Servant – Competitive Requirements M3025T (2014-11-27)

Contracts with 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 with FPS, offerors must provide the information required below.

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 Reduction Program

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of a work force reduction program?

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 reduction 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 the Goods and Services Tax or Harmonized Sales Tax.

2.1.4 Proof of Financial Capability - upon request, per article 2 of Part 6.

2.1.5 Security Requirement - per article 1 of Part 6.

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

1. Security Requirement

1. Before issuance of a standing offer, the following conditions must be met:
 - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
 - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7A - Standing Offer;
 - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.
3. For additional information on security requirements, bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders"
<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31> document on the Departmental Standard Procurement Documents Web site.

2. Financial Capability

Financial Statements: In order to confirm an offeror's financial capability to perform the Contract, the Standing Offer Authority may during the RFSO evaluation phase, request from that offeror current financial information. The requested financial information may include, but is not limited to, an offeror's most recent audited financial statements or financial statements certified by an offeror's chief financial officer. The information provided will be considered in the offer evaluation and selection process. If an offer is found to be non-responsive on the basis that an offeror is considered financially incapable of performing the Work, that offeror will receive a written notification from the Standing Offer Authority.

Should an offeror provide the requested information to Canada in confidence while indicating that the disclosed information is confidential, Canada will treat the information in a confidential manner in accordance with the Access to Information Act, R.S. 1985, c.A-1.

3. Insurance Terms

The Offeror must provide a certificate from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a standing offer as a result of the request for standing offer, can be insured in accordance with the Insurance Requirements specified in SACC Manual clause R2900D GC10 - Insurance (2008-05-12)

If the information is not provided in the offer, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

Certificate of Insurance attached at Annex F.

1) Insurance Contracts

- (a) The Contractor must, at the Contractor's expense, obtain and maintain insurance contracts in accordance with the requirements of the Certificate of Insurance. Coverage must be placed with an Insurer licensed to carry out business in Canada.
- (b) Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract. The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill

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

2) Period of Insurance

- (a) The policies required in the Certificate of Insurance must be in force from the date of contract award and be maintained throughout the duration of the Contract.

3) Proof of Insurance

- (a) Before commencement of the Work, and no later than thirty (30) days after acceptance of its bid, the Contractor must deposit with Canada a Certificate of Insurance on the form attached herein.
- (b) Upon request by Canada, the Contractor must provide originals or certified true copies of all contracts of insurance maintained by the Contractor pursuant to the Certificate of Insurance.

4) Insurance Proceeds

In the event of a claim, the Contractor must, without delay, do such things and execute such documents as are necessary to effect payment of the proceeds.

5) Deductible

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

PART 7 - CLAUSES & CONDITIONS

PART 7(A) - STANDING OFFER

1. Offer - attached at Annex E

- .1 General Provisions
- .2 Financial Terms
- .3 Prices

2. Security Requirement

1. The 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 Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Offeror must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex H;
 - (b) Industrial Security Manual (Latest Edition).

For additional information on security requirements, proponents should consult the Industrial Security web site at: <http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>.

3. Standard Clauses and Conditions

- 1) .1 General Conditions - Standing Offer, 2005 (2015-07-03)
- 2) The documents identified by title, number and date in paragraph 1) are incorporated by reference and are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Web site: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R>

4. Term of Standing Offer

4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from _____ to _____.

5. Authorities

5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: *see front page of Standing Offer for details*
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Real Property Contracting

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, they are responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

5.2 Project Authority

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

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

6. Identified users

The Identified User authorized to make call-ups against the Standing Offer is : Department of National Defence, Cold Lake, Alberta

7. Call-up Procedures

1. Best Standing Offer: the offer that provides best value lowest prices will be retained.

The Project Authority will establish the scope of work to be performed by the successful firm and negotiate the level of effort required to perform the work based on the hourly rates contained in the Standing Offer.

8. CALL-UP INSTRUMENT

Public Works and
Government Services
Canada

Travaux publics et
Services gouvernementaux
Canada

CALL-UP AGAINST A STANDING OFFER COMMANDE SUBSÉQUENTE À UNE OFFRE PERMANENTE

In accordance with STANDING OFFER NO.:	Conformément à L'OFFRE PERMANENTE No. _____	Call-up no. - No de commande _____
Dated _____ and the terms and conditions therein, you are Requested to carry out the worked described below.	En date du _____ Et les modalités qui y sont énumérées, vous êtes prié d'exécuter les travaux décrits ci-après.	

Contractor's name and address - Nom et adresse de l'entrepreneur		Send invoice to - Expédier la facture à
Fax No. ()		attention:
Project no. - No du projet	Note: Quote standing offer number, project number and call-up number on your invoice. Inscrire le numéro de l'offre permanente, le numéro du projet et le numéro de commande sur la facture.	
Location of work - Endroit des travaux	Call-up cost, GST/HST extra - Coût de la commande, TPS en plus	

Work description - Description des travaux	
Certified pursuant to subsection 32 (1) of the Financial Administration Act Certifié en vertu du paragraphe 32 (1) de la Loi sur la gestion des finances publiques	Date _____
Signature _____	
Departmental Representative - Représentant du ministère	Date _____
Signature _____	

9. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$60,000.00 (Goods and Services Tax or Harmonized Sales Tax included).

10. Priority Documents

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

- a) the call up against the Standing Offer, including any annexes and any amendments;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2015-07-03), General Conditions - Standing Offers - Goods or Services
- d) any amendment or variation in the Standing Offer that is made in accordance with the terms and conditions of the Standing Offer;
- e) the general conditions dated and listed in Part 7B, Resulting Contract Clauses;
- f) the Supplemental general conditions;
- g) Annexes:
 - Annex A, Statement of Work / Specifications, and any amendment to the solicitation document incorporated in the Standing Offer before the date of the Standing Offer;
 - Annex B, Basis of Payment;
 - Annex C, Health & Safety Requirements – Alberta;
 - Annex D, Periodic Usage Report Form; and
 - Annex F, Insurance
 - Annex G; Voluntary Report for Apprentices Employed During the Contract
 - Annex H; Security Requirement Check List (SRCL).
- h) the Offeror's offer Annex E, dated _____ (insert date of offer);

11. Certifications

11.1 Compliance

Compliance with the certifications provided by the Offeror is a condition of authorization of the Standing Offer and subject to verification by Canada during the term of the Standing Offer and of any resulting contract that would continue beyond the period of the Standing Offer. In the event that the Offeror does not comply with any certification or 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.

12. 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 the province of work.

13. Proactive Disclosure of Contracts with Former Public Servants A3025C (2013-03-21)

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.

14. Estimates

Where an estimate of the cost of performing specific work is required, the Identified User will provide the Offeror with a statement of the work required and the Offeror must provide the Identified User with an estimate of the cost of performing the specified work in accordance with the pricing provision of the Standing Offer. The Offeror must not undertake any of the specified work unless and until a call-up is issued by the Identified User. The estimated cost stated in the call-up must not be exceeded without the specific written authorization of the Identified User.

15. Offeror's Contact Information

Name: _____

Title: _____

Address: _____

Telephone: _____

Fax: _____

E-Mail: _____

PART 7 (B) - RESULTING CONTRACT CLAUSES

- 1) The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer:
 - (a) Statement of Work - The Contractor must perform the Work described in the call-up against the Standing Offer;
 - (b) General Conditions:

(i)	GC1	General Provisions	R2810D	(2015-07-03);
(ii)	GC2	Administration of the Contract	R2820D	(2015-02-25);
(iii)	GC3	Execution and Control of the Work	R2830D	(2015-02-25);
(iv)	GC4	Protective Measures	R2840D	(2008-05-12);
(v)	GC5	Terms of Payment	R2550D	(2015-02-25);
(vi)	GC6	Delays and Changes in the Work	R2865D	(2013-04-25);
(vii)	GC7	Default, Suspension or Termination of Contract	R2870D	(2008-05-12);
(viii)	GC8	Dispute Resolution	R2884D	(2008-05-12);
(ix)	GC10	Insurance	R2900D	(2008-05-12);
 - (c) Supplementary Conditions, if any;
 - (d) Allowable Costs for Contract Changes Under GC6.4.1 R2950D (2015-02-25);
 - (e) Any amendment issued or any allowable bid revision received before the date and time set for solicitation closing;
 - (f) Any amendment incorporated by mutual agreement between Canada and the Contractor before acceptance of the bid; and
 - (g) Any amendment or variation of the contract documents that is made in accordance with the General Conditions.
- 2) The documents identified by title, number and date in paragraph 1) are incorporated by reference and are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Website:
<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R>
- 3) The language of the contract documents shall be the language of the Bid and Acceptance Form submitted.
- 4) A contract is formed between Canada and the Offeror only when a Call-up duly signed is issued by the Departmental Representative and accepted by the Offeror*. The Offeror shall then be referred to as "the Contractor" and the Contract includes the Offer, the Specifications referred to in the Unit Price Schedule, the General Conditions, and the Call-up .

5) Interpretation

"Accepted by the Offeror" * means that the Offeror has agreed to, and commenced performance of the work.

"Minister" includes a person acting for the Minister, the Minister's successor in office, their lawful deputy and their representatives appointed for the purpose of the Standing Offer.

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

"Superintendent" or *"Supervisor"* means the employee or representative of the Contractor designated by the Contractor to act as Superintendent;

"Unit Price Table" means the table of prices per unit set out in the Offer; and

"Work" means, subject only to any express stipulation in the Contract to the contrary, everything that is necessary to be done, furnished or delivered by the Contractor to perform the Contract in accordance with the work as described in each Call-up, and in the technical specifications or statement of work.

SUPPLEMENTAL CONDITIONS

SC01 INSERT the following supplementary conditions in the resulting General Conditions:

1.1. T1204 - Direct Request by Customer Department

- 1.1.1 Pursuant to paragraph 221 (1)(d) of the Income Tax Act, R.S. 1985, c.1 (5th Supp.), payments made by departments and agencies to contractors under applicable services contracts (including contracts involving a mix of goods and services) must be reported on a T1204 Government Service Contract Payments slip.
- 1.1.2 To enable departments and agencies to comply with this requirement, the Contractor must provide Canada, upon request, its business number or Social Insurance Number, as applicable. (These requests may take the form of a general call-letter to contractors, in writing or by telephone).

1.2. Periodic Reports

- 1.2.1 The Offeror shall provide to the Standing Offer Authority biannual reports on usage of the Standing Offer, showing the number and total value of call-ups by each consignee. Reports shall be submitted in the format shown on the attached Annex D "Periodic Usage Report Form" and forwarded to the Standing Offer Authority no later than fifteen (15) days after the designated reporting period.
- 1.2.2 The Offeror understands that failure to comply may result in the setting aside of the Standing Offer.

SC02 TERM OF CONTRACT

2.1 Period of the Contract

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

SC03 PAYMENT

3.1 CHANGES TO GC5 R2550D (2015-02-25) - TERMS OF PAYMENT

DELETE GC5.4, GC5.5, and GC5.6 and **INSERT** the following:

GC5.4 Payment

.1 Terms of Payment

- 1. Where the duration of the work identified in a call-up is greater than 30 days, the Contractor may submit monthly progress claims, and shall be entitled to receive progress payments at monthly or other agreed intervals. Subject to verification by the Departmental Representative, payment of the Contractor's invoice for work satisfactorily completed shall be made not later than 30 days after receipt thereof. The due date shall be the 30th day following receipt of a properly submitted invoice.
- 2. The Contractor shall submit a separate invoice for each Call-up to the Departmental Representative in accordance with any invoicing instructions set out herein. The properly submitted invoice shall be delivered to the Departmental Representative in the agreed format with sufficient detail, information, and backup to permit verification.

The Contractor's invoice shall show the following, as separate items:

- (a) the amount of the progress payment being claimed for Work satisfactorily performed excluding GST/HST;
 - (b) the amount for any tax calculated (GST/HST) in accordance with the applicable federal tax legislation; and
 - (c) the total amount which shall be the sum of the amounts referred to in (a) and (b) above.
3. The amount of the tax shown on the invoice shall be paid by Canada to the Contractor in addition to the amount of the progress payment for Work satisfactorily performed.
 4. If, within 15 days of receipt of the invoice, additional information is requested by the Departmental Representative for the purpose of verification, the 30 day payment period shall commence upon receipt of the requested information. Payment shall be made prior to or on the thirtieth (30) day after receipt of the corrected invoice or the required information.
 - .1 Any monthly progress payment made to the Contractor may be subject to a 10% holdback which shall be released to the Contractor with the final payment unless the amount held back is required by Canada to remedy any defect in the Contractor's work.
 - .2 Where the duration of the Work identified in a call-up is equal to or less than thirty (30) days, the Contractor may receive a single payment as full consideration for the Work performed.
 5. Upon completion of the Work in the progress claim, the Contractor maybe requested to provide a completed and signed statutory declaration containing a declaration that, up to the date of the progress claim, the Contractor has complied with all lawful obligations with respect to the Labour Conditions and that, in respect of the Work, all lawful obligations of the Contractor to its Subcontractors and Suppliers, referred to collectively in the declaration as "subcontractors and suppliers", have been fully discharged before any further payment is made.

6. Upon written notice by a Sub-Contractor, with whom the Contractor has a direct contract, of an alleged non payment to the Sub-Contractor, the Departmental Representative may provide the Sub-Contractor with a copy of the latest approved progress payment made to the Contractor for the Work.
7. Upon the satisfactory completion of all Work, the amount due, less any payments already made, shall be paid to the Contractor not later than thirty (30) days after receipt of a properly submitted invoice, and upon request, with a Statutory Declaration in accordance with paragraph 5 above.

3.2 Basis of Payment - see Annex B

3.3 Limitation of Price

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

3.4 Supplemental Invoicing Instructions

.1 Invoices

- .1 All invoices submitted for payment shall show:
 - .1 Construction Engineering Work Order Number,
 - .2 Construction Engineering File Number,
 - .3 Requisition Number, DSS 942 (Requisition on Contract),
 - .4 Public Works and Government Services Canada (PWGSC) Standing Offer Number, and
 - .5 same address as on PWGSC contract.
- .2 Invoices are to include a breakdown as follows:
 - .1 Hourly rate per the Offer and hours of work for each tradesperson.
 - .2 An itemized list of materials used, by cost, shall be shown on all invoices submitted for payment.
 - .3 Extended total.
 - .4 Good and Services Tax (GST/HST) shall be shown as a separate item.
 - .5 Where subcontracting is involved a copy of subcontractor's invoice shall accompany the invoice against the requisition.
 - .6 Where discount or markup is applicable, indicate separately.
- .3 Invoices submitted for payment against this contract that are not properly identified will be returned to the Contractor for proper annotation before certification for payment is made.

3.5 Payment of Invoices by Credit Card (see PART 3)

The credit cards _____ and _____ are accepted.

Section GC5.11 Delay in Making Payment, Interest on Overdue Accounts, of GC5 - Terms of Payment R2550D (2015-02-25) will not apply to payments made by credit cards.

ANNEXES

Annex A	Statement of Work
Annex B	Basis of Payment
Annex C	Health & Safety Requirement
Annex D	Periodic Usage Report Form
Annex E	Offer
	Appendix 1 - List of Individuals who are Currently Directors of the Offeror
	Appendix 2 - Voluntary Certification to Support the Use of Apprentices
Annex F	Insurance Certificate
Annex G	Voluntary Reports for Apprentices Employed During the Contract
Annex H	Security Requirements Checklist

ANNEX A

Statement of Work

See attached

ANNEX B

.1 Basis of Payment

Payments in respect of the agreed price shall be made upon satisfactory performance of the Work, and upon approval of the Departmental Representative, but such payments shall not exceed the amount(s) as specified in the Call Up, for the Work without written authorization.

In consideration of the Contractor satisfactorily completing all of its obligations under the resulting Contract, the Contractor will be paid a firm price, Goods and Services Tax or Harmonized Sales Tax extra.

.1 Hourly Rates:

The Contractor will be paid firm hourly rates as follows, for work performed in accordance with the Contract.

See attached for details

ANNEX C

MANDATORY HEALTH AND SAFETY - for Work in the Province of Alberta

1.) SPECIAL INSTRUCTIONS TO BIDDERS (SI):

WCB AND SAFETY PROGRAM

- 1) The recommended Bidder shall provide to the Contracting Authority, prior to Standing Offer issue:
 - 1.1 a Workers Compensation Board Premium Rate Statement - Alberta, or equivalent documentation from another jurisdiction;
 - 1.2 a Workers Compensation Board letter of good standing, also listing covered Directors, Principals, Proprietor(s) or Partners who will be or who are anticipated to be present on the work site(s), or equivalent documentation from another jurisdiction; and
 - 1.3 a Certificate of Recognition (COR) or Registered Safety Plan (RSP). A health and safety policy and program, as required by other provincial/territorial Occupational Health and Safety Acts, will be acceptable in lieu of a COR or RSP.
- 2) The recommended Bidder shall deliver all of the above documents to the Contracting Authority on or before the date stated (usually 3-5 days after notification) by the Contracting Authority. Failure to comply with the request may result in the bid being declared non-compliant.

2.) SUPPLEMENTARY CONDITIONS (SC):

Workplace Safety and Health

1. EMPLOYER/PRIME CONTRACTOR

- 1.1 The Contractor shall, for the purposes of the Occupational Health and Safety Act, Alberta, and for the duration of the Work:
 - 1.1.1 act as the Employer, where there is only one employer on the work site, in accordance with the Authority Having Jurisdiction;
 - 1.1.2 accept the role of Prime Contractor, where there are two or more employers involved in work at the same time and space at the work site, in accordance with the Authority Having Jurisdiction; and
 - 1.1.3 agree, in the event of two or more Contractors working at the same time and space at the work site, without limiting the General Conditions, to Canada's order * to:
 - 1.1.3.1 accept, as the Prime Contractor, the responsibility for Canada's other Contractor(s); or
 - 1.1.3.2 accept that Canada's other Contractor is Prime Contractor and conform to that Contractor's Site Specific Health and Safety Plan.

* "order" definition: after contract award, Contractor is ordered by a Change Order

2. SUBMITTALS

- 2.1 The Contractor shall provide to Canada:
 - 2.1.1 prior to the pre-construction meeting, a transmittal and copy of a completed Notice of Project form PWGSC - TPSGC 458 (form will be provided to the proposed contractor prior to award), as sent to the Authority Having Jurisdiction (AHJ); and
 - 2.1.2 prior to commencement of work and without limiting the terms of the General Conditions:
 - 2.1.2.1 copies of all other necessary permits, notifications and related documents as called for in the scope of work/specifications and/or by the AHJ; and

2.1.2.2 a site specific Health and Safety Plan as requested.

NOTE: Please do not include any forms that include personal 3rd party information such as the names of the contractor's employees and their related claims information.

3. LABOUR AUTHORITY CONTACT:

The contact below represents the Labour Authority in the jurisdiction (AHJ). They are not representatives of the Workers Compensation.

Do not contact the people referenced below for issues pertaining to WCB or WCB Clearances. Those queries must be directed specifically to the WCB, and where the WCB has both a Labour and Compensation component, WCB issues must be directed to the Compensation/Employer Services sections.

ALBERTA South

Alberta Human Resources and Employment
Workplace Health and Safety
600 – 727, 7th Avenue S.W.
Calgary, Alberta, T2P 0Z5

Telephone: 1(866) 415-8690
Email: All submissions are to be scanned and
emailed to
whs@gov.ab.ca

ALBERTA North

Alberta Human Resources and Employment
Workplace Health and Safety
10th Floor, 7th Street Plaza
10030-107 Street
Edmonton, Alberta, T5J 3E4

Telephone: 1(866) 415-8690
Email: All submissions are to be scanned and
emailed to
whs@gov.ab.ca

ANNEX D
Periodic Usage Report Form

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

Return to:

Hector Ho	(780) 497-3510	Hector.Ho@pwgsc-tpsgc.gc.ca
<i>Name</i>	<i>Fax</i>	<i>Email Address</i>

at:

Public Works and Government Services Canada
Real Property Contracting, Acquisitions Branch
ATB Place North, 5th Floor
10025 Jasper Ave
Edmonton, Alberta
T5J 1S6

REPORT ON THE VOLUME OF BUSINESS

SUPPLIER: _____

REPORT FOR THE PERIOD ENDING: _____

Description of Work	Call-up #	TOTAL BILLING

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

PREPARED BY:

NAME: _____

SIGNATURE: _____

TELEPHONE NO.: _____

ANNEX E OFFER

Description of Work: Cold Lake, Alberta Various Projects, PWGSC Heavy Equipment Rental with Operator Standing Offer
--

1. OFFER

- .1 This Standing Offer is made by the Offeror to Canada;
- .2 This Offer is to furnish all necessary tools, plant, equipment, services, materials and labour to execute and complete the Work described above in careful and workmanlike manner;
- .3 The Work shall be more particularly described in individual Call-ups to be issued by the Project Authority, hereinafter called the "Departmental Representative";
- .4 Individual Call-ups may be issued, from time to time, during the period identified in Part 7A, clause 4.1, hereinafter called the "Term".

2. GENERAL PROVISIONS

- .1 This Offer when signed by or on behalf of the Offeror, the Specifications referred to in the Unit Price Schedule below and the General Conditions shall constitute the complete Offer subject to the provisions contained therein;
- .2 The Hourly Rate and the Unit Price, as offered, govern in calculating each Estimated Total Price; any errors in the extension of the Unit Price and in the addition of the Estimated Total Prices will be corrected in order to obtain the actual Total Estimated Amount;
- .3 This Offer supersedes and cancels all communications, negotiations and agreements relating to the Work other than those contained in the Offer;
- .4 that this tender may not be withdrawn for a period of 90 days following the tender closing time,

The Offeror agrees

- .1 to carry out individual work projects as requisitioned from time to time by the Departmental Representative in **Call- ups Against a Standing Offer**, form PWGSC/TPSGC 2829 or 942, copies of which the Offeror acknowledges to have in its possession, in accordance with the requirements set out therein and in consideration of payment of amounts to be determined pursuant to section 3. Below;
- .2 to provide, on demand from the Departmental Representative, a detailed price estimate, calculated in accordance with section 4 below, and a proposed work schedule for each work project; and
- .3 to commence Work promptly upon receipt of each Call-up issued pursuant to this Offer, duly signed by the Departmental Representative.
- .5 This Offer does not constitute a binding contract between Canada and the Offeror. The Departmental Representative shall have the right to issue a Call-up with those other offerors which have also submitted offers to Canada.
- .6 A contract is formed between Canada and the Offeror only when a Call-up duly signed is issued by the Departmental Representative and accepted by the Offeror. The Offeror shall then be referred to as "the

Contractor" and the Contract includes the Offer, the Specifications referred to in the Unit Price Schedule below, the General Conditions and the Call-up .

- .7 The estimated number of hours, the quantities of material and plant, and the amount of the Allowance for Unspecified material set out in the Unit Price Schedule are for the purpose of comparative evaluation of the offers and do not express an obligation on the part of Canada to order any or all of the work, material or plant listed therein.
- .8 The Offeror declares that no bribe, gift or benefit has been or will be paid, given, promised or offered directly or indirectly to any official or employee of Canada or to a member of the family of such person, with a view to influence the entry into or the administration of any contract which may result from this Offer.

3. FINANCIAL TERMS

- .1 Each item specified in the Unit Price Schedule in subsection 4.1 includes wages, traveling time and costs, allowances, supervision, liabilities as employer, insurance, and the use of all tools, tackle, etc., overhead, profit and all other liabilities whatsoever.
- .2 Unspecified Material shall be reimbursed at net cost, as supported by invoices, plus Markup as established in section 4 of this Offer. "Net Cost" means all amounts reasonably and properly paid by the Offeror in respect of materials required for and used in the Work, and includes packing, handling and delivery charges, less any trade discounts received by the Offeror. The Offeror's Markup on Unspecified Material covers overheads, profit, and all other expenses whatsoever.
- .3 The prices inserted in section 4 of this Offer include all applicable federal, provincial, and municipal taxes.
 - .1 However, they do not include any amount for the Goods and Services Tax (GST) or Harmonized Sales Tax (HST). The appropriate GST/HST amounts will be paid by Canada to the Offeror in addition to the amounts paid against the amount of the contract. The Offeror shall make appropriate remittances to Revenue Canada in accordance with the legislation.
 - .2 The prices do not include the Québec Sales Tax. The Offeror shall arrange directly with the Province of Québec for the reimbursement of Provincial Sales Tax paid to this Province for the purpose of any contract resulting from this Offer.
- .4 Payment by Canada for the Offeror's own special equipment not covered by the Unit Price Schedule and required at the job site will be no greater than the local going rental rate for such equipment or the rate published by the local construction association for such equipment, whichever is the lower.
- .5 The cost of subcontract work, including special equipment rentals approved by the Project Authority, shall be reimbursed at actual cost with the addition of ten (10) percent to cover overheads, profit, and all other expenses whatsoever. "Actual cost" means all amounts reasonably and properly paid by the Contractor for those parts of the Work carried out by subcontractors.
- .6 Pricing
 - .1 The prices requested in the Offer are:
 - .1 hourly rates for regular hours;
 - .2 hourly rate for each hour outside of regular hours; and
 - .3 mark up on allowance for unspecified material, replacement parts, required permits and certificates. for purposes of evaluation.
 - .2 The hourly rates requested in the offer and acceptance for specific types of service shall be the total cost to perform the work including but not limited to:
 - .1 labour including supervision, allowances and liability insurance;
 - .2 travel time;

- .3 transportation/vehicle expenses;
 - .4 tools and tackle;
 - .5 overhead and profit;
 - .6 any other incidental expenses other than supply of materials and replacement parts relating to the delivery of labour.
- .3 It is considered that regular hours of work fall between 0800 and 1600 hours, Monday to Friday.

4. PRICES

The Offeror agrees that the following are the prices referred to in sections 2 and 3 above:

4.1 Unit Price Schedules - Rates

SCHEDULE A) Initial Year

Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6
Item	Class of Labour, material or plant	Estimated Hours/ Qty	Unit	Unit Price	Estimated total price
1	Bulldozer with Operator: Up to 2 x dozer tractor full tracked low speed 131 to 150 net fly-wheel hp, angling blade and 3 shank ripper, sufficient lights front and rear for night operations and cab on chassis. Hourly: Mobilization/Demobilization:	 100 10	 Hours Trips	 \$ _____ \$ _____	 \$ _____ \$ _____
2	Bulldozer with Operator: Up to 2 x dozer tractor full tracked low speed 251 to 350 net fly-wheel hp, angling blade and 3 shank ripper, sufficient lights front and rear for night operations and cab on chassis. Hourly: Mobilization/Demobilization:	 100 10	 Hours Trips	 \$ _____ \$ _____	 \$ _____ \$ _____
3	Dump Truck 12 Yd Cap, with Operator Hourly:	 100	 Hours	 \$ _____	 \$ _____
4	End Dump Truck 20 Yd Cap End Dump with Operator Hourly:	 100	 Hours	 \$ _____	 \$ _____
5	Dump Truck 20 Yd Cap, Bottom dump with Operator Hourly:	 25	 Hours	 \$ _____	 \$ _____
6	Track mounted hydraulic Excavator with Operator: Up to 2 x Tracked Excavators equivalent to a 315 Caterpillar, Case 9020B, C/W 1.15 cubic yard capacity bucket, ditching bucket, digging depth to a minimum of 22 feet, swing pivot of 360 degrees Hourly: Mobilization/Demobilization:	 150 10	 Hours Trips	 \$ _____ \$ _____	 \$ _____ \$ _____

7	Rubber Tracked Backhoe-Loader with operator. 1cu yd cap front bucket and .25 cu yd capacity rear bucket				
	Hourly:	25	Hours	\$ _____	\$ _____
	Mobilization/Demobilization:	3	Trips	\$ _____	\$ _____
8	Wheel Loader with operator. Up to 2x wheel loader with a minimum of 145hp, 3 cu yard front bucket, minimum dump clearance of 10 feet				
	Hourly:	200	Hours	\$ _____	\$ _____
	Mobilization/Demobilization:	10	Trips	\$ _____	\$ _____
9	D8 with 2.75 Mulcher and Operator				
	Hourly:	50	Hours	\$ _____	\$ _____
	Mobilization/Demobilization:	5	Trips	\$ _____	\$ _____
10	Skid Steer with Mulcher and Operator				
	Hourly:	50	Hours	\$ _____	\$ _____
	Mobilization/Demobilization:	5	Trips	\$ _____	\$ _____
11	Skid steer wheeled with various attachments.				
	Hourly:	50	Hours	\$ _____	\$ _____
	Mobilization/Demobilization:	5	Trips	\$ _____	\$ _____
12	Skid steer tracked with various attachments.				
	Hourly:	50	Hours	\$ _____	\$ _____
	Mobilization/Demobilization:	5	Trips	\$ _____	\$ _____
13	Packer: Hydrostratic 64" and operator.				
	Hourly:	50	Hours	\$ _____	\$ _____
	Mobilization/Demobilization:	4	Trips	\$ _____	\$ _____
14	Packer: Hydrostratic 84" and operator.				
	Hourly:	50	Hours	\$ _____	\$ _____

	Mobilization/Demobilization:	4	Trips	\$ _____	\$ _____
15	Grader with operator				
	Hourly:	100	Hours	\$ _____	\$ _____
	Mobilization/Demobilization	4	Trips	\$ _____	\$ _____
16	Work conducted outside of normal working hours (0800-1600, Monday to Friday) shall be charged at a rate of ____% above the regular rate of each line item. (\$10,000 x % mark up =)	\$10,000.00		_____ %	_____
17	Work conducted outside of normal working hours (weekends) shall be charged at a rate of ____% above the regular rate of each line item. (\$15,000 x % mark up =)	\$15,000.00		_____ %	_____
18	Equipment, complete with operator, not listed in the Basis of Pricing shall be charged at the Contractor's Listed Rental Rate, plus _____% (\$10,000 x % mark up =)	\$10,000.00		_____ %	_____
Sub Total A): Estimated Total Amount 1st Year GST Extra					\$ _____

continued

4.1 Unit Price Schedules - Rates (continued)

SCHEDULE B) Year 2

Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6
Item	Class of Labour, material or plant	Estimated Hours/ Qty	Unit	Unit Price	Estimated total price
1	Bulldozer with Operator: Up to 2 x dozer tractor full tracked low speed 131 to 150 net fly-wheel hp, angling blade and 3 shank ripper, sufficient lights front and rear for night operations and cab on chassis. Hourly: Mobilization/Demobilization:	 100 10	 Hours Trips	 \$ _____ \$ _____	 \$ _____ \$ _____
2	Bulldozer with Operator: Up to 2 x dozer tractor full tracked low speed 251 to 350 net fly-wheel hp, angling blade and 3 shank ripper, sufficient lights front and rear for night operations and cab on chassis. Hourly: Mobilization/Demobilization:	 100 10	 Hours Trips	 \$ _____ \$ _____	 \$ _____ \$ _____
3	Dump Truck 12 Yd Cap, with Operator Hourly:	 100	 Hours	 \$ _____	 \$ _____
4	End Dump Truck 20 Yd Cap End Dump with Operator Hourly:	 100	 Hours	 \$ _____	 \$ _____
5	Dump Truck 20 Yd Cap, Bottom dump with Operator Hourly:	 25	 Hours	 \$ _____	 \$ _____
6	Track mounted hydraulic Excavator with Operator: Up to 2 x Tracked Excavators equivalent to a 315 Caterpillar, Case 9020B, C/W 1.15 cubic yard capacity bucket, ditching bucket, digging depth to a minimum of 22 feet, swing pivot of 360 degrees Hourly: Mobilization/Demobilization:	 150 10	 Hours Trips	 \$ _____ \$ _____	 \$ _____ \$ _____

7	Rubber Tracked Backhoe-Loader with operator. 1cu yd cap front bucket and .25 cu yd capacity rear bucket				
	Hourly:	25	Hours	\$ _____	\$ _____
	Mobilization/Demobilization:	3	Trips	\$ _____	\$ _____
8	Wheel Loader with operator. Up to 2x wheel loader with a minimum of 145hp, 3 cu yard front bucket, minimum dump clearance of 10 feet				
	Hourly:	200	Hours	\$ _____	\$ _____
	Mobilization/Demobilization:	10	Trips	\$ _____	\$ _____
9	D8 with 2.75 Mulcher and Operator				
	Hourly:	50	Hours	\$ _____	\$ _____
	Mobilization/Demobilization:	5	Trips	\$ _____	\$ _____
10	Skid Steer with Mulcher and Operator				
	Hourly:	50	Hours	\$ _____	\$ _____
	Mobilization/Demobilization:	5	Trips	\$ _____	\$ _____
11	Skid steer wheeled with various attachments.				
	Hourly:	50	Hours	\$ _____	\$ _____
	Mobilization/Demobilization:	5	Trips	\$ _____	\$ _____
12	Skid steer tracked with various attachments.				
	Hourly:	50	Hours	\$ _____	\$ _____
	Mobilization/Demobilization:	5	Trips	\$ _____	\$ _____
13	Packer: Hydrostratic 64" and operator.				
	Hourly:	50	Hours	\$ _____	\$ _____
	Mobilization/Demobilization:	4	Trips	\$ _____	\$ _____
14	Packer: Hydrostratic 84" and operator.				
	Hourly:	50	Hours	\$ _____	\$ _____

	Mobilization/Demobilization:	4	Trips	\$ _____	\$ _____
15	Grader with operator				
	Hourly:	100	Hours	\$ _____	\$ _____
	Mobilization/Demobilization	4	Trips	\$ _____	\$ _____
16	Work conducted outside of normal working hours (0800-1600, Monday to Friday) shall be charged at a rate of ____% above the regular rate of each line item. (\$10,000 x % mark up =)	\$10,000.00		_____ %	_____
17	Work conducted outside of normal working hours (weekends) shall be charged at a rate of ____% above the regular rate of each line item. (\$15,000 x % mark up =)	\$15,000.00		_____ %	_____
18	Equipment, complete with operator, not listed in the Basis of Pricing shall be charged at the Contractor's Listed Rental Rate, plus _____% (\$10,000 x % mark up =)	\$10,000.00		_____ %	_____
Sub Total B): Estimated Total Amount 2nd Year GST Extra					\$ _____

Continued

4.1 Unit Price Schedules - Rates (continued)

SCHEDULE C) Year 3

Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6
Item	Class of Labour, material or plant	Estimated Hours/ Qty	Unit	Unit Price	Estimated total price
1	Bulldozer with Operator: Up to 2 x dozer tractor full tracked low speed 131 to 150 net fly-wheel hp, angling blade and 3 shank ripper, sufficient lights front and rear for night operations and cab on chassis. Hourly: Mobilization/Demobilization:	 100 10	 Hours Trips	 \$ _____ \$ _____	 \$ _____ \$ _____
2	Bulldozer with Operator: Up to 2 x dozer tractor full tracked low speed 251 to 350 net fly-wheel hp, angling blade and 3 shank ripper, sufficient lights front and rear for night operations and cab on chassis. Hourly: Mobilization/Demobilization:	 100 10	 Hours Trips	 \$ _____ \$ _____	 \$ _____ \$ _____
3	Dump Truck 12 Yd Cap, with Operator Hourly:	 100	 Hours	 \$ _____	 \$ _____
4	End Dump Truck 20 Yd Cap End Dump with Operator Hourly:	 100	 Hours	 \$ _____	 \$ _____
5	Dump Truck 20 Yd Cap, Bottom dump with Operator Hourly:	 25	 Hours	 \$ _____	 \$ _____
6	Track mounted hydraulic Excavator with Operator: Up to 2 x Tracked Excavators equivalent to a 315 Caterpillar, Case 9020B, C/W 1.15 cubic yard capacity bucket, ditching bucket, digging depth to a minimum of 22 feet, swing pivot of 360 degrees Hourly: Mobilization/Demobilization:	 150 10	 Hours Trips	 \$ _____ \$ _____	 \$ _____ \$ _____

7	Rubber Tracked Backhoe-Loader with operator. 1cu yd cap front bucket and .25 cu yd capacity rear bucket				
	Hourly:	25	Hours	\$ _____	\$ _____
	Mobilization/Demobilization:	3	Trips	\$ _____	\$ _____
8	Wheel Loader with operator. Up to 2x wheel loader with a minimum of 145hp, 3 cu yard front bucket, minimum dump clearance of 10 feet				
	Hourly:	200	Hours	\$ _____	\$ _____
	Mobilization/Demobilization:	10	Trips	\$ _____	\$ _____
9	D8 with 2.75 Mulcher and Operator				
	Hourly:	50	Hours	\$ _____	\$ _____
	Mobilization/Demobilization:	5	Trips	\$ _____	\$ _____
10	Skid Steer with Mulcher and Operator				
	Hourly:	50	Hours	\$ _____	\$ _____
	Mobilization/Demobilization:	5	Trips	\$ _____	\$ _____
11	Skid steer wheeled with various attachments.				
	Hourly:	50	Hours	\$ _____	\$ _____
	Mobilization/Demobilization:	5	Trips	\$ _____	\$ _____
12	Skid steer tracked with various attachments.				
	Hourly:	50	Hours	\$ _____	\$ _____
	Mobilization/Demobilization:	5	Trips	\$ _____	\$ _____
13	Packer: Hydrostratic 64" and operator.				
	Hourly:	50	Hours	\$ _____	\$ _____
	Mobilization/Demobilization:	4	Trips	\$ _____	\$ _____
14	Packer: Hydrostratic 84" and operator.				
	Hourly:	50	Hours	\$ _____	\$ _____

	Mobilization/Demobilization:	4	Trips	\$ _____	\$ _____
15	Grader with operator				
	Hourly:	100	Hours	\$ _____	\$ _____
	Mobilization/Demobilization	4	Trips	\$ _____	\$ _____
16	Work conducted outside of normal working hours (0800-1600, Monday to Friday) shall be charged at a rate of ____% above the regular rate of each line item. (\$10,000 x % mark up =)	\$10,000.00		_____ %	_____
17	Work conducted outside of normal working hours (weekends) shall be charged at a rate of ____% above the regular rate of each line item. (\$15,000 x % mark up =)	\$15,000.00		_____ %	_____
18	Equipment, complete with operator, not listed in the Basis of Pricing shall be charged at the Contractor's Listed Rental Rate, plus _____% (\$10,000 x % mark up =)	\$10,000.00		_____ %	_____
Sub Total C): Estimated Total Amount 3rd Year GST Extra					\$ _____

4.2 TOTAL EVALUATED PRICE (Initial 1 Year Term + 2nd Year + 3rd Year)

Col. 1	Col. 2	Col. 3	Col. 4
Sub Total SCHEDULE A) Initial Year Term	Sub Total SCHEDULE B) 2nd Year	Sub Total SCHEDULE C) 3rd Year	Total Evaluated Price (col.1 + col.2 + col. 3 = col.4)
\$ _____	\$ _____	\$ _____	\$ _____ GST/HST Extra

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

A rate must be entered for each item.

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

Cost will be evaluated on the Total Evaluated Price in Column 4. It is anticipated that only one standing offer will be issued to the lowest compliant offeror.

**APPENDIX 1 COMPLETE LIST OF EACH INDIVIDUAL WHO IS CURRENTLY ON THE OFFEROR'S
BOARD OF DIRECTORS**

NOTE TO OFFERORS: LEGIBLY PRINT OR TYPE DIRECTOR' SURNAMES AND GIVEN NAMES

APPENDIX 2 - VOLUNTARY CERTIFICATION TO SUPPORT THE USE OF APPRENTICES

Note; The contractor will be asked to fill out a report every six months as included a [Annex G](#)

Name: _____

Signature: _____

Company Name: _____

Company Legal Name: _____

Solicitation Number: _____

Optional information to provide: _____

Number of apprentices planned to be working on this contract: _____

Trades of those apprentices:

A sample of the "Voluntary Reports for Apprentices Employed during the Contract" is provided at [Annex G](#)

ANNEX F

The Insurance Terms have been amended. Refer to Part 6 clause 3.

Please see attached document

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

(This report is not required at bid deposit)

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

The Contractor should provide this data in accordance with the format below. If no apprentices were hired during the contract period, the Contractor should still provide a "nil" report.

The data should be submitted six months after the Contract award or at the end of the Contract, whichever comes first to the Contracting Authority.

Number of apprentices hired	Trade

(Add rows as needed)

ANNEX H

Security Requirement Checklist

Please see attached document

**DEPARTMENT OF NATIONAL DEFENCE
4 WING COLD LAKE**

WING CONSTRUCTION ENGINEERING

**STATEMENT OF WORK
FOR**

HEAVY EQUIPMENT RENTAL

**CFB COLD LAKE
ALBERTA, T9M 2C6**



Requisition Number:	W0134-15-CYOD
Contract Card:	HEAVYOD
Date:	04 Mar 2015
Project Authority:	MCpl Darrow
SOW Template:	March 2015

<u>Section</u>	<u>Title</u>	<u>Pages</u>
<u>Division 01 - General Requirements</u>		
01 00 00	Annexes and Drawings	1
01 00 01	General Instructions	8
01 29 83	Payment Procedures: Testing Laboratory Services	2
01 32 18	Construction Progress Schedules - (GANTT)Chart	4
01 33 00	Submittal Procedures	5
01 35 14	Special Procedures for Traffic Control	4
01 35 27	Special Procedures: Airports in Use	3
01 35 30	Health and Safety Requirements	7
01 35 35	DND Fire Safety Requirements	4
01 35 43	Environmental Procedures	3
01 51 00	Temporary Utilities	4
01 52 00	Construction Facilities	4
01 61 00	Common Product Requirements	3
01 74 11	Cleaning	3
01 77 00	Closeout Procedures	2
01 78 00	Closeout Submittals	10

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4 Wing Cold Lake		Page 1
Job# L-C252-9900-340		2008-11-18

LIST OF ANNEXES

ANNEX NO.

TITLE

ANNEX A

CE Work Clearance Request Form

ANNEX B

Hot Work Permit

END

PART 1 - GENERAL

- 1.1 Description of Work .1 Work under this Contract comprises the supply and install of all labour, equipment, tools, materials, transportation and supervision necessary to supply heavy equipment c/w operators to the Department of National Defence, 4 Wing Cold Lake, Cold Lake, Alberta, on an 'if and when requested' basis.
- 1.2 Security Authorization .1 This project will be issued with an SRCL.
- 1.3 Documents Required .1 Maintain at job site, one copy each of the following:
- .1 Contract drawings.
 - .2 Specifications.
 - .3 Addenda.
 - .4 Reviewed shop drawings.
 - .5 Change orders.
 - .6 Other modifications to Contract.
 - .7 Copy of approved work schedule.
 - .8 Manufacturers' installation and application instructions.
- 1.4 Work Schedule .1 Provide within 3 working days after call-up, construction schedule showing anticipated progress stages and final completion of work within time period required by call-up.
- .2 Interim reviews of work progress based on work schedule will be conducted as deemed by Engineer and schedule updated by Contractor in conjunction with and to approval of Engineer.
- 1.4 Contractor's Use of Site .1 Exclusive and complete for execution of work except as follows:
- .1 Movement around site shall be subject to restrictions imposed by Wing Commander and/or Engineer.
-

1.5 Contractor's Use of Site
(Cont'd)

- (Cont'd)
.2 Do not unreasonably encumber site with materials or equipment.

1.6 Property Damage .1

Contractor is responsible to make good any damage to DND property resulting from his work conducted on site. Repairs shall be carried out at the contractors expense.

- .2 The contractor shall immediately notify the Engineer or Contracting Authority of any damage incident. Damage to any surface feature or underground utility are included in this definition such as gas lines, power lines, water lines, buildings, survey markers, etc.

1.7 Codes and Standards

- .1 Perform work in accordance with latest edition of National Building Code of Canada (NBC), and any other code of provincial or local application provided that in any case of conflict or discrepancy, the more stringent requirements shall apply.

1.8 Workmanship .1

- Workmanship:
.1 Workmanship shall be executed by workers qualified in respective duties for which they are employed.
.2 Decisions as to quality or fitness of workmanship, in case of dispute, rest solely with Engineer, whose decision is final.

- .2 Qualification:
.1 All work shall be carried out by qualified journeyman or apprentice in accordance with the conditions of the Alberta Provincial Act respecting manpower, vocational training and qualification.
.2 Apprenticed employees registered in the provincial apprenticeship program shall be permitted to work only under the direct supervision of a qualified journeyman.

1.9 Project Meetings

- .1 Engineer will arrange project meetings, assume responsibility for setting times and recording and distributing minutes.

1.10 Project Layout .1

Assume full responsibility for and execute complete layout of work to locations, lines and elevations indicated.

- .2 Provide devices as required to lay out and construct project.
- .3 Supply such devices as straight edges and templates required to facilitate Engineer's inspection of work.
- .4 Supply stakes and other survey markers required for project layout.

1.11 Location of Equipment and Fixtures

- .1 Location of equipment, fixtures and outlets indicated or specified are to be considered as approximate.
- .2 Locate equipment, fixtures and distribution systems to provide minimum interference and maximum usable space and in accordance with manufacturer's recommendations for safety, access and maintenance.
- .3 Inform Engineer of impending installations and obtain approval for actual location.
- .4 Submit field drawings to indicate relative position of various services and equipment as required by Engineer.
- .5 Before the start of construction, the Contractor will be responsible to identify and preserve DND Survey Monuments.
- .6 If during construction, Contractor discovers a DND Survey Monument, (complete with marker post, 50 mm round pipe with 75 x 100 mm aluminium plate), do not disturb the area, carefully preserve survey monuments and inform Engineer before proceeding.
- .7 Should a DND Survey Monument be disturbed during construction, the Contractor will be responsible to re-survey and replace if the Monument if necessary, by a certified land surveyor approved by Engineer.

1.12 Cutting and
Patching

- .1 Execute cutting, including excavation, fitting and patching required to allow proper fitting of construction elements.
- .2 Where new elements connect with existing and where existing are altered, cut, patch and make good to match existing.
- .3 Obtain Engineer's approval before cutting, boring or sleeving load-bearing members.
- .4 Make cuts with clean, true, smooth edges. Make patches inconspicuous in final assembly.
- .5 Fit construction elements to pipes, sleeves, ducts and conduits.

1.13 Existing
Services

- .1 It is the Contractor's ultimate responsibility to obtain a properly completed "CE Work Clearance Request form" (Annex A) to establish the location and extent of service lines in the area of work, before any clearing/digging is started.
- .2 Ten working days prior to the scheduled start date, the Contractor shall complete the "CE Work Clearance Request form".
- .3 The Engineer will arrange for the form to be completed and signed by the authorized representative for:
 - .1 Electrical Distribution.
 - .2 POL Distribution.
 - .3 Sewer/Water/Drainage System.
 - .4 Heating Plant.
 - .5 Fire Department.
 - .6 UGSO (Unit General Safety Officer).
 - .7 W TIS
 - .8 Wing Operations.
 - .9 Commercial Utility Companies.
 - .10 Telus(Ticket Number)
 - .11 Alberta First Call
- .4 Where work involves breaking into or connecting to existing services, carry out work at times directed by governing authorities, with minimum of disturbance to pedestrian and vehicular traffic.
- .5 Submit schedule to and obtain approval from Engineer for any shut-down or closure of active service or facility. Adhere to approved

-
- | | | |
|--|----|--|
| <u>1.13 Existing Services (Cont'd)</u> | .5 | (Cont'd) schedule and provide notice to affected parties. |
| | .6 | Where unknown services are encountered, immediately advise Engineer and confirm findings in writing. |
| | .7 | Remove abandoned service lines within 2 m of structures. Cap or otherwise seal lines at cut-off points as directed by Engineer. |
| | .8 | Record locations of maintained, re-routed and abandoned service lines. |
|
 | | |
| <u>1.14 Additional Drawings</u> | .1 | Engineer may furnish, if requested, additional copies of drawings and specifications. |
|
 | | |
| <u>1.15 Alterations, Additions or Repairs to Existing Building</u> | .1 | Execute work with least possible interference or disturbance to occupants, public and normal use of premises. Arrange with Engineer to facilitate execution of work. |
| | .2 | Where security has been affected by work of Contract, provide temporary means to maintain security. |
| | .3 | Where elevators or conveyors exist in building, only those assigned for Contractor's use may be used for moving men and material within building. Protect walls of passenger elevators to approval of Engineer before use. Accept liability for damage, safety of equipment and overloading of existing equipment. |
| | .4 | Provide temporary dust screens, barriers, and warning signs in locations where renovation and alteration work is adjacent to areas used by public or government staff. |
|
 | | |
| <u>1.16 Restoration of Disturbed Surfaces</u> | .1 | The Contractor shall be responsible for the restoration of all disturbed areas including adjacent areas to excavations, disturbed grassed areas, hard surfaces and any other area damaged due to work carried out, as indicated and to the satisfaction of the Engineer. |
-

-
- 1.17 Building Smoking Environment .1 4 Wing Cold Lake has a smoking policy in effect. Contractor is to obtain a copy from Engineer and adhere to it.
- 1.18 Asbestos Discovery .1 If, during execution of contract work, workers uncover or disturb suspected asbestos products that are not covered in the contract specifications, STOP work in that area and advise Engineer.
- 1.19 Security .1 Access
.1 Work carried out under the terms of this contract will be conducted within the General Restricted Area (GRA) where special and unique security regulations are enforced. Individuals without authorized passes in their possession will not be permitted to enter the GRA.
- .2 Clearances
.1 Work clearance will be granted in two possible ways:
.1 Security Mitigation Measures
.2 Security Requirements Check List.
- .3 Security Mitigation Measures
.1 In the case of Security Mitigation Measures, contractor will have access to the GRA only under full time escort.
.2 At no time shall the contractor's employees or sub-contractors be found within the GRA without an authorized pass and escort.
.3 Every effort will be made to provide escorts according to the provided construction schedule.
.4 The Contractor shall give minimum 48 hours notice (two working days) for the processing of the information and subsequent issue of the passes. The Contractor shall ensure that all employees are advised not to enter the GRA without prior authorization (GRA pass) and government issued photo identification.
- .4 Security Requirements Check List
.1 All personnel employed by the Contractor and performing work within the GRA will be subject to a Reliability screening performed by Public Works and Government Services Canada Security Division. Prior to commencement of the Work, the Contractor and each of his personnel involved in the performance of the
-

1.19 Security
(Cont'd)

.4

(Cont'd)

.1 (Cont'd)

Contract must be security screened by the Canadian and International Industrial Security Division of the Department of Public Works and Government Services at the level of RELIABILITY STATUS.

.2 Information that the contractor must provide for this screening include: Date of Birth; Address; Country of Origin; Education/Professional qualifications; Employment history; and References/Personal character. The security Division will perform Criminal Record check and Credit check on each applicant. If significant adverse information arises during the conduct of a security assessment, the individual will be notified, in person, and given an opportunity to explain the circumstances. If the Deputy Minister, PWGSC, after reviewing a security assessment, denies the granting of RELIABILITY STATUS, the individual(s) concerned shall be so notified in writing along with information relating to their right of appeal and subsequent admission to the GRA will be prohibited, pending the outcome of any appeal.

.3 The Contractor shall obtain GRA passes from the Wing Military Police Identification Section from information provided by the Contractor to the Contracting Authority or Contract Inspector. The Contractor shall give minimum 48 hours notice (two working days) for the processing of the information and subsequent issue of the passes. The Contractor shall ensure that all employees are advised not to enter the GRA without prior authorization (GRA pass) and government issued photo identification.

.4 The Contractor shall be responsible for his sub-contractors, ensuring all security related requirements are met.

.5 The Contractor shall provide a list of employees and sub-contractors, complete with telephone numbers, who may be contacted during non-working hours in the event of any emergency.

.6 The Contractor shall ensure that all passes issued to his designated employees and sub-contractors are returned for cancellation prior to issuance of the Engineer's final certificate of completion.

PART 2 - PRODUCTS

2.1 Not Used.1 Not Used.

PART 3 - EXECUTION

3.1 Not Used.1 Not Used.

END

PART 1 - GENERAL

1.1 Section Includes .1 Inspecting and testing by inspecting firms or testing laboratories designated by Engineer.

1.2 Precedence .1 For Federal Government projects, Division 1 Sections take precedence over technical specification sections in other Divisions of this Project Manual.

1.3 Related Requirements Specified Elsewhere .1 Particular requirements for inspection and testing to be carried out by testing laboratory designated by Engineer are specified under various sections.

1.4 Appointment and Payment .1 Engineer will appoint and pay for services of testing laboratory except follows:
.1 Inspection and testing required by laws, ordinances, rules, regulations or orders of public authorities.
.2 Inspection and testing performed exclusively for Contractor's convenience.
.3 Testing, adjustment and balancing of conveying systems, mechanical and electrical equipment and systems.
.4 Mill tests and certificates of compliance.
.5 Tests specified to be carried out by Contractor under the supervision of Engineer.
.6 Additional tests specified in the following paragraph.
.2 Where tests or inspections by designated testing laboratory reveal Work not in accordance with contract requirements, pay costs for additional tests or inspections as required by Engineer to verify acceptability of corrected work.

1.5 Contractor's Responsibility .1 Provide labour, equipment and facilities to:
.2
.1 Provide access to Work to be inspected and tested.
.2 Facilitate inspections and tests.

1.5 Contractor's
Responsibility
(Cont'd)

.2 (Cont'd)

- .3 Make good Work disturbed by inspection and test.
- .4 Provide storage on site for laboratory's exclusive use to store equipment and cure test samples.

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

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

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

PART 2 - PRODUCTS

2.1 Not Used .1 Not Used.

PART 3 - EXECUTION

3.1 Not Used .1 Not Used.

END

PART 1 - GENERAL

1.1 Precedence .1 For Federal Government projects,
Division 1 Sections take precedence over technical
 specification sections in other Divisions of
 this Project Manual.

1.2 Definitions .1 Activity: An element of Work performed
during course of Project. An activity normally has an
 expected duration, and expected cost and
 expected resource requirements. Activities can
 be subdivided into tasks.

.2 Bar Chart (GANTT Chart). A graphic display of
 schedule-related information. In typical bar
 chart, activities or other Project elements
 are listed down left side of chart, dates are
 shown across top, and activity durations are
 shown as date-placed horizontal bars.
 Generally Bar Chart should be derived from
 commercially available computerized project
 management system.

.3 Baseline: Original approved plan (for
 Project, workpackage, or activity), plus or
 minus approved scope changes.

.4 Construction Work Week: Monday to Friday,
 inclusive, will provide five day work week and
 define schedule calendar working days as part
 of Bar (GANTT) Chart submission.

.5 Duration: Number of work periods (not
 including holidays or other nonworking
 periods) required to complete an activity or
 other Project element. Usually expressed as
 workdays or workweeks.

.6 Master Plan: A summary-level schedule that
 identifies major activities and key
 milestones.

.7 Milestone: A significant event in Project,
 usually completion of major deliverable.

.8 Project Schedule: The planned dates for
 performing activities and the planned dates
 for meeting milestones. A dynamic, detailed
 record of tasks or activities that must be

National Defence
4 Wing Cold Lake

Construction Progress Section 01 32 18
Schedules - (GANTT)Chart Page 2
accomplished to satisfy Project objectives.
Monitoring and control process involves using

- | | | |
|-----------------------------|----|---|
| 1.2 Definitions
(Cont'd) | .8 | Project Schedule: (Cont'd)
Project Schedule in executing and controlling activities and is used as basis for decision making throughout project life cycle. |
| | .9 | Project Planning, Monitoring and Control System: Overall system operated by Engineer to enable monitoring of project work in relation to established milestones. |
| 1.3 Requirements | .1 | Ensure Master Plan and Detail Schedules are practical and remain within specified Contract duration. |
| | .2 | Plan to complete Work in accordance with prescribed milestones and time frame. |
| | .3 | Limit activity durations to maximum of approximately 10 working days, to allow for progress reporting. |
| | .4 | Ensure that it is understood that Award of Contract or time of beginning, rate of progress, Interim Certificate and Final Certificate as defined times of completion are of essence of this contract. |
| 1.4 Submittals | .1 | Submit to Engineer within 15 working days of Award of Contract Bar (GANTT) Chart as Master Plan for planning, monitoring and reporting of project progress. |
| | .2 | Submit Project Schedule to Engineer within 5 working days of receipt of acceptance of Master Plan. |
| 1.5 Master Plan | .1 | Structure schedule to allow orderly planning, organizing and execution of Work as Bar Chart (GANTT). |
| | .2 | Engineer will review and return revised schedules within 5 working days. |
| | .3 | Revise impractical schedule and resubmit within 5 working days. |
| | .4 | Accepted revised schedule will become Master Plan and be used as baseline for updates. |

- 1.6 Project Schedule
- .1 Develop detailed Project Schedule derived from Master Plan.
 - .2 Ensure detailed Project Schedule includes as minimum milestone and activity types as follows:
 - .1 Award.
 - .2 Shop Drawings, Samples.
 - .3 Permits.
 - .4 Mobilization.
 - .5 Excavation.
 - .6 Backfill..
- 1.7 Project Schedule Reporting
- .1 Update Project Schedule on bi-weekly basis reflecting activity changes and completions, as well as activities in progress.
 - .2 Include as part of Project Schedule, narrative report identifying Work status to date, comparing current progress to baseline, presenting current forecasts, defining problem areas, anticipated delays and impact with possible mitigation.
- 1.8 Project Meetings
- .1 Discuss Project Schedule at regular site meetings, identify activities that are behind schedule and provide measures to regain slippage. Activities considered behind schedule are those with projected start or completion dates later than current approved dates shown on baseline schedule.
 - .2 Weather related delays with their remedial measures will be discussed and negotiated.

PART 2 - PRODUCTS

- 2.1 Not Used
- .1 Not used.
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PART 3 - EXECUTION

3.1 Not Used.1 Not used.

----- END -----

PART 1 - GENERAL

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|---------------------------|----|--|
| 1.1 Section Includes | .1 | Shop drawings and product data. |
| | .2 | Samples. |
| 1.2 <u>Precedence</u> | .1 | For Federal Government projects, Division 1 Sections take precedence over technical specification sections in other Divisions of this Project Manual. |
| 1.3 <u>Administrative</u> | .1 | Submit to Engineer submittals listed for review. Submit with reasonable promptness and in orderly sequence so as to not cause delay in Work. Failure to submit in ample time is not considered sufficient reason for an extension of Contract Time and no claim for extension by reason of such default will be allowed. |
| | .2 | Work affected by submittal shall not proceed until review is complete. |
| | .3 | Present shop drawings, product data, samples and mock-ups in SI Metric units. |
| | .4 | Where items or information is not produced in SI Metric units converted values are acceptable. |
| | .5 | Review submittals prior to submission to Engineer. This review represents that necessary requirements have been determined and verified, or will be, and that each submittal has been checked and co-ordinated with requirements of Work and Contract Documents. Submittals not stamped, signed, dated and identified as to specific project will be returned without being examined and shall be considered rejected. |
| | .6 | Notify Engineer, in writing at time of submission, identifying deviations from requirements of Contract Documents stating reasons for deviations. |
| | .7 | Verify field measurements and affected adjacent Work are coordinated. |

1.3 Administrative
(Cont'd)

- .8 Contractor's responsibility for errors and omissions in submission is not relieved by Engineer's Consultant's review of submittals.
- .9 Contractor's responsibility for deviations in submission from requirements of Contract Documents is not relieved by Engineer Consultant review.
- .10 Keep one reviewed copy of each submission on site.

1.4 Shop Drawings

- .1 The term "shop drawings" means drawings, diagrams, illustrations, schedules, performance charts, brochures and other data which are to be provided by Contractor to illustrate details of a portion of Work.
- .2 Indicate materials, methods of construction and attachment or anchorage, erection diagrams, connections, explanatory notes and other information necessary for completion of Work. Where articles or equipment attach or connect to other articles or equipment, indicate that such items have been coordinated, regardless of Section under which adjacent items will be supplied and installed. Indicate cross references to design drawings and specifications.
- .3 Allow 14 days for Engineer's review of each submission.
- .4 Adjustments made on shop drawings by Engineer are not intended to change Contract Price. If adjustments affect value of Work, state such in writing to Engineer prior to proceeding with Work.
- .5 Make changes in shop drawings as Engineer may require, consistent with Contract Documents. When resubmitting, notify Engineer in writing of any revisions other than those requested.
- .6 Accompany submissions with transmittal letter containing:
 - .1 Date.
 - .2 Project title and number.
 - .3 Contractor's name and address.
 - .4 Identification and quantity of each shop drawing, product data and sample.
 - .5 Other pertinent data.

1.4 Shop Drawings
(Cont'd)

- .7 Submissions shall include:
 - .1 Date and revision dates.
 - .2 Project title and number.
 - .3 Name and address of:
 - .1 Subcontractor.
 - .2 Supplier.
 - .3 Manufacturer.
 - .4 Contractor's stamp, signed by Contractor's authorized representative certifying approval of submissions, verification of field measurements and compliance with Contract Documents.
 - .5 Details of appropriate portions of Work as applicable:
 - .1 Fabrication.
 - .2 Layout, showing dimensions, including identified field dimensions, and clearances.
 - .3 Setting or erection details.
 - .4 Capacities.
 - .5 Performance characteristics.
 - .6 Standards.
 - .7 Operating weight.
 - .8 Wiring diagrams.
 - .9 Single line and schematic diagrams.
 - .10 Relationship to adjacent work.
- .8 After Engineer's review, distribute copies.
- .9 Submit prints, number as required by contractor plus two(2) copies to be retained by Engineer, of shop drawings for each requirement requested in specification Sections and as consultant may reasonably request.
- .10 Submit prints, number as required by contractor plus two(2) copies to be retained by Engineer, of product data sheets or brochures for requirements requested in specification Sections and as requested by Engineer where shop drawings will not be prepared due to standardized manufacture of product.
- .11 Delete information not applicable to project.
- .12 Supplement standard information to provide details applicable to project.
- .13 If upon review by Engineer, no errors or omissions are discovered or if only minor corrections are made, copies will be returned and fabrication and installation of Work may proceed. If shop drawings are rejected, noted

- 1.4 Shop Drawings (Cont'd)
- .13 (Cont'd)
copy will be returned and resubmission of corrected shop drawings, through same procedure indicated above, must be performed before fabrication and installation of Work may proceed.
 - .14 The review of shop drawings by Public Works and Government Services Canada (PWGSC) is for sole purpose of ascertaining conformance with general concept. This review shall not mean that PWGSC approves detail design inherent in shop drawings, responsibility for which shall remain with Contractor submitting same, and such review shall not relieve Contractor of responsibility for errors or omissions in shop drawings or of responsibility for meeting all requirements of construction and Contract Documents. Without restricting generality of foregoing, Contractor is responsible for dimensions to be confirmed and correlated at job site, for information that pertains solely to fabrication processes or to techniques of construction and installation and for co-ordination of Work of all sub-trades.
- 1.5 Product Data
- .1 Manufacturers' catalogue sheets, brochures, literature, performance charts and diagrams, used to illustrate standard manufactured products.
 - .2 Submit 2 copies of product data.
 - .3 Sheet size: 215 x 280 mm.
 - .4 Delete information not applicable to project.
 - .5 Supplement standard information to provide details applicable to project.
 - .6 Cross-reference product data information to applicable portions of Contract documents.
- 1.6 Samples
- .1 Submit for review samples in duplicate as requested in respective specification Sections. Label samples with origin and intended use.
 - .2 Deliver samples prepaid to Engineer.

- 1.6 Samples
(Cont'd)
- .3 Notify Engineer in writing, at time of submission of deviations in samples from requirements of Contract Documents.
 - .4 Where colour, pattern or texture is criterion, submit full range of samples.
 - .5 Adjustments made on samples by Engineer are not intended to change Contract Price. If adjustments affect value of Work, state such in writing to Engineer prior to proceeding with Work.
 - .6 Make changes in samples which Engineer may require, consistent with Contract Documents.
 - .7 Reviewed and accepted samples will become standard of workmanship and material against which installed Work will be verified.

PART 2 - PRODUCTS

- 2.1 Not Used .1 Not Used.

PART 3 - EXECUTION

- 3.1 Not Used .1 Not Used.

END

PART 1 - GENERAL

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|----------------------|----|---|
| 1.1 Section Includes | .1 | Informational and Warning Devices. |
| | .2 | Protection and Control of Public Traffic. |
| | .3 | Operational Requirements. |
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|----------------|----|---|
| 1.2 Precedence | .1 | For Federal Government projects, Division 1 Sections take precedence over technical specification sections in other Divisions of this Project Manual. |
|----------------|----|---|
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- | | | |
|----------------|----|--|
| 1.3 References | .1 | Uniform Traffic Control Devices for Canada, (UTCD) January 1976 (distributed by Transportation Association of Canada). |
| | .2 | Manual of Uniform Traffic Control Devices for Streets and Highways, US FHWA, Part IV, - 1988. |
-
- | | | |
|----------------------------------|----|--|
| 1.4 Protection of Public Traffic | .1 | Comply with requirements of Acts, Regulations and By-Laws in force for regulation of traffic or use of roadways upon or over which it is necessary to carry out Work or haul materials or equipment. |
| | .2 | When working on travelled way:
.1 Place equipment in position to present minimum of interference and hazard to traveling public.
.2 Keep equipment units as close together as working conditions permit and preferably on same side of travelled way.
.3 Do not leave equipment on travelled way overnight. |
| | .3 | Do not close any lanes of road without approval of Engineer . Before re-routing traffic erect suitable signs and devices in accordance with instructions contained in Part D of UTCD. |
-

- 1.4 Protection of Public Traffic
(Cont'd)
- .4 Keep travelled way graded, free of pot holes and of sufficient width for required number of lanes of traffic.
.1 Provide minimum 7 m wide temporary roadway for traffic in two-way sections through Work and on detours.
.2 Provide minimum 5 m wide temporary roadway for traffic in one-way sections through Work and on detours.
- .5 Provide gravelled detours or temporary roads to facilitate passage of traffic around restricted construction area:
- .6 Provide and maintain road access and egress to property fronting along Work under Contract and in other areas as indicated, unless other means of road access exist that meet approval of Engineer .
- 1.5 Informational and Warning Devices
- .1 Provide and maintain signs, flashing warning lights and/or other devices required to indicate construction activities or other temporary and unusual conditions resulting from Project Work which requires road user response.
- .2 Supply and erect signs, delineators, barricades and miscellaneous warning devices as specified in Part D, Temporary Conditions Signs and Devices, of UTCD manual.
- .3 Place signs and other devices in locations recommended in UTCD manual.
- .4 Meet with Engineer prior to commencement of Work to prepare list of signs and other devices required for project. If situation on site changes, revise list to approval of Engineer .
- .5 Continually maintain traffic control devices in use by:
.1 Checking signs daily for legibility, damage, suitability and location. Clean, repair or replace to ensure clarity and reflectance.
.2 Removing or covering signs which do not apply to conditions existing from day to day.
-

1.6 Control of
Public Traffic

- .1 Provide competent flag persons, trained in accordance with, and properly equipped as specified in, UTCD manual in following situations:
 - .1 When public traffic is required to pass working vehicles or equipment which block all or part of travelled roadway.
 - .2 When it is necessary to institute one-way traffic system through construction area or other blockage where traffic volumes are heavy, approach speeds are high and traffic signal system is not in use.
 - .3 When workmen or equipment are employed on travelled way over brow of hills, around sharp curves or at other locations where oncoming traffic would not otherwise have adequate warning.
 - .4 Where temporary protection is required while other traffic control devices are being erected or taken down.
 - .5 For emergency protection when other traffic control devices are not readily available.
 - .6 In situations where complete protection for workers, working equipment and public traffic is not provided by other traffic control devices.
 - .7 At each end of restricted sections where pilot cars are required.
 - .8 Delays to public traffic due to contractor's operators: maximum 15min.
- .2 Provide pilot cars if required by Engineer. Equip pilot cars with orange flashing lights and signs clearly designating vehicles as pilot cars.
- .3 Where roadway, carrying two-way traffic, to be restricted to one lane, for 24 h each day, provide portable traffic signal system. Adjust, as necessary, and regularly maintain system during period of restriction. Signal system to meet requirements of Part IV of Manual of Uniform Traffic Control Devices to Street and Highways, US FHWA.

1.7 Operational
Requirements

- .1 Maintain existing conditions for traffic throughout period of contract except when required for construction under contract and when measures have been taken and approved by Engineer to protect and control public traffic.

National Defence	Special Procedures for	Section 01 35 14
4 Wing Cold Lake	Traffic Control	Page 4
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1.7 Operational .2 Maintain existing conditions for traffic
Requirements crossing right-of-way.
(Cont'd)

PART 2 - PRODUCTS

2.1 Not Used .1 Not Used.

PART 3 - EXECUTION

3.1 Not Used .1 Not Used.

END

PART 1 - GENERAL

1.1
Division 1

Precedence .1 For Federal Government projects,
Sections take precedence over technical
specification sections in other Divisions of
this Project Manual.

1.2 General
Protection

.1 Do not disrupt airport business except as
permitted by Engineer .

.2 Provide temporary protection for safe
handling of public, personnel, pedestrians and
vehicular traffic as approved by Engineer.

.3 Provide barricades and lights where directed.

1.3 Movement of
Equipment and
Personnel

.1 In areas of airport not closed to aircraft
traffic:

.1 Obtain Engineer's approval on scheduling
of Work.

.2 Control movements of equipment and
personnel as directed by Engineer .

.3 Provide qualified field personnel at
locations designated by Engineer to relay
signals from airport traffic control tower to
equipment and personnel wishing to cross live
traffic areas.

.4 Obey signals from airport traffic
control tower instantly.

1.4 Unserviceable
Areas

.1 Mark off areas made unserviceable for
aircraft by Work of this Contract by providing
plainly visible danger markings by day and red
lights by night. Open flames and inflammable
fuels are not permitted.

.2 Park equipment not in use and stockpile
materials so that stockpile tops are below 50
to 1 ratio from ends of useable landing strip
and below 20 to 1 ratio from sides of aircraft
traffic areas. Mark tops with red lights.

- | | | | | |
|------------|-----------------------------|-----------------------|----|--|
| <u>1.5</u> | | <u>Trenching</u> | .1 | Obtain Engineer's written permission to undertake trenching on pavements open to aircraft traffic which cannot be completed, backfilled and sealed within one working day. |
| <u>1.6</u> | <u>Airport Facilities</u> | | .1 | Engineer will stake or inform as to the location of underground facilities such as cables, pipes and ducts. Notify Engineer of work areas sufficiently in advance of operations so that underground facilities can be located. |
| <u>1.7</u> | <u>aerodrome surface</u> | <u>Paint Markings</u> | .1 | Any paint applied to the must be approved by Engineer. |
| | | | .2 | All markings must be of non permanent type such as chalk or water soluble paint. |
| <u>1.8</u> | <u>Radio Communications</u> | | .1 | Base authority will assign call signs. |
| | | | .2 | Do not use control tower frequencies for idle chatter. |
| <u>1.9</u> | <u>Flight Safety</u> | | .1 | Prior to permitting personnel to cross active runways, taxiways, parking aprons or working within 60 m of active facility, establish radio contact with control tower and obtain specific clearances. |
| | | | .2 | Prior to starting work, obtain necessary closure of adjacent facilities. |
| | | | .3 | Maintain continuous radio watch. Obey all instructions promptly and explicitly. |
| | | | .4 | Radio: <ul style="list-style-type: none"> .1 The Contractor's personnel and equipment authorized to enter the security area, will be given a DND two-way radio. If no radio are available, the Contractor shall be escorted to cross runways, taxiways or parking aprons. .2 Any Contractor's employee found outside of the work site limit, will have his security pass revoked and will no longer be allowed inside the security area. |

- 1.10 active runways,
- Cleaning FOD .1 Where travel routes cross
taxiways or parking aprons, broom clean
immediately.
- .2 Where access routes cross active runways,
taxiways or parking aprons, keep crossings
free of mud and debris at all times.
- .3 See Section 01 74 11 - Cleaning for further
FOD info.

PART 2 - PRODUCTS

- 2.1 Not Used .1 Not Used.

PART 3 - EXECUTION

- 3.1 Not Used .1 Not Used.

END

PART 1 - GENERAL

- 1.1
Division 1
- Precedence .1 For Federal Government projects,
Sections take precedence over technical
specification sections in other Divisions of
this Project Manual.
- 1.2
- References .1 Canada Labour Code, Part 2, Canada
Occupational Safety and Health Regulations.
- .2 Province of Alberta
.1 Occupational Health and Safety Act,
R.S.A. 1980.
- 1.3
Section
- Submittals .1 Make submittals in accordance with
01 34 00 - Shop Drawings Product Data and
Samples.
- .2 Submit site-specific Health and Safety Plan:
Within 7 days after date of Notice to Proceed
and prior to commencement of Work. Health and
Safety Plan must include:
.1 Results of site specific safety hazard
assessment.
.2 Results of safety and health risk or
hazard analysis for site tasks and operation
found in work plan.
- .3 Submit copies of Contractor's authorized
representative's work site health and safety
inspection reports to Engineer weekly.
- .4 Submit copies of reports or directions issued
by Federal, Provincial and Territorial health
and safety inspectors.
- .5 Submit copies of incident and accident
reports.
- .6 Submit Material Safety Data Sheets (MSDS) to
Engineer.
- .7 Engineer will review Contractor's
site-specific Health and Safety Plan and
provide comments to Contractor within days
after receipt of plan. Revise plan as
appropriate and resubmit plan to Engineer
-

National Defence
4 Wing Cold Lake

Health and Safety
Requirements
within days after receipt of comments from
Engineer.

Section 01 35 30
Page 2

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|--|-----|---|
| <u>1.3 Submittals
(Cont'd)</u> | .8 | Engineer 's review of Contractor's final Health and Safety plan should not be construed as approval and does not reduce the Contractor's overall responsibility for construction Health and Safety. |
| | .9 | Medical Surveillance: Where prescribed by legislation, regulation or safety program, submit certification of medical surveillance for site personnel prior to commencement of Work, and submit additional certifications for any new site personnel to Engineer Consultant. |
| | .10 | On-site Contingency and Emergency Response Plan: Address standard operating procedures to be implemented during emergency situations. |
| <u>1.4 Filing of
Notice</u> | .1 | File Notice of Project with Provincial authorities prior to commencement of Work. |
| <u>1.5 Safety
Assessment</u> | .1 | Perform site specific safety hazard assessment related to project. |
| <u>1.6 Meetings</u> | .1 | Schedule and administer Health and Safety meeting with Engineer prior to commencement of Work. |
| <u>1.7 Regulatory
Requirements</u> | .1 | Do Work in accordance with Section 01 41 00 - Regulatory Requirements. |
| <u>1.8 Project/Site
Conditions</u> | .1 | Work at site may involve contact with:
<div><div>.1 Asbestos.</div><div>.2 Lead Paint</div></div> |
| <u>1.9 General
Requirements</u> | .1 | Develop written site-specific Health and Safety Plan based on hazard assessment prior to commencing any site Work and continue to implement, maintain, and enforce plan until final demobilization from site. Health and Safety Plan must address project specifications. |
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1.9 General
Requirements
(Cont'd)

- .2 Engineer may respond in writing, where deficiencies or concerns are noted and may request re-submission with correction of deficiencies or concerns.

1.10 Responsibility .1

Be responsible for health and safety of persons on site, safety of property on site and for protection of persons adjacent to site and environment to extent that they may be affected by conduct of Work.

- .2 Comply with and enforce compliance by employees with safety requirements of Contract Documents, applicable federal, provincial, territorial and local statutes, regulations, and ordinances, and with site-specific Health and Safety Plan.

1.11 Compliance
Requirements

- .1 Comply with Occupational Health and Safety Act, General Safety Regulation, Alberta. Reg. 1980. and 4 Wing Safety Measures listed below;
- .2 Contractors and their personnel shall be familiar with this section and its requirements.
- .3 Observe and enforce construction safety measures required by National Building Code 1995, Part 8, Provincial Government, Workmen's Compensation Board and municipal statutes and authorities.
- .4 Hard hats and safety boots shall be worn at all times at construction site.
- .5 Hard hats and safety boots shall be worn at all times while operating mobile equipment.
- .6 Eye or face protection shall be worn when handling any material liable to injure or irritate the eyes or when engaging in any work producing hazard from flying objects or when operating power lawn equipment and tools.
- .7 Hearing protection shall be worn when entering or working in a noise hazardous area. This is to include, but not limited, to the flight line when aircraft are running, shop operations where sound levels exceed 85 decibels and operators of vehicles or equipment which produce excessive noise.
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1.11 Compliance
Requirements
(Cont'd)

- .8 Respirators shall be worn when a worker is or may be exposed to an oxygen deficient area or to harmful concentration of gas, vapours, smoke, fumes, mist or dust.
 - .9 All employees who handle or are exposed to hazardous materials as defined under the Hazardous Product Act (WHMIS Legislation) shall be WHMIS trained in accordance with the act.
 - .10 Material safety data sheets (MSDS) for all materials falling under the WHMIS program shall be supplied to the work site by the Contractor/Sub-contractor or user(s), and readily accessible to all on-site personnel.
 - .11 No employee shall enter or be permitted to enter a hazardous confined space unless such entry is made in compliance with Occupational Safety and Health and Labour Canada Standards.
 - .12 Confined spaces entry permit must be obtained from the Fire Department and completed prior to the entry into a confined space.
 - .13 Safety belts and lifelines shall be worn when working at heights greater than 3.26 metres above floor level where it is impractical to provide adequate work platforms or staging.
 - .14 All elevated work sites shall have the area underneath cordoned off to prevent injuries from falling debris.
 - .15 All construction sites which present a potential hazard to the public shall be properly cordoned off and signs prominently placed, warning of possible dangers.
 - .16 No burning, cutting, welding or use of any heat producing device is allowed without a hot work permit from the Fire Department (Annex B). A pre-work inspection and post-work inspection is mandatory.
 - .1 Fire Department phone number for Safety/Fire Inspector is:
 - .1 840-8000 ext 8198.
 - .17 All accidents are to be reported through the Engineer immediately.
 - .18 In addition to these 4 Wing Cold Lake's General Safety Contractor Regulations, all
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- 1.11 Compliance Requirements (Cont'd) .18 (Cont'd)
Alberta Occupational Health and Safety Regulations shall be adhered to at all times.
- .19 In event of conflict between any provisions of above authorities the most stringent provisions govern.
- 1.12 Cell Phones .1 Use of cellular phones are prohibited within Refueling Compounds.
- .2 Cell phones shall not be operated within 15M of an aircraft.
- 1.13 Overloading .1 Ensure no part of work is subjected to loading that will endanger its safety or will cause permanent deformation.
- 1.14 Falsework .1 Design and construct falsework in accordance with CSA S269.1-1975.
- 1.15 Hazardous Material .1 All hazardous material must be identified and labelled in accordance with the Workplace Hazardous Material Information System (WHMIS) and copies of the Material Safety Data Sheet (MSDS) shall be supplied to both the Wing Fire Chief and Engineer.
- 1.16 Unforeseen Hazards .1 Should any unforeseen or peculiar safety-related factor, hazard, or condition become evident during performance of Work, and follow procedures in place for Employee's Right to Refuse Work in accordance with Acts and Regulations of Province having jurisdiction. Advise Engineer verbally and in writing.
- 1.17 Health and Safety Co-ordinator .1 Employ and assign to Work, competent and authorized representative as Health and Safety Co-ordinator. Health and Safety Co-ordinator must:
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|--|----|--|
| 1.17 Health and
Safety Co-ordinator
(Cont'd) | .1 | (Cont'd)
.1 Have minimum 2 years' site-related
working experience specific to activities
associated with ASBESTOS REMOVAL.
.2 Have working knowledge of occupational
safety and health regulations.
.3 Be responsible for completing
Contractor's Health and Safety Training
Sessions and ensuring that personnel not
successfully completing required training are
not permitted to enter site to perform Work.
.4 Be responsible for implementing,
enforcing daily and monitoring site-specific
Contractor's Health and Safety Plan.
.5 Be on site during execution of Work and
report directly to and be under direction of
Registered Occupational Hygienist Certified
Industrial Hygienist and or site supervisor. |
| 1.18 Posting of
Documents | .1 | Ensure applicable items, articles, notices
and orders are posted in conspicuous location
on site in accordance with Acts and
Regulations of Province having jurisdiction,
and in consultation with Engineer. |
| 1.19 Correction of
Non-Compliance | .1 | Immediately address health and safety
non-compliance issues identified by authority
having jurisdiction or by Engineer. |
| | .2 | Provide Engineer with written report of
action taken to correct non-compliance of
health and safety issues identified. |
| | .3 | Engineer may stop Work if non-compliance of
health and safety regulations is not
corrected. |
| 1.20 <u>Work Stoppage</u> | .1 | Give precedence to safety and health of
public and site personnel and protection of
environment over cost and schedule
considerations for Work. |

PART 2 - PRODUCTS

2.1 Not Used.1 Not used.

PART 3 - EXECUTION

3.1 Not Used.1 Not used.

END

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

1.6 Blockage of
Roadways

- .1 Advise Fire Chief of any work that would impede fire apparatus response. This includes violation of minimum overhead clearance, as prescribed by Fire Chief, erecting of barricades and digging of trenches.
- . 2 Wing Transport shall be advised of any work that would impede "Emergency" vehicles located at:
 - .1 Building 4 - Fire Hall
 - .2 Building 5 - Wing Transport
 - .3 Building 785 - MP Station
 - .4 Building 75 - Ambulance location

1.7 Smoking
Precautions

- .1 Observe smoking regulations at all times.

1.8 Rubbish and
Waste Materials

- .1 Rubbish and waste materials are to be kept to a minimum.
- .2 Burning of rubbish is prohibited.
- .3 Removal:
 - .1 Remove all rubbish from work site at end of work day or shift or as directed.
- .4 Storage:
 - .1 Store oily waste in approved receptacles to ensure maximum cleanliness and safety.
 - .2 Deposit greasy or oily rags and materials subject to spontaneous combustion in approved receptacles and removed as specified above.

1.9 Flammable and
Combustible Liquids

- .1 Handling, storage and use of flammable and combustible liquids are to be governed by the current National Fire Code of Canada.
 - .2 Flammable and combustible liquids such as gasoline, kerosene and naphtha will be kept for ready use in quantities not exceeding 45 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 45 litres for work purposes requires permission of Fire Chief.
-

1.9 Flammable and
Combustible Liquids
(Cont'd)

- .3 Transfer of flammable and combustible liquids is prohibited within buildings or jetties.
- .4 Transfer of flammable and combustible liquids will not be carried out in vicinity of open flames or any type of heat-producing devices.
- .5 Flammable liquids having a flash point below 38° C such as naphtha or gasoline will not be used as solvents or cleaning agents.
- .6 Flammable and combustible waste liquids, for disposal, will be stored in approved containers located in a safe ventilated area. Quantities are to be kept to a minimum and Fire Department is to be notified when disposal is required.

1.10 Hazardous
Substances

- .1 Work entailing use of toxic or hazardous materials, chemicals and/or explosives, or otherwise creating hazard to life, safety or health, will be in accordance with National Fire Code of Canada.
- .2 Obtain from Fire Chief a "Hot Work" permit (Annex B) for work involving welding, burning or use of blow torches 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 the Fire Chief. Contractors are responsible for providing fire watch service for work on a scale established and in conjunction with Fire Chief at pre-work conference.
- .4 Where flammable liquids, such as lacquers or urethanes are to be used, proper ventilation will be assured and all sources of ignition are to be eliminated. Fire Chief is to be informed prior to and at cessation of such work.

<u>1.11 Questions and/or Clarification</u>	.1 Direct any questions or clarification on Fire Safety in addition to above requirements to Fire Chief.
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<u>1.12 Fire Inspection</u>	.1 Site inspections by Fire Chief will be coordinated through Engineer.
	.2 Allow Fire Chief unrestricted access to work site.
	.3 Co-operate with Fire Chief during routine fire safety inspection of work site.
	.4 Immediately remedy all unsafe fire situations observed by Fire Chief.

PART 2 - PRODUCTS

<u>2.1 Not Used</u>	.1 Not Used.
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PART 3 - EXECUTION

<u>3.1 Not Used</u>	.1 Not Used.
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END

PART 1 - GENERAL

1.1 Precedence .1 For Federal Government projects,
Division 1
Sections take precedence over technical
specification sections in other Divisions of
this Project Manual.

1.2 Fires .1 Fires and burning of rubbish on site not
permitted.

1.3 Disposal of .1 Do not bury rubbish and waste materials on
Wastes site unless approved by Engineer.
 .2 Do not dispose of waste or volatile
 materials, such as mineral spirits, oil or
 paint thinner into waterways, storm or
 sanitary sewers.
 .3 Costs associated with appropriate removal,
 transportation and disposal of ALL WASTE is
 the responsibility of the Contractor

1.4 Drainage .1 Provide temporary drainage and pumping
as
 necessary to keep excavations and site free
 from water.
 .2 Do not pump water containing suspended
 materials into waterways, sewer or drainage
 systems.
 .3 Control disposal or runoff of water
 containing suspended materials or other
 harmful substances in accordance with local
 authority requirements.

1.5 Site Clearing .1 Protect trees and plants on site and adjacent
and Plant properties where indicated.
Protection .2 Wrap in burlap, trees and shrubs adjacent to
 construction work, storage areas and trucking
 lanes, and encase with protective wood
 framework from grade level to height of 2 m.

- .3 Protect roots of designated trees to dripline during excavation and site grading to prevent

- | | | |
|--|----|---|
| 1.5 Site Clearing
and Plant
Protection
(Cont'd) | .3 | (Cont'd)
disturbance or damage. Avoid unnecessary
traffic, dumping and storage of materials over
root zones. |
| | .4 | Minimize stripping of topsoil and vegetation. |
| | .5 | Restrict tree removal to areas indicated or
designated by Engineer. |
| 1.6 Work Adjacent
to Waterways | .1 | Do not operate construction equipment in
waterways. |
| | .2 | Do not use waterway beds for borrow material. |
| | .3 | Do not dump excavated fill, waste material or
debris in waterways. |
| | .4 | Design and construct temporary crossings to
minimize erosion to waterways. |
| | .5 | Do not skid logs or construction materials
across waterways. |
| | .6 | Avoid indicated spawning beds when
constructing temporary crossings of waterways. |
| | .7 | Do not blast under water or within 100 m of
indicated spawning beds. |
| 1.7 Pollution
Control | .1 | Maintain temporary erosion and pollution
control features installed under this
contract. |
| | .2 | Control emissions from equipment and plant to
local authorities emission requirements. |
| | .3 | Prevent sandblasting and other extraneous
materials from contaminating air beyond
application area, by providing temporary
enclosures. |
| | .4 | Cover or wet down dry materials and rubbish
to prevent blowing dust and debris. Provide
dust control for temporary roads. |

PART 2 - PRODUCTS

2.1 Not Used.1 Not Used.

PART 3 - EXECUTION

3.1 Not Used.1 Not Used.

END

PART 1 - GENERAL

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|-------------------------------------|----|---|
| 1.1 <u>Section Includes</u> | .1 | Temporary utilities. |
| 1.2 <u>Precedence</u> | .1 | For Federal Government projects, Division 1 Sections take precedence over technical specification sections in other Divisions of this Project Manual. |
| 1.3 <u>Related Sections</u> | .1 | Section 01 52 00 - Construction Facilities. |
| | .2 | Section 01 56 00 - Temporary Barriers and Enclosures. |
| 1.4 <u>Installation and Removal</u> | .1 | Provide temporary utilities controls in order to execute work expeditiously. |
| | .2 | Remove from site all such work after use. |
| | .3 | Remove temporary facilities from site when directed by Engineer. |
| 1.5 <u>Dewatering</u> | .1 | Provide temporary drainage and pumping facilities to keep excavations and site free from standing water. |
| | .2 | Refer to Section 01 35 43 for site drainage and pumping requirements. |
| 1.6 <u>Water Supply</u> | .1 | DND can provide, free of charge, temporary water for construction purposes. |
| | .2 | Engineer will determine delivery points and quantitative limits. Engineer's written permission is required before any connection is made. |
| | .3 | Provide, at no cost to DND, all equipment and temporary lines to bring these services to work area. |
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|------------------------------|----|---|
| 1.6 Water Supply
(Cont'd) | .4 | Supply of temporary services by DND is subject to DND requirements and may be discontinued by Engineer at any time without notice, without any acceptance of any liability for damage or delay caused by such withdrawal of temporary services. |
|------------------------------|----|---|
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- | | | |
|---------------------------------------|----|---|
| 1.7 Temporary Heating and Ventilation | .1 | Provide temporary heating required during construction period, including attendance, maintenance and fuel. |
| | .2 | Construction heaters used inside building must be vented to outside or be non-flameless type. Solid fuel salamanders are not permitted. Use of direct-fired heaters discharging waste products into work areas will not be permitted unless prior approval is given by Engineer. |
| | .3 | Provide temporary heat and ventilation in enclosed areas 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. |
| | .4 | Maintain temperatures of minimum 10 degrees C in areas where construction is in progress. |
| | .5 | Ventilating:
.1 Prevent accumulations of dust, fumes, mists, vapours or gases in areas occupied during construction.
.2 Provide local exhaust ventilation to prevent harmful accumulation of hazardous substances into atmosphere of occupied areas.
.3 Dispose of exhaust materials in manner that will not result in harmful exposure to persons.
.4 Ventilate storage spaces containing hazardous or volatile materials.
.5 Ventilate temporary sanitary facilities.
.6 Continue operation of ventilation and exhaust system for time after cessation of |
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1.7 Temporary
Heating and
Ventilation
(Cont'd)

- .5 Ventilating: (Cont'd)
 - .6 (Cont'd)
work process to assure removal of harmful
contaminants.
- .6 Use of permanent systems for temporary
heating, ventilating or air conditioning will
not be permitted, unless there are savings to
the contract price and Engineer's written
permission is obtained stating conditions of
use, provisions relating to guarantees on
equipment, operation and maintenance of
system.
- .7 Maintain 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.
- .8 Be responsible for damage to Work due to
failure in providing adequate heat and
protection during construction.

1.8 Temporary Power .1
and Light

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

- 1.8 Temporary Power .5
and Light
(Cont'd) Provide and maintain temporary lighting
throughout project. Ensure level of
illumination on all floors and stairs is not
less than 162 lx.
- .6 Electrical power and lighting systems
installed under this Contract may be used for
construction requirements only with prior
approval of Engineer provided that guarantees
are not affected. Make good damage to
electrical system caused by use under this
Contract. Replace lamps which have been used
for more than 3 months.
- 1.9 Temporary .1
Communication Provide and pay for temporary telephone fax
Facilities data hook up, lines equipment necessary for
own use.
- 1.10 Fire .1
Protection Provide and maintain temporary fire
protection equipment during performance of
Work required by authority having jurisdiction
and governing codes, regulations and bylaws.
- .2 Burning rubbish and construction waste
materials is not permitted on site.

PART 2 - PRODUCTS

- 2.1 Not Used .1 Not Used.

PART 3 - EXECUTION

- 3.1 Not Used .1 Not Used.

END

PART 1 - GENERAL

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|-------------------------------------|----|--|
| 1.1 Section
<u>Includes</u> | .1 | Construction aids. |
| | .2 | Office and sheds. |
| | .3 | Parking. |
| | .4 | Project identification. |
| 1.2 <u>Precedence</u> | .1 | For Federal Government projects, Division 1 Sections take precedence over technical specification sections in other Divisions of this Project Manual. |
| 1.3 <u>Related Sections</u> | .1 | Section 01 51 00 - Temporary Utilities. |
| 1.4 <u>References</u> | .1 | Canadian General Standards Board (CGSB)
.1 CGSB 1-GP-189M-84, Primer, Alkyd, Wood, Exterior.
.2 CGSB 1.59-97, Alkyd Exterior Gloss Enamel. |
| | .2 | Canadian Standards Association (CSA International)
.1 CAN3-A23.1-/A23.2-94, Concrete Materials and Methods for Concrete Construction/Method of Test for Concrete.
.2 CSA-0121-M1978, Douglas Fir Plywood.
.3 CAN/CSA-Z321-96, Signs and Symbols for the Occupational Environment. |
| 1.5 <u>Installation and Removal</u> | .1 | Provide construction facilities in order to execute work expeditiously. |
| | .2 | Remove from site all such work after use. |
| | .3 | Remove temporary facilities from site when directed by Engineer. |
-

- 1.6 Scaffolding .1 Design and construct scaffolding in accordance with CSA S269.2-M87.
- .2 Construct and maintain scaffolding in rigid, secure and safe manner.
- .3 Erect scaffolding independent of walls. Remove promptly when no longer required.
- .4 Provide and maintain scaffolding, ramps, ladders, swing staging, platforms, temporary stairs.
- 1.7 Hoisting .1 Provide, operate and maintain hoists cranes required for moving of workers, materials and equipment. Make financial arrangements with Subcontractors for use thereof.
- .2 Hoists cranes shall be operated by qualified operator.
- 1.8 Site Storage/Loading .1 Confine work and operations of employees by Contract Documents. Do not unreasonably encumber premises with products.
- .2 Do not load or permit to load any part of Work with a weight or force that will endanger the Work.
- 1.9 Construction Parking .1 Parking will be permitted on site provided it does not disrupt performance of Work.
- .2 Provide and maintain adequate access to project site.
- .3 Build and maintain temporary roads where indicated and provide snow removal during period of Work.
- .4 If authorized to use existing roads for access to project site, maintain such roads for duration of Contract and make good damage resulting from Contractors' use of roads.
- .5 Clean runways and taxi areas where used by Contractor's equipment.
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- 1.10 Security .1 Erect temporary site enclosure using new 1.2 m high snow fence wired to rolled steel "T" bar fence posts spaced at 2.4 m oc. Provide one lockable truck gate. Maintain fence in good repair.
- .2 Provide and pay for responsible security personnel to guard site and contents of site after working hours and during holidays as directed by Engineer.
- 1.11 Offices .1 Provide office heated to 22 ° C, lighted 750 lx and ventilated, of sufficient size to accommodate site meetings and furnished with drawing laydown table.
- .2 Provide a clearly marked and fully stocked first-aid case in a readily available location.
- .3 Subcontractors may provide their own offices as necessary. Direct location of these offices.
- 1.12 Equipment, Tool and Materials Storage .1 Provide and maintain, in a clean and orderly condition, lockable weatherproof sheds for storage of tools, equipment and materials.
- .2 Locate materials not required to be stored in weatherproof sheds on site in a manner to cause least interference with work activities.
- 1.13 Sanitary Facilities .1 Provide sanitary facilities for work force in accordance with governing regulations and ordinances.
- .2 Post notices and take such precautions as required by local health authorities. Keep area and premises in sanitary condition.
- .3 Permanent facilities may be used on approval of Engineer .
-

- 1.14 Construction Signage .1 Signs and notices for safety and instruction shall be in English or Graphic symbols and shall conform to CAN3-Z321.
- .2 Maintain approved signs and notices in good condition for duration of project, and dispose of off site on completion of project or earlier if directed by Engineer .

PART 2 - PRODUCTS

- 2.1 Not Used .1 Not Used.

PART 3 - EXECUTION

- 3.1 Not Used .1 Not Used.

END

PART 1 - GENERAL

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|--------------------------------|----|---|
| 1.1 <u>Section Includes</u> | .1 | Product quality, availability, storage, handling, protection, and transportation. |
| | .2 | Manufacturer's instructions. |
| | .3 | Quality of Work, coordination and fastenings. |
| | .4 | Existing facilities. |
| 1.2 <u>Precedence</u> | .1 | For Federal Government projects, Division 1 Sections take precedence over technical specification sections in other Divisions of this Project Manual. |
| 1.3 <u>Reference Standards</u> | .1 | When material or equipment is specified by a standard or performance specification, upon request of the Engineer, obtain from manufacturer an independent testing report, showing that the equipment meets or exceeds the specified requirements. |
| | .2 | If there is question as to whether any product or system is in conformance with applicable standards, Engineer reserves right to have such products or systems tested to prove or disprove conformance. |
| | .3 | Cost for such testing will be born by Engineer in event of conformance with Contract Documents or by Contractor in event of non-conformance. |
| | .4 | Conform to latest date of issue of referenced standards in effect on date of submission of Tenders, except where specific date or issue is specifically noted. |
| 1.4 <u>Quality</u> | .1 | Products, materials, equipment and articles (referred to as products throughout specifications) incorporated in Work shall be new, not damaged or defective, and of best quality (compatible with specifications) for purpose intended. If requested, furnish evidence as to type, source and quality of products provided. |

1.4 Quality

- .1 (Cont'd)
- .2 Defective products, whenever identified prior to completion of Work, will be rejected, regardless of previous inspections. Inspection does not relieve responsibility, but is precaution against oversight or error. Remove and replace defective products at own expense and be responsible for delays and expenses caused by rejection.
- .3 Should any dispute arise as to quality or fitness of products, decision rests strictly with Engineer based upon requirements of Contract Documents.
- .4 Unless otherwise indicated in specifications, maintain uniformity of manufacture for any particular or like item throughout building.
- .5 Permanent labels, trademarks and nameplates on products are not acceptable in prominent locations, except where required for operating instructions, or when located in mechanical or electrical rooms.
- .6 On request, prove to the satisfaction of Engineer that the construction equipment and plant are adequate to manufacture, transport, place and finish work to quality and production rates specified. If inadequate, replace or provide additional equipment or plant as directed.
- .7 Maintain construction equipment and plant in good operating order.

1.5 Availability

- .1 Immediately upon signing Contract, review product delivery requirements and anticipate foreseeable supply delays for any items. If delays in supply of products are foreseeable, notify Engineer of such, in order that substitutions or other remedial action may be authorized in ample time to prevent delay in performance of Work.
- .2 In event of failure to notify Engineer at commencement of Work and should it subsequently appear that Work may be delayed for such reason, Engineer reserves right to substitute more readily available products of

National Defence	Common Product Requirements	Section 01 61 00
4 Wing Cold Lake		Page 3
Job# L-C252-9900-340		2008-11-18

1.5 Availability	.2	(Cont'd)
<u>(Cont'd)</u>		similar character, at no increase in Contract Price or Contract Time.

END

PART 1 - GENERAL

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|--------------------------------|----|-----------------------|
| 1.1 Section
<u>Includes</u> | .1 | Progressive cleaning. |
| | .2 | Final cleaning. |
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- | | | |
|-----------------------|----|---|
| 1.2 <u>Precedence</u> | .1 | For Federal Government projects, Division 1 Sections take precedence over technical specification sections in other Divisions of this Project Manual. |
|-----------------------|----|---|
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|----------------------------|----|---|
| 1.3 <u>Related Section</u> | .1 | Section 01 77 00 - Closeout Procedures. |
|----------------------------|----|---|
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- | | | |
|-----------------------------------|----|---|
| 1.4 Project
<u>Cleanliness</u> | .1 | Maintain Work in tidy condition, free from accumulation of waste products and debris, other than that caused by Owner or other Contractors. |
| | .2 | Remove waste materials from site at regularly scheduled times or dispose of as directed by Engineer. Do not burn waste materials on site. |
| | .3 | Clear snow and ice from access to building, bank/pile snow in designated areas only. |
| | .4 | Make arrangements with and obtain permits from authorities having jurisdiction for disposal of waste and debris. |
| | .5 | Remove all waste materials and debris from site and dispose off DND property. Provide following information to Engineer:
.1 Provide a Certificate of Disposal indicating the following:
.1 Date of disposition.
.2 Time of disposition.
.3 Location of disposition.
.4 Name of Vehicle operator.
.5 Vehicle License Number. |
| | .6 | Provide on-site containers for collection of waste materials and debris. |
| | .7 | Remove waste material and debris from site at end of each working day. |
-

1.4 Project
Cleanliness
(Cont'd)

- .8 Clean interior areas prior to start of finish work, and maintain areas free of dust and other contaminants during finishing operations.
- .9 Store volatile waste in covered metal containers, and remove from premises at end of each working day.
- .10 Provide adequate ventilation during use of volatile or noxious substances. Use of building ventilation systems is not permitted for this purpose.
- .11 Use only cleaning materials recommended by manufacturer of surface to be cleaned, and as recommended by cleaning material manufacturer.
- .12 Schedule cleaning operations so that resulting dust, debris and other contaminants will not fall on wet, newly painted surfaces nor contaminate building systems.
- .13 Foreign Object Damage control or FOD will be exercised on a continuous basis in vicinity of aircraft, runways or aprons. Control all blowing debris at all times. Engineer will coordinate and approve Contractors plans to fulfill this requirement.

1.5 Final Cleaning .1

- .1 In preparation for acceptance of the project, on an interim or final certificate of completion, perform final cleaning.
 - .2 When Work is Substantially Performed, remove surplus products, tools, construction machinery and equipment not required for performance of remaining Work.
 - .3 Remove waste products and debris other than that caused by others, and leave Work clean and suitable for occupancy.
 - .4 Prior to final review, remove surplus products, tools, construction machinery and equipment.
 - .5 Remove waste products and debris other than that caused by Owner or other Contractors.
 - .6 Make arrangements with and obtain permits from authorities having jurisdiction for disposal of waste and debris.
-

- 1.5 Final Cleaning (Cont'd)
- .7 Broom clean and wash exterior walks, steps and surfaces; rake clean other surfaces of grounds.
 - .8 Remove dirt and other disfiguration from exterior surfaces.
 - .9 Clean and sweep roofs, gutters, areaways, and sunken wells.
 - .10 Sweep and wash clean paved areas.
 - .11 Clean equipment and fixtures to a sanitary condition; clean or replace filters of mechanical equipment.
 - .12 Clean roofs, downspouts, and drainage systems.
 - .13 Remove debris and surplus materials from crawl areas and other accessible concealed spaces.
 - .14 Remove snow and ice from access to building.
 - .15 Leave entire work area neat and clean.

PART 2 - PRODUCTS

2.1 Not Used.1 Not Used.

PART 3 - EXECUTION

3.1 Not Used.1 Not Used.

END

PART 1 - GENERAL

- | | | |
|--|----|--|
| 1.1 Section
<u>Includes</u> | .1 | Administrative procedures preceding preliminary and final inspections of Work. |
| 1.2 <u>Precedence</u> | .1 | For Federal Government projects, Division 1 Sections take precedence over technical specification sections in other Divisions of this Project Manual. |
| 1.3 Related
<u>Sections</u> | .1 | Section 01 78 00 01 78 00 - Closeout Submittals. |
| 1.4 Inspection and
<u>Declaration</u> | .1 | Contractor's Inspection: Contractor and all Subcontractors shall conduct an inspection of Work, identify deficiencies and defects, and repair as required to conform to Contract Documents.
.1 Notify Engineer in writing of satisfactory completion of Contractor's Inspection and that corrections have been made.
.2 Request Engineer's Inspection. |
| | .2 | Engineer's Inspection: Engineer and Contractor will perform inspection of Work to identify obvious defects or deficiencies. Contractor shall correct Work accordingly. |
| | .3 | Completion: submit written certificate that following have been performed:
.1 Work has been completed and inspected for compliance with Contract Documents.
.2 Defects have been corrected and deficiencies have been completed.
.3 Certificates required by Fire Commissioner or Utility companies have been submitted.
.4 Operation of systems have been demonstrated to Owner's personnel.
.5 Work is complete and ready for Final Inspection. |
| | .4 | Final Inspection: when items noted above are completed, request final inspection of Work by Engineer , and Contractor . If Work is deemed |
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1.4 Inspection and Declaration (Cont'd)	.4	Final Inspection: (Cont'd) incomplete by Engineer , complete outstanding items and request reinspection.
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PART 2 - PRODUCTS

<u>2.1 Not Used</u>	.1	Not Used.
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PART 3 - EXECUTION

<u>3.1 Not Used</u>	.1	Not Used.
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END

PART 1 - GENERAL

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|----------------------|----|---|
| 1.1 Section Includes | .1 | As-built, samples, and specifications. |
| | .2 | Equipment and systems. |
| | .3 | Product data, materials and finishes, and related information. |
| | .4 | Operation and maintenance data. |
| | .5 | Spare parts, special tools and maintenance materials. |
| | .6 | Warranties and bonds. |
| | .7 | Final site survey. |
| 1.2 Precedence | .1 | For Federal Government projects, Division 1 Sections take precedence over technical specification sections in other Divisions of this Project Manual. |
| 1.3 Related Sections | .1 | Section 01 77 00 - Closeout Procedures |
| 1.4 Submission | .1 | Prepare instructions and data using personnel experienced in maintenance and operation of described products. |
| | .2 | Copy will be returned after final inspection, with Engineer's comments. |
| | .3 | Revise content of documents as required prior to final submittal. |
| | .4 | Two weeks prior to Substantial Performance of the Work, submit to the Engineer , three final copies of operating and maintenance manuals in English. |
| | .5 | Ensure spare parts, maintenance materials and special tools provided are new, undamaged or defective, and of same quality and manufacture as products provided in Work. |

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| <u>1.4 Submission
(Cont'd)</u> | <p>.6 If requested, furnish evidence as to type, source and quality of products provided.</p> <p>.7 Defective products will be rejected, regardless of previous inspections. Replace products at own expense.</p> <p>.8 Pay costs of transportation.</p> |
|
<u>1.5 Format</u> | <p>.1 Assemble, coordinate, bind and index required data into Operation and Maintenance Manual. Organize data in the form of an instructional manual.</p> <p>.2 Binders: vinyl, hard covered, 3 'D' ring, loose leaf 219 x 279 mm with spine and face pockets.</p> <p>.3 When multiple binders are used, correlate data into related consistent groupings. Identify contents of each binder on spine.</p> <p>.4 Cover: Identify each binder with type or printed title 'Project Record Documents'; list title of project and identify subject matter of contents.</p> <p>.5 Organize data into same numerical order as contract specifications.</p> <p>.6 Provide tabbed fly leaf for each separate product and system, with typed description of product and major component parts of equipment.</p> <p>.7 Text: Manufacturer's printed data, or typewritten data.</p> <p>.8 Drawings: provide with reinforced punched binder tab. Bind in with text; fold larger drawings to size of text pages.</p> <p>.9 Provide 1:1 scaled CAD files in dwg format on CD.</p> |
|
<u>1.6 Contents - Each
Volume</u> | <p>.1 Binder:</p> <p>.1 Cover sheet containing:</p> <p>.1 Date submitted.</p> <p>.2 Project title, location and project number.</p> |

1.6 Contents - Each .1
Volume
(Cont'd)

Binder:(Cont'd)

- .1 (Cont'd)
 - .3 Names and addresses of Contractor, and all Sub-contractors.
 - .2 Table of Contents.
 - .3 Warranties, guarantees.
 - .4 Copies of approvals, and certificates.
 - .5 Provide data as specified in individual sections of this specification with schedule of products and systems, indexed to content of volume. .
 - .6 For each product or system: list names, addresses and telephone numbers of subcontractors and suppliers, including local source of supplies and replacement parts.
 - .7 Nameplate information including equipment number, make, size, capacity, model number and serial number.
 - .8 Parts list.
 - .9 Installation details.
 - .10 Operating instructions.
 - .11 Maintenance instructions for equipment.
 - .12 Maintenance instructions for finishes.
 - .13 One complete set of reviewed final shop drawings and product data.
- .2 Drawings: supplement product data to illustrate relations of component parts of equipment and systems, to show control and flow diagrams.
- .3 Typewritten Text: as required to supplement product data. Provide logical sequence of instructions for each procedure, incorporating manufacturer's instructions specified in Section 01 45 00 - Quality Control.
- .4 Training: Refer to Section 01 79 00 - Demonstration and Training.

1.7 As-builts and .1
Samples

- .1 In addition to requirements in General Conditions, maintain one record copy of:
 - .1 Contract Drawings.
 - .2 Specifications.
 - .3 Addenda.
 - .4 Change Orders and other modifications to the Contract.
 - .5 Reviewed shop drawings, product data, and samples.
 - .6 Field test records.
 - .7 Inspection certificates.
 - .8 Manufacturer's certificates.

1.7 As-builts and
Samples
(Cont'd)

- .2 Store record documents and samples in field office apart from documents used for construction. Provide files, racks, and secure storage.
- .3 Label record documents and file in accordance with Section number listings in List of Contents of this Project Manual. Label each document "PROJECT RECORD" in neat, large, printed letters.
- .4 Maintain record documents in clean, dry and legible condition. Do not use record documents for construction purposes.
- .5 Keep record documents and samples available for inspection by Engineer.
- .6 Identify each drawing in lower right hand corner in letters 12 mm high to read: "As Built Drawings", with Signature of Contractor and Date.

1.8 Recording
Actual Site
Conditions

- .1 Record information on set of black lineopaque drawings, provided by Engineer
- .2 Provide felt tip marking pens, maintaining separate colours for each major system, for recording information.
- .3 Maintain project record drawings and record accurately any deviations from Contract documents.
- .4 Record information concurrently with construction progress to show all work as actually installed including change orders. Do not conceal Work until required information is recorded.
- .5 Contract Drawings and shop drawings: legibly mark each item to record actual construction, including:
 - .1 Measured depths of elements of foundation in relation to finish first floor datum.
 - .2 Measured horizontal and vertical locations of underground utilities and appurtenances, referenced to permanent surface improvements.
 - .3 Measured locations of internal utilities and appurtenances, referenced to visible and accessible features of construction.

1.8 Recording
Actual Site
Conditions
(Cont'd)

- .5 Contract Drawings and shop drawings: (Cont'd)
 - .4 Field changes of dimension and detail.
 - .5 Changes made by change orders.
 - .6 Details not on original Contract Drawings.
 - .7 References to related shop drawings and modifications.
- .6 Specifications: legibly mark each item to record actual construction, including:
 - .1 Manufacturer, trade name, and catalogue number of each product actually installed, particularly optional items and substitute items.
 - .2 Changes made by Addenda and change orders.
- .7 Other Documents: maintain inspection certifications, field test records, required by individual specifications sections.
- .8 At completion of project and prior to final inspection, transfer notations to second paper drawing set and CAD drawing set and submit to Engineer.
- .9 Prepare as-built drawings in CAD format AutoCAD following same conventions as used for the original design drawings ie: levels, colors, weights, etc. "AS BUILT" drawings shall be produced in CAD following the same guidelines as the production of original CAD Design Drawings.
- .10 Submit final drawing set on full size mylar media. In addition to the mylar set drawings shall be submitted in electronic format on CD ROM.
- .11 Use GPS and Total station to survey new installations and surface features, including underground utility lines. All surveys to be performed by a Registered Alberta Land Surveyor. The Horizontal and vertical accuracy shall be minimum Third Order. The vertical and horizontal control in the vicinity of survey shall be used. All control point information and coordinate system (NAD 83 -UTM) used must be obtained at 4 Wing WCE Drafting/GIS cell prior to starting the survey. Accuracy: Horizontal - third order (Northing & easting coordinates); Vertical (control points, Building floor elevation, Manhole & catchbasin only), -third order. Vertical (all other features), total station elevations. The

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|--|---|
| <u>1.8 Recording
Actual Site
Conditions
(Cont'd)</u> | <p>.11 (Cont'd)
control points and temporary iron bars used, along with their coordinates and elevations, must be indicated on each survey drawing. An electronic copy of existing site will be provided. Provide hard copy drawings and electronic copy in MicroStation 95 or AutoCAD 12 file format. Follow WCE Engineering GIS Standards for easy incorporation of data into existing GIS. For information regarding GIS system contact Mr. Stan Szydlik at (780)840-8000 7683.</p> <p>.12 Total Station Survey project deviations relative to DND survey monuments and obtain an accurate record of all manhole locations, catch basins, storm outfalls, sewer alignment, utilities (ie: elec, gas, telecom, etc), paint lines, roads, sidewalks, etc. pertinent to the project. Submit survey with final record drawing submission.</p> |
| <u>1.9 Water Valve
Markers</u> | <p>.1 Install DND supplied blue marker stake at each water valve location. Markers are provided by DND WCE Plumbing Shop @ loc 8427.</p> |
| <u>1.10 Equipment and
Systems</u> | <p>.1 Each Item of Equipment and Each System: include description of unit or system, and component parts. Give function, normal operation characteristics, and limiting conditions. Include performance curves, with engineering data and tests, and complete nomenclature and commercial number of replaceable parts.</p> <p>.2 Operating Procedures: include start-up, break-in, and routine normal operating instructions and sequences. Include regulation, control, stopping, shut-down, and emergency instructions. Include summer, winter, and any special operating instructions.</p> <p>.3 Maintenance Requirements: include routine procedures and guide for trouble-shooting; disassembly, repair, and reassembly instructions; and alignment, adjusting, balancing, and checking instructions.</p> <p>.4 Provide servicing and lubrication schedule, and list of lubricants required.</p> |

1.10 Equipment and
Systems
(Cont'd)

- .5 Include manufacturer's printed operation and maintenance instructions.
- .6 Include sequence of operation by controls manufacturer.
- .7 Provide original manufacturer's parts list, illustrations, assembly drawings, and diagrams required for maintenance.
- .8 Provide charts of valve tag numbers, with location and function of each valve, keyed to flow and control diagrams.
- .9 Provide list of original manufacturer's spare parts, current prices, and recommended quantities to be maintained in storage.

1.11 Materials and
Finishes

- .1 Building Products, Applied Materials, and Finishes: include product data, with catalogue number, size, composition, and colour and texture designations. Provide information for re-ordering custom manufactured products.
- .2 Instructions for cleaning agents and methods, precautions against detrimental agents and methods, and recommended schedule for cleaning and maintenance.
- .3 Moisture-protection and Weather-exposed Products: include manufacturer's recommendations for cleaning agents and methods, precautions against detrimental agents and methods, and recommended schedule for cleaning and maintenance.
- .4 Additional Requirements: as specified in individual specifications sections.

1.12 Spare Parts

- .1 Provide spare parts, in quantities specified in individual specification sections.
- .2 Provide items of same manufacture and quality as items in Work.
- .3 Deliver to location as directed; place and store.
- .4 Receive and catalogue all items. Submit inventory listing to Engineer. Include

- | | | |
|---------------------------------------|----|---|
| <u>1.12 Spare Parts
(Cont'd)</u> | .4 | (Cont'd)
approved listings in Maintenance Manual.
Include the following:
.1 Part number.
.2 Identification of equipment or system
for which parts are applicable.
.3 Installation instructions as applicable.
.4 Name and address of nearest supplier.

.5 Obtain receipt for delivered products and
submit prior to final payment. |
| <u>1.13 Maintenance
Materials</u> | .1 | Provide maintenance and extra materials, in
quantities specified in individual
specification sections. |
| | .2 | Provide items of same manufacture and quality
as items in Work. |
| | .3 | Deliver to location as directed; place and
store. |
| | .4 | Receive and catalogue all items. Submit
inventory listing to Engineer. Include
approved listings in Maintenance Manual. |
| | .5 | Identify, on carton or package, colour, room
No., system or area as applicable where item
is used |
| | .6 | Obtain receipt for delivered products and
submit prior to final payment. |
| <u>1.14 Special Tools</u> | .1 | Provide special tools, in quantities
specified in individual specification section. |
| | .2 | Provide items with tags identifying their
associated function and equipment. |
| | .3 | Deliver to location as directed; place and
store. |
| | .4 | Receive and catalogue all items. Submit
inventory listing to Engineer. Include
approved listings in Maintenance Manual and
Include the following:
.1 Identification tag reference.
.2 Identification of equipment or system
for which tools are applicable.
.3 Instruction on intended use of tool. |

1.15 Storage,
Handling and
Protection

- .1 Store spare parts, maintenance materials, and special tools in manner to prevent damage or deterioration.
- .2 Store in original and undamaged condition with manufacturer's seal and labels intact.
- .3 Store components subject to damage from weather in weatherproof enclosures.
- .4 Store paints and freezable materials in a heated and ventilated room.
- .5 Remove and replace damaged products at own expense and to satisfaction of Engineer.

1.16 Warranties and
Bonds

- .1 Separate each warranty or bond with index tab sheets keyed to Table of Contents listing.
- .2 List subcontractor, supplier, and manufacturer, with name, address, and telephone number of responsible principal.
- .3 Obtain warranties and bonds, executed in duplicate by subcontractors, suppliers, and manufacturers, within ten days after completion of the applicable item of work.
- .4 Except for items put into use with Owner's permission, leave date of beginning of time of warranty until the Date of Substantial Performance is determined.
- .5 Verify that documents are in proper form, contain full information, and are notarized.
- .6 Co-execute submittals when required.
- .7 Retain warranties and bonds until time specified for submittal.

PART 2 - PRODUCTS

2.1 Not Used.1 Not Used.

PART 3 - EXECUTION

3.1 Not Used.1 Not Used.

END

4 Wing CE Sqn. WORK CLEARANCE REQUEST

1. INSTRUCTIONS DATE PREPARED: _____

The CE work clearance request is used for any work (contract or in house) that may disrupt aircraft or vehicular traffic flow, utility services, protection provided by fire and intrusion alarm systems, or routine activities and keep customer inconvenience to a minimum. It is also used to identify potentially hazardous work conditions in an attempt to prevent accidents. The work clearance request is processed just prior to start of work. **If delays are encountered and the conditions at the job site changes or extends beyond 7 days, from date of last signature obtained, this work request must be reprocessed.**

2. IDENTIFICATION

CLEARANCE IS REQUESTED TO PROCEED WITH WORK AT _____
ON WORK ORDER/JOB ORDER NO. _____, CONTRACT NO. _____ INVOLVING EXCAVATION
OR UTILITY DISTURBANCE AS PER SKETCH.
THE AREA INVOLVED **HAS ~ HAS NOT ~** BEEN STAKED OR CLEARLY MARKED.

3. TYPE OF FACILITY/WORK INVOLVED

A. PAVEMENTS	B. DRAINAGE SYSTEMS	C. RAILROAD TRACKS	D. FIRE DETECTION AND PROTECTION SYSTEM	E. UTILITY ~ OVRHEAD ~ UNDERGROUND
F. COMM. ~ OVERHEAD ~ UNDERGROUND	G. AIRCRAFT OR VEHICULAR TRAFFIC FLOW	H. SECURITY	I. OTHER	

4. DATE CLEARANCE REQUIRED _____ 5. DATE CLEARANCE TERMINATED _____
6. REQUESTING OFFICIAL (SIGNATURE): _____ 7. PHONE NO.: _____ 8. ORGANIZATION: _____

9. WCEO CLEARANCE REVIEW **"FAX BACK TO : _____"**

ORGANIZATION	REMARKS	REVIEWERS NAME & INITIALS
A. Electrical Dist 840-8000/LOC 8429/ Fax: 4029		
B. WREM Env Cell-840-8000/LOC 8430/ Fax: 7305		
C. Water/Sewer/Drainage/Steam distribution - 840-8000 Loc 8427 Fax: 7310		
D. WFE Loc 8960 /8411 Fax: 7314 Confirm whether excavation involves water/sewage cross contamination.		
E. Fire Department-840-8000 LOC 8401/Fax: 7317		
F. PMO -GIS Records-840-8000 LOC 8251/ Fax: 7316		
G. Project OPI Telephone:		

10. OTHER CLEARANCE REVIEWS

ORGANIZATION	REMARKS	REVIEWERS NAME & INITIALS
A. WING OPERATIONS-840-8000 LOC 8006/Fax: 7341		
B. 4 TIS LINE/HELPDESK-840-7053/Fax: 7349	5 WORKING DAYS REQUIRED	
C. NORTHERN CABLEVISION 1-800-661-1904		
D. TELUS - 1-800-242-3447 (AB First Call)		
E. ATCO GAS UTILITIES-594-5330/Fax: 594-3090 E. ATCO PIPELINES - 1-780-808-0777		
F. ATCO ELECTRIC-1-800-668-2248/Fax: 594-3090		
G. OTHER -DCC-840-8000 LOC 7058 Fax: 594-6161		

4 Wing CE Sqn. WORK CLEARANCE REQUEST

11. ROAD CLOSURES

	<u>DATE</u>	<u>TIME</u>	<u>LENGTH IN DAYS</u>	<u>LOCATION</u>
From:	_____	_____	_____	_____
To:	_____	_____	_____	_____

ORGANIZATION	REMARKS	REVIEWERS NAME & INITIALS
WING OPS O Fax: 7341		
FIRE HALL Fax: 7317		
NCO I/C GPV Fax: 7365		
WING SECUR O Fax: 7339		

12. REMARKS:

1. Before the start of construction, the Contractor will be responsible to identify and preserve DND Survey Monuments. If during construction, Contractor discovers a DND Survey Marker (50 mm round pipe with 75 x 75 mm aluminum plate, screw fastened) do not disturb the area, inform Engineer before proceeding. Should a DND Survey Monument be disturbed during construction, the Contractor will be responsible to re-survey and replace if necessary the Monument, by a certified land surveyor approved by Engineer.

2. Workers must be cognizant of 4 Wing General Safety Orders, CANADA LABOUR CODE PART TWO (2), Wing Construction Engineering Policy Directives, and shall also be familiar with the use, operation or application of **PERSONAL PROTECTIVE EQUIPMENT (PPE)** and other standards applicable to or associated with the work being performed. This will be indicated by the signature of the foreman or the person in charge of the work, in the space provided.

3. For welding and/or cutting operations, a HOT WORK PERMIT shall be completed and filed with the Wing Fire Chief. Fire Safety briefings will be administered as applicable

SIGNED AS HAVING READ AND UNDERSTOOD THE ABOVE REMARKS

WHERE THE CONSTRUCTION INTERSECTS WITH OR IS WITHIN, HORIZONTALLY, 1.2 METRES OF UNDERGROUND 25 KILOVOLT ELECTRICAL POWER, NATURAL GAS PIPING, TELECOMMUNICATIONS CABLES OR DUCTBANKS, IT IS THE ORGANIZATION'S RESPONSIBILITY TO INDICATE EXCAVATION BY HYDRA-VAC, BY HAND, OR EQUIVALENT EQUIPMENT, IN THE REMARKS COLUMN ON PAGE 1 OF THIS DOCUMENT.

IMPORTANT INFORMATION FOR UNDERGROUND UTILITY STRIKES/INJURIES

PHONE 911 FOR ALL EMERGENCIES INVOLVING NATURAL GAS LINE RUPTURES, ELECTRICAL POWER LINES CONTACTS, CAVE-INS AND ANY SERIOUS INJURIES TO PERSONNEL.

FOR NON LIFE-THREATENING INCIDENTS CONTACT THE REQUESTING OFFICIAL AS LISTED IN PARAGRAPH 6, PAGE 1 OF THIS DOCUMENT.

REQUESTED CLEARANCE: ~ APPROVED

~ DISAPPROVED

DATE: _____

FLIGHT COMMANDER'S SIGNATURE: _____

Annex B

4 WING COLD LAKE

HOT WORK AUTHORIZATION

PERMIT # _____

Date : _____ Start Time : _____ Expiry Time : _____ Date : _____

INSPECTOR : Rank _____ Name _____ LOCATION : _____

Type of work : ☐ Welding/Cutting ☒ Soldering ☐ Hot Roofing ☐ Other _____

CONFINED SPACE : ☐ Yes ☐ No

Confined Space Entry Permit on site ☐ Yes ☐ No

- Note : If a confined space entry permit is required and not on site, then a hot work authorization permit may not be issued.
- Before approving any hot work, the Fire Inspector shall inspect the work site and surrounding area to confirm that all precautions have been taken to prevent fire IAW NFPA 51B.
- If hot work is to be done in a Hangar, all Aircraft SHALL be removed.

GENERAL PRECAUTIONS () Sprinkler/alarms in service. (if applicable) () Welding Equipment in good repair.	FIRE WATCH () To be provided during and 30 min after operation. () Serviceable Fire Extinguisher. () Trained in Action in event of a Fire.
<u>WITHIN 10M OF WORK AREA</u> () Combustible Products removed from area. () Combustible floors wet down or covered with non combustible material. () Flammable and Combustible liquids removed or safely stored. () Wall and floor openings covered. () If practicable, covers suspended beneath work to collect sparks.	<u>WORK WITHIN WALLS OR CEILINGS</u> () Non combustible construction and without combustible coverings. () Combustibles removed from other side of partition. HERMAN NELSON & P. JERS () Personnel trained in proper start-up, shut down and re-fueling procedures prior to use. () Fire extinguisher available.
<u>Hot ROOFING OPERATIONS</u> () Tar kettle located in a safe location at least 5 meters from an exit or combustible materials, including walls, or on a non-combustible roof (unless approved by WFC). () Thermostat on the kettle is operational and kettle is constantly supervised. () Serviceable Dry Chemical or CO2 fire extinguisher available. () A metal lid that can be closed in case of a fire. () Inform the contractor that : used mops and rags shall be cleaned and stored away from the building and other combustible materials at the end of each work day or disposed separate from other waste. NOT LEFT ON THE ROOF.	

CONTRACTOR : Name : _____ COMPANY _____

Address : _____

Phone Number : _____ Cell Phone : _____

I have received the Fire Department briefing and agree to comply with all regulations. The Fire Department shall be notified of any changes affecting the operations authorized by this permit.

Failure to comply with these safety precautions may result in you or your company being held responsible for any damages incurred

The Fire Department is to be notified at 840-8000 Loc 8401 when the inspection 30 minutes after the completion of any hot work for that day has been completed.

Signature of on site Supervisor _____

Approved by _____ Wing Fire Department.

Fire Department Emergency Number 840-8333 OR Loc. 8333



Travaux publics et
Services gouvernementaux
Canada

Public Works and
Government Services
Canada

CERTIFICATE OF INSURANCE

Page 1 of 2

Description and Location of Work Heavy Equipment Rental with Operator Department of National Defence Cold Lake, Alberta	Contract No.
	Project No.

Name of Insurer, Broker or Agent	Address (No., Street)	City	Province	Postal Code
----------------------------------	-----------------------	------	----------	-------------

Name of Insured (Contractor)	Address (No., Street)	City	Province	Postal Code
------------------------------	-----------------------	------	----------	-------------

Additional Insured Her Majesty the Queen in Right of Canada as represented by the Minister of Public Works and Government Services
--

Type of Insurance	Insurer Name and Policy Number	Inception Date D / M / Y	Expiry Date D / M / Y	Limits of Liability		
				Per Occurrence	Annual General Aggregate	Completed Operations Aggregate
Commercial General Liability Umbrella/Excess Liability				\$	\$	\$
				\$	\$	\$

I certify that the above policies were issued by insurers in the course of their Insurance business in Canada, are currently in force and include the applicable insurance coverage's stated on page 2 of this Certificate of Insurance, including advance notice of cancellation / reduction in coverage.

Name of person authorized to sign on behalf of Insurer(s) (Officer, Agent, Broker)

Telephone number

Signature

Date D / M / Y

General

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

The policies must insure the Contractor and must include Her Majesty the Queen in Right of Canada as represented by the Minister of Public Works and Government Services as an additional Insured.

The insurance policies must be endorsed to provide Canada with not less than thirty (30) days notice in writing in advance of a cancellation of insurance or any reduction in coverage.

Without increasing the limit of liability, the policies must protect all insured parties to the full extent of coverage provided. Further, the policies must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.

Commercial General Liability

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

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

- (a) Blasting.
- (b) Pile driving and caisson work.
- (c) Underpinning.
- (d) Removal or weakening of support of any structure or land whether such support be natural or otherwise if the work is performed by the insured contractor.

The policy must have the following minimum limits:

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

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



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MAR 13 2015

Contract Number / Numéro du contrat

18-CYOD

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 Contracts
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 Heavy Equipment Rental		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Non Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveaux d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada



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PART A (continued) / PARTIE A (suite)

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

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

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

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

Document Number / Numéro du document :

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

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

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

Special comments:

Commentaires spéciaux :

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

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

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☒ No ☐ Yes
Non Oui

If Yes, will unscreened personnel be escorted?

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

☒ No ☐ Yes
Non Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

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PART C - (continued) / PARTIE C - (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

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

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

☒ No ☐ Yes
Non Oui

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

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

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

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

☒ No ☐ Yes
Non Oui

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

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).