



Solicitation No. - N° de l'invitation

W0102-15J435/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

hal220

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

W0102-15-J435

File No. - N° du dossier

HAL-5-75068

CCC No./N° CCC - FMS No/ N° VME

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See attached.

**THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT**

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## PART 1 - GENERAL INFORMATION

### 1.1 Introduction

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

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

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirement Check List (SRCL), Standing Offer Reporting Form, Insurance Requirements and the Board of Directors.

### 1.2. Summary

Public Works and Government Services Canada on behalf of Department of National Defence has a requirement for a Regional Individual Standing Offer to provide all labour, material, tools, equipment and supervision necessary to provide mobile welding service on an as and when requested basis at 14 Wing Greenwood, NS and satellite sites at Camp Aldershot, Kentville NS, Granville Range, Granville NS, and Middleton Armouries, NS.

All work is to be performed in accordance with statement of work Job No. L-G111-9900/1042 and specification dated 2015-05-14 and forming part of this agreement.

The period for call-ups and rendering services against this standing offer is **01 November 2015 to 31 October 2016**, with the option to extend for two additional twelve (12) month periods.

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

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### **1.3 Security Requirements**

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

### **1.4 Debriefings**

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

## PART 2 - OFFEROR INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

The **2006 (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: 60 days  
**Insert: 120 days**

#### 2.1.1 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.

### 2.2 Submission of Offers

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

### 2.3. Former Public Servant

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

#### Definitions

For the purposes of this clause,

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

- a. an individual;

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

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

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

#### **Former Public Servant in Receipt of a Pension**

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

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

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

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

#### **Work Force Adjustment Directive**

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

If so, the Offeror must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;



- 
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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

#### **2.4. Enquiries - Request for Standing Offers**

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

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

#### **2.5. Applicable Laws**

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

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Offerors.

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## PART 3 - OFFER PREPARATION INSTRUCTIONS

### 3.1. Offer Preparation Instructions

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

Section I: Technical Offer (1 hard copy)

Section II: Financial Offer (1 hard copy)

Section III: Certifications (1 hard copy)

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

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

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

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

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

#### **Section I: Technical Offer**

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

#### **Section II: Financial Offer**

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

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### 3.1.1 Payment by Credit Card

Canada requests that Offerors complete one of the following:

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

The following credit card(s) are accepted:

VISA \_\_\_\_\_

Master Card \_\_\_\_\_

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

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

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

### 3.1.2 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation

### Section III: Certifications

Offerors must submit the certifications required under Part 5.

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.
- (c) The evaluation team will determine first if there are two (2) or more bids with a valid Canadian content certification. In that event, the evaluation process will be limited to the bids with the certification; otherwise, all bids will be evaluated. If some of the bids with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive bids with a valid certification remain, the evaluation will continue among those bids with a valid certification. If all bids with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other bids received will be evaluated.

#### **4.1.1 Technical Evaluation**

It is mandatory that bidders submit firm prices/rates for ALL ITEMS in Annex B, Basis of Payment.

#### **4.1.2 Financial Evaluation**

**4.1.2.1** SACC Manual Clause M0220T (2013-04-25), Evaluation of Price

### **4.2 Basis of Selection**

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

### 5.1 Certifications Required with the Offer

Offerors must submit the following duly completed certifications as part of their offer.

#### 5.1.1 Declaration of Convicted Offences

As applicable, pursuant to subsection Declaration of Convicted Offences of section 01 of the Standard Instructions, the Offeror must provide with its offer, a completed [Declaration Form](http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html>), to be given further consideration in the procurement process.

#### 5.1.2.1 Canadian Content Certification

This procurement is conditionally limited to Canadian services.

Subject to the evaluation procedures contained in the request for standing offer, offerors acknowledge that only offers with a certification that the service offered is a Canadian service, as defined in clause [A3050T](#), may be considered.

Failure to provide this certification completed with the offer will result in the service offered being treated as a non-Canadian service.

The Offeror certifies that:

( ) the service offered is a Canadian service as defined in paragraph 2 of clause [A3050T](#).

**5.1.2.1.1** SACC Manual clause [A3050T](#) (2014-11-27) Canadian Content Definition

#### 5.1.3 Workers Compensation

The Contractor must maintain its account in good standing with the applicable provincial or territorial Workers' Compensation Board for the duration of the Contract

## 5.2 Certifications Precedent to the Issuance of a Standing Offer and Additional Information

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

### 5.2.1 Integrity Provisions – List of Names (Annex F)

Offerors who are incorporated, including those submitting offers as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Offeror.

Offerors submitting offers as sole proprietorship, as well as those submitting offers as a joint venture, must provide the name of the owner(s).

Offerors submitting offers as societies, firms or partnerships do not need to provide lists of names.

### 5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

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

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

### 5.2.3 Status and Availability of Resources

The Offeror certifies that, should it be issued a standing offer as a result of the Request for Standing Offer, every individual proposed in its offer will be available to perform the Work resulting from a call-up against the Standing Offer as required by Canada's representatives and at the time specified in a call-up or agreed to with Canada's representatives. If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Offeror has proposed any individual who is not an employee of the Offeror, the Offeror certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Offeror must, upon

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request from the Standing Offer Authority, provide a written confirmation, signed by the individual, of the permission given to the Offeror and of his/her availability. Failure to comply with the request may result in the offer being declared non-responsive.

#### **5.2.4 Certifications**

Before issuance of the Standing Offer the Contractor must submit all welder identification with the Nova Scotia Department of Labour.

## PART 6 - SECURITY AND INSURANCE REQUIREMENTS

### 6.1 Security Requirements

1. **Before issuance** of a standing offer, the following conditions must be met:
  - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
  - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicated in Part 7A - Standing Offer;
  - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful Offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.
3. For additional information on security requirements, Offerors should refer to the Industrial Security Program (ISP) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

### 6.2 Insurance Requirements

The Offeror must provide a letter 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 **Annex E**.

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.



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**PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

**A. STANDING OFFER**

**7.1 Offer**

- 7.1.1** The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex "A".

**7.2 Security Requirements**

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

**SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:  
PWGSC FILE W0102-15J435**

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

**7.3 Standard Clauses and Conditions**

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

**7.3.1 General Conditions**

**2005 (2015-07-03)** General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

### 7.3.2 Standing Offers Reporting (ANNEX D)

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

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

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

The quarterly reporting periods are defined as follows:

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

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

### 7.4 Term of Standing Offer

#### 7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from **01 November 2015 up to and including 31 October 2016.**

#### 7.4.2 Extension of Standing Offer

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

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

### 7.5. Authorities

#### 7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Nancy Dunphy  
Title: Supply Officer  
Public Works and Government Services Canada  
Acquisitions  
Address: 1713 Bedford Row, Halifax, NS B3J 3C9  
Telephone: 902-496-5481  
Facsimile: 902-496-5016

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E-mail address: [nancy.dunphy@pwgsc.gc.ca](mailto:nancy.dunphy@pwgsc.gc.ca)

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

### 7.5.2 Project Authority

The Project Authority for the Standing Offer is: **(To be determined at award)**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
E-mail address: \_\_\_\_\_

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

### 7.5.3 Offeror's Representative

#### General Inquiries

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
E-mail address: \_\_\_\_\_

### 7.6 Proactive Disclosure of Contracts with Former Public Servants

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

### 7.7 Identified Users

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

**Department of National Defence.**

## 7.8 Call-up Instrument

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

## 7.9 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed **\$60,000.00** (Applicable Taxes included).

## 7.10 Financial Limitation (To be determined at award)

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

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 3 months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

## 7.11 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2015-07-03), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010C (2015-07-03) General Conditions - Services (Medium Complexity);
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Security Requirements Check List;
- h) Annex D, Standing Offer Reporting;
- i) Annex E, Insurance Requirements;
- j) Annex F, Board of Directors;
- k) the Offeror's offer dated \_\_\_\_\_ (*insert date of offer*), (*if the offer was clarified or amended, insert at the time of issuance of the offer: "as clarified on \_\_\_\_\_" or "as amended on \_\_\_\_\_" and insert date(s) of clarification(s) or amendment(s) if applicable*).

## 7.12 Certifications

### 7.12.1 Compliance

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

the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

### **7.13 SACC Manual Clauses**

SACC Clause M3020C (2010-01-11) Status and Availability of Resources  
SACC Clause A9062C (2011-05-16) Canadian Forces Site Regulations  
SACC Clause M3060C (2008-05-12) Canadian Content Certification  
SACC Clause C0705C (2010-01-11) Discretionary  
SACC Clause M3800C (2006-08-15) Estimates

### **7.14 Applicable Laws**

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

## **B. RESULTING CONTRACT CLAUSES**

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

### **7.1 Statement of Work**

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

### **7.2 Standard Clauses and Conditions**

#### **7.2.1 General Conditions**

**2010C (2015-07-03)**, General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

Section 13 Interest on Overdue Accounts, of **2010C (2015-07-03)**, General Conditions - Services (Medium Complexity) will not apply to payments made by credit cards.

### **7.3 Term of Contract**

#### **7.3.1 Period of the Contract**

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

### **7.4 Proactive Disclosure of Contracts with Former Public Servants**

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

## **7.5 Payment**

### **7.5.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm prices, as specified in Annex B for a cost of \$ \_\_\_\_\_ (determined at time of call-up). Customs duties are excluded and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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

### **7.5.2 Limitation of Expenditure**

1. Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75 percent committed, or
  - b. four (4) months before the contract expiry date, or
  - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### **7.5.3 Single Payment**

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

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

#### 7.5.4 Payment by Credit Card

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

#### 7.6 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions along with the maintenance report described in *the Statement of Work* of the Contract.

Invoices cannot be submitted until all work identified in the invoice has been completed and that all maintenance service call reports related to the Work identified in the invoice have been received by the Project Authority.

2. The Contractor must distribute the invoices and reports as follows:

The original and two (2) copies of the invoices and maintenance reports must be forwarded to the address shown on page 1 of the Contract for certification and payment.

#### 7.7 Insurance Requirements

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

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

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

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**ANNEX "A"**  
**STATEMENT OF WORK**

Please see attached.



## ANNEX "B"

### BASIS OF PAYMENT

#### PRICING:

#### Table 1 - YEAR ONE

Pricing to cover the period from: **November 1, 2015 to October 31, 2016**

Item Description	Unit Price	Estimated Quantity	Extended Price
<b>A. Rates per hour</b>			
<b>During Regular Working Hours</b>			
1. Journeyman welder	\$ _____/hour	900 hours	\$
2. Apprentice welder	\$ _____/hour	400 hours	\$
3. Labourer	\$ _____/hour	400 hours	\$
<b>B. Other than Regular Working Hours including weekends and Holiday Work</b>			
4. Journeyman welder	\$ _____/hour	75 hours	\$
5. Apprentice welder	\$ _____/hour	125 hours	\$
6. Labourer	\$ _____/hour	125 hours	\$
<b>C. Materials</b>			
Materials and shop stock, net cost plus a markup of 10%.			
<b>Total Extended price (1+2+3+4+5+6) (For Evaluation Only)</b>			\$

#### Table 2 - OPTION YEAR ONE

Pricing to cover the period from: **November 1, 2016 to October 31, 2017**

Item Description	Unit Price	Estimated Quantity	Extended Price
<b>A. Rates per hour</b>			
<b>During Regular Working Hours</b>			
1. Journeyman welder	\$ _____/hour	900 hours	\$
2. Apprentice welder	\$ _____/hour	400 hours	\$
3. Labourer	\$ _____/hour	400 hours	\$
<b>B. Other than Regular Working Hours including weekends and Holiday Work</b>			
4. Journeyman welder	\$ _____/hour	75 hours	\$
5. Apprentice welder	\$ _____/hour	125 hours	\$
6. Labourer	\$ _____/hour	125 hours	\$
<b>C. Materials</b>			
Materials and shop stock, net cost plus a markup of 10%.			
<b>Total Extended price (1+2+3+4+5+6) (For Evaluation Only)</b>			\$

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**Table 3 - OPTION YEAR TWO**

**Pricing to cover the period from: November 1, 2017 to October 31, 2018**

Item Description	Unit Price	Estimated Quantity	Extended Price
<b>A. Rates per hour</b>			
<b>During Regular Working Hours</b>			
1. Journeyman welder	\$ /hour	900 hours	\$
2. Apprentice welder	\$ /hour	400 hours	\$
3. Labourer	\$ /hour	400 hours	\$
<b>B. Other than Regular Working Hours including weekends and Holiday Work</b>			
4. Journeyman welder	\$ /hour	75 hours	\$
5. Apprentice welder	\$ /hour	125 hours	\$
6. Labourer	\$ /hour	125 hours	\$
<b>C. Materials</b>			
Materials and shop stock, net cost plus a markup of 10%.			
<b>Total Extended price (1+2+3+4+5+6) (For Evaluation Only)</b>			\$

For evaluation purposes a total of unit price tables 1+2+3 will form your pricing as follows:

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***Tables 1+2+3 and totaled numbers only***

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**ANNEX "C"**

**SECURITY REQUIREMENTS CHECK LIST**

**Please see attached.**

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## ANNEX D

### REPORTING REQUIREMENTS

#### Periodic Usage Report Form

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

Return to:

Public Works and Government Services Canada  
Acquisitions  
1713 Bedford Row / PO Box 2247  
Halifax, Nova Scotia B3J 3C9  
ATTN: Nancy Dunphy  
nancy.dunphy@pwgsc.gc.ca

Standing Offer Description:		Standing Offer Number:		Start Date of SO (DD/MM/YYYY)		End Date of SO (DD/MM/YYYY)		
Total Value to Date \$		Total Value for Reporting Period \$		Start Reporting Period (DD/MM/YYYY)		End Reporting Period (DD/MM/YYYY)		
Department requesting	Order Number on call-up	Item Description		Item Quantity	Unit of Measure (each, litre, etc.)	Date of Order of call-up	Date of Delivery Start/ completion	Value of Order (not including HST/GST)

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## **ANNEX “E”**

### **INSURANCE REQUIREMENTS**

#### **Commercial General Liability Insurance**

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - (a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - (b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - (c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - (d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - (e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - (f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - (g) Employees and, if applicable, Volunteers must be included as Additional Insured.
  - (h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - (i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - (j) Notice of Cancellation: The Insurer will endeavour to

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provide the Contracting Authority thirty (30) days written notice of policy cancellation.

- (k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- (l) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- (m) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- (n) Advertising Injury: While not limited to, the endorsement must include coverage piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.
- (o) All Risks Tenants Legal Liability - to protect the Contractor for liabilities arising out of its occupancy of leased premises.
- (p) Amendment to the Watercraft Exclusion to extend to incidental repair operations on board watercraft.
- (q) Sudden and Accidental Pollution Liability (minimum 120 hours):  
To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- (r) Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

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

For other provinces and territories, send to:

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

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

### **Automobile Liability Insurance**

1. The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.
2. The policy must include the following:
  - (a) Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
  - (b) Accident Benefits - all jurisdictional statutes
  - (c) Uninsured Motorist Protection
  - (d) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.
  - (e) OPCF/SEF/QEF #3 - Drive Government Automobiles Endorsement

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**ANNEX F**  
**INFORMATION FOR CODE OF CONDUCT CERTIFICATION**

***[MUST BE COMPLETED BY OFFEROR/BIDDER WITH BID SUBMISSION]***

Please provide list of names of the following entities, according to the ownership nature of the company

1. For a Corporation - each current member of the Bidder's Board of Directors;

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2. For a Sole Proprietorship or an individual doing business under a firm name - the name of the sole proprietor or individual;

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3. For a Joint Venture - the names of all current members of the Joint venture;

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4. For an individual - the full name of the person;

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DEPARTMENT OF NATIONAL DEFENCE



SPECIFICATION

MOBILE WELDING REPAIRS

14 WING GREENWOOD,

GREENWOOD, NS

PROJECT MANAGER:  
Mr. J McMaster  
Tel: 902-765-1494 Ext 1531

JOB NO. L-G111-9900/1042  
J # 435

2015-05-14

<u>Section</u>	<u>Title</u>	<u>Pages</u>
	List of Contents	1
<u>Division 01 - General Requirements</u>		
01001	Summary of Work	2
01005	General Instructions	4
01500	Temporary Facilities	2
01545	Safety Requirements	3
01546	Fire Safety Requirements	4
01547	Hazardous Material	3
01560	Environmental Protection	3
01600	Material and Equipment	3
01710	Cleaning	2
<u>Division 05 - Metals</u>		
05450	Welding	3

- |                              |    |  |
|------------------------------|----|--|
| <u>1 Site Visit</u>          | .1 | Before submitting a Tender, the Contractor may visit the site and acquaint himself with all ascertainable conditions that may affect his work.   |
|                              | .2 | Consult with Engineer or his representative regarding services available, material accommodations the Contractor may require, access to the site and obtain any and all information that may affect the Contractor's Tender.   |
| <u>2 Location of Site</u>    | .1 | 14 Wing Greenwood is located 150 km west of Halifax and 4 km south of Highway 101 near Kingston, Kings County, NS.   |
| <u>3 Description of Work</u> | .1 | Work under this SOA comprises the provision of all labour, material and equipment required to complete the work in accordance with the specifications and drawings for this project.   |
|                              | .2 | Specified work is to be carried out at the following locations:<br>.1 14 Wing Greenwood, Greenwood NS.<br>.2 Camp aldershot, Kentville NS.<br>.3 Granville Range, Granville NS.<br>.4 Middleton Armouries, Middleton NS.   |
|                              | .3 | Work of this SOA is located in an area where normal working hours are:<br>.1 0730 to 1600 hours, Monday to Friday inclusive.   |
|                              | .4 | In general terms, the work includes the following:<br>.1 The furnishing of all labour, materials equipment and transportation required to carry out miscellaneous welding services for minor construction and maintenance fabrications or repairs to buildings, building equipment and systems at 14 Wing Greenwood as and when requested.<br>.2 Clean-up. |



#### 1 References

- .1 National Building Code of Canada (NBC) 1995 including all amendments up to tender closing date.
- .2 National Fire Code of Canada (NFC) 1995 including all amendments up to tender closing date.

#### 2 Codes and Standards

- .1 Workmanship to be of a uniformly high quality and in strict accordance with the best trade practice as interpreted by the Engineer.
- .2 Perform work in accordance with the National Building Code (NBC) and National Fire Code (NFC) and/or any other code of provincial or local application provided that in any case of conflict or discrepancy, the more stringent requirements will govern.
- .3 Meet or exceed requirements of:
  - .1 SOA documents.
  - .2 Specified standards, codes and referenced documents.
- .4 References made to Domestic, National and International Standards in this specification are to be considered and integral part thereof and to be read in conjunction with these specifications.
- .5 Mediocre or inferior workmanship to be replaced by work of first class quality without cost to DND when so ordered by the Engineer or his representative.
- .6 In event of conflict between standards, the most stringent shall apply.

#### 3 Contractor Qualifications

- .1 The Contractor shall satisfy the Engineer that he has adequate and qualified staff to perform the service expected. This includes processing all service calls within an acceptable time and having adequate parts on hand to meet requirements of the job, both during silent and normal working hours.
  - .2 The Contractor shall provide evidence that the firm is duly registered to carry out work of this type and may be required to provide evidence of past services and contracts of this nature.
-

- .3 Present proof of the following:
  - .1 Company registration with CWB to 47.1.
  - .2 Welder identification with NS Department of Labour.
- .4 The Contractor shall be prepared to work from formally prepared specifications and drawings when these documents are available.
- .5 The Contractor's service representative shall be cable of working from verbal direction and free hand sketches when on smaller projects and quick response work.

4 Documents  
Required

- .1 Maintain at job site, one copy each of following:
  - .1 SOA drawings.
  - .2 Specifications.
  - .3 Addenda.
  - .4 Reviewed shop drawings.
  - .5 Change orders.
  - .6 Other modifications to SOA.
  - .7 Copy of approved work schedule.
  - .8 Manufacturers' installation and application instructions.
  - .9 Standards listed in Part 1 of Specification Sections under Reference Standards.

5 Work Schedule

- .1 Prior to work commencement, the Contractor to arrange for an on-site meeting with the Engineer immediately following SOA award to program starting dates, work schedules and to receive briefing on contract procedures.
- .2 When schedule has been approved by the Engineer take necessary measures to complete work within scheduled time.
- .3 Do not change schedule without Engineer's approval.
- .4 The Engineer shall issue a Requisition under this Standing Offer providing a statement of work or service required (DSS 942).

6 Service Calls

- .1 Perform service calls when requested by the
-

Engineer.

- .2 Perform work to equipment manufacturer's specifications.
- .3 Obtain Engineer's written authorization for any work being performed which requires design modifications to equipment and/or systems.
- .4 Defective parts shall be the property of the Contractor unless otherwise directed.
- .5 Provide estimate of repair when requested by the Engineer prior to performing work. Estimates are to include a breakdown of all labour and parts.
- .6 Advise Engineer immediately following contract award of the phone number at which the Contractor or his representative may be reached at any time.
- .7 Carry out the work with minimum delay.
- .8 The Contractor shall arrange for 24 hour emergency call-out service during the period covered by the SOA.
- .9 The Contractor shall not refuse any call from the Engineer or his authorized representative and shall commence urgent service within 2 hours of notification.

7 Briefing Requirements

- .1 Receive briefing from Wing Fire Chief regarding Wing fire safety regulations and restrictions.
- .2 Briefing to be arranged by Engineer.

8 Contractor's Use of Site

- .1 Contractor shall be briefed by the Engineer on use of site.
  - .2 Do not unreasonably encumber site with material or equipment.
  - .3 Arrange work in a manner that will cause the least inconvenience to building occupants.
  - .4 Internal combustion engines shall be equipped with radio interference suppressors.
-

<u>9 Project Meetings</u>	.1	A pre-job meeting will be scheduled by the Engineer at the work site prior to commencement of the contract.
	.2	Hold regular meetings at times and locations arranged by the Engineer.

<u>10 Hours of Work</u>	.1	Comply with hours of work at 14 Wing Greenwood.
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<u>11 Setting Out of Work</u>	.1	Assume full responsibility for and execute work with least inconvenience to Base operations.
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<u>12 Building Smoking Environment</u>	.1	Comply with smoking regulations and restrictions.
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- |                                 |    |  |
|---------------------------------|----|--|
| <u>1 Access</u>                 | .1 | Provide and maintain adequate access to project site.  |
| <u>2 Storage Sheds</u>          | .1 | Provide adequate weathertight sheds with raised floors, for storage of materials, tools and equipment which are subject to damage by weather when deemed necessary by the Engineer.  |
|                                 | .2 | Locate storage sheds where directed by Engineer.   |
| <u>3 Parking</u>                | .1 | Parking space will be made available on site. Maintain and administer this space as directed   |
| <u>4 Power and Water Supply</u> | .1 | DND can provide, free of charge, temporary electric power and water for construction purposes in some locations. Contractor to arrange for and provide sources for power and water where existing facilities do not permit.                                |
|                                 | .2 | Engineer will determine delivery points and quantitative limits. Engineer's written permission is required before any connection is made. Connect to existing power supply in accordance with Canadian Electrical Code.                                    |
|                                 | .3 | Provide, at no cost to DND, all equipment and temporary lines to bring these services to project site.   |
|                                 | .4 | Supply of temporary services by DND is subject to DND requirements and may be discontinued by DND site representative at any time without notice, without acceptance of any liability for damage or delay caused by such withdrawal of temporary services. |
| <u>5 Sanitary Facilities</u>    | .1 | DND is under no obligation to provide sanitary facilities for contractor's work-force.   |
| <u>6 Protection</u>             | .1 | Use warning signs and barriers. Maintain in good order until completion of work.   |
|                                 | .2 | At end of each day's work provide protection for completed work and materials out of storage.  |
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|---|--|----|---|
| 7 | <u>Site Signs and Notices</u>          | .1 | Safety and Instruction Signs and Notices:<br>.1 Signs and notices for safety and instruction shall be in both official languages Graphic symbols shall conform to Z321-96.  |
|   |  | .2 | Maintenance and Disposal of Site Signs:<br>.1 Maintain approved signs and notices in good condition for duration of project, and dispose of off site on completion of project or earlier if directed by Engineer. |
|   |  | .3 | Provide signs when directed by Engineer.  |
| 8 | <u>Removal of Temporary Facilities</u> | .1 | Remove temporary facilities from site when directed by Engineer.  |

1 Construction  
Safety Measures

- .1 Observe construction safety measures required by Canadian Labour Code, Provincial Government Regulations, Workers' Compensation Board and municipal statutes and authorities.
- .2 In event of conflict or discrepancy between any provisions of above authorities, Engineer will approve direction as to which requirements shall govern.
- .3 The Contractor to comply with all standing orders or other regulations in force on the site where work is to performed.
- .4 Contractor created hazards to be marked with warning signs and barriers.
- .5 All protective devices, barriers, boarding and the like to be maintained in good order until completion of the work under this contract, or until removal is ordered by the Engineer.
- .6 Supply and erect signs and warning devices as specified in Part D, Signs and Devices of manual titled Uniform Traffic Control Guide of Canada distributed by Roads and Transportation Association of Canada.
- .7 Place signs and other devices in locations as recommended by said manual and/or where directed by Engineer.
- .8 Meet with Engineer prior to commencement of Work to prepare list of signs and other devices required to perform Work.
- .9 Continually maintain traffic control devices in use by:
  - .1 Checking signs daily for legibility, damage, suitability and location installed. Clean, repair or replace to ensure clarity and reflectance are maintained.
  - .2 Remove or cover signs which do not apply to conditions existing from day to day.

2. Protection

- .1 Prevent damage to buildings, landscaping, curbs, sidewalks, trees, fences and adjacent property.
  - .2 Work areas to be cleaned up daily.
  - .3 Removed materials to be disposed of daily.
-

- .4 Comply with requirements of Acts, Regulations and By-laws in force for regulation of traffic or use of any roadway upon or over which it is necessary to carry out work or haul materials or equipment.
- .5 When working on a travelled way:
  - .1 Place equipment in such a position as to prevent a minimum of interference and hazard to travelling public.
  - .2 Keep equipment units as close together as working conditions permit and preferably on same side of travelled way.as possible
  - .3 Do not leave equipment on travelled way overnight.
  - .4 Contractor is responsible for the security of Equipment and is at no times to leave the vehicle while the equipment is operating or engine running.
- .6 Do not close any lanes of traffic without approval of Engineer. Prior to re-routing traffic erect suitable signs and devices to Engineer's approval.
- .7 Provide means of temporary detours around construction work in a manner authorized and approved by Engineer. Surfaces to be maintained to ensure a smooth riding surface.

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

4    Falsework    .1    Design and construct falsework in accordance with CSA S269.1-1975.

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

6    Confined Spaces    .1    Definitions:

- .1    CE: Construction Engineering.
- .2    SOP: Standard Operating Procedure.

                                 .2    Follow CE SOP 04 for safe entering and working in Hazardous Confined Spaces.

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- .3 Engineer to provide Contractor with a copy of SOP 04 and to brief Contractor on its use. Prior to working in a location the Contractor to confirm with Engineer and building occupants if the work location contains any Base identified hazardous confined spaces.

PART 1 - GENERAL

1.1 Fire Department Briefing .1 Engineer will coordinate arrangements for the contractor to be briefed on Fire Safety at their pre-work conference by Fire Chief before any work is commenced.

1.2 Reporting Fires .1 Know the location of nearest fire alarm box and telephone, including the emergency phone number.

.2 Report immediately all fire incidents to the Fire Department as follows:

.1 activate nearest fire alarm box; or

.2 telephone.

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

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

1.3 Fire Extinguishers .1 Supply fire extinguishers, as scaled by Fire Chief, necessary to protect, the work in progress and the contractors physical plant on site.

1.4 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 the digging of trenches.

1.5 Smoking Precautions .1 Observe at all times smoking regulations.

1.6 Rubbish and Waste Materials .1 Rubbish and waste materials are to be kept to minimum.

.2 The burning of rubbish is prohibited.

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1.6 Rubbish and  
Waste Materials  
(Cont'd)

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- .3 Removal:
  - .1 Remove all rubbish from the work site at the end of the 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 an approved receptacles and remove as required in 1.6.3.1.

1.7 Flammable and  
Combustible Liquids

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- .1 The 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 the Underwriter's Laboratory of Canada or Factory Mutual seal of approval. Storage of quantities of flammable and combustible liquids exceeding 45 litres for work purposes, requires the permission of the Fire Chief.
  - .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 the 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 the Fire Department is to be notified when disposal is required.
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|---|----|---|
| <u>1.8 Hazardous Substances</u>           | .1 | If the work entails the use of any toxic or hazardous materials, chemicals and/or explosives, or otherwise creates a hazard to life, safety or health, work shall be in accordance with the National Fire Code of Canada.   |
|   | .2 | The Fire Chief is to be advised, and a "Hot Work" permit issued in all cases involving welding, burning or the use of blow torches and salamanders, in buildings or facilities. Special precautions are necessary to safeguard life and property from damage by fire or explosives.   |
|   | .3 | Wherever work is being carried out in dangerous or hazardous areas involving the use of heat, fire watchers, equipped with sufficient fire extinguishers shall be provided. The determination of dangerous or hazardous areas along with the level of precaution areas for Fire Watch shall be at the discretion of the Fire Chief. Contractors are responsible for providing fire watch service for their work on a scale established and in conjunction with the Fire Chief at the pre-work conference. |
|   | .4 | Where flammable liquids, such as lacquers or urethanes are to be used, proper ventilation shall be assured and all sources of ignition are to be eliminated. The Fire Chief is to be informed prior to and at the cessation of such work.   |
| <u>1.9 Questions and/or Clarification</u> | .1 | Direct any questions or clarification on Fire Safety in addition to above requirements to Fire Chief.   |
| <u>1.10 Fire Inspection</u>               | .1 | Site inspections by Fire Chief will be coordinated through Engineer.  |
|   | .2 | Allow Fire Chief unrestricted access to the work site.  |
|   | .3 | Co-operate with the Fire Chief during routine fire safety inspection of the work site.  |
|   | .4 | Immediately remedy all unsafe fire situations observed by the Fire Chief.   |
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1.10 Fire  
N

1 General

- .1 Contractors and their personnel to read and be familiar with this section and its requirements.
- .2 Contractor to post, in a noticeable location on job site, the following names and emergency telephone numbers:
  - .1 14 Wing Greenwood:
    - .1 Wing Fire Chief (WFC) - Local 5473.
    - .2 Engineer - Local 1531.
    - .3 911.
- .3 Work with hazardous materials to be done by workers who are thoroughly educated to the risks and handling procedures involved with the material and are trained in safe work practices.
- .4 Encounters with material suspected of being hazardous and not previously identified are to be reported to Engineer immediately, and work in this area of project halted until direction is received from Engineer.
- .5 Contractors are to comply with regulations and procedures or Federal, Provincial and local area environmental protection agency when dealing with hazardous materials.
- .6 Inquiries regarding Hazardous Materials can be directed to Engineer.

2 Reference Standards

- .1 NFC-2010 - National Fire Code of Canada 2010.
  - .2 CLC-Part IV - Canada Labour Code.
  - .3 WHMIS - Work place Hazardous Materials Information System (Federal Legislated Bill C-70).
  - .4 Hazardous Products Act.
  - .5 Hazardous Materials Information Review Act.
  - .6 Occupational Health and Safety Regulations.
  - .7 Regulations and standards currently in force for products not covered under WHMIS legislation, designed for the regulation of specific categories of products such as but not limited to:
    - .1 Explosives Act.
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- .2 Atomic Energy Control Act.
- .3 Pest Control Products Act.

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|----------------------------|----|---|
| <u>3 Documentation</u>     | .1 | Where Contractor supplied materials or chemicals are of a hazardous nature, provide Engineer with two copies of Material Safety Data Sheet (MSDS) for each hazardous product. <ul style="list-style-type: none"><li>.1 Hazardous products that do not have a Material Safety Data Sheet are not permitted on DND property.</li><li>.2 Information (MSDS) on known or suspected hazardous materials on site can be obtained through Engineer from the Hazardous Materials Coordinator.</li></ul>               |
| <u>4 Signs and Notices</u> | .1 | Contractor to make available a copy of the Material Safety Data Sheet for each product on site, for the information of site workers and visitors to the site. <ul style="list-style-type: none"><li>.1 Site workers to familiarize themselves with the Material Safety Data Sheet for each product.</li><li>.2 Signs and/or notices for safety and instruction to be in both official languages, or commonly understood WHMIS symbols, and to be posted in prominent locations around area of work.</li></ul> |
| <u>5 Worker Safety</u>     | .1 | Workers involved with hazardous materials on job site to be equipped with all necessary personal protective equipment (PPE) required by Labour Canada and/or Provincial Labour Department.  |
| <u>6 Indemnity</u>         | .1 | Contractor accepts liability and indemnifies the Department of National Defence and its employees in the event of injury or damage resulting from the use of or exposure to hazardous materials.  |
| <u>7 Compliance</u>        | .1 | In event of conflict between the requirements referred to throughout this section and in paragraph 2 - Reference Standards, the more stringent requirement to govern.   |
| 8 Delivery and             | .1 | In addition to requirements of Section 01005 -  |
-

- Storage
- General Instructions, deliver and store hazardous materials to the following:
- .1 Incompatible substances and chemicals to be kept segregated at all times.
  - .2 Contractor can obtain clarification and identification of subject substances and chemicals through Engineer from Base Hazardous Materials Coordinator.
- 9 Spills and Leaks
- .1 Notify Wing Fire Department and Engineer at 14 Wing CFB Greenwood immediately in the event of a spill or leak. Wing Fire Chief will coordinate and direct clean-up.
  - .2 Prevent injury to personnel until responsible authorities arrive and implement procedures necessary to contain and secure spill area.
  - .3 Spills and leaks resulting from Contractor neglect or mishandling to be cleaned up at Contractor's expense.
- 10 Clean-up
- .1 Additional requirements to Section 01710 - Cleaning are listed below:
    - .1 All hazardous material waste to be stored in containers as recommended by manufacturer of hazardous material and removed from site at end of each work day.
    - .2 Disposal of waste material to be in accordance with the Department of the Environment regulations and to be off DND property at approved dump sites for materials to be disposed off.

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|-----------------------------------|----|---|
| <u>1 Fires</u>                    | .1 | Fires and burning of rubbish on site not permitted.   |
| <u>2 Disposal of Wastes</u>       | .1 | Do not bury rubbish and waste materials on site.  |
|                                   | .2 | Do not dispose of waste or volatile materials, such as mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers.  |
|                                   | .3 | Disposal of wastes to be at approved dump sites for intended materials.   |
| <u>3 Pollution Control</u>        | .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 when directed by Engineer.                                      |
|                                   | .4 | Cover or wet down dry materials and rubbish to prevent blowing dust.  |
|                                   | .5 | Remove rubbish from site daily to prevent blowing debris.   |
|                                   | .6 | Provide dust control for temporary and permanent access and haul routes, located near airfield, within base, or near residential areas.   |
|                                   | .7 | Prevent silt from entering watercourses and/or drainage structures. Provide silt screens when directed by Engineer.   |
|                                   | .8 | Provide silt and erosion control devices in accordance with Nova Scotia Department of Environments "Handbook for Construction Sites" and as directed in the Environmental screening for this project. |
| <u>4. Equipment &amp; Fueling</u> | .1 | All Equipment to be used on site to be inspected by Engineer to ascertain condition of equipment in regards to petroleum product leakage. Equipment not in good repair to be                          |
-

refused on site until leaks have been repaired to the satisfaction of Engineer.

- .2 Refueling of equipment to be performed in a location approved by Engineer, and to be a minimum of 30 metres from a watercourse or storm drainage inlet such as a catch basin grating.
  - .3 Refueling to be performed on a hardstand where possible and on ground that is uniformly level in grade.
  - .4 Contractor to report all petroleum spills regardless of size to Engineer. Spills exceeding 75 litres to be reported to the Provincial Department of Environment through Engineer.
  - .5 Contractor to maintain on site a spill control kit being a minimum of a shovel, a 45 gallon container, and absorbent materials of sufficient quantities for the petroleum products being used by the equipment on site. Quantities to be determined by Wing Hazmat Co-ordinator Mr A Pearson at Ext 5792.
  - .6 Contractor to receive briefing by Wing Hazmat Co-ordinator in regards to spills on work sites.
  - .7 Contractor is responsible to pay costs for spill clean-ups.
  - .8 Contractor to perform clean-ups soonest and as directed by Engineer.
  - .9 Equipment parked overnight or on DND property to to be parked in location as directed by Engineer and to have metal drip pans placed beneath equipment to protect against petroleum products contaminating the soils. Protection provided to be to Engineer's approval.
  - .10 Contractor storage of petroleum products to be in location and manner as approved by Wing Hazmat Co-ordinator containers properly marked in accordance with WHMIS legislation. Wing Hazmat Co-ordinator to provide direction in briefing to Contractor.
  - .11 Petroleum products stored on DND property to be removed immediately on completion of the Work of a Project.
-



1 General

- .1 Use new material and equipment unless otherwise specified.
- .2 Within 7 days of written request by Engineer, submit following information for materials and equipment proposed for supply:
  - .1 name and address of manufacturer,
  - .2 trade name, model and catalogue number,
  - .3 performance, descriptive and test data,
  - .4 manufacturer's installation or application instructions,
  - .5 evidence of arrangements to procure.
- .3 Use products of one manufacturer for material and equipment of same type or classification unless otherwise specified.

2 Manufacturers Instructions

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

3 Fastenings - General

- .1 Provide metal fastenings and accessories in same texture, colour and finish as base metal in which they occur. Prevent electrolytic action between dissimilar metals. Use non-corrosive fasteners, anchors and spacers for securing exterior work.
  - .2 Space anchors within limits of load bearing or shear capacity and ensure that they provide positive permanent anchorage. Wood plugs not acceptable.
  - .3 Conceal fasteners where indicated. Space evenly and lay out neatly.
  - .4 Fastenings which cause spalling or cracking are not acceptable.
  - .5 Obtain Engineer's approval before using explosive actuated fastening devices. If approval is obtained comply with CSA Z166-1975.
-



4 Delivery and Storage

- .1 Deliver, store and maintain packaged material and equipment with manufacturer's seals and labels intact.
- .2 Prevent damage, adulteration and soiling of material and equipment during delivery, handling and storage. Immediately remove rejected material and equipment from site.
- .3 Store material and equipment in accordance with suppliers instructions.
- .4 Touch-up damaged factory finished surfaces to Engineer's satisfaction. Use primer or enamel to match original. Do not paint over name plates.

5 Conformance

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

6 Compatibility

- .1 Compatibility between components of roofing system is essential. Provide written declaration to Engineer stating that materials and components, as assembled in system, meet this requirement.

7 Plant and Equipment

- .1 Do not use direct fired equipment.
  - .2 Use only kettles equipped with thermometers or gauges in good working order.
  - .3 Locate kettles in safe place outside of building or, if approved by Engineer, on noncombustible roof at location to avoid danger of igniting combustible material below. When locating kettles, give consideration to direction of prevailing winds, building fans and air handling units to minimize possibility of smoke and fumes entering surrounding occupied buildings. If wind direction causes smoke and fume problems, relocate kettles on
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daily basis when directed by Engineer.

- .4 Maintain supervision while kettles are in operation and provide metal covers for kettles to smother flames in case of fire. Provide suitable fire extinguishers as approved by the Wing Fire Chief.
- .5 Maintain efficiency of kettles and equipment by frequent cleaning. Remove all carbonized bitumen.
- .6 Use only fibreglass roofing mops.

- 1 General
- .1 Conduct cleaning and disposal operations to comply with local ordinances and anti-pollution laws.
  - .2 Effect a daily clean-up of debris resulting from work and ensure all hazardous impediments are removed from site or stored or protected at the end of each day's work.
  - .3 At all times be extremely cautious to ensure that no debris or other hazardous impediments are left lying in locations that will cause unsafe conditions.
  - .4 Disposal of debris to be the Contractor's responsibility and to be off DND property at approved dump site for material to be disposed of.
- 2 Definitions
- .1 FOD(Foreign Object Damage): any and/or all materials and/or debris that could cause damage to aircraft. This terminology is used in airport environments of which 14 Wing Greenwood is considered as.
- 3 Materials
- .1 Use only cleaning materials recommended by manufacturer of surface to be cleaned, and as recommended by cleaning material manufacturer.
- 4 Cleaning During Construction
- .1 Provide on-site containers for collection of waste materials, and debris.
    - .1 On-site containers to be equipped with secure lids to prevent debris from being blown out by wind.
  - .2 Contractor to be responsible for preventing FOD (Foreign Object Damage) resulting from work of this contract.
  - .3 Schedule cleaning operations so that resulting dust, debris and other contaminants will not fall on wet, newly painted surfaces nor contaminate building systems.
- 5 Final Cleaning
- .1 Broom clean paved surfaces; rake clean other surfaces of grounds.
-

- .2 Effect a daily clean-up of debris resulting from work and ensure that all hazardous impediments are removed from the site or adequately stored or protected at the end of each day's work.
- .3 On completion of the work under this contract, all materials declared surplus by DND, equipment and debris shall be removed from the job site.
- .4 Final cleaning of work site to be to the Engineer's approval.

PART 1 - GENERAL

- 1.1 Workmanship and Codes
- .1 All work shall be performed by journeyman tradesperson qualified and licensed by the Province of Nova Scotia. All work to be performed to provincial codes and regulations.
  - .2 Provide verification of welder's qualification and license on request by the Engineer.

- 1.2 Work Included
- .1 Oxy-acetylene burning and welding, arc welding, blacksmith work, machine shop work, steam fitting, mechanical fitting, plate work, structural steel work and any other associated mechanical trades as required.
  - .2 Welding on low and high pressure steam piping and equipment.

- 1.3 Reference Standards
- .1 All work shall conform to the following CSA standards, as required:
    - .1 CSA W47.1-92 Certification of Companies for Fusion Welding of Steel Structures.
    - .2 CSA W47.2-M1987 Certification of Companies for Fusion Welding of Aluminum.
    - .3 CSA W48.1-M1991 Carbon Steel Covered Electrodes for Shielded Metal Arc Welding.
    - .4 CSA W48.2-M1992 Chromium and Chromium-Nickel Steel Covered Electrodes for Shielded Metal Arc Welding.
    - .5 CSA W48.3-93 Low-Alloy Steel Covered Arc Welding Electrodes.
    - .6 CSA W48.4-95 Solid Mild Steel Filler Metals for Gas Shielded Arc Welding.
    - .7 CSA W48.5-M1990 Carbon Steel Electrodes for Flux-and Metal-Cored Arc Welding.
    - .8 CSA W48.6-96 Bare Mild Steel Electrodes and Fluxes for Submerged Arc Welding.
    - .9 CSA W48.7-M77 Diffusible Hydrogen in Mild Steel and Low-Alloy Steel Weld Metals: Test Method.
    - .10 CSA W59-M1989 Welded Steel Construction Metal Arc Welding).
    - .11 CSA W59.2-M1991 Welded Aluminum Construction.
    - .12 CAN/CSA-W117.2-94 M87 Safety in Welding, Cutting and Allied Processes.
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- 1.3 Reference Standards (Cont'd)
- .1 (Cont'd)
- .13 CSA W178.1-1996 Certification of Welding Inspection Organizations.
- .14 CSA W178.2-1996 Certification of Welding Inspectors.
- .15 CSA W186-M1990 Welding of Reinforcing Bars in Reinforced Concrete Construction.
- .16 CSA B51-M95 Boilers Pressure Vessel and Pressure Piping Code.
- .17 MSS Standards:
- .1 SP-58-1979 - Pipe Hangers and Supports Materials and Design.
- .2 SP-69-1976 - Pipe Hangers and Supports Section and Application.
- .2 The Contractor will be required to provide proof of Certification before starting any work as follows:
- .1 Structural work, authorized by Canadian Welding Bureau to Standards CSA W47.1-92 Division 1 and Division 2 and CSA W47.2-M1987 is desirable but not mandatory.
- .2 Pressure work, to ASME, Section VII and Section IX and B51-M-1991, Province of Nova Scotia.
- .3 It is the responsibility of the Contractor to obtain copies of above mentioned standards, as required in para 3.1.1.
- 1.4 Tests
- .1 Pressure vessels/piping:
- .1 Provide test fittings when so directed.
- .2 Hydrostatic testing to be carried out at 1 1/2 times rated working pressure or 860 KPa, whichever is greater.
- .3 The Engineer is responsible to obtain authority from the Province of Nova Scotia to proceed with any pressure vessel/piping work.
- .2 All work:
- .1 Work to be subjected to recognized testing procedures such as visual inspection, hydrostatic, magnetic particle and/or X-ray testing at Engineer's discretion.
- .2 All testing to be carried out to the satisfaction of the Engineer.
- .3 Testing to be carried out by the Engineer's representative, at Engineer's expense unless otherwise specified.
- .4 Interpretation of tests of any weld may be extended to all welds of a lot.
-

1.4 Tests

(Cont'd)

.5 Inferior work to be replaced at Contractor's expense, at the direction of the Engineer.

# ANNEX C / ANNEXE C



Gouvernement  
du Canada

Gouvernement  
du Canada

Contract Number / Numéro du contrat

W0102-15J435

Security Classification / Classification de sécurité  
Unclassified

## PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non ☐ Oui  
If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité :

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

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

Document Number / Numéro du document :

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

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

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

Canada



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Government  
of Canada

Gouvernement  
du Canada

Contract Number / Numéro du contrat

W0102-15J435

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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	
DND		RCAF	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail To perform welding repairs and fabrication of mechanical and structural building components at 14 Wing Greenwood NS			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Non Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>			
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	
7. c) Level of Information / Niveau d'information			
PROTECTED A 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



Government of Canada  
Gouvernement du Canada

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W0102-15J435

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Unclassified

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

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

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

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

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

☒ No  
Non

☐ Yes  
Oui

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

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

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

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

☒ No  
Non

☐ Yes  
Oui

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

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





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Gouvernement du Canada

Contract Number / Numéro du contrat

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Security Classification / Classification de sécurité  
Unclassified

**PART D - AUTHORIZATION / PARTIE D - AUTORISATION**

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

Name (print) - Nom (en lettres moulées)

Major S.C. Button

Title - Titre

Wing Construction Engineering Officer

Signature

Telephone No. - N° de téléphone  
(902) 765-1494 Ext 5408

Facsimile No. - N° de télécopieur  
(902) 765-5688

E-mail address - Adresse courriel  
Stephen.Button@forces.gc.ca

Date  
23 Jun 15

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

Name (print) - Nom (en lettres moulées)

**Tippy Graham - DDSO - Industrial Security  
Senior Security Analyst**

Title - Titre

Signature

Telephone No. - N° de téléphone  
Tel: 613-996-8283

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel  
E-mail: **tippy.graham@forces.gc.ca**

Date  
14 Aug 2015

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

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

☐ No  
☒ Yes  
Non Oui

**16. Procurement Officer / Agent d'approvisionnement**

Name (print) - Nom (en lettres moulées)

Nancy Dunphy

Title - Titre

Contracting  
Authority

Signature

Telephone No. - N° de téléphone  
(902) 496-5481

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

E-mail address - Adresse courriel  
nancy.dunphy@RUSC

Date  
AUG 25 2015

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

Name (print) - Nom (en lettres moulées)

Kris Baker

Title - Titre

CONTRACT SECURITY  
OFFICER

Signature

Telephone No. - N° de téléphone  
613-941-5189

Facsimile No. - N° de télécopieur  
613-948-1712

E-mail address - Adresse courriel  
KRISTOPHER.BAKER@TRGJC-PHX-CA

Date  
21-AUG-15