

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Bid Receiving - PWGSC / Réception des soumissions
- TPSGC
11 Laurier St./11, rue Laurier
Place du Portage, Phase III
Core 0B2 / Noyau 0B2
Gatineau
Québec
K1A 0S5
Bid Fax: (819) 997-9776

SOLICITATION AMENDMENT
MODIFICATION DE L'INVITATION

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

Comments - Commentaires

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

Issuing Office - Bureau de distribution
Alternative Service Delivery/Autres modes de
prestation des services
11 Laurier/11 rue Laurier
7B3, Place du Portage Phase III
Gatineau
Québec
K1A 0S5

Title - Sujet SITE SUPPORT SRVCS - CFB GOOSE BAY	
Solicitation No. - N° de l'invitation W0123-15CE01/B	Amendment No. - N° modif. 001
Client Reference No. - N° de référence du client W0123-15CE01	Date 2015-10-20
GETS Reference No. - N° de référence de SEAG PW-\$PSD-005-25414	
File No. - N° de dossier 005psd.W0123-15CE01	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-11-10	
Time Zone Fuseau horaire Eastern Standard Time EST	
F.O.B. - F.A.B. Specified Herein - Précisé dans les présentes Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input checked="" type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Singh, Shaila	Buyer Id - Id de l'acheteur 005psd
Telephone No. - N° de téléphone (819) 420-2979 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	

Instructions: See Herein

Instructions: Voir aux présentes

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

Solicitation No. - N° de l'invitation

W0123-15CE01/B

Amd. No. - N° de la modif.

001

Buyer ID - Id de l'acheteur

005psd

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

W0123-15CE01

File No. - N° du dossier

005psdW0123-15CE01

CCC No./N° CCC - FMS No/ N° VME

-
1. At Annex C – Qualification Criterion, article 2 and 3
ADD: - Submit a response via the form provided at Annex D.
 2. At Annex G – Statement of Work, ADD:- Statement of Work

All other conditions remain the same.

Request for Proposal for the Department of National Defence

Annex G Statement of Work

5 Wing Goose Bay Site Support Services

Solicitation # W0123-15-CE01

There is a security and controlled goods requirement associated with this proposal.

GOOSE BAY SITE SUPPORT SERVICES STATEMENT OF WORK	
The Statement of Work consists of 23 sections with each of sections 2 to 23 consisting of paragraphs A to B on one worksheet, C to G on another worksheet, and supporting tables, if applicable on one or more worksheets. See "Structure of the SOW" for how the SOW is	
Title	
5 WING GOOSE BAY GENERAL INFORMATION	Organization of 5 Wing Core
Table 1-1	Average snowfalls and average mean temperatures
Table 1-2	MANAGEMENT AND ADMINISTRATION
2 C to G	Mail Pick-Up and Delivery Locations
Table 2-1	PHASE IN
2.1 C to G	Take Over Schedule
Table 2.1-1	Phase In Plan
Table 2.1-2	PHASE-OUT
2.2 C to G	Hand Back Schedule
Table 2.2-1	3 C to G
3 C to G	SUPPLY / MATERIAL PROCESSING
4 C to G	AVIATION WEATHER SERVICES
Table 4-1	GFE to Support Meteorological Function
5 C to G	FLIGHT OPERATIONS
6 C to G	TRANSIENT SERVICING
Table 6-1	References
Table 6-2	Unspecified Services
Table 6-3	Historical Military Transient Traffic
Table 6-4	Type of Aircraft Expected to be serviced and Historical Volume by Type
7 C to G	TELECOMMUNICATIONS SUPPORT
Table 7-1	Non-Tactical Communications Equipment
Table 7-2	Application Software Support List
Table 7-3	IT Hardware and Software
8 C to G	AIRFIELD COMMUNICATIONS, RADAR AND NAVIGATIONAL/LANDING AIDS
Table 8-1	References
Table 8-2	Airfield Communications, RADAR and Navigational or Landing Aids
9 C to G	EMERGENCY SERVICES
Table 9-1	References
10 C to G	TRANSPORTATION SUPPORT
Table 10-1	Vehicles and Equipment Contractor supplied, DND operated
Table 10-2	Vehicles and Equipment DND owned, DND operated
Table 10-3	Vehicles and Equipment DND owned, Contractor operated
11 C to G	SECURITY SERVICES
12 C to G	FOOD SERVICES
13 C to G	ACCOMMODATIONS AND JANITORIAL SERVICES
Table 13-1	Janitorial Requirements
Table 13-2	Janitorial Services - Areas to be cleaned
Table 13-3	Building Cleaning Specifications
Table 13-4	Inventory of Single Quarters
14 C to G	CONSTRUCTION ENGINEERING AND MAINTENANCE MANAGEMENT
15 C to G	BUILDINGS AND STRUCTURES MAINTENANCE/REPAIR
16 C to G	SANITARY COLLECTION SYSTEMS
17 C to G	CENTRAL HEAT PLANT (CHP) AND DOMESTIC STEAM AND HOT WATER HEATING SYSTEMS
Table 17-1	Electrical Meters Requiring Quarterly Reading
Table 17-2	Water Meters Requiring Quarterly Reading
18 C to G	POTABLE WATER
19 C to G	ROADS AND GROUNDS / Aircraft Arrestor System (AAS)
Table 19-1	Aircraft Arrestor Systems (AAS)
Table 19-2	Airfield surface area
Table 19-3	Flower beds, boxes and pots
Table 19-4	Airfield Grounding Points
20 C to G	AUXILIARY AND PORTABLE ENGINE-GENERATOR UNITS
Table 20-1	References
21 C to G	ELECTRICAL AND AIRFIELD DISTRIBUTION SYSTEMS
22 C to G	SOLID WASTE COLLECTION AND DISPOSAL
23 C to G	ENVIRONMENTAL PROTECTION, HAZARDOUS MATERIAL, HAZARDOUS WASTE AND MATERIAL CONTROL

STRUCTURE OF THE SOW

Description of the structure of this SOW.

The following provides a description of the paragraphs used within each section of the Statement of Work (SOW) (other than Section 1 which has no specific format):

ROWS

ITEM NO.	Used to identify each paragraphs from A to G of each sections of this SOW. The structure used in the tabular format is as follows: the 1st character identifies the section; the following character is a letter from A to G identifying a paragraph; and the following combination of alpha-numeric characters identifies specific elements of the services required.
	Paragraph A to B
GENERAL REQUIREMENTS	In paragraph A, background information specific to the section is provided within sub-paragraphs as follows:
SCOPE OF WORK	A brief statement regarding the general scope of work within the section is provided in sub-paragraph A.1. The detail of the general scope and the specific services to be provided by the Contractor are described in paragraphs C to G.
DEFINITIONS	Terminology and acronyms used within the section requiring further explanation to reduce ambiguity are defined in sub-paragraph A.2.
REFERENCES	References referred to elsewhere in the section are listed in sub-paragraph A.3.
SAFETY PROVISIONS	Any safety considerations or requirements specific to the services stated in the section are described in sub-paragraph A.4.
DESCRIPTION OF EXISTING CONDITIONS	Conditions other than safety considerations which may impact the delivery of the services described within the section and background information specific to the section not stated elsewhere within the section are detailed in sub-paragraph A.5.
HOURS OF OPERATION	The hours during which the Contractor is to provide or perform the services described within the section are identified in sub-paragraph A.6. Unless otherwise stated the hours of operations are standard local time.
PERSONNEL QUALIFICATIONS	In paragraph B, minimum qualifications required by DND are stated for personnel delivering services related to the requirements.
TRAINING & EXPERIENCE	Education, training and experience required by DND for the Contractor's personnel to be considered acceptable. There may be legislation or other regulations which require minimum qualifications based on the Contractor's solution to provide the services. It is the Contractor's responsibility to ensure those other qualifications are met. The Contractor is fully responsible for all costs associated with training personnel to carry out their functions as defined in this SOW. The Contractor is responsible for all travel and living expenses wherever the course may be given. Training and experience, if required, are covered under paragraph B of each section. Certifications need to be from a governmental body or sanctioned by a governmental body. Costs associated with unforeseen (not defined in this SOW) DND mandated courses and training will be cost reimbursable and must be covered by a Task Authorization.
SECURITY	Minimum Security Clearance or Screening level required of the employees in order for them to be allowed to work on the site. Security, if required, is covered under paragraph B of each section.
	Paragraph C to G
PERFORMANCE REQUIREMENTS	In paragraph C, those requirements that reflect direct services expected of the Contractor are identified. Paragraph C requirements do not dictate staffing requirements or organizational mandates.

WATCH-KEEPING REQUIREMENTS	In paragraph D, those requirements of the Contractor to operate specific workstations for a certain number of hours per day or week with a stated minimum number of personnel meeting expressed minimum qualifications are identified.
TASK AUTHORIZATION (TA) REQUIREMENTS	<p>Paragraph E identifies requirements that cannot be included in the firm price of the contract since the exact scope of the tasks cannot be defined, or the frequency of the occurrence cannot be determined, or both. They are not predictable at time of issuance of the SOW and may not be recurring requirements.</p> <p>The various skill categories are defined as follows: Professional (P): Employment requiring a special degree or professional certification; Technical (T): Employment requiring a degree or other post-secondary education; Clerical (C): Employment requiring training in office or administrative skills; Skilled (S): Employment requiring specialized trades training or certification; and Unskilled (U): Employment that requires no special training.</p> <p>Junior: A person with 0 to 2 years experience in their respective field Intermediate: A person with 2 to 5 years experience in their respective field; and Senior: A person with 5 or more years experience in their respective field.</p>
RECORDS AND DELIVERABLES	In paragraph F, plans, records, reports and deliverables related to the services in the section are identified. Unless otherwise stated or requested, reports are provided in electronic format and Microsoft Office 2010 compatible.
MATERIAL, EQUIPMENT and FACILITIES	Identify in paragraph G, the specific requirements for material, equipment and facilities to be provided by the Government and the Contractor to support the services within the section (other than those stated under paragraph E TA Requirements).

The detail of each requirement stated in each of paragraphs C to G is described under four sub-headings in columnar format. These columnar sub-headings are as follows:
COLUMNS

REQUIREMENT	The Requirement column contains the primary outputs expected from the Contractor.
RELATED INFORMATION	The Related Information column contains, in sufficient detail, any supporting information or related requirements that complete the Requirement and provide sufficient supporting detail to ensure the meaning and intent of the requirement is clear and not subject to interpretation. This related information is part of the requirement. When provided, the estimated number of hours are for information only and are based on historical data.

ESTIMATED QUANTITY	The Estimated Quantity column contains sufficient information to establish the scope of the services requested in the requirement. The Estimated Quantity represents the quantity of service contracted by DND and does not include related or supplemental Contractor activity in support of the Contract or otherwise. DND does not warrant the accuracy of Estimated Quantities and the Contractor must continue to provide services in accordance with the Variations in Quantity (VIQ) sub-clause under the Basis of Payment clause in the Contract for a description of the mechanism to address variations in quantities for paragraphs C, D, F and G. Any quantity indicated as "determined by the Contractor" is not subject to VIQ. A quantity that exceeds the Estimated Quantity for a requirement in any of paragraphs C, D, F or G will not be treated as a Task Authorization.
PERFORMANCE STANDARD	The Performance Standard column establishes the minimum level of performance for the requirement, below which the Contractor's performance may be considered to be in default of the requirements. Normally, a performance not achieved due to consideration(s) outside the Contractor's control would not penalize the Contractor unless the Contractor knew or ought to have known that it could not meet the performance standard because of consideration(s) outside its control and did not inform the DO of the situation(s) i.e. Parts/ material that DND were to provide, following the annual forecast submitted by the Contractor, to accomplish the work is not available in a timely fashion cannot be ground to penalize the Contractor unless this occurred due to negligence or untimely or incomplete forecast on the Contractor's part.

Line Item	General Information
1	5 WING GOOSE BAY GENERAL INFORMATION
1.A	PURPOSE
1.A.1	This Statement of Work (SOW) describes the work that the Contractor will carry out to provide the Department of National Defence (DND) with Site Support Services (SSS) at 5 Wing Goose Bay, Newfoundland & Labrador.
1.B	OVERVIEW
1.B.1	General
1.B.1.a	DND is a key federal department with more than 100,000 employees located at sites throughout Canada and abroad. The mission of DND and the CF is to defend Canada, its interests and its values, while contributing to international peace and security.
1.B.1.b	Within DND, the Chief of the Air Force Staff (C Air Force) is responsible for providing the leadership, resources and services needed to manage the required services as a corporate resource essential to the success of the mission and objectives of DND. Within the Royal Canadian Air Force (RCAF), the Wing Commander (W Comd), 5 Wing Goose Bay reports directly to the Commander 1 Canadian Air Division (1 Cdn Air Div) and is responsible for the effective management of the Base, supporting contracts, and operational mandates. This Site Support Services will be the principle requirement, but not the only means, by which 5 Wing Goose Bay will fulfill its roles.
1.B.1.c	DND has determined that the Policy on Reporting of Federal Institutions and Corporate Interests to Treasury Board Secretariat will continue to apply to 5 Wing Goose Bay.
1.B.1.d	The SOW will be implemented without affecting the Government's commitments to the environment and the aboriginal communities. All due precautions to safeguard wildlife, the environment, and the health and interests of all people in the region will be maintained.
1.B.2	The Roles
1.B.2.a	<p>The roles of 5 Wing Goose Bay are to:</p> <ul style="list-style-type: none"> • Support North American Aerospace Defence Command (NORAD) Deployed Operations; • Support Joint Task Force Atlantic - JTF(A); • Support CF operations and training as well as Foreign Military Training; • To operate the Goose Bay airfield in support of civil aviation; • Secondary Search and Rescue (SAR); and • Support other operations as required.

1.B.2.b	<p>There are a few services which DND has classified as 'Core' which, by their nature, requires that they be delivered by DND military/civilian employees. Those services, which have been classified as 'Core', have been excluded from this SOW, and are as follows:</p> <ul style="list-style-type: none"> • Command and Control; • Combat Support; • Medical/Dental; • Core Administration and Finance; • Quality Assurance; • Contract Management; and • Management of core environmental issues.
1.B.2.c	<p>The organization chart shown at Table 1-1 depicts the core functions in graphical form. It is provided as an example to allow bidders to scope the functions maintained within the core. The core strength will total approximately 72 CF military and 28 DND civilian personnel.</p>
1.B.3	Existing Conditions
1.B.3.a	<p>5 Wing Goose Bay is situated adjacent to the Town of Happy Valley-Goose Bay, a progressive community of about 7,500 residents (7,552 in 2011 Census) situated in the heart of Labrador at the western end of Lake Melville, a salt water lake extending more than 200 kilometers inland from the Labrador Sea. The Goose Bay military base and airfield were initially constructed in 1941 as a major airfield complex to support the war effort. In the 1950s, Goose Bay became a United States Air Force (USAF) site under terms of a 20-year lease. Significant expansion of the base infrastructure was conducted during this period to fully support a community of up to 12,000 service personnel and their dependants. With the expiration of the US lease in the 1970s, military activity was significantly reduced. Airfield operations were turned over to Transport Canada (TC) in 1967 and the base infrastructure to Public Works Canada in 1972. Low level flight training began expanding at Goose Bay in the 1980s, a 10-year Memorandum of Understanding (MOU) between DND and participating Ministries of Defence was established in 1986, and DND assumed full responsibility for all aspects of the base's operations and infrastructure in 1988. The economic stability and growth of the Town of Happy Valley- Goose Bay can be attributed in part due to the presence of 5 Wing.</p> <p>There is a total of 1,140 direct, indirect and induced person years of generated employment in the Province of Newfoundland and Labrador in support of base activities. This number was obtained in 2009 during a study conducted by the Institute for Environmental Monitoring and Research (IEMR). The operation of the base contributes approximately \$95 million to Canada's Gross Domestic Product (GDP).</p>
1.B.4	The Climate
1.B.4.a	<p>The climate at Goose Bay can be unpredictable. Table 1-2 indicates average snowfalls and average mean temperatures.</p>
1.B.5	On Base Housing

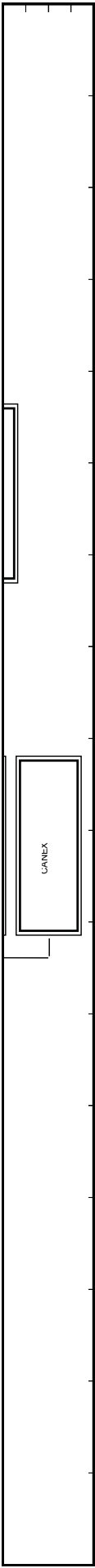


Table 1-2												
Average snowfalls and average mean temperatures												
Goose Bay, Newfoundland & Labrador												
Average Temperatures and Precipitations												
53°19' N 60°25 W 49m	January	February	March	April	May	June	July	August	September	October	November	December
Temperature												Average for Year
Daily Maximum (°C)	-12	-10.2	-3.6	3.9	11.2	17.6	21.1	20.7	15.4	7.3	0.2	-7.1
Daily Minimum (°C)	-21.3	-21.1	-15.4	-5.9	0.2	6	10.2	10	5.5	0	-7.2	-15.3
Daily Mean (°C)	-16.7	-15.7	-9.5	-1	5.7	11.8	15.7	15.4	10.5	3.6	-3.5	-11.2
Extreme Maximum (°C)	11.2	10.6	16.4	21.2	32.1	36.2	37.8	35.3	30	22.8	16.7	11.7
Date (YYYY/DD)	1979/03	1951/08	1979/25	1986/25	1979/20	1989/25	1944/04	1996/08	1959/08	1947/13	1977/11	1950/05
Extreme Minimum (°C)	-38.9	-39.4	-35.6	-29.7	-15	-4.2	0.1	0	-6.7	-17	-26.1	-36.7
Date (YYYY/DD)	1957/15	1973/17	1948/06	1984/09	1972/01	1984/04	1993/05	1947/25	1947/28	1982/30	1986/20	1971/27
Precipitation												
Rainfall (mm)	2.5	5	6.2	21.7	54.7	80.6	119.3	100.2	87.9	64.4	27	6.1
Snowfall (cm)	72.4	59.8	73	49.1	19.2	1	0	0	0.3	20.2	42.8	64.1
Precipitation (mm)	65.5	56.4	68.6	65.5	72.3	81.2	119.3	100.2	88.1	83.5	67.5	61.3
Extreme Daily Rainfall (mm)	7.2	26.2	24.4	30.2	29	69.6	66.8	79.2	68	44.7	36.8	26.2
Date (YYYY/DD)	1997/08	1968/05	1953/31	1976/04	1964/25	1963/30	1981/15	1953/16	1999/23	1968/26	1950/28	1981/07
Extreme Daily Snowfall (cm)	71	39.6	40.8	36.3	33.8	24.1	0.4	0	19	27.7	40.6	35.6
Date (YYYY/DD)	1985/16	1953/10	1982/08	1981/10	1957/16	1980/28	1991/01	NA	1977/19	1958/11	1944/12	1968/16
Extreme Daily Pcpn (mm)	40.8	39.6	52.3	42.9	33.8	80.1	66.8	79.2	68	45.7	41.2	32.5
Date (YYYY/DD)	1985/16	1953/10	1975/21	1958/25	1957/16	1980/28	1981/15	1953/16	1999/23	1966/20	2001/07	1968/16
- Average temperatures and precipitations are calculated over the 20 year period of 1992-2011.												
- Extremes date back to 1941.												

Table 1-2

E - GB SSS Bridge SolQ - Annex G SOW

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2	MANAGEMENT AND ADMINISTRATION
2.A	GENERAL REQUIREMENTS
2.A.1	SCOPE OF WORK
2.A.1.a	GENERAL
2.A.1.a(1)	Provide those services and resources necessary to manage, supervise, care for the contractor workforce, lead its personnel through change management, control expenditures, manage records, provide administrative support, a mail delivery system and plan for and react to emergency situations on or off the airfield. The Contractor will not be required to provide O&M to the DND fuel recovery site located on the Wing. However, the contractor will be required to provide emergency support services and in an extreme case apply all of its resources fully to handle emergencies. Provide reports and plans to DND and support DND's audits and inspections. Provide qualified and competent personnel to manage and supervise the performance of the required services. The services specified throughout the SOW may be required on and off the Wing including but not limited to the Austere Operating Training Centre (AOTC), German Camp, Target 19.
2.A.1.a(2)	In most respects the Contractor will be filling the role of the Wing Logistics Officer (WLogO), Wing Construction Engineering Officer (WCEO), Wing Supply Officer (WSupO) and Wing Telecommunication and Information Officer (WTISO) and their organizations are expected to be dealing with 1 CAD, CAS and NDHQ officials directly. The Contractor will keep the Designated Officer (DO) informed of activities and/or initiatives that could affect the Wing.
2.A.1.a(3)	DND will maintain the Tabular Format SOW and provide it to the company at the Contractor's request.
2.A.1.b	ASD PHASES: For clarification within this document DND has established the following phases for the completion of this ASD contract:
2.A.1.b(1)	The Phase-in, starts after contract award and ends at the start of the O&M phase (31 March 2017). It consists of 2 phases as follows:
2.A.1.b(1)(a)	Transition phase starting after contract award and ending at the start of the Handover Phase (1 October to 31 December 2016); and
2.A.1.b(1)(b)	Handover phase starting at the end of the transition phase and ending at the start of the O&M phase (1 January 2017 to 31 March 2017);
2.A.1.b(2)	The Operation & Maintenance (O&M) Phase: The O&M phase is the period of time when the contractor is providing the full ranges of services. It starts at final Handover date (1 April 2017) and ends at the start of the Phase Out (31 December 2018); and
2.A.1.b(3)	The Phase Out starts at the end of the O&M phase (1 January 2019) and ends on 31 March 2019.
2.A.1.c	Operation and Maintenance (O&M)
2.A.1.c(1)	O&M Repairs: During the O&M of assets on the base, the contractor is responsible to repair and replace various components, consumables, and equipment as they reach the end of their serviceable life (including expected failures). The level of O&M service and normal component replacement / maintenance provided must be commensurate with the condition of all components and equipment that comprise the assets at the time of handover. The O&M efforts must take into consideration the normal service life expected within the operating environment and system configuration at the base as described in this SOW.

2 A to B

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2.A.1.c(2)	Cost of Emergency Capital Repairs to DND Equipment: The cost of emergency capital repairs to DND owned equipment and facilities, which must be carried out by the Contractor due to an unexpected component equipment or system failure, will be borne by DND. Unexpected failure shall be defined as a failure that occurs without warning and in advance of the normal end of service life of a component despite the Contractor providing the required level of service with due regard to the known age of the failed component, its existing condition at time of handover and the normal service life of the component within the operating environment and system configuration at the base. Evidence of regular maintenance and normal O&M repairs must prove that the failure was unexpected.
2.A.1.c(3)	Cost of Emergency Capital Repairs Due to Contractor's Negligence: Any emergency capital repair that is required to be undertaken as a result of the Contractor's negligence, error, omission or non-compliance with the Contract, shall be carried out by the Contractor, at no additional cost to Canada.
2.A.1.c(4)	DND Initiated Capital Upgrades: DND shall have the right to initiate capital upgrades to 5 Wing which may impact the O&M costs and services of the Contract. The upgrades may or may not be performed by the Contractor at the Crown's discretion. If performed by the contractor they are considered TA Work and the Contractor responsibility for these upgrades will be addressed in the Terms and Conditions of the Contract. Any variation to Terms and Conditions of the Contract will be negotiated with the Contractor by the Contracting Authority. Following the implementation of any capital works upgrade, the Crown retains the right to renegotiate the costs associated with the annual O&M in the remaining years of the contract.
2.A.1.c(5)	O&M Cost Savings: The Contractor is encouraged to investigate and recommend ways to obtain net savings in operating and maintenance costs through innovation and judicious use of resources.
2.A.1.d	LEVEL OF SERVICE
2.A.1.d(1)	Work Priorities. Maintain an effective balance between manpower and workload. In the establishment of work priorities, the O&M of equipment and systems supporting airfield services shall be given priority over domestic O&M requirements unless delaying the domestic requirement would indirectly impact air operations or sound judgment and safety dictates otherwise; ensure that the safe operation of air side functions is not affected in any way nor that safety of aircraft movements and passengers is compromised.
2.A.1.d(2)	Provide all services necessary to maintain the required levels of airport and airspace functionality and safety; determine the hours of work for the Contractor's staff and subcontractors to ensure the level of service requirements are met; ensure that all contractor personnel are fully qualified and capable of carrying out the associated work in delivering the required level of service.
2.A.1.d(3)	All Contractor provided service shall be delivered in a professional manner which reflects industry standards for that or similar service delivery.
2.A.1.d(4)	If a Contractor's level of service must be reduced for any reason, such as a maintenance request or an emergency response, ensure that the recipients of that service or recipients of other level of services affected by the reduced level of service are expediently and properly notified. In all cases, if safety of personnel, equipment or facilities is an issue, the appropriate emergency services shall be notified.
2.A.1.d(5)	Local Area Emergency Response. If required, the Wing Commander may direct that base operations be minimized and that Contractor resources and support to operations be diverted to support an emergency in the local area.
2.A.1.d(6)	Support an increased tempo of operations at 5 Wing during surge operations.
2.A.1.d(7)	Ensure that DND operations / activities are not disrupted by the contractor methods and procedures.

2 A to B

E - GB SSS Bridge SolQ - Annex G SOW

Unrestricted

2.A.1.e	HEALTH & SAFETY: The Contractor must identify a POC to provide cooperation and liaison with DND on health and safety matters, and participate in various health and safety meetings as requested by the DO.
2.A.2	DEFINITIONS
2.A.2.a	See Structure of the SOW for a description of the paragraphs used within each section of the Statement of Work (SOW), other than Section 1 which has no specific format.
2.A.2.b	The following are additional definitions applicable to all sections of the SOW:
2.A.2.b(1)	365 days: Throughout the contract 365 days shall mean "every day of the year". The terms "annually" and "per year" shall mean "per contract year".
2.A.2.b(2)	Delegation of Authority: The Wing Commander may delegate his authority to other individuals.
2.A.2.b(3)	BASIS OF PAYMENT: a clause in the Contract which states how the Contractor will be remunerated for delivering the requirements of this Contract.
2.A.2.b(4)	CONTRACTING AUTHORITY: The Contracting Authority is the PWGSC representative, who is responsible for the management of the contractual aspects of the requirement. PWGSC is the only organization authorized to conduct negotiations with a contractor on behalf of DND and to amend the contract.
2.A.2.b(5)	CONTRACTOR: the prime supplier, vendor and/or company that PWGSC engages to satisfy the requirements of this Contract.
2.A.2.b(6)	CONTRACTOR PERSONNEL: any individual the Contractor utilizes in meeting the requirements of this Contract. This includes, but is not limited to, the Contractor's employees and the employees of sub-contractors employed by the Contractor.
2.A.2.b(7)	Contractor's Personal Use: Any use of GFP/GFM/GFE/GFF intended for the primary benefit of the contractor or its employees versus DND, or is contrary to the best interest of DND, is considered personal use.
2.A.2.b(8)	Crown: The Government of Canada.
2.A.2.b(9)	CUSTOMER: DND and DND's customers as represented by the Technical Authority. Anyone authorized by the Technical Authority to use the services contained in this SOW. At a minimum, customers include DND/CF, PSP, MFRC, CFHA and 5 CRPG personnel.
2.A.2.b(10)	DESIGNATED HOLIDAYS: the following are designated holidays for the purpose of this contract. New Year's Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Civic Holiday, Labour Day, Thanksgiving, Remembrance Day, Christmas, and Boxing Day. If a designated holiday falls on a Saturday or Sunday, the Monday immediately after will be considered a designated holiday.
2.A.2.b(11)	DESIGNATED OFFICER: The Designated Officer (DO) is the authority at the unit to which the Contractor's provision of services must satisfy. The Wing Commander is the DO and may further nominate respective DOs for each service area and/or section of this SOW.
2.A.2.b(12)	DIRECT LABOUR HOURS: Hours of labour used in actual hands-on work to provide required services excluding management and administrative support, supervision and other indirect costs.
2.A.2.b(13)	Downtime: Time that equipment is out of service for repairs, maintenance, or awaiting parts. The workweek used to compute downtime is defined as seven 24-hour days, no exceptions for holidays. Equipment that is out of service due to safety recalls is not included in the downtime computations. Downtime begins when the equipment is removed from service and ends when it is ready to return to service.
2.A.2.b(14)	DND NORMAL WORKING HOURS: are 0800 to 1600, Monday to Friday inclusive each week. Working hours for specific tasks are stipulated in the relevant Sections of the SOW.

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2.A.2.b(15)	REPORT: The contractor will be required to generate, maintain, process data, and provide reports to the DO. The DO may require certain data to be presented in graphical form to display trends (e.g. utility consumption data) as part of the firm price. Most reports can be provided in electronic format; however, upon request, the Contractor must submit these soft-copy reports in a hard-copy version or supporting backup data at no additional cost. The DO may request that the format or content of reports be amended to meet certain requirements, and as long as this additional information is acquired by the Contractor through their delivery of service, there should be no additional cost for this information.
2.A.2.b(16)	SUB-CONTRACTOR: the supplier, vendor and/or company that the prime contractor engages to satisfy the requirements for the performance or supply of a part of the Work.
2.A.2.b(17)	TASK: for the purposes of Task Authorization (TA) requirements stated in paragraph E, an action or actions required to meet a stated TA requirement.
2.A.2.b(18)	TECHNICAL AUTHORITY: The DND's representative responsible for all matters concerning the technical content of the work under this requirement. The Technical Authority is the Wing Commander 5 Wing Goose Bay.
2.A.2.b(19)	VALIDATED CUSTOMER COMPLAINT: an issue, complaint or dissatisfaction with the services provided by the Contractor, made by a Customer, and determined by the Technical Authority to be valid.
2.A.2.b(20)	WORKING DAY: a day that is not a weekend or a federal government designated holiday.
2.A.2.b(21)	CONTRACT MANAGER: Contractor Personnel empowered to act as the official point of contact with sufficient delegated technical and financial authority to respond appropriately to any contractual matters.
2.A.2.b(22)	CONTRACTOR SITE MANAGER: Contractor Personnel empowered to act as the official point of contact with sufficient delegated technical and financial authority to respond appropriately to day-to-day 5 Wing operations.
2.A.2.b(23)	CONTRACT PROGRAM MANAGER: Contractor Personnel empowered to act as the official point of contact with sufficient delegated technical and financial authority to respond appropriately to any contract program matters.
2.A.2.b(24)	POC: Point of Contact
2.A.2.b(25)	Wing Contract Management Officer (WCMO): WCMO is the delegated person at the Wing responsible for all matters concerning the technical content, administration and management of the contract.
2.A.3	<p>REFERENCES: The notations against the references have the following meanings:</p> <p>M - Adherence to the policies, procedures, act, orders and regulations contained therein is mandatory.</p> <p>G - The policies and procedures contained therein are not mandatory, but proposals for alternatives must be submitted in full detail to, and be accepted by the Technical Authority. Furthermore, alternatives must fully interface with procedures in use globally.</p>
2.A.3.a	Comply with the current version of all publications and industry standards required to perform the work identified in each section of this SOW. In the event that the Contractor may be incurring extra costs due to changes in the publications or standards, then a written request should be submitted to both the WLEO and Contracting Authority for consideration. If documents are not available a waiver shall be obtained from the DO.
2.A.3.b	DND will assist the Contractor in obtaining DND documents deemed necessary by the Contractor and DND to successfully accomplish the assigned tasks. Unless otherwise noted, only the most current issue, including up-to-date revisions, of any publication, specification, or other document is authorized for use. Most publications are currently available through the DND Intranet to which the contractor has access.
2.A.3.c	When any discrepancy exists between any publication the most stringent requirement will be followed unless the technical expert through the DO grants written authority.

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2.A.3.d	With respect to the application of Provincial, Federal and DND standards, laws, codes and/or regulations the more stringent code or standard applies.
2.A.3.e	Sample Quarterly Cost Recovery Report (G)
2.A.3.f	Wing Emergency Response Plan (M)
2.A.3.g	A-GA-135-001/AA-001 Flight Safety for the Canadian Forces (M)
2.A.3.h	Facilities Catalogue (M)
2.A.3.i	Fixed Asset Register (M)
2.A.4	INTERPRETATION
2.A.4.a	In case of disputes regarding interpretation of any part of this SOW or any of its referenced documents, the interpretation of the WLEO in consultation with PWGSC and other DND authorities, as may be required, shall prevail.
2.A.4.b	Wherever plans and procedural documents are required by the Contract, the Contractor shall work to the DND approved version of these documents. It shall be the Contractor's responsibility to align any work with such requirements if such work has commenced prior to approval of the applicable plans and/or procedures and is affected by them.
2.A.5	EXISTING CONDITIONS
2.A.5.a	PROJECT MANAGEMENT
2.A.5.a(1)	The Wing Commander, 5 Wing Goose Bay, will act as the DO for the Contract. His representative will be known as the Wing Logistics and Engineering Officer (WLEO), who will be responsible for managing the Contractor's execution of this Site Support Services Contract. The Contract Authority for the Goose Bay Project is PWGSC.
2.A.5.a(2)	The WLEO or his delegated officer must interface with the Contractor Site Manager (CSM). With respect to the issues pertaining to the provision of services as specified, the CSM must interface with the WLEO. The CSM must work through the WLEO on all issues or changes to the level of service specification. The WLEO works with the Contract Authority with respect to any issues raised to the contract level. For all tenants, the Contractor must interface directly with the DO concerning the specification and provisioning of the required service.
2.A.5.b	FACILITIES, WORKS, EQUIPMENT AND INFRASTRUCTURE DESCRIPTION: A full description of the facilities, works, equipment and infrastructure is provided in the Facilities Catalogue and the Fixed Asset Register. These documents provide the following types of information:
2.A.5.b(1)	Facilities Catalogue: This catalogue contains a description of 5 Wing buildings and structures on and off site, including exterior photos, physical dimensions, current use, etc.
2.A.5.b(2)	DND has a Realty Assets Assessment completed for 5 Wing by a third party. Canada requires the Contractor to review and validate the Report. This Report will provide details of the current condition of all building and infrastructure systems. For planning purposes this Report will also provide a Rough Order of Magnitude costing for the supply of material and labour to complete the work. Validated information from the Report is to be utilized by the Contractor to update all applicable preventative maintenance plans, and will be used by the Contractor as a basis for its annual Engineering Works Program.

2.A.5.b(3)	Fixed Assets Register: Register listing all temporarily or permanently installed equipment currently located in the various buildings and facilities on the Wing which are used in day-to-day operations. The register includes items such as fire hydrants, air conditioners, pumps, ice machines, weather and radar equipment, valves, fans, etc.
2.A.5.c	VISITS TO CONTRACTOR'S FACILITIES: The Contract Authority, or any DND representative authorized by the WLEO must be afforded access to the Contractor's plant and all other premises where pertinent processes/work are being performed.
2.A.5.d	USE OF CROWN ASSETS FOR UNRELATED COMMERCIAL ACTIVITIES
2.A.5.d(1)	Utilization of government furnished assets provided in support of this contract for commercial activity is restricted.
2.A.5.d(2)	Any crown-owned infrastructure that is not required to support the Contractor or DND (and DND customers) at 5 Wing will receive a final disposition after contract award (i.e. operational, dormant or surplus).
2.A.5.d(3)	The contractor can lease part of DND surplus capacity at fair market value to conduct 3rd party business / activities. The DND may enter in a lease arrangement with the Contractor if it is considered in the best interest of the department or is not going to be detrimental to the Government of Canada.
2.A.5.d(4)	DND may permit the use of spare capacity in government-owned, customer occupied facilities where revenue sharing arrangements are mutually beneficial and when the use is during a period in which no customer is conducting operations that requires those facilities. Any arrangement must not interfere with commitments made to the DND customers, must have the consent of DND (acting as agent) and the DND customer, and would hold any lessee liable for any damage caused to property or the environment, including wear and tear.
2.A.6	HOURS OF OPERATION
2.A.6.a	Normal hours of operation for the Wing are: 0800 to 1600 hours Monday to Friday unless otherwise specified within each section of the SOW.
2.A.6.b	Mail delivery service: Mon-Fri not including statutory holidays. 1 delivery per day.
2.B	PERSONNEL QUALIFICATIONS
2.B.1	KEY POSITIONS: The following are key management positions required, within the Contractor's organization. Within the staffing plan, the Contractor must identify the staffing proposal for the positions of CPM and CSM:
2.B.1.a	Contractor Program Manager: The Contractor Program Manager (CPM) must have relevant experience in two (2) projects of similar size, scope and complexity or one long-term project of 10 years or more. The CPM should have at least 10 years experience in similar operations and at least fifteen years overall work experience.
2.B.1.b	Contractor Site Manager: The Contractor Site Manager (CSM) must have a degree in Business Administration/ Management or Engineering based on a course of study from an accredited university, college or equivalent institution, or have at least 10 years experience in a project management/managerial capacity in similar operations. The CSM should have relevant experience in at least one (1) project of similar scope and at least 15 years (15) overall work experience. The CSM must be familiar with all facets of multi-function project management as demonstrated through work history.
2.B.1.c	Health and Safety Officer: Health and Safety matters are to be dealt with by a qualified person i.e. must have a modern Safety Management Course from a recognized institution or the DND General Safety Management Course and 3 years related experience in a safety management position. The Contractor may temporarily employ an individual with modified qualifications upon approval from the Technical Authority.
2.B.2	SECURITY

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2.B.2.a	No Contractor employees, including sub-contractors, hired for an operationally sensitive position shall be allowed entry to any designated secure area at 5 Wing, or given access to classified material, without the prior approval of the DO, through the 5 Wing Security Section.
2.B.2.b	All Contractor employees, including sub-contractors, are to identify themselves, immediately, when challenged by DND Security Staff.

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
2.C	MANAGEMENT AND ADMINISTRATION			
2.C.1	PROJECT MANAGEMENT			
2.C.1.a	Implement Task Authorization (TA) Work Plan.	Execute the plan as developed in 2.F.1.a.	1 Plan	Not more than one validated customer complaint per month regarding execution of TA work.
2.C.1.b	Prepare timely responses to TA requests.	See the Contract Terms and Conditions for responding to TA requests.	50 TA requests per year.	Responses to be submitted within 5 working days of DND request.
2.C.1.c	Use of the Facilities by the Contractor.	Utilize facilities in support of this Contract in accordance with the Contractor's Facility Use Plan submitted in 2.1.F.5.a.	1 Plan	At least 95% of floor area utilized in accordance with facility use plan. Plan updated within 30 days of revisions to requirements.
2.C.1.d	Implement and maintain the Quality Management System (QMS).	The QMS encompasses all requirements contained in the SOW. QMS meet the intent of ISO 9001:2008 standards, and meets ISO 14001:2004 for Environmental Management. Provide a solution to capture inspection results and test data in accordance with the QMS. See 2.F.1.c. Access to the inspection and performance data must be provided to DND designated subject matter experts.	1 system. There is at least one documented inspection per requirement per year	Assessment-driven Corrective Actions (CAs) are created for all work that is out of compliance. Rectify non-conformance issues including documentation of any process adjustments within 30 days of CA creation. Full documentation is maintained and kept available throughout the life cycle of the contract CA. Documentation is accessible at all times and in real time to Contractor and DND staff.
2.C.1.e	Maintain the reference library material.	Maintain index and current copies of all official publications and technical data. See individual Sections for library requirements.	10 major remote libraries for Facilities Management, Supply, Engineering, Emergency Services, Hazardous material, etc.	Not more than 2 complaints per month regarding the currency of the library materials.
2.C.2	MEETINGS			
2.C.2.a	Attend meetings, liaise with the Technical Authority and provide materials as requested.	Attend weekly meetings and liaise with the Technical Authority to ensure Contractor has all necessary and up-to-date information in order to carry out the work described in this SOW.	52 meetings per year averaging 1 hour each.	No instance of absence from planning meetings. No incidence of failure to provide requested materials for meetings.
2.C.2.b	Attend other meetings as requested by the DO.	Provide an appropriate representative to attend ad hoc meetings on various aspects of contract requirements. Meetings last an average of 1 hour each.	12 meetings per year.	No instance of absence from meetings.
2.C.3	ENTERPRISE MANAGEMENT SYSTEM			

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
2.C.3.a	Provide and maintain an Enterprise Management system.	The system must be capable of logging all activities, and provide for all reports identified in all sections. System includes accounting for all consumed materials and furnished equipment associated with the performance of this SOW. System supports an independent audit for those items which are cost reimbursed. Information tracked may be used in negotiations associated with request for amendments associated with VIQ. Contractor's invoicing system must allow cost recovery from users to be transparent. Cost of personnel or material in this section must refer to this section only. All costs must be accounted against the sections where the functions are performed. The system must accommodate cost recovery billing to DND customers as well as the monthly Claims and Progress Claims.	1 System.	System to be accurate, complete and current within 5 working days of receipt of invoice(s) from suppliers. No incidence of failure to obtain an unqualified report from an audit conducted in accordance with generally accepted accounting principles.
2.C.3.b	Support testing of Time Recording System of 2.1.C.2	Testing shall be carried out by PWGSC in accordance with the Contract.	1 per year	The System must meet the requirements. Any deficiencies must be resolved within 1 month.
2.C.4	GOVERNMENT INSPECTIONS AND AUDITS			
2.C.4.a	Assist and cooperate in inspections, internal reviews and audit conducted by the DO and correct promptly any deficiencies or discrepancies noted.	Make records available, provide reproduction services, answer official inquiries, provide escorts when required, etc. The DO reserves the right to inspect periodically the Contractor's records throughout the term of the Contract. This is to cover assistance not already covered in other sections.	12 inspections or audits per year. 6 requiring 4 hours, 4 requiring 1 day, and 2 requiring 4 days	Not more than one validated customer complaint per 3 inspections or 3 audits regarding courtesy, cooperation, or assistance. All deficiencies and discrepancies corrected as per inspection report.
2.C.4.b	Cooperate with DND/CF personnel during Staff Assistance Visits (SAV) and Technical Assistance Visits (TAV) and correct promptly any deficiencies or discrepancies noted.	Make records available, provide reproduction services, answer official inquiries, provide escorts when required, etc. On average, these visits last 3 days.	14 visits per year.	Not more than one validated customer complaint per 3 inspections or 3 audits regarding courtesy, cooperation, or assistance. All deficiencies and discrepancies corrected within the prescribed timeframe.
2.C.4.c	Cooperate with DND/CF Staff during biAnnual Formal Inspections.	Inspections conducted by DND and their customers. Visits of inspection personnel last an average of 6 hours each.	2 visits per year.	Not more than one validated customer complaint per inspection or audit regarding courtesy, cooperation, or assistance.
2.C.5	VISITS			
2.C.5.a	Cooperate with DND/CF Staff during VIP visits.	Including visits by DND and DND customers personnel.	8 visits per year each of an average of 2 hours.	Not more than one validated customer complaint per visit regarding courtesy, cooperation, or assistance.

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
2.C.5.b	Cooperate with DND/CF Staff during informal visits.	Including visits by DND, DND customer personnel or other dignitaries. Arrangements are usually low-key and can include local community groups, cadets etc. Visits sanctioned by DO.	1 visit per month each of an average of 2 hours.	Not more than one validated customer complaint per month regarding courtesy, cooperation, or assistance.
2.C.6	CONTRACTOR SAFETY			
2.C.6.a	Develop and implement a Contractor Safety Management Plan within areas solely occupied by Contractor.	Maintain full risk assessment records, review and update. Maintain compliance with statutory Occupational Safety and Health requirements. As required to fully assess work activity and manage risks. Refer to 2.F.4.a.	1 plan	At least 95% of new and updated assessments to be current within 5 working days of change.
2.C.6.b	Conduct audits on compliance with Contractor Safety Management Plan.	Within areas solely occupied by Contractor, conduct semi-annual audits to monitor level of compliance with Contractor Safety Management Plan. Commence remedial measures for non-compliant conditions within one working day for major/serious safety discrepancies and within 5 working days for minor discrepancies (Safety management/DND guidelines will define). Refer to 2.C.6.a.	2 audits each year.	Audits are thorough and performed on schedule, and any remedial measures are completed within required time scale.
2.C.6.c	Cooperate with DND/CF Safety Management Plan, and WComd's Policy Statement in areas of shared DND/CF/ Contractor occupation.	Maintain risk assessments for shared areas in accordance with Occupational Safety and Health requirements, in conjunction with existing DND assessments.	2 assessments per year.	No failure to cooperate.
2.C.7	EMERGENCY RESPONSE			
2.C.7.a	Update the 5 Wing Emergency Response Plan.	The Contractor will coordinate and participate in an annual review of the ERP. The Contractor is to make DND aware of any proposed changes to the ERP.	Plan reviewed at least annually.	No instance of not coordinating and participating in 1 annual review of the Plan. Plan is accurate, complete and current.
2.C.7.b	Execute the emergency response plan as per para. 2.F.5.a in an exercise scenario.	Combined DND/Contractor training activities 2 times per year 8 hours per activity.	Combined DND/Contractor training activities 2 times per year and 8 hours per activity.	Contractor executes emergency response plan in exercise scenario.
2.C.8	ADMINISTRATION			
2.C.8.a	Pickup and deliver and track mail.	Includes letters, internal mail, publications, newspapers and small parcels. See Table 2-1 for locations.	1 pickup/delivery per location per workday.	All mail handled in accordance with Canada Post regulations and Wing Standing Orders.
2.C.8.b	Provide for urgent delivery and pick-up of mail.	Nothing additional.	100 pick-up/deliveries.	Mail picked-up or delivered within 15 minutes of call for service.
2.C.8.c	Keep current the tables for all sections of the SOW.	Review and amend, as required, all tables of the SOW. Recommendations for amendment must be approved by DO who will engage the Contracting Authority as required.	At least one annual review per table.	Revisions must be highlighted and be submitted to the DO within 1 month of the change.

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
2.D	WATCHKEEPING REQUIREMENTS			
2.D.1	Nil.			
2.E	TASK AUTHORIZATION (TA) REQUIREMENTS			
2.E.1	Respond to and manage actual on or off site emergency situations.	Provide an emergency response center support team collocated with the DND Command Post. Incident costs will be billed to the responsible organization(s). Execute the plan developed in 2.F.5.a.	3 emergencies per year.	Response and management are adequate and timely.
2.E.2	Train staff to accommodate new systems or equipment.	In the case where training courses are mandated by DND due to the introduction of new systems or equipment, the requirement for funding for training must be raised with the WLEO or WCMO. TA for training will only be approved if the Contractor demonstrates that the training costs identified in the Technical Proposal have been or will be expended by the end of the fiscal year.	Nothing additional	Training is complete and scheduled such that there are no deficiencies in implementation or operation of new systems or equipment.
2.E.3	Attend DND mandated courses and conferences.	Courses and training required to provide the services of this SOW and that are only available through DND will be made available to the Contractor.	Nothing additional	Employees selected to attend DND mandated courses are appropriate in regard to aptitude, experience, knowledge and roles.
2.E.4	Although there are no other predetermined Task Authorization (TA) requirements, TA may be ordered on an as required basis for any work within the scope of this section.	See Contract Terms and Conditions for details regarding negotiation of tasks.	Nothing additional.	All jobs completed in accordance with the conditions and requirements stated in the negotiated TA.
2.F	RECORDS AND DELIVERABLES			
2.F.1	PROJECT MANAGEMENT			
2.F.1.a	Provide a TA Work Plan.	Work plans must include TA numbers, schedule showing major milestones with project dates, number of hours by skill level, and major material and equipment requirements.	1 plan per month.	Plan is accurate, complete, current to within 5 working days of submission and submitted to the Technical Authority and Contracting Authority no later than the 20th of each month for the following month.
2.F.1.b	Provide ad hoc reports.	This addresses requirements for ad hoc reports not already covered in this SOW. These reports will contain information that would normally have been gathered in the course of providing services within this SOW. Reports must be provided in hard copy, soft copy or as a formal presentation, as requested by the DO.	12 reports per year.	Reports contain information requested and are delivered on the date and in the format requested by the DO.
2.F.1.c	Produce quarterly Contractor performance reports based on QMS.	Produce quarterly Contractor performance reports IAW the QMS accepted during Phase-In.	1 report per quarter.	Reports are accurate, complete and provided 10 working days following the end of the quarter.

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
2.F.1.d	Report results of recommended table revisions of this SOW.	Annually, report to the DO and the CA results of the recommended revision of all tables of the sections included in this SOW.	1 report annually.	Report is accurate, complete, current within 5 working days and delivered to the DO and the CA by 28 Feb each year.
2.F.1.e	Submit Aboriginal Benefits plan updates and an interim and annual report.	See Annex "F" Statement of Requirement for Aboriginal Benefits for the details to be included.	1 plan, 1 interim report, 1 annual report	Plan updates submitted within 60 days after date of Contract Award and not later than March 1 of each subsequent year. Interim report is submitted within 6 months after each anniversary of Contract Award. Annual report is submitted within 1 month after each anniversary of Contract Award. Each report addresses all elements and contains less than 5 errors. Errors are corrected within 30 calendar days.
2.F.2	COST ACCOUNTING REPORTING AND BUDGETING			
2.F.2.a	Provide Annual Estimates of proposed equipment replacements.	Provide an annual estimate of equipment replacements for the subsequent contract year for consideration by DND. The estimate shall include capital costs, life-cycle justification, O&M costs, O&M savings, schedule and priorities. DND's decision to proceed with any or all of the recommendation will be based on life-cycle analysis methodology and discussions with DND customers.	1 estimate per year.	Estimates are accurate, complete, current within 5 working days and submitted in July of the calendar year preceding the contract year in which the equipment would be required.

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
2.F.2.b	Prepare Variation in Quantity (VIQ) Reports.	For the monthly report Submit a cumulative report IAW the contract identifying positive and negative variances for each section by labour category and material. The report shall include only those VIQ Reportable SOW line items (as defined in the Basis of Payment) forecasted to have a difference between the Actual Quantity (AQ) delivered and the Estimated Quantity (EQ). For each SOW line item included in the report, provide the AQ by month for each past month, a forecasted quantity by month for future months, the EQ, the quantity that should be considered for Permanent Change in Condition and the forecasted quantity of work subject to Fluctuating Change in Condition. The reports will be used as a vehicle for determining future funding requirements and identifying amendments for Permanent Change in Condition. For the annual report see Contract terms and conditions for the content of the report.	1 report per month and 1 report annually.	Report is accurate, complete, current and submitted to the DO within 15 calendar days of each month end. Errors, omissions or observations must be corrected within 10 calendar days.
2.F.2.c	Provide a quarterly Cost Recovery Report.	The quarterly Cost Recovery Report is submitted to DND in electronic format and in printed format. An abbreviated sample report of this document is provided in reference. Unless otherwise directed by the WPFO, each line item of each section will be independently identified in the report. The information required to produce this report will come from information gathered by the Contractor and from DND.	4 reports per year.	Report is accurate, complete, current within 5 working days and submitted 15 days after the end of the quarter.
2.F.3	PROPERTY ACCOUNTABILITY			
2.F.3.a	Facilities Catalogue and the Fixed Assets Register.	Record and maintain all records on GFF and GFE listed in the Facilities Catalogue and the Fixed Assets Register (include all non-industrial and industrial equipment). Records of all GFE must include locations of equipment. Records must be in electronic format.	See the Facilities Catalogue and Fixed Assets Register.	Catalogue and Register accurate, complete, current and submitted to the DO by 15 Apr every year.
2.F.3.b	Prepare Excess Equipment List.	Report all Government Furnished Equipment that is excess, replaced by newer equipment, or not economically repairable. Equipment reported shall not be cannibalized or replaced pending receipt of disposal instructions from the DO.	Report as required.	List is accurate, complete and current within 5 working days. No instance of items that are excess, replaced or no longer serviceable not being reported to the DO.
2.F.4	CONTRACTOR SAFETY MANAGEMENT PLAN			
2.F.4.a	Maintain a Contractor Safety Management Plan.	The Contractor Safety Management Plan to address the requirements outlined in 2.C.6. The plan is available for review by DND upon request.	1 plan.	Plan is accurate, complete and current within 5 working days.

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
2.F.5	EMERGENCY RESPONSE			
2.F.5.a	Distribute the 5 Wing Emergency Response Plan.	Prior to distribution, the Contractor must obtain DO's approval. See 2.C.7a	Plan distributed as required.	Plan is distributed within 5 days of DO's approval.
2.G	MATERIALS, EQUIPMENT, FACILITIES			
2.G.1	Obtain security clearance for all Contractor personnel.	Obtain security clearances as detailed in the Security Requirements Checklist (SRCL).	As determined by the Contractor. See the SRCL for list of positions for which DND/CF requires the Contractor to hold a security clearance.	No unauthorized personnel in positions requiring security clearance.
2.G.2	Issue Identification (ID) cards to all Contractor personnel within 48 hours of arrival on site.	ID card format will be approved by the DO. All Contractor personnel shall wear their ID card in a visible location on their clothing. ID cards shall be current and clearly legible. Where this requirement would have FOD or Flight Safety implications, personnel involved should display cloth name badges. It is the Contractor's responsibility to select a supply source and arrange for delivery to meet contract requirements.	As determined by the Contractor.	All Contractor personnel issued with proper ID card visibly worn while on duty. Incoming Contractor personnel issued an ID within 48 Hours.
2.G.3	Provide all other equipment, facilities and materials not otherwise provided as government furnished required to deliver the services of this section (other than in paragraph E).		As determined by the Contractor.	No instance of not meeting performance standards for the other line items of this section due to a lack of materials, equipment or facilities.

Table 2-1	
Mail Pick-Up and Delivery Locations	
Daily Run	Daily Run
WOR - Bldg. 271	WOR - Bldg. 271
MIR - Bldg. 564	MIR - Bldg. 564
Chaplain- Bldg. 564	Chaplain- Bldg. 564
Dental - Bldg. 564	Dental - Bldg. 564
CFHA - Bldg. 601	CFHA - Bldg. 601
Rec Center - Bldg. 399	Rec Center - Bldg. 399
444 Sqn. - Hanger 9	444 Sqn. - Hanger 9
WOpsO - Hanger 8	WOpsO - Hanger 8
34 MP Flt - Bldg. 256	34 MP Flt - Bldg. 256
Canuck Club - Bldg. 310	Canex - Bldg. 381
MFRC - Bldg. 734	NPF - Bldg. 381
NPF - Bldg. 381	5 CRPG - Bldg. 325
5 CPRG - Bldg. 325	Training Center - Bldg. 354
Training Center - Bldg. 354	

2.1	2.1	PHASE IN	
2.1 A	2.1.A	GENERAL REQUIREMENTS	
2.1 A 1	2.1.A.1	SCOPE OF WORK	
2.1 A 1 a	2.1.A.1.a	Phase In consists of 2 parts. The first part of Phase In consists of the preparatory work needed to be in a position to take over the Work. The second part consists of the period when the Contractor has taken over some but not all of the Work. Phase In ends when the Contractor has taken over all of the Work.	
2.1 A 2	2.1.A.2	DEFINITIONS	
2.1 A 2 a	2.1.A.2.a	Contract Handover Date: This is the date when the Contractor assumes full responsibility for the Work detailed in the under the SOW. This date is the end of the Phase In.	
2.1 A 3	2.1.A.3	REFERENCES	
2.1 A 3 a	2.1.A.3.a	See Sections 2 to 23 of the SOW.	
2.1 A 4	2.1.A.4	SAFETY PROVISIONS	
2.1 A 4 a	2.1.A.4.a	Comply with measures not otherwise specified in this SOW but which are consistent with prudent management and industry practices.	
2.1 A 5	2.1.A.5	DESCRIPTION OF EXISTING CONDITIONS	
2.1 A 5 a	2.1.A.5.a	Nothing additional	
2.1 A 6	2.1.A.6	Hours of Operation	
2.1 A 6 a	2.1.A.6.a	See Sections 2 to 23 of the SOW.	
2.1 B	2.1.B	PERSONNEL QUALIFICATIONS	
2.1 B 1	2.1.B.1	Phase In Manager: The Phase In Manager must have a degree in Business Administration/ Management or Engineering based on a course of study from an accredited university, college or equivalent institution, or have at least 10 years experience in a project management/managerial capacity in similar operations. The Phase In Manager should have relevant experience in at least one (1) project of similar scope and at least 15 years (15) overall work experience. The Phase-In Manager must be familiar with all facets of multi-function project management as demonstrated through work history.	
2.1 B 2	2.1.B.2	All other personnel must meet the qualifications as stated within each of the other sections of this SOW.	

Item No.		Requirement	Related Information	Estimated Quantity	Performance Standard
2.1 C	2.1.C	PHASE IN			
2.1 C 1	2.1.C.1	OPERATION			
2.1 C 1 a	2.1.C.1.a	Execute Phase In Plan.	Execute the plan as developed in 2.1.F.1.a.	1 Plan.	The Plan is executed in a smooth and seamless manner.
2.1 C 1 b	2.1.C.1.b	Not required			
2.1 C 1 c	2.1.C.1.c	Respond to queries regarding Phase In.	Queries will be placed by the Technical Authority or Contracting Authority or their representatives either in person, by telephone, via letter or e-mail to the Phase In Manager, or designated representative. All queries will be logged with time of receipt, response and time of response.	4 queries per day for the entire Phase In	Accurate and complete response provided within 1 hour of request.
2.1 C 1 d	2.1.C.1.d	Attend Phase In review meetings as requested by the Technical Authority.	To include reporting on progress on all aspects of Phase In from Contract Award until Contractor has taken over all of the Work, and whatever other tasks the Contractor considers necessary to meet this requirement and the performance standard of this line item. The Phase In Plan will be reviewed as part of these meetings at least once per month.	3 meetings per month of about 4 hours each for the entire Phase In Period	No Phase In delays due to failure of the Contractor to attend contract review meetings when requested and furnish any Contractor documentation and/or reports as requested.
2.1 C 1 e	2.1.C.1.e	Attend monthly coordination meetings chaired by the Technical Authority.	Meetings to take place at 5 Wing to ensure Contractor has all necessary and up-to-date information in order to carry out the work described in this SOW and to ensure effective interfaces with Technical Authority. Provide data and information as requested by the Technical Authority. Prepare an agenda, prepare a summary list of recorded decisions and action items, and prepare minutes of the meeting.	1 meeting per month lasting 1 day each for the entire Phase In Period	No instance of absence from coordination meetings. No incidence of failure to provide requested information or data for meetings within specified period.
2.1 C 1 f	2.1.C.1.f	Establish a financial and cost accounting system	System includes accounting for all consumed materials and furnished equipment associated with the performance of this SOW. System supports an independent audit for those items which are cost reimbursable. Information tracked may be used in negotiations associated with request for amendments associated with VIQ. While this is a firm price contract, DND must apportion costs to its clients under both dedicated and common criteria. Contractor's invoicing system must allow this apportionment to be transparent. Cost of personnel or material in this section must refer to this section only. All costs must be accounted against the sections where the functions are performed. System must be compatible with Microsoft Office 2010 suite of software.	1 system.	System meets stated requirements and is operational no later than the end of the Phase In period.

2.1	C 1	g	2.1.C.1.g	Develop, in conjunction with the DO a reporting system which will identify costs and activity separately.	Information may be used as basis for future amendments to the contract. The system must account for and recover costs from DND, DND customers and third party users. The DO is to have on-line read only access. This function may be provided as part of the accounting system of Para 2.1.C.1.f	1 system.	Plan for the system is accurate, complete and submitted within stated time scale.
			2.1.C.1.h	Carry out Baseline Inspections	A baseline inspection of each asset shall be undertaken to assess the condition of an asset prior to handover of the asset by DND to the new Contractor. The new contractor and current Contractor shall undertake the inspection with a representative of DND present. If an asset, or portion thereof, is not accessible for inspection at time of the baseline inspection, the new Contractor shall provide DND with an impact assessment on not being able to view the asset or portion thereof. To ensure that a complete baseline is established, a time frame mutually agreed on between the current Contractor, the new Contractor and DND, shall be arranged to complete the inspection. The inspection and resulting asset condition assessment shall form the basis on which the new Contractor's performance and assessment of compliance with the Contract will be based.	1 Baseline Inspection for each Section of the SOW	New contractor personnel participate in the assessment within the mutually agreed time frame.
			2.1.C.1.i	Take Over the Work of each Section	Contractor shall take over the Work on a Section by Section basis, following approval by the DO.	23 Sections	Each section taken over by the date stated in Table 2.1-1.
			2.1.C.2	Implement a Time Recording System	System shall be in accordance with the requirements detailed in the Contract. Time recording system may be stand alone, or part of the Reporting System of lines 2.1.C.1.f and g	1 system	Nothing further
2.1 D			2.1.D	WATCHKEEPING REQUIREMENTS			
2.1 D 1			2.1.D.1	Nil.			
2.1 E			2.1.E	TASK AUTHORIZATION (TA) REQUIREMENTS			
2.1 E 1			2.1.E.1	Provide Translation	For reasons of time and efficiency in the decision-making process, the Project Schedule, Progress Reports, Meeting Schedules and Agendas and Minutes of meetings shall be in English only. If translation is deemed by the DO to be required, translation into French will be initiated by DND as a TA work.	As requested	Translation is accurate and uses correct DND terminology. Translation shall be provided as detailed in the TA.
2.1 E	2		2.1.E.2	Although there are no other predetermined Task Authorization (TA) requirements, TA may be ordered on an as required basis for any work within the scope of this section.	See Contract Terms and Conditions for details regarding negotiation of tasks.	Nothing additional.	All jobs completed in accordance with the conditions and requirements stated in the negotiated TA.

2.1 F	2.1.F	RECORDS AND DELIVERABLES			
2.1 F 1	2.1.F.1	PHASE IN			
2.1 F 1	a	2.1.F.1.a	Prepare and submit a Phase in Plan.	<p>The Phase In Plan shall be based upon Contractor's draft Phase in Plan submitted as part of its proposal. The Phase in Plan must detail how the Contractor will demonstrate to the DO that it is ready to Take Over the Work, on a Section by Section basis. It shall include a schedule for all deliverables, certifications and approvals. The documents listed in Table 2.1 - 2 must be included, as well as any other documents included in the draft Phase In Plan or as required for a smooth seamless transfer of the Work. Contractor must deliver the first version of the Plan within 30 days after Contract to the DO for review. A meeting must be held within 1 week to review the Plan and identify any changes required. The Plan must be updated whenever there are any significant changes. A final Phase In Plan meeting must be held one month before the Contractor plans to start taking over the Work.</p>	<p>1 Phase In Plan, revisions as required with final version delivered one month before Contractor starts the Work.</p> <p>Plan accurate, complete and submitted within one month of Contract Award. +</p>
2.1 F 1	b	2.1.F.1.b	Provide agenda of review meetings.	<p>The Request to Take Over a section shall demonstrate that the Contract has provided all required deliverables, has the qualified staff required to carry out the work and has met all requirements needed to carry out the work.</p> <p>Agenda to contain: the purpose of the meeting and planned items for discussion; and the names of the Chairperson, OPI and other participants. The Agenda shall be distributed to all participants no later than 2 working days prior to the meeting.</p> <p>Prepare a summary list of recorded decisions and action items to be reviewed and agreed by all before the meeting adjourns. Prepare meeting minutes containing: items discussed during the meeting; milestones accomplished to date; status of previous action items; new action items identified and their relative due dates; and space for Contractor and Technical Authority signatures. The minutes are to be submitted for signatures no later than 5 working days after the meeting, and distributed to all the attendees.</p>	<p>No instance of missing documentation, certification, approval or staff required to carry out the work.</p> <p>A Request to Take Over shall be submitted to the DO not less than 1 month prior to the proposed date for Take Over.</p> <p>Agenda accurate and complete and delivered on time to all attendees.</p>
2.1 F 1	c	2.1.F.1.c	Provide Minutes of review meetings.	<p>Prepare a summary list of recorded decisions and action items to be reviewed and agreed by all before the meeting adjourns. Prepare meeting minutes containing: items discussed during the meeting; milestones accomplished to date; status of previous action items; new action items identified and their relative due dates; and space for Contractor and Technical Authority signatures. The minutes are to be submitted for signatures no later than 5 working days after the meeting, and distributed to all the attendees.</p>	<p>Minutes complete and accurate and delivered on time to all attendees.</p>
2.1 F 1	d	2.1.F.1.d	Provide Agenda of monthly coordination meetings.	<p>Agenda to contain: the purpose of the meeting and planned items for discussion; and the names of the Chairperson, OPI and other participants. The Agenda shall be distributed to all participants no later than 10 working days prior to the meeting.</p>	<p>Agenda accurate, complete and delivered on time to all attendees.</p>
		2.1.F.1.a.i	Prepare and submit to the DO a Request to Take Over the Work on a section by section basis	<p>23 Requests to Take Over a section</p>	
		2.1.F.1.b	Provide agenda of review meetings.	<p>See 2.1.C.1.d.</p>	
		2.1.F.1.c	Provide Minutes of review meetings.	<p>See 2.1.C.1.d.</p>	
		2.1.F.1.d	Provide Agenda of monthly coordination meetings.	<p>See 2.1.C.1.e.</p>	

2.1 F 1	e	2.1.F.1.e	Provide Minutes of monthly coordination meetings.	Prepare a summary list of recorded decisions and action items to be reviewed and agreed by all before the meeting adjourns. Prepare meeting minutes containing: items discussed during the meeting; milestones accomplished to date; status of previous action items; new action items identified and their relative due dates; and space for Contractor and Technical Authority signatures. The minutes are to be submitted for signatures no later than 5 working days after the meeting, and distributed to all the attendees.	See 2.1.C.1.e.	Minutes complete and accurate and delivered on time.
		2.1.F.1.f	Provide a Facilities Inspection Report to the DO	Report shall contain the data required in Line 2.1.C.1.h	See 2.1.C.1.h	Baseline Facilities report shall be delivered within 10 working days+10 after completion of the Inspection.
2.1 F 5		2.1.F.5	CONTRACTOR FACILITIES			
2.1 F 5	a	2.1.F.5.a	Develop and submit a Facilities Use Plan for contractor-controlled industrial and administrative facilities.	Plan shall reflect existing use of space as well as planned changes, including additions, renovations, and maintenance and repairs. Submit not later than 20 working days prior to Implementation Date and within 20 working days of award date for option years.	1 plan.	Plan is accurate, complete, delivered and approved before taking over any part of the Work
2.1 F 6		2.1.F.6	General			
2.1 F 6	a	2.1.F.6.a	Prepare and submit any other items the Contractor considers essential to a smooth Phase In not otherwise detailed elsewhere in this section.	Submit any Phase In items identified by the Contractor, but not included elsewhere in this section, to the Technical Authority.	Nothing additional	No instance of delays in Phase In or the inability to coordinate Contractor/Client issues due to a lack of planning by the Contractor.
2.1 G		2.1.G	MATERIALS, EQUIPMENT AND FACILITIES			
2.1 G 1		2.1.G.1	MATERIALS			
2.1 G 1	a	2.1.G.1.a	Inventory and accept or dispose of GFM in accordance with requirements specified in individual Sections.	To verify actual inventory, conduct a joint Government-contractor physical inventory to determine the actual contractor assumed physical inventory.	As specified in each section.	Complete inventory checks as specified in each section and in accordance with stated time. Inventory checks are to be completed prior to submission of the Request to Take Over a section of the SOW.
2.1 G 2		2.1.G.2	EQUIPMENT			
2.1 G 2	a	2.1.G.2.a	Undertake a detailed inventory and accept or reject DND furnished equipment.	Equipment available for use by the Contractor but not selected by the Contractor will be disposed of through the normal DND supply chain.	As specified in each section.	Complete inventory checks as specified in each section. Inventory checks are to be completed prior to submission of the Request to Take Over a section of the SOW.
2.1 G 3		2.1.G.3	FACILITIES			

2.1 G 3	a	2.1.G.3.a	Inspect and accept DND facilities available for Contractor use and as selected for use by the Contractor.	The Contractor must verify the condition of existing facilities for suitability to perform the work specified in this SOW. Facilities offered by DND but not selected by the Contractor must be preserved in caretaker status.	Number and type of available facilities to be used as determined by the Contractor.	Inspection must be completed prior to submission of the Request to Take Over a section. Items requiring rectification must be identified to the Technical Authority. No instance of failure to perform regardless of condition of facilities selected by the Contractor.
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Table 2.1-1**Take Over Schedule****Sections**

2	MANAGEMENT AND ADMINISTRATION			
2.C.8	DND MAIL SERVICES			
11	SECURITY SERVICES	01-Jan-17		
13	ACCOMMODATIONS AND JANITORIAL SERVICES	01-Jan-17		
12	FOOD SERVICES	01-Jan-17		
6	TRANSIENT AIRCRAFT SERVICING	01-Jan-17		
10	TRANSPORT / MAINTENANCE	01-Jan-17		
23	HAZARDOUS WASTE MANAGEMENT		15-Jan-17	
3	SUPPLY		15-Jan-17	
14	BUILDING AND FACILITY ENGINEERING		15-Jan-17	
4	AVIATION WEATHER SERVICES		15-Jan-17	
20	AUXILIARY POWER			01-Feb-17
15	BUILDING AND FACILITY MAINTENANCE			01-Feb-17
22	SOLID WASTE COLLECTION AND DISPOSAL SYSTEM			01-Feb-17
19	AIRFIELD, ROADS AND GROUNDS MAINTENANCE			
21	ELECTRICAL DISTRIBUTION			
18	POTABLE WATER			
16	STORM AND SANITARY SEWERS			
17	CHP, HEAT GENERATION AND DISTRIBUTION			
7	TELECOMMUNICATION SUPPORT			
8	NAVAIDS, RADAR, AIRFIELD COMMS MAINTENANCE			
9	CRASH FIRE RESCUE - DOMESTIC FIRE FIGHTING			
5	AIR TRAFFIC CONTROL			

The dates contained in the above schedule are target dates only and will be reviewed with Canada and t Award, and on a regular basis during Phase In and shall be revised when appropriate

			23-Mar-17
			23-Mar-17
15-Feb-17			
15-Feb-17			
15-Feb-17			
	01-Mar-17		
	01-Mar-17		
	01-Mar-17		
		15-Mar-17	
		15-Mar-17	
			23-Mar-17

the Incumbent Contractor after Contract

Table 2.1-2

Phase In Plan

This plan will detail the Contractor's methodology to transfer all SOW activities from DND or the incumbent contractor to the Contractor.

The plan must include the Details listed in Part 1 below, all in accordance with the SOW reference shown for each, as well as any other items included in the draft Phase In Plan or as required for a smooth seamless transfer of the Work.

The Plan must also include the Documents listed in Part 2 below which shall be updated versions of the draft documents submitted as part of the Contractor's proposal.

Part 1 Details from SOW	Section
Implement and submit for approval a Task Authorization (TA) Work Plan.	2.F.1.a
Develop and submit for approval a Facility Use Plan	2.1.F.5.a.
Implement and submit for approval the Quality Management System (QMS).	2.C.1.d
Implement and submit for approval an Enterprise Management system.	2.C.3.a
Develop and submit for approval a Contractor Safety Management Plan	2.F.4.a.
Provide and submit for approval an updated 5 Wing Emergency Response Plan.	2.C.7.a
Update and submit for approval the 5 Wing Emergency Response Plan.	2.F.5.a
Provide Annual Estimates of proposed equipment replacements.	2.F.2.a
Provide and submit for approval a Contractor Safety Management Plan.	2.F.4.a
Ensure that all Contractor personnel have appropriate security clearance	2.G.1
Develop and submit for approval the 5 Wing Emergency Response Plan.	2.F.5.a
Carry out Baseline Inspections	2.1.C.1.h
Provide for approval a Baseline Inspection Report	2.1.C.1.h
Prepare and submit to the DO a Request to Take Over O&M for Section 2	2.1.F.1.a.i
 Provide a Technical Inspectors list.	 3.F.2.e
 Internally develop and submit to the DO for approval a Flight Safety Program	 5.C.2.g
Submit for approval an annual flying program.	5.C.3.b
Provide for approval a sample Air Infraction Report	5.F.3
Provide for approval a sample Flight Safety Occurrence Report	5.F.4
Provide for approval a shift schedule	5.F.11
Provide for approval an Aerodrome Bird and Mammal Control Program.	5.F.12
Develop and submit for approval a General Safety Plan.	2.1.F.2.a
Develop and submit a Facilities Use Plan for contractor-controlled industrial and administrative facilities.	2.1.F.5.a
 Submit for approval a PM Plan for the communications equipment, computer systems and software listed in section 7.	 7.C.1.a

Provide a sample electronic record of PM activities for the communications equipment, computer systems and software listed in section 7.	7.F.1
Prepare a PM Plan for Airfield Communications, Radar and Navigational/Landing Aids	8.C.1.a
Provide a sample electronic record of PM activities for Airfield Communications, Radar and Navigational/Landing Aids listed in section 8.	8.F.1
Fire Department Personnel Training Plan	9.C.5.a
Submit for approval Pre-Fire Plans for each building.	9.F.6
Review and comment on the Wing Emergency Response Plan.	9.F.9
Submit report to the DO on recommended ARFF training schedule.	9.F.11
Prepare and submit Emergency Medical Response Plan for approval by the Technical Authority.	9.F.12.a
Provide an Aircraft Rescue and Fire Fighting (ARFF) Plan for approval by the Technical Authority.	9.F.13.a
Submit for approval 5 Wing Fire Orders.	9.F.13.b
Develop and submit for approval a PM program for Canadian Forces Registered (CFR) vehicles.	10.C.2.b
Develop and submit for approval a PM program for miscellaneous and ancillary equipment	10.C.2.c
Develop and submit for approval a CM program for Canadian Forces Registered (CFR) vehicles	10.C.2.d
Develop and submit for approval a CM program for miscellaneous and ancillary equipment.	10.C.2.e
Provide a sample Vehicle Traffic Accidents Report.	10.F.1
Develop and submit for approval an Individual Reliability Program (IRP) for security personnel.	11.C.2.b
Provide a sample Incident report.	11.C.4.a
Establish a pass control system.	11.C.6.a
Establish and submit for approval by DO a notification matrix for any situation requiring a security response.	11.C.8.a
Provide sample Daily Log	11.F.1
Develop and submit for approval written procedures for the monitoring, coordinating, and reporting of situations involving centrally-controlled alarms.	11.F.3
Develop and submit for approval written procedures for the response initiation, alerting and reporting of situations involving DND facilities or any other situation.	11.F.4
Review and report on the Wing Emergency Response Plan.	11.F.5
Submit for approval a Food Sanitation Program.	12.C.2.a
Submit for approval a 3-Week Cycle Menu.	12.F.1
Submit for approval a nine day cycle menu for box meals	12.F.2
Submit for approval a diner care quality program.	12.C.1.g
Develop and submit for approval a system for control of keys and their duplication.	13.C.1.g
Provide sample report on rations use and quarters occupancy.	13.F.1

Provide for approval a Sample Project File	14.F.1
Provide for approval the Preventive Maintenance Plan	14.F.2
Provide for approval a Sample Preventive Maintenance Activity Record	14.F.3
Provide a sample bi-weekly work order report.	14.F.5
Provide for approval the Facilities Catalogue	14.F.6
Provide a sample Monthly Activity Report	15.F.1
Provide a sample Hangar Activity report.	15.F.2
Provide a sample Hangar usage log.	15.F.3
Provide sample daily logs or Preventive Maintenance Books	16.F.1
Submit for approval a Plant PM Plan for the CHP.	17.F.1
Provide a sample CHP report.	17.F.2
Submit for approval a Potable Water Plant PM Plan.	18.F.1
Submit for approval a water contingency plan.	18.F.3
Submit for approval annual airfield, roads and ground structures maintenance plan.	19.F.1
Provide a sample monthly Work Plan.	19.F.2
Provide a sample AAS Reports	19.F.3
Submit for approval annual Vegetation Management Plan	19.F.4
Submit for approval annual SNIC plan	19.F.5
Submit for approval PM Plan for Electrical and Airfield Distribution Systems	21.C.2.a
Submit for approval a solid waste collection and disposal plan.	22.F.1
Submit for approval a Recycling Program Report.	22.F.2
Submit for approval an Environmental Audit Report.	22.F.3
Update the 5 Wing Hazardous Material Management Plan (HMMP).	23.F.1
Produce and distribute Hazardous Material/Hazardous Waste Report.	23.F.3
Prepare and submit an oil and hazardous substance spill plan.	23.F.5
Prepare and submit a Radiation Annual Management report.	23.F.7
Prepare and submit a Radiation Annual plan of activities to the WEnvO.	23.F.8
Submit Wing Environmental Audit.	23.F.9

Part 2 Details from Proposal

	Proposal Reference
Organization chart	2.3 a)(ii)a.
Management Plan	2.3 b)
Staffing Plan	2.3 b)(i)
Subcontract Management Plan	2.3 b)(ii)
Procurement Plan	2.3 b)(iii)
Risk Management Plan	2.3 b)(iv)
Quality Management Plan	2.3 b)(v)
Phase-Out Plan	2.3 b)(vii)
Section Organization Chart, one for each Section of the SOW	X.3 a)

2.2	2.2
2.2 A	2.2.A
2.2 A 1	2.2.A.1
2.2 A 1 a	2.2.A.1.a

2.2 A 2	2.2.A.2
2.2 A 2 a	2.2.A.2.a

2.2 A 3	2.2.A.3
2.2 A 3 a	2.2.A.3.a
2.2 A 4	2.2.A.4
2.2 A 4 a	2.2.A.4.a

2.2 A 5	2.2.A.5
2.2 A 5 a	2.2.A.5.a
2.2 A 6	2.2.A.6
2.2 A 6 a	2.2.A.6.a
2.2 B	2.2.B
2.2 B 1	2.2.B.1

2.2 B 2	2.2.B.2
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PHASE-OUT

GENERAL REQUIREMENTS

SCOPE OF WORK

During Phase Out the current Contractor hands over responsibility for carrying out the Work to either DND or a new Contractor, on a staggered basis. The tentative schedule for handing over responsibilities for each section is detailed in Table 2.2-1. Until responsibility for a Section has been handed over, the Contractor must continue to provide services in accordance with the corresponding Section of the SOW.

DEFINITIONS

Phase Out: Phase Out is the period when the Contractor participates in the transfer of the responsibility for delivering the services specified in the SOW to DND or another contractor. Phase Out for a specific section begins at the end of the O&M phase and ends on the Handover date as specified in Table 2.2-1. Phase-Out is considered complete when DND or the incoming contractor has assumed full responsibility for delivery of the services required in all sections.

REFERENCES

See Sections 2 to 23 of the SOW.

SAFETY PROVISIONS

Comply with measures not otherwise specified in this contract but which are consistent with prudent management and industry practices.

DESCRIPTION OF EXISTING CONDITIONS

Nothing additional.

Hours of Operation

See Sections 2 to 23 of the SOW.

PERSONNEL QUALIFICATIONS

Phase Out Manager: The Phase Out Manager must have a degree in Business Administration/ Management or Engineering based on a course of study from an accredited university, college or equivalent institution, or have at least 10 years experience in a project management/managerial capacity in similar operations. The Phase Out Manager should have relevant experience in at least one (1) project of similar scope and at least 15 years (15) overall work experience. The Phase Out Manager must be familiar with all facets of multi-function project management as demonstrated through work history.

All other personnel shall meet the qualifications as stated within each of the other sections of this SOW.

Item No.	Requirement	Related Information
2.2.C	PHASE OUT	
2.2.C.1	OPERATION	
2.2.C.1.a	Execute Phase Out Plan.	Execute the plan as developed in 2.2.F.1.
2.2.C.1.b	Respond to queries regarding Phase Out.	Queries will be placed by the Technical Authority or his/her representative either in person, by telephone, via letter or e-mail to the new Contractor's Phase In Manager, or designated representative. All queries will be logged with time of receipt, response and time of response.
2.2.C.1.c	Attend Phase Out review meetings as requested by the Technical Authority.	To include advising of progress on all aspects of Phase Out from Contract Award until Handback is effected, and whatever other tasks the Contractor considers necessary to meet this requirement and the performance standard of this line item.
2.2.C.1.d	Attend monthly coordination meetings chaired by the Technical Authority.	Meetings to take place in Goose Bay to ensure Contractor has all necessary and up-to-date information in order to carry out the work described in this SOW and to ensure effective interfaces with Technical Authority. Provide data and information as requested by the Technical Authority.
2.2.C.1.e	Participate in Baseline Inspections	A baseline inspection of each asset shall be undertaken to assess the condition of an asset prior to handover of the asset by DND to the new Contractor. The new contractor and current Contractor shall undertake the inspection with a representative of DND present. To ensure that a complete baseline is established, a time frame mutually agreed on between the current Contractor, the new Contractor and DND, shall be arranged to complete the inspection.
2.2.C.2	Provide Services on a Section by Section basis	Services will be provided in accordance with the appropriate Section of the SOW until responsibility is handed over to either DND or a new Contractor, but not later than the end of the Period of Performance detailed in the Contract. Contractor will not hand over responsibility until receipt of written direction from the Contracting Authority. See Table 2.2-1.
2.2.D	WATCHKEEPING REQUIREMENTS	
2.2.D.1	Nil.	
2.2.E	TASK AUTHORIZATION (TA) REQUIREMENTS	

2.2.E.1	Although there are no predetermined Task Authorization (TA) requirements, TA's may be ordered on an as required basis for any work within the scope of this section.	See Contract Terms and Conditions for details regarding negotiation of TA jobs.
2.2.F	RECORDS AND DELIVERABLES	
2.2.F.1	Finalize and submit a Phase Out Plan.	The Plan must be based upon the draft Phase Out Plan submitted as part of Contractor's Bid Proposal, and must include the strategy to transfer all SOW activities from the Contractor to another Contractor. The plan must also include a strategy to remove resources without disruption to DND activities and an inventory of the GFE. The Plan must include a final draft Schedule, developed in conjunction with the DO. The Plan must be submitted to the DO for approval three months before the start of Phase Out.
2.2.F.2	Provide Agenda for review meetings	Agenda to contain: the purpose of the meeting and planned items for discussion; and the names of the Chairperson, OPI and other participants. The Agenda shall be distributed to all participants no later than 2 working days prior to the meeting.
2.2.F.3	Provide Minutes of review meetings	Prepare a summary list of recorded decisions and action items to be reviewed and agreed by all before the meeting adjourns. Prepare meeting minutes containing: items discussed during the meeting; milestones accomplished to date; status of previous action items; new action items identified and their relative due dates; and space for Contractor and Technical Authority signatures. The minutes are to be submitted for signatures no later than 2 working days after the meeting, and distributed to all the attendees.
2.2.F.4	Provide Agenda for monthly meetings	Agenda to contain: the purpose of the meeting and planned items for discussion; and the names of the Chairperson, OPI and other participants. The Agenda shall be distributed to all participants no later than 10 working days prior to the meeting.
2.2.F.5	Provide Minutes of monthly meetings	Prepare a summary list of recorded decisions and action items to be reviewed and agreed by all before the meeting adjourns. Prepare meeting minutes containing: items discussed during the meeting; milestones accomplished to date; status of previous action items; new action items identified and their relative due dates; and space for Contractor and Technical Authority signatures. The minutes are to be submitted for signatures no later than 5 working days after the meeting, and distributed to all the attendees.
2.2.G	MATERIALS, EQUIPMENT AND FACILITIES	
2.2.G.1	MATERIALS	

- | | | |
|-------------------------|---|---|
| 2.2.G.1.a | Transfer material inventory to DND upon contract expiration or early termination. | Conduct a complete physical inventory of materials 30 days before contract expiration or termination. The inventory must provide sufficient information for DND to determine whether items will be transferred to a new Contractor or removed from the site. This physical inventory to be conducted with the new contractor in order to avoid duplication of efforts. Contractor is to return equivalent inventory to the initial inventory. The quantity and quality of materials returned at the end of the contract are such that there is no adverse effect on the continuity of operations. Replacement / Reimbursement shall include the estimated cost of the equipment, shipping and handling charges and installation as appropriate. |
| 2.2.G.2 EQUIPMENT | | |
| 2.2.G.2.a | Transfer equipment to DND upon contract expiration or early termination. | Conduct a complete physical inventory of equipment 30 days before contract expiration or termination. Provide all maintenance data. The inventory must provide sufficient information for DND to determine whether items will be transferred to a new Contractor or removed from the site. This physical inventory to be conducted with the new contractor in order to avoid duplication of efforts. Return DND-owned equipment not used by the Contractor in serviceable condition upon request by the Technical Authority. Replacement / Reimbursement shall include the estimated cost of the equipment, shipping and handling charges and installation as appropriate. |
| 2.2.G.3 FACILITIES | | |
| 2.2.G.3.a | Turn over facilities to DND upon contract expiration or early termination. | Conduct a joint DND/Contractor physical inspection and turn over facilities as scheduled in the Phase-Out plan. This physical inspection to be conducted with the new contractor in order to avoid duplication of efforts. Facilities offered by DND but not selected by the Contractor must be preserved in caretaker status. |

Estimated Quantity	Performance Standard
1 Plan.	Not more than five validated customer complaints per month regarding smooth transition of functions.
4 queries per day for the entire Phase Out Period	Accurate and complete response provided within 1 hour of request.
3 meetings per month of about 4 hours each for the entire Phase Out Period	No delays due to failure of the Contractor to attend contract review meetings when requested and furnish any Contractor documentation and/or reports as requested.
1 meeting per month lasting 1 day each for the entire Phase Out Period	No instance of absence from coordination meetings. No incidence of failure to provide requested information or data for meetings within specified period.
1 Baseline Inspection for each Section of the SOW	Current contractor personnel participate in the assessment within the mutually agreed time frame.
As detailed in the SOW	Services continue to be provided until receipt of written direction from the Contracting Authority.

Nothing additional.	All jobs completed in accordance with the conditions and requirements stated in the negotiated TA.
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1 Phase-out Plan	Plan accurate, complete and submitted within the stated time frame and approved by the DO.
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See 2.2.C.1.d.	Agenda accurate and complete and delivered on time to all attendees.
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See 2.2.C.1.d.	Minutes complete and accurate and delivered on time to all attendees.
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See 2.2.C.1.e.	Agenda complete and delivered on time to all attendees.
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See 2.2.C.1.e.	Minutes complete and accurate and delivered on time to all attendees.
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1 transfer of inventory. Inventory check and all reconciliation to be completed 5 working days before contract expiration.

1 transfer of equipment. Inventory check and all reconciliation to be completed 5 working days before contract expiration. All equipment to be serviceable on transfer.

1 turn over inspection. Inspection complete prior to hand back date and zero deficiencies.

Table 2.2-1**Hand Back Schedule**

The following details the tentative schedule for handing over responsibility for each Section of the SOW

Sections

2	MANAGEMENT AND ADMINISTRATION		
2.C.8	DND MAIL SERVICES		
11	SECURITY SERVICES	01-Jan-18	
13	ACCOMMODATIONS AND JANITORIAL SERVICES	01-Jan-18	
12	FOOD SERVICES	01-Jan-18	
6	TRANSIENT AIRCRAFT SERVICING	01-Jan-18	
10	TRANSPORT / MAINTENANCE	01-Jan-18	
23	HAZARDOUS WASTE MANAGEMENT		15-Jan-18
3	SUPPLY		15-Jan-18
14	BUILDING AND FACILITY ENGINEERING		15-Jan-18
4	AVIATION WEATHER SERVICES		15-Jan-18
20	AUXILIARY POWER		
15	BUILDING AND FACILITY MAINTENANCE		
22	SOLID WASTE COLLECTION AND DISPOSAL SYSTEM		
19	AIRFIELD, ROADS AND GROUNDS MAINTENANCE		
21	ELECTRICAL DISTRIBUTION		
18	POTABLE WATER		
16	STORM AND SANITARY SEWERS		
17	CHP, HEAT GENERATION AND DISTRIBUTION		
7	TELECOMMUNICATION SUPPORT		
8	NAVAIDS, RADAR, AIRFIELD COMMS MAINTENANCE		
9	CRASH FIRE RESCUE - DOMESTIC FIRE FIGHTING		
5	AIR TRAFFIC CONTROL		

				23-Mar-18
				23-Mar-18
01-Feb-18				
01-Feb-18				
01-Feb-18				
	15-Feb-18			
	15-Feb-18			
	15-Feb-18			
		01-Mar-18		
		01-Mar-18		
		01-Mar-18		
			15-Mar-18	
			15-Mar-18	
				23-Mar-18

3	SUPPLY / MATERIAL PROCESSING
3.A	GENERAL REQUIREMENTS
3.A.1	SCOPE OF WORK
3.A.1.a	Provide services which includes, but is not limited to, contract management, laundry/dry cleaning/tailoring services, stocking, inventory management, procurement, receipt, storage, issue, shipping, packaging, technical inspections, disposal, pick-up from customer location, receiving, forward delivery, management of controlled goods and use, manage and support users with the software of this section.
3.A.1.b	The Contractor will be responsible to operate the DSC/DRMIS computer and input all transactions. This also includes the use of the National Material Distribution System (NMDS) application for tracking material in-transit.
3.A.1.c	The Contractor must comply with DND security policies when dealing with ammunition and weapons.
3.A.1.d	The Contractor must ensure compliance with security matters with regard to the handling, shipping, storage and disposal of controlled goods IAW Controlled Technology and Transfer (CTAT) Manual, Controlled Goods Directive (CGD) and International Traffic in Arms Regulations (ITAR).
3.A.2	DEFINITIONS
3.A.2.a	Consumable Materials: Materials, supplies, and parts or components such as wood, nails, dishes, paper, etc. The DSC/DRMIS definition of consumables "C" and "D" class items shall be the determining factor in case of disagreement.
3.A.2.b	PP&S: Pen, Paper & Stationary and Office Supplies such as calculator batteries, tape dispensers, hole punches, binders, blank CDs, Laser printer toner cartridges.
3.A.2.c	Response: Response is communication that the complaint, enquiry or request has been received and the appropriate action is being taken. This communication will also include a forecast as to when the customer may expect to see the results of the action being taken.
3.A.2.d	Shipment: A shipment is equal to one Bill of Lading or invoice if the Bill of Lading is not available. Each Bill of Lading/invoice could account for a quantity of a number of items with the total ranging on average between 1 to 20 items.
3.A.2.e	DND Working Day: See section 2
3.A.3	REFERENCES: The notations against the references have the following meanings: M - Adherence to the policies, procedures, act, orders and regulations contained therein is mandatory. G - The policies and procedures contained therein are not mandatory, but proposals for alternatives must be submitted in full detail to, and be accepted by the Technical Authority. Furthermore, alternatives must fully interface with procedures in use globally.
3.A.3.a	See section 2.A.3 for general references.
3.A.3.b	A-LM-007-100/AG-001 Canadian Forces Supply Administration Manual (CFSAM) (M)
3.A.3.c	A-LM-186-001/JS-001 Warehousing and Materials Handling Manual (M)
3.A.3.d	C-02-005-009/AM-000 Inspection and Conditioning of Material returned to and held in supply system (M)
3.A.3.e	PWGSC Controlled Goods Program (CGD) (M) http://ssi-iss.tpsgc-pwgsc.gc.ca/dmc-cgd/index-eng.html
3.A.3.f	A-AD-D11-001/AG-001 Annex A Record keeping time frame (M)
3.A.3.g	DAOD 3015-0 Green Procurement (M)

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3.A.3.h	DAOD 3015-1 Management of Green Procurement (M)
3.A.3.i	DAOD 3003-0 Controlled Goods (M)
3.A.3.j	DAOD 3003-1 Management, Security and Access Requirements Relating to Controlled Goods (M)
3.A.3.k	WSO on Controlled Goods
3.A.3.l	A-GG-040-006/AG-001 DND Explosives Safety Program (M)
3.A.3.m	A-GG-040-006/AG-002 DND Ammunition or Explosives Accident/Incident/Defect/Malfunction Reporting (M)
3.A.3.n	A-SJ-100-001/AS-000 National Defence Security Instructions (NDSI) (M)
3.A.3.o	DAOD 3002-0 Ammunition and Explosives (M)
3.A.3.p	DAOD 3002-1 Certification of Ammunition and Explosives (M)
3.A.3.q	DAOD 3002-2 Insensitive Munitions (M)
3.A.3.r	DAOD 3002-3 Ammunition and Explosives Safety Program (M)
3.A.3.s	DAOD 3002-4 Ammunition or Explosives Accident, Incident, Defect or Malfunction Reporting (M)
3.A.3.t	DAOD 3002-5 Use of Firearms, Ammunitions and Explosives (M)
3.A.3.u	DAOD 3002-6 Display Fireworks (M)
3.A.3.v	National Defence Security Policy (NDSP) (M)
3.A.3.w	DAER Ammunition and Explosives Instructions (M)
3.A.3.x	Ammo CANFORGENS (M)
3.A.3.y	A&EI #32 Ammunition and Explosives Safety Survey and Inspection (M)
3.A.4	SAFETY PROVISIONS
3.A.4.a	Comply with measures not otherwise specified in this SOW but which are consistent with prudent management and industry practices.
3.A.5	DESCRIPTION OF EXISTING CONDITIONS
3.A.5.a	The Contractor supply section operates from Bldg 271 and offers a range of supply Services.
3.A.5.b	The Contractor also arranges for the repair and disposal of material as required following applicable regulations.
3.A.6	HOURS OF OPERATION
3.A.6.a	0800 and 1600 hours Monday to Friday, excluding statutory holidays
3.A.7	SECURITY REQUIREMENTS
3.A.7.a	The contractor shall comply with DND security policies when dealing with ammunition and/or weapons.
3.A.7.b	The contractor will ensure compliance with security matters with regard to the handling, shipping, storage and disposal of controlled goods (CTET/ITAR).
3.B	PERSONNEL QUALIFICATIONS
3.B.1	EXPERIENCE: All managerial personnel provided by the contractor to perform this section shall have no less than (3) years experience in procurement and material processing.
3.B.2	SECURITY: All personnel working with sensitive material such as weapons, ammunitions, and controlled goods shall have no less than the minimum security clearance required to perform the function as per the SRCL.
3.B.3	QUALIFICATIONS: Personnel performing shipping functions for DND shall have the appropriate DND qualifications re. TB, ME, 3K as appropriate.
3.B.4	Technical Inspectors must meet DND specifications for technical inspection. This includes journey person certification for the type of material and equipment to be certified.

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Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
3.C	SUPPLY / MATERIAL PROCESSING			
3.C.1	Customer Service			
3.C.1.a	Provide office material for personnel.	Consumable office supplies / stationary (PP&S) are to be provided by the Contractor for personnel. Any exceptional demands by DND/CF personnel are to be reported to the DO.	120 Personnel	Materiel delivered within 5 working days of request.
3.C.1.b	Ship materiel for CF/DND and their customers.	Comply with the applicable regulations for packaging and handling, preparation and certification, authorization and shipment of hazardous material and dangerous goods as defined by provincial, federal and international laws and regulations. Shipments must be traceable to final destination. Perform functions for the outbound movement of materiel and maintain appropriate records. Coordinate and accomplish the prompt movement of outgoing materiel including packaging, packing and shipment; including local deliveries. Cost of shipping is reimbursable through the Basis of Payment.	500 shipments per year	No instance of loss or damage due to improper packaging. All records accurate, complete and current within 1 working day.
3.C.1.c	Arrange contracts for the purchase of furniture and households items for DND and authorized customers	Items include but not limited to PMQ furniture, i.e., bedroom suites, mattresses, dining room sets, office and single quarter furniture. Contractor shall make use of PWGSC Standing Offer Agreements and Supply Arrangement when appropriate.	8 procurements annually.	Contract and procurements are accurate and processed to meet requirement and schedule of the customer.
3.C.1.d	Requisition material from DSC.	Identify requirements, in consultation with end user, liaise with Item Managers to expedite delivery; advise customers of requisition status; action Immediate Operation Requirements (IOR) IAW Supply Administration Manual (SAM).	500 requisitions per year.	No instance of failure to meet client requirements due to Contractor error.
3.C.1.e	Respond to queries regarding status of requests.	Conduct routine follow-up as required to answer request for shipping or supply information. Provide customer status information on all materiel requests.	20 follow-up queries per week.	Accurate and complete response provided within 4 hours of request.
3.C.1.f	Deliver goods to the customer(s). (Forward delivery)	Nothing additional.	6 to 10 delivery points per work day.	The right materiel is delivered to the right customer on time.
3.C.2	Material Functions			

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
3.C.2.a	Maintain the Defence Supply Chain (DSC)/DRMIS records.	All activities on an item held on the DSC/DRMIS need to be input into the DSC/DRMIS to maintain the integrity of the DSC/DRMIS account balance structures. These transactions include, but are not limited to demands, receipts, issues, transfers, stocking, shipping, disposal, etc materiel.	4,000 transactions per year.	All transactions were actioned on time. An audit trail is set-up for the verification of transactions. Register set-up for the control and tracing action of IOR's.
3.C.2.b	Receive, check, inspect and control incoming customer materiel.	The contractor can use its own system to control DND inventory as long as it is auditable. 1 Waybill / Invoice equals 1 shipment.	2,500 Shipments per year.	Material received, checked and inspected within 24 hours of receipt. Records available on all items. No more than 1 custom delays per year due to contractor.
3.C.2.c	Perform investigation and initiate correspondence on problems with shipments.	Perform necessary investigation of overages, shortages, damaged and rejected materiel, and initiate correspondence related to resolving problems (Discrepancy Report) IAW CFSM.	50 investigations per year.	Actions to resolve overages, shortages, damaged and rejected materiel documented and / or accounted for must be initiated within 24 hours of receipt of shipments.
3.C.2.d	Coordinate and execute the movement of outgoing materiel.	This includes packaging, packing and shipment of all materiel including local deliveries. Ensure all shipments are packed to prevent damage and follow Provincial and Federal Regulations for Hazardous Goods.	6 - 10 shipments daily (Mon. - Fri.)	98% of shipping experience no loss or damage due to improper packaging. All records up-to-date and at least 98% accurate at all times. 95% of materiel is shipped on time.
3.C.2.e	Store and dispose of scrap/surplus materiel	Contractor must follow the regulations of the CFSM in carrying out this activity. Verify condition and liaise with established technical authority to recommend repair or disposal action. In majority of cases these items will be disposed of through PWGSC Crown Assets Disposal. This includes, but is not limited to, metal, equipment, clothing. Revenues from disposal will be dispersed back to the Wing.	1,500 items yearly.	All disposals of DND assets to be accomplished in accordance with CFSM.

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
3.C.2.f	Maintain and Issue Aircraft Accident Crash Guard Team kits	Kits to be maintained and ready to deploy. Maintain kit as per scale of issue in DSC Material Authorization. This includes the requirement for the Contractor to ensure that all items held in the kit are serviceable or have remaining shelf-life as applicable. Unserviceable or expired items are to be removed and processed for repair, overhaul, disposal or replacement as soon as possible. The Wing Operations Officer is to be advised immediately when one or more item from one of the kits become unserviceable or expired.	2 kits twice a year.	Kits maintained up-to-date. Kits ready to deploy within 15 minutes.
3.C.2.g	Maintain Material Services Account (MSA) Field Stores support.	Requisition, receive, issue, and dispose of MSA Field stores in support of 5 Wing operations and training. Replace items due to loss or fair wear; forecast replacement of locally managed items; liaise with respective item manager WRT replenishment of critically controlled items; maintain temporary loan cards (DND 638) or Inward/Outward loan; provide support capability assessments to Wing Operations Officer as required.	100 activities per year.	Records are current, accurate and available to DND authority on request.
3.C.2.h	Manage, issue, control and dispose of IMPs.	IMPs are required by 444 Sqn, WOps Stock, AOTC, etc... Annual allocation submission to be prepared and sent yearly to 1 Cdn Air Div/A4 Supply to indicate forecast usage provided by users. Control the commodity IAW CF supply and 1 Cdn Air Div procedures; rotate stocks; dispose of IMP's IAW established DND supply policies; ensure proper accounting and record keeping procedures are in place.	5 requests for IMPs per year.	IMPs available for issue within 60 minutes of request.
3.C.2.i	Process Repair and Overhaul (R&O) material	Process R&O material in accordance with CFTO C-02-005-009/AM-000. Repair and Overhaul material handled expeditiously. Hasteners are sent out to determine the status of the repairs as appropriate. Repairable returns have been technically inspected and CF 942 (inspection tag) is properly completed.	75 items per year.	Repair and Overhaul material handled expeditiously. Process R&O material in accordance with CFTO C-02-005-009/AM-000.- Raise documentation in accordance with A-LM-007-014-AG-001 Chap. 21.
3.C.3	Clothing Operation			

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
3.C.3.a	Order clothing and equipment.	Order, receive, exchange, recover, and dispose permanent and personal allotment clothing and equipment; manage manual and automated clothing records. Verify entitlement and financial authority; requisition via CF Supply manual for centrally and locally managed items; arrange for local procurement and manufacture of "off the shelf" and special size clothing and special size footwear. Contractor must consolidate multiple requirements for the same customer on the same order whenever possible.	20 orders per week.	No incidents of failure. Items provided within 60 days of request.
3.C.3.b	Issue clothing and equipment.	Material is issued as per the appropriate Scale of Issue, verify material authorization via the CFSM and Project implementation plans. Issue is recorded on individual clothing documents. Material issued to Cadet Instruction Cadre (CIC) Officers, Rangers, etc... DEU is ordered on line.	100 kittings per year.	Material issued to entitled personnel or when proper authorization is obtained. Kitting is made within 24 hours of request when stock is available 95% of the time.
3.C.3.c	Recover clothing and equipment.	Determine condition of recovered clothing and equipment for re-sale as "Part Worn Clothing". Redistribute in accordance with CF supply policy or dispose of as scrap commodity through established disposal procedures.	100 de-kittings per year.	De-kitting is made within 1 working day of the request.
3.C.3.d	Action loss reports.	Action losses IAW standard supply procedures. Respond to account adjustment or replacement issue of clothing and equipment.	20 reports per year.	All activity to be conducted IAW standard supply procedures.
3.C.3.e	Manage manual and automated clothing records.	Retain manual records and conduct periodic verifications against current nominal roles; ensure DSC/DRMIS reflects actual holdings; ensure client verifies holdings. This includes issues to military, civilians, cadets, rangers, etc...	100 records.	Records up dated as required; verified weekly and available to DND authority on request.
3.C.3.f	Provide laundry/ dry cleaning/ tailoring services for CF	Items include uniforms, environmental clothing, sleeping bags, medical and dental smocks, etc... Cost of laundry and dry cleaning and tailoring services is reimbursable through the Basis of Payment. Contractor is responsible for sheets, bedding, table clothes, towels, etc... for buildings included in Table 13-1. Services for additional buildings will be reimbursable through the Basis of Payment. A register is set-up to maintain Control.	360 activity per year.	Material for laundering/ dry cleaning is picked-up and delivered back on the agreed to schedule 95% of the time. Tailoring services work is completed and delivered on the agreed to schedule 95% of the time.

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
3.C.4	Weapons & Ammunition			
3.C.4.a	Manage and Control Weapons.	Requisition, receive, issue, secure, inventory, store, provide access to, ship, move all types of weapons on 5 Wing property IAW CFMSM procedures, and particularly Chap 12 and NDSP Chap. 28. Ensure appropriate DND authority is notified concerning weapons issues. Appropriate weapons lock up to be provided by DND. Discrepancies in the accounting of weapons to be reported to 34 MP FIt immediately. Each exercise would last between 2 to 3 days.	25 exercises or operations per year	All actions taken in regards to the handling of all procedures dealing with weapons were performed by a qualified individual and followed as per CFMSM and NDSP Chap. 28. No instances of failure to provide services.
3.C.4.b	Participate in Explosive Safety inspections, Ranges and Training Areas (RTA) inspections and Weapons inspections.	The contractor to participate in Explosive Safety inspections (3 days), Ranges and Training Areas (RTA) inspections (2 days) and Weapons inspections (2-3 days). Contractor is to correct any deficiencies IAW report and within specified timeline.	3 inspections per year.	No instance of failure to participate in inspections being carried out. No instance of corrective action not being carried out as per inspection reports.
3.C.4.c	Ship and Receive Ammunition	Ship and receive of all types of ammunitions at 5 Wing as well as the PTA area IAW CFMSM procedures, TDG, IATA/ICAO, and NDSP Chap 28. Comply with 1 Cdn Air Div regulations. Each exercise would last between 2 to 3 days.	25 exercises or operations per year.	All actions taken in regards to the handling of all procedures dealing with ammunition were performed by a qualified individual and followed as per CFMSM and NDSP Chap 28. No instance of failure to provide services.
3.C.4.d	Provide personnel for operational requirements outside normal working hours.	Provide response for 4 occasions of an average of 4 hours each. Contractor will be given 5 days notice when possible.	4 occurrences per year.	No instance of personnel not being available.
3.C.4.e	Processing Ammunition Expenditures	Upon receipt of the authorized expenditure document from units, process the transaction in DRMIS. Action within 7 days of receiving expenditures from supported unit.	24 transactions per year	All actions taken in regards to the handling of all procedures dealing with ammunition were performed as per CFMSM. No instance of failure to provide services.
3.C.5	Stock Control Functions			
3.C.5.a	Schedule and carry-out stocktaking activities.	To ensure the correct amount of materiel is listed and ready for distribution, implement stocktaking procedures as set in CFMSM or other governing documents. This includes materiel held under Warehouse accounts such as: MAIN, CLOT, REP1, and MSA1.	1 stocktaking per year.	Schedule set-up for verification. Stocktakings being performed as per schedule.

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
3.C.5.b	Schedule the stocktaking of end-user accounts.	Supply Customer Account (SCA) verifications scheduled carried-out in accordance with CFSM. Verifications to be conducted by SCA holders and independent checkers once every 4 years or during changeover for most items, whichever comes first. Generally to be conducted during in / out clearance procedures. The Wing is responsible for 46 SCAs.	1 schedule per year.	Verifications performed on time as per set schedule.
3.C.5.c	Coordinate the stocktaking of SCAs.	Assist account holders with stocktaking of SCAs; provide up to date SCA holding report for use during stocktaking; assist SCA holder with identification of material; ensure SCA file contains accurate information on existing SCA holder and delegated representatives. Most common example would be on change of SCA holder, new SCA holder has 45 calendar days to verify the account and return completed hand over verification to Customer Services. Ensure Account Holder reports that SCA balances are correct within 45 calendar days of receipt of new Holdings Report where account verification is required.	40 stocktakings of SCAs per year.	SCA holding records to be not more than 5 days old for use during stocktaking process. No instance of failure to provide appropriate service in accordance with established SOP's. Commanding Officer notified within 48 hours when a stocktaking is not being executed according to plans.
3.C.5.d	Adjust SCA records discrepancy.	Action discrepancies including losses IAW established SOPs; prepare account adjustment transactions; prepare CF 152 to support write-off as per CFSM Vol.2 Chap "Write-Off". Report discrepancies of Controlled Goods to the CTAT office within 48 hours of final counts. Report discrepancies of weapons or ammunition to the Commanding Officer and Military Police upon discovery. Investigations carried-out to support shortages or overages.	25 discrepancies per year.	SCA records adjusted within 10 working days of receiving applicable authorizations. Discrepancies reported to the appropriate authorities in a timely manner.
3.C.5.e	Support Inward / Outward Loans.	Co-ordinate, manage and control Inward/Outward Loans as authorized by the Wing Commander IAW CFSM. A register of loans is set-up and maintained.	10 loan related activities per year.	Applicable paperwork processed for all Inward/Outward Loans as outlined in CFSM.
3.C.5.f	Control temporary loan cards.	Ensure customers return temporary loaned material as determined at time of loan; ensure Wing clearance card is signed in and out as applicable; ensure temporary loan periods are IAW CFSM. DND 638's to be reviewed 4 times per year.	200 loan card control activities per year.	No instance of failure to conduct verifications. No instance of failure to conduct in / out clearances verifications (contingent on personnel presenting themselves to the supply section).
3.C.6	CONTROLLED GOODS			

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
3.C.6.a	Act as Controlled Goods Advisor on behalf of the Wing	Duties to be performed as per DAOD 3003-1.	As required	No instance of unauthorized access to Controlled Goods reported and no instance of CG non-compliance.
3.C.6.b	Act as Controlled Goods Representative on behalf of the Wing.	Ensure 5 Wing is CG compliant. Provide advice and guidance to 5 Wing on all CG related matters. Attend meetings on behalf of 5 Wing as and when required.	As required	No instance of 5 Wing being CG non-compliance due to Contractor error or failure.
3.D	WATCHKEEPING REQUIREMENTS			
3.D.1	Provide a customer service desk to respond to inquiries, complaints, and requirements.	Open from 0800 to 1600 hours on working days.	1 customer service desk	No incident of desk not being staffed on working days.
3.E	TASK AUTHORIZATION (TA) REQUIREMENTS			
3.E.1	Attend supply related conferences/training.	Contractor to research conference/training opportunities and provide justification to the DO for approval.	2 events annually.	No instance of absence from conferences/training as agreed to by the DO.
3.E.2	Although there are no other predetermined Task Authorization (TA) requirements, TA may be ordered on an as required basis for any work within the scope of this section.	See Contract Terms and Conditions for details regarding negotiation of TA jobs.	Nothing additional.	All jobs completed in accordance with the conditions and requirements stated in the negotiated TA.
3.F	RECORDS AND DELIVERABLES			
3.F.1	Records			
3.F.1.a	Maintain warehouse holding records.	All materiel received or issued from a stocking account must be recorded accurately in DSC/DRMIS. See 3.C.2.a.	2,000 transactions per year.	No instance of failure to take appropriate action IAW established SOP's. Records available on request.
3.F.1.b	Maintain contract records.	Maintain accurate and current record of all contracts; contracts to be made available to appropriate DND authority on request. See 3.C.1.c.	8 procurement per year.	No instances of failure to maintain accurate records or to provide records to appropriate DND authority. Records to be current within 5 working days.

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
3.F.1.c	Raise and maintain transportation records	Maintain all transportation records. Records include Bill of Lading, Waybill, Consignment and Authorization Receipt Form (CARF), or any other document required to trace items within a shipment. See 3.C.1.b and 3.C.2.d	500 shipments per year	Records complete and accurate. Shipment traced within 2 hours if required.
3.F.1.d	Maintain individual clothing records	Maintain Individual Clothing records. Upon issue of Clothing, Individual Clothing Documents must be updated and signed. See 3.C.3.e.	100 records per year.	Records kept accurate and complete at the time of customer issue.
3.F.1.e	Loan cards	See 3.C.5.f above.	50 loan cards per year.	Records kept accurate and complete.
3.F.1.f	Inward/ Outward loans	Inward/ outward loan register contains 20 active loans. See 3.C.5.e above.	20 loans	Records kept accurate and complete.
3.F.1.g	Maintain SCA records.	Maintain accurate Supply Customer account records for materiel in use. Includes retention of auditable documents to be used for audits and investigations.	200 records per year.	No instance of failure to take appropriate action IAW established SOP's. Records available to DND authority on request.
3.F.2	Reports			
3.F.2.a	Provide Supply Customer Account holders and Individual Account holders with Holdings Report.	Upon request by the SCA or the WComd or as part of the Contractor schedule obtain the latest copy of the account. Ensure Account Holder reports that SCA balances are correct within 45 days of receipt of new Holdings Report.	7 reports per year. See 3.C.5.c and 3.C.5.d above.	Reports are complete and accurate. No instance of failure to follow-up with SCA holder or representative.
3.F.2.b	Provide an IMP forecast and Expenditures Reports.	Prepare and submit IMP forecasts and Expenditures Reports. Report to be submitted to 1 CAD quarterly and annually. This report consist of the requirement for the users on the Wing including Ground Search Team, 444 Sqn, WOps and PTA, etc. The users are contacted to get their estimated usage for the following year. The report is formatted as requested.	4 reports annually. See 3.C.2.h above.	Report is complete, accurate and delivered on time. A copy is held on file.
3.F.2.c	Provide an annual stocktaking performance report.	Prepare and submit an Annual Stocktaking Performance Report on behalf of the DO, IAW CFMS Vol 2, Chap. "Stocktaking". Report to be provided to 1 Cdn Air Div HQ to meet mandated timelines.	1 report annually.	Report is complete, accurate and delivered on time. A copy is held on file.
3.F.2.d	Write-offs, strike-offs and loss reports.	Prepare and submit write-offs, strike-offs and loss reports. Reports to be prepared in accordance with CFMS Chap.13. See 3.C.5.a and 3.C.5.d. Reports are submitted quarterly and yearly as required.	20 reports per year.	Report is complete, accurate and delivered on time. A copy is held on file.

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
3.F.2.e	Provide a Technical Inspectors list.	This list to be updated whenever there are additions to or replacement of inspector. Refer to 3.A.3.c for duties of the Technical Inspector. Provided no more than 5 days after departure or replacement of an inspector.	1 list.	Up-dated list accurate, complete and current within 5 working days.
3.F.2.f	Maintain inventory account on all GFE/GFM supplied to the Contractor.	Maintain accurate records of all GFE and GFM supplied. Includes any replacement items. Annual report to DO sent within 30 days of the end of every fiscal year.	1 report annually	Records are kept accurate and complete. All inventory changes correctly updated within 2 working days of change. Report to DO sent within 30 days of the end of every fiscal year.
3.F.2.g	Provide reports on Controlled Goods.	Send quarterly report to 1 Cdn Air Div of any CG issues and provide update on Wing status regarding Controlled Goods.	4 report per year.	Report is complete, accurate and delivered on time. A copy is held on file.
3.G	MATERIALS, EQUIPMENT AND FACILITIES			
3.G.1	GOVERNMENT FURNISHED			
3.G.1.a	Access to DSC/DRMIS	DSC/DRMIS transaction input requires access to terminals by personnel with adequate rights to use the system.	1 system	No unauthorized access or use of the system.
3.G.1.b	Weapons lock-up	Where applicable DND will provide weapons lock-up.	1 weapons lockup	No misuse or lack of maintenance of GFF or GFE as the case may be.
3.G.1.c	Ammunition lock-up	Where applicable DND will provide ammunition lock-up.	1 ammunition lockup.	No misuse or lack of maintenance of GFF or GFE as the case may be.
3.G.1.d	Utilize equipment, material and facilities identified to perform the services of this section.	For GF equipment, material and facilities required for this section see Facilities & Equipment Catalogue.	As determined by the Contractor.	No misuse or lack of maintenance of GFF or GFE as the case may be.
3.G.1.e	Check stock for condition, shelf-life and segregated storage controls for specified materiel	Materiel stored according to its category.	As required.	No shelf-life expired materiel found in ready for issue location. Materiel segregated by category as per materiel warehousing standard.
3.G.2	CONTRACTOR FURNISHED			
3.G.2.a	Provide and maintain proper storage conditions and locations for materiel.	Warehousing shall be set-up and maintained following DND regulations as stated in CFSM.	As determined by the Contractor.	No instance of loss or damage due to improper storage. Storage areas in accordance with supply directives.

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
3.G.2.b	Provide all other equipment, facilities and materials not otherwise provided as government furnished required to deliver the services of this section (other than in paragraph E).	It is the Contractor's responsibility to select a supply source and arrange for delivery to meet contract requirements.	As determined by the Contractor.	No instance of not meeting performance standards for the other line items of this section due to a lack of materials, equipment or facilities.

4	AVIATION WEATHER SERVICES
4.A	GENERAL REQUIREMENTS
4.A.1	SCOPE OF WORK
4.A.1.a	Provide services which includes, but is not limited to the establishment of a weather observation program; data input to the national weather system; provision of real-time access weather data for observations and forecasts for North America and Europe, satellite imagery of surrounding area, lightning data, etc...; and provision of maintenance to weather equipment.
4.A.2	DEFINITIONS
4.A.2.a	EC / MSC: Environment Canada / Meteorological Service of Canada.
4.A.2.b	NAVCAN - Nav Canada: The aviation service provider responsible to and regulated by TC.
4.A.2.c	NOTAM: Notice to Airman
4.A.2.d	ICAO: International Civil Aviation Organization
4.A.2.e	SPECI: SPECIAL observations
4.A.2.f	LLTA: Low-Level Training Area
4.A.3	REFERENCES: The notations against the references have the following meanings: M - Adherence to the policies, procedures, act, orders and regulations contained therein is mandatory. G - The policies and procedures contained therein are not mandatory, but proposals for alternatives must be submitted in full detail to, and be accepted by the Technical Authority. Furthermore, alternatives must fully interface with procedures in use globally.
4.A.3.a	See section 2.A.3 for general references.
4.A.3.b	STANAG 3052 Operation of an Air Information Service (AIS) Office (M)
4.A.3.c	MANOBS - EC / MSC Manual of Surface Weather Observations (M)
4.A.3.d	MANAIR - EC / MSC Manual of Standards and Procedures for Aviation Weather Forecasts (M)
4.A.3.e	International Civil Aviation Organization Meteorological Annex 3 (G)
4.A.3.f	Goose Bay Weather Office Section Orders (G)
4.A.3.g	Operation of the Canadian Radiological Monitoring Network (CRMN) Environmental Sampling Equipment - Procedures Manual (M)
4.A.4	SAFETY PROVISIONS
4.A.4.a	Comply with measures not otherwise specified in the SOW but which are consistent with prudent management and industry practices.
4.A.5	DESCRIPTION OF EXISTING CONDITIONS
4.A.5.a	The weather office currently operated by the ASD Contractor is located in building 5 and the external equipment, described in Table 4-1, is located near the building.
4.A.5.b	The equipment used in this section is normally maintained by other sections controlled by the Contractor as indicated at Table 4-1.
4.A.6	HOURS OF OPERATION
4.A.6.a	Aviation Surface Observations are taken, recorded and transmitted 24 hours per day, 365 days per year.
4.B	PERSONNEL QUALIFICATIONS
4.B.1	All personnel of this section shall be qualified and certified weather observers, or equipment technicians appropriate to their area of work.

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4.B.2	Aviation weather services program personnel shall be trained and certified in accordance with EC/MSC equivalent standards and procedures.
4.B.3	Contractor personnel shall be familiar with ICAO flight planning requirements, NOTAM processing and the provision of information services required for flight management purposes.

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
4.C	AVIATION WEATHER SERVICES			
4.C.1	WEATHER OBSERVATION PROGRAM			
4.C.1.a	Provide synoptic weather observations and surface weather observations.	Manned observation program to include Special observations (SPECI) category. The program to be delivered in accordance with joint EC/MSC and TC/NAV CANADA policies and standards as published in MANOBS.	8,760 observations and 3,000 special observations per year.	Observations to be in accordance with MANOBS published standards. No instance of missing an observation.
4.C.1.b	Provide radiation sample collection service.	As part of the Canadian Radiological Monitoring Network the weather station is required to operate a high-volume sampler to collect airborne particulate matter on filters and to mail the entire filter weekly; to collect samples of accumulated precipitation and mail samples monthly; and to collect accumulated measurements of external gamma radiation and mail the thermoluminescent dosimeter (TLD) samples quarterly. The shipping containers, filters and dosimeters are provided by EC and the shipping to Radiation Protection Bureau (RPB) is covered through pre-paid arrangements. The Contractor must fully comply with Health Canada (HC) radiological sampling procedures for the HIQ air sampler and for the precipitation and TLD sampling. More frequent emergency sampling may be requested by Health Canada through the EC National Data Quality Assurance Desk.	52 weekly particulate matter on filters; 12 monthly accumulated precipitation samples; and 4 quarterly TLD samples.	Sampling to be in accordance with HC radiological sampling procedures for the HIQ air sampler and for the precipitation and TLD. The samples to be mailed within 3 working days after their collection.
4.C.2	WEATHER DISTRIBUTION SYSTEM			
4.C.2.a	Provide and maintain access to weather information through the On-Base Distribution System.	The system distributes weather data including observations and forecasts to users/locations such as 444 Squadron, NORAD Quick Reaction Area (QRA), Wing Operations Centre (WOC), ATC tower and IFR terminal radar unit. Section 8 details equipment. The remote areas are connected electronically to the main weather office.	6 remote sites.	Access to the system cannot be down for more than 15 minutes at any given time and no more than 5 occurrences of system down per month.
4.C.3	AUDIT & INSPECTION			
4.C.3.a	Assist in Command inspection.	1 CAD team will visit the site once a year to validate observing, standards, review maintenance records and qualifications of personnel.	1 per year for 2 days.	Not more than one validated customer complaint per visit regarding courtesy, cooperation, or assistance.
4.D	WATCHKEEPING REQUIREMENTS			

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Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
4.D.1	Nil	Nothing Additional	Nothing additional.	Nothing Additional
4.E	TASK AUTHORIZATION (TA) REQUIREMENTS			
4.E.1	Although there are no predetermined Task Authorization (TA) requirements, TA's may be ordered on an as required basis for any work within the scope of this section.	See Contract Terms and Conditions for details regarding negotiation of TA jobs.	Nothing additional.	All jobs completed in accordance with the conditions and requirements stated in the negotiated TA.
4.F	RECORDS AND DELIVERABLES			
4.F.1	Input aerodrome observations (reports) into the meteorological weather system.	Ensure that aerodrome observations are also made available (coded) as a METAR and SPECI report in accordance with ICAO standards.	Refer to 4.C.1.a.	Reports are accurate, complete and current and there is no instance of "No Observation" for Goose Bay Station.
4.G	MATERIALS, EQUIPMENT AND FACILITIES			
4.G.1	GOVERNMENT FURNISHED			
4.G.1.a	The Contractor to utilize equipment, material and facilities identified to perform the services of this section.	For GF equipment, material and facilities required for this section see Table 4-1, and the Facilities & Equipment Catalogue.	As determined by the Contractor.	No misuse or lack of maintenance of GFE.
4.G.1.b	The Contractor to utilize weather data provided by DND to perform the services of this section.	Nothing additional.	Nothing additional.	No misuse of data.
4.G.2	CONTRACTOR FURNISHED			
4.G.2.a	Provide all materials, equipment and furniture not otherwise provided as Government Furnished.	It is the Contractor's responsibility to select a supply source and arrange for delivery to meet Contract requirements.	As determined by the Contractor.	No instance of not meeting performance standards for the other line items of this section due to a lack of materials.

Table 4-1			
GFE to Support Meteorological Function			
The following is a list of major meteorological equipment, technical manuals and comments.			
Equipment	Technical Manuals	Maintenance Requirement covered by:	
HP 8000 Compaq computers		Informatics Service Unit Halifax and Section 7 - TIS	
HP software		Informatics Service Unit Halifax and Section 7 - TIS	
Weather Radar	DWSR-88C Doppler weather surveillance Radar	Section 7 - TIS	
WADDS		Engineering Products Limited	
Ceilmeter	TM 07.04.01/5	Section 7 - TIS	
Remote Temperature sensor	TM 02-04-01	Section 7 - TIS	
Dewcell	TM 02-04-01	Section 4 - Weather Office	
Barometer	INS 141	Section 4 - Weather Office	
TBRG (tipping bucket Rain gauge)	TM 04-01-03	Section 4 - Weather Office	
Barograph	INS 82	Section 4 - Weather Office	
Nipher Snow Gauge	IB 04-03-01/1	Section 4 - Weather Office	
Air Sampler (Health and Welfare Canada)		Section 4 - Weather Office	
Ground Temperature Sensors	U.D.C. M06:M25.4	Section 4 - Weather Office	
Rain Gauge Type B	TM 04-02-01	Section 4 - Weather Office	
Type 78D anemometer and display	TM 05-01-04	Section 4 - Weather Office	
Ceiling Projector	INS 67 (MI-7-2-1/1)	Section 4 - Weather Office	
Closed circuit television system		Section 7 - TIS	
Communication:			
Telephone lines: GP, NTAS and commercial.			
Metro, frequency 344.6 is maintained by Section 7 - TIS.			
Fibre Optic link to transfer/receive data to/from Metoc Halifax.			

5	FLIGHT OPERATIONS
5.A	GENERAL REQUIREMENTS
5.A.1	SCOPE OF WORK
5.A.1.a	Provide services which includes, but is not limited to the provision of positive Visual Flight Rules (VFR) control, ground control (Instrument Flight Rules (IFR) terminal radar, procedural control, and standby supervision), manage the flying program, and manage all flight operations in the LLTA, AOTC and on the aerodrome.
5.A.1.b	Provide flight planning services for transient military aircraft.
5.A.1.c	The Contractor must meet DND standards and be licensed by DND. DND will perform scheduled inspections of the Goose Bay ATC Contractor. 1 Canadian Air Division's Aerospace Control Standards and Evaluation Team (AECSET) will review and evaluate the level of service which is being provided.
5.A.1.d	The maintenance of equipment used in this section is listed in section 8.
5.A.1.e	Identify and track all Domestic and International flights landing at 5 Wing Goose Bay for the purpose of collecting landing fees, parking fees and all other fees.
5.A.1.f	The Contractor will be required to provide and operate a Wing Operation Center (WOC). The WOC must be structured to permit customers to meet face to face with WOC personnel to facilitate understanding of the local area, local procedures and applicable regulations and orders. WOC is overall coordinator for all aspects of flight operations. WOC assesses weather, requested mission types, predicted air traffic density, etc., to approve customer operations and training requests. WOC monitors weather, NAVAID, and runway status at Goose Bay and alternate aerodromes and weather in the training areas and advises customers of operational consequences. WOC monitors operations and enforces 5 Wing and Canadian rules and regulations and environmental considerations and, as required, directs resources to support customer operations - i.e. snow clearing, FOD sweeps, etc.
5.A.2	DEFINITIONS
5.A.2.a	16/6: The 16 hours per day, 6 days per week period from 0700 to 2300 hrs local Monday to Saturday inclusive; however, DND will have the right to reconfigure those hours within the 16/6 scope to meet operational requirements.
5.A.2.b	Aircraft Movement: Either the landing or the departure of an aircraft.
5.A.2.c	AOTC (or PTA): Austere Operating Training Centre
5.A.2.d	CFRIS: Canadian Forces Range Information System
5.A.2.e	LLTA: Low Level Training Area
5.A.2.f	MANOPS: Manual of Operations
5.A.2.g	WOC: Wing Operation Center
5.A.2.h	Nav Canada: The aviation service provider responsible to and regulated by TC.
5.A.2.i	OSCER: On Scene Commander for Emergency Response
5.A.2.j	WFO: Wing Flying orders
5.A.3	REFERENCES: The notations against the references have the following meanings: M - Adherence to the policies, procedures, act, orders and regulations contained therein is mandatory. G - The policies and procedures contained therein are not mandatory, but proposals for alternatives must be submitted in full detail to, and be accepted by the Technical Authority. Furthermore, alternatives must fully interface with procedures in use globally.
5.A.3.a	NAV CANADA MANOPS ATC Manual of Operations (M)

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	CF Supplement to MANOPS (M)
5.A.3.b	Canadian Aviation Regulations (CARS) (M)
5.A.3.c	ATC Unit Flight Safety Program (M)
5.A.3.d	B-GA-164-000/AA-001 Aerospace Control Management Orders (ACMO) including all other pubs listed in Appendix 1 (M)
5.A.3.e	B-GA-100-001/AA-000 National Defense Flying Orders - Flight Rules (M)
5.A.3.f	STANAGs NATO Standard Agreements (M)
5.A.3.g	STANAG 3052 (M)
5.A.3.h	1 Cdn Air Div Orders (M)
5.A.3.i	CFACM 2-813 Aerodrome Bird and Mammal Control (M)
5.A.3.j	Facilities Catalogue (G)
5.A.3.k	Fixed Assets Register (G)
5.A.3.l	Goose Bay ATC Section Orders (M)
5.A.3.m	Wing Flying Orders (M)
5.A.3.n	5 Wing Emergency Response Plan (M)
5.A.3.o	2012 Traffic Statistics (M)
5.A.3.p	WSO 6-609 Flight Safety Program (G)
5.A.3.q	C-07-010-011/TP-000 Canadian Forces Air Weapons Ranges (M)
5.A.3.r	A-GA-135-001/AA-001 Flight Safety for the Canadian Forces (M)
5.A.3.s	C-98-001-003/MS-022 Mil 312(E) - Aerodrome Standards and Recommended Procedures. (M)
5.A.3.t	WOC Orders (G)
5.A.3.u	5 Wing Mitigation Orders Military Training (G)
5.A.3.v	DND Cost Factor Manual (M)
5.A.3.w	CFAO 55-6 Authorization for Civil Aircraft to use DND Aerodromes (M)
5.A.3.x	Air Services Charges Regulations (SOR/85-414) for definition purposes only (M)
5.A.3.y	Canadian NOTAM Procedures Manual (M)
5.A.3.z	B-GA-106-000/AA-000 (TP 1820E) Designated Airspace Handbook (M)
5.A.3.aa	B-GA-005-000/FP-005 (TP 1258E) Emergency Security Control of Air Traffic (ESCAT) Plan (M)
5.A.3.ab	CFACM 2-840 On-Scene Controller, Emergency Response Manual (M)
5.A.3.ac	B-GG-238-000/AG-002 Snow and Ice Control - Vol 2 - Airfield Snow and Ice Control (M)
5.A.3.ad	Service Level Agreement between 3 Wing Bagotville and 5 Wing Goose Bay for CF-18 Operations at 5 Wing Goose Bay (M)
5.A.3.ae	Transfer of Agreement and Control regarding the Practice Target Area (PTA) (Province of Newfoundland and Labrador Crown Transfer 106234) (M)
5.A.3.af	TC AIM Transport Canada Aeronautical Manual (M)
5.A.3.ag	RCAF Flight Operations Manual (M)
5.A.4	SAFETY PROVISIONS
5.A.4.a	Comply with measures not otherwise specified in the SOW but which are consistent with prudent management and industry practices.
5.A.5	DESCRIPTION OF EXISTING CONDITIONS

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5.A.5.a	Goose Bay is a military (DND) aerodrome, which currently also serves the needs of local civil aviation community. Without jeopardizing flight safety, the Contractor must ensure that the military flights are not unduly delayed due to the services provided to civil aviation. Traffic includes high performance military fighter aircraft, all types of military transport aircraft, light civilian aircraft, medium and heavy commercial carriers, Unmanned Aerial Vehicles, all types of helicopters and float aircraft.
5.A.5.b	The control tower is located in building 5A. It has an operations cab, offices and a rest area. The Radar Terminal Control Unit is located in building 110. It has an operations center, offices and a rest area. The Navaid and Airfield Communication equipment and workshops detailed in section 8 are co-located in building 110. The Wing Operations Centre is located in Hangar 8.
5.A.5.c	DND has done and will continue to do scheduled inspections of the Goose Bay ATC Contractor. 1 Cdn Air Div Aerospace Control Standards Evaluation Team (AECSET) will review and evaluate the level of service which is being provided.
5.A.5.d	The regulations governing ATC and Air Navigation Services (ANS) in Canada are the shared responsibility of the DND and TC. TC has transferred the responsibility for operating the ANS to NAV CANADA, a commercial non-for-profit corporation. CF provides ATS to all aircraft within DND airspace.
5.A.5.e	The initial cadre of the new Contractor controllers will be facility rated by the incumbent Contractor Air Traffic Controllers prior to the Handover date for this section. During the contract period, subsequent controllers will be facility rated by the new Contractor to CF standards and have their licenses endorsed by 1 Canadian Air Division (CAD).
5.A.5.f	The ATC service is capable of providing for the safe, orderly and expeditious control of 300 movements per day, including military and civilian aircraft, with a peak of 40 military aircraft simultaneously.
5.A.6	HOURS OF OPERATION
5.A.6.a	Goose Bay airfield is open 24 hours per day. VFR ATC services are required 24 hours per day, 365 days per year. IFR ATC services are required 0800 to 2300 Monday to Saturday including holidays. Wing Operations Centre services required 0800 to 1600 local Monday to Friday excluding holidays.
5.B	PERSONNEL QUALIFICATIONS
5.B.1	Controllers shall be ICAO or a DND acceptable equivalent properly endorsed ATC licensed controller in appropriate work area (ground, IFR and VFR). Controllers must meet DND licensing standards to achieve a Control Position Rating (CPR) for each control position.
5.B.2	Controllers shall be in possession of a valid DND ATC medical endorsement or Transport Canada Class II medical prior to the Handover Date for this section and reviewed annually.
5.B.3	ATC Supervisors shall be qualified and experienced as licensed ATC facility supervisors.
5.B.4	Personnel shall be trained and qualified on the equipment to be used. All personnel having to drive on the airfield have to be in possession of a valid DND RDD permit. Also, ATC personnel shall obtain a valid DND Ramp Defensive Driving Permit as part of facility rating in Tower and or Ground control positions.
5.B.5	ATC and WOC personnel shall have a security clearance in accordance with the SRCL.
5.B.6	The individual(s) responsible for the reporting of flight safety accidents and incidents should have the Basic Flight Safety Course. This course is offered through 1 CAD.

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
5.C	FLIGHT OPERATIONS			
5.C.1	CONTROL SERVICES			
5.C.1.a	Provide VFR control.	Provide VFR control services to military and civil aviation at the Goose Bay airfield to effectively and safely manage the mix of aircraft types in accordance with the references cited at 5.A.3. The VFR control tower shall be capable of controlling three (3) concurrent four (4) ship formations every 10 minutes. Provide standback supervision as required.	26,408 movements	VFR control services conducted in accordance with references. No instance of ATC failure to investigate, report, and take corrective action for all VFR Control incidents, accidents and occurrences. No instance of absence of stand back supervision during fighter recovery or launch.
5.C.1.b	Provide ground control.	Provide ground control 24/7 on controlled portions of the airfield in accordance with the references cited at 5.A.3.	As required.	Ground Control services conducted in accordance with references. No instance of ATC failure to investigate, report, and take corrective action for all Ground Control incidents, accidents and occurrences.
5.C.1.c	Provide IFR control.	Provide IFR services to civil and military aviation operating within the Goose Bay Terminal Control Area (TCA) to effectively and safely manage a mix of aircraft type in accordance with the references cited at 5.A.3. During fighter operations the IFR control unit must ensure sufficient manning so as to be capable of controlling 2 concurrent 4 aircraft formations every 15 minutes. Provide standback supervision as required.	19,730 movements per year.	IFR services conducted in accordance with references. No instance of ATC failure to report, investigate and take corrective action for all IFR Control incidents, accidents and occurrences. No instance of absence of stand back supervision during fighter recovery or launch.
5.C.1.d	Provide ATC on Sundays and outside the 16/6 hours of operation to allow Flying Operations.	Provide all associated services required to provide this task in accordance with rules and regulations of operations at the Wing. 48 hours notice will be provided for this flying. Cost for this line item is reimbursed on a unit cost per occurrence as per the Basis of Payment.	5 occasions per year. (As required)	0 instance of ATC not being able to provide ATS
5.C.2	STANDARDS / EQUIPMENT / COORDINATION			

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
5.C.2.a	Report any equipment failures and unserviceabilities.	Provide sufficient UHF, VHF, FM-VHF, telephone lines, crash phones, and recording equipment to meet ATC, OSC and aerodrome operations. See section 8 for complete details.	As required.	Report all equipment failures and unserviceabilities in accordance with ATC regulations.
5.C.2.b	Coordinate any equipment repairs and or maintenance with the WOC.	Repairs and maintenance must be coordinated in advance with DND operations and Contractor maintenance to limit the disruption to flying activities.	As required.	All equipment repairs and maintenance coordinated with 5 Wing operations to limit disruption to flying operations.
5.C.2.c	Comply with the ATC Standards program.	The ATC Standards Program is described in B-GA 164. The controllers will be required to pass the annual Professional Knowledge Exam (PKE) and the annual Local Knowledge Exam (LKE). Proficiency of operational personnel assured through twice yearly audio tape reviews, application of knowledge verifications tests, over-the-shoulder operational skills checks and direction from the AECSET OSVs.	The program is dependent on the number of controllers and the amount of training required.	All corrective action directed by the ATC Standards Team implemented in accordance with ATC standards Program. No incidents contradicting ATC standards and/or training policies.
5.C.2.d	Comply with all existing Memorandum of Understanding (MOU) and agreement terms and conditions with external control agencies.	Coordinate and transfer aircraft control information with external control agencies.	6 MOUs and agreements.	No instance of non-compliance attributable to ATC related causes.
5.C.2.e	Participate in ATC MOU and agreement negotiation and review.	The MOU and agreements are routinely reviewed, amended and revised. DND will remain the principal signatory. The Contractor will advise DND as the local technical expert and then implement the new agreements. MOUs are annexed to the ATC Section Orders.	6 negotiations a year.	Comprehensive and timely input to MOU discussion. This will be demonstrated by attendance at all review meetings and the provision of written submissions as described in 5.F.6.
5.C.2.f	Participate in Operations Meetings.	Meetings are scheduled weekly to discuss Wing Operations and the support required. An average of 2 hours per meeting.	7 meetings per month.	Comprehensive, proactive and timely input to Operations Meetings. No instance of absence from Operations Meetings.

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
5.C.2.g	Participate in the CF Flight Safety Program.	Internally develop a FS Program in consultation with the WFSO. Contractor to provide representation at the 5 Wing annual safety and annual DFS briefings. ATC Flight safety program will be locally managed by a DND member. The Contractor will be required to participate fully in the program. The monthly investigations require on average 20 hours each, There is generally 1 major investigation per year requiring 250 hours.	2 flight safety investigations per month. 1 major investigation per year. Participate in 2 briefings per year.	No instances of specified ATC staff failing to participate in program.
5.C.2.h	Respond to emergency situations.	Emergency situations are described in reference documents as in the minimum appropriate response. Situations include but are not limited to: crashes; bomb threats; hijacking; missing aircraft; aircraft and or ATC equipment failures; and fuel dumping.	100 incidents per year.	No instance of failure to respond to emergency situation in accordance with specified procedures.
5.C.2.i	Participate in the development of instrument approaches. (TERPS)	Instrument approaches will be the responsibility of the DND Instrument Check Pilot (ICP). Examples of Contractor assistance include but are not limited to: assuring proper terrain clearance; reviewing radar monitoring capability; and deconfliction with other approaches.	12 approaches reviewed per year.	Comprehensive and complete review of all approaches received from the ICP. This will be demonstrated by attendance at all review meetings and the provision of written submissions as described in 5.F.7.
5.C.2.j	Assist external maintenance and calibration teams in the performance of their duties.	Any outages or delays to flying operations is to be approved by DND operations. Examples include but are not limited to: equipment flight checks and instrument approach flight checks.	12 instances of assistance per year.	No disruption to DND flying activities by or during equipment and calibration.
5.C.2.k	Provide Aerodrome Bird and Mammal Control.	Implement the program as developed in 5.F.13.	1 program.	Bird and mammal nuisances kept to a minimum.
5.C.2.l	Provide routine aerodrome management functions and services.	Aerodrome management duties are in accordance with B-GA 164 Chapter 2. They include but are not limited to: aerodrome vehicle operations; aerodrome inspections; airfield marking and obstructions; Foreign Object Damage (FOD) program; and issuing of NOTAMS. The Contractor is responsible for assessing and proposing solutions on all aspects of aerodrome operations, in particular: development of the civil aviation area, SNIC priorities, airfield construction / maintenance, airfield safety, airfield security and airfield development IAW Mil 312(E).	Aerodrome inspections are done at least daily. FOD program is continuous. 100 NOTAMS are generated yearly.	No instance of non-compliance attributable to the Contractor.

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
5.C.2.m	Provide Flight Planning Services.	Flight planning services are limited to military aircraft or aircraft supporting military activities. Flight planning facilities and services are referenced in B-GA 164 and STANAG 3052.	200 requests per year.	No instance of non-compliance attributable to ATC related causes.
5.C.2.n	Provide Aircrew In-Briefs.	Prior to flying training, Allied aircrew are given a comprehensive briefing regarding flight conditions at Goose Bay. ATC procedures detailing VFR, IFR, recovery, airspace usage, Wing Flying Orders policies and procedures are provided. ATC portion of briefing is approx. 30 minutes per briefing including 20 minutes for presentation plus 10 minutes of questions from aircrew. Time and location are flexible and controlled by the Wing Operations Centre normally 24 hrs. notice is provided. Included is the responsibility to organize all airfield briefings for visiting flight crews.	40 briefings per year.	No instance of non-compliance attributable to ATC related causes.
5.C.3	WING OPERATIONS CENTRE			
5.C.3.a	Maintain an Operation desk in the Wing Operations Centre area.	Respond to queries directed to the operations center from all stakeholders. Provide up to date information on changes to airspace, navigational aids and runway conditions. WOC is the point of contact for all customer operational questions and requests. WOC must coordinate and book the use of all resources involved in operations, training, and exercises (e.g. targets, PTA, airspaces.etc.) Daily recording and reporting to the DO of WOC activities. The program needs to be up-dated as changes occur. The annual flying program will be established by DND in consultation with DND customers and the ATC staff. The Contractor will be responsible to communicate the changes to the users.	As required.	Responses to queries are clear, concise, precise and provided within a reasonable period of time. The length of the period of time cannot be such that sorties are lost.
5.C.3.b	Manage annual flying program.		10 changes per year.	Flying program to be amended within 5 working days of approval of change. No instance of failure to communicate changes.

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
5.C.3.c	Manage all resources and coordinate support for flying exercises and operations.	Booking system to include usage of airspace in sufficient detail to avoid conflicts, target booking to include all targets and AOTC usage, which must also encompass ground training, maintenance, clean-up, etc. Parking space on the ramps is based on a prior notice required basis and a booking system is needed for all designated spaces on the aerodrome. Consideration of dangerous cargo, weapons and explosives must be made when assigning parking locations.	12 flying exercises per year. Maximum of 60 aircraft concurrently.	No conflicts due to Contractor error.
5.C.3.d	Provide on-call personnel for operational requirements outside normal working hours.	Maintain someone on call for all outside normal hours of ops plus provide response for 4 occasions of an average of 4 hours each.	4 call-outs per year.	No instance of on-call personnel not being available.
5.C.3.e	Issue, plot and distribute Operational Directives.	Directives to be IAW applicable DND Orders, including but not limited to 5 Wing Flying Orders, Mitigation Orders Military Training - Goose Bay, and to account for any probable flight safety implications that may arise from imposing airspace use restrictions.	200 directives per year.	Ops Directives to be issued within 1 day of receipt. No instances of required service not being provided.
5.C.3.f	Liaise with stakeholders.	Correspond or meet as required with DND and non-DND personnel or agencies who are affected by or influence local operations.	Daily	No instances of required service not being provided.
5.C.3.g	Manage and distribute Wing Flying Orders	Ensure that all changes to applicable rules and regulations are included and adequately described in the WFO. All operators on the aerodrome are to be notified of changes to WFOs. WFOs are amended once annually by DND with input from the Contractor; interim amendments are produced by the Contractor as Ops Directives. The Contractor will be responsible for the distribution. The distribution is normally done as follows: annually, in the new calendar year, and issued no later than 30 April every year.	10 copies per year	Annual WFOs to be issued NLT 30 April. No instance of failure to communicate changes. WFO amendments to be issued within 5 working days.
5.C.3.h	Maintain Map Depot	General upkeep of map files, including issuing, receiving and accounting. Contractor will be expected to use online software.	154 maps	No instances of required service not being provided.

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
5.C.3.i	Provide up to date information on changes to airspace, navigational aids and runway conditions	Nothing additional.	9 per year.	No instances of required information not being disseminated.
5.C.3.j	Monitor flight operations and file occurrence reports for instances of non-compliance with regulations.	Operations to be monitored to ensure compliance with all regulations, environmental restrictions and Wing Flying Orders. Deviations from established procedures to be reported as occurrence reports as per Annex V of Wing Flying orders.	50,000 movements per year with 100 occurrence reports raised.	No instance of failure to complete report once an instance is phoned in or otherwise communicated. All reports accurate and submitted on time.
5.C.3.k	Maintain and track flight statistics and distribute info to appropriate offices.	All statistics and information to be compiled and distributed as required in accordance with standard coordination centre practice.	2,500 sorties per year.	No instances of failure to provide service.
5.C.3.l	Manage the QRA and activate for use.	Ensure site is ready for use including voice and data communications. See the Service Level Agreement (SLA).	9 activations per year.	QRA activated within two hours of notification.
5.C.3.m	Coordinate air transport in support of and as directed by WOC.	Liaise with local service providers to provide air transport. Manage all aspects of flights, including but not limited to loading/off-loading of aircraft, passenger processing, required briefings.	85 return flights per year.	No instances of failure to provide service.
5.C.4	Command Post (CP)			
5.C.4.a	Activate and manage the CP including updating all applicable CP documents.	CP to be activated in cases of exercises (see 5.C.5.d) and real world events. CP documents (50 documents) to be reviewed and updated annually in consultation with W Ops staff.	2 exercises per year in addition to actual emergencies. 50 CP documents reviewed annually.	No instance of CP not activated as required or CP documents not being current.
5.C.4.b	Staff on Scene Commander for Emergency Response (OSCER) to accommodate exercises and emergencies	The Contractor must have the ability to deploy OSCER 24/7 as per the Wing Emergency Response Plan at 5.A.3.p.	5 emergencies and 2 exercises per year.	No failure to staff OSCER with qualified personnel as required.
5.C.4.c	Coordinate with WOps staff annual live CP exercise.	Plan, execute, monitor and debrief all participants in one live exercise. External agencies are also invited to participate. Scenario to be known only by trusted agencies.	1 live exercise per year.	No failure to plan exercise.
5.C.4.d	Coordinate annual "Table Top" CP exercise.	Plan, execute, monitor and debrief all participants in one administrative exercise where actual assets are not deployed. External agencies are also invited to participate.	1 table top exercise per year.	No failure to plan exercise.
5.C.5	Civil Aviation			

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
5.C.5.a	Liaise with civilian operators through GBAC and monitor all civil operations.	Liaise with civilian operators through GBAC on the aerodrome and operators in the flying training areas to ensure a high degree of flight safety and, as required, advise military and civilian operators of planned activities. As required, conduct briefings or meetings to address civilian operator concerns. Be the main liaison between the Wing and GBAC with respect to aerodrome operations.	2 formal meetings per year. Daily liaison with operators as required.	No instances of failure to provide annual briefing or failure to provide notification of a change to procedures that would affect the civilian operator.
5.C.5.b	Collect data required for all non-military aircraft landings for the purpose of collecting landing fees, parking fees and all other fees.	Data to include date of landing, type of aircraft, weight class of aircraft (in Kg), full customer billing address, contact person, customer phone number, customer fax number, call sign, origin, and Actual Time of Arrival (ATA). Data captured to be IAW definitions included in Transport Canada Aeronautics Act - Air Services Charges Regulations.	25,000 landings annually	All data is collected. No more than 3% error rate detected in the gathering of data monthly. All landings are captured. Errors/deficiencies corrected within 2 working days of notification.
5.D	WATCHKEEPING REQUIREMENTS			
5.D.1	Provide VFR and IFR control.	The ATC Section shall be staffed with a minimum of one controller, located in the tower, capable of providing continuous VFR control. The provision of IFR terminal radar and procedural control may be provided from an off site facility outside the Hours of Operations.	1 controller - 24/7.	No instance of ATC Section left unattended during flying activities within the specified watchkeeping hours.
5.D.2	Operate a centrally located Wing Operation Centre (WOC) Desk	As required for daily operations. Activities usually include oversight as it relates to the daily operations. As a coordination centre, WOC must be structured to permit customers to meet face to face with Ops personnel to facilitate understanding of the local area, local procedures and applicable regulations and orders. WOC is the point of contact for all customer operational questions and requests. WOC must coordinate and book the use of all resources involved in the Wing operations (e.g. targets, ranges, AOTC. airspace.etc..). The level of staffing of the desk should be commensurate with the level of activities scheduled and cover 8 hours a day, Monday to Friday. On a limited rotational basis, WOC shall provide an OPS point of contact to receive and dispatch requirements. This will be negotiated with the DO.	Ops Desk Monday - Friday 0800-1600 excluding statutory holidays. After hours WOC point of Contact, at a minimum 1 week during a six week rotation.	No instance of service not being provided.
5.E	TASK AUTHORIZATION (TA) REQUIREMENTS			

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
5.E.1	Although there are no predetermined Task Authorization (TA) requirements, TA's may be ordered on an as required basis for any work within the scope of this section.	See Contract Terms and Conditions for details regarding negotiation of TA jobs.	Nothing additional.	All jobs completed in accordance with the conditions and requirements stated in the negotiated TA.
5.F	RECORDS AND DELIVERABLES			
5.F.1	Fill out TC Flight Progress Strip.	TC Forms to be completed in accordance with MANOPS part 9 and CF Supplement to MANOPS Part 9.	1 Flight strip per IFR flight.	All flight strips accurate and complete.
5.F.2	Fill out CF ATC Automated Statistics System.	To be completed in accordance with B-GA-164-000/AA-001 chapter 2.	1 entry per movement.	All entries accurate and complete.
5.F.3	Provide Air Infraction Report.	Provide information details for Air Infraction Report in accordance with 1 Cdn Air Div Orders, vol 2-001A. 1 provision of information per occurrence.	40 occurrences.	All information is accurate, complete and submitted within 2 working days.
5.F.4	Provide CF Flight Safety Occurrence Reports.	To be completed in accordance with A-GA-135 chapter 9. 1 report per occurrence.	25 occurrences.	All reports accurate, complete and submitted within 2 working days.
5.F.5	Fill out CF 776 ATC Log Book.	To be completed in accordance with B-GA-164-000/AA-001.	1 log in both the VFR and IFR control units.	All entries accurate and complete.
5.F.6	Provide input to MOU Reviews.	As per 5.C.2.e.	1 submission per MOU review.	All submissions accurate, complete and provided at least 5 working days prior to review.
5.F.7	Provide a report on instrument approach review.(TERPS)	As per 5.C.2.i.	12 reports.	All reports accurate, complete and submitted within 2 working days.
5.F.8	Fill out Radar Traffic Record.	To be completed in accordance with B-GA-164-000/AA-001.	1 record per day.	All records accurate and complete.
5.F.9	Fill out CF 1046 Military ATC license.	To be completed in accordance with B-GA-164-000/AA-001 Annex A.	1 license per qualified controller.	All licences accurate and complete.
5.F.10	Enter data in the CF ATC Standards Database.	To be completed in accordance with CF ATC Standards Database Manual.	1 database.	Database accurate and complete.
5.F.11	Provide shift schedule.	Provide a shift schedule 5 working days prior to the expiry of the old schedule for all control positions.	1 schedule per month.	Schedule accurate, complete and submitted 5 working days prior to expiry of the previous schedule.
5.F.12	Develop and maintain an Aerodrome Bird and Mammal Control Program.	Program requirements described in CFACM 2-813. Goose Bay is in proximity to the Atlantic goose migratory routes.	1 program reviewed annually.	Comprehensive and complete Bird and Mammal Control Program.

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
5.F.13	Provide a report on the performance and the effectiveness of the Aerodrome Bird and Mammal Control Program.	See 5.C.2.k and 5.F.12. Annual report to be sent to 1 Cdn Air Div as requested in CFACM 2-813.	1 annual report.	Report is accurate, complete and submitted to 1 Cdn Air Div in the timeframe specified in reference.
5.F.14	Maintain a reference library.	Publications are listed in Appendix 1 to B-GA 164.	50 publications in 1 library.	Library complete and current within 10 working days of issue of new publications or amendments to existing publications.
5.F.15	Provide DND reports showing data for all non-military aircraft landings, parkings, etc.	The report includes the data required by DND to accurately collect for all non-military aircraft all fees for landings, parkings and all other fees. The report will be provided in the format provided by the DO. Report must be broken down for each customer with all landing, parking and other relevant information identified. The report will use the latest costing data from the Cost Factor Manual.	1 report per month.	No more than 3% error rate detected in the presentation of data monthly. The report is to be provided to the DO no later than 9 working days following the end of the previous month. The report accounts for all landings and parkings of non-military aircraft. All elements of the report are provided. Errors/deficiencies corrected and report resubmitted within 3 working days of notification.
5.F.16	WOC daily activity reports.	Report to be sent to appropriate agencies as requested by the DO.	Daily reports.	Reports to be accurate, complete and current within 1 working day and submitted daily.
5.G	MATERIALS, EQUIPMENT AND FACILITIES			
5.G.1	CONTRACTOR FURNISHED			
5.G.1.a	Provide all materials, equipment and furniture not otherwise provided as Government Furnished required to deliver the services under each section.	It is the Contractor's responsibility to select a supply source and arrange for delivery to meet Contract requirements.	As determined by the Contractor.	No instance of not meeting performance standards for the other line items of this section due to a lack of materials.

6	TRANSIENT SERVICING
6.A	GENERAL REQUIREMENTS
6.A.1	SCOPE OF WORK
6.A.1.a	Provide services which includes, but is not limited to the provision of transient alert and ramp services, air terminal services and air cargo services to transient military aircraft as well as DND customers. These services also include but are not limited to cabin cleaning, aircraft de-icing, towing. The types of aircrafts expected to be serviced include CF aircraft and those of foreign nations.
6.A.1.b	Transient military aircraft will be serviced through this SOW.
6.A.2	DEFINITIONS
6.A.2.a	AMU: Air Movements Unit
6.A.3	REFERENCES: The notations against the references have the following meanings: M - Adherence to the policies, procedures, act, orders and regulations contained therein is mandatory. G - The policies and procedures contained therein are not mandatory, but proposals for alternatives must be submitted in full detail to, and be accepted by the Technical Authority. Furthermore, alternatives must fully interface with procedures in use globally.
6.A.3.a	See section 2.A.3 for general references.
6.A.3.b	See Table 6-1, Technical References.
6.A.4	SAFETY
6.A.4.a	Ensure Occupational Safety and Health programs as required in Section 2 and applying to this section is implemented and followed.
6.A.4.b	All Contractor personnel performing aircraft maintenance services shall comply with the provisions of the Occupational Safety and Health standards and directives specified in the applicable technical orders referenced in 6.A.3.
6.A.4.c	Communications equipment is to be used for official business only and used only by authorized personnel.
6.A.4.d	Flight Safety is paramount.
6.A.5	DESCRIPTION OF EXISTING CONDITIONS
6.A.5.a	Table 6-3 provides historical military transient traffic. Table 6-4 provides the type of aircraft expected to be serviced and historical volume by type.
6.A.5.b	Canada Border Services Agency (CBSA) is located in building 295.
6.A.5.c	The Goose Bay airport terminal, Building 6, is used for Air Passenger processing.
6.A.6	HOURS OF OPERATION
6.A.6.a	The Contractor will provide service and facilities as required 24 hours per day, 7 days per week. The Contractor will be expected to flight follow and respond to requests 24/7 unless indicated otherwise by the DO.
6.B	PERSONNEL QUALIFICATIONS
6.B.1	All personnel responsible for receiving classified shipments of cargo must have current security clearances up to the classification of the cargo.
6.B.2	All personnel responsible for accessing classified information contained in a cargo shipment must have a current security clearance up to the classification of the cargo.
6.B.3	At a minimum Handlers need to be cleared as per the SRCL. In addition, the supervisor's security clearance can be no lower than the security clearance of those being supervised.

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6.B.4	All Contractor personnel performing services under the requirements of this section shall be required to complete applicable training prior to being assigned to perform transient maintenance on aircraft at 5 Wing and they shall obtain a valid DND Ramp Defensive Driving Permit. All training, including additional or refresher, is the responsibility of the Contractor.
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Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
6.C	TRANSIENT SERVICING			
6.C.1	TRANSIENT ALERT AND RAMP SERVICES			
6.C.1.a	Coordinate support services.	Establish a single point of contact for all the activities listed in this Section. This point of contact may also respond to requests for accommodations, flight feeding, transportation, and other activities covered in other sections. See tables 6-3 and 6-4 for historical data. Services provided in accordance with Table 6-1, industry and ICAO standards. See Transient Aircraft Servicing Priorities for precedence in servicing.	350 flights per year.	Acknowledge immediately the request for support. No instance where customer cannot contact Contractor within 5 minutes. All aircraft met and properly secured. Minimum 2 aircraft serviced simultaneously.
6.C.1.b	Provide Basic Services	Services required are as follows: Marshaling and chocking of aircraft; Placement and removal of ladder and stairs; Positioning and operating ground electrical power/air start units for starting; Provision of a fire bottle; Provision of baggage and transportation services for aircrew from aircraft to designated facilities (customs, lodging facilities, flight planning center) and back to the aircraft; Inspect for Foreign Objects Debris (FOD) around serviced aircraft; and Safety check: Assist aircraft crew in walk-around the aircraft to ensure all ground services equipment is accounted for.	500 flights per year.	Services complete and delivered in a professional and timely manner. The Contractor must maintain the capability to perform all services to a minimum of two (2) aircraft simultaneously. When the number of aircraft precludes simultaneous servicing, the Contractor shall perform servicing in accordance with priorities established by Wing Operations.
6.C.1.c	Provide Special Services #1	This service may require the removal of snow from aircraft surfaces prior to the application of de-icing fluids. De-icing of aircraft. Type 1 de-icing will be provided. Type 4 anti-icing services to be provided only if requested. Capability for de-icing two (2) aircraft simultaneously must be provided; The annual quantity of de-icing fluid required is 30,000 litres made up of 25,000 litres of Type 1 (short-term) and 5,000 litres of Type 4 (long-term).	25 Special Service #1 per year.	Services complete and delivered in a professional and timely manner. De-icing commenced within 30 minutes of request. Capable of de-icing 2 aircraft simultaneously. No instances of improper de-icing procedures.

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
6.C.1.d	Provide Special Services #2	<p>Services required are as follows:</p> <p>Providing baggage and transportation services for all passengers from aircraft to designated facilities including customs, food and lodging facilities if off base, max of 20 km round trip) or back to the aircraft;</p> <p>Conduct passenger briefings prior to passengers leaving terminal or bus and boarding aircraft. The brief to include ramp restrictions, personal belongings, etc. Passenger briefs to be completed 5 minutes prior to boarding.</p> <p>Always have earplugs on-hand and available for departing passengers.</p> <p>Prepare documentation for lost / damaged baggage and forward baggage tracers to origin and en-route stops.</p> <p>Transportation must be provided to carry minimum of 40 people (including baggage) at a time. A maximum of 200 passengers per aircraft can be anticipated;</p> <p>Provide passenger pre-board security screening procedures and security screening for the transport of cargo and mail.</p> <p>Process passengers and baggage for manifesting, to include the checking of passenger passports or proper documentation as required.</p>	1,000 passengers per year on 50 aircraft.	Services complete and delivered in a professional and timely manner. No flight delay for failure to transport or assist passengers. Transport arrives within 5 minutes of scheduled block times 95% of the time, within 15 minutes for the remainder. No flight delays for failure to process passengers or baggage.
6.C.1.e	Provide Special Services #3	<p>Services required are as follows:</p> <p>Aircraft latrine and waste handling and disposal;</p> <p>Aircraft water services; and</p> <p>Aircraft garbage handling and disposal.</p> <p>Note: Disposal of all waste will be at a controlled landfill site in compliance with all rules of applicable regulating authorities. International waste to be treated in accordance with CFIA directives regarding disposal.</p>	100 flights per year, 50 of those International.	Services complete and delivered in a professional and timely manner. All services begun within 30 minutes of notification.
6.C.1.f	Provide Special Services #4	<p>Services required is as follows:</p> <p>Towing of aircraft. The service would include an appropriately classified tow mule, operator, wing walkers and opening and closing hangar doors as required.</p>	30 per year.	Services complete and delivered in a professional and timely manner. All aircraft towing conducted accurately such that there are no potential or actual incidents.

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
6.C.1.g	Provide Special Services #5	Provide loading equipment and manpower to effectively and safely load and unload aircraft and transport the cargo to and from the warehouse location, as required.	300 planes loaded and offloaded per year.	Aircraft loading/offloading commenced within 10 minutes of aircraft arrival or within 15 minutes of request. Completed within 2 hours of start.
6.C.2	AIR TERMINAL FUNCTIONS			
6.C.2.a	Perform functions of processing incoming and outgoing passengers, baggage, cargo and mail.	Perform services in accordance with DND directives and references listed in table 6-1. Maintain all required traffic documentation including but not limited to passenger manifests.	12 flights per year.	Services complete and delivered in a professional and timely manner. No flight delay resulting from improper processing or lost cargo or mail. Documents available on request 95% of the time and within 24 hours 100% of the time.
6.C.2.b	Inform CBSA on inbound international flights.	95% of all international flights arrive as scheduled.	50 international flights in support of transient military aircraft.	Customs notified 100% of the time on international flights. At least 30 minutes prior to arrival 95% of the time.
6.C.3	AIR CARGO			
6.C.3.a	Ensure all cargo for air shipments is documented.	Initiate all applicable discrepancy reports and document cargo received without proper documentation.	5 flights per year.	95% of all shipments properly documented.
6.C.3.b	Perform inspection and quality control handling.	This task is to certify that dangerous goods are packaged, marked and labeled correctly for air shipment. Individuals performing this task must be qualified to handle hazardous / dangerous material. Book all Dangerous Goods through DMOV Trenton. Work to be performed in accordance with IATA standards.	5 shipments per year.	No incident of failure to certify hazardous cargo.
6.C.3.c	Palletize, cap, weigh, label, and document pallets for air shipment.	Break / rebuild pallets if loads need to be mixed. When required, rebuilding pallets will be carried out under the direction of the visiting nation or CF qualified personnel.	10 pallets per year.	No incident of improper palletization or weighing.
6.C.3.d	Receive, store, inventory, deliver and release cargo to respective customers.	Establish storage space for classified, signature service, pilferables and mail. Consignees for refrigerated cargo must be informed immediately.	5 flights per year.	Receive, properly store, release or deliver cargo to consignee 95% of the time within the time frames stated. Notify consignees within 12 hours of high priority shipments and 18 hours for routine shipments.

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
6.D	WATCHKEEPING REQUIREMENTS			
6.D.1	Nil	Nothing Additional	Nothing additional.	Nothing additional
6.E	TASK AUTHORIZATION (TA) REQUIREMENTS			
6.E.1	Provide additional services covered under the Unspecified Services.	Provide services outlined in Table 6-2. See the Contract Basis of Payment.	As required.	Support provided within 1 hour of request and performed in a professional manner. No failure to provide support as requested.
6.E.2	Although there are no other predetermined Task Authorization (TA) requirements, TA's may be ordered on an as required basis for any work within the scope of this section.	See Contract Terms and Conditions for details regarding negotiation of TA jobs.	Nothing additional.	All jobs completed in accordance with the conditions and requirements stated in the negotiated TA.
6.F	RECORDS AND DELIVERABLES.			
6.F.1	Provide DND reports showing data for all services provided.	The data and reports must include flight number and registration. Reports required become the property of DND.	350 flights per year.	Records are accurate, complete and submitted within 2 working days of services delivery.
6.F.2	Maintain all files and records regarding all movement/ shipment of passengers, mail, and cargo and any other records needed to move and coordinate all traffic functions expeditiously.	Traffic records shall be maintained in accordance with references listed in 6.A.3.	350 flights per year. 1 file per flight.	Records are accurate, complete and current within 2 working days of services delivery. Not more than 3 instances per year of failure to create or retrieve a requested document.
6.G	MATERIALS, EQUIPMENT, AND FACILITIES			
6.G.1	CONTRACTOR FURNISHED			
6.G.1.a	Provide storage for cargo.	There must be storage for refrigerated cargo (i.e. medical supplies). See Government Furnished Facilities available for storage.	As determined by the Contractor.	No instance of not meeting performance standards for the other line items of this section due to a lack of appropriate cargo storage.

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
6.G.1.b	Provide all other equipment, facilities and materials not otherwise provided as government furnished required to deliver the services in this section (other than in paragraph E).	It is the Contractor's responsibility to meet requirements.	As determined by the Contractor.	No instance of not meeting performance standards for the other line items of this section due to a lack of materials.

Table 6-1			
References			
Number	Publication Name	Notation	
CANADIAN FORCES TECHNICAL ORDERS REFERENCES			
A-GA-135-001/AA-001	Flight Safety for the Canadian Forces		G
A-GG-040-001/AG-001	DND General Safety Program Policy and Program		G
A-LM-158-005/AG-001	Transportation Manual		G
DAOD 3009-0	Quality of Materiel and Services		G
C-02-005-013/AM-000	Maintenance Policy, Shelf Life and Storage of Material		G
C-02-040-007/TS-001	General Safety Precautions		G
C-02-040-009/AG-001	DND General Safety Program Vol 2 - General Safety Standards		G
C-02-040-010/MB-001	Vehicle Driving Regulations		G
C-05-005-021/AM-000	Tool Control System		G
C-05-006-002/AG-001	Aircraft Servicing, Hazard Emergency Marking		G
C-05-010-002/AG-000	Maintenance Procedure - Recovery of Aircraft		G
C-05-010-003/AM-000	Maintenance Procedure- Aircraft Oxygen Incidents Investigation Procedures		G
C-05-010-019/DA-000	Marshalling Signals All Aircraft		M
C-05-010-020/DA-000	Marshalling Signals Rotary Wing Aircraft		M
D-05-060-001/SD-003	Standard - Aircraft Refuelling		G
C-12-010-011/TP-000	Maintenance Procedures - Group to Earth Conductivity For Aircraft		G
C-12-010-040/TR-021	Standard repair Procedures Aircraft Cleaning and Corrosion Control Exterior and Interior		G
C-19-005-002/AM-000	Maintenance Policy - Aircraft Maintenance Support Equipment (AMSE)		G
C-22-040-001/TS-000	Aviator's Breathing Oxygen		G
C-22-040-003/TS-001	Aircrew Escape Systems		G
C-82-005-001/AM-002	International Standardization Agreement for Aviation Fuels, Lubricants, and Allied Products		G
C-82-005-001/AM-003	Minimum Quality Surveillance for Petroleum Products		G
C-82-010-007/TP-000	Procedures and Responsibilities for Aviation Fuels Handling		G
D-02-006-008/SG-001	Design Change, Deviation and Waiver Procedures		G
D-05-060-011/SD-000	International Standardization Agreement Responsibilities for Aircraft Cross-Servicing and Cross-Servicing Ground Crew Training		M

Table 6-1

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Table 6-1			
References			
D-05-060-011/SD-012	International Standardization Agreement Pressure Replenishment of Engine Oil		M
A-LM-117-001/FP-001	Transportation Of Dangerous Goods by Canadian Forces Aircraft		M
CANADIAN FORCES ADMINISTRATION ORDERS			
CFAO 55-28	Disinfection, Medical and Quarantine International Requirements for Aircraft		M
CFAO 223-1	Agreements with NATO Countries- Visiting Military Aircraft and Crews		M
CFAO 20-19	Service Airlift - General Policy		M
DAOD 2016-0	Approval to Travel on Canadian Forces Aircraft		M
CFAO 20-21	Service Airlift - Material		M
B-GA-007-001/AF-001	1 Cdn Air Div Manual of Air Movements - Volume 1, Organization & Operating Procedures		M
B-GA-007-001/AF-002	1 Cdn Air Div Manual of Air Movements - Volume 2, Techniques & Equipment		M
B-GA-007-001/AF-003	1 Cdn Air Div Manual of Air Movements - Volume 3, On-Job Training		M
B-GA-007-001/AF-004	1 Cdn Air Div Manual of Air Movements - Volume 4, Telecommunications and Information Services		M
Table 33-5	Transient Aircraft Servicing Priorities		M
NATO DOCUMENTATION			
STANAG 3113	Provision of Service to Visiting		M
STANAG 3430	Responsibilities for Aircraft Cross-Servicing		M
GOVERNMENT OF CANADA DIRECTIVES			
TAHD-DSAT-IE-2002-17-4	International Waste Directive		M

Table 6-2				
Unspecified Services				
Item			Estimated Quantity	Unit of measure
1	Any of the services identified below. These require separate pricing based on a cost per hour, start, use, litre, etc. as applicable. These services would be paid outside			
1.a	Air stairs (up to 747)		5	per hour
1.b	Lower compartment loader, position and operate.		5	per hour
1.c	Wide body main deck loader, position and operate.		5	per hour
1.d	90 KVA ground power, position and operate.		1	per hour
1.e	60 KVA ground power, position and operate.		1	per hour
1.f	28 Volt ground power, position and operate.		1	per hour
1.g	air start 170 PPM, position and operate.		1	per occurrence
1.h	air conditioning unit, position and operate.		5	per occurrence
1.i	baggage tug and carts with and without operator.		5	per hour
1.j	cargo dollies		5	per hour
1.k	belt loaders, position and operate.		5	per hour
1.l	lighting carts, position and operate.		50	per occurrence
1.m	tow tractor without operator.		12	per hour
1.n	B-4 stands		1	per occurrence up to 24 hours.
1.o	Clean passenger section.		2	per occurrence per type of aircraft.
1.p	Transit cabin cleaning		1	per occurrence per type of aircraft.
1.q	Heater coldbuster, position and operate.		1	per hour
1.r	Heater Herman Nelson, position and operate.		1	per hour
1.s	Catering truck (747 capable) with operator.		1	per occurrence
1.t	Crew transportation, provide baggage and transportation services for aircrew from aircraft to designated facilities (Customs, food and lodging facilities, flight planning center) and back to the aircraft		5	per occurrence
1.u	Coordinate into-plane servicing of oil, ADI, oxygen, nitrogen, LOX, and other liquids/gases		90	per occurrence
1.v	Provide fire bottle, position by aircraft.		50	per occurrence
1.w	Additional manpower – Ramp attendants		24	per hour

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1.x	Additional Manpower – Supervisor	24	per hour
1.y	Forklift, with and without operator.	12	per hour
1.z	K-Loader, with operator.	5	per hour
2	Other types of aircraft: For aircraft not identified in table 33-4 that requires transient servicing, the contractor will develop a generic cost for the basic and special services. This cost will be based on the basic aircraft weight and will cover aircraft up to 15,000 lbs and aircraft weighing more than 15,000 lbs.		

Historical Military Transient Traffic

MILITARY TRANSIENT TRAFFIC FLIGHTS

Table 6-3
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Table 6-4

Type of Aircraft Expected to be serviced and Historical Volume by Type

This information is provided for information purposes only.

MILITARY TRANSIENT TRAFFIC TYPE OF AIRCRAFT AND VOLUME

Type Short	Type Long	2009			2010			2011			2012			Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																				
		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar																											Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																		
A30B	Airbus 300																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																										</

Table 6-4

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Type Short	Type Long	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep		
B738	Boeing 737-800			1	1																			3							1		
B742	Boeing 747-200																																
B752	Boeing 757-200		1	1		1	6	7	1	3	1	2	2	1			1					1									1		
B762	Boeing 767-200																																
B763	Boeing 767-300	10	10	10	6	8	1	4	5	8	11	3	16	3	4	2	4	7	4	3	6	5	6	8	4	4	8	7	4	8	6	10	5
B764	Boeing 767-400																1				2												
BE10	Beech 100 (King Air)																2																
BE20	Beech 200 (King Air)		2		2	1	6	6	3		1	1	2	1	1	4					2												
BE30	Beech 300 (King Air)			1			1	1				2																					
BE40 / T1	Beech 400 (King Air)																																
C130	Hercules C-130	7	7	5	15	10	2	3	4	8	3	3	8	9	11	8	7	9	3	3	3	5	3	1	6	11	10	14	5	4	1		
C160	Transall C-160	2	4	3	3	2	3	3	1	2	4	4	2	3	6	3	2	2	5	4	2	4	1	2	4	4	4	4	4	4	3	5	1
C17	Boeing C-17	3	3	2	1	3	1	2	1	4	2	3	6	3																			
C2	Gumman C-2																																
C208	Cessna 208																															1	
C27J	Spartan C-27J																																
C295	Casa C-295	1																													2		
C2A	Greyhound C2A			2																													
C303	Cessna 303																																
C30J	Hercules C-130J																																
C337	Cessna 337																																
C5	Lockheed C-5 Galaxy																																
C560	Cessna 560	2								4																							
CF18	CF-18	1	2					2	1						1					1	3												
CH47	Chinook C-47																																
GL60	Challenger 60	1		1					3		1	1	1	1	2	3	4	2	1														
GN35	Casa 235		1																														
D328	Dornier 328																																
DATX	Falcon 7000																																
DC10	DC-10																																
DC83	DC-83																																
DC86	DC-86																																
DC87	DC-87							1																									
DC93	DC-93	3					2	1	1	2	1		4	1			2			2	1												
DH3T	Turbo Otter																																
DH8B	Dash-8 100		1									1								1	1												
DH8C	Dash-8 300																																
DH8D	Dash-8 400Q												1	1	1																		
DHC6	Twin Otter	1																		1													
DHC7	Dash-7	1	1	2																													
E2C	Gumman Hawk Eye C-2A																					1											
E3A	AWACS (US)						1																										
E37F	AWACS (NATO)	1	2					2	1		1	1								1													
EH101	Cormorant																																
EUFI	Eurofighter						2	2	1	1					5	3				2	1	1	1	1	1	3	4	1	2	3	1	5	1
F16	F-16																																
F2TH	Falcon 2000						1	1	2	1	1			3	3	2																	
F406	Fokker 400																																
F60M	Fokker Maritime																																
FA20	Falcon 20						2																										
FA50	Falcon 50	1																															
FA7X	Falcon 7X						1																										
GL5T	Gulfstream 5																																
GLF3	Gulfstream 3	1		2																													
GLF4	Gulfstream 4	1							1						1	2				1													
GLF5	Gulfstream 5																																
H25B	Hawker Siddeley 25																																
HAWK	Hawk																																
IL62M	Ilyushin 62																																
K36R	KC-135R																																
KC10	KC-10																																
KC35	KC-135																																
KDC10	KDC-10	1	1	2		1	1	1	2	2		4	1																				
LJ35	Lear Jet 35	1	3	1	3	2	1		1				1	2	3	1	2	2	1														
M28	PZL 28																																
MC12	MC-12			4	1	2				1																							

Table 6-4

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Type Short	Type Long	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
MD11	MD-11																														
P3	P-3 Orion				1	1				2	1															1					
P3/CP140	CP-140 Aurora																														
PA31	Navajo 31																														
PC12	PC-12 Pilatus																														
SH33	Shorts 330		1	1	1			1	1	1	1																				
SH36	Shorts 360																														
SW4	Merlin SW-4		1																												
TOR	Tornado	1	1																												
VC10	VC-10				1	1		1	1																						
WW24	West Wind 24																														
Totaux mensuels		39	44	46	41	46	35	52	32	38	36	32	53	43	62	35	36	37	38	21	31	23	23	29	21	36	36	69	51	58	31

7	TELECOMMUNICATIONS SUPPORT
7.A	GENERAL REQUIREMENTS
7.A.1	SCOPE OF WORK
7.A.1.a	Provide services which includes, but is not limited to the provision of preventive maintenance; provision of corrective maintenance; research of technical solutions; installation; provision of assistance in, or carrying out the verification and/or certification; provision of technical assistance and all required preparatory work for verification and/or certification routines performed by DND and/or outside agencies (including the installation of new software on the LAN or a PC); and, provision of the Wing Telecommunications and Information Systems Officer (WTISO) functions as defined in B-GA-007-001/AF-001 for administration and management control aspect.
7.A.2	DEFINITIONS
7.A.2.a	Corrective Maintenance (CM) is the action taken to restore full serviceability after failure/functional degradation has occurred. This includes what would normally be referred to as repairs.
7.A.2.b	Critical systems are those providing the 5 Wing communications infrastructure "backbone" including the cable plant, MAN, and telephone switching and those impacting flying operations. These are all identified in Tables 7-1 and 7-3.
7.A.2.c	Direct Labour Hours: Hours of labour used in actual hands-on work to provide required services excluding supply support, management and administrative support, supervision travel time and other indirect costs.
7.A.2.d	Direct Material Cost: The actual vendor invoice charges for materials used for performance of work under this contract. Direct material costs include transportation charges only when such charges are included on the invoice by the vendor.
7.A.2.e	First Line maintenance consists of visual inspections of external physical damage, charging batteries as required and operational checks. This is the responsibility of the user/operator and as such shall be carried out by the user/operator.
7.A.2.f	Preventive Maintenance (PM) is the action required to service the equipment and assess its technical performance in relation to design criteria.
7.A.2.g	Response Time: Response time is the elapsed time from when a request is logged in by the Contractor at the trouble desk until commencement of work at the work site with the adequate number of qualified personnel, equipment, necessary tools, and parts/materials
7.A.3	REFERENCES: The notations against the references have the following meanings: M - Adherence to the policies, procedures, act, orders and regulations contained therein is mandatory. G - The policies and procedures contained therein are not mandatory, but proposals for alternatives must be submitted in full detail to, and be accepted by the Technical Authority. Furthermore, alternatives must fully interface with procedures in use globally.
7.A.3.a	See section 2.A.3 for general references.
7.A.3.b	See below for references for performing the required functions.
7.A.3.c	B-GA-007-001/AF-001 1 Cdn Air Div Orders - Volumes 1, 2 and 4 (M)
7.A.3.d	C-06-005-012/AG-002 Info Tech / Info Systems Maintenance Policy (M)
7.A.3.e	C-06-020-001/AM-001 Test Equipment Calibration Policy (M)
7.A.3.f	B-GA-164-001/AA-001 Aerospace Control - Air Navigation Equipment Flight Inspection Procedures Manual (M)
7.A.3.g	C-55-040-001/TS-001 Safety Precautions and Incident Prevention Instructions - Radio Frequency Radiation Safety. (M)

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7.A.3.h	C-09-005-001/TS-000 Ammunition and Explosives Safety Manual Vol 1 Program Management and Life Cycle Safety (M)
7.A.3.i	C-09-005-002/TS-000 Ammunition and Explosives Safety Manual Vol 2 Storage and Facility Operations (M)
7.A.3.j	B-GA-297-001/TS-000 Safety Orders for CF Air Weapons Systems (M)
7.A.3.k	B-GT-D35-001/AG-000 Management of the Radio Frequency Spectrum (M)
7.A.3.l	TBITS 6.9 Telecommunications Wiring System for Government Buildings (M)
7.A.3.m	A-LM-100-000/AG-001 Guideline - Information Systems Security - Certification and Accreditation of Information Systems (M)
7.A.3.n	DND Owned Cable Networks, Levels of Maintenance Policy (M)
7.A.3.o	DND Owned Antenna & Support Infrastructure, Levels of Maintenance (M)
7.A.3.p	WSO 1-100 5 Wing Information Technology (IT) Policy (M)
7.A.3.q	Manufacturers' manuals for specific equipment/systems (M)
7.A.3.r	Building Industry Consulting Service International (BICSI) (M)
7.A.4	SAFETY PROVISIONS
7.A.4.a	Comply with measures not otherwise specified in the SOW but which are consistent with prudent management and industry practices.
7.A.5	DESCRIPTION OF EXISTING CONDITIONS
7.A.5.a	The Non-Tactical Communications Equipment is listed at Table 7-1.
7.A.5.b	Specialized application software system list is identified at Table 7-2.
7.A.5.c	ADP hardware and software is listed at Table 7-3.
7.A.6	HOURS OF OPERATIONS
7.A.6.a	See section 2
7.B	PERSONNEL QUALIFICATIONS
7.B.1	The contractor will provide personnel qualified in the maintenance and repair for all equipment, software and systems listed in Tables 7-1, 7-2 and 7-3.
7.B.2	The contractor will ensure the knowledge and technical skills of the qualified personnel is maintained to support all equipment and systems listed in Tables 7-1 and 7-3.
7.B.3	The Information Systems Security Officer (ISSO) will have received IS Security training from a recognized institution or a DND sponsored course and have a minimum of 2 years experience working on IT and IS security technology.
7.B.4	All personnel of this section must at a minimum hold a security clearance as per the SRCL.
7.B.5	Contractor personnel working in areas requiring a security clearance must have a security clearance as per the SRCL.
7.B.6	Personnel in contact with or that will work with classified information must hold a security clearance as per the SRCL.
7.B.7	Personnel working on or with COMSEC material must be Canadian citizen and hold a security clearance as per the SRCL

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Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
7.C	TELECOMMUNICATIONS SUPPORT			
7.C.1	OPERATIONS AND PREVENTIVE MAINTENANCE			
7.C.1.a	Prepare a PM Plan.	DO must approve a PM Plan for the communications equipment, computer systems and software listed in this section. The plan will follow the appropriate CFTOs, equipment/ manufacturer's manuals and 1 Cdn Air Div Orders Vol. 4. and be submitted no later than 1 March of each year.	Communications equipment, computer systems and software listed at Tables 7-1, 7-2 and 7-3.	Plan to be accurate, complete and submitted by April 1 of each year.
7.C.1.b	Perform PM on all non-tactical communications equipment.	Follow the appropriate CFTOs, manufacturer's manuals and 1 Cdn Air Div Orders Vol. 4 detailed in Paragraph 7.A.3. Changes to PM procedures may only be varied with the agreement of, or at the request of the DO. This includes, but is not limited to all Audio/Video systems, all Command Post communication equipment, all miscellaneous electronic equipment, telephone switch, and 1st line maintenance on antennas and cable plant.	Communications equipment listed at Table 7-1.	At least 95% of all PM performed in accordance with the references stated in Related Information with any items not in conformance with the stated references rectified within 10 working days of the date the PM should have been performed in accordance with the stated references.
7.C.1.c	Perform PM on all computer systems and software.	Follow the appropriate CFTOs, manufacturer's manuals and 1 Cdn Air Div Orders Vol. 4 detailed in Paragraph 7.A.3. Changes to PM procedures may only be varied with the agreement of, or at the request of the DO. This includes all general purpose ADP hardware and software, all specialized software applications, all 5 Wing MAN network hardware and software, and the 5 Wing INTERNET network	Computer systems and software listed at Tables 7-2 and 7-3.	No instances per month of greater than 1 hour of scheduled downtime during working hours due to PM and no instances per month of greater than 1 hour of unscheduled downtime during working hours due to lack of PM. Total monthly downtime during working hours is not to exceed 9 hours.
7.C.1.d	Perform communications planning.	This includes, when requested by the DO, participation in communications facilities planning including: conduit design and media selection including requests for new telecom requirements and design for backbone and horizontal pathway systems in accordance with TBITS 6.9 Telecommunications Wiring System for Government buildings; scheduling of post installation testing; research of technical solutions; leading to procurement action and may necessitate liaising with NDHQ, 1 Cdn Air Div, and other contractors. Historically, planning activities require an average of 12.5 hours.	4 requests per year.	Implement requests in a professional manner and as scheduled by DO.

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
7.C.1.e	Perform IMAC of communications equipment, software and computer systems.	As directed by the system Life Cycle Management Manager through the DO, perform IMAC services and complete all testing to verify or certify communications equipment, computer system or software concerned. This also includes maintenance of MAN cable and associated infrastructure, installation, removal and relocation (copper and fiber).	107 installs per year 63 adds per year 50 moves per year 107 changes per year.	Complete all IMAC requests accurately, completely and as scheduled.
7.C.1.f	Assist in performance of Installs, Adds, Moves or Changes (IMAC) of communications equipment, software and computer systems.	As directed by the system Life Cycle Management Manager through the DO, assist in performance of IMAC services and complete all testing to verify or certify communications equipment, computer system or software concerned.	11 installs per year 2 adds per year 0 moves per year 4 changes per year.	No instance in not assisting this service in a professional manner and as scheduled by DO.
7.C.1.g	Manage and up-date the 5 Wing Frequency List.	Assess and process frequency requests for the CF units and FMTUs and co-ordinate frequency requests for exercises staged at 5 Wing. Investigate and approve all requests for antennae placement at 5 Wing aerodrome and submit any resulting frequency interference reports to NDHQ as required.	3 requests per year.	All frequency requests to be submitted to NDHQ for approval within 2 working days of receipt. All antennae placement requests to be investigated and sent for approval within 2 working days where there is no frequency interference. Frequency interference reports to be submitted to NDHQ within 2 working days of identification.
7.C.1.h	Conduct telecommunications facilities surveys.	Conduct surveys of telecommunications facilities and update Telecom records. This includes but is not limited to the identification of requirements from users, ensuring the cable plant and drawings match and any other requests made to the contractor to research communications solutions.	37 surveys per year.	Survey is accurate, complete, current within 5 working days and as scheduled by DO.
7.C.1.i	Respond to requests for installation and removal of leased and owned Telecom services.	As directed by the DO, initiate installation and removal of leased and owned Telecom services IAW 1 Cdn Air Div Orders Vol 4 and MDR call detail recording manual.	20 requests per year.	Complete Telecom requests accurately, completely and as scheduled with the DO.

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
7.C.1.j	Provide 1st Line Maintenance of all of 5 Wing owned cable plant facilities.	Provide 1st Line Maintenance of all of 5 Wing owned cable plant facilities IAW DND Owned Cable Networks, Levels of Maintenance Policy. This includes installation, maintenance and repair (copper and fiber) of all outside plant distribution, building entrance terminals, protection devices, building riser systems, MDFs, IDFs and cross connect terminals in accordance with IBDN, BICSI standard installation, TBITS 6.9 Telecommunications Wiring System for Government buildings and 1 Cdn Air Div Orders Vol 4. As directed by the DO this includes liaising/requesting Regional Line Troop in Halifax to perform installations, removal, modifications/upgrades on all cable plant facilities (all second line maintenance requirements).	111 requests per year.	Complete requests accurately, completely and as scheduled.
7.C.1.k	Maintain Cable TV in barrack blocks and DND occupied buildings.	Maintain Cable TV (1st line maint) in barrack blocks and DND occupied buildings and act as the coordinating agent between DND and cable service provider for any malfunctions. Provide a 2 hour response time for trouble calls.	50 trouble calls per year.	A minimum of 95% of all trouble calls acknowledged within 30 minutes.
7.C.1.l	Perform Information System Security Officer (ISSO) duties.	Perform Information System Security Officer (ISSO) duties. This includes performing security inspections of all workstations, standalone computers and proper user utilization of the LAN and INTERNET in accordance with A-LM-100-000/AG-001, 1 Cdn Air Div Vol. 4 and 5 Wing Information System Security Orders.	10 inspections daily.	No breaches of Information System Security (ISS) as a result of failure to inspect.
7.C.1.m	Issue and set-up of equipment for short term loans to users.	Provide equipment on loan including but not limited to audio-visual equipment; laptop computers; HandHeld (H/H) radios; cellular telephones. For loaned equipment the customer is shown how to operate the equipment and spare components such as batteries are issued with equipment.	58 items loaned per year.	No instances of loss of assets as result of management failure.
7.C.1.n	Set-up audio/video equipment.	This includes providing any technical assistance required for the operation, dismantling, removal of equipment in accordance with manufacturer's manuals for both fixed and mobile equipment.	54 set-ups per year.	All requests to be actioned to meet the customers requested timeframes.

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
7.C.1.o	Assist Bell Aliant/Telus/Telesat and other service providers with maintenance.	Assist Global Defence Network Services (GDNS) Contractor (TELUS) with PMs and CMs on all DND owned Satellite systems and DISDN circuits IAW 1 Cdn Air Div Vol. 4 and equipment manufacturers manuals.	2 per year.	Implement requests for assistance in a professional manner and as scheduled.
7.C.2	CORRECTIVE MAINTENANCE			
7.C.2.a	Acknowledge all trouble calls within 15 minutes of receipt.	Trouble calls are to be recorded, set in priority, and subsequent actions noted.	1,156 trouble calls per year.	95% of all trouble calls acknowledged within 15 minutes.
7.C.2.b	Repair critical communications equipment, computer systems and software.	Provide a 2 hour response time for trouble calls. Critical communications equipment, computer systems and software are identified in Tables 7-1, 7-2 and 7-3 under column titled "Criticality". Software repair will be on site and will consist of reloading, integrating and testing the software in question.	13 trouble calls per year.	99% of trouble calls are responded to within 2 hours. Communications equipment, computer hardware or software repairs are completed within 4 hours or in accordance with a schedule negotiated with the DO.
7.C.2.c	Repair non-critical computer systems and software.	Provide a 4 hour response time for trouble calls and service requests. Non-critical computer systems and software are identified in Tables 7-2 and 7-3 under column titled "Criticality". Software repairs will initially consist of telephone support until it is apparent that on site support is required. On site software repair will consist of reloading, integrating and testing the software in question.	418 calls for software and computer hardware related problems per year.	95% of trouble calls are responded to within 4 hours. Hardware repairs are completed within 8 hours or in accordance with a schedule negotiated with the DO. Software repairs are completed within 4 hours of beginning of telephone support unless it is apparent that on site support is required. Then, software repairs are completed within 4 hours of beginning of on-site support or in accordance with a schedule negotiated with the DO.
7.C.2.d	Repair non-critical communications equipment.	Provide a next working day response time for trouble calls and service requests. Non-critical communications equipment is identified in Table 7-1 under column titled "Criticality".	240 trouble calls per year.	99% of service requests are responded to by the end of the next working day. Equipment repairs are completed within 8 hours or in accordance with a schedule negotiated with the DO.

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
7.C.2.e	Repair IT and telecommunications equipment at the AOTC.	24 hour notice will normally be provided for flight departure. The materiel and equipment to be repaired will be reported against the appropriate line item of 7.C.1. Travel to the AOTC is by air only. If DND is unable to provide air transportation to the contractor, the contractor will need to raise a TA to cover the cost of the air transportation.	1 repair per month.	Technician available to take the flight to the AOTC within 1 hour of flight availability or as planned with the DO.
7.D	WATCHKEEPING REQUIREMENT			
7.D.1	Nil	Nothing additional.	Nothing additional.	Nothing additional
7.E	TASK AUTHORIZATION (TA) REQUIREMENTS			
7.E.1	Perform CM (repair / renovation / alteration) for jobs in excess of 144 direct labour hours or \$5,000 material cost.	Nothing additional.	As determined by the Contractor.	No instance of proceeding with the work without authorization. No instance of not completing the work within the timeframe negotiated with the DO.
7.E.2	Attend communications seminars, conferences and meetings as negotiated with the DO.	As directed by the DO, liaise and obtain direction and technical information related to the operations at 5 Wing. This could include TIPS/TIS conferences, ISSO conferences, Helpdesk conference and Line Foreman conference and may necessitate liaising with Air Command and DND/DND customers. Location varies.	As negotiated with the DO.	No instance of absence from meetings when required. No incidence of failure to provide requested materials for meetings.
7.E.3	Although there are no predetermined Task Authorization (TA) requirements, TA's may be ordered on an as required basis for any work within the scope of this section.	See Contract Terms and Conditions for details regarding negotiation of TA jobs.	Nothing additional.	All jobs completed in accordance with the conditions and requirements stated in the negotiated TA.
7.F	RECORDS AND DELIVERABLES			
7.F.1	Maintain an electronic record of PM activities.	Record to include date, PM activity description, number of direct labour hours and cost, and direct material cost.	See 7.C.1.a, 7.C.1.b and 7.C.1.c.	Records are accurate, complete and current within 2 working days of completion of change.
7.F.2	Maintain an electronic record of CM activities (help desk).	Record to include SOW item number, CM activity description, number of direct labour hours and cost, direct material cost, start time and completion time.	See 7.C.2	Records are accurate, complete and current within 2 working days of completion of change.
7.F.3	Manage SCA WR0123	Act as SCA holder in response to requirements raised by Supply at 3.F.1.g.	See 7.C.1.i	Records are kept accurate and complete information is provided to the Supply section when requested.

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
7.F.4.	Maintain cable records.	Maintain all cable route drawings of all cable plant facilities including outside and inside building cable plant distribution IAW TBITS 6.9 Telecommunications Wiring System for Government buildings.	12 amendments per year. See 7.C.1.j.	Records are accurate, complete and current within 2 working days of completion of change.
7.G	MATERIALS, EQUIPMENT AND FACILITIES			
7.G.1	GOVERNMENT FURNISHED			
7.G.1.a	Access to the MAN and LAN.	Access to the MAN and LAN will be provided for the sole purpose of performing the work under this SOW.	The number of user accounts will be as determined by the Contractor and the DO.	No unauthorized access or use of the networks.
7.G.2	CONTRACTOR FURNISHED			
7.G.2.a	Provide all materials, equipment and furniture not otherwise provided as Government Furnished.	It is the contractor's responsibility to select a supply source and arrange for delivery to meet contract requirements.	As determined by the Contractor.	No instance of not meeting performance standards for the other line items of this section due to a lack of materials.

Table 7-1

Non-Tactical Communications Equipment

Item	Description	Qty	Criticality (X - critical)	CM	IMAC
Non-Tactical Radio Equipment					
1	Motorola XTS 2500 Handheld Radios	59		6	5
2	Motorola XTS 5000 Handheld Radios	11		2	2
3	Motorola XTL 5000 Basestations	6		1	2
4	Motorola XTL 5000 Mobile Radios	124		12	45
5	Transceivers ST 618	10		1	1
6	MVS GE Mobile Transceivers	2		1	1
7	Tone Remote Control Unit L3223A	8		2	2
8	HT 1000 - Transceivers	34		5	5
9	HT 1250 - Transceivers	52		5	5
10	URC 200 - Transceivers	4		2	2
11	PRC 515 - Transceivers	3		1	1
12	Vertax VXA 150 - Transceivers	3		1	1
13	SABER Motorola	9		1	1
14	Antenna building 5A (Control Tower)	2	X	1	1
15	Antenna building 110 (Command Post, RCMP)	1	X	1	1
16	Antenna building 256 (Telecom)	3	X	1	1
17	Antenna building 256 (34 MP Flt)	1	X	1	1
18	Antenna building 1236 (GATOR Site)	2	X	1	1
Telephone Equipment					
19	MSAT PHONES	3		1	1
20	Facsimile Machines	7		10	12
21	Secure Facsimile Machines (repairs not included)	4		4	0
22	IRIDIUM PHONES	6		2	2
23	Telephone switch and telephone	1011	X	12	240
Miscellaneous Electronic Equipment					
24	TVs	25		1	2
25	VCRs	25		1	2

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Item	Description	Qty	Criticality	CM	IMAC
26	Stereo systems	5		2	2
27	Video Cameras/Digital Cameras	12		1	2
28	Public Address Systems Portable and Permanent	25		2	20
29	Sound system at Arcturus Theatre	1		2	1
30	In Focus Machines/ Presentation Machines	15		2	6
31	PTA Communications Satellite System	1	X	5	2
32	PTA Wireless System	2			
33	Video Conferencing Equipment	1		2	1
34	Indoor and outdoor cable plants	2	X	12	6
37	MITEL SX 2000 switch and telephones				1000
Miscellaneous Electronic Equipment					
38	TVs				25
39	VCRs				25
40	Cassette/CD Players/Stereo systems				5
41	Video Cameras/Digital Cameras				12
42	Public Address Systems Portable and Permanent				25
43	Sound system at Arcturus Theatre				1
44	Organ				1
45	Cash registers				4
46	In Focus Machines/ Presentation Machines				10
47	PTA Communications Satellite System				1
48	Video Conferencing Equipment				1

Table 7-1
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Table 7-2

Application Software Support List

National and Command management information systems:					
Acronym	Title	CM	IMAC	Criticality (X - critical)	
ADAM	Automated Data for Aerospace Maintenance	6	6		
AFCCIS	Air Force Command and Control Information System	6	6	X	
AIMS	Ammunition Inventory Management System	6	6		
Alladin	Property Management System	6	6		
BMIMS	Base Material Information Management System	6	6		
Atlantic Blue Cross	Health Care Claims System	6	6		
CCKEMS	Canadian Classified Electronic Key Management System	6	6		
CCPS	Central Computation Pay System	6	6		
CFEMS	Canadian Forces Engineering Management System	6	6		
CFPAS	Canadian Forces Personnel Appraisal System	6	6		
CFSSU	Canadian Forces Supply System Upgrade	6	6		
CFTPO	Canadian Forces Task Planning and Operation (MIR)	6	6		
CFWS	Canadian Forces Weather Service	6	6		
CTWOS	Canadian Forces Weather & Oceanographic System	6	6		
CO-OP	Customer On-Line Order Processing, Bell Helicopter	6	6		
CPIC	Canadian Police Information Center	6	6		
Claims X	Claims production & Management	6	6		
CSNI	Consolidated Secure Network Infrastructure	5	5	X	
DEMS	Departmental Electronic E-Mail System	6	6		
DHRIS	Defence Human Resource Information System	6	6		
DIN	Defence Information Network	6	6		
DVPNI	Defence Virtual Private Network Infrastructure	6	6		
DWAN	Departmental Wide Area Network	6	6		
EDMRS	Electronic Document & Records Management System	6	6		
ESMS	Enterprise Support Management System Remedy Client	6	6		
FDMS	Fire Department Management System	6	6		
FIRMS	Flight Information and Resource Management System	6	6		
FMAS	Financial Management Accounting System	6	6		
FMAP	Financial & Management Accounting Project	6	6		
FMS	Fleet Management System	6	6		
FMTCRS	Foreign Military Training Cost Recovery System	6	6		
FR SCAN	Forces Reduction Second Career Assistance Network	6	6		
FSIS	Flight Safety Information System	6	6		
GIS	Global Information System	6	6		

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Acronym	Title	CM	IMAC	Criticality
HCPS	Health Claims Processing System	6	6	
HRMS	Human Resource Management System	6	6	
HSMIS	Health Support Management Information System	6	6	
HUMS	Health and Usage Monitoring System	6	6	
IFSMRS	Integrated Fire Services Management Reporting System	6	6	
ITMIS	Individual Training Management Information System	6	6	
MASIS	Material Acquisition Support Information System	6	6	
MILTON	Credit Card Purchasing Accounting System	6	6	
MHDS	Military Message Handling & Distribution System	6	6	
MMA	Mission Management Application	6	6	X
MMHS	Military Message Handling System	6	6	
MVRS	Motor Vehicle Registration System	6	6	
NMDS	National Movement and Distribution System	6	6	
PeopleSoft	Enterprise System Foundation for HR application Suite	6	6	
PMS	Performance Management System	6	6	
RPSR	Revised Pay System for the Reserves	6	6	
RIIP	Reserve Integrated Information Project	6	6	
SAMPIS	Security and Military Police Information System	6	6	X
SCEM	Secure Common E-Mail part of DEMS II	6	6	
SIEM	(SMTP Internet E-Mail) Internet email to the desktop	6	6	
TSRP	Telecommunication Renewal Project	6	6	

BADP (Base Automated Date Processing):

ABACIS	Automatic Base Accounting & Control Information System	6	6	
AFEMS	Air Force Engineering Management System	6	6	
BPHARMIS	Pharmacy	6	6	
CoFireS	Computerized Fire Incident Reporting System	6	6	
Computrol	Fuel Pump Management System	6	6	
TRACR	Runwat Condition Checker	6	6	

Table 7-3

IT Hardware and Software

Description	OEM	Model	Qty	Criticality (X-critical)
Desk Top Hardware and Operating System Software				
Workstations			150	
CSNI workstation			50	X
Monitors			226	
Laptops			85	
Workstation UPS		Various	50	
Blackberry units			57	
Desk Top Application Software				
Office Automation Suite	Microsoft	Office	N/A	
E-mail	Microsoft	Outlook	N/A	
Network Hardware and Operating System Software				
DND Network Servers			11	X
Nortel Baystack Switches			40	X
Nortel Passport 8603 router			7	X
Nortel Passport 8610 router			4	X
Fibre Translators			20	
Printers (networked/standalone/colour/B&W) More generic;		various	158	
Printers Color and Printers B&W				
Internet Servers			3	
Internet Routers		various	68	
Scanners - More Generic Desktop scanners.	AGFA	SnapScan1212p	1	
	Canon	CanoScan FB320P	1	
	Canon	FB630P	1	
	Canon	FB6204	1	
	Fujitsu	M3097G	1	
	HP	7450C	1	
	HP	ScanJet 2C	1	
	HP	ScanJet 4C	1	
	HP	ScanJet 11C	2	
	Mustek	600 III EP Plus	1	
	ScanMaker Plus	600000	1	
		Smart UPS	12	
Server UPS				
MET CIS Systems				
Workstations (MET)	HP	8000	4	
Routers (MET)	CISCO	18000	1	
Pro Curve Switch	HP		1	
CFWOS Ethernet Access Switch			1	

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Net Support School				1	
Main Stream Serial Modem				1	

<p>The MAN consists of:</p> <p>(1) Server Windows 2003 and 2008 Operating system of over 300 users.</p> <p>(2) MS Office, Windows XP , Windows 7 , SQL Server, FMS, BlackBerry Server, Backup Server.</p> <p>(3) Outlook e-mail system is connected to the national system through DEM. This service may include accompanying other DND contractors, repairing or installing IIE resources on-site such as Defence Wide Area Network (DWAN) and performing acceptance testing of new or contractor repaired equipment.</p> <p>All MET computer equipment and peripherals are maintained between section 45 and by the Aviation and Defence Services' Unit in Halifax.</p>

8	AIRFIELD COMMUNICATIONS, RADAR AND NAVIGATIONAL/LANDING AIDS	
8.A	GENERAL REQUIREMENTS	
8.A.1	SCOPE OF WORK	
8.A.1.a	For all airfield communications, radar, and navigational or landing aid equipment; provide services which includes, but is not limited to: preventive maintenance; corrective maintenance; assist in, or carry out the installation, verification and/or certification if required by DND and/or Transport Canada/NAV CANADA; technical assistance and all required preparatory work for verification and/or certification routines performed by DND and/or outside agencies; procurement advice; Administration and management control.	
8.A.2	DEFINITIONS	
8.A.2.a	Corrective Maintenance (CM) is the action taken to restore full serviceability after failure/functional degradation has occurred.	
8.A.2.b	Preventive Maintenance (PM) is the action required to service the equipment and assess its technical performance in relation to design criteria.	
8.A.2.c	Serviceability Rate - the percentage of time that a system is in service with at least one channel of the particular equipment serviceable, flight checked (if applicable) and available to the user for operations. The system includes both channels (if applicable), associated sub-systems, components, indicators, monitors, and alarms.	
8.A.2.d	Third Line maintenance comprises all maintenance activity that is beyond the capability of the base. This shall be the responsibility of the selected Repair and Overhaul (R&O) contractor as designated by 1 Cdn Air Div.	
8.A.3	<p>REFERENCES: The notations against the references have the following meanings:</p> <p>M - Adherence to the policies, procedures, act, orders and regulations contained therein is mandatory.</p> <p>G - The policies and procedures contained therein are not mandatory, but proposals for alternatives must be submitted in full detail to, and be accepted by the Technical Authority. Furthermore, alternatives must fully interface with procedures in use globally.</p>	
8.A.3.a	See section 2.A.3 for general references.	
8.A.3.b	See Table 8-1 for references for performing the required functions.	
8.A.4	SAFETY PROVISIONS	
8.A.4.a	Comply with measures not otherwise specified in the SOW but which are consistent with prudent management and industry practices.	
8.A.4.b	Employees must have an ability to work in extremely cold climatic conditions.	
8.A.5	DESCRIPTION OF EXISTING CONDITIONS	
8.A.5.a	The airfield communications, radar and navigational or landing aid equipment is listed at Table 8-2.	
8.A.5.b	All buildings associated with airfield communications, radar and navigational/landing aids are listed in reference and the Facilities and Equipment Catalogue. NavAids technicians can only work from building 110. The shop, the spare parts and the communication hub for NavAids is located in that building.	
8.A.5.c	Frequency of PM for each item of equipment is listed in Table 8-2.	
8.A.6	HOURS OF OPERATIONS	
8.A.6.a	The airfield communications, radar, and navigational or landing aid equipment to be maintained within this section, as listed in Table 8-2, is generally in use by Customers during work days from 0800 to 1600 hours daily. However, hours of operation are also subject to service requirements, published airfield hours of operation and include any pre-opening or post-closing work that might be necessary to ascertain equipment serviceability.	

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8.B	PERSONNEL QUALIFICATIONS
8.B.1	The contractor will provide personnel qualified in the maintenance and repair for all airfield communications, radar, and navigational or landing aid equipment listed in Table 8-2. These personnel will also perform installation and modification.
8.B.2	The contractor will ensure the knowledge and technical skills of the qualified personnel are maintained to a level required to support the airfield communications, radar, and navigational or landing aid equipment as listed in Table 8-2.

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
8.C	AIRFIELD COMMUNICATIONS, RADAR AND NAVIGATIONAL/LANDING AIDS			
8.C.1	OPERATIONS AND PREVENTIVE MAINTENANCE			
8.C.1.a	Prepare a PM Plan.	The PM Plan must cover all items listed in table 8-2.	Equipment listed at Table 8-2, PMs.	Plan to be accurate, complete and submitted by March 1 of each year and be approved by the DO.
8.C.1.b	Perform PM on all airfield communications, radar and navigational or landing aids equipment.	Follow the appropriate CFTOs, PM review recommendations from ATESS on 19 - 21 Sep 95, manufacturer's manuals and 1 Cdn Air Div Orders Vol. 4 detailed in Table 8-1 and the schedule of PM activities in Table 8-2. Changes to PM procedures may only be varied with the agreement of, or at the request of the DO.	Equipment listed at Table 8-2, PMs.	Equipment to have a 95% serviceability rate with no one piece of equipment out of service for longer than 8 hours.
8.C.1.c	Assist in performance of Installs, Adds, Moves or Changes (IMAC) of airfield communications, radar and navigational or landing aids equipment.	As directed by the system Life Cycle Management Manager through the DO, assist in performance of IMAC services and complete all testing to verify or certify equipment concerned. All siting requirements are to be coordinated through ATESS, 8 Wing Trenton.	50 requests per year.	Complete all IMAC requests accurately, completely and as scheduled.
8.C.1.d	Perform IMAC of airfield communications, radar and navigational or landing aids equipment.	As directed by the system Life Cycle Management Manager through the DO, perform IMAC services and complete all testing to verify or certify equipment concerned. All siting requirements are to be coordinated through ATESS, 8 Wing Trenton.	50 requests per year.	Complete all IMAC requests accurately, completely and as scheduled.
8.C.1.e	Assist maintenance teams in the performance of third line maintenance.	As directed by the system Life Cycle Management Manager or DO, assist DND or manufacturer specialists in performance of third line maintenance. Lead personnel around, give access to building, guiding them across the airfield.	14 per year.	Implement requests for assistance in a professional manner and as scheduled.
8.C.2	CORRECTIVE MAINTENANCE			
8.C.2.a	Acknowledge all trouble calls within 30 minutes of receipt.	Trouble calls are to be recorded, set in priority, and subsequent actions noted.	600 trouble calls per year.	95% of all trouble calls acknowledged within 30 minutes.
8.C.2.b	Repair Priority 1 equipment.	Provide a 1 hour response time for trouble calls. Priority 1 equipment is identified in referenced Airfield Equipment Restoration Priority.	100 trouble calls per year.	99% of trouble calls are responded to within 1 hour. Priority 1 equipment repairs are completed within 8 hours or in accordance with a schedule negotiated with the DO.

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
8.C.2.c	Repair Priority 2 equipment.	Provide a 1 hour response time for trouble calls received only during normal hours. Provide a next working day response for trouble calls on Priority 2 equipment received after normal hours of operation. Priority 2 equipment is identified in referenced Airfield Equipment Restoration Priority.	20 trouble calls per year.	95% of trouble calls are responded to within 1 hour only during normal hours. 99% of trouble calls received after normal hours of operation are responded to within the next working day. Priority 2 equipment repairs are completed by the end of the next working day or in accordance with a schedule negotiated with the DO.
8.C.2.d	Repair Priority 3 and all other equipment identified in Table 8.2.	Provide a 24 hour response time for trouble calls and service requests. Priority 3 equipment is identified in referenced Airfield Equipment Restoration Priority. All other equipment is identified in Table 8-2 less the equipment identified in referenced Airfield Equipment Restoration Priority.	15 trouble calls per year.	99% of trouble calls are responded to within the next working day. Priority 3 equipment repairs are completed within the next 3 working days or in accordance with a schedule negotiated with the DO.
8.D	WATCHKEEPING REQUIREMENTS			
8.D.1	Nil.	Nothing additional	Nothing additional.	Nothing additional
8.E	TASK AUTHORIZATION (TA) REQUIREMENTS			
8.E.1	Attend seminars, conferences and meetings as negotiated with the DO.	As directed by the DO, liaise and obtain direction and technical information related to the operations at 5 Wing. This could include TIPS/TIS conferences, Helpdesk conference and Line Foreman conference and may necessitate liaising with Air Command and DND/Allies. Location varies. Cost of travel/attendance will be covered by DND through a TA.	As negotiated with the DO.	No instance of absence from meetings when requested. No incidence of failure to provide requested materials for meetings.
8.E.2	Although there are no predetermined Task Authorization (TA) requirements, TA's may be ordered on an as required basis for any work within the scope of this section.	See Contract Terms and Conditions for details regarding negotiation of TA jobs.	Nothing additional.	All jobs completed in accordance with the conditions and requirements stated in the negotiated TA.
8.F	RECORDS AND DELIVERABLES			
8.F.1	Maintain an electronic record of PM activities.	Record to include date, PM activity description, number of direct labour hours and cost, direct material cost.	See 8.C.1.a	Record is accurate, complete and current within 2 working days of completion of change.

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
8.F.2	Maintain an electronic record of CM activities.	Record to include SOW item number, CM activity description, number of direct labour hours and cost, direct material cost, start time and completion time.	See 8.C.2	Record is accurate, complete and current within 2 working days of completion of change.
8.F.3	Maintain a reference library.	Library for all on-site equipment.	One on-site library.	Library to be up to date and complete.
8.G	MATERIALS, EQUIPMENT AND FACILITIES			
8.G.1	CONTRACTOR FURNISHED			
8.G.1.a	Provide all other equipment, facilities and materials not otherwise provided as government furnished required to deliver the services in this section (other than in paragraph E).	It is the contractor's responsibility to select a supply source and arrange for delivery to meet contract requirements.	As determined by the Contractor.	No instance of not meeting performance standards for the other line items of this section due to a lack of materials.

Table 8-1

References

	Publication Name	Notation
B-GA-007-001/AF-001	1 Cdn Air Div Orders - volumes 1,2 and 4	M
B-GA-007-001/AF-001	1 Cdn Air Div Orders, 1-807 - Radio Frequency Radiation Safety Policy and Program.	M
C-06-005-012/AG-002	Info Tech / Info systems Maintenance Policy	M
C-06-020-001/AM-001	Test Equipment Calibration Policy	M
B-GA-164-001/AA-001	Aerospace Control - Air Navigation Equipment Flight Inspection Procedures Manual	M
C-55-040-001/TS-001	Safety Precautions and Incident Prevention Instructions - Radio Frequency Radiation Safety.	M
C-09-005-002/TS-000	Ammunition and Explosives Safety Manual Vol 2 Storage and Facility Operations	M
B-GA-297-001/TS-000	Safety Orders for CF Air Weapons Systems	M
B-GT-D35-001/AG-000	Management of the Radio Frequency Spectrum	M
Table 8-2	Airfield Equipment Restoration Priority	M
	PM review recommendation ATESS on 19 - 21 Sep 95	M
C-21-156 Series	CFTOs	M
C-21-239 Series	CFTOs	M
C-54-012 Series	CFTOs	M
C-54-765 Series	CFTOs	M
C-54-776 Series	CFTOs	M
C-54-788 Series	CFTOs	M
C-54-902 Series	CFTOs	M
C-55-268 Series	CFTOs	M
C-57-487 Series(Remote)	CFTOs	M
Nav Canada Books		
C-57-615 Series	CFTOs	M
C-59-558 Series	CFTOs	M
C-59-560 Series	CFTOs	M
C-59-566 Series	CFTOs	M
C-59-567 Series	CFTOs	M
C-59-759 Series	CFTOs	M
C-59-826 Series (DOME)	CFTOs	M
C-62-230 Series	CFTOs	M
C-63-110 Series	CFTOs	M
	Transport Canada Aviation Pubs 4-3 RVRSEN-3	M
	Manufacturers' manuals for specific equipment/systems	M

Table 8-1

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Table 8-2

Airfield Communications, RADAR and Navigational or Landing Aids

Item	Description	OEM	Model	Restoration Priority	Qty	PMs	Reference	Materiel delivered within 5 working days of request.
1	TACAN, Tactical Airborne Navigation System including antenna and associated equipment (Tacan 57615), in addition to the Control System PC.		AN/GRN 516	1	1	500	1 Cdn Air Div Orders Vol 4, equipment/MfIs manuals, CFTOs C-57-615 series and Preventive Maintenance Review ATESS 19-21 Sept 95	Equipment to have at least one channel serviceable and operationally available 95% of the time. The remaining 5% is to be resolved within 96 hours.
2	ILS, Instrument Landing System.		PHL 7801	1	1	245	1 Cdn Air Div Orders Vol 4, equipment/MfIs manuals, CFTOs C-57-638 series and C-57-487 series (Remote), Preventive Maintenance Review ATESS 19-21 Sept 95, and Nav Canada Books, 4-3 ILS Series 4-4 F/M-34-3 and GP Series 4-4 F/M-4.	
3	ASR, Area Surveillance Radar including modems and other associated equipment		AN/FPS-509(v)	1	1	614	1 Cdn Air Div Orders Vol 4, equipment/MfIs manuals and CFTOs C-59-759 series.	Equipment to have at least one channel serviceable and operationally available 95% of the time. The remaining 5% is to be resolved within 96 hours.
4	REDDs, Radar Environmental and Data Display System. Includes FDET II and NAMS II.		FYQ-CP-5151 (V)	1	1	437	1 Cdn Air Div Orders Vol 4, equipment/MfIs manuals and CFTOs C-59-980 Series.	
5	SSR Secondary Surveillance Radar.		AN/GPX 504(v)	1	1	857	1 Cdn Air Div Orders Vol 4, equipment/MfIs manuals and CFTOs C-59-560, C-59-566, and C-59-567 Series.	Equipment to have at least one channel serviceable and operationally available 95% of the time. The remaining 5% is to be resolved within 96 hours.
6	RAMP Radar Microwave		GLENAYRE LYNX.sc	1	1	2	1 Cdn Air Div Orders Vol 4, equipment/MfIs manuals and applicable CFTOs.	
7	SSR Parrot, Test Target Generator.		GPX-320	1	1	260	1 Cdn Air Div Orders Vol 4, equipment/MfIs manuals, CFTO C-59-567 Series	
8	Wx Radar, Doppler Weather Surveillance Radar.		DWSR-88C	2	1	260	1 Cdn Air Div Orders Vol 4, equipment/MfIs manuals and applicable CFTOs.	
9	ATC Site Simulators			3	4	1	1 Cdn Air Div Orders Vol 4, equipment/MfIs manuals, applicable CFTO's and PM Review ATESS 19-21 Sept 95	
10	Frequentis		VCS3020	1	1	52	1 Cdn Air Div Orders Vol 4, equipment/MfIs manuals and applicable CFTOs	
11	ComLog, Digital Voice Recorder / Reproducer	CVDS	ComLog 2410	1	1	379	1 Cdn Air Div Orders Vol 4, equipment/MfIs manuals, CFTO C-56-610 series	
12	YR Beacon	Nautical	ND4000	2	1	2	1 Cdn Air Div Orders Vol 4, equipment/MfIs manuals, (Nautical Electronic Labs), CFTOs	
13	Beacon Monitor Receivers.	Nautel	NRB2	2	2	2	1 Cdn Air Div Orders Vol 4, equipment/MfIs manuals and CFTO C-54-760 Series.	
14	RVR Sensor and Monco (including Control System PC)	PEP	PEP9012	1	1	4	1 Cdn Air Div Orders Vol 4, equipment/MfIs manuals, applicable CFTO C-21-172 Series. (Presently Engineering Products Ltd)	Equipment to have at least one channel serviceable and operationally available 95% of the time. The remaining 5% is to be resolved within 96 hours.
15	WADDs, Wind/Altimeter Digital Display System. Model	PEP	ID-5147/GMQ-504	1	1	4	1 Cdn Air Div Orders Vol 4, CFTOs and MfIs Pub Vols. 1, 2 and 3 (Presently Engineering Products Limited)	
16	Cellometer	Vaisala	CT25K	3	1	52	1 CAD Orders Vol 4, equipment/MfIs manuals and CFTOs	

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Item	Description	OEM	Model	Restoration Priority	Qty	PMs	Reference	Materiel delivered within 5 working days of request.
17	Thunderstorm Sensor. (21156, FMH-5011) (including Control System PC)		430 TSS	3	1	12	1 Cdn Air Div Orders Vol 4, equipment/MfIs manuals and CFTOs C-21-156 series.	Equipment to have at least one channel serviceable and operationally available 95% of the time. The remaining 5% is to be resolved within 96 hours.
18	SARSAT LEOLUT System. (Low Earth Orbit Local User Terminal)	EMS Technologies	LEOLUT 600	1	1	4	1 Cdn Air Div Orders Vol 4, equipment/MfIs (Canadian Astronautics limited) manuals and applicable CFTOs.	
19	Single Channel Receivers.		AN/GRR 23 (VHF)	3	17	377	1 Cdn Air Div Orders Vol 4, equipment/MfIs manuals and applicable CFTOs	
	Single Channel Receivers.		AN/GRR 24 (UHF)	3	26	377	1 Cdn Air Div Orders Vol 4, equipment/MfIs manuals and applicable CFTOs	
20	Single Channel Transmitters.		AN/GRT 21 (VHF)	3	18	377	1 Cdn Air Div Orders Vol 4, equipment/MfIs manuals, CFTOs C-54-467 series	
	Single Channel Transmitters.		AN/GRT 22 (UHF)	3	27	377	1 Cdn Air Div Orders Vol 4, equipment/MfIs manuals, CFTOs C-54-467 series	
21	MultiChannel Transceivers,		AN/GRC211 (VHF)	2	2	377	1 Cdn Air Div Orders Vol 4, equipment/MfIs manuals and CFTOs C-54-636 series	
	MultiChannel Transceivers,		AN/GRC 171 (UHF)	2	6	377	1 Cdn Air Div Orders Vol 4, equipment/MfIs manuals and CFTOs C-54-636 series	
22	MultiChannel Transceivers.		KY-92 (VHF).	2	2	377	1 Cdn Air Div Orders Vol 4, equipment/MfIs manuals and CFTOs C-53-409 series	
23	MultiChannel/MultiMode Transceivers.		URC 200	3	2	2	1 Cdn Air Div Orders Vol 4, MfIs manual # 68-P36745M, and applicable CFTOs	
24	MultiChannel/MultiMode Transceivers. (Operated by GAF)		VT 130	1	1	1	1 Cdn Air Div Orders Vol 4 and equipment/MfIs manuals	
25	Remote Control Unit.		C5501/G	1	7	24	1 Cdn Air Div Orders Vol 4, equipment/MfIs manuals, applicable CFTOs and Interim Info Manual by DND DCEM	
26	Communications Control Units.		C-5401/G	1	2	12	1 Cdn Air Div Orders Vol 4, equipment/MfIs manuals and CFTOs C-54-765 series	
27	Radio Telephone Interface Unit.		Model RTU-10	3	2	2	1 Cdn Air Div Orders Vol 4 and equipment/MfIs manuals	
28	Cabinet Land Vinson.			3	1	4	1 Cdn Air Div Orders Vol 4, equipment/MfIs manuals and CFTOs C-62-230 series.	
29	Remote Control Interface Unit (2/4 wire interface).		AMDJ002094	3	7	24	1 Cdn Air Div Orders Vol 4 and equipment/MfIs manuals	
30	Antenna Coupler.		CU-547/GR	3	6	6	1 Cdn Air Div Orders Vol 4, equipment/MfIs manuals and applicable CFTOs	
31	Antenna Coupler (VHF).		CU-5135/FRC, GR8-207SP	3	35	35	1 Cdn Air Div Orders Vol 4, equipment/MfIs manuals and applicable CFTOs	
32	Antenna Coupler (UHF).		CU-5136/FRC, CR8-307SP	3	35	35	1 Cdn Air Div Orders Vol 4, equipment/MfIs manuals and applicable CFTOs	
33	Independant Battery Backup Units (IBBU's)		models 12v-24v and 24v-24v.	3	1	4	1 Cdn Air Div Orders Vol 4, equipment/MfIs manuals and CFTOs C-54-012 series.	
34	Antenna Building 5A			3	12	12	1 Cdn Air Div Orders Vol 4, equipment/MfIs manuals and CFTOs consisting of the following types with pub's:	
	Antenna Building S110 (60" self support Trylon)			3	7	7	(1) AS-5003U, CFTOs C-63-110;	
	Antenna Building 1236 (4 x 110" Wooden Poles)			3	17	17	(2) AT-119/GR, CFTOs C-63-112;	
	Antenna Building 1236 (80" Wooden Pole) Delta			3	1	1	(3) SRL-217-C, CFTOs C-63-195;	
	Antenna Building 1223 (TACAN)			3	1	1	(4) CHU model CA-1028, CFTOs C-63-201;	
	Antenna Building 1587 (Gator Site)			3	18	18	(5) 437B-, CFTOs C-63-280;	
	Antenna Building 1274 (Glidepath)			3	2	2		
	Antenna Building 1253 (ADF Site) Marconi Radar 1 ASR + 1 SSR			3	2	2		

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Item	Description	OEM	Model	Restoration Priority	Qty	PMs	Reference	Materiel delivered within 5 working days of request.
	Antenna Building 1551 (Weather Radar)			3	1	1	(6) SRL-238, CFTOs C-63; and	
	Antenna Building 1275 (Localizer)			3	12	12	(7) AC-1-8-30 (sloping V), CFTOs C-63.	
	Antenna Building 817 (Beacon 150' Canada Bridge Steel)			3	1	1		
	Antenna Building 1587 (30' Wooden Pole)			3	1	1		
35	ATIS, Automatic Terminal Information Service.		Part No. 11250001	2	1	4	1 Cdn Air Div Orders Vol 4, equipment/MfIs manuals and CFTOs.	
36	LOS VHF/UHF GES Radios.			1	1	1	1 Cdn Air Div Orders Vol 4, and equipment/MfIs manuals.	
37	24 hour Digital Clocks.		Model 1659	3	2	1	1 Cdn Air Div Orders Vol 4, equipment/MfIs manuals and CFTOs C-63 series	
38	VIDS (Visual Information Display System) PC's			3	4	1	1 Cdn Air Div Orders Vol 4 and equipment/MfIs manuals and CFTOs	
39	Channel Amplifiers.		AM-5310/U	3			1 Cdn Air Div Orders Vol 4 and equipment/MfIs manuals and CFTOs	
40	Bogan Amplifier and associated equipment.		Model CT100B	3	1	1	1 Cdn Air Div Orders Vol 4 and equipment/MfIs manuals	
41	Fans.		2E300A	3	8	1	1 Cdn Air Div Orders Vol 4 and equipment/MfIs manuals	
42	Runway Timer.		Model CVD7903	3	1	1	1 Cdn Air Div Orders Vol 4 and equipment/MfIs manuals	
43	Jack fields.		Models JC-4-24M and JC-2-48M	3	12	12	1 Cdn Air Div Orders Vol 4, equipment/MfIs manuals and CFTOs	
44	Power Supplies.		Model HF6274B	1	1	5	1 Cdn Air Div Orders Vol 4, equipment/MfIs manuals and CFTOs	
45	Radio Telephone Interface Unit		RTU-292	1	4	3	1 Cdn Air Div Orders Vol 4 and equipment/MfIs manuals	
46	Portable Altimeter		VAISALA, PA 50	3	2	1	1 Cdn Air Div Orders Vol 4, equipment/MfIs manuals and CFTOs	
47	AIRSTAT			2	1	0	No PMs, only CMs and IMAC as required.	
48	In-house Cable and Termination.			3	1	12	1 Cdn Air Div Orders Vol 4 and equipment/MfIs manuals.	
49	HF Transceiver.	Datron	RT7000	2	1	4	1 Cdn Air Div Orders Vol 4, equipment/MfIs manuals and CFTOs.	
50	Remote Weather reporting station (AOTC)	Rainwise	MonoPod	3	1	2	1 Cdn Air Div Orders Vol 4 and equipment/MfIs manuals	

9	EMERGENCY SERVICES
9.A	GENERAL REQUIREMENTS
9.A.1	SCOPE OF WORK
9.A.1.a	Provide services which includes, but is not limited to: crash fire, emergency rescues, hazardous material incident first response, fire protection, emergency response including Aircraft Rescue and Fire Fighting (ARFF), domestic and airfield structural fire fighting, natural cover fire services, fire prevention program, Respiratory Protection Program, confined space entry. These services may be required on and off the Wing.
9.A.1.b	Provide medical emergency response services as required by the Wing.
9.A.1.c	Plan, develop and sustain a fire protection and fire prevention program, allowing inspections of all Emergency Service related areas by the DO or his/her designate.
9.A.1.d	Scale, issue, inspect, test (to include hydrostatic testing), repair, maintain and control inventory of all portable fire protection systems on the Wing. Scale, inspect, test (to include hydrostatic testing), all fixed fire protection systems on the Wing.
9.A.2	DEFINITIONS
9.A.2.a	Airport Category 5: In accordance with DAOD 4007-3, supplemented by FMD 2003 and the Canadian Aviation Regulations (CARs). Additionally, in the event that foreign nations are using 5 Wing Goose Bay facilities, STANAG 3712 and STANAG 7145 must also be met.
9.A.2.b	CFFM/CFM: Canadian Forces Fire Marshal and Command Fire Marshal.
9.A.2.c	FDMS: Fire Department Management System Computer Management System that provides information on all aspects of the Fire Services Operations.
9.A.2.d	Medical Emergency Response: Medical Emergency Response by Fire Protection Services in fire or rescue vehicles as required by the Wing.
9.A.2.e	Medically Fit: As defined in NFPA 1582.
9.A.2.f	Movement (Aircraft): One aircraft taking off or one aircraft landing.
9.A.2.g	Personal Qualities: As described in NFPA 1001.
9.A.2.h	Physical Fitness Standards: In accordance with DAOD 4007-4, Fire Fighter Physical Fitness Maintenance Program.
9.A.2.i	Physically Fit: As described in NFPA 1001.
9.A.2.j	Shift/Platoon: A cross section of supervisory and fire fighting staff, who are normally on duty together to form the duty crew.
9.A.2.k	Structural Classification: DAOD 4007-2 Emergency Fire Operations in Respect of DND and CF Infrastructure.
9.A.2.l	Watch room or Alarm Room Attendant: A person who is detailed to continually receive calls, answer queries and maintain the Log Book and the electronic fire department management system/program. If the Alarm Room Attendant is a firefighter and part of the response crew, he can respond to emergencies only when appropriate measures are in place to transfer communications and alarm systems to an alternate location.
9.A.2.m	Watch room or Alarm Room: The designated area where notification of incidents, fire alarms and other emergencies are received 24/7 and the crews are normally dispatched.

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9.A.3	REFERENCES: The notations against the references have the following meanings: M - Adherence to the policies, procedures, act, orders and regulations contained therein is mandatory. G - The policies and procedures contained therein are not mandatory, but proposals for alternatives must be submitted in full detail to, and be accepted by the Technical Authority. Furthermore, alternatives must fully interface with procedures in use globally.
9.A.3.a	See section 2.A.3 for general references.
9.A.3.b	See Table 9-1 for references for performing the required functions.
9.A.4	SAFETY PROVISIONS
9.A.4.a	Comply with and maintain the current safety policy issued by the Wing Commander.
9.A.4.b	Apply safe systems of work and demonstrate an awareness of all safety aspects within the working environment.
9.A.4.c	IAW NFPA 1500, recognize the hazards inherent to the trade and working environment such as:
9.A.4.c(1)	Long term effects of high noise levels;
9.A.4.c(2)	Electricity;
9.A.4.c(3)	HAZMAT substances e.g. Carbon fibres, hydrazine etc;
9.A.4.c(4)	Powered and pressurized systems; and
9.A.4.c(5)	Working in Confined Spaces.
9.A.4.d	Ensure the correct procedures and training for operating with breathing apparatus are carried out in accordance with the DAOD 5021-1, C-87-040-000/MS-001, CSA Z94.4-02 and CSA Z180.1-00.
9.A.5	DESCRIPTION OF EXISTING CONDITIONS
9.A.5.a	Fire Prevention and Fire Protection Coverage: Provided for approximately 283 buildings, 417 RHUs, 100 million litre fuel farm and an average of 30,000 aircraft movements per year.
9.A.5.b	Facilities: The fire station at 5 Wing provides physical cover for all emergency vehicles plus full fire service, administrative, technical workshops, stores and recreational facilities.
9.A.5.c	Airport ARFF Category, Structural Fire Protection
9.A.5.c(1)	Airport ARFF Category 5 for 24hr a day, 7 days per week basis. Increased ARFF services are provided on request. The structural fire protection (Category F), HAZMAT first responder, and medical first responder are provided 24/7.
9.A.5.c(2)	The provision of Medical Emergency Response is included in the minimum essential personnel requirements for Structural and ARFF responses. The Wing Fire Chief contacts the WOpsO if the ARFF Cat 5 is going to be degraded.
9.A.6	HOURS OF OPERATION
9.A.6.a	Airport ARFF Category 5 for 24hr a day, 7 days per week basis. The structural fire protection (Category F), HAZMAT first responder, medical emergency response, are provided 24/7.
9.B	PERSONNEL QUALIFICATIONS
9.B.1	All personnel employed as fire fighters must be physically and medically fit, with the personal qualities suitable for employment with the Fire Service IAW the Canadian Forces Fire Marshal Directive FMD 1004-DND Firefighter Training Requirements. The necessary number of personnel must be trained to the Province of Newfoundland's and Labrador Emergency Medical Responder (EMR) Standard. Where prospective employees are not fully trained, details must be passed to the DO, for forwarding to Departmental Fire Staff to check that the necessary training has been provided.

9.B.2	Fire Chief: A Fire Officer accredited by IFSAC to Fire Officer III in accordance with NFPA 1021 and including a minimum of three years experience as a Fire Service Manager in a dual role (Structural and ARFF) fire department. A comprehensive knowledge of Emergency Management Plan and Incident Management System as well as strong leadership and communication skills are essential. The Fire Chief must also possess a detailed knowledge in Fire Engineering and Fire Prevention Techniques.
9.B.3	Deputy Fire Chief and Platoon Chiefs: A Fire Officer accredited by IFSAC to Fire Officer III in accordance with NFPA 1021 and including a minimum of three years experience as a Fire Officer on an operational Platoon. A comprehensive knowledge of Emergency Management Plan and Incident Management System as well as strong leadership and communication skills are essential.
9.B.4	Breathing Apparatus Instructors (BAI): A Fire Officer or Fire fighter qualified in accordance with the appropriate CF, ULC, CSA, MSA or NFPA standard for SCBA. Should qualifications other than those obtained at the Canadian Forces Fire Academy, require recognition, the DO must be passed full details, which will be passed to Departmental Fire Staffs for consideration. A minimum of four BAIs are required, these BAIs should each be assigned to a separate platoon.
9.B.5	Fire Prevention Officers: A Fire Officer accredited by IFSAC to Fire Officer I in accordance with NFPA 1021, Fire Inspector NFPA 1031, Public Fire Educator NFPA 1035 and Fire Investigator (Fire Investigation Level II) 1033. Fire Prevention Officers must have a minimum of two years experience in fire prevention.
9.B.6	Fire Fighters: All fire fighters must be accredited by IFSAC to NFPA 1001 level II fire fighter and accredited by IFSAC to Airport Fire Fighter in accordance with NFPA 1003. All fire fighters are to be trained and qualified in ARFF and Structural fire fighting at the Canadian Forces Fire Academy or other IFSAC accredited training establishment. Fire Fighters must have a thorough working knowledge of the unit, civil and other foreign military aircraft emergency escape systems, shut down procedures and aircraft weapon systems. They must be trained in AAS and Barrier operations and be capable to conduct post arrestor engagement reset procedures. No fire fighting personnel are allowed to operate AAS or Barrier systems without the authorization by the Technical Authority. The fire fighters must develop a thorough knowledge of the airfield operations, and be prepared to direct aircraft, and carry out airfield tasks as required by Air Traffic Control. Fire Fighters must also possess a detailed knowledge of all infrastructure and facilities as it pertains to fire fighting operations.
9.B.7	Driver Operators: Fire Fighters must hold the appropriate license for the vehicles they are required to drive. Additionally, they are required to be "tactically" qualified for the operation of ARFF and structural fire fighting vehicles, including pumps and associated equipment in accordance with NFPA 1002 and 1003. All drivers must obtain a Ramp Defensive Driver Course certificate.
9.B.8	EMRs: Fire Fighters shall be qualified to the Province of Newfoundland and Labrador's EMR standard. The medical training is to be a minimum qualification level of St. John Ambulance Standard First Aid (in accordance with DND Fire Fighter Trade Specifications) or to such higher level as required by the Medical Officer. The Medical Officer refers to the Wing Medical Officer or such medical officer or physician that may be appointed from time to time.

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
9.C	EMERGENCY SERVICES			
9.C.1	FIRE SERVICES			
9.C.1.a	Maintain a system of carrying and delivering fire fighting agent at the appropriate delivery rate.	Replenish fire fighting Agent to required capacity within 30 minutes of the incident being declared safe. The delivery rate must be in accordance with NFPA 403.	Agent requirement not less than Cat 5. Minimum ARFF discharge rate not less than Cat 5.	95% of required capacities and delivery rates are met; 90% of replenishments completed on time; Remaining replenishments to be completed within 1 hour of the termination of an incident.
9.C.1.b	Respond to ARFF emergencies.	On duty platoon to respond to all declared aircraft emergencies on the airfield or in the area encompassing the unit that is accessible by ARFF or other emergency vehicles. Response time in accordance with 1 Cdn Air Div order 3-706. On duty platoon departs for off base crash response immediately upon notification.	100 responses per year.	95% of required first ARFF vehicle response time is met each month. No instance of not responding to a call.
9.C.1.c	Suppress Fire.	Control and extinguish a fire in the critical area as specified in DAOD 4007-3. Control the fire for sufficient time to ensure completion of rescue operations or until such time as additional or recalled resources can be on scene to assist with ARFF operations or the fire is extinguished.	As required.	Extinguish and control in accordance with DAOD 4007-3.
9.C.1.d	Effect Rescue.	Effect rescue in accordance with DAOD 4007-3 of aircraft occupants that are involved in an aircraft crash or other related life threatening situations. Conduct ARFF operations to control life threatening fire or other hazards in the critical area for the time necessary for able bodied aircraft occupants to escape without help and extricate those severely injured or pinned in the wreckage.	As required.	Control fire or other hazards long enough for able bodied aircraft occupants to escape without help and for emergency crews to extricate those severely injured or pinned in the wreckage.
9.C.1.e	Provide medical emergency response and provide first aid to casualties as required.	Wing medical emergency response is to consist of 2 EMR qualified fire fighters sustained 24/7	20 calls per year.	No instance of first aid not being provided to casualties as required.
9.C.1.f	Provide additional ARFF services.	Provide additional ARFF services, including "alert standbys" for fueling ops, engine run-ups, weapons and armament loading, hazardous cargo etc for aircraft utilizing the airfield as required by Unit's operations. All possible advance information will be given to the Contractor.	600 occurrences per year.	95% of appropriate personnel and vehicles to be available for alert standby services when requested.
9.C.2	STRUCTURAL FIRE AND EMERGENCY RESPONSE SERVICE			
9.C.2.a	Respond to Emergency Incidents.	Structural response in accordance with DAOD 4007-2 Structural Fire Response.	90 calls per year.	95% of incidents of intervention, rescue and fire fighting operations are initiated in accordance with DAOD 4007-2.

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
9.C.2.b	Respond to Emergency Incidents.	In accordance with the applicable NFPA or other Fire/Emergency response standards the Duty Platoon must be qualified and capable to provide a wide range of emergency response. This includes, but is not limited to, medical emergency first responder, natural cover fire, wildland fire, auto extrication, natural disaster, hazmat incident, etc. where there is a threat to life or the potential for the loss of property.	30 incidents per year.	Duty Platoon to provide an immediate response to 95% of emergencies in accordance with stated applicable standards.
9.C.2.c	Provide firefighters for off-base incidents.	Contractor to be available to assist with any off base fire or other emergency when required. This may require an airlift to an aircraft crash scene complete with the fly away kit or other equipment.	As directed by the DO.	Response to include at least 2 firefighters and equipment to support an off base fire or other emergency.
9.C.3	RESPIRATORY PROTECTION PROGRAM			
9.C.3.a	Conduct all requirements for the DND Respiratory Protection Program (RPP).	Conduct an ongoing RPP in accordance with DND standards. This includes all SCBA testing and maintenance, training of 5 Wing Personnel and air quality testing for air compressors and other requirements. The RPP to conform to DAOD 5021-1, supplemented by the C-87-040-000/MS-001 and WSO Chap 6-601.	1 Program	95% of RPP mandate being met.
9.C.4	AAS SUPPORT			
9.C.4.a	Respond to all aircraft arrestor incidents (AAS & Barrier) and provide assistance.	As directed by Air Traffic Supervisor or AAS servicing team, provide post arrestor engagement reset; Provision of assistance in accordance with 1 Cdn Air Div Order Vol. 1-110, C97-101-006/AM-000, and ACO 55-30. See section 19.	5 engagements per year.	Respond in accordance with stated references.
9.C.4.b	Conduct or provide assistance for positioning the AAS cable (up or down).	As directed by Air Traffic Supervisor or AAS servicing team, reconfigure the AAS as required. See section 19.	5 calls per year.	Respond to 95% of requests to conduct or provide assistance in positioning AAS cable. Response time not to exceed 2 minutes.
9.C.4.c	Provide Airfield Operations Support.	As directed by Air Traffic Supervisor or other authority the duty platoon may have to provide miscellaneous duties including but not limited to Runway checks; FOD collecting; Crowd control; Bird and mammal control.	100 occurrences per year.	Respond to 95% of requests each year for assistance to Air Traffic Control.
9.C.4.d	Inspect airfield crash exits.	Gates to be inspected for serviceability of locking and hinge mechanisms, width and height clearance for fire/emergency vehicles and pavements. Serviceability of gates to be recorded in Log Book. Raise Work Order to have repairs effected.	4 gates inspected weekly.	75% of gates are inspected weekly and work orders are raised to effect repairs.
9.C.4.e	Conduct daily inspections of the AAS at the beginning of each weekend day and holiday day.	Fire fighters inspecting gear must use the appropriate checklists and must be trained by the AAS Supervisor. All aspects of this requirement as per 1 Cdn Air Div Orders 1-110A	115 Daily checks per year.	No instance of inspection not being carried out at the beginning of the weekend day and holiday day.
9.C.5	TRAINING REQUIREMENTS			

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
9.C.5.a	Conduct training in accordance with training syllabus for Fire Department Personnel.	Training Plan is in accordance with the CFFM training program. Each duty shift requires a training session in accordance with the RAMM, Chap 10. The training must cover all aspects of fire service requirements on the unit or within its environs. Maintain a high standard of on-job training. Training to include all facets of the work including but not limited to: training on AAS and Barrier systems; training on aircraft escape systems, the handling, safety, crash, emergency and fire procedures for aircraft weapons systems; training in structural fires, medical emergencies, difficult rescues, confined space entry and coordinated major emergencies requiring all fire hall resources; undertake ARFF re-certification training. Train and sustain currency of all firefighters to Emergency Medical Responder level.	As determined by the Contractor.	An average of 2 hours firemanship training per fire fighter per shift and an average of 1 hour of PT per fire fighter per shift, to be planned and carried out per shift when activity levels allow it.
9.C.5.b	Participate in joint training exercises.	Joint training with the Local Authorities (LA) Fire Services, RCMPs and Forestry or other Emergency Services as required must be carried out as availability of unit and LAs manpower may allow.	1 per year.	No occasions of an annual joint exercise not being attempted.
9.C.5.c	Carry out fire training for DND personnel and its customers.	Personnel to be trained on the action in the event of fire, portable fire fighting equipment and fire safety orders in their areas of responsibility. Provide report as per 9.F.8.	1 training session per month; Contractor personnel to be retrained every 3 years.	90% of training to be achieved on time; All of remaining training to be carried out within 1 month date training due.
9.C.5.d	Provide new arrival and annual fire training for service and civilian personnel including trade specific personnel.	Personnel to be trained in the areas relevant to their works service site. Provide report as per 9.F.8.	40 personnel per year.	95% of new personnel to be trained within 1 month of commencement of Contract.
9.C.5.e	Carry out training for building custodians (Fire Wardens) in fire prevention and fire evacuation drills.	To be trained as the fire department representative in fire prevention and as Fire Evacuation Officer. Provide report as per 9.F.8.	10 personnel trained monthly.	95% of building custodians to be trained within 1 month of taking over as building custodian.
9.C.5.f	Carry out practice evacuation drills.	Practice drills in accordance with the NBC of C and NFC of C in all areas with a life or strategic risk.	100 practices annually.	At least 95% of drills to be carried out on time; Remaining 5% to be completed within 1 month.
9.C.6	WATER SUPPLIES			
9.C.6.a	Perform tests and inspections of all fire hydrants.	Perform tests and inspections of all fire hydrants in accordance with RAMM Chap 10. Visual inspection to include checks for leaks, corrosion and cleanliness. All hydrants to be flushed and control valves fully opened and closed. Details of test to be recorded in PM log book. Area flow tests and graphs to be included. Request repairs as necessary.	210 fire hydrants.	25% of fire hydrants are inspected each year. No incidents of faulty fire hydrants resulting from failure to request repair.

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
9.C.6.b	Inspect, test, monitor and/or maintain fire suppression and detection systems standpipe systems and fire booster pumps.	In accordance with RAMM Chap 10 inspect, test and monitor all unit fire suppression and detection systems. Flush and maintain all standpipe systems and flow fire booster pumps. These systems, based upon the standards, may require monthly, semi-annually or annual inspection, maintenance or testing. See section 15 for CMs and repairs.	There are 111 suppression systems, 164 standpipes and 12 fire booster pumps.	All systems inspected, tested or maintained in accordance with applicable standards.
9.C.7	FIRE PREVENTION			
9.C.7.a	Inspect all buildings, structures, facilities and outside storage areas and write up a report for each inspection.	Buildings to be classified in accordance with NBC of C and to be inspected at the appropriate intervals according to this classification and CF Fire Prevention policy. Write-up a report for each inspection IAW RAMM chap 10. Report as per 9.F.4.	283 buildings and 400 Married Quarters totaling 1200 inspections and reports annually.	95% of buildings or areas to be inspected each year.
9.C.7.b	Carry out "follow up" inspections.	To be carried out when a major discrepancy had been identified.	40 discrepancies annually.	90% of "follow up" inspections completed each year.
9.C.7.c	Inspect clubs and messes for risks following notification of special events.	Any recommendations regarding high fire risks to be reported to building custodian at time of inspection.	10 events per year.	95% of inspections carried out prior to event.
9.C.7.d	Carry out "cease work" inspections in technical areas, as requested by engineering staff.	When an area is considered to have an exceptionally high risk.	5 inspections per year.	95% of inspections carried out within 1 working day of notification.
9.C.7.e	Conduct Fire Committee meetings.	Form a Fire Committee in accordance with QR&O Vol I, Chap 30. Invite representatives from all sections to send a representative. Members to meet quarterly as part of the Wing's General Safety Committee.	4 meetings per year.	Meetings conducted quarterly in a professional manner with representation from all sections.
9.C.7.f	Issue Hot Work or other Hazardous Process Permit.	Issue Hot Work or other Hazardous Process Permit IAW RAMM Chap 10, to any personnel carrying out burning/welding/cutting operations on the Wing. Area of operations to be checked prior to and following hot work or hazardous process operations. High risk areas may require fire personnel to stand by during operations.	350 permits per year.	95% of "hot work" covered by issue of permit.
9.C.7.g	Ensure all DND occupied and unoccupied buildings have assigned Fire Wardens	Fire Wardens assigned as per DAOD. See Facilities catalogue.	1 Fire Warden per building	No instance of a building not being assigned a Fire Warden
9.C.8	FIRE INVESTIGATION			
9.C.8.a	Carry out preliminary fire investigations.	Carry out a preliminary fire investigation immediately following a fire incident. Major incidents to be reported to DO within 30 minutes. CFM to be notified ASAP in accordance with DAOD 4007-2. All reports to be in IFSMR format. Provide report as per 9.F.1.	10 investigations per year.	95% of major incidents are reported to DO within 30 minutes of notification; 95% of reports of preliminary fire investigation are raised within 2 working days. No incident of preliminary investigation not occurring.

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
9.C.8.b	Request attendance of CFM's Staff for investigations into Category 1 fires/incidents	Where a major incident is classed as suspicious, or is of a nature that may have a global effect elsewhere within DND. CFM staff should be called to assist or give specialist advice.	1 request per year.	Request made within 24 hours of incident.
9.C.8.c	Attend as a participant of a Board of Inquiry into a fire or other incident.	Provide specialist technical advice on fire matters to the board, and offer recommendations where necessary.	1 Board of Inquiry per year.	Provide accurate and complete technical advice on fire matters. No occurrence of not attending a Board when requested.
9.C.8.d	Participate in Exercise of Wing Emergency Response Plan	To ensure all aspects of the plan are compatible with other areas of the unit and outside agencies.	1 exercise per year or as required by the WComd.	Participation in exercise is relevant and includes all aspects of plan.
9.C.9	FIRE ALARM, EXTINGUISHERS AND PROTECTION EQUIPMENT			
9.C.9.a	Issue, inspect, inventory control and carry out servicing, recharge and maintenance of fire extinguishers including hydrostatic testing.	To be checked and serviced in accordance with NFC of C policy and manufacturers instructions.	1,685 extinguishers inspected annually, 550 serviced annually.	95% of inspections to be completed on time; Remaining 5% to be completed within 1 day; No instance of unserviceable extinguishers not being replaced immediately.
9.C.9.b	Monitor monthly user section checks of fire extinguishers.	Fire Section to monitor that building custodian/inventory holders are carrying out their responsibilities and verifying equipment. In the case where the building custodian/ inventory holders are delinquent in their duties advise the DO.	5 extinguishers per building/area.	95% of checks to be completed on time; Remaining 5% to be completed within 1 week.
9.C.9.c	Carry out checks, inspections and tests on all fire alarms and fire protection equipment.	Carry out checks, inspections and tests on all fire alarms, fire phones and fire protection equipment in accordance with RAMM Chap 10. Results to be recorded as per 9.F.1.	283 alarm systems checks per month.	95% of all systems to be tested on time; Remainder to be tested within 28 working days.
9.C.10	MISCELLANEOUS.			
9.C.10.a	Review all engineering plans generated or received by the Contractor.	Review all engineering plans generated or received by the Contractor, to ensure compliance with the National Fire and Building Codes, NFPA and other fire and life safety codes. Ensure all plans adequately address fire and life safety protection, means of escape and means for fighting fire.	144 reviews per year.	All plans are reviewed in a timely and professional manner and 95% of discrepancies are reported.
9.C.10.b	Respond to HAZMAT and POL spillage's.	Provide 24 hour support for accidental POL spillages and first responses to HAZMAT incidents. As directed by Air Traffic Control, OSCER, unit or engineering operations, Fire Service is to provide first response to POL spills and HAZMAT incidents. The response work lasts an average of 30 minutes per spill or incident.	80 occurrences per year of 30 minutes 1st response per incident.	95% of the time respond to a fuel spill or HAZMAT incident within 2.5 minutes of notification; The remaining 5% within 5 minutes.

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
9.C.10.c	Assist and support Staff Inspections visits and correct discrepancies.	Inspections will be made in accordance with Air Command Instructions. Correct all discrepancies following staff inspections made by the DO, Air Command and Canadian Forces Fire Marshal Staff, and provide a report of actions taken. All records, files, reports to be available for inspection. Some inspections may be made without prior notice.	Annual Inspections. Routine Staff Inspection bi-annual. Other staff inspections at least every 3 months during first year of the Contract.	Submit action plan of discrepancy report within 30 days of receiving inspection report.
9.C.10.d	Provide support to Wing sanctioned events.	Contractor will be required to provide a fire truck as requested by the DO for Wing sanctioned events including but not limited to Family Day and Block Party. The fire truck may be required to use sirens and spray water. Events would last an average of 1 hour.	3 events per year	No instance of service not being provided as requested by the DO.
9.D	WATCHKEEPING REQUIREMENTS			
9.D.1	Maintain alarm and emergency communications monitoring.	Monitor alarm and emergency communications systems on a 24/7 basis.	8,760 hours per year.	100% of time alarm system or emergency communications are continuously monitored.
9.D.2	Maintain Cat 5 for 24/7 daily in accordance with NFPA.	Nothing additional.	Cat 5 manning 24/7.	95% of Cat 5 manning is met.
9.E	TASK AUTHORIZATION (TA) REQUIREMENTS			
9.E.1	Clean-up of HAZMAT and POL spillage's after 1st response.	When the 1st 30 minutes of 1st response of 9.C.10.b does not suffice to contain the spill, the time required to complete the containment will be covered under TA.	2 occurrences per year of 2 hours per incident.	Work completed to the agreed standard. No instance of not proceeding with the work as required to prevent additional environmental damage.
9.E.2	Track, recommend, and undertake ARFF re-certification training.	Maintain and track individual fire fighter training records, and recommend ARFF recertification training schedule to the DO, based on technical information related to the qualification requirements and operations at 5 Wing. Training to be undertaken at an institute recognized and approved by the DO.	Nothing additional.	No instance of not undertaking ARFF recertification training as negotiated with the DO.
9.E.3	Although there are no other predetermined Task Authorization (TA) requirements, TA's may be ordered on an as required basis for any work within the scope of this section.	See Contract Terms and Conditions for details regarding negotiation of TA jobs.	Nothing additional.	All jobs completed in accordance with the conditions and requirements stated in the negotiated TA.
9.F	RECORDS AND DELIVERABLES			
9.F.1	Provide all Fire reports and Fire service forms in appropriate format.	Including but not limited to FDMS and IFSMR.	As required.	Reports are accurate, complete and submitted within 2 working days of incident. No incident of reports not being submitted on time.

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
9.F.2	Maintain records of all firefighter training and qualifications.	Firefighter training records to include details of which firefighters received training, who was the instructor and what subject or drill was conducted. Details of training courses and qualifications gained that are not DND are to be included. FSTD allows for all these requirements.	1 file per firefighter.	Firefighter training records are accurate, complete and current within 5 working days of training.
9.F.3	Report on Joint Training Exercise	Report should include details of Local Associations contacted, content of request and responses received.	See 9.C.5.b.	Reports are accurate, complete and submitted within 2 working days of incident. No incident where a report is not filed even when joint training exercises are not held.
9.F.4	Maintain Fire Prevention Inspection Reports.	Reports maintained in accordance with RAMM Chap 10. See 9.C.7.a	800 reports annually.	95% of reports are accurate, complete and submitted within 5 days of inspection completion.
9.F.5	Maintain Fire Vehicle Daily Check List Log.	Contains a comprehensive list of all items of equipment of each individual vehicle. Log up-dated at each shift change.	1 log per vehicle.	95% of log entries are accurate and complete.
9.F.6	Maintain Pre-Fire Plans per building.	Maintain plans as required by the RAMM Chap 10 and designed IAW NFPA 1620. To include details of all relevant information for all infrastructure on the unit that will assist the emergency services. One copy of the plan kept in the Alarm Room and one copy in the duty Platoon Chief's vehicle.	167 plans.	All plans to be reviewed annually or at a change of use of infrastructure. 95% of plans are current within 5 working days and in proper location.
9.F.7	Forward a monthly report to the DO on buildings or areas that are considered to be inadequately fire protected.	Following a change or use or legislation. DO to forward report to Command Fire Marshal.	1 report per month.	Report is accurate, complete and raised within 5 working days of the end of the month.
9.F.8	Maintain records of training for personnel other than Contractor personnel.	Training to be recorded. Individual names to be recorded in a locally established indexed book.	300 entries annually.	95% of training is recorded accurately, completely and within 5 working days following each training session.
9.F.9	Review the Wing Emergency Response Plan.	Review Emergency Response Plan, and where actions to enhance the plan are deemed necessary, submit a report detailing these to the DO.	1 review at least annually. Reports on amendments as required.	Report is submitted at least annually or as required.
9.F.10	Maintain a reference library .	Library to include the manuals referred to in paragraph 9.A.3, a full inventory of DND, NFPA, IFSTA, and other manuals and Administrative Publications, Manuals of Firemanship, and all other books, manuals, periodicals applicable to relevant fire fighting and emergency services.	1 reference library.	95% of documents to be up to date and fully amended.
9.F.11	Submit report to the DO on recommended ARFF training schedule.	See line item 9.E.2 above.	One report annually, on or before 15 January.	Report must be complete, accurate, and submitted on time.
9.F.12	Emergency Medical Response			

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
9.F.12.a	Prepare and submit Emergency Medical Response Plan for approval by the Technical Authority.	Provide in the Emergency Medical Response Plan information regarding emergency medical support available in the event of aircraft accident, or declared emergency, including description of facilities, services and levels of care; ambulance response information (number, response times, etc.), and other pertinent information. Submit the plan to the Technical Authority. DND will provide the existing 5 Wing Emergency Response Plan to be used as guidance.	1 plan.	Plan to be developed, submitted and approved prior to end of transition.
9.F.13	Aircraft Rescue and Fire Fighting (ARFF)			
9.F.13.a	Provide an Aircraft Rescue and Fire Fighting (ARFF) Plan for approval by the Technical Authority.	Detail in the Aircraft Rescue and Fire Fighting (ARFF) Plan how emergency procedures will be implemented (including response priorities and rescue and extraction of aircraft occupants) when an emergency call is received or in the event of a crash. Indicate in the plan how the ARFF services will be provided with the details of the fire fighting equipment on location at 5 Wing. Submit the plan to the Technical Authority. DND will provide the existing 5 Wing Emergency Response Plan to be used as guidance.	1 plan.	Plan to be developed, submitted and approved prior to end of transition.
9.F.13.b	Provide Fire Orders.	Fire Orders to contain all relevant fire response information expected to be required by building occupants, to include diagrams and comply with the National Fire Code of Canada (NFCC). Post the fire orders in each building stated in the Facilities sub-paragraph within paragraph G of each section of the SOW. DND will provide the existing 5 Wing Fire Orders to be used as guidance.	1 set of Fire Orders.	Fire orders to be developed, submitted and approved prior to end of transition.
9.G	MATERIALS, EQUIPMENT and FACILITIES			
9.G.1	GOVERNMENT FURNISHED			
9.G.1.a	Access to IFSMR.	DND will provide access to the IFSMR for the Contractor to deliver the services stated in this SOW.	The number of user accounts will be as determined by the Contractor.	No unauthorized access or use of the system.
9.G.1.b	Access to FDMS	DND will provide access to the FDMS for the Contractor to deliver the services stated in this SOW.	The number of user accounts will be as determined by the Contractor.	No unauthorized access or use of the system.
9.G.1.c	Access to FSTD	The Canadian Forces Fire Marshal training program FSTD can be used and is available upon request.	The number of user accounts will be as determined by the Contractor.	No unauthorized access or use of the program.
9.G.2	CONTRACTOR FURNISHED			

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
9.G.2.a	Provide station dress and personal protective equipment.	All fire fighting protective clothing and equipment shall meet the appropriate NFPA standard.	As determined by the Contractor based on the requirements of the section.	95% of duty crew are properly dressed, equipped and ready for duty.
9.G.2.b	Provide Class A or equivalent uniforms for three fire officer personnel.	Fire Chief, Dep Fire Chief and and/or Chief Fire Inspector to be uniformed when attending functions, conferences, boards, investigations on behalf of the Wing.	As determined by the Contractor.	Officers are appropriately dressed at functions.
9.G.2.c	Maintain an inventory of reserve fire suppressing agent.	In accordance with DND standards retain 1 charge in the vehicles and 2 in reserve for each vehicle. Reorder as required using only DND approved chemicals.	As determined by the Contractor based on the requirements of the section.	Fire suppressing agent positioned in accordance with related information. No incident where operational reserve of agent is not available.
9.G.2.d	Provide all materials, equipment and furniture not otherwise provided as Government Furnished.	It is the contractor's responsibility to select a supply source and arrange for delivery to meet contract requirements.	As determined by the Contractor based on the requirements of the section.	No instance of not meeting performance standards for the other line items of this section due to a lack of materials.

Table 9-1

References

Publication Number	Name	Notation	Controlled
B-GA-007-001/AF-001	1 Cdn Air Div Order, 1-110 - Aircraft Arresting System	M	
	1 Cdn Air Div Order, 3-706 - Aircraft Rescue Fire Fighting Policy	M	
C-05-040-012/TS-001	Post Aircraft Crash/Accident Release of Carbon Fibres	G	
C-08-005-120/AG-000	Realty Asset Management Manual Chapter 10: Fire Protection and Emergency Services (RAMM Chap 10)	M	
C-87-040-000/MS-001	Respiratory Protection Program	M	
C-93-155-000/MF-000	Description and Maintenance Instructions Aircraft Nickel-Cadmium Storage Batteries (Sintered-Plate-Vented Type)	G	
C-94-010-003/MG-000	Storage/Handling Compressed Gas Cylinders	G	
C-97-005-001/AM-000	Fire Fighting Equipment Care & Maintenance	G	
C-97-305-000/MS-001	Handbook with Parts List - Breathing Apparatus Self-Contained Pressure Demand	M	X
CSA Z180.1-00	Compressed Breathing Air and Systems	M	
CSA Z94.4-11	Selection, use, and care of respirators	M	
DAOD 4007-0	Fire Protection Services	M	
DAOD 4007-1	Fire or Incident Reporting and Investigating	M	
DAOD 4007-2	Emergency Fire Operations in Respect of DND and CF Infrastructure	M	
DAOD 4007-3	Emergency Aircraft Rescue and Fire Fighting Operations	M	
DAOD 4007-4	Fire Fighter Physical Fitness Maintenance Program	M	
DAOD 4007-5	Initial Response by Firefighters to Hazardous Material Incidents or Chemical, Biological, Radiological and Nuclear Incidents	M	
DAOD 5021-1	Respiratory Protection	M	
FMD 1004	DND Firefighter Training Requirements	M	
FMD 2003	Airport Category and Minimum Response Strength for Fire Fighting	M	
FMD 2004	Wildland Fire Fighting	M	
NBC OF C	National Building Code Of Canada	M	
NFC OF C	National Fire Code Of Canada	M	
NFPA 10	Portable Fire Extinguisher Maintenance	M	
NFPA 11	Standard for Low-Expansion Foam	M	
NFPA 13	Standard for the Installation of Sprinkler Systems	M	
NFPA 14	Standard for the Installation of Standpipe, Private Hydrant, and Hose Systems	M	
NFPA 17A	Wet Chemical Extinguishing Systems (KARBALLOY)	M	
NFPA 20	Standard for the Installation of Stationary Pumps for Fire Protection	M	
NFPA 25	Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems	M	
NFPA 291	Recommended Practice for Fire Flow Testing and Marking of Hydrants	M	
NFPA 307	Standard for the Construction and Fire Protection of Marine Terminals, Piers, and Wharves	M	

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Publication Number	Name	Notation	Controlled
NFPA 402	Guide for Aircraft Rescue and Fire-Fighting Operations	M	
NFPA 403	Standard for Aircraft Rescue and Fire-Fighting Services at Airports	M	
NFPA 405	Recommended Practice for the Recurring Proficiency Training of Aircraft Rescue and Fire-Fighting Services	M	
NFPA 412	Standard for Evaluating Aircraft Rescue and Fire-Fighting Foam Equipment	M	
NFPA 414	Aircraft Rescue And Fire Fighting Vehicles	M	
NFPA 422	Guide for Aircraft Accident Response	M	
NFPA 472	Standard on Professional Competence of Responders to Hazardous Materials Incidents	M	
NFPA 473	Standard on Professional Competence of Responders to Hazardous Materials Incidents	M	
NFPA 1001	Standard for Fire Fighter Professional Qualifications	M	
NFPA 1002	Standard for Fire Apparatus Driver/Operator Professional Qualifications	M	
NFPA 1003	Standard for Airport Fire Fighter Professional Qualifications	M	
NFPA 1021	Standard for Fire Officer Professional Qualifications	M	
NFPA 1031	Standard for Professional Qualifications for Fire Inspector and Plan Examiner	M	
NFPA 1033	Standard for Professional Qualifications for Fire Investigator	M	
NFPA 1035	Professional Qualifications for Public Fire and Life Safety Educator	M	
NFPA 1142	Standard on Water Supplies for Suburban and Rural Fire Fighting	M	
NFPA 1500	Occupational Safety and Health Program	M	
NFPA 1561	Standard on Emergency Services Incident Management System	M	
NFPA 1582	Standard on Medical Requirements for Fire Fighters and Information for Fire Department Physicians	M	
NFPA 1901	Standard for Automotive Fire Apparatus	M	
NFPA 1932	Standard on Use, Maintenance, and Service Testing of In-Service Fire Department Ground Ladders	M	
NFPA 1962	Standard for the Inspection, Care, and Use of Fire Hose, Couplings, and Nozzles and the Service Testing of Fire Hose	M	
NFPA 1971	Standard on Protective Ensemble for Structural Fire Fighting	M	
NFPA 1975	Standard on Station/Work Uniforms for Fire and Emergency Services	M	
NFPA 1992	Standard on Liquid Splash-Protective Ensembles and Clothing for Hazardous Materials Emergencies	M	
QR&O Vol I, Chap 30	Fire Protection Services	M	
STANAG 3712	Airfield Rescue and Fire-Fighting (ARFF) Services Identification,	M	
STANAG 7145	Minimum Core Competency Levels and Proficiency of Skills	M	
WSO 6-601	Respiratory Protection Program	M	
	DND Fire Fighters Occupation Specification	G	

10	TRANSPORTATION SUPPORT
10.A	GENERAL REQUIREMENTS
10.A.1	SCOPE OF WORK
10.A.1.a	Provide services which includes, but is not limited to: vehicles and maintenance services; provision of chauffeur driven and user driven vehicles; goods movement (e.g. materials, equipment, furniture); heavy equipment services; PM & CM of DND owned vehicles and equipment; accident investigation; DND qualifications for on and off road vehicle training including Defensive Driving Course and Ramp Defensive Driving Course.
10.A.1.b	The Contractor may be required to provide periodic corrective maintenance for DND customers or visiting DND vehicles.
10.A.2	DEFINITIONS
10.A.2.a	CFTO: Canadian Forces Technical Orders.
10.A.2.b	Corrective Maintenance (CM): An action taken to restore full serviceability after failure/functional degradation has occurred. This includes what would normally be referred to as repairs and overhauls.
10.A.2.c	DRMIS: Defence Resource Management Information Systems
10.A.2.d	Preventive Maintenance (PM): A pre-scheduled, formulated inspection routine and servicing intended to prevent vehicle breakdown.
10.A.2.e	Serviceability Rate is defined as the number of vehicles or special equipment within the Fleet (Fleet- the actual vehicles allocated to the base or unit Commander to complete the mandated task) that are fit to perform their intended function at the time of reporting expressed as a percentage of the fleet. The serviceability rate is a percentage based on the number of days that reportable equipment is available to the unit and fully able to do its mission compared with the number of days it could have been available.
10.A.3	REFERENCES: The notations against the references have the following meanings: M - Adherence to the policies, procedures, act, orders and regulations contained therein is mandatory. G - The policies and procedures contained therein are not mandatory, but proposals for alternatives must be submitted in full detail to, and be accepted by the Technical Authority. Furthermore, alternatives must fully interface with procedures in use globally.
10.A.3.a	See section 2.A.3 for general references.
10.A.3.b	A-LM-158-005/AG-001 Transportation and Management (M)
10.A.3.c	WSO 9-900, Transportation support by ASD Provider (M)
10.A.3.d	C-04-020-006/AG-001 - Preventive Maintenance Procedures Mobile Support Equipment (M)
10.A.3.e	Manufacturers' manuals for specific equipment/systems (M)
10.A.4	SAFETY PROVISIONS
10.A.4.a	Comply with measures not otherwise specified but which are consistent with prudent management and industry practices.
10.A.5	DESCRIPTION OF EXISTING CONDITIONS
10.A.5.a	Fuel for vehicles is provided by DND to the Contractor at cost plus applicable taxes.
10.A.5.b	Contractor's use of fuel for any purpose other than in direct support of this SOW is forbidden.
10.A.6	HOURS OF OPERATION
10.A.6.a	Working hours 08:00 - 16:00
10.A.6.b	Ensure a 24-hour point of contact is available to organize a response to an emergency call out or Trouble Call.

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10.B	PERSONNEL QUALIFICATIONS
10.B.1	Drivers and operators of vehicles and equipment must be qualified in accordance with current Provincial Regulations. The Contractor is required to employ suitably qualified personnel in relation to the related task.
10.B.2	All drivers shall be qualified on a defensive driving course, safe backing training and Ramp Defensive Driving training to operate a vehicle on the aerodrome.
10.B.3	Driver Training Instructor. Driver instructor to have qualifications for the type of course to be instructed.
10.B.4	All drivers of vehicles containing hazardous material are to be in possession of the appropriate qualifications.

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
10.C	TRANSPORTATION SUPPORT			
10.C.1	PASSENGER TRANSPORT			
10.C.1.a	Provide vehicles with drivers.	To respond to tasks within a 40 Km radius. To be used for such requests as MIR/hospital/pharmacy run, bank run, VIP visits, parades. To be available from 0800 to 1600 Monday to Friday.	2,500 requests	Vehicle arrives as arranged with customer. No incidence of failure to provide service or to communicate otherwise. No incidence of non availability.
10.C.1.b	Provide Bus/vehicle service.	To respond to tasks within a 40 Km radius. Requests could include transportation of exercise participants, cadets and supervised children from the Military Family Resource Center (MFRCC). A mix of 44 passenger buses and carry-alls is currently being used to perform this task.	3,000 occurrences per year.	Vehicles arrive on time. No instance of vehicles not arriving on time due to Contractor error.
10.C.1.c	Provide after hours shuttle service and be able to respond to one service call at a time	Upon request for such events as Mess Dinner, Wing sanctioned events, Mess functions, etc. Service to be requested at least 24 hours in advance. Could involve transport within a 40 km radius. Cost of service to be covered through cost reimbursable.	24 occurrences per year - 2 to 4 hours duration for each occurrence.	No instance of service not provided when requested 24 hours in advance.
10.C.1.d	Provide a vehicle and driver to pick-up Wing duty medical personnel and transport to casualties location as required.	This service may be required during normal working hours and flying hours.	6 activities per year.	Pick-up of personnel effected within 15 minutes of the request.
10.C.2	VEHICLES AND EQUIPMENT MAINTENANCE			
10.C.2.a	Provide vehicle and equipment servicing and maintenance for DND and its customers.	Vehicles include but are not limited to buses, staff cars, trucks, snow blowers and recreational vehicles. Services provided on an as and when requested basis. This is for vehicles and equipment not listed in Tables 10-2 and 10-3. This line item is cost reimbursable.	250 maintenance activities per year.	No incident of failure to maintain or repair vehicles and equipment. Servicing and maintenance to be provided in accordance with manufacturer's specifications.
10.C.2.b	Implement a PM program for Canadian Forces Registered (CFR) vehicles.	Perform Preventative Maintenance Inspections to Commercial and Standard Military Pattern (SMP) vehicles in accordance with applicable Canadian Forces Technical Orders (CFTOs) or Original Equipment Manufacturers (OEM) manuals. See Tables 10-2 and 10-3.	See tables 10-2 and 10-3	No instance of not providing operational CFR'd vehicles due to the lack of preventative maintenance. Overall serviceability rate maintained at a minimum of 90%.

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
10.C.2.c	Implement PM program for miscellaneous and ancillary equipment	Perform Preventative Maintenance Inspections to miscellaneous and ancillary equipment in accordance with applicable Canadian Forces Technical Orders (CFTOs) or Original Equipment Manufacturers (OEM) manuals. See Tables 10-2 and 10-3.	See tables 10-2 and 10-3	No instance of not providing operational miscellaneous and ancillary equipment due to the lack of preventative maintenance. Overall serviceability rate maintained at a minimum of 90%.
10.C.2.d	Implement CM program for Canadian Forces Registered (CFR) vehicles	Perform Corrective Maintenance to Commercial and Standard Military Pattern (SMP) vehicles in accordance with applicable Canadian Forces Technical Orders (CFTOs) or Original Equipment Manufacturers (OEM) manuals. See Tables 10-2 and 10-3.	See tables 10-2 and 10-3	No instance of not providing operational CFR'd vehicles due to the lack of corrective maintenance. Overall serviceability rate maintained at a minimum of 90%.
10.C.2.e	Implement CM program for miscellaneous and ancillary equipment.	Perform Corrective Maintenance and limited component rebuild to miscellaneous and ancillary equipment in accordance with applicable Canadian Forces Technical Orders (CFTOs) or Original Equipment Manufacturers (OEM) manuals. See Tables 10-2 and 10-3.	See tables 10-2 and 10-3	No instance of not providing operational miscellaneous and ancillary equipment due to the lack of corrective maintenance. Overall serviceability rate maintained at a minimum of 90%.
10.C.2.f	Inspect and repair vehicles as a result of an Equipment Movement Order (EMO), In or Out.	EMOs originate from higher Command authority and are provided to the Technical Authority and forwarded to the Contractor. Lead-time is 45 days. However, exceptions may occur. Inspections and repairs to conform to applicable CFTOs.	5 EMO per year.	EMO date met 90% of the time when circumstances are under the control of the contractor. Delay in meeting EMO date not to exceed 48 hours.
10.C.3	GENERAL			
10.C.3.a	Investigate all on and off road Vehicle Accidents involving DND or its customers property.	Investigation to commence immediately upon Contractor being notified of accident. This includes updates to FMS database.	3 accident investigations per year.	Investigation to begin within 2 hours of the report of an accident. FMS records completely up to date within 1 working day of the accident investigation being completed.
10.C.3.b	Provide on and off road driver training for DND/CF and its customer personnel.	Instruct drivers on courses such as DDC, RDDC, 404 qualifications and other DND driver required courses as required to keep DND and its customer personnel qualifications current. Course size is on average 10 people. This includes updates to the FMS database.	3 courses per year.	Training is complete and conducted in a professional manner. Classes are to be no larger than 12 students. No incident of failure to provide training to personnel. FMS Information to be current within 3 working day 95% of the time and within 5 working days the remaining 5% of the time.

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
10.C.3.c	Provide goods transportation, includes vehicle and driver.	Contractor will normally be notified a minimum of 2 working days in advance of tasks. An example is transporting equipment in support of exercises. May require use of material handling equipment.	100 requests per year at an average of 4 kms per request.	Collection as per time specified. Delivery by the appointed time, at least 90% of the time. No incident of goods delivered more than two hours late within working hours.
10.C.3.d	Provide HE and operator at the request of DND.	Nothing additional.	100 occasions per year. 17 occasions at 3 hours of work per occasion	Required HE and operator to arrive on site by the appointed time.
10.C.3.e	Provide Recovery and/or Breakdown Service.	This service is for DND and its customers. Towing and repair services to be provided to DND and its clients. Similar to Canadian Automobile Association (CAA) Road Service. Service will normally be provided throughout the local area within 40 km radius. There may also be requirements for service outside the 40 km radius, to a maximum of 600 km.	24 instances per year within 40 km radius. 5 instances per year outside 40 km radius.	Vehicle recovered without damage caused during the towing operation. Time to recover the stranded vehicle and personnel is reasonable.
10.D	WATCHKEEPING REQUIREMENT			
10.D.1	Respond to bookings, complaints and inquiries during normal working hours.	Bookings, complaints and inquiries are to be recorded, set in priority and subsequent actions noted.	See 10.A.6.	Respond to all bookings, complaints or inquiries within 15 minutes. Bookings, complaints and inquiries are to be recorded accurately and completely.
10.D.2	Provide a contact service after hours of operation.	This contact service is required to respond to urgent requests and Accident Notification throughout the year. A driver with the proper qualification to drive the required contractor provided vehicles would be dispatched as necessary.	daily	Vehicle arrives within 30 minutes of request. No incident of failure to respond to telephone calls.
10.E	TASK AUTHORIZATION (TA) REQUIREMENTS			
10.E.1	Although there are no predetermined Task Authorization (TA) requirements, TA's may be ordered on an as required basis for any work within the scope of this section.	See Contract Terms and Conditions for details regarding negotiation of TA jobs.	Nothing additional.	All jobs completed in accordance with the conditions and requirements stated in the negotiated TA.
10.F	RECORDS AND REPORTS			

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
10.F.1	Provide a report on all Vehicle Traffic Accidents.	In the case where a DND or its customer vehicle is involved in an accident, the Accident Investigator must follow Section 7 of CFP 158 to investigate and report on accident. Where DND/CF member is driving a Contractor provided vehicle, the Accident Investigator is to use Section 7 of CFP 158 as a guide to investigate and report on accident.	See 10.C.3.a	Reports to be accurate, complete and a preliminary report submitted within 1 working day of accident and full report submitted within 10 working days of accident. No incidence of failure to provide the report.
10.F.2	Vehicles and equipment maintenance records.	DRMIS will be used to record maintenance activity. See 10.C.2 and 10.G.1.d. Inputs to DRMIS are validated by the system. An error report is generated monthly and sent back to the unit for correction.	1 record per vehicle.	95% of records are complete with the remaining items completed within 20 working days.
10.G	MATERIALS, EQUIPMENT AND FACILITIES			
10.G.1	Government Furnished			
10.G.1.a	Utilize equipment, material and facilities identified to perform the services of this section.	Nothing additional.	As determined by the Contractor.	Not applicable
10.G.1.b	Access to Fleet Management System (FMS).	The Contractor is required to use the FMS to record DND driver proficiency records, DND 404 qualifications, accident reports/records, etc... The FMS is an NDHQ managed system.	1 access to FMS	No unauthorized access or use of the software.
10.G.1.c	Utilize Fuel to perform all services of the SOW	Access available at fuel pumps (B301 and B249)	As determined by the Contractor.	Not applicable
10.G.1.d	Access to DND DRMIS.	DND will provide access to DRMIS for the Contractor to deliver the services stated in this SOW.	As determined by the Contractor.	No instance of unauthorized use of DRMIS.
10.G.2	Contractor Furnished			
10.G.2.a	Provide all fuels and oil products not issued at the CF furnished refueling facilities.	Nothing additional.	As determined by the Contractor.	No instance of not meeting performance standards for the other line items of this section due to a lack of fuels and oil products.
10.G.2.b	Provide Self Drive Vehicles for dedicated users.	These vehicles will be assigned to specific customers or units. An average of 200,000 kms will be driven yearly. Each vehicle on the Table must maintain a 80% "Vehicle availability rate". To include all maintenance and repair. Vehicles to be away for maintenance no more that 1 day without a replacement provided. These vehicles may be used for trips along the Trans Labrador Highway from time to time.	See Table 10-1 for vehicles and equipment to be provided to deliver the services under 10.C.1.d.	Vehicles readily available to users in a clean and well maintained condition. No incident of a vehicle being unavailable due to lack of maintenance.

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
10.G.2.c	Provide mix of equipment and vehicles as per table 10-3.	Equipment and vehicles in table 10-3 are GFE to be transferred as CFE on handover.	See table 10-3	Vehicles readily available to users at all times in a clean and well maintained condition. No incidence of non availability. Vehicles are to be available in sufficient time prior to the required time, to enable administrative task to be completed prior to use.
10.G.2.d	Provide vehicle wash facility supplies.	Vehicles dedicated to a unit/section can be washed by that unit/section. Facility can be current wash bay or other contractor supplied. Equipment must include a pressure washer type washing unit and vacuuming system for interiors of vehicles. Also sufficient cleaning products, soaps, brushes and rags. It is the contractor's responsibility to select a supply source and arrange for delivery to meet contract requirements.	1 wash facility. 10 vehicles per week.	Facility fully functional and available at all prescribed times.
10.G.2.e	The Contractor is responsible to provide all materials, equipment and furniture not otherwise provided as Government Furnished.		As determined by the Contractor.	No instance of not meeting performance standards for the other line items of this section due to a lack of materials.

Table 10-1

Vehicles and Equipment Contractor supplied, DND operated

Section	Description	Location	Remarks
444 Sqn	Truck Cargo 1/2 Ton 4X4	Wing	Keep as long as it remains 80% operational
444 Sqn	4x4 Ext/Cab W/Plow	Wing	Keep as long as it remains 80% operational
444 Sqn	Tractor WH A/C towing	Wing	Keep as long as it remains 80% operational
444 Sqn	Tractor WH A/C towing	Wing	Keep as long as it remains 80% operational
444 Sqn	Mule	Wing	Keep as long as it remains 80% operational
444 Sqn	Mule	Wing	Keep as long as it remains 80% operational
444 Sqn	Flood Light	Wing	Keep as long as it remains 80% operational
444 Sqn	Flood Light	Wing	Keep as long as it remains 80% operational
444 Sqn	Over Snow Vehicle	Wing	Keep as long as it remains 80% operational
444 Sqn	Over Snow Vehicle	Wing	Keep as long as it remains 80% operational
444 Sqn	Utility trailer	Wing	Keep as long as it remains 80% operational
W HQ	SUV/Carry-all	Wing	Keep as long as it remains 80% operational
W HQ	SUV/Carry-all	Wing	Keep as long as it remains 80% operational
W LE	Truck Cargo 1/2 Ton 4X4	Wing	Keep as long as it remains 80% operational
W LE	SUV/Carry-all	Wing	Keep as long as it remains 80% operational
W Ops	Truck Crew Cab 3/4 Ton 4X4	Wing	Keep as long as it remains 80% operational
W Ops	SUV/Carry-all	Wing	Keep as long as it remains 80% operational
W Ops	Truck Cargo 1/2 Ton 4X4	Wing	Keep as long as it remains 80% operational
W Ops	Forklift LPG 4K lbs	Wing	Keep as long as it remains 80% operational
W Ops	Sled 2 Passengers Over Snow Vehicle	Wing	Keep as long as it remains 80% operational
W Ops	Over Snow Vehicle	Wing	Keep as long as it remains 80% operational
W Ops	Over Snow Vehicle	Wing	Keep as long as it remains 80% operational
W Ops	ATV	AOTC	Keep as long as it remains 80% operational
W Ops	ATV	AOTC	Keep as long as it remains 80% operational
W Ops	ATV	AOTC	Keep as long as it remains 80% operational
W Ops	ATV	AOTC	Keep as long as it remains 80% operational
W Ops	4x4 OSCER	Wing	Keep as long as it remains 80% operational
W Ops	Utility trailer	Wing	Keep as long as it remains 80% operational
WSAMPO	ATV	Wing	Keep as long as it remains 80% operational
WSAMPO	ATV	Wing	Keep as long as it remains 80% operational
WSAMPO	Over Snow Vehicle	Wing	Keep as long as it remains 80% operational
WSAMPO	Over Snow Vehicle	Wing	Keep as long as it remains 80% operational

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Table 10-2

Vehicles and Equipment DND owned, DND operated

Equipment	Quantity	Manufacturer
Outboard Motor	2	Evinrude
Outboard Motor	2	Yamaha
Outboard Motor	1	Yamaha
Outboard Motor	1	Yamaha
Outboard Motor	1	Evinrude
Aluminum boat 16' w trailer	1	
Rigid Hull Inflatable Boat (RHIB)	1	
RHIB trailer	1	
Trailer Platform Black Rock Trailer	1	
Trailer D axle 4x10	1	
Pump Unit, Centrifugal	1	Honda
Generator	2	Honda
Compressor unit Receiprocating (dive tank fill)	1	
Snowblower	1	Honda
Generator	1	John Deere
Inverter generator	1	Honda
Generator	1	Yamaha
Outboard generator, 4 hp	1	Yamaha
Chain saw Class 1A	2	
Saw # 5-64	1	
Saw # 5-65	1	
Fire Pump #5-81 Mark 3	1	
Float pump 82029	1	
Snowblower	1	Yamaha
22 foot Sea Serpent fibreglass boats	2	
Outboard Motor	2	
Outboard Motor	1	Mercury
Outboard Motor	1	Johnson
Outboard Motor	1	Yamaha
Generator	1	Yamaha
Generator	1	Honda
Generator	1	Coleman
Gas Auger	1	Stihl
Gas Auger	1	Jiffy
Chain Saw	6	Stihl
Heater Space Multifuel Camfire	2	

Table 10-3

Vehicles and Equipment DND owned, Contractor operated

Description	Quantity	Manufacturer	Model	Location	Used By	Procured	Remarks
1,635 gal water tank skid	2	C&I Equipment Company	Water Dog	AOTC		2011	Maintain a monthly serviceability rate of 95%.
Bulldozer	2	Caterpillar	D-3K	AOTC		2011	Maintain a monthly serviceability rate of 95%.
Commercial snow blower PTO	1	Normand		AOTC		2011	Maintain a monthly serviceability rate of 95%.
Detachable snowblower	1	Larue	D50	AOTC		2011	Maintain a monthly serviceability rate of 95%.
Four-wheel drive farm tractor	1	New Holland	TV6070	AOTC		2011	Maintain a monthly serviceability rate of 95%.
Vibratory roller compactor	1	Case	SV208	AOTC		2010	Maintain a monthly serviceability rate of 95%.
13 ton dump trailer	2	Normand	2980	AOTC		2011	Maintain a monthly serviceability rate of 95%.
Front end loader	1	CAT	928H	AOTC		2011	Maintain a monthly serviceability rate of 95%.
Diesel self-powered water pump	1	Tsurumi	EPT3-150YD	AOTC		2011	Maintain a monthly serviceability rate of 95%.
Motor grader	1	LeeBoy	685B	AOTC		2011	Maintain a monthly serviceability rate of 95%.
Farm rototiller	1	Woods	SGT88	AOTC		2011	Maintain a monthly serviceability rate of 95%.
Farm harrows/large tines	1	Salford	SM-16	AOTC		2011	Maintain a monthly serviceability rate of 95%.
Farm tines/leveler	1	Salford	SMG-90	AOTC		2011	Maintain a monthly serviceability rate of 95%.
Emergency Response UTV	1	ASAP	Wildfire	AOTC		2012	Must be 5 years old or less and maintain a 95% serviceability rate.
Logging forwarder	1	Timberjack	Timberjack 1010	AOTC		2004	Maintain a monthly serviceability rate of 95%.
Light backhoe	1	Kubota	B26			2011	Maintain a monthly serviceability rate of 95%.
Crash Ambulance	1			Wing	Transport		Meet provincial guidelines for ambulance vehicle.
Utility trailer skidoo	1			Wing			Keep as long as it remains 95% operational then replace.
Mule	1			Wing			Keep as long as it remains 95% operational then replace.
Forklift	1			Wing	Supply		Keep as long as it remains 95% operational then replace.
25 ft x 8.5 ft enclosed, low profile, trailer for snowmobile	1	American Hauler Industries	AFX8524TA3	Wing		2013	Maintain a monthly serviceability rate of 95%.
Flood Light	2						Keep as long as it remains 95% operational

Material delivered within 5 working days of request.

11	SECURITY SERVICES	
11.A	GENERAL REQUIREMENTS	
11.A.1	SCOPE OF WORK	
11.A.1.a	Provide services which includes, but is not limited to administrative service, personnel, physical security, alarm monitoring and response, incident response, guard post/access control, pass administration, key control and monitor, dispatch and coordinate section activities.	
11.A.2	DEFINITIONS	
11.A.2.a	Guard: Member of the Contractor Security Section. The term "Security Officer" will not be used to identify Contractor security personnel in any form or fashion.	
11.A.2.b	Individual Reliability Program (IRP): An administrative means, developed and monitored by the Contractor, of assessing the reliability of individuals being considered for employment, the continuous assessment / evaluation of personnel already employed assessing their character, trustworthiness and fitness against standards expected of the security profession.	
11.A.2.c	Neglect of duties includes, but not limited to, sleeping on duty, unreasonable behavior or delays or failures to carry out assigned tasks, conducting personal affairs during duty hours, refusing to render assistance or co-operate in enforcing the law, willful failure to report neglects or criminal actions on the part of others, any other act or failure to act which shows a negligent disregard for the foreseeable consequences, disorderly conduct, use of abusive or offensive language, quarrelling, intimidation by words, actions or fighting, disrespectful conduct towards a person, supervisor or person in authority (insubordination); and participation in disruptive activities that interfere with normal and efficient Government operations and persons charged to conduct those operations.	
11.A.2.d	Post: A station or task to which guards are assigned, including but not limited to a gate, roving vehicle patrol, desk, traffic control point.	
11.A.2.e	Security And Military Police Information System (SAMPIS): SAMPIS is a tool used by dispatchers to record information on the computer system that can be accessed by the roving patrol to gain and enter information to describe ongoing activities. The system is used Nationally.	
11.A.3	REFERENCES: The notations against the references have the following meanings: M - Adherence to the policies, procedures, act, orders and regulations contained therein is mandatory. G - The policies and procedures contained therein are not mandatory, but proposals for alternatives must be submitted in full detail to, and be accepted by the Technical Authority. Furthermore, alternatives must fully interface with procedures in use globally.	
11.A.3.a	See section 2.A.3 for general references.	
11.A.3.b	National Defence Security Policy (NDSP) (M)	
11.A.3.c	A-SJ-100-001/AS-000 National Defence Security Instructions (NDSI) (M)	
11.A.3.d	CGSB 133.1-99 - Security Guards and Security Guard Supervisors (M)	
11.A.3.e	Air Force Orders (http://airforce.mil.ca/aco/index_e.html) (M)	
11.A.3.f	SOP - Security Services (G)	
11.A.3.g	WSO 7-700 Security - General (M)	
11.A.3.h	Post Orders For Access Gates (M)	
11.A.3.i	WSO 7-704 - Key Control Program (M)	
11.A.3.j	Objectives and Duties of Roving Patrols (M)	

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11	SECURITY SERVICES
11.A.4	SAFETY PROVISIONS
11.A.4.a	Ensure Occupational Safety and Health programs as required in Section 2 and applying to this section are implemented and followed.
11.A.4.b	Comply with other measures not otherwise specified in the SOW but which are consistent with prudent management and industry practices.
11.A.5	DESCRIPTION OF EXISTING CONDITIONS
11.A.5.a	A complete description of the Goose Bay site is in the Goose Bay Facilities Catalogue.
11.A.5.b	The Contractor Security Section offices are currently co-located with 34 MP Flt in building 256 and can remain there.
11.A.5.c	Criminal and Administrative Actions. Contractor employees may be subject to criminal and/or administrative actions as allowed by law. These include, but are not limited to, violations of Federal and/or Provincial Law, the standards of conduct provisions of this SOW, and violations of regulations, general order, instructions or command by lawful authority, falsification or unlawful concealment, removal, mutilation, or destruction of official documents or records, or concealment of material facts by wilful omission, wrongful appropriations of, or unauthorized use of, Government property, to include theft, vandalism, destruction, sabotage, immoral or lewd conduct, unethical or improper use of official authority or credentials, impersonation of an official Provincial or Federal Agent, security violations, and possession, use, or sale of controlled substances.
11.A.5.d	The Canadian Corps of Commissionaires has the Right of First Refusal for provision of Security Guard and Security related services at Federal Government Sites in Canada. The rates charged by the Corps cannot exceed the rates contained in the Federal National Master Standing Offer. The Corps is represented in Goose Bay by the Newfoundland Division located at 207A Kenmount Rd., St-John's, NFLD, A1B 3P9. The contact is Brian Furlong, CEO, (709) 754-0757.
11.A.6	HOURS OF OPERATION
11.A.6.a	Shift Schedules. The Contractor shall provide a uniformed guard force 7-days a week, 24-hours a day as described in paragraph 11.D.
11.B	PERSONNEL QUALIFICATIONS
11.B.1	All Security Section personnel shall have a security clearance as designated in the SRCCL.
11.B.2	Guards must be trained, certified, and qualified within 30 days of commencement of the Work in accordance with A-SJ-100-001/AS-000 Chapter 32 and Chapter 38; and CGSB 133.1-99 - Security Guards and Security Guard Supervisors.
11.B.3	Guards are expected to adhere to standards of conduct that reflect credit on themselves, their employer, and the Federal Government. Personnel must demonstrate the ability to apply good judgement, courtesy, tact, courage, alertness, self-reliance, and present an even temperament.
11.B.4	Guards must be physically capable of performing the required duties including standing for prolonged periods of time and the performance of guard duty. All personnel must have valid first aid and CPR qualifications.
11.B.5	All guards, with the exception of specified management and technical specialists, are required to wear uniforms while on duty and to avoid any other facet of appearance such as eating, drinking, smoking, chewing tobacco, improper speech, or poor posture, that would create a negative perception by the public.
11.B.6	All guards shall have a defensive driving course, safe backing training and safety briefing on operating a vehicle on the aerodrome.

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Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
11.C	SECURITY SERVICES			
11.C.1	ADMINISTRATIVE			
11.C.1.a	Control and protect documentation, files, reports, information, in accordance with the Canadian Privacy and Access to Information Act.	Release of Privacy Act information outside the Goose Bay Security Section is prohibited unless authorized by the Commander 5 Wing or authorized Government representative.	168 Administration files, 48 Physical Security Surveys.	Control and protect documentation, files, reports, and information, in accordance with the Canadian Privacy and Access to Information Act. Documentation, files, reports and information stored correctly in accordance with DND practices. No incident of non-compliance with Canadian Privacy and Access to Information Act.
11.C.2	PERSONNEL			
11.C.2.a	Conduct a pre-duty briefing and uniform inspection of oncoming shift personnel.	Uniformed guards and supervisors shall wear identical uniforms. Each uniformed employee shall be issued a Contractor provided uniform. Ensure that on-duty Goose Bay Security Section personnel are neat, well-groomed, properly attired and dressed in uniforms approved by the Commander 5 Wing.	365 days per year. 3 shifts each day.	Each oncoming shift is briefed and inspected. Briefing is accurate and complete. Security personnel are dressed in uniform, neat, properly attired and well groomed.
11.C.2.b	Maintain an Individual Reliability Program (IRP) for security personnel.	The IRP shall maintain satisfactory standards of security personnel competency, conduct and integrity, and take such corrective or disciplinary action against employee(s) as may be necessary.	1 program.	Security personnel to display satisfactory standards of competence, conduct and integrity at all times. Corrective/disciplinary action taken immediately if required.
11.C.3	PHYSICAL SECURITY			
11.C.3.a	Detain any person observed committing a misdemeanor/summary offence or any person suspected of committing such in the maintenance of law and order.	In accordance with A-SJ-100-001-AS-000 Security personnel must exercise only the minimum force necessary to detain/place under custody, persons observed /suspected of offences. All detainments must be reported to the 34 MP Flt immediately. Persons detained must be remanded to the custody of the 34 MP Flt or appropriate military authority as soon as possible.	12 detainments per year.	No incident of non-compliance with A-SJ-100-001-AS-000.
11.C.3.b	Provide personnel for implementation/exercise of plans including the Emergency Response Plan.	Supply 2 guards for each exercise/plan implementation. Duties may be crowd control, traffic control, or access control to buildings or the airfield. Exercises can last up to 8 hours each, incidents could last up to 12 hours each.	2 exercises per year; 6 incidents per year	At least 2 guards participate as required in each exercise and incident.

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
11.C.3.c	Provide assistance on security matters.	Conduct security related demonstrations / briefings / training / planning / assistance / recommendations as required or requested by the 34 MP Flt. Requests will be made with 72 hours notice where possible. On average 1 request for assistance per month.	20 requests per year.	Assistance is appropriate, competent and provided as requested.
11.C.3.d	Provide specific site security.	Provide the required number of guards to meet the requirement identified. Normally 24 hour notice will be provided; however on occasion service may be required in as little as 4 hours. The requests could be of various length in hours, days or number of personnel.	10 requests per year.	The service is provided on time and in professional manner. 0 instance of personnel not being provided and wearing appropriate attire.
11.C.4	INCIDENT RESPONSE			
11.C.4.a	Respond to all incidents / requests / reports.	Response consists of a fully qualified, properly uniformed security personnel arriving at the scene of the incident / report / request ready to implement action in accordance with NDSP, NDSI and locally approved plans. Record dates, times, incident, investigation and results as they occur in daily log/police blotter.	1,000 requests for assistance per year.	Response is to be provided within 10 minutes of incident / request / report.
11.C.5	GUARD POSTS / ACCESS CONTROL			
11.C.5.a	Provide access control.	Positive access control is required as determined by the DO. Deter and report unauthorized personnel and vehicular entry onto the secure area. Refer to Post Orders For Gates. Only MSA Gate needs to be staffed. 24/7 operation.	1 gate.	Guards display professionalism and dedication to duty. No unauthorized persons gaining entry through contractor error.
11.C.5.b	Inspect and report any unservicabilities, vulnerabilities and breaks in all 5 Wing security fences and gates.	Fences must be inspected for serviceability in accordance with NDSI and NDSP. Raise Work Order to have repairs effected. There are approximately 34 kilometers of security fences at Goose Bay, 22 km of which are accessible and are to be inspected. Gates and fences inspected 4 times a day at random times every 24 hours	4 inspections per day.	Gates and fences inspected 4 times at random times every 24 hours. Work orders for immediate CM raised and submitted within 2 hours. No unauthorized persons gaining entry through contractor error.
11.C.6	PASS ADMINISTRATION			
11.C.6.a	Establish and maintain a pass control system.	Pass control must be responsible for monitoring, registering, and issuing visitor passes, temporary passes. See NDSP Chapter 29 - Passes.	250 visitor / temporary passes per month.	All passes to be processed within 2 working days.
11.C.6.b	Provide administration and processing of General Restricted Area (GRA) passes for DND and military personnel.	Access authority for DND and military personnel will be the DO. See NDSP Chapter 29 - Passes.	200 GRA Passes per year.	Passes to be processed within 2 working days.

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
11.C.6.c	Provide administration and processing of GRA passes for civil aviation.	Goose Bay Airport Commission (GBAC) will be the access authority for the civil aviation tenants. See NDSP Chapter 29 - Passes.	250 Civil Aviation GRA passes per year.	Passes to be processed within 2 working days.
11.C.6.d	Provide administration and processing of GRA pass photographic/Database services.	Provide Photographic services for all personnel (including Contractor) requiring GRA photo IDs. The DND Special Area Pass (form CF908) may be used. See NDSP Chapter 29 - Passes.	1,000 IDs/year.	GRA ID Data to be processed within 2 working days.
11.C.6.e	Provide processing of permanent Identification Cards for Canadian Forces, DND Civilian, NPF personnel.	Process in accordance with NDIS specifications by fingerprinting, photographing and providing appropriate information for said ID cards. All requests to be reviewed and approved by NCM IC 34 MP Flt prior to processing. Decisions on priority processing will be made by the NCM IC 34 MP Flt. Forward film and information to NDIS for completion once per week.	100 ID cards per year.	Routine request will be scheduled, processed and sent to NDIS within 10 working days. Priority request will be scheduled, processed and sent to NDIS within a week.
11.C.6.f	Provide processing of Military Family Identification Cards (MFID) for Canadian Forces Dependents.	Nothing additional.	50 ID cards per year	Routine request will be scheduled, processed and produced locally within 2 working days.
11.C.7	KEY CONTROL			
11.C.7.a	Operate a Key Control Program.	Receive, secure, issue, log, and inventory, all keys placed in the custody of Contractor in accordance with the 5 Wing Key Control Program. Approximately 200 buildings and gate key sets placed in custody of Contractor.	30 sets of keys issued daily.	Key inventory accurate. Records accurate, complete and current within 1 hour. No unauthorized persons gaining entry through contractor error.
11.C.7.b	Assist authorized persons with entry.	Assist occupant in gaining entry after verifying right of entry.	360 assisted entries per year.	Assistance is appropriate, competent and provided as requested. No unauthorized persons gaining entry through contractor error.
11.C.8	MONITOR, DISPATCH AND COORDINATE			

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
11.C.8.a	Monitor radio and telephones, intrusion detection and alarms, and CCTV and provide proper response action.	Establish and implement: a monitoring, logging, reporting, and evaluating surveillance observations and alarm situation; and response coordination. Establish and implement a notification matrix for approval by DO for any situation requiring a security response. Monitored equipment consists of Intrusion Alarm, Fire Alarm Backup System, Military Police Radio, Command Post phones, Crash Alarm Telephone, Police Emergency Telephone, 34 MP Flt Sqn. Telephone (x2), CCTV Monitoring System for 34 MP Flt building (5 cameras), QRA (4 cameras), Hangar 8 (5 cameras), Hangar 9 (1 camera), Building S-110 (1 camera), 34 MP Flt Secure Fax Machine, and 34 MP Flt Unclassified Fax Machine.	24 hours per day, 365 days per year.	Monitor alarms and controls continuously and respond as per DO direction.
11.C.8.b	Provide information to patrol vehicles through Canadian Police Information Center (CPIC) terminal and NF Motor Vehicles Registration System.	5 Wing SAMP to provide training on CPIC and NF Motor Vehicles Registration System. Requests may be made 24 hours per day, 365 days per year.	365 requests per year.	At least 1 employee per shift on the security service desk trained in CPIC and NF Motor Vehicles Registration systems. Respond to requests for information within 15 minutes.
11.C.8.c	Operate a base radio station to communicate with the roving patrols, airfield access control points and 34 MP Flt.	34 MP Flt will use this network as their primary communications and will have transmission priority. Existing frequency is available. Equipment is described in the Fixed Assets Register and Section 46.	1 network operating continuously on 1 frequency.	Station operating 95% of required hours; restored to operational capability within 30 minutes of downtime.
11.C.8.d	Report all Intrusion Alarm activations to the response agency.	Reporting consists of immediately alerting the response agency which will provide the armed response. The response agency might be 34 MP Flt or RCMP personnel.	100 alarm activations per year.	Report intrusion alarm activation within 1 minute.
11.C.8.e	Operate the SAMPIS.	The central dispatch enters details of policing activities on the computer system. The information is then transmitted to the Roving patrol with all relevant information regarding the incident or event to monitor. The patrol can fill in the reports in the vehicles thus keeping a profile on the road.	All policing activities recorded as required.	No instance of not operating SAMPIS.
11.D	WATCHKEEPING REQUIREMENTS			

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
11.D.1	Provide roving patrols.	Provide 1 person random patrols and land surveillance of Goose Bay Aerodrome and domestic areas. Refer to Objectives and Duties of Roving Patrols document. The patrols can be mutually supportive and can leave their respective patrol area to assist other patrols. Patrol must make one rotation every 2 hours.	8,760 hours per year.	Patrols cover 95% of aerodrome and domestic areas in every 24 hour period. Incidents of mutual support must not be longer than 60 minutes without back-up assistance being generated.
11.D.2	Provide central dispatch.	Implement a monitoring, logging, reporting, evaluating surveillance observations and alarm system and coordinate response by implementing a notification matrix for approval by the DO for any situation requiring a security response.	24 hours per day, 365 days per year.	No instance of failure to provide central dispatch.
11.E	TASK AUTHORIZATION (TA) REQUIREMENTS			
11.E.1	Although there are no predetermined Task Authorization (TA) requirements, TA's may be ordered on an as required basis for any work within the scope of this section.	See Contract Terms and Conditions for details regarding negotiation of TA jobs.	Nothing additional.	All jobs completed in accordance with the conditions and requirements stated in the negotiated TA.
11.F	RECORDS AND DELIVERABLES			
11.F.1	Provide copy of daily log to 34 MP Flt personnel.	The daily log consists of a complete, legible chronological log of all events occurring during the shift regarding security services. Use the Daily Log to log on/off each Security duty shift by time/date/initial of shift dispatcher /recorder reporting on duty.	1 log per 24 hour day period.	Log is accurate, complete, legible and submitted by 0700 hrs each day.
11.F.2	Complete and submit a monthly summary of Security actions.	Including, but not limited to, the following actions, in Contractor's format: incidents; training; personnel strength; and equipment status. See 11.C.8.a	1 report per month.	Report is accurate, complete and submitted within 5 days of the end of the month.
11.F.3	Provide written procedures in Contractor's format for the monitoring, coordinating, and reporting of situations involving centrally-controlled alarms.		1 set of procedures updated annually.	Procedures are accurate, complete and current within 5 working days.
11.F.4	Provide written procedures in Contractor's format for the response initiation, alerting and reporting of situations involving DND facilities or any other situation.	See 11.D.1	1 set of procedures updated annually.	Procedures are accurate, complete and current within 5 working days.

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
11.F.5	Review the Wing Emergency Response Plan.	Review Emergency Response Plan and, where actions to enhance the plan are deemed necessary, submit a report detailing these to the DO.	1 review at least annually. Reports on amendments as required.	Report is submitted annually or as required.
11.G	MATERIALS, EQUIPMENT AND FACILITIES			
11.G.1	GOVERNMENT FURNISHED (GF)			
11.G.1.a	Access to SAMPIS	Software program used to communicate with MPs, to record activities associated with MP and security matters.	The number of user accounts will be as determined by the Contractor.	No unauthorized access or use of the software.
11.G.1.b	Utilize GF equipment, material and facilities identified to perform the services of this section.	For GF equipment, material and facilities required for this section see the Facilities & Equipment Catalogue.	As determined by the Contractor.	No misuse or lack of maintenance of GF equipment or facilities. No misuse of GF materials.
11.G.2	CONTRACTOR FURNISHED			
11.G.2.a	Provide uniforms.	See 11.B.6 and 11.C.2.a.	As determined by the Contractor based on the requirements of the section.	All guards are properly dressed.
11.G.2.b	Provide all materials, equipment and furniture not otherwise provided as Government Furnished.	It is the contractor's responsibility to select a supply source and arrange for delivery to meet contract requirements.	As determined by the Contractor.	No instance of not meeting performance standards for the other line items of this section due to a lack of materials.

12	FOOD SERVICES
12.A	GENERAL REQUIREMENTS
12.A.1	SCOPE OF WORK
12.A.1.a	<p>Provide services which includes, but is not limited to:</p> <ul style="list-style-type: none"> - A cafeteria self-service style based on a cost per item including a cost for a full meal service; - Food services seven days a week, 49 weeks with a 3 week shut-down at Christmas; - Handle, store, warehouse and account for food; - Cook and serve special meals for visiting VIPs; - Prepare and deliver In-Flight meals; - Monthly documentation that details services provided to each individual customer. (i.e. card system that shows monthly consumption of each customer) - Laundry & dry cleaning of table cloths, napkins, etc;
12.A.1.b	All receipts from transactions or Customer purchase of credit or meal cards will be the property of the Contractor with the exception of the bldg O&M charges and the fixed costs. The cost for those meals cannot be lower than the cost charged to the Crown and must include the charges for bldg O&M and the fixed costs. The O&M and fixed portion of the cost of the meal will be reimbursed to the Crown.
12.A.1.c	Additional Services
12.A.1.c(1)	<p>a) Uncooked and Bulk Food Supplies. The Contractor may be requested to provide uncooked food supplies on a cost plus basis. This service will be provided on a non-exclusive basis.</p> <p>b) Catering. The Contractor may be required to provide food and service for special functions (including formal mess dinners, receptions, luncheons and coffee breaks) at various locations on the base. This service will be provided on a non-exclusive basis.</p> <p>c) Contractor may decide to acquire a Liquor license to provide service for special functions etc. To be administered and controlled solely by the Contractor.</p>
12.A.2	DEFINITIONS
12.A.2.a	Standard Daily Entitlement: The dollar value of the prepared food items contained in the Standard Meal Entitlement Pattern to be provided to a Customer by the Contractor.
12.A.3	<p>REFERENCES: The notations against the references have the following meanings:</p> <p>M - Adherence to the policies, procedures, act, orders and regulations contained therein is mandatory.</p> <p>G - The policies and procedures contained therein are not mandatory, but proposals for alternatives must be submitted in full detail to, and be accepted by the Technical Authority. Furthermore, alternatives must fully interface with procedures in use globally.</p>
12.A.3.a	See section 2.A.3 for general references and guidelines.
12.A.3.b	All work performed by the Contractor shall conform to the Federal/Provincial and Regulatory Sanitation and Food Services Requirements. These include, but are not limited to, the following:
12.A.3.c	Canada's Food Guide to Healthy Eating (G)
12.A.3.d	CF Food Quality Specifications (M)
12.A.3.e	Food Safety Code of Practice (M)
	http://www.crfa.ca/shop/foodsafetycodeofpractice.asp
12.A.3.f	A-85-269-001/FP-001 - Food Services Manual (G)

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12.A.3.g	A-85-269-001/FP-004 - Flight Feeding Manual (G)
12.A.3.h	1 Cdn Air Div Orders, Vol 8-006, Safety - Crew Meals - Pre-Flight and In-Flight (M)
12.A.3.i	Between Meal Food Entitlement Table (M)
12.A.4	SAFETY PROVISIONS
12.A.4.a	Comply with measures not otherwise specified in the SOW but which are consistent with prudent management and industry practices.
12.A.4.b	Contractor personnel must be furnished appropriate personnel protective equipment (PPE) and trained to correctly wear and maintain issued PPE.
12.A.5	DESCRIPTION OF EXISTING CONDITIONS
12.A.5.a	Food Services are currently being provided from building 560. Dining area is cafeteria style.
12.A.5.b	There is no ration depot at 5 Wing and all foodstuffs are delivered directly to the kitchens.
12.A.6	HOURS OF OPERATIONS
12.A.6.a	Days and Hours of Operation. At a minimum, food services must be available during the following times:
12.A.6.a(1)	Weekdays (with exception of three-week Christmas shut down): Breakfast - 06:30-08:30; Lunch - 11:30-13:30; Dinner - 17:00-19:00
12.A.6.a(2)	Weekends and Holidays: Breakfast - 06:30-10:00; Lunch - 11:00-13:00; Dinner - 16:30-18:30.
12.B	PERSONNEL QUALIFICATIONS
12.B.1	Provide fully trained and qualified personnel. Personnel shall be thoroughly familiar with and comply with the Food Sanitation Program pursuant to and in accordance with the Sanitation Code for Canada's Food Service Industry.
12.B.2	Food Services On-Site Manager: Responsible for overall control of food services support to the Project including food procurement and financial control. Requires a minimum education and experience as follows: diploma or degree in food services management from a recognized educational institution and four years experience in managing multi-faceted, high-volume food services operations; or ten years experience in the management of multi-faceted, high-volume food services operations.
12.B.3	Kitchen/Production Manager(s): Responsible for the day to day management of meal production, meal service and all other related tasks within the kitchen. Requires a minimum education and experience as follows: successfully completed apprenticeship training, holds journeyman cook papers and has at least five years management experience managing multi-faceted, high-volume food services operations.
12.B.4	Cook: Must be a graduate from a provincial community or territorial college with appropriate certification and 4,000 hours of experience as a cook within the last 5 years. Minimum 4 year's experience in food preparation services or catering for groups of 50+ people.

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Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
12.C	FOOD SERVICES			
12.C.1	OPERATION			
12.C.1.a	Provide regular meals in a cafeteria / self-serve style	Provide meals in accordance with 12.F.1. Serving sizes will be no less than the Portion Size Standard. The Contractor must offer at each meal an all inclusive meal based on the Standard Meal Entitlement Pattern. Cafeteria/Self Service style service must be furnished to all personnel. The Contractor must accommodate special diet and allergy needs brought to its attention. Adequate quantities of each item will be prepared to ensure that the last diner has the same choice as the first. At least one healthy choice entrée selection must be available at lunch and dinner.	50,000 meals per year.	Food is served in amounts specified by CF guidelines for minimum portion sizes. Short orders and breakfast line flow rates through the line are no less than three persons per minute. Maintain the capability to provide an average flow rate through the line of no less than 6 persons per minute for all other items. The Contractor must not receive more than 1 validated customer complaint per month.
12.C.1.b	Provide meals for special events.	These events may require a special set up as well as meal provisions. These events would include special Christmas dinner, mess dinners for military and special meals for visiting dignitaries and receptions at various locations on base. Generally, orders will be placed with a minimum of 7 days advance notice, however, last minute requirements may arise. The Customer will be invoiced for the variable cost of meals that are cancelled with less than 24 hours notice.	3 Special Events per year with 120 people. 2 outside normal working hours and 1 within. 8 Special Events per year with 25 people. 4 outside normal working hours and 4 within.	Meals are prepared, delivered and set up on time as negotiated with the DO and in compliance with client selected menu.
12.C.1.c	Provide additional catering for coffee breaks and small meetings.	These events may require a special set up as well as meal provisions. These events may include coffee and other beverages with or without light snacks, etc. at various locations on the Wing.	15 coffee breaks to include beverage and snack, with an average of 25 people.	Meals are prepared, delivered and set up on time and in compliance with client selected menu.

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
12.C.1.d	Prepare Dispersed Meals - Individual Cold Box Meals.	For personnel on operational duties who cannot make it to dining hall, box meals will be prepared and either delivered or picked-up by the customer as per prior arrangement. Refer to Minimum Portion Size and Standard Meal Entitlement Pattern. Each box meal is to be time and date stamped when completely assembled. Each box is to stamped with "Consumption must be within 4 hours unless refrigerated". Meals are to be held under refrigeration IAW the Food Safety Code of Practice until pick-up. The Contractor must ensure that box meals are not to be held for more than 24 hrs in refrigeration prior to dispersement.	4,000 box meals a year.	Meals are prepared, delivered and set up on time and in compliance with client selected menu.
12.C.1.e	Extended Hours of Operation.	The contractor will extend the operating hours to accommodate requirement immediately upon request.	12 occasions per year for 1 hour on average.	Food is served in amounts specified by CF guidelines for minimum portion sizes. Maintain the capability to provide an average flow rate through the line of no less than five persons per minute. No incident of failure to provide support.

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
12.C.1.f	Prepare and deliver on board aircraft in-flight meals and remove and clean used in-flight catering equipment for the various types of flight operations.	When quantities permit, passengers and crews shall be offered a choice of menu to the extent possible. It will be necessary at times to substitute certain foods due to non availability of some items. Preparation: All components securely wrapped to protect and insure freshness immediately after preparation. In-flight box meals shall be packed in individual, sanitary cardboard boxes designed for this purpose. Required accompaniments shall be placed in each individual box lunch. All in-flight box lunches refrigerated at 2 degrees to 4 degrees celcius until time of issue. Each box shall be clearly stamped to indicate, prepared by, time of preparation, time of issue, and read "box lunch" and "Do not consume after 3 hours out of refrigeration". Condiments in paper or cello sealed containers shall be furnished with all in-flight meals. In-flight packets will be utilized. The Customer will be invoiced for the variable cost of meals that are cancelled with less than 24 hours notice.	1,000 in-flight meals prepared per year.	Proper quality and quantity is provided IAW request. Box lunches are properly packaged and labeled. Box lunches are issued within the required time frame.
12.C.1.g	Develop and implement a diner care quality program.	The initial program is to be developed in accordance with the CF Food Services Manual and delivered to the DO 5 working days prior to the Handover. Diner satisfaction is to be measured by including comment cards on dining tables and possibly conducting exiting interview surveys. The DO must agree upon the survey approach and the program is to be reviewed annually and changes submitted for approval to the DO on the Contract anniversary date every year thereafter. This also includes the provision of a report in accordance with 12.F.5.	1 program implemented. 1 program reviewed annually.	No instance of failure to provide comment cards on dining tables. The initial program and its following yearly reviews are delivered on time to the DO
12.C.1.h	Issue Between Meal Supplements (BMS)	In support of personnel engaged in operations, exercises, arduous work, standby posture or exposure to heat or cold, between meal supplement (BMS) may be required and authorized. Unit requests will be placed through the DO and will comply with the Between Meal Food Entitlement Table in references. The EQ covers the direct cost of the food only.	\$10,000 per year.	All specified items and quantities, in accordance with reference, are to be provided 95% of the time.

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
12.C.1.i	Assemble and issue Uncooked Food Items / Food Supplies	In support of Wing functions outside the dining hall or operations in isolated locations, provide uncooked food items and food supplies of the right quality and in the right quantity according to the number of meals or meal-days requested, or according to the confirmed food orders authorized by the DO. Location of pick-up or requirement for delivery will be identified through the DO. For food orders or requests that are picked up by the Client. Food orders shall be placed no less than 3 days in advance. The EQ covers the direct cost of the food only.	\$300,000 per year	No incident of failure to provide requested items in quantity and quality to meet requests.
12.C.1.j	Provide other food services	The contractor may be required to prepare and provide special request items, these items include but are not limited to the following: hot wings, sandwich trays, various types of fruit and vegetable trays. This also includes the in-flight extras. The Customer will be invoiced for the variable cost of meals that are cancelled with less than 24 hours notice. The EQ covers the direct cost of the food only.	\$100,000 per year.	No incident of failure to provide requested items in quantity and quality to meet requests.
12.C.2	SANITATION			
12.C.2.a	Develop and Implement a Food Sanitation Program.	Develop and implement a quarterly test to insure personnel are familiar with Food Sanitation Program. Contractor's food handling/preparing personnel shall be thoroughly familiar and comply with the Sanitation Code for Canada's Food Service Industry prepared by the Canadian Restaurant and Food Services Association.	All Contractor personnel.	Full compliance with Food Sanitation Program.
12.C.2.b	Maintain clean areas.	Maintain all assigned areas, equipment, furniture, utensils, etc, in a state of cleanliness in conformance with the standards and frequencies outlined in the Sanitation Code for Canada's Food Service Industry. Seats, tables and requisite tableware will be cleaned expeditiously so that allowable seating is maximized.	All areas, utensils, equipment, furniture used by the Contractor.	Cleaning standards and frequencies are as outlined in the Sanitation Code for Canada's Food Services Industry.

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
12.C.2.c	Maintain standards of food hygiene, sanitation and food inspection.	Maintain standards of food hygiene, sanitation and food inspection, as established by the Sanitation Code for Canada's Food Service Industry. Chilled products must be stored at 2-4 degrees Celsius. Frozen items must be stored at temperatures below -18 degrees Celsius.	As required.	No incidence of food contamination or deterioration as result of failure to store food items at prescribed temperatures.
12.C.2.d	Conduct daily final sanitary inspection of food service areas before the areas are secured.	Conduct daily final sanitary inspection of food service areas before the areas are secured in accordance with the Sanitation Code for Canada's Food Services Industry to ensure that equipment and work area is in clean and sanitary condition and all food properly stored.	1 final inspection per work day.	Final sanitary inspections are conducted and standards for food hygiene, sanitation and food inspection are IAW the Sanitation Code for Canada's Food Service Industry.
12.C.2.e	Provide Medical Examinations for food service personnel.	Contractor employees to have medical examination performed by a Contractor obtained medical doctor. Personnel having open lesions, particularly of the hands, face or neck, or acne of the face shall be prohibited from performing food service duty. All food service personnel who have been away from their duties for 30 days or more shall have a medical examination prior to resumption of duty. If any of the Contractor's employees are found medically unfit for performance of their duties under this contract, the Contractor shall promptly remove and replace them with medically examined and fit persons as necessary.	1 initial medical examination per employee. 1 exam per person for each absence of 30 days or more.	There are no personnel with open lesions performing food service duty. All food service personnel who have been away from their duties for 30 days or more have a medical examination prior to resumption of duty.
12.D	WATCHKEEPING			
12.D.1	Nil.			
12.E	TASK AUTHORIZATION (TA) REQUIREMENTS			
12.E.1	Although there are no predetermined Task Authorization (TA) requirements, TA's may be ordered on an as required basis for any work within the scope of this section.	See Contract Terms and Conditions for details regarding negotiation of TA jobs.	Nothing additional.	All jobs completed in accordance with the conditions and requirements stated in the negotiated TA.
12.F	RECORDS AND DELIVERABLES			

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
12.F.1	Provide a 3-Week Cycle Menu.	The 3 week cycle menu to be submitted to the DO. Final authority for cycle menu approval rests with A4 Foods (1 Cdn Air Div). The menu is to be revised every six months at a minimum (March for Spring/Summer and September for Fall/Winter). Menus to be submitted for approval at least two weeks prior to the start of the six month period. In addition to complying with the CF Food Services Manual, the Canada Food Guide to Healthy Eating and the Minimum Meal Item Availability in the preparation of the menus, the principles of effective menu planning must be applied.	2 menu cycles per year.	Cycle menu is IAW the Related Information, complete and submitted when due.
12.F.2	Prepare a nine day cycle menu for box meals	Box meal menus to be prepared in accordance with the Standard Meal Entitlement Pattern and submitted to the DO. The menu is to be revised every six months as a minimum (March for Spring/Summer and September for Fall/Winter).	2 menu cycles per year.	Cycle menu is IAW the Related Information, complete and submitted when due.
12.F.3	Maintain Personnel Medical Records for food personnel.	Contractor food personnel medical records available for inspection. Records to include Medical Certificate. Furnish medical certificates for each employee in the kitchens, dining halls and food handling facilities or for personnel who come in contact with the handling of food used in the preparation of meals. These personnel shall be subject at all times to inspection and physical examination by medical authorities to ensure that proper sanitary standards are maintained.	1 record per employee.	Medical records are immediately available for inspection when requested. Personnel have valid medical certificates and maintain personal hygiene standard IAW the Sanitation Code for Canada's Food Services.
12.F.4	Prepare and post daily menus for each meal.	Menus are to be posted prior to each meal and clearly visible to customers.	3 times daily.	Menus accurate, complete and clearly visible to the customers.
12.F.5	Diner care quality program report.	Prepare monthly report and submit to the DO. Report to include the number of survey cards filled and details of the comments provided. The report is to also include the Contractor's approach and timeframe to resolve issues raised by diners. See 12.C.1.g.	1 report monthly.	The report is to be delivered to the DO within 5 working days of the start of the new month for the previous month.
12.G	MATERIALS, EQUIPMENT AND FACILITIES			
12.G.1	GOVERNMENT FURNISHED			

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
12.G.1.a	Inventory and accept Government Furnished Material.	The Government will provide a minimum of a 30 day supply of consumable material at the time of handover to the Contractor. Consumable material includes food stuffs. Contractor to return to the Government at the end of the contract an inventory of consumable materials of equal value to that accepted by the contractor at the start of the contract.	30 day supply of consumables minimum.	No incident of failure to maintain a 30 day supply.
12.G.1.b	Utilize GF equipment and facilities identified to perform the services of this section.	For GF equipment and facilities required for this section see the Facilities Catalogue and the Fixed Assets Register.	As determined by the Contractor.	No misuse or lack of maintenance of GF equipment or facilities.
12.G.2	CONTRACTOR FURNISHED			
12.G.2.a	Provide food.	Quality of food will be of equal or comparable quality to CF menus and meet the nutritional standards of the Canada Food Guide. Refer also to the CF Food Quality Specifications.	As determined by the Contractor.	No instance of not meeting performance standards for the other line items of this section due to a lack of appropriate food or quantities of food.
12.G.2.b	Provide uniforms.	Employees in kitchens, dining halls, and food handling facilities must wear uniforms of suitable type and design for food service use. Employees must wear aprons, caps, and hair nets where required. Such apparel must be furnished by the Contractor and is to be in clean, neat and in sanitary condition when worn.	A minimum of 2 complete uniforms per employee.	At all times employee is wearing complete uniform and apparel is in a clean, neat and sanitary condition when worn.
12.G.2.c	Provide and maintain proper and secure storage.	Storage conditions in accordance with Sanitation Code for Canada's Food Services Industry. Provide means for cleanliness and pest control for dry provisions, cold storage and chill storage. This includes but is not limited to inspections to ensure proper storage conditions and no instances of expired food stuffs or loss due to theft or mishandling. Inspection of dry stores must assure proper cleanliness and detect early pest problems before significant damage occurs. Maintain a record of inspections and findings observed.	A minimum of 1 inspection per week per dry store.	No instance of illness as a result of improper food handling or storage, or expired food stuffs. No instance of improper food storage. A minimum of one inspection of dry store(s) per week is conducted by Contractor.

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
12.G.2.d	Provide all materials, equipment and furniture not otherwise provided as Government Furnished.	It is the contractor's responsibility to select a supply source and arrange for delivery to meet contract requirements.	As determined by the Contractor.	No lapse in service due to lack of consumable material (including food). No incident of failure to provide Food Stuff in quantity and quality to meet the requirements of this Section, to meet Canadian Standards and Standards contained herein.

13	ACCOMMODATIONS AND JANITORIAL SERVICES	
13.A	GENERAL REQUIREMENTS	
13.A.1	SCOPE OF WORK	
13.A.1.a	Janitorial Services: Provide a complete range of Janitorial Services, including regular, in-depth and as required cleaning to buildings and areas to the standard identified. Develop and maintain a service schedule that ensures buildings and areas are kept sanitary and clean.	
13.A.1.b	Accommodations Services: Provide all functions of an Accommodations service for personnel staying in barracks: plan, direct and administer the operation of an accommodation or billeting work centre; operate a central service desk; maintain a registry of occupants; issue and control rooms; and co-ordinate housekeeping with janitorial services. Provide information to DND for the purpose of cost recovery.	
13.A.2	DEFINITIONS	
13.A.2.a	Nil	
13.A.3	REFERENCES	
13.A.3.a	WSO Chapter 10-1004 Allocation of Accommodations Units (M)	
13.A.3.b	Billeting Report 2012 (G)	
13.A.4	SAFETY PROVISIONS	
13.A.4.a	Comply with measures which are consistent with prudent management and industry practices.	
13.A.5	DESCRIPTION OF EXISTING CONDITIONS	
13.A.5.a	The existing total square meters of area to be cleaned is included in Table 13-1. Table 13-3 includes the Building Cleaning Specifications - Frequency document. Table 13-2 - Areas to be cleaned - identifies all buildings to be cleaned as well as the rooms and size of areas to be cleaned, etc.	
13.A.5.b	There are currently 12 buildings containing approximately 680 beds in a mixture of single rooms, suites and VIP quarters. Refer to Table 13-4 for a breakdown of the rooms.	
13.A.5.c	Allocation of VIP and VVIP quarters are to be done in consultation with the DO.	
13.A.5.d	The linens/bedding are changed once a week and towels are changed daily or as required when transients depart or when an occupant moves out of the room.	
13.A.6	HOURS OF OPERATION	
13.A.6.a	Normal working hours are Monday to Friday, 08:00-16:00, closed on week-ends and statutory holidays. There are some buildings/services, which operate outside of normal working hours, including, but not limited to, the Wing Gymnasium, the Military Family Resource Center, the Combined Dining Hall, the Canadian Forces Mess (Canuck Club), and the Canadian Forces Barrack Blocks.	
13.A.6.b	The Janitorial services may be carried out during or after normal working hours due to operational requirements. Barracks must be cleaned during normal working hours whenever possible.	
13.B	PERSONNEL QUALIFICATIONS	
13.B.1	Contractor personnel working in areas requiring a security clearance must have a security clearance as per the SRCL.	
13.B.2	The Contractor designated individual or at least one subordinate supervisor shall, at a minimum, have two years experience in administration of hotel/accommodations operations.	

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Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
13.C	ACCOMMODATIONS AND JANITORIAL SERVICES			
13.C.1	SERVICES AND MANAGEMENT			
13.C.1.a	Attend meetings / briefings	Attend meetings or briefings as required by the Wing Commander or his representative to prepare for special visits or respond to emergency situations.	12 meetings per year.	No instance of absence from meetings. No incidence of failure to provide requested materials for meetings.
13.C.1.b	Provide and co-ordinate housekeeping services.	Receive requirements for quarters from visitors and assign rooms as required and in accordance with WSO CHAP10-1004. The allocation for VIP and VVIP suites is to be co-ordinated with the DO.	As required.	No instances of housekeeping services not being provided. No allocation of VIP or VVIP suites without prior authorization from the DO.
13.C.1.c	Provide special amenities.	Provide special amenities as directed by the DO to the VIP and VVIP suites including but not limited to individual snacks and beverages, toiletries.	5 requests for special amenities per month.	No instance of special amenities requests not being provided as requested by the DO.
13.C.1.d	Provide caretaker function for vacant quarters.	Provide caretaker function for vacant quarters and notify contractor facilities maintenance section on repair requirements. Monitor for leaks and damage. Vacant barracks checked once a week and more frequently when temperatures could cause freeze ups. These buildings include those labelled as "Barrack Block" at Table 13-1 as well as buildings 476, 477 and 479.	14 barracks to be monitored as required.	No instance of failure to check.
13.C.1.e	Provide a customer service function.	The customer service function includes reception, booking and registering of clientele, the issue and collection of meal cards and keys, collection and submission of billeting payments, and responding to queries. The Contractor is normally aware of arrivals and departures through advance bookings. The Contractor will provide an option for cash or electronic method of payment for customers using CF accommodations (i.e., Interac and at least one major credit card).	5,395 rooms assigned per year.	No incidents of service not being provided.

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
13.C.1.f	Replace or repair damaged or unserviceable items of inventory in barracks.	Items are to be assessed by the Contractor. Where damage has occurred through negligence, the contractor must pass this information to the DO for recovery. Items are to be repaired where cost-effective. Contractor to effect the repairs or arrange replacement using DND inventory, as agreed to by the DO.	15 replacements or repairs per year.	Items to be exchanged/replaced 95% of time, remaining 5% to be under active resolution.
13.C.1.g	Maintain a system for control of keys and their duplication.	Provide replacement keys where necessary.	89 replacement per year.	No unauthorized duplication of keys by contractor. Keys provided within 1 hour of the request for 90% of request, and within 4 hours of request at all times.
13.C.1.h	Assist occupant in gaining entry if their key has been lost.	Nothing additional	89 assistance per year.	No unauthorized persons gaining entry through contractor error. Authorized entry provided within 2 hours of request 95% of the time. All authorized entry provided within 4 hours.
13.C.1.i	Operate an after hours call-out-system.	All accommodation support services to be available on-call in the case of emergency or walk-in requests e.g. unscheduled flight arrivals of up to 400 passengers, early arrivals of scheduled transient personnel.	91 call-outs per year.	No incident of inaccessibility of an authorized contractor representative within 1 hour. Response to a need initiated within 4 hours.
13.C.1.j	Provide housekeeping services to all quarters based on occupancy levels.	Standard for housekeeping requirements are listed in Table 13-3. List of buildings and quarters requiring cleaning is provided at Table 13-2.	See 13.C.2	No instances of housekeeping services not being provided.
13.C.2	Provide Regular cleaning.			

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
13.C.2.a	Clean Rooms.	Cleaning Rooms includes, but is not limited to floors/ carpets/ walls/ partitions/ doors/ lamps/ lamp-stands/ pictures/ charts/ waste receptacles/ furniture/ internal glass/ balustrades/ skirting boards/ radiators/ fire appliances/ handrails/ ledges/ blinds/ locker tops/ fridges/ stoves/ washers/ dryers/ microwaves. Remove dust, dirt, cobwebs, grit, lint, stains, marks, smears and foreign matter including but not limited to, in corners, behind doors, under desks/tables, radiators and other furniture. Glass surfaces to be free of streaks, stains and film. In designated computer rooms excludes computer equipment. Raising of dust kept to a minimum to protect the computer equipment. Relocate or move furniture when performing major services list below. Furniture or other equipment must be returned to original position after performing major cleaning services. Systems furniture consisting of fastened together desk tops, storage cabinets and frames is not considered moveable.	See tables 13-1, 13-2 and 13-3.	At least 95% of all rooms to be cleaned as scheduled.
13.C.2.b	Clean toilets, bathrooms and shower areas.	Clean toilets, bathrooms and shower areas including, but not limited to, toilets, urinals, sinks, shower, area/stalls, bathtubs, floors, shelves, walls, mirrors, lights and all other fixtures. Clean Fixtures and fittings inside and out as applicable to be free of stains, slime and odors. Clean floors free of dirt, stains, marks, smears and rubbish. Clean walls and mirrors free of dirt, marks, stains and film.	See tables 13-1, 13-2 and 13-3.	At least 95% of all rooms to be cleaned as scheduled.
13.C.2.c	Service toilets, bathrooms, shower areas, and gymnasium equipment areas.	Servicing includes, but is not limited to, replenishment of toilet tissue rolls/tissue holders/soap dispensers and ensure that they are never empty. Empty/dispose of contents of sanitary towel units and waste receptacles. Unclog and repair dispensers as required. Provide appropriate and sufficient cleaning material for self-cleaning of gymnasium equipment by users. All supplies must be provided in sufficient quantities to last until next service.	See tables 13-1, 13-2 and 13-3.	At least 95% of all rooms to be cleaned as scheduled.

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
13.C.2.d	Clean entrances and corridors commensurate with usage including, but not limited to, floors, entrance mats, metalwork, furniture, walls, doors, internal glass, lamps/lampshades and all other surfaces.	Remove dust, dirt, stains, marks, smears and foreign matter. Glass surfaces to be free of streaks, stains and film.	See tables 13-1, 13-2 and 13-3.	At least 95% of all rooms to be cleaned as scheduled.
13.C.2.e	Clean stairs and stairwells including, but not limited to, steps, landings, floors, walls, hand railings, ledges, doors and internal glass.	Remove dust, dirt, stains, marks, smears and all foreign matter. Glass surfaces to be free of streaks, stains and film.	See tables 13-1, 13-2 and 13-3.	At least 95% of scheduled services accomplished as scheduled.
13.C.2.f	Replace linen, bedding and towels and make beds.	Nothing additional.	See tables 13-1, 13-2 and 13-3.	Linen, bedding and towels replaced with clean ones and beds made as scheduled in accordance with section 13.A.
13.C.3	Miscellaneous Cleaning			
13.C.3.a	Provide miscellaneous cleaning not covered in Table 13-1.	Cleaning includes but is not limited to, clean up of flooding, special events, exercises/operations, or major cleaning of building.	3000 hours per year.	No incidence of failure to provide major cleaning service upon request within 4 hours.
13.C.4	In-depth Cleaning			
13.C.4.a	Strip and re-wax polished flooring.	Remove built up wax and imbedded dirt. Buff to obtain maximum gloss and uniform sheen.	See tables 13-1, 13-2 and 13-3.	At least 95% of floors stripped and re-waxed as scheduled. Remaining 5% to be undertaken within 28 days of scheduled cleaning.
13.C.4.b	Deep clean carpet, mats and rugs.	Carpet, mats and rugs to be free of streaks, stains and spots and have bright uniform colour after cleaning. Area to be suitable for use on following working day. Maximum life of carpets must be preserved.	See tables 13-1, 13-2 and 13-3.	At least 95% of all carpets, mats and rugs cleaned as scheduled. Remaining 5% to be undertaken within 28 days of scheduled clean.
13.C.4.c	Clean light fixtures by removing and cleaning shades, globes, plastic panels, etc. Clean non-detachable light fixtures in place.	Remove dirt, dust, grease and other foreign matter. Replace all burnt out bulbs and tubes in a timely manner.	See tables 13-1, 13-2 and 13-3.	95% of all light fixtures cleaned as scheduled. Remaining 5% to be undertaken within 14 days of scheduled clean.

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
13.C.4.d	Remove, clean and replace in working order all window blinds and shades.	Remove dust, embedded dirt, stains smears and all foreign matter. To include associated cords and tapes.	See tables 13-1, 13-2 and 13-3.	95% of all blinds, and shades cleaned as scheduled. Remaining 5% to be undertaken within 14 days of scheduled clean.
13.C.4.e	Remove, clean and re-hang curtains/drapes.	All curtains/drapes to be re-hung in working order. Maximum life of curtains must be preserved.	See tables 13-1, 13-2 and 13-3.	95% of all curtains to be dry cleaned as scheduled. Remaining 5% to be undertaken within 28 days of scheduled clean.
13.D	WATCHKEEPING REQUIREMENTS			
13.D.1	Maintain a Customer Service desk during working hours.	Minimum of 1 person at Service Desk location.	8 hours per day on working days.	No instance of service desk not being staffed during watchkeeping hours.
13.E	TASK AUTHORIZATION (TA) REQUIREMENTS			
13.E.1	Although there are no predetermined Task Authorization (TA) requirements, TA's may be ordered on an as required basis for any work within the scope of this section.	See Contract Terms and Conditions for details regarding negotiation of TA jobs.	Nothing additional.	All jobs completed in accordance with the conditions and requirements stated in the negotiated TA.
13.F	RECORDS AND DELIVERABLES			
13.F.1	Provide report on rations use and quarters occupancy.	The information is to be used for cost recovery purposes and must include name of individual, unit, building, room number, ration card number and method of payment (cash, credit or financial code). The DO may also require that certain data be manipulated.	1 report per month.	Report submitted no later than 5 working days after the end of the month. Report accurate and complete.
13.G	MATERIALS, EQUIPMENT AND FACILITIES			
13.G.1	Contractor Furnished			
13.G.1.a	Provide hotel type accommodation software.	The software is to assist with rooms bookings and allocations, janitorial services and food service cost recovery for DND's customers. This information is required as part of 13.F.1.	1 software	No instance of not meeting performance standards for the other line items of this section due to inadequate s/w.
13.G.1.b	Provide all materials, equipment, laundry & dry cleaning and furniture not otherwise provided as Government Furnished.	It is the contractor's responsibility to select a supply source and arrange for delivery to meet contract requirements.	As determined by the Contractor.	No instance of not meeting performance standards for the other line items of this section due to a lack of materials.

Table 13-1

Janitorial Requirements

Bldg. Number and Name	Area
5 Nav Canada Office	311.10
44 Hangar 9 444 Sqn	880.20
49 Hangar 10 444 Sqn	98.30
250 Hangar 8 (Includes rooms 217, 218, 101 & 103)	434.40
256 Military Police	500.60
265 Frontec	390.70
271 Wing Supply	1,575.00
275 Air Cadets	1,218.90
295 AMU/RNLAF/Customs	1,474.50
305 CF Barrack Block	1,215.20
310 Canuck Club	1,694.60
Tunnels	326.40
* 354 Training Centre	608.00
365 Community Centre	837.80
381 5 Wing Library/NPF Offices	366.90
388 Chapel	911.84
399 Wing Gymnasium	2,054.80
560 Wing Mess Hall	1,341.90
564 Wing MIR	1,432.30
568 CF Barrack Block	2,377.60
734 Family Resource Centre	859.20
* 821 QRA Workshops (see note below)	281.10
* 822 QRA Air Crew Quarters (see note below)	379.30
Grand Total	21,570.64

* QRA requires cleaning on a limited basis, and all cleaning activities will be coordinated through the Wing Operations Centre (WOC) and

** Bldg 354 cleaning does not include in-depth cleaning.

Table 13-2

Janitorial Services - Areas to be cleaned

APPROXIMATE CLEANING AREAS BY BUILDINGS

Note that throughout this Table, only those areas preceded by an * in the initial column are to be cleaned. These

Building No. 5 (Nav Canada)				
Floor Level:	Room	Basement	First	Second
		Floor Covering	Type of Room	Net m2
	B17	Tile	Equipment Room	42.7
	B18	Tile	Storage	33
*	101	Tile	Vestibule	13.7
*	102	Carpet	Technical Services	13.7
*	103	Tile	Workshop	69.1
	104	Tile	Storage	23.7
*	105	Tile	Conference Room	21.7
*	106	Concrete	Washroom - Male	11
*	107	Concrete	Washroom - Female	11.3
*	109	Tile/Rubber treads	Lobby & Stairwell	32.7
*	203	Linoleum	Lounge/Coffee Room	17.2
*	207	Tile	Washroom - Male	10.2
*	208	Tile	Washroom - Female	7.6
*	209	Carpet	Office	25.2
*	210	Carpet	Office	21.4
*	214	Carpet	Stairwell	10.2
*	216	Tile	Corridor	34.4
Sum of square meters of areas to be cleaned:				252.6

Building No. 44 (Hanger 9)				
Floor Level:	Room	First	Type of Room	Net m2
	101	Office	Office	68.5
	102	Tile	Storage	20.4
*	103	Ceramic Tile	Shower Room	8.2

Table 13-2

E - GB SSS Bridge SolQ - Annex G SOW

Unrestricted

	104		Workshop	255
*	105	Concrete	Vestibule & Stairs	10.6
	106		Workshop	7.9
	107	Linoleum	Storage	9.3
*	108	Concrete	Office	10.7
	109		Workshop	162.7
*	110	Linoleum	Workshop	26.7
	111		Workshop	35.3
*	112	Concrete	Vestibule	2.5
*	113	Concrete	Alcove	2.2
	114	Tile	Storage	10.8
	115		Storage	10.8
	116	Tile	Workshop	153.7
	117	Tile	Utility Room	66.2
*	118	Tile	Corridor & Stairs	13.7
*	119	Tile	Kitchen	12.9
*	120	Tile	Circulation Area (incl counter)	48.9
	121	Tile	Janitor's Closet	2
*	122	Tile	Washroom - Male	9.4
*	123	Tile	Stairs & Landing	9.1
*	124	Tile	Blister	5.2
*	125	Tile	Office	9.6
	126		Electrical Room	3.7
	127		Storage	4.8
*	128	Tile	Office	6.4
*	129	Tile	Office	28.5
*	130	Tile	Office	18.9
*	131	Tile	Photocopy Room	31.6
*	132	Tile	Vestibule	15.2
*	133	Concrete	Locker Room	19.8
*	134	Tile	Corridor	61.2
*	135	Tile	Lunch Room	30.2
*	136	Tile	Library	9.1
	138		Telecommunications Closet	0.6
*	137	Tile	Computer Room	9.2
*	140	Tile	Office	9.7
	141	Tile	Tool Crib	55.3

Table 13-2
E - GB SSS Bridge SolQ - Annex G SOW

Unrestricted

	142		Foyer	16.6
	143		Workshop	10.8
	144		Workshop	11.5
*	145	Tile	Vestibule	4.8
*	146	Tile	Office	8.9
*	147	Tile	Storage	49.8
	148		Servicing Bay	397.7
			Sum of square meters of areas to be cleaned:	473

Building No. 44 (Hanger 9)				
Floor Level: Second				
	Room	Floor Covering	Type of Room	Net m2
*	201	Tile	Office	48.7
*	202	Concrete	Stairs & Landing	6.2
*	203	Tile/Rubber treads	Stairs & Landing	10.4
*	204	Carpet	Office	9.3
	205	Tile	Exercise Room	59.1
*	206	Ceramic Tile	Washroom	12.1
*	207	Tile	Stairs & Landing	5.3
*	208	Carpet	Office	21.3
*	209	Carpet	Blister	5.3
*	210	Tile	Corridor	15.5
*	211	Tile/Rubber treads	Stairs & Landing	5
*	212	Ceramic Tile	Washroom	12.7
	213		Storage	0.8
	214	Tile	Janitor's Closet	5.4
	215		Storage	4.5
*	216	Carpet	Briefing Room	49.7
*	217	Linoleum	Orderly Room	37
*	218	Tile	Map Room	17.5
*	219	Carpet	Crew Room	24.4
*	220	Tile/Rubber treads	Stairs & Landing	12.3
*	221	Carpet	Office	15.5
*	222	Carpet	Office	15.5
*	223	Carpet	Office	15.5
*	224	Carpet	Office	19.1
*	225	Carpet	Office	30.2

Sum of square meters of areas to be cleaned:			388.5
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Building No. 49 (Hangar 10)			
Floor Level: First			
Room	Floor Covering	Type of Room	Net m2
101		Hangar Bay Area	399.5
102		Hangar Bay Area	404.9
*	Linoleum	Foyer	32.7
*	Linoleum	Office	9.6
	Carpet	Telecommunications Closet	2.2
	Tile	Storage	3.8
	Tile	Janitor's Closet	0.9
*	Linoleum	Washroom - Female	4.9
*	Linoleum	Washroom - Male	5.3
	Tile	Utility Room	66.2
*	Tile	Corridor	10.2
		Hangar Bay Area	344.3
		Storage	27.4
		Hangar Bay Area	399.5
*	Concrete	Vestibule	5.3
*	Linoleum	Office	37.6
Sum of square meters of areas to be cleaned:			105.6

Building No. 49 (Hangar 10)			
Floor Level: Second			
Room	Floor Covering	Type of Room	Net m2
*	Linoleum	Work Room	54.2
*	Tile	Office	5.3
	Carpet	Storage	11.8
*	Concrete	Work Room	13.9
	Carpet	Storage	0.9
*	Tile	Stairwell	5.1
*	Carpet	Office	3.4
		Telecommunications Closet	1.6
*	Rubber treads	Stairwell	5.3
		Storage	21.3
		Storage	6.8

Table 13-2
E - GB SSS Bridge SolQ - Annex G SOW

Unrestricted

Sum of square meters of areas to be cleaned:				87.2
Building No. 110 (Transport Canada Section)				
Floor Level: First				
	Room	Floor Covering	Type of Room	Net m2
*	101	Linoleum	Vestibule	3.1
*	102	Linoleum	Corridor	42.6
	103	Concrete	Mechanical Room	43
	104	Concrete	Steam Room	24.7
*	105	Linoleum	Office	13.4
	106	Tile	Janitor's Closet	2
*	107	Tile	Office	10.9
*	108	Tile	Lunch Room	22.7
*	109	Linoleum	Office	24.9
*	110	Linoleum	Orderly Room	28.7
*	111	Linoleum	Office	19.2
*	112	Linoleum	Secretary's office	18.1
*	113	Linoleum	Corridor	64.4
*	114	Carpet	Office	9.8
*	115	Carpet	Office	10.2
*	116	Carpet	Office	10.2
*	117	Linoleum	Operations Centre	104.5
*	118	Linoleum	Vestibule	4.6
*	119	Carpet	Office	10.1
*	120	Tile	Washroom	3.9
*	121	Carpet	Office	14.3
*	122	Carpet	Theatre	82
*	123	Carpet	Projection Room	3.7
*	124	Linoleum	Exercise Room	10.1
*	125	Linoleum	Room	22.6
*	126	Linoleum	Telephone Room	6.9
*	127	Linoleum	Office	9.7
*	128	Tile	Washroom - Female	17.1
*	129	Tile	Washroom - Male	16.5
*	150	Carpet	Storage	27.9
*	159	Linoleum	Kitchen	20.9
*	160	Linoleum	Lounge	17.2

Table 13-2
E - GB SSS Bridge SolQ - Annex G SOW

Unrestricted

*	161	Linoleum	Office	15.3
*	162	Carpet	Office	37.7
	163	Carpet	Telecommunications Closet	2.7
*	164	Carpet	Vestibule	3.6
	165	Carpet	Storage	2.9
*	166	Carpet	Training Office	18.4
*	167	Tile	Washroom	10.3
Sum of square meters of areas to be cleaned:				735.5

Building No. 250 (Hangar 8)				
Floor Level:	First	Second	Third	
	Room	Floor Covering	Type of Room	Net m2
*	101	Rubber treads	Stairwell	20.7
*	103	Rubber treads	Foyer	15.5
*	201	Rubber treads	Stairs & Landing	10.9
*	217	Linoleum	Office	16
*	218	Linoleum	Office	8.5
*	301	Rubber treads	Stairs & Landing	9.6
*	303	Linoleum	Office	14.1
*	304	Linoleum	Office	12.8
*	305	Linoleum	Office	19
*	307	Tile	Corridor	15
*	308	Linoleum	Office	8.9
*	309	Linoleum	Office	12.4
*	310	Linoleum	Office	11.4
*	311	Linoleum	Office	13.6
*	312	Linoleum	Office	40.3
*	313	Tile	Office	12.2
*	314	Linoleum	Office	15.4
*	315	Linoleum	Office	32.2
*	316	Linoleum	Office	5.9
*	317	Tile	Corridor	60.7
*	318	Tile	Corridor	5.6
*	319	Linoleum	Conference Room	19.6
*	320	Linoleum	Office	17.3
*	321	Linoleum	Coffee Room	10.3
*	323	Linoleum	Alcove	3.1

Table 13-2
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Unrestricted

*	324	Linoleum	Washroom - Female	4.3
*	325	Linoleum	Washroom - Male	7.3
Sum of square meters of areas to be cleaned:				422.6

Building No. 256 (Military Police)				
Floor Level: First				
	Room	Floor Covering	Type of Room	Net m2
*	135	Linoleum	Corridor	9
*	137	Linoleum	Room	2.7
	138	Linoleum	Office	14.8
*	139	Linoleum	Room	9.1
*	140	Ceramic Tile	Room	35.9
*	141	Rubber Mats/Linoleum	Vestibule	4.4
*	142	Linoleum	Waiting Area	14.6
*	143	Linoleum	Office	14.8
*	144	Linoleum	Storage	5.8
*	145	Linoleum	Room	23.2
	146	Carpet	Room	5.9
*	147	Linoleum	Photocopy Room	14.1
	148	Linoleum	Office	10.6
*	149	Linoleum	Office	10.6
*	150	Linoleum	Office	21.8
*	151	Linoleum	Orderly Room	24.8
*	152	Linoleum	Room	9.8
*	153	Linoleum	Room	8.3
*	154	Rubber Mats/Linoleum	Vestibule	5.3
*	155	Linoleum	Corridor	15.7
*	156	Linoleum	Office	10.7
*	157	Linoleum	Washroom - Handicapped	4.5
	158	Concrete	Mechanical Room	18.7
*	159	Linoleum	Washroom	1.5
*	160	Linoleum	Shower Room	1.8
*	161	Linoleum	Storage Room	9.5
*	162	Linoleum	Kitchen	8.8
*	163	Linoleum	Corridor	18.6
*	164	Linoleum	Storage	9.2
*	165	Linoleum	Storage	9

Table 13-2
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Unrestricted

*	166	Linoleum	Conference Room	48.7
*	167	Linoleum	Washroom - Female	18.8
	168	Concrete	Exercise Room	24.2
*	169	Linoleum	Corridor	13.4
*	170	Linoleum	Washroom & Locker Room	34.8
*	171	Linoleum	Supply Room	9.5
	172	Concrete	Garage	42.2
*	173	Linoleum	Corridor	28.4
	174	Linoleum	Janitor's Closet	2.3
	175	Linoleum	Storage	14.5
*	176	Concrete	Cell - single	7.5
*	177	Concrete	Cell - group	16.8
*	178	Concrete	Cell - single	8
*	186	Tile	Storage	13.6
Sum of square meters of areas to be cleaned:				503

Building No. 265 FRONTEC				
Floor Level: First				
	Room	Floor Covering	Type of Room	Net m2
*	101	Linoleum	Vestibule	10.3
*	102	Concrete	Shower Room	4.4
*	103	Linoleum	Operations Centre	43.3
	103b	Rubber mats	Shielded Room	24.8
*	104	Linoleum	Kitchen	27.5
*	105	Concrete	Washroom - Female	29.8
	106	Concrete	Janitor's Closet	6.2
	107	Concrete	Boiler Room	1.6
	108	Concrete	Storage Room	17.7
*	109	Concrete	Receiving Area	33.2
*	110	Concrete	Storage	37.9
	111	Concrete	Janitor's Closet	7.2
*	112	Concrete	Washroom - Male	5.9
	113	Concrete	Electrical Room	92.9
	114	Concrete	Storage	8.4
*	115	Concrete	Storage	74.5
*	116	Carpet	Office	7.8
*	117	Carpet	Office	22.5

Table 13-2
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Unrestricted

Sum of square meters of areas to be cleaned:			297.1
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Building No. 270 (Wood / Auto Hobby Club)			
Floor Level: First			
Room	Floor Covering	Type of Room	Net m2
Sum of square meters of areas to be cleaned:			0

Building No. 271 (DND / Contractor HQ / Supply)			
Floor Level: First			
Room	Floor Covering	Type of Room	Net m2
* 100	Tile	Vestibule	15.1
* 101	Tile	Corridor	223.2
* 102	Tile	Office	17.8
* 103	Tile	Office	17.8
* 104	Tile	Office	17.8
* 105	Tile	Office	17.8
* 106	Tile	Office	17.8
* 107	Carpet	Office	17.8
* 108	Carpet	Office	39.0
* 109	Tile	Office	17.6
* 110	Tile	Office	21.7
* 111	Tile	Vestibule	3.3
* 112	Tile	Office	19.8
* 113	Tile	Office	33.7
* 114	Tile	Office	16.7
* 115	Tile	Library	12.5
* 116	Tile	Office	17.3
* 117	Tile	Corridor	8.4
* 118	Concrete	Vehicle Parking	292.4
* 118A	Concrete	Storage	378.3
* 118B	Concrete	Storage	21.5
* 118C	Concrete	Storage	10.9
* 118D	Concrete	Storage	10.2
* 119	Concrete	Telecommunications Closet	7.4
* 120	Concrete	Electrical Room	7.4

*	121	Tile	Office	16.7
*	122	Tile	Office	16.4
*	123	Tile	Office	16.4
*	124	Tile	Office	15.7
*	125	Tile	Office	15.7
*	126	Tile	Office	15.7
*	127	Tile	Office	27.6
*	128	Rubber mats	Exercise Room	29.5
*	128A	Tile	Office	42.9
*	129	Carpet	Conference Room	30.1
*	130	Tile	Office	81.7
*	130A	Tile	Office	47.1
*	130B	Tile	Reception Area	19.1
*	131	Tile	Office	14.2
*	132	Tile	Vestibule	4.1
*	133	Tile	Office	18.0
*	134	Tile	Office	62.9
*	135	Tile	Office	19.6
*	136	Tile	Office	16.5
*	137	Tile	Office	16.5
*	138	Tile	Office	10.4
*	138A	Tile	Office	10.2
*	139	Tile	Office	58.2
	140	Tile	Office	17.4
*	141	Tile	Office	17.1
*	142	Tile	Office	17.4
*	143	Tile	Break Room	89.3
*	144	Tile	Orderly Room Mail Centre	6.8
*	145	Tile	Office	90.4
*	146	Tile	Office	15.3
	147	Tile	Storage	12.1
*	148	Carpet	Conference Room	57.3
*	149	Tile	Common Room	8.7
	150	Tile	Janitor's Closet	3.7
*	151	Tile	Washroom - Female	20.0
*	152	Tile	Washroom - Male	20.2
*	153	Tile	Office	17.4

Table 13-2
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Unrestricted

	154	Tile	Utility Room	5.4
*	155	Tile	Vestibule	5.4
*	156	Tile	Washroom - Male	21.5
*	157	Tile	Vestibule	5.4
*	158	Tile	Washroom - Female	21.5
Sum of square meters of areas to be cleaned:				1,489.31

Building No. 275 (Local Community Orgs / Canex Storage / Community Council / PSP)				
Floor Level: First				
	Room	Floor Covering	Type of Room	Net m2
	103		Office	34.4
	104		Office	16.7
	109	Tile	Storage Room	36.5
	110	Tile	Office	13.5
	111	Tile	Office	16.2
*	112	Carpet	Corridor	13.4
*	113	Tile	Meeting Room	48.4
	114	Tile	Valve Room	12.2
*	115	Carpet	Corridor	17.1
*	117	Tile	Meeting Room	40.7
*	118	Tile	Office	24.6
*	119	Carpet	Office	7.5
*	120	Linoleum	Photocopy Room	27
*	121	Tile	Corridor	34.4
*	122	Tile	Vestibule	7.7
*	123	Tile	Office	14.6
*	124	Linoleum	Washroom - Male	13.2
*	125	Linoleum	Washroom - Female	13.7
*	126	Linoleum	Vestibule & Stairs	13.4
*	127	Carpet	Corridor	3.3
	128		Janitor's Closet	1
	129		Janitor's Closet	1
*	130	Tile	Parade Deck	777.7
	141		Washroom	2.6
	142		Lunch Room	18.1
	143		Office	45.8
	145		Games Room	73.5

	151		Office	14.3
	152		Waiting Room	25
*	155	Linoleum	Kitchen/Canteen	64.5
	158		Conference Room	25.9
	161		Office	20.2
	162		Secretary's office	15.1
*	163	Linoleum	Storage Room	18.8
*	164	Linoleum	Office	13.7
*	165	Linoleum	Office	34.8
*	166	Carpet	Corridor	31.8
*	167	Tile	Office	14.7
*	168	Linoleum	Washroom - Female	11.2
*	169	Linoleum	Washroom - Male	11.8
	170		Locker Room - Male	14
*	171	Tile	Corridor	13.5
*	172	Carpet/Rubber Tile	Vestibule & Stairs	16
*	173	Carpet	Corridor	11.8
Sum of square meters of areas to be cleaned:				1,299.30

Building No. 275 (Local Community Orgs / Canex Storage / Community Council / PSP)				
Floor Level: Second				
	Room	Floor Covering	Type of Room	Net m2
*	201		Telephone Room	6.9
	202			55.4
	203		Mechanical Room	27.7
*	204		Office	29.7
*	205		Office	14.1
*	206		Corridor	28.7
	207		Storage Room	26.5
	208		Corridor & Stairs	22.8
	209		Storage	478.6
	210		Office	21.7
*	211		Corridor	8.7
*	212		Office	9.2
	213		Office	14.5
	214		Office	14
	215		Office	34.5

*	216		Stairs & Landing	13.5
*	217		Corridor	28.3
	218		Janitor's Closet	1
	219		Janitor's Closet	1
*	220		Washroom - Female	13.6
*	221		Washroom - Male	13.7
	222		Telecommunications Closet	6.9
	223		Office	7.4
	224		Office	17.1
*	225		Office	92.4
	226		Electrical Room	9.1
	227		Storage	18.8
Sum of square meters of areas to be cleaned:				188.50

Building No. 295 (CBSA / Environment Canada / Museum / Rangers)				
Floor Level: First				
	Room	Floor Covering	Type of Room	Net m2
	101 – 120		RNLAF	3626.2
	121 – 138	Linoleum	Customs	239.9
*	139	Tile	Lobby	13.5
*	140	Tile	Washroom - Female	5.9
	141	Tile	Storage	4
*	142	Tile	Museum	170
*	143	Linoleum	Office	50
*	144	Linoleum	Military Museum Office	31
*	145	Linoleum	Lunch Room	6.9
*	146	Carpet	Lounge - VIP	24.3
	148	Concrete	Storage	144.4
*	149	Concrete	Corridor	34.1
	150	Concrete	Storage	21
*	151	Concrete	Room	10.4
	152	Concrete	Storage	9.5
*	153	Concrete	Customs Secondary	162
*	154	Concrete	Customs Clearance Area	527
*	155	Concrete	Baggage Delivery Area	99
	156	Concrete	Steam Room	10.6
	157	Tile	Storage	4.2

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Unrestricted

	158	Concrete	Storage	6.6
	159	Tile	Office	32.8
	160	Concrete	Cargo Area	1568.7
*	161	Tile	Washroom - Male	16
*	162	Concrete	Corridor	68.3
*	163	Tile	Waiting Area	121.9
*	164	Carpet	Military Museum	144.4
	165	Concrete	Military Museum Storage	69.7
	166		Storage	44.1
	167		Storage	145.2
	168		Storage	145.2
	169		Washroom Alcove	2.9
	170		Washroom - Male	16.8
	171		Washroom Alcove	2.5
	172		Washroom - Female	8.9
	173		Storage	109
	174		Valve Room	11
	175		Kitchen	46.4
	176		Storage	1345.4
*	179	Linoleum	Vestibule	4.2
Sum of square meters of areas to be cleaned:				1,488.90

Building No. 305 (Barrack Block)

Floor Level: Basement				
	Room	Floor Covering	Type of Room	Net m2
*	B01	Concrete/Rubber treads	Corridor & Stairs	9.2
	B02		Electrical Room	19.6
	B03		Storage	108.4
	B04-B21		Storage	78.8
*	B22	Rubber treads	Stairwell	4.8
*	B23	Rubber treads	Stairwell	4.7
*	B24	Concrete	Tunnel	22
	B25		Vacant	9.1
*	B26	Linoleum	Laundry Room	19
	B27		Boiler Room	14.9
*	B28	Linoleum	Washroom - Female	14.1
*	B29	Linoleum	Washroom - Male	14

*	B30	Carpet	Lounge	94.8
*	B31	Linoleum	Kitchen	9.7
	B32		Janitor's Closet	6.8
*	B33	Carpet	Corridor	10.3
	B34		Steam Room	19.5
*	B35	Concrete/Rubber treads	Corridor & Stairs	9.1
	B36		Telephone Room	12.4
	B37		Storage	4.8
	B38		Storage	4.8
Sum of square meters of areas to be cleaned:				211.70

Building No. 305 (Barrack Block)

Floor Level: First				
	Room	Floor Covering	Type of Room	Net m2
*	101	Carpet	Bedroom	15
*	102	Carpet	Bedroom	15
*	103	Ceramic Tile	Bathroom	4.4
*	104	Ceramic Tile	Bathroom	4.4
*	105	Carpet	Living Room	15
*	106	Carpet	Living Room	14.9
*	107	Carpet	Living Room	15
*	108	Carpet	Living Room	15.4
*	109	Ceramic Tile	Bathroom	4.4
*	110	Ceramic Tile	Bathroom	4.4
*	111	Carpet	Bedroom	15
*	112	Carpet	Bedroom	14.8
	113	Ceramic Tile	Janitor's Closet	10.4
*	114	Carpet	Bedroom	14.7
*	115	Carpet	Bedroom	15.3
*	116	Ceramic Tile	Bathroom	4.4
*	117	Ceramic Tile	Bathroom	3.8
*	118	Carpet	Living Room	14.8
*	119	Carpet	Living Room	15
	120	Ceramic Tile	Storage Room	10.4
*	121	Carpet	Bedroom	15
*	122	Carpet	Bedroom	15
*	123	Ceramic Tile	Bathroom	4.4

*	124	Ceramic Tile	Bathroom	4.4
*	125	Carpet	Living Room	15
*	126	Carpet	Living Room	15.2
*	127	Carpet	Living Room	15.1
*	128	Carpet	Living Room	14.9
*	129	Ceramic Tile	Bathroom	4.4
*	130	Ceramic Tile	Bathroom	4.4
*	131	Carpet	Bedroom	14.8
*	132	Carpet	Bedroom	14.9
*	133	Carpet	Corridor	85.5
*	134	Ceramic Tile	Vestibule	4.5
*	135	Ceramic Tile	Vestibule	4.5
*	136 – 145	Carpet	Alcove	16
*	146	Rubber treads	Stairwell	10.8
*	147	Rubber treads	Stairwell	10.7
*	148	Rubber treads	Stairwell	15.2
*	149	Rubber treads	Stairwell	15.1
Sum of square meters of areas to be cleaned:				515.90

Building No. 305 (Barrack Block)				
Floor Level: Second				
	Room	Floor Covering	Type of Room	Net m2
*	201	Carpet	Bedroom	14.9
*	202	Carpet	Bedroom	14.9
*	203	Ceramic Tile	Bathroom	4.4
*	204	Ceramic Tile	Bathroom	4.4
*	205	Carpet	Living Room	14.9
*	206	Carpet	Living Room	15
*	207	Carpet	Living Room	15
*	208	Carpet	Living Room	15.3
*	209	Ceramic Tile	Bathroom	4.4
*	210	Ceramic Tile	Bathroom	4.4
*	211	Carpet	Bedroom	14.9
*	212	Carpet	Bedroom	14.9
	213	Tile	Janitor's Closet	10.5
*	214	Carpet	Bedroom	14.8
*	215	Carpet	Bedroom	15.4

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Unrestricted

*	216	Ceramic Tile	Bathroom	4.4
*	217	Ceramic Tile	Bathroom	3.8
*	218	Carpet	Living Room	14.8
*	219	Carpet	Living Room	15
	220	Tile	Storage Room	10.4
*	221	Carpet	Bedroom	14.9
*	222	Carpet	Bedroom	15.1
*	223	Ceramic Tile	Bathroom	4.4
*	224	Ceramic Tile	Bathroom	4.4
*	225	Carpet	Living Room	15
*	226	Carpet	Living Room	15.1
*	227	Carpet	Living Room	15.1
*	228	Carpet	Living Room	15
*	229	Ceramic Tile	Bathroom	4.4
*	230	Ceramic Tile	Bathroom	4.4
*	231	Carpet	Bedroom	14.8
*	232	Carpet	Bedroom	14.9
*	233	Carpet	Corridor	85.5
*	234	Rubber treads	Stairwell	15.9
*	235	Rubber treads	Stairwell	15.9
*	236-245	Carpet	Alcove	16.1
*	246	Rubber treads	Stairwell	10.8
*	247	Rubber treads	Stairwell	10.7
Sum of square meters of areas to be cleaned:				498.00

Building No. 306 (Barrack Block)				
Floor Level: Basement				
	Room	Floor Covering	Type of Room	Net m2
*	B01		Corridor & Stairs	9.2
	B02		Mechanical Room	19.5
	B03		Storage	108.4
	B04-B21		Storage	78.8
*	B22		Stairwell	4.4
*	B23		Stairwell	4.4
*	B24		Tunnel	22
	B25		Vacant	9.1
*	B26		Laundry Room	19.3

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Unrestricted

	B27	Boiler Room	14.2
*	B28	Washroom - Female	14.7
*	B29	Washroom - Male	14.3
*	B30	Lounge	93.1
*	B31	Kitchen	9.7
	B32	Janitor's Closet	6.8
*	B33	Corridor	10.3
	B34	Steam Room	19.5
*	B35	Stairs & Landing	9.2
	B36	Storage	4.8
	B37	Storage	4.8
Sum of square meters of areas to be cleaned:			210.60

Building No. 306 (Barrack Block)				
Floor Level: First				
	Room	Floor Covering	Type of Room	Net m2
*	101	Carpet	Bedroom	14.8
*	102	Carpet	Bedroom	14.8
*	103	Ceramic Tile	Bathroom	4.6
*	104	Ceramic Tile	Bathroom	4.6
*	105	Carpet	Bedroom	14.9
*	106	Carpet	Bedroom	14.9
*	107	Carpet	Bedroom	14.8
*	108	Carpet	Bedroom	14.5
*	109	Ceramic Tile	Bathroom	4.4
*	110	Ceramic Tile	Bathroom	4.4
*	111	Carpet	Bedroom	15.1
*	112	Carpet	Bedroom	15.4
	113	Ceramic Tile	Janitor's Closet	10.2
*	114	Carpet	Bedroom	14.8
*	115	Carpet	Bedroom	17.2
*	116	Ceramic Tile	Bathroom	4.5
*	117	Ceramic Tile	Bathroom	3.8
*	118	Carpet	Bedroom	14.8
*	119	Carpet	Bedroom	12.4
	120	Ceramic Tile	Storage	10.3
*	121	Carpet	Bedroom	14.7

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Unrestricted

*	122	Carpet	Bedroom	15.1
*	123	Ceramic Tile	Bathroom	4.6
*	124	Ceramic Tile	Bathroom	4.6
*	125	Carpet	Bedroom	14.8
*	126	Carpet	Bedroom	14.8
*	127	Carpet	Bedroom	14.8
*	128	Carpet	Bedroom	14.9
*	129	Ceramic Tile	Bathroom	4.6
*	130	Ceramic Tile	Bathroom	4.6
*	131	Carpet	Bedroom	14.7
*	132	Carpet	Bedroom	14.8
*	133	Carpet	Corridor	85.5
*	134	Ceramic Tile	Vestibule	4.5
*	135	Ceramic Tile	Vestibule	4.3
*	136 – 145	Carpet	Alcove	16.8
*	146	Rubber treads	Stairs & Landing	10.8
*	147	Rubber treads	Stairs & Landing	10.7
*	148	Rubber treads	Stairs & Landing	15.1
*	149	Rubber treads	Stairs & Landing	15.2
Sum of square meters of areas to be cleaned:				504.60

Building No. 306 (Barrack Block)				
Floor Level: Second				
	Room	Floor Covering	Type of Room	Net m2
*	201	Carpet	Bedroom	14.8
*	202	Carpet	Bedroom	14.8
*	203	Ceramic Tile	Bathroom	4.6
*	204	Ceramic Tile	Bathroom	4.6
*	205	Carpet	Bedroom	14.8
*	206	Carpet	Bedroom	14.8
*	207	Carpet	Bedroom	14.8
*	208	Carpet	Bedroom	14.8
*	209	Ceramic Tile	Bathroom	4.4
*	210	Ceramic Tile	Bathroom	4.4
*	211	Carpet	Bedroom	14.8
*	212	Carpet	Bedroom	15
	213	Tile	Storage	10.3

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Unrestricted

*	214	Carpet	Bedroom	14.8
*	215	Carpet	Bedroom	17.2
*	216	Ceramic Tile	Bathroom	4.5
*	217	Ceramic Tile	Bathroom	3.8
*	218	Carpet	Bedroom	14.8
*	219	Carpet	Bedroom	17.2
*	220	Tile	Storage	10.4
*	221	Carpet	Bedroom	14.8
*	222	Carpet	Bedroom	15
*	223	Ceramic Tile	Bathroom	4.6
*	224	Ceramic Tile	Bathroom	4.6
*	225	Carpet	Bedroom	14.8
*	226	Carpet	Bedroom	14.8
*	227	Carpet	Bedroom	14.8
*	228	Carpet	Bedroom	14.8
*	229	Ceramic Tile	Bathroom	4.6
*	230	Ceramic Tile	Bathroom	4.6
*	231	Carpet	Bedroom	14.7
*	232	Carpet	Bedroom	15.1
*	233	Carpet	Corridor	85
*	234	Rubber treads	Stairs & Landing	15.9
*	235	Rubber treads	Stairs & Landing	16
*	236-245	Carpet	Alcove	16.8
*	246	Rubber treads	Stairs & Landing	10.8
*	247	Rubber treads	Stairs & Landing	11
Sum of square meters of areas to be cleaned:				501.60

Building No. 307 (Barrack Block)				
Floor Level: Basement				
	Room	Floor Covering	Type of Room	Net m2
	B01	Tile	Corridor	37.4
	B02	Tile	Computer room	17.4
	B03	Tile	Office	10.5
	B04	Tile	Office	10.4
	B05	Tile	Workshop	37.8
	B06	Tile	Meeting Room	21.5
	B07	Tile	Vacant	64.3

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Unrestricted

	B08	Tile	Corridor & Stairs	9.3
	B09	Tile	Vacant	12.5
	B10	Tile	Electrical room	7.1
	B11	Concrete	Tunnel	25.4
	B12	Linoleum	Corridor & Stairs	12.0
	B13		Vacant	12.5
	B14	Concrete	Steam Room	7.1
	B15	Linoleum	Boiler & Laundry Room	61.4
	B16	Linoleum	Office	78.5
	B17	Linoleum	Storage	2.2
	B18	Linoleum	Washroom - Female	3.0
	B19	Linoleum	Washroom - Male	3.0
	B20	Linoleum	Kitchen	17.4
	B21	Linoleum	Secretary's office	15.0
	B22	Linoleum	Office	14.1
	B23	Tile/Rubber treads	Stairwell	9.3
	B24	Tile/Rubber treads	Stairwell	9.2
Sum of square meters of areas to be cleaned:				-

Building No. 307 (Barrack Block)				
Floor Level: First				
	Room	Floor Covering	Type of Room	Net m2
*	101	Carpet	Bedroom	17.2
*	102	Carpet	Bedroom	17.2
*	103	Carpet	Bedroom	17.1
*	104	Carpet	Bedroom	17.2
*	105	Carpet	Bedroom	17.1
*	106	Carpet	Bedroom	17.0
*	107	Carpet	Bedroom	16.7
*	108	Carpet	Bedroom	17.3
*	109	Carpet	Bedroom	17.1
*	110	Carpet	Bedroom	17.9
*	111	Carpet	Bedroom	16.5
*	112	Carpet	Bedroom	16.9
*	113	Carpet	Bedroom	17.2
*	114	Carpet	Bedroom	17.2
*	115	Carpet	Bedroom	17.2

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Unrestricted

*	116	Carpet	Bedroom	17.3
*	117	Carpet	Bedroom	17.1
*	118	Carpet	Bedroom	17.0
*	119	Linoleum	Bathroom	2.1
*	120	Linoleum	Bathroom	2.2
*	121	Linoleum	Bathroom	2.2
*	122	Linoleum	Bathroom	2.2
*	123	Linoleum	Bathroom	2.2
*	124	Linoleum	Bathroom	2.2
*	125	Linoleum	Bathroom	2.2
*	126	Linoleum	Bathroom	2.2
*	127	Linoleum	Bathroom	2.2
	128		Janitor's Closet	9.5
	129		Linen Storage	8.8
*	130	Tile	Kitchen	37.8
*	131	Linoleum	Corridor	30.7
*	132	Linoleum	Corridor	23.8
*	133	Linoleum	Corridor	30.8
*	134	Tile/Rubber treads	Stairwell	11.0
*	135	Tile/Rubber treads	Stairwell	11.1
*	136	Tile/Rubber treads	Stairwell	15.8
*	137	Tile/Rubber treads	Stairwell	15.9
*	138	Tile	Vestibule	4.7
*	139	Tile	Vestibule	4.7
Sum of square meters of areas to be cleaned:				514.20

Building No. 307 (Barrack Block)				
Floor Level: Second				
	Room	Floor Covering	Type of Room	Net m2
*	201	Carpet	Bedroom	17.3
*	202	Carpet	Bedroom	17.4
*	203	Carpet	Bedroom	17.1
*	204	Carpet	Bedroom	17.0
*	205	Carpet	Bedroom	17.2
*	206	Carpet	Bedroom	17.1
*	207	Carpet	Bedroom	16.6
*	208	Carpet	Bedroom	17.1

*	209	Carpet	Bedroom	17.0
*	210	Carpet	Bedroom	17.1
*	211	Carpet	Bedroom	17.1
*	212	Carpet	Bedroom	16.6
*	213	Carpet	Bedroom	17.2
*	214	Carpet	Bedroom	17.3
*	215	Carpet	Bedroom	17.2
*	216	Carpet	Bedroom	17.4
*	217	Carpet	Bedroom	17.1
*	218	Carpet	Bedroom	17.4
*	219	Linoleum	Bathroom	2.2
*	220	Linoleum	Bathroom	2.2
*	221	Linoleum	Bathroom	2.2
*	222	Linoleum	Bathroom	2.1
*	223	Linoleum	Bathroom	2.2
*	224	Linoleum	Bathroom	2.1
*	225	Linoleum	Bathroom	2.2
*	226	Linoleum	Bathroom	2.2
*	227	Linoleum	Bathroom	2.2
	228		Janitor's Closet	9.5
	229		Storage Room	9.5
*	230	Tile	Kitchen	37.9
*	231	Linoleum	Corridor	30.9
*	232	Linoleum	Corridor	22.7
*	233	Linoleum	Corridor	29.3
*	234	Tile/Rubber treads	Stairwell	11
*	235	Tile/Rubber treads	Stairwell	11.1
*	236	Tile/Rubber treads	Stairwell	16.9
*	237	Tile/Rubber treads	Stairwell	16.8
Sum of square meters of areas to be cleaned:				504.40

Building No. 310 (Canuck Club)			
Floor Level: Basement			
Room	Floor Covering	Type of Room	Net m2
* B01	Concrete	Stairwell	15
* B02	Concrete	Corridor	51.5
B03		Elevator & Mechanical Room	8.5

	B04		Kitchen Storage	66
	B05		Storage	32.9
	B06		Freezer	6.7
	B07		Storage	193.4
	B08		Compressor Room	15.9
	B09	Tile	Storage	30.6
	B10	Tile	Closet	0.8
	B11	Tile	Closet	0.8
	B12	Concrete	Janitor's Closet	4.4
*	B13	Tile	Alcove	4.4
	B14	Tile	Washroom - Male	23.6
*	B15	Tile	Alcove	5.2
	B16	Tile	Washroom - Female	33.7
*	B17	Concrete	Corridor	44.3
	B18		Kitchen Storage	139.6
	B19		Boiler Room	275.5
	B20		Transformer Room	28.4
	B21	Carpet	Stairwell	9.9
	B22	Tile	Corridor	9.8
*	B23	Tile	TV Room	57.4
*	B24	Tile	Games Room	102.9
*	B25	Tile	Lounge	101
*	B26	Tile	Lounge	37.1
	B27		Bar	9.6
	B28		Storage	14.7
	B29		Storage	5.4
	B30		Storage	14.5
	B31	Carpet	Stairwell	10
	B32	Carpet	Alcove	3.4
	B33		Mechanical Room	9.2
	B34		Storage	8.3
	B35		Electrical Room	5.8
*	B36	Tile	Corridor	36.3
*	B37	Tile	Washroom - Female	18.4
	B38	Tile	Janitor's Closet	3
*	B39	Tile	Washroom - Male	18
*	B40	Carpet	Card Room	26.9

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Unrestricted

*	B41	Tile	Stairwell	20.4
*	B42	Ceramic Tile	Storage	3.2
*	B43	Concrete	Tunnel	81
*	B44	Tile	Elevator	2.6
Sum of square meters of areas to be cleaned:				559.10

Building No. 310 (Canuck Club)				
Floor Level: First				
	Room	Floor Covering	Type of Room	Net m2
*	101	Stone Tile	Vestibule	18.9
*	102	Rubber treads	Stairwell	13.9
*	103	Carpet	Foyer	27.9
*	104	Ceramic Tile	Cloak Room - Male	17.8
	105	Tile	Janitor's Closet	2.1
*	106	Carpet	Washroom - Male	18.2
*	107	Carpet	Cloak Room - Female	16.9
*	108	Carpet	Powder Room	12.6
*	109	Tile	Washroom - Female	20.3
*	110	Carpet	Office	11.1
*	111	Carpet	Stairwell	12.5
*	112	Carpet	Vestibule	7.6
	113	Tile	Bar	32.7
	114	Tile	Bar	16.2
*	115	Carpet	Dining Room	112.4
	116	Concrete	Refrigeration	5.9
*	117	Tile	BBQ Area	23.6
	118	Concrete	Refrigeration	10.4
	119	Tile	Food Preparation Area	26.4
	120	Concrete	Refrigeration	8.6
	121	Concrete	Refrigeration	7.7
	122	Carpet	Storage	18.7
*	123	Linoleum	Vestibule	4.9
*	124	Quarry Tile	Kitchen	175.4
*	125	Tile	Steam	9.8
	126	Tile	Refrigeration	8.2
	127	Tile	Storage	7.2
	128	Carpet	Storage	2.2

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Unrestricted

*	129	Concrete	Stairwell	10.6
*	130	Concrete	Loading Area	18
	131	Ceramic Tile	Bakery	26.4
	132	Ceramic Tile	Storage	6
*	133	Ceramic Tile	Dishwashing Area	30.7
*	134	Ceramic Tile	Vestibule	11.4
*	135	Tile	Servery	72.6
*	136	Carpet	TV Room	100.2
*	137	Carpet/Rubber Floor	Games Room	102.5
*	138	Carpet	Common Room	283.4
*	139	Stone Floor	Vestibule	9.7
*	140	Concrete	Stairwell	7.8
*	141	Stone Floor	Washroom - Female	26.9
*	142	Stone Floor	Washroom - Male	20.2
	143	Ceramic Tile	Bar Storage	5.1
	144	Ceramic Tile	Telecommunications Closet	0.9
*	145	Carpet/Hardwood	Ball Room	230.2
*	146	Stone Floor	Reading Room	49.1
*	147	Carpet	Elevator	2.6
Sum of square meters of areas to be cleaned:				1,322.10

Building No. 312 (Barrack Block)

Floor Level: Basement				
	Room	Floor Covering	Type of Room	Net m2
*	B01	Linoleum	Lounge	111.1
*	B02	Linoleum	Kitchen	15.6
	B03		Liquor Storage	10.3
*	B04	Linoleum	Washroom - Female	3.2
*	B05	Linoleum	Washroom - Male	16.1
*	B06	Linoleum	Laundry Room	23.0
*	B07	Linoleum	Alcove	4.1
	B08		Storage	6.6
	B09		Telephone Booth	1.5
	B10		Storage	12.4
	B11		Steam Room	7.0
	B12		Electrical Room	7.0
	B13		Storage	12.4

	B14	Washroom & shower room	26.8
	B15	Exercise Room	168.0
	B16	Stairwell	2.2
	B17	Stairwell	2.2
	B18	Tunnel	28.5
	B19	Corridor	9.2
	B20	Corridor	9.2
	B21	Mechanical Room	2.7
Sum of square meters of areas to be cleaned:			173.10

Building No. 312 (Barrack Block)				
Floor Level: First				
	Room	Floor Covering	Type of Room	Net m2
*	101	Carpet	Bedroom	19.5
*	102	Carpet	Bedroom	19.7
*	103	Carpet	Alcove	2.2
*	103A	Carpet	Bedroom	10.7
*	103B	Carpet	Bedroom	10.2
*	104	Carpet	Alcove	2.2
*	104A	Carpet	Bedroom	10.8
*	104B	Carpet	Bedroom	10.3
*	105	Carpet	Bedroom	19.2
*	106	Carpet	Bedroom	19.3
*	107	Carpet	Bedroom	19.9
*	108	Carpet	Bedroom	16.6
	109		Storage	8.9
*	110	Carpet	Bedroom	16.6
*	111	Carpet	Bedroom	19.8
*	112	Carpet	Bedroom	19.6
*	113	Carpet	Bedroom	19.4
*	114	Carpet	Alcove	2.2
*	114A	Carpet	Bedroom	10.8
*	114B	Carpet	Bedroom	10.1
*	115	Carpet	Alcove	2.2
*	115A	Carpet	Bedroom	10.7
*	115B	Carpet	Bedroom	10.0
*	116	Carpet	Bedroom	19.6

*	117	Carpet	Bedroom	19.4
*	118	Tile/Rubber treads	Stairs & Landing	8.1
*	119	Linoleum	Washroom	3.3
*	120	Linoleum	Washroom	3.3
*	121	Linoleum	Washroom	3.6
*	122	Linoleum	Washroom	3.6
*	123	Linoleum	Washroom	3.3
*	124	Linoleum	Washroom	3.3
*	125	Tile	Vestibule	4.7
*	126	Tile/Rubber treads	Stairs & Landing	15.8
*	127	Linoleum	Corridor	86.1
*	128	Linoleum	Washroom	3.3
*	129	Linoleum	Washroom	4.0
*	130	Tile	Vestibule	4.7
*	131	Tile/Rubber treads	Stairs & Landing	15.8
*	132	Linoleum	Washroom	3.3
*	133	Linoleum	Washroom	3.3
*	134	Linoleum	Washroom	3.3
*	135	Linoleum	Washroom	3.6
*	136	Linoleum	Washroom	3.6
*	137	Linoleum	Washroom	3.3
*	138	Linoleum	Washroom	3.3
*	139	Tile/Rubber treads	Stairs & Landing	8.1
Sum of square meters of areas to be cleaned:				515.70

Building No. 312 (Barrack Block)				
Floor Level: Second				
	Room	Floor Covering	Type of Room	Net m2
*	201	Carpet	Bedroom	19.5
*	202	Carpet	Bedroom	19.7
*	203	Carpet	Alcove	2.2
*	203A	Carpet	Bedroom	10.7
*	203B	Carpet	Bedroom	10.2
*	204	Carpet	Alcove	2.2
*	204A	Carpet	Bedroom	10.8
*	204B	Carpet	Bedroom	10.3
*	205	Carpet	Bedroom	19.2

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Unrestricted

*	206	Carpet	Bedroom	19.3
*	207	Carpet	Bedroom	19.9
*	208	Carpet	Bedroom	16.6
	209		Linen Storage	8.9
*	210	Carpet	Bedroom	16.6
*	211	Carpet	Bedroom	19.8
*	212	Carpet	Bedroom	19.6
*	213	Carpet	Bedroom	19.4
*	214	Carpet	Alcove	2.2
*	214A	Carpet	Bedroom	10.8
*	214B	Carpet	Bedroom	10.1
*	215	Carpet	Alcove	2.2
*	215A	Carpet	Bedroom	10.7
*	215B	Carpet	Bedroom	10.0
*	216	Carpet	Bedroom	19.6
*	217	Carpet	Bedroom	19.4
*	218	Tile/Rubber treads	Stairs & Landing	8.1
*	219	Linoleum	Washroom	3.3
*	220	Linoleum	Washroom	3.3
*	221	Linoleum	Washroom	3.6
*	222	Linoleum	Washroom	3.3
*	223	Linoleum	Washroom	3.3
*	224	Linoleum	Washroom	3.6
*	225	Tile/Rubber treads	Stairs & Landing	16.7
*	226	Linoleum	Corridor	86.1
*	227	Linoleum	Washroom	3.3
*	228	Linoleum	Washroom	4.0
*	229	Tile/Rubber treads	Stairs & Landing	16.7
*	230	Linoleum	Washroom	3.3
*	231	Linoleum	Washroom	3.3
*	232	Linoleum	Washroom	3.3
*	233	Linoleum	Washroom	3.6
*	234	Linoleum	Washroom	3.6
*	235	Linoleum	Washroom	3.3
*	236	Linoleum	Washroom	3.3
*	237	Tile/Rubber treads	Stairs & Landing	8.1
Sum of square meters of areas to be cleaned:				508.13

Table 13-2
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Unrestricted

Building No. 313 (Barrack Block)				
Floor Level: Basement				
	Room	Floor Covering	Type of Room	Net m2
*	B01	Linoleum	Lounge	111.1
*	B02	Tile	Kitchen	15.6
	B03		Liquor Storage	10.3
*	B04	Ceramic Tile	Washroom - Female	3.2
*	B05	Ceramic Tile	Washroom - Male	16.1
*	B06	Tile	Laundry Room	23.0
*	B07	Linoleum	Alcove	4.1
	B08		Storage	6.6
	B09		Telephone Booth	1.5
	B10		Storage	12.4
	B11		Steam Room	7.0
	B12		Electrical Room	7.0
	B13		Storage	12.4
	B14		Storage	30.2
	B15		Storage	169.8
	B16		Stairwell	2.2
	B17		Stairwell	2.2
	B18		Tunnel	28.5
	B19		Corridor	9.2
	B20		Corridor	9.2
	B21		Electrical Room	1.8
Sum of square meters of areas to be cleaned:				173.10

Building No. 313 (Barrack Block)				
Floor Level: First				
	Room	Floor Covering	Type of Room	Net m2
*	101	Carpet	Bedroom	19.5
*	102	Carpet	Bedroom	19.7
*	103	Carpet	Alcove	2.2
*	103A	Carpet	Bedroom	10.7
*	103B	Carpet	Bedroom	10.2
*	104	Carpet	Alcove	2.2
*	104A	Carpet	Bedroom	10.8

*	104B	Carpet	Bedroom	10.3
*	105	Carpet	Bedroom	19.2
*	106	Carpet	Bedroom	19.3
*	107	Carpet	Bedroom	19.9
*	108	Carpet	Bedroom	16.6
*	109	Carpet	Storage	8.9
*	110	Carpet	Bedroom	16.6
*	111	Carpet	Bedroom	19.8
*	112	Carpet	Bedroom	19.6
*	113	Carpet	Bedroom	19.4
*	114	Carpet	Alcove	2.2
*	114A	Carpet	Bedroom	10.8
*	114B	Carpet	Bedroom	10.1
*	115	Carpet	Alcove	2.2
*	115A	Carpet	Bedroom	10.7
*	115B	Carpet	Bedroom	10.0
*	116	Carpet	Bedroom	19.6
*	117	Carpet	Bedroom	19.4
*	118	Tile/Rubber treads	Stairs & Landing	8.1
*	119	Linoleum	Washroom	3.3
*	120	Linoleum	Washroom	3.3
*	121	Linoleum	Washroom	3.6
*	122	Linoleum	Washroom	3.6
*	123	Linoleum	Washroom	3.3
*	124	Linoleum	Washroom	3.3
*	125	Tile	Vestibule	4.7
*	126	Tile/Rubber treads	Stairs & Landing	15.8
*	127	Linoleum	Corridor	86.1
*	128	Linoleum	Washroom	3.3
*	129	Linoleum	Washroom	4.0
*	130	Tile	Vestibule	4.7
*	131	Tile/Rubber treads	Stairs & Landing	15.8
*	132	Linoleum	Washroom	3.3
*	133	Linoleum	Washroom	3.3
*	134	Linoleum	Washroom	3.3
*	135	Linoleum	Washroom	3.6
*	136	Linoleum	Washroom	3.6

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Unrestricted

*	137	Linoleum	Washroom	3.3
*	138	Linoleum	Washroom	3.3
*	139	Tile/Rubber treads	Stairs & Landing	8.1
Sum of square meters of areas to be cleaned:				515.70

Building No. 313 (Barrack Block)				
Floor Level: Second				
	Room	Floor Covering	Type of Room	Net m2
*	201	Carpet	Bedroom	19.5
*	202	Carpet	Bedroom	19.7
*	203	Carpet	Alcove	2.2
*	203A	Carpet	Bedroom	10.7
*	203B	Carpet	Bedroom	10.2
*	204	Carpet	Alcove	2.2
*	204A	Carpet	Bedroom	10.8
*	204B	Carpet	Bedroom	10.3
*	205	Carpet	Bedroom	19.2
*	206	Carpet	Bedroom	19.3
*	207	Carpet	Bedroom	19.9
*	208	Carpet	Bedroom	16.6
*	209		Linen Storage	8.9
*	210	Carpet	Bedroom	16.6
*	211	Carpet	Bedroom	19.8
*	212	Carpet	Bedroom	19.6
*	213	Carpet	Bedroom	19.4
*	214	Carpet	Alcove	2.2
*	214A	Carpet	Bedroom	10.8
*	214B	Carpet	Bedroom	10.1
*	215	Carpet	Alcove	2.2
*	215A	Carpet	Bedroom	10.7
*	215B	Carpet	Bedroom	10
*	216	Carpet	Bedroom	19.6
*	217	Carpet	Bedroom	19.4
*	218	Tile	Stairs & Landing	8.1
*	219	Linoleum	Washroom	3.3
*	220	Linoleum	Washroom	3.3
*	221	Linoleum	Washroom	3.6

Table 13-2
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Unrestricted

*	222	Linoleum	Washroom	3.6
*	223	Linoleum	Washroom	3.3
*	224	Linoleum	Washroom	3.3
*	225	Tile	Stairs & Landing	16.7
*	226	Linoleum	Corridor	86.1
*	227	Linoleum	Washroom	3.3
*	228	Linoleum	Washroom	4
*	229	Tile/Rubber treads	Stairs & Landing	16.7
*	230	Linoleum	Washroom	3.3
*	231	Linoleum	Washroom	3.3
*	232	Linoleum	Washroom	3.3
*	233	Linoleum	Washroom	3.6
*	234	Linoleum	Washroom	3.6
*	235	Linoleum	Washroom	3.3
*	236	Linoleum	Washroom	3.3
*	237	Tile/Rubber treads	Stairs & Landing	8.1
Sum of square meters of areas to be cleaned:				508.10

Building No. 314 (Barrack Block)				
Floor Level: Basement				
	Room	Floor Covering	Type of Room	Net m2
*	B01	Linoleum	Lounge	118.4
*	B02	Tile	Kitchen	10.8
	B03		Liquor Storage	9.2
*	B04	Linoleum	Washroom - Female	3.3
*	B05	Linoleum	Washroom - Male	17.4
*	B06	Linoleum	Laundry Room	24.5
*	B07	Linoleum	Alcove	4.1
	B08		Storage	7.1
	B09		Telephone Booth	1.7
	B10		Storage	12.7
	B11		Steam Room	7.2
	B12		Electrical Room	7.2
	B13		Storage	12.7
	B14		Liquor Storage	15.6
	B15		Kitchen	14.8
	B16		Bar	19.7

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Unrestricted

	B17	Lounge	150.3
	B18	Stairwell	8.1
	B19	Stairwell	8.1
	B20	Tunnel	25.4
	B21	Corridor	12.1
	B22	Corridor	12.1
Sum of square meters of areas to be cleaned:			178.50

Building No. 314 (Barrack Block)				
Floor Level: First				
	Room	Floor Covering	Type of Room	Net m2
*	101	Carpet	Bedroom	15.0
*	102	Carpet	Bedroom	15.0
*	103	Carpet	Bedroom	15.0
*	104	Carpet	Bedroom	15.0
*	105	Carpet	Bedroom	15.0
*	106	Carpet	Bedroom	15.0
*	107	Carpet	Bedroom	15.0
*	108	Carpet	Bedroom	13.6
*	109	Carpet	Bedroom	18.6
*	110	Carpet	Bedroom	15.0
	111		Linen Storage	9.2
*	112	Carpet	Bedroom	15.0
*	113	Carpet	Bedroom	19.8
*	114	Carpet	Bedroom	13.6
*	115	Carpet	Bedroom	13.5
*	116	Carpet	Bedroom	15.0
*	117	Carpet	Bedroom	15.0
*	118	Carpet	Bedroom	15.0
*	119	Carpet	Bedroom	15.0
*	120	Carpet	Bedroom	15.0
*	121	Carpet	Bedroom	15.0
*	122	Tile/Rubber treads	Stairs & Landing	8.1
*	123	Linoleum	Corridor	85.6
*	124	Linoleum	Washroom	3.4
*	125	Linoleum	Washroom	3.4
*	126	Linoleum	Washroom	3.4

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Unrestricted

*	127	Linoleum	Washroom	3.4
*	128	Linoleum	Washroom	3.4
*	129	Linoleum	Washroom	3.4
*	130	Linoleum	Washroom	3.4
*	131	Linoleum	Washroom	3.4
*	132	Linoleum	Vestibule	5.0
*	133	Tile/Rubber treads	Stairs & Landing	16.3
*	134	Linoleum	Washroom	3.5
*	135	Linoleum	Washroom	3.5
*	136	Linoleum	Washroom	3.5
*	137	Tile	Vestibule	5.0
*	138	Tile/Rubber treads	Stairs & Landing	16.3
*	139	Linoleum	Washroom	3.4
*	140	Linoleum	Washroom	3.4
*	141	Linoleum	Washroom	3.4
*	142	Linoleum	Washroom	3.4
*	143	Linoleum	Washroom	3.4
*	144	Linoleum	Washroom	3.4
*	145	Linoleum	Washroom	3.4
*	146	Linoleum	Washroom	3.4
*	147	Linoleum	Washroom	3.4
*	148	Tile/Rubber treads	Stairs & Landing	8.1
Sum of square meters of areas to be cleaned:				516.80

Building No. 314 (Barrack Block)				
Floor Level: Second				
	Room	Floor Covering	Type of Room	Net m2
*	201	Carpet	Bedroom	15.0
*	202	Carpet	Bedroom	15.0
*	203	Carpet	Bedroom	15.0
*	204	Carpet	Bedroom	15.0
*	205	Carpet	Bedroom	15.0
*	206	Carpet	Bedroom	15.0
*	207	Carpet	Bedroom	15.0
*	208	Carpet	Bedroom	13.6
*	209	Carpet	Bedroom	18.6
*	210	Carpet	Bedroom	15.0

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Unrestricted

	211		Linen Storage	9.2
*	212	Carpet	Bedroom	15.0
*	213	Carpet	Bedroom	19.8
*	214	Carpet	Bedroom	13.6
*	215	Carpet	Bedroom	13.5
*	216	Carpet	Bedroom	15.0
*	217	Carpet	Bedroom	15.0
*	218	Carpet	Bedroom	15.0
*	219	Carpet	Bedroom	15.0
*	220	Carpet	Bedroom	15.0
*	221	Carpet	Bedroom	15.0
*	222	Tile/Rubber treads	Stairs & Landing	8.1
*	223	Linoleum	Corridor	85.6
*	224	Linoleum	Washroom	3.4
*	225	Linoleum	Washroom	3.4
*	226	Linoleum	Washroom	3.4
*	227	Linoleum	Washroom	3.4
*	228	Linoleum	Washroom	3.4
*	229	Linoleum	Washroom	3.4
*	230	Linoleum	Washroom	3.4
*	231	Linoleum	Washroom	3.4
*	232	Tile/Rubber treads	Stairs & Landing	16.3
*	233	Linoleum	Washroom	3.5
*	234	Linoleum	Washroom	3.5
*	235	Linoleum	Washroom	3.5
*	236	Tile/Rubber treads	Stairs & Landing	16.3
*	237	Linoleum	Washroom	3.5
*	238	Linoleum	Washroom	3.4
*	239	Linoleum	Washroom	3.4
*	240	Linoleum	Washroom	3.4
*	241	Linoleum	Washroom	3.4
*	242	Linoleum	Washroom	3.4
*	243	Linoleum	Washroom	3.4
*	244	Linoleum	Washroom	3.4
*	245	Linoleum	Washroom	3.4
*	246	Tile/Rubber treads	Stairs & Landing	8.1
Sum of square meters of areas to be cleaned:				506.90

Table 13-2
E - GB SSS Bridge SolQ - Annex G SOW

Unrestricted

Building No. 315 (Barrack Block)				
Floor Level: Basement				
	Room	Floor Covering	Type of Room	Net m2
*	B01	Linoleum	Lounge	118.4
*	B02	Tile	Kitchen	10.8
	B03		Liquor Storage	9.2
*	B04	Linoleum	Washroom - Female	3.3
*	B05	Linoleum	Washroom - Male	17.4
*	B06	Linoleum	Laundry Room	24.5
*	B07	Linoleum	Alcove	4.1
	B08		Storage	7.1
	B09		Telephone Booth	1.7
	B10		Storage	12.7
	B11		Steam Room	7.2
	B12		Electrical Room	7.2
	B13		Storage	12.7
	B14		Storage	31.1
	B15		Lounge/Library	172.2
	B16		Stairwell	8.1
	B17		Stairwell	8.1
	B18		Corridor	12.1
	B19		Tunnel	25.4
	B20		Corridor	12.1
Sum of square meters of areas to be cleaned:				178.50

Building No. 315 (Barrack Block)				
Floor Level: First				
	Room	Floor Covering	Type of Room	Net m2
*	101	Carpet	Bedroom	15.0
*	102	Carpet	Bedroom	15.0
*	103	Carpet	Bedroom	15.0
*	104	Carpet	Bedroom	15.0
*	105	Carpet	Bedroom	15.0
*	106	Carpet	Bedroom	15.0
*	107	Carpet	Bedroom	15.0
*	108	Carpet	Bedroom	13.6

*	109	Carpet	Bedroom	18.6
*	110	Carpet	Bedroom	15.0
	111		Linen Storage	9.2
*	112	Carpet	Bedroom	15.0
*	113	Carpet	Bedroom	19.8
*	114	Carpet	Bedroom	13.6
*	115	Carpet	Bedroom	13.5
*	116	Carpet	Bedroom	15.0
*	117	Carpet	Bedroom	15.0
*	118	Carpet	Bedroom	15.0
*	119	Carpet	Bedroom	15.0
*	120	Carpet	Bedroom	15.0
*	121	Carpet	Bedroom	15.0
*	122	Tile/Rubber treads	Stairs & Landing	8.1
*	123	Linoleum	Corridor	85.6
*	124	Linoleum	Washroom	3.4
*	125	Linoleum	Washroom	3.4
*	126	Linoleum	Washroom	3.4
*	127	Linoleum	Washroom	3.4
*	128	Linoleum	Washroom	3.4
*	129	Linoleum	Washroom	3.4
*	130	Linoleum	Washroom	3.4
*	131	Linoleum	Washroom	3.4
*	132	Linoleum	Vestibule	5.0
*	133	Tile/Rubber treads	Stairs & Landing	16.3
*	134	Linoleum	Washroom	3.5
*	135	Linoleum	Washroom	3.5
*	136	Linoleum	Washroom	3.5
*	137	Linoleum	Vestibule	5.0
*	138	Tile/Rubber treads	Stairs & Landing	16.3
*	139	Linoleum	Washroom	3.4
*	140	Tile/Rubber treads	Stairs & Landing	3.4
*	141	Linoleum	Washroom	3.4
*	142	Linoleum	Washroom	3.4
*	143	Linoleum	Washroom	3.4
*	144	Linoleum	Washroom	3.4
*	145	Linoleum	Washroom	3.4

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Unrestricted

*	146	Linoleum	Washroom	3.4
*	147	Linoleum	Washroom	3.4
*	148	Tile	Stairs & Landing	8.1
Sum of square meters of areas to be cleaned:				516.80

Building No. 315 (Barrack Block)				
Floor Level: Second				
	Room	Floor Covering	Type of Room	Net m2
*	201	Carpet	Bedroom	15.0
*	202	Carpet	Bedroom	15.0
*	203	Carpet	Bedroom	15.0
*	204	Carpet	Bedroom	15.0
*	205	Carpet	Bedroom	15.0
*	206	Carpet	Bedroom	15.0
*	207	Carpet	Bedroom	15.0
*	208	Carpet	Bedroom	13.6
*	209	Carpet	Bedroom	18.6
*	210	Carpet	Bedroom	15.0
*	211	Carpet	Bedroom	29.0
*	212	Carpet	Bedroom	15.0
*	213	Carpet	Bedroom	13.6
*	214	Carpet	Bedroom	13.6
*	215	Carpet	Bedroom	13.5
*	216	Carpet	Bedroom	15.0
*	217	Carpet	Bedroom	15.0
*	218	Carpet	Bedroom	15.0
*	219	Carpet	Bedroom	15.0
*	220	Carpet	Bedroom	15.0
*	221	Carpet	Bedroom	15.0
*	222	Tile/Rubber treads	Stairs & Landing	8.1
*	223	Linoleum	Corridor	85.6
*	224	Linoleum	Washroom	3.4
*	225	Linoleum	Washroom	3.4
*	226	Linoleum	Washroom	3.4
*	227	Linoleum	Washroom	3.4
*	228	Linoleum	Washroom	3.4
*	229	Linoleum	Washroom	3.4

Table 13-2
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Unrestricted

*	230	Linoleum	Washroom	3.4
*	231	Linoleum	Washroom	3.4
*	232	Tile/Rubber treads	Stairs & Landing	16.3
*	233	Linoleum	Washroom	5.0
*	234	Linoleum	Washroom	3.5
*	235	Linoleum	Washroom	3.5
*	236	Tile/Rubber treads	Stairs & Landing	16.3
*	237	Linoleum	Washroom	3.5
*	238	Linoleum	Washroom	3.4
*	239	Linoleum	Washroom	3.4
*	240	Linoleum	Washroom	3.4
*	241	Linoleum	Washroom	3.4
*	242	Linoleum	Washroom	3.4
*	243	Linoleum	Washroom	3.4
*	244	Linoleum	Washroom	3.4
*	245	Linoleum	Washroom	3.4
*	246	Tile/Rubber treads	Stairs & Landing	8.1
Sum of square meters of areas to be cleaned:				531.20
Building No. 325 (5 CPRG)				
Floor Level: First				
	Room	Floor Covering	Type of Room	Net m2
*	110		Office	28.2
*	111		Washroom	18.6
*	113		Dining Room	38.9
*	115		Kitchen	7.2
*	118		Vestibule	12.0
*	119		Washroom	2.8
*	121		Vestibule	1.7
Sum of square meters of areas to be cleaned:				109.40

Building No. 354 (Training Center)				
Floor Level: First				
	Room	Floor Covering	Type of Room	Net m2
*	101	Vinyl	Vestibule/Corridor	20.9
*	102	Vinyl	Storage	5.0
*	103	Vinyl	Corridor	38.4
*	104	Vinyl	Orderly Room	62.3

*	105	Vinyl	Classroom	50.4
*	107	Vinyl	Entrance	2.1
*	108	Vinyl	Computer Lab	61.9
*	109	Vinyl	Office	19.4
*	110	Vinyl	Corridor	6.7
*	111	Vinyl	Conference Room	26.7
*	112	Vinyl	Corridor	16.3
	114	Vinyl	Garage	345.0
	115	Vinyl	Storage	18.7
	115A	Vinyl	Storage	2.2
*	120	Vinyl	Classroom	99.9
*	124	Vinyl	Corridor	18.0
*	125	Vinyl	Vestibule	4.7
*	127	Vinyl	Corridor	3.9
*	128	Vinyl	Washroom - Female	14
*	129	Vinyl	Kitchen	11.7
*	130	Vinyl	Lunch Room	93.8
*	131	Vinyl	Office	13.4
	132	Vinyl	Janitor's Closet	5.9
*	133	Vinyl	Computer Room	11.0
*	134	Vinyl	Office	12.3
*	135	Vinyl	Office	21.3
*	136	Vinyl	Office	15.4
	137	Vinyl	Janitor's Closet	32.2
	138	Vinyl	Garage	562.2
	139	Vinyl	Mechanical Room	32.8
	140	Vinyl	Equipment Storage	3.4
*	141	Vinyl	Washroom - Male	20.9
	142	Vinyl	Sprinkler room	5.2
	143	Vinyl	Storage	19.8
	144	Vinyl	Storage	27.0
	145	Vinyl	Electrical Room	7.6
*	146	Vinyl	Simulator Room	5.9
*	147	Vinyl	Office	12.7
*	148	Vinyl	Office	35.1
Sum of square meters of areas to be cleaned:				699.10

Table 13-2
E - GB SSS Bridge SolQ - Annex G SOW

Unrestricted

Building No. 354 (Training Center)			
Floor Level: Second			
	Room	Floor Covering	Net m2
*	201	Stairs & Landing	10.7
*	202	Orderly Room	69.3
*	203	Office	9.9
	204	Storage	7.8
*	205	Theatre	137.8
	206	Telecommunications Closet	14.2
*	207	Corridor	29.0
*	209	Theatre	150.0
*	211	Stairwell	11.6
*	212	Stairwell	5.0
*	213	Corridor	10.2
*	214	Kitchen	10.8
*	215	Corridor	30.5
	216	Storage	9.3
*	217	Office	14
*	218	Office	12.2
*	219	Office	16.2
*	220	Corridor	19.1
*	221	Office	26.8
*	222	Corridor	33.5
*	223	Stairwell	3.8
*	224	Vestibule	15.4
*	225	Corridor	10.6
	226	Storage	1.3
*	227	Washroom - Female	13.2
*	228	Washroom - Male	12.9
	229	Janitor's Closet	3.1
*	230	Office	20.5
*	231	Office	18.2
	232	Storage	0.9
*	233	Briefing Room	58.5
*	234	Briefing Room	56.7
	237	Closet	96.8
*	238	Briefing Room	5.6

Table 13-2
E - GB SSS Bridge SolQ - Annex G SOW

Unrestricted

Sum of square meters of areas to be cleaned:			812.00
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Building No. 360 Barrack Block			
Floor Level: Basement			
Room	Floor Covering	Type of Room	Net m2
B01		Corridor	13.1
B02		Storage	571.9
B03		Boiler room	42.3
B04		Stairwell	9.9
B05		Stairwell	3.5
B06		Stairwell	3.5
B07		Corridor	13.1
B08		Laundry room	35.6
B09		Laundry Room	35.6
Sum of square meters of areas to be cleaned:			-

Building No. 360 Barrack Block			
Floor Level: First			
Room	Floor Covering	Type of Room	Net m2
101	Carpet	Bedroom	19.5
102	Carpet	Bedroom	18.7
103	Carpet	Bedroom	18.7
104	Carpet	Bedroom	18.7
105	Carpet	Bedroom	18.7
106	Carpet	Bedroom	18.5
107	Carpet	Bedroom	18.5
108	Carpet	Bedroom	18.7
109	Carpet	Bedroom	18.7
110	Carpet	Bedroom	18.7
111	Carpet	Bedroom	18.7
112	Carpet	Bedroom	18.7
113	Carpet	Bedroom	18.7
114	Carpet	Bedroom	18.7
115	Carpet	Bedroom	18.7
116	Carpet	Bedroom	18.7
117	Carpet	Bedroom	18.7
118	Carpet	Bedroom	18.5

*	119	Carpet	Bedroom	18.5
*	120	Carpet	Bedroom	18.7
*	121	Carpet	Bedroom	18.7
*	122	Carpet	Bedroom	18.7
*	123	Carpet	Bedroom	18.7
*	124	Carpet	Bedroom	18.3
*	125	Carpet	Lounge	43.4
	126	Carpet	Office	5.5
	127		Storage	4.5
	128		Storage	0.7
	129		Telephone Booth	0.8
*	130	Ceramic Tile	Kitchen	3.1
*	131		Washroom & shower room	35.1
*	132		Washroom & shower room	35.1
	133		Janitor's Closet	1.5
	134		Janitor's Closet	1.5
*	135	Carpet	Corridor	81.5
*	136	Rubber treads	Stairwell	11.9
*	137	Rubber treads	Stairwell	11.9
*	138	Rubber treads	Lobby	17.2
*	139	Rubber treads	Vestibule	11.4
Sum of square meters of areas to be cleaned:				699.00

Building No. 360 Barrack Block				
Floor Level: Second				
	Room	Floor Covering	Type of Room	Net m2
*	201	Carpet	Bedroom	19.5
*	202	Carpet	Bedroom	18.7
*	203	Carpet	Bedroom	18.7
*	204	Carpet	Bedroom	18.7
*	205	Carpet	Bedroom	18.7
*	206	Carpet	Bedroom	18.7
*	207	Carpet	Bedroom	18.5
*	208	Carpet	Bedroom	18.5
*	209	Carpet	Bedroom	18.7
*	210	Carpet	Bedroom	18.7
*	211	Carpet	Bedroom	18.7

Table 13-2
E - GB SSS Bridge SolQ - Annex G SOW

Unrestricted

*	212	Carpet	Bedroom	18.7
*	213	Carpet	Bedroom	18.7
*	214	Carpet	Bedroom	18.7
*	215	Carpet	Bedroom	18.7
*	216	Carpet	Bedroom	18.7
*	217	Carpet	Bedroom	18.7
*	218	Carpet	Bedroom	18.7
*	219	Carpet	Bedroom	18.5
*	220	Carpet	Bedroom	18.7
*	221	Carpet	Bedroom	18.7
*	222	Carpet	Bedroom	18.7
*	223	Carpet	Bedroom	18.7
*	224	Carpet	Bedroom	18.2
*	225	Carpet	Bedroom	18.2
*	226	Carpet	Lounge	38.3
	227		Linen Storage	6.9
*	228	Ceramic Tile	Washroom	35.1
*	229	Ceramic Tile	Washroom	35.1
	230		Janitor's Closet	1.5
	231		Janitor's Closet	1.5
*	232	Carpet	Telephone Booth	0.7
*	233	Carpet	Corridor	81.5
*	234	Rubber treads	Stairs & Landing	11.9
*	235	Rubber treads	Stairs & Landing	11.9
*	236	Rubber treads	Stairs & Landing	14.2
	239		Electrical Room	5.9
Sum of square meters of areas to be cleaned:				695.40

Building No. 360 Barrack Block				
Floor Level: Third				
	Room	Floor Covering	Type of Room	Net m2
*	301	Carpet	Bedroom	19.5
*	302	Carpet	Bedroom	18.7
*	303	Carpet	Bedroom	18.7
*	304	Carpet	Bedroom	18.7
*	305	Carpet	Bedroom	18.7
*	306	Carpet	Bedroom	18.5

*	307	Carpet	Bedroom	18.5
*	308	Carpet	Bedroom	18.7
*	309	Carpet	Bedroom	18.7
*	310	Carpet	Bedroom	18.7
*	311	Carpet	Bedroom	18.7
*	312	Carpet	Bedroom	18.7
*	313	Carpet	Bedroom	18.7
*	314	Carpet	Bedroom	18.7
*	315	Carpet	Bedroom	18.7
*	316	Carpet	Bedroom	18.7
*	317	Carpet	Bedroom	18.7
*	318	Carpet	Bedroom	18.7
*	319	Carpet	Bedroom	18.5
*	320	Carpet	Bedroom	18.7
*	321	Carpet	Bedroom	18.7
*	322	Carpet	Bedroom	18.7
*	323	Carpet	Bedroom	18.7
*	324	Carpet	Bedroom	18.7
*	325	Carpet	Bedroom	18.2
*	326	Carpet	Lounge	38.3
	327		Linen Storage	6.9
*	328	Ceramic Tile	Washroom	35.1
*	329	Ceramic Tile	Washroom	35.1
	330		Janitor's Closet	1.5
	331		Janitor's Closet	1.5
*	332	Carpet	Telephone Booth	0.7
*	333	Carpet	Corridor	81.5
*	334	Rubber treads	Stairs & Landing	11.9
*	335	Rubber treads	Stairs & Landing	11.9
*	336	Rubber treads	Stairs & Landing	14.2
	339		Electrical Room	5.9
Sum of square meters of areas to be cleaned:				695.90

Building No. 361 Barrack Block			
Floor Level: Basement			
	Room	Floor Covering	Type of Room
	B01		Basement Area
			Net m2
			661.6

Table 13-2
E - GB SSS Bridge SolQ - Annex G SOW

Unrestricted

	B02		Boiler Room	42.8
*	B03	Rubber treads	Stairwell	7.0
*	B04	Rubber treads	Stairwell	10.2
*	B05	Rubber treads	Stairwell	10.2
Sum of square meters of areas to be cleaned:				27.40

Building No. 361 Barrack Block				
Floor Level: First				
	Room	Floor Covering	Type of Room	Net m2
*	101	Carpet	Bedroom	19.7
*	102	Carpet	Bedroom	19.0
*	103	Carpet	Bedroom	18.9
*	104	Carpet	Bedroom	19.0
*	105	Carpet	Bedroom	19.0
*	106	Carpet	Bedroom	18.9
*	107	Carpet	Bedroom	18.9
*	108	Carpet	Bedroom	19.0
*	109	Linoleum	Kitchen	18.9
*	110	Carpet	Bedroom	18.9
	111		Storage	18.8
*	112	Carpet	Bedroom	19.0
*	113	Carpet	Bedroom	18.7
*	114	Carpet	Bedroom	18.9
*	115	Carpet	Bedroom	18.9
*	116	Carpet	Bedroom	18.9
*	117	Carpet	Bedroom	18.9
*	118	Carpet	Bedroom	18.9
*	119	Carpet	Bedroom	19.0
*	120	Carpet	Bedroom	19.0
*	121	Carpet	Bedroom	19.0
*	122	Carpet	Bedroom	19.0
*	123	Carpet	Bedroom	19.0
*	124	Linoleum	Lounge	46.4
*	125		Office	5.8
	126		Storage	4.7
	127		Storage	0.6
*	128	Linoleum	Telephone Booth	0.6

Table 13-2
E - GB SSS Bridge SolQ - Annex G SOW

Unrestricted

*	129	Linoleum	Laundry room	18.9
*	130	Ceramic Tile	Washroom	32.5
*	131	Ceramic Tile	Washroom	32.5
	132		Janitor's Closet	1.1
	133		Janitor's Closet	1.1
*	134	Linoleum	Corridor	81.2
*	135	Carpet/Rubber Tile	Stairs & Landing	11.4
*	136	Carpet/Rubber Tile	Stairs & Landing	11.4
*	137	Linoleum	Lobby	15.3
*	138	Linoleum	Vestibule	11.2
*	139	Rubber treads	Stairs Landing	2.8
Sum of square meters of areas to be cleaned:				687.40

Building No. 361 Barrack Block				
Floor Level: Second				
	Room	Floor Covering	Type of Room	Net m2
*	201	Carpet	Bedroom	19.7
*	202	Carpet	Bedroom	19.0
*	203	Carpet	Bedroom	19.0
*	204	Carpet	Bedroom	18.9
*	205	Carpet	Bedroom	19.0
*	206	Carpet	Bedroom	18.9
*	207	Carpet	Bedroom	19.0
*	208	Carpet	Bedroom	18.9
*	209	Linoleum	Kitchen	19.0
*	210	Carpet	Bedroom	18.9
*	211	Carpet	Bedroom	19.0
*	212	Carpet	Bedroom	18.9
*	213	Carpet	Bedroom	18.9
*	214	Carpet	Bedroom	18.9
*	215	Carpet	Bedroom	18.9
*	216	Carpet	Bedroom	19.0
*	217	Carpet	Bedroom	18.9
*	218	Carpet	Bedroom	18.9
*	219	Carpet	Bedroom	18.9
*	220	Carpet	Bedroom	19.0
*	221	Carpet	Bedroom	18.9

Table 13-2
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Unrestricted

*	222	Carpet	Bedroom	18.9
*	223	Carpet	Bedroom	19.0
*	224	Carpet	Bedroom	18.9
*	225	Carpet	Bedroom	19.0
*	226	Linoleum	Lounge	38.2
	227		Linen Storage	13.0
*	228	Ceramic Tile	Washroom	32.5
*	229	Ceramic Tile	Washroom	32.5
	230		Janitor's Closet	1.2
	231		Janitor's Closet	1.2
*	232	Linoleum	Telephone Booth	0.6
*	233	Linoleum	Corridor	80.8
*	234	Carpet/Rubber Tile	Stairs & Landing	11.4
*	235	Carpet/Rubber Tile	Stairs & Landing	11.4
*	236	Carpet/Rubber Tile	Stairs & Landing	14.1
Sum of square meters of areas to be cleaned:				695.80

Building No. 361 Barrack Block				
Floor Level: Third				
	Room	Floor Covering	Type of Room	Net m2
*	301	Carpet	Bedroom	19.8
*	302	Carpet	Bedroom	19.0
*	303	Carpet	Bedroom	19.0
*	304	Carpet	Bedroom	19.0
*	305	Carpet	Bedroom	19.0
*	306	Carpet	Bedroom	19.0
*	307	Carpet	Storage	18.9
*	308	Carpet	Bedroom	19.0
*	309	Linoleum	Kitchen/Laundry Room	19.0
*	310	Carpet	Bedroom	18.9
*	311	Carpet	Bedroom	19.0
*	312	Carpet	Bedroom	19.0
*	313	Carpet	Bedroom	19.0
*	314	Carpet	Bedroom	19.0
*	315	Carpet	Bedroom	19.0
*	316	Carpet	Bedroom	18.7
*	317	Carpet	Bedroom	19.0

Table 13-2
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Unrestricted

*	318	Carpet	Bedroom	19.1
*	319	Carpet	Bedroom	19.0
*	320	Carpet	Bedroom	19.0
*	321	Carpet	Bedroom	19.0
*	322	Carpet	Bedroom	19.0
*	323	Carpet	Bedroom	19.1
*	324	Carpet	Bedroom	19.1
*	325	Carpet	Bedroom	19.0
*	326	Linoleum	Lounge	38.2
*	327		Storage	13.1
*	328	Ceramic Tile	Washroom	32.5
*	329	Ceramic Tile	Washroom	32.5
	330		Janitor's Closet	1.2
	331		Janitor's Closet	1.2
*	332	Linoleum	Telephone Booth	0.6
*	333	Linoleum	Corridor	80.8
*	334	Carpet/Rubber Tile	Stairs & landing	11.4
*	335	Carpet/Rubber Tile	Stairs & landing	11.4
*	336	Carpet/Rubber Tile	Stairs & landing	14.1
Sum of square meters of areas to be cleaned:				697.10

Building No. 365 (Community Centre / Bowling Alley)				
Floor Level: First				
	Room	Floor Covering	Type of Room	Net m2
*	101	Tile	Vestibule	7.1
*	102	Tile	Lobby	61.3
*	103	Tile	Kitchen	13.5
*	104	Tile	Food Court	19.1
*	105	Tile	Food Court	32.6
*	106	Tile	Vestibule	4.5
	107	Tile	Janitor's Closet	5.8
*	108	Tile	Washroom - Male	18.1
*	109	Tile	Washroom - Female	32.8
	110		Mechanical Room	28.0
*	111	Rubber Tile	Corridor	35.5
*	112	Tile	Office	10.3
*	113	Carpet	Bowling Lounge	90.1

Table 13-2
E - GB SSS Bridge SolQ - Annex G SOW

Unrestricted

	114		Bowling Lanes	190.9
	115		Pin Set Room	43.4
	116		Vestibule	9.7
	117		Storage	6.3
	118		Storage	6.6
*	119	Tile	Kilns	13.7
*	120	Tile	Ceramics	122.2
*	121	Tile	Multi-Purpose Room	143.7
*	122	Tile	Corridor	65.2
*	123	Tile	Multi-Purpose Room	223.6
Sum of square meters of areas to be cleaned:				893.30

Building No. 380 (Arcturus Theatre)				
Floor Level:		First	Second	
	Room	Floor Covering	Type of Room	Net m2
	101	Concrete	Vestibule	42.4
*	102	Carpet	Lobby	80.1
*	103	Carpet	Office	7.9
*	104	Carpet	Ticket Booth	3.7
	105	Tile	Canteen	12.1
*	106	Tile	Washroom - Male	13.6
*	107	Tile	Washroom - Female	17.8
*	108	Carpet	Corridor	28.1
	109	Tile	Janitor's Closet	2.1
*	110	Carpet	Stairwell	5.4
*	111	Tile/Carpet	Auditorium	335.1
*	112	Hardwood	Stage	82.7
*	113	Tile	Corridor	15.0
*	114	Carpet	Dressing Room	15.8
*	115	Carpet	Dressing Room	13.2
*	116	Tile	Washroom	1.7
*	117	Tile	Washroom	1.7
*	118	Tile	Utility Room	15.5
*	201	Tile	Projection Room	28.2
	202		Sound Room	5.3
	203		Catwalk	61.7
Sum of square meters of areas to be cleaned:				665.50

Building No. 381 Canex/Royal Bank/Library				
Floor Level:	First	Second		
	Room	Floor Covering	Type of Room	Net m2
*	101	Carpet	Office	15.3
*	102	Carpet	Office	9.9
*	103	Tile	Vestibule	3.0
*	104	Tile	Office	9.6
*	105	Tile	Office	24.4
*	106	Tile	Electrical Room	4.3
	107	Tile	Janitor's Closet	5.0
*	108	Tile	Corridor	12.3
*	109	Tile	Washroom - Male	7.6
*	110	Tile	Washroom - Female	7.7
*	111	Tile	Corridor	11.7
*	112	Carpet	Reading room	22.2
*	113	Carpet	Library Storage	9.5
*	114	Carpet	Storage Room	4.6
*	115	Carpet	Book return Area	10.0
*	116	Tile	Counter/service Area	7.5
	117		Room	8.9
	118		Library Storage	132.7
*	119	Carpet	Office	9.7
*	120	Carpet	Office	9.2
*	121	Tile	Foyer	64.6
*	122	Tile	Washroom - Male	10.1
*	123	Tile	Washroom - Female	12.2
	124	Tile	Janitor's Closet	1.8
	125		Mechanical Room	18.4
*	126	Tile	Grocery Carts	19.0
*	130	Tile	Retail Area	103.0
*	131	Tile	Vestibule	9.5
*	132	Tile	Public Area	41.5
	133		Bakery	36.5
*	134	Linoleum	Grocery Retail Area	541.2
*	135	Linoleum	Office	7.5
*	136	Linoleum	Office	81.6

Table 13-2
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Unrestricted

*	137	Linoleum	Vestibule	2.8
	138		Meat Preparation Area	36.4
	139		Cooler - Meat	13.1
	140		Meat Freezer	13.1
	141		Cooler - Poultry	8.7
	142		Storage Room	12.1
	143		Office	7.3
	144		Cold Storage Area	107.8
	145		Cooler - Dairy	24.5
	146		Cooler - Produce	18.2
	147		Cooler - Bakery	9.1
	148		Cooler - Bakery	9.1
	149		Compressor Room	25.7
	150		Receiving Area	17.7
*	201	Tile	Washroom - Female	6.9
*	202	Tile	Washroom - Male	6.9
*	203	Linoleum	Staff Room	26.0
*	204	Linoleum	Stairwell	13.4
	205		Mechanical Room	7.5
*	206	Linoleum	Retail Area	150.0
*	207	Linoleum	Change Booth	2.7
*	208	Linoleum	Change Booth	2.7
*	209	Linoleum	Elevator	4.9
Sum of square meters of areas to be cleaned:				1,285.00

Building No. 388 (Chapel)				
Floor Level: First Second				
	Room	Floor Covering	Type of Room	Net m2
*	101	Carpet	Vestibule	23.7
*	102	Carpet	Narthex	35
*	103	Concrete	Washroom - Male	5.4
*	104	Concrete	Washroom - Female	5.7
*	105	Carpet	Nave	235.7
*	106	Carpet	Chancel	97.1
	107	Concrete	Heating Room	63.3
*	108	Tile	Sacristy	24.5
*	109	Concrete	Washroom	3.3

	110	Tile	Secure Storage	3.2
*	111	Hardwood	Sacrament Room	24.1
*	112	Tile	Janitor's Closet	1.2
*	113	Tile	Nursery	12.4
*	114	Tile/Carpet	Corridor	62.7
*	115	Carpet	Office	12
*	116	Carpet	Office	9.9
*	117	Carpet	Office	12.7
*	118	Linoleum	Washroom - Handicapped	5.8
*	119	Carpet	Photocopy Room	4.8
*	120	Concrete	Janitor's Closet	1.9
*	121	Ceramic Tile	Washroom - Male	10.2
*	122	Ceramic Tile	Washroom - Female	9.9
	123	Concrete	Heating Room	15.6
*	124	Tile	Kitchen	15.9
*	125	Tile	Chapel Annex	226.9
	126	Carpet	Storage	14.6
*	127	Tile	Vestibule	7.6
	128	Carpet	Storage	14.6
*	129	Concrete	Vestibule	4
*	201	Carpet	Balcony & Stairs	55.6
	202	Wood	Fan Room	80.1
Sum of square meters of areas to be cleaned:				908.00

Building No. 399 (Base Gym)				
Floor Level: Basement				
	Room	Floor Covering	Type of Room	Net m2
*	B01	Tile	Office	18.1
*	B02	Carpet	Stairs & Landing	36.3
*	B03	Concrete	Boiler Room	51.6
	B04	Concrete	Electrical Room	36.9
*	B05	Linoleum	Kitchen/Conference Room	42.2
*	B06	Linoleum	Corridor	29.7
*	B07	Concrete	Equipment Room	140.2
	B08	Concrete	Secure Storage	2.7
*	B09	Rubber Mats/Linoleum	Weight Training Room	238.2
*	B10	Concrete	Stairs & Landing	6.7

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Unrestricted

	B12	Laundry Room	15.3
		Sum of square meters of areas to be cleaned:	563.00

Building No. 399 (Base Gym)			
Floor Level: First Second			
	Room	Floor Covering	Type of Room
*	101	Rubber Mats	Vestibule
*	102	Tile	Corridor
*	103	Ceramic Tile	Utility Room
*	104	Ceramic Tile	Washroom - Handicapped - Female
*	105	Ceramic Tile	Washroom - Female
*	106	Ceramic Tile	Locker Room - Female
*	107	Ceramic Tile	Sauna - Female
*	108	Ceramic Tile	Sauna - Male
*	109	Ceramic Tile	Shower Room - Male
*	110	Ceramic Tile	Washroom - Male
*	111	Ceramic Tile	Drying Room
	112	Concrete	Storage
	113	Concrete	Janitor's Closet
*	114	Linoleum	Office
*	115	Carpet	Office
*	116	Carpet	Office
*	117	Linoleum	Corridor
*	118	Linoleum	Alcove
*	119	Linoleum	Locker Room - Male
*	120	Carpet	Office
*	121	Concrete	Vestibule
*	122	Tile	Corridor
*	123	Tile	Gymnasium
*	124	Rubber Mats	Mini-Gym
*	125	Concrete	Stairs & Landing
*	126	Wood	Viewing Area
*	127	Wood	Squash Court
*	128	Wood	Viewing Area
*	129	Wood	Squash Court
*	130	Rubber Mats	Vestibule
*	131	Concrete	Vestibule

Table 13-2

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Unrestricted

*	132	Concrete	Vestibule	5
*	133	Concrete	Vestibule & Handicap Entrance	4.8
	201		Penthouse	45.4
	202		Penthouse	15.1
Sum of square meters of areas to be cleaned:				1,509.70

Building No. 560 (Mess Hall)				
Floor Level: First				
	Room	Floor Covering	Type of Room	Net m2
*	101	Tile/Carpet	Vestibule	9.9
*	102	Tile/Carpet	Lobby & Corridor	142.8
	103		Storage	45.4
*	104	Tile	Stairs & Landing	7.2
	105		Walk-in Cooler	7.8
	106		Kitchen	173.8
	107		Food Serving Area	69.2
	108		Dishwashing Area	31
	109		Freezer	7.8
	110		Freezer	5.4
	111		Freezer	8.6
	112	Tile	Cool Storage	20.4
*	113	Linoleum	Locker Room - Male	11.2
*	114	Linoleum	Washroom - Male	9.9
*	115	Concrete	Corridor	33.4
	116		Storage	37.3
	117		Cooler	18.5
*	118	Concrete	Alcove	8.6
	119		Storage	5.7
	120		Cool Storage	2.2
*	121	Linoleum	Cloak Room	4.3
*	122	Ceramic Tile	Washroom - Female	3.8
*	123	Ceramic Tile	Washroom - Male	3.8
*	124	Ceramic Tile	Alcove	2.4
	125		Janitor's Closet	1.4
*	126	Concrete	Closet	0.8
*	127	Carpet	Dining Room	92.7
*	128	Ceramic Tile	Vestibule	14.1

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Unrestricted

*	129	Carpet	Dining Room	349.1
*	130	Ceramic Tile/Vinyl	Dining Room	265.4
*	131	Tile	Vestibule	16
*	132	Tile	Vestibule	14.1
*	133	Linoleum	Dining Room	217.5
*	134	Linoleum	Food Preparation Area	86.8
*	135	Concrete	Vestibule & Stairs	10.3
	136	Linoleum	Food Preparation Area	70.3
	137		Freezer	6.8
	138		Freezer	12.4
	139		Alcove	4.3
*	140	Ceramic Tile	Washroom - Male	22.5
	141		Janitor's Closet	1.4
*	142	Concrete	Cloak Room	11.3
*	143	Tile	Alcove	4.3
*	144	Tile	Powder Room	19.8
*	145	Tile	Washroom - Female	16.3
*	146	Linoleum	Locker Room - Female	22.2
*	147	Linoleum	Washroom - Female	24
	148		Office	21.9
*	149	Carpet/Linoleum	Alcove	4.2
	150	Tile	Office	14
Sum of square meters of areas to be cleaned:				1,341.90

Building No. 564 (MIR)				
Floor Level: Basement First				
	Room	Floor Covering	Type of Room	Net m2
*	B01	Concrete	Stairwell	9.1
*	B04	Concrete	Stairwell	10.4
*	101	Vinyl/Rubber treads	Stairs & Landing	10.6
*	102	Vinyl	Emergency Entrance	6.2
	103		Storage	10.5
*	104	Sheet Vinyl	Room	21.6
*	105	Sheet Vinyl	Room	20.6
*	106	Sheet Vinyl	Washroom - Handicapped	4.2
*	107	Sheet Vinyl	Room	26.6
*	108	Sheet Vinyl	Treatment Room	22.7

Table 13-2
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Unrestricted

*	109	Sheet Vinyl	Room	14.2
*	110	Sheet Vinyl	Kitchen/Dining Room	19
*	111	Sheet Vinyl	Washroom - Female	6.8
*	112	Sheet Vinyl	Washroom - Male	6.8
*	113	Sheet Vinyl	Room	9.3
*	114	Sheet Vinyl	Office	19
*	115	Sheet Vinyl	Storage Room	14.3
*	116	Sheet Vinyl	Storage	3.8
*	117	Sheet Vinyl	Corridor	76.6
*	118	Sheet Vinyl	Office	19.2
*	119	Sheet Vinyl	Office	19.2
*	120	Sheet Vinyl	Room	9.3
	121		Storage	4.1
	122		Duct closet	3.6
*	123	Sheet Vinyl	Office	13.5
*	124	Sheet Vinyl	Room	10.2
*	125	Sheet Vinyl	Room	13.8
*	126	Sheet Vinyl	Storage Room	43.8
*	127	Sheet Vinyl	Washroom - Male	6.6
*	128	Sheet Vinyl	Washroom - Female	6.6
*	129	Sheet Vinyl	Reception Area	22.2
*	130	Sheet Vinyl	Computer Room	14.1
	131		Janitor's Closet	3.8
*	132	Sheet Vinyl	Waiting Room	20.3
*	133	Vinyl/Rubber treads	Stairs & Landing	10.5
*	134	Sheet Vinyl	Entrance	4.8
*	135	Sheet Vinyl	Corridor	33.6
*	136	Sheet Vinyl	Office	31.7
*	137	Sheet Vinyl	Pharmacy Storage	18.9
*	138	Carpet	Pharmacy Storage	19.3
*	139	Sheet Vinyl	Washroom	4.3
*	140	Sheet Vinyl	Washroom	4.4
*	141	Sheet Vinyl	Waiting Room	11.5
*	143	Carpet	Office	17.2
*	144	Carpet	Office	19.2
*	145	Vinyl/Rubber treads	Corridor & Stairs	8.1
	146		Telecommunications Closet	16.2

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Unrestricted

*	147	Sheet Vinyl	Corridor	28.8
*	148	Sheet Vinyl	Storage	6.1
	149-158		Vacant	
Sum of square meters of areas to be cleaned:				719.00

Building No. 564 (MIR)				
Floor Level: Second				
	Room	Floor Covering	Type of Room	Net m2
*	201	Sheet Vinyl	Stairs & Landing	10.6
*	203A	Sheet Vinyl	Alcove	1.7
*	203B	Sheet Vinyl	Locker Room - Male	15.2
*	204	Carpet	Office	19.2
*	205	Sheet Vinyl	Washroom - Male	13.6
*	206	Sheet Vinyl	Work Room	9.2
*	207	Sheet Vinyl	Washroom - Female	13.6
*	208	Carpet	Conference Room	34.9
*	209	Sheet Vinyl	Corridor	83.5
*	210A	Sheet Vinyl	Alcove	1.7
*	210B	Sheet Vinyl	Locker Room - Female	15.3
*	211	Sheet Vinyl	Supply Room	15.1
*	212	Sheet Vinyl	Sterilization Room	13.2
*	213	Sheet Vinyl	Mechanical Room	13.9
*	214	Sheet Vinyl	Laboratory	23.6
*	215	Carpet	Office	16.8
*	216A	Sheet Vinyl	X-Ray Room Entry	7.1
*	216B	Sheet Vinyl	X-Ray Room	9.2
*	217	Sheet Vinyl	Office	14.1
*	218	Sheet Vinyl	X-Ray Processing	6.5
	219	Sheet Vinyl	Storage - Drug	2.6
	220	Sheet Vinyl	Storage	1.8
	221	Sheet Vinyl	Dental Office	16.7
*	222A	Sheet Vinyl	Dental Office	14.2
*	222B	Sheet Vinyl	Dental Office	14.2
*	223A	Sheet Vinyl	Dental Office	14.2
*	223B	Sheet Vinyl	Dental Office	14.2
*	224	Sheet Vinyl	Washroom - Female	6.6
*	225	Sheet Vinyl	Washroom - Male	6.6

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Unrestricted

*	226	Sheet Vinyl	Photocopy Room	19.1
*	227	Carpet	Office	19.1
	228	Sheet Vinyl	Janitor's Closet	5.4
*	229A	Sheet Vinyl	Play Area	9.2
*	229B	Sheet Vinyl	Waiting Area	23.7
*	230	Sheet Vinyl	Stairwell - Centre	10.5
*	231	Sheet Vinyl	Corridor	21.6
*	232	Sheet Vinyl	Dental Reception	27
*	233	Carpet	Office	18.9
*	234	Carpet	Secretary's office	19.2
*	235	Sheet Vinyl	Washroom	3.7
*	236	Sheet Vinyl	Corridor	33.2
*	237	Sheet Vinyl	Office	29
*	238	Sheet Vinyl	Waiting Room	19
*	239	Carpet	Office	24.5
	240	Sheet Vinyl	Storage	4.5
	241	Sheet Vinyl	Telecommunications Closet	16.2
*	242	Sheet Vinyl	Stairwell - North	11.1
	243-252		Vacant	
Sum of square meters of areas to be cleaned:				696.80

Building No. 568 (Canadian Forces Barrack Block)				
Floor Level: Basement				
	Room	Floor Covering	Type of Room	Net m2
*	B01	Concrete	Corridor	36.8
*	B02	Concrete	Corridor	84.2
	B03		Storage	47.5
	B04		Storage	220.8
	B05		Storage	166.7
	B06		Storage	57.9
	B07		Storage	27.1
*	B08	Wood	Stairwell	10.8
	B09		Boiler Room	47.9
*	B10	Concrete	Corridor	45.3
*	B11	Concrete	Laundry Room	36.3
	B12		Storage	12.7
	B13		Storage	53.8

Table 13-2
E - GB SSS Bridge SolQ - Annex G SOW

Unrestricted

	B14		Storage	7.8
	B15		Storage	74.3
	B16		Storage	88.1
	B17		Storage	14.4
*	B18	Wood	Stairwell	10.8
	B19		Storage	13.9
Sum of square meters of areas to be cleaned:				224.20

Building No. 568 (Canadian Forces Barrack Block)				
Floor Level: First				
	Room	Floor Covering	Type of Room	Net m2
*	101A	Carpet	Bedroom	17.8
*	101B	Carpet	Bedroom	17.8
*	101C	Linoleum	Washroom	2.7
*	102	Linoleum	Kitchen	18.7
*	103	Carpet	Lounge	34.3
*	104A	Carpet	Bedroom	17.8
*	104B	Carpet	Bedroom	17.8
*	104C	Linoleum	Washroom	2.7
*	105A	Carpet	Bedroom	17.8
*	105B	Carpet	Bedroom	17.8
*	105C	Linoleum	Washroom	2.7
*	106	Tile	Telephone Booth	1
*	107A	Carpet	Bedroom	17.8
*	107B	Carpet	Bedroom	17.8
*	107C	Linoleum	Washroom	2.7
*	108A	Carpet	Bedroom	17.8
*	108B	Carpet	Bedroom	17.8
*	108C	Linoleum	Washroom	2.7
*	109	Rubber Tile	Corridor	47.8
*	109A	Rubber tile	Corridor	41.6
*	110A	Carpet	Bedroom	17.8
*	110B	Carpet	Bedroom	17.8
*	110C	Linoleum	Washroom	2.7
*	111A	Carpet	Bedroom	17.8
*	111B	Carpet	Bedroom	17.8
*	111C	Linoleum	Washroom	2.7

*	112A	Carpet	Bedroom	17.8
*	112B	Carpet	Bedroom	17.8
*	112C	Linoleum	Washroom	2.7
*	113A	Carpet	Bedroom	17.8
*	113B	Carpet	Bedroom	17.8
*	113C	Linoleum	Washroom	2.7
*	114A	Carpet	Bedroom	17.8
*	114B	Carpet	Bedroom	17.8
*	114C	Linoleum	Washroom	2.7
*	115A	Carpet	Bedroom	17.8
*	115B	Carpet	Bedroom	17.8
*	115C	Linoleum	Washroom	2.7
*	116A	Carpet	Bedroom	17.8
*	116B	Carpet	Bedroom	17.8
*	116C	Linoleum	Washroom	2.7
*	117A	Carpet	Bedroom	17.8
*	117B	Carpet	Bedroom	17.8
*	117C	Linoleum	Washroom	2.7
*	118A	Carpet	Office	17
*	118B	Carpet	Office	18.7
*	118C	Linoleum	Washroom	2.7
	119	Linoleum	Janitor's Closet	4.6
*	120A	Carpet	Living Room	18.7
*	120B	Carpet	Bedroom	17
*	120C	Linoleum	Washroom	2.7
*	121A	Carpet	Bedroom	17.8
*	121B	Carpet	Living Room	28.5
*	121C	Linoleum	Washroom	2.7
*	122A	Carpet	Living Room	17.8
*	122B	Carpet	Bedroom	17.8
*	122C	Linoleum	Washroom	2.7
*	123A	Carpet	Bedroom	17.6
*	123B	Carpet	Living Room	18.7
*	123C	Linoleum	Washroom	2.7
*	124A	Carpet	Living Room	18.7
*	124B	Carpet	Bedroom	17
*	124C	Linoleum	Washroom	2.7

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Unrestricted

*	125	Rubber tile	Vestibule	4.3
*	126A	Carpet	Bedroom	18.7
*	126B	Carpet	Living Room	17
*	126C	Linoleum	Washroom	2.7
*	127A	Carpet	Living Room	26.1
*	127B	Carpet	Bedroom	17
*	127C	Linoleum	Washroom	2.7
*	128	Rubber tile	Stairs & Landing	14
*	129	Rubber tile	Corridor	31.2
*	130	Rubber tile	Corridor	32.7
	131		Linen Storage	22.2
*	132	Rubber tile	Vestibule	4.8
*	133	Rubber tile	Stairs & Landing	6.1
*	134	Rubber tile	Stairs & Landing	13.4
*	135	Rubber tile	Vestibule	4.9
Sum of square meters of areas to be cleaned:				1,078.40

Building No. 568 (Canadian Forces Barrack Block)

Floor Level: Second				
	Room	Floor Covering	Type of Room	Net m2
*	201A	Carpet	Bedroom	17.8
*	201B	Carpet	Bedroom	17.8
*	201C	Linoleum	Washroom	2.7
*	202	Linoleum	Kitchen	18.7
*	203A	Carpet	Bedroom	17.8
*	203B	Carpet	Bedroom	17.8
*	203C	Linoleum	Washroom	2.7
*	204A	Carpet	Bedroom	17.8
*	204B	Carpet	Bedroom	17.8
*	204C	Linoleum	Washroom	2.7
*	205A	Carpet	Bedroom	17.8
*	205B	Carpet	Living Room	17.8
*	205C	Linoleum	Washroom	2.7
*	206A	Carpet	Bedroom	17.8
*	206B	Carpet	Bedroom	17.8
*	206C	Linoleum	Washroom	2.7
*	207A	Carpet	Bedroom	17.8

*	207B	Carpet	Bedroom	17.8
*	207C	Linoleum	Washroom	2.7
*	208A	Carpet	Bedroom	17.8
*	208B	Carpet	Bedroom	17.8
*	208C	Linoleum	Washroom	2.7
*	209A	Carpet	Living Room	17.8
*	209B	Carpet	Bedroom	17.8
*	209C	Linoleum	Washroom	2.7
*	210A	Carpet	Bedroom	17.8
*	210B	Carpet	Bedroom	17.8
*	210C	Linoleum	Washroom	2.7
*	211A	Carpet	Bedroom	17.8
*	211B	Carpet	Bedroom	17.8
*	211C	Linoleum	Washroom	2.7
*	212A	Carpet	Bedroom	17.8
*	212B	Carpet	Living Room	17.8
*	212C	Linoleum	Washroom	2.6
*	213A	Carpet	Bedroom	17.8
*	213B	Carpet	Bedroom	17.8
*	213C	Linoleum	Washroom	2.7
*	214A	Carpet	Bedroom	17.8
*	214B	Carpet	Living Room	17.8
*	214C	Linoleum	Washroom	2.7
*	215A	Carpet	Living Room	17.8
*	215B	Carpet	Bedroom - Suite VIP	28.6
*	215C	Linoleum	Washroom	2.7
*	216A	Carpet	Bedroom - Suite VIP	15.8
*	216B	Carpet	Living Room - VIP	33
*	216C	Carpet	Closet	2.9
*	216D	Linoleum	Washroom	4
*	216E	Carpet	Vestibule	3.6
*	217A	Carpet	Living Room	25.6
*	217B	Carpet	Computer Room	12.8
*	217C	Linoleum	Washroom	4.9
*	217D	Carpet	Bedroom	16.7
*	218A	Carpet	Living Room	25.7
*	218B	Carpet	Bedroom	16.7

Table 13-2
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Unrestricted

*	218C	Carpet	Bedroom	12.9
*	218D	Carpet	Washroom	4.9
*	219A	Carpet	Foyer/Cloak Room	3.7
*	219B	Carpet	Living Room	27.1
*	219C	Linoleum	Kitchen	12.1
*	219D	Linoleum	Washroom	6.5
*	219E	Carpet	Bedroom	13.2
*	220A	Carpet	Foyer/Cloak Room	3.4
*	220B	Carpet	Living Room	19.9
*	220C	Linoleum	Kitchen	10
*	220D	Linoleum	Washroom	5.5
*	220E	Carpet	Bedroom	16.1
*	223	Rubber tile	Stairs & Landing	13.3
*	224	Rubber tile	Corridor	35.6
*	225	Rubber tile	Corridor	23.1
	226		Janitor's Closet	4.6
*	227	Rubber tile	Telephone Booth	1
*	228	Rubber tile	Stairs & Landing	13
*	229	Rubber tile	Corridor	47.8
*	230	Rubber tile	Corridor	41.6
*	231	Rubber tile	Stairs & Landing	16.6
*	232	Carpet	Lounge	34.3
	233	Linoleum	Corridor	14.4
Sum of square meters of areas to be cleaned:				1,088.90

Building No. 734 (Military Family Resource Centre)				
Floor Level: First				
	Room	Floor Covering	Type of Room	Net m2
*	101	Vinyl	Vestibule	4.4
*	102	Vinyl	Foyer/Cloak Room	11.8
*	103	Carpet	Reception Area	38.3
*	105	Vinyl	Washroom - Handicapped	3.5
*	106	Vinyl	Alcove	7.3
*	107	Carpet	Storage	2.0
*	108	Vinyl	Stairwell	2.8
*	109	Vinyl	Washroom	6.2
*	111	Vinyl	Washroom	2.5

Table 13-2
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Unrestricted

*	112	Vinyl	Activity Area	64.1
*	113	Vinyl	Kitchen	20.6
	114	Carpet	Storage	3.6
*	115	Vinyl/Carpet	Activity Area	66.4
*	116	Vinyl	Washroom	3.0
*	117	Vinyl	Washroom	3.0
*	118	Carpet	Activity Area	0.9
*	119	Carpet	Activity Area	0.5
*	120	Vinyl	Vestibule	3.6
*	121	Wood	Stairwell	2.4
*	122	Vinyl	Alcove	2.5
*	123	Vinyl	Vestibule	2.1
*	124	Vinyl	Vestibule	2.1
*	125	Carpet	Common Room	31.9
*	126	Vinyl	Washroom	4.6
*	127	Vinyl	Vestibule	2.8
*	128	Wood	Stairwell	2.3
Sum of square meters of areas to be cleaned:				291.60

Building No. 734 (Military Family Resource Centre)				
Floor Level: Second				
	Room	Floor Covering	Type of Room	Net m2
*	201	Carpet	Office	19.6
*	202	Vinyl	Kitchen	17.6
	203	Vinyl	Janitor's Closet	2.0
*	204	Vinyl	Washroom - Female	2.3
*	205	Vinyl	Washroom - Male	2.1
*	206	Vinyl	Alcove	5.4
*	207	Rubber treads	Stairwell	5.1
*	208	Vinyl	Information Area	14.0
*	209	Carpet	Office	10.7
*	210	Vinyl	Office	6.1
*	211	Vinyl	Office	8.9
*	212	Carpet	Office	10.2
*	213	Carpet	Office	8.9
*	214	Carpet	Office	10.2
*	215	Vinyl	Office	9.2

Table 13-2
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Unrestricted

*	216	Vinyl	Office	10.2
*	217	Vinyl	Corridor	15.3
*	218	Vinyl	Conference Room	32.6
*	219	Vinyl	Conference Room	29.2
*	220	Vinyl	Office	6.6
*	221	Vinyl	Office	3.7
*	222	Vinyl	Washroom	2.0
*	223	Rubber treads	Stairwell	2.4
*	224	Vinyl	Washroom	3.1
*	225	Vinyl	General Purpose	20.0
*	226	Rubber treads	Stairwell	2.4
*	227	Vinyl	VTC Room	22.2
Sum of square meters of areas to be cleaned:				280.00

Building No. 821 (QUICK RESPONSE AREA (QRA) WORKSHOPS)				
Floor Level: Second				
	Room	Floor Covering	Type of Room	Net m2
*	101	Linoleum	Office	33.9
*	102	Carpet	Command Operations Centre	29.7
*	103	Carpet	Office	9.9
*	104	Carpet	Office	17
*	105	Linoleum	Servicing	32.2
*	106	Linoleum	Lounge	37.6
*	107	Linoleum	Corridor	7.9
*	108	Linoleum	Locker Room - Male	7.7
*	109	Linoleum	Washroom - Female	4.9
*	110	Linoleum	Washroom - Male	10.7
	111		Storage Room	73.8
*	112	Carpet	Library	22.1
*	113	Linoleum	Office	14.6
*	114	Linoleum	Exercise/Training Room	53.9
Sum of square meters of areas to be cleaned:				282.10

Building No. 822 (QUICK RESPONSE AREA (QRA) AIRCREW QUARTERS)				
Floor Level: Second				
	Room	Floor Covering	Type of Room	Net m2
*	101	Carpet	Bedroom	9.2

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*	102	Carpet	Bedroom	9.1
*	103	Carpet	Bedroom	9.2
*	104	Carpet	Bedroom	9.2
*	105	Carpet	Bedroom	9.2
*	106	Carpet	Bedroom	9.2
*	107	Carpet	Bedroom	9.2
*	108	Carpet	Bedroom	9.2
*	109	Carpet	Bedroom	9.2
*	110	Carpet	Bedroom	9.2
*	111	Carpet	Bedroom	9.2
*	112	Carpet	Linen Storage	6.5
*	113	Carpet	Vestibule	1.7
*	114	Carpet	Corridor	44.7
*	115	Linoleum	Washroom - Female	6.9
	116		Janitor's Closet	4.7
	117		Electrical Room	4.8
	118		Boiler Room	1.6
*	119	Linoleum	Washroom - Male	17.8
*	120	Linoleum	Dining Room	19.9
*	121	Linoleum	Kitchen	14.2
*	122	Linoleum	Kitchen Supply	5.2
*	123	Linoleum	Lounge	44.6
*	124	Carpet	Games Room	24.4
*	125	Carpet	Corridor	18.4
*	126	Carpet	Mission Planning Room	41.8
*	127	Carpet	Briefing Room	11.6
*	128	Carpet	Briefing Room	10.9
	129		Map Storage	1.5
	130		Small Arms Storage	2.3
	131		Radio Equipment Room	3.4
*	132	Carpet	Administration Office	9.6
Sum of square meters of areas to be cleaned:				379.30

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Table 13-3

Building Cleaning Specifications

This document will serve as general cleaning standard for all buildings at 5 Wing covered in this contract.

DEFINITION OF TERMS

The definition of terms and quality standards described in this document for janitorial services core tasks

Routine Cleaning means cleaning operations which are specified to be performed monthly or more

Scheduled Operations means cleaning operations which are specified to be performed less frequently than

Project Cleaning means cleaning operations which are specified to be performed only when ordered by the
Flight of Stairs includes steps and risers situated between two floor levels including landing(s).

Materials include, but are not limited to, toilet tissue, paper hand towels, hand soap, deodorant blocks, hand

Trash includes the contents of ashtrays, waste receptacles, sand urns and sani-cans. Also paper clips,

High Traffic Areas includes entrance lobbies, elevator lobbies, corridors and traffic aisles in open office

QUALITY STANDARDS

The Supplier must meet the following standards:

1 Cleaning: General

- a) All surfaces and objects specified in the contract must be free of dust, stains, spills, debris and soil immediately after cleaning operation.
- b) Machinery and equipment must not block a passageway, or present a trip hazard.
- c) Caution signs must be placed adjacent to the affected area on all approaches.
- d) Furnishings moved by cleaners must be relocated to their original location.

2 Spot Cleaning

- a) All affected areas must be clear of stains, streaks and soil.
- b) All over-spray from spray applicators must be wiped clean from all surfaces.

3 Sweeping

- a) All floor areas including open areas and flooring around furniture legs and into corners be free of dirt and litter.

4 Cleaning with a Hose

- a) All areas must be clean of dirt, mud and debris with no water ponding as a result of the cleaning with a hose.
- b) Equipment is removed and stored immediately after use.

5 Dust Mopping

- a) All floor areas including open areas and flooring around furniture legs and into corners must be free of debris and dust film.

6 Damp Mopping

- a) Floor areas including open areas and flooring around furniture legs and into corners must be clean and free of surface stains, soil, mop streaks, loose mop strands and water spotting.
- b) The supplier must sweep or dry mop the area immediately before damp mopping.
- c) The supplier must start damp mopping with clean water and mop.
- d) Walls, baseboards and other surfaces must be free of splash marks.

7 Wash Floors

- a) All standards outlined in "Damp Mopping" apply.
- b) In addition, surfaces must be rinsed free of cleaning solution after floors are washed.
- c) All areas must be free of dirt, stains, splashing, cleaning chemical and water accumulations as well as scuff marks.

8 Machine Scrubbing

- a) All areas must be free of dirt, stains, scuff marks, splashing, cleaning chemical and water accumulations.
- b) Corners and other areas not accessible to a mechanical floor scrubber must be scrubbed manually.

9 Spray Buffing

- a) Following spray buffing, all areas must present an overall appearance of cleanliness, have a bright shine through out and be free of debris and dust.
- b) Spills, scuffs and stains must be removed prior to spray buffing.

10 Scrub and Refinish

- a) Supplier must apply all performance standards as with "Machine Scrubbing".
- b) In addition, supplier must apply one coat of finish compatible with existing finish.
- c) As a result of the "Scrub and Refinish", all areas must present an overall appearance of cleanliness free of scuffs and stains, have a bright shine and be free of debris and dust once the "Scrub and Refinish" is complete.

11 Strip and Refinish

- a) Supplier must apply all performance standards as with "Scrub and Refinish".
- b) All old finish must be removed and all residual stripper chemical cleaned away.
- c) New finish must be applied to all portions of the floors.
- d) Refinish must include 2 coats of finishing material (wax, etc.).
- e) All areas must be clean and clear of all stains, blemishes and dirt, and have a consistent shine free of scrapes and marks once the "Strip and Refinish" is complete.

12 Vacuuming

- a) All carpet surfaces must have an overall appearance of cleanliness and must be free of visible dust, dirt and grit.
- b) A power head must be used. Vacuums must be 2 motor design (1 for suction, 1 for power head).

13 Stain Removal

- a) All carpets and walk-away mats must have no visible stains or discoloration after stain removal operation.
- b) Where stain removal involves wetting of a hard surface floor, caution signs must be in place around affected work area.

14 Hot Water Extraction

- a) All carpets and walk-away mats must be clean and free of accumulated dust and dirt and stain as a result of Hot Water Extraction.
- b) Areas must be cleaned to walls and corners.

15 Damp Wiping

- a) Surfaces must be free of dust, stains, streaks and water spotting following damp wiping.
- b) Wiping cloths must be rinsed frequently and free of stains and odors.
- c) Feather dusters are not acceptable.

16 Glass and Mirror Cleaning

- a) All glass must be clean on both sides and free of streaks and finger marks.
- b) Adjacent areas including frames, casing and ledges must be free of water spotting, splash marks and streaks.

17 High dusting

- a) All surfaces must be free of dust.
- b) High dusting must be effected using either damp rag wiping or vacuuming. The method will be specified by the client.
- c) Dust must be contained and prevented from floating freely in the air during operation.

18 Clean and Disinfect

- a) Client-approved, commercial disinfectant cleaner must be used.
- b) Manufacturer's instructions must be followed for best results.
- c) All surfaces cleaned and disinfected must be rinsed clean of residual disinfectant.

19 Exterior Areas

- a) Outside areas, within 15 feet of the building shall be policed regularly for cleanliness, and shall be kept free from refuse and other extraneous materials.

Table 13-4
Inventory of Single Quarters

Building	Rooms	Beds	VIP Quarters	Total Beds
*306	305	29	29	29
		40	40	40
*307		36	36	36
*312		40	40	40
*313		40	51	51
*314		40	80	80
*315		40	80	80
*360		73	98	98
*361		70	74	74
	568	53	53	6
				59
				587

* Buildings will be utilized as per WSO 10-1004.

For the following buildings, accommodation services required on a limited basis at the request/coordination of the Wing Operations Centre (WOC).

Building	Rooms	Beds	VIP Quarters	Total Beds
	567	37	47	47
	822	11	11	11
	1712	10	10	10
	1713	10	10	10
	1714	10	10	10
	1715	10	10	10
				98

Note: The number of beds in AOTC buildings can be doubled as needed.

14	CONSTRUCTION ENGINEERING AND MAINTENANCE MANAGEMENT	
14.A	GENERAL REQUIREMENTS	
14.A.1	SCOPE OF WORK	
14.A.1.a	Provide services which includes, but is not limited to the provision of a work control center (WCC), plan, manage and implement a Preventative Maintenance inspection program for 5 Wing infrastructure including design and estimating functions, contract management, planning and scheduling functions and all functions related to a drafting room including surveying. With a military work force, these services would normally constitute the duties of the Wing Construction Engineering Officer.	
14.A.2	DEFINITIONS	
14.A.2.a	Capital Construction: All new construction of buildings or facilities in support of new and existing tasks and missions.	
14.A.2.b	Class "A" Cost Estimate: An estimate based on confirmed price quotes for material, labour, and other associated costs provided for complete plans and specifications. The estimate is prepared by providing material and labour costs against the design details. Contingencies or escalations are not usually included.	
14.A.2.c	Class "B" Cost Estimate: An estimate based on substantially completed specifications and plans. These are usually prepared at 66% and 100% stages to confirm budgets or identify cost overruns so design changes can be made to bring projects back on budget.	
14.A.2.d	Class "C" Cost Estimate: An estimate based on conceptual plans and an outline of the design proposed. These estimates are usually used for preliminary budgeting purposes. Client submitted scopes of work are a basis for the Class C estimates.	
14.A.2.e	Class "D" Cost Estimate: An order of magnitude estimate primarily based on unit prices for identified disciplines. The information available for a class D estimate is usually very limited. The estimates are prepared by using lump sums with percentages.	
14.A.2.f	Construction Projects: A project, which is a specific volume of construction. It also include a combined project, when the estimated cost of the construction element is greater than that of the maintenance element i.e. the construction or replacement of entire facilities; additions or changes to the outline of a structure and alterations to structural systems (structural systems include bearing walls, trusses and roof systems but do not include non-bearing partitions); installation of, and addition to, fixed equipment that is an essential part of a facility, such as elevators, heating and air-conditioning equipment, automatic fire protection systems, etc; alterations or improvements that change the current functional use of a facility; alterations that significantly increase or reduce the design capacity of a facility; and major restoration of a facility that has been seriously damaged by fire, flood or other means, or that has become structurally unsound from any cause.	
14.A.2.g	Corrective Maintenance (CM) is the action taken to restore full serviceability after failure/functional degradation has occurred. This includes what would normally be referred to as repairs.	
14.A.2.h	Defence Construction Canada: Defence Construction (1951) Limited, known under the Federal Identity Program as DCC is one of the key organizations implementing construction and related work in the federal public sector. DCC provides its service to the DND, which acts as owner and design authority. Their formal mission is to provide high quality, timely, and efficient contracting, contract management, and related services to support this Department in the long-term development and management of its facilities infrastructure. As a parent Crown Corporation, however, they are separate from DND, and fall into the portfolio of the Minister of PWGSC.	

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14.A.2.i	Engineering Inspection: Consists of a scheduled examination and/or test of works and buildings to determine their physical condition with respect to prescribed maintenance standards. Engineering inspections are not normally performed on items that receive plant or shop inspections. The basic interior wiring and plumbing of buildings shall be inspected by Engineering Inspector. Interior wiring is defined as lighting and receptacle circuitry and fixtures. Interior plumbing is defined as fresh water and soil lines and connected fixtures. Normally, lubrication, adjustments and corrective action will not be accomplished during the engineering inspection.
14.A.2.j	Installed Equipment: Equipment and systems which are permanently installed and become an integral part of the building, e.g. refrigeration systems, elevators, hoists, generators, booster pumps, satellite boilers, meters, hangar doors, AAS gear, HVAC, built-in kitchen equipment and freezers, and similar items.
14.A.2.k	Master Realty Property Development Plan: MRPDP are plans developed and provide guidance for the comprehensive, long-range use, design, acquisition, construction, demolition, redevelopment, reduction, maintenance, operation and disposition of DND realty assets.
14.A.2.l	New Work: construction of a new building, addition to a building, replacement of entire facility, installation of new works (steam, water or sanitary lines, etc.), alterations, renovations, replacement, disconnecting and properly securing utilities and distribution systems servicing abandoned facilities and demolitions. This does not include maintenance conducted as part of a PM. This work must be approved by the DO.
14.A.2.m	Plant Inspection: Plant inspection consists of a periodic scheduled examination, lubrication, minor adjustment and servicing of plant equipment and systems for which specific operations personnel are responsible. Plant inspections are carried out on equipment and systems that are integral to a particular plant and essential to the overall operation of the plant but are not supervised on a full-time basis. Plant inspections shall not be confused with daily operational procedures accomplished in accordance with standing operating instructions.
14.A.2.n	Preventive Maintenance Inspection consists of a scheduled examination or test of works and buildings to determine their physical condition with respect to prescribed maintenance standards. PMIs are not normally performed on items that receive plant or shop inspections. PMIs would include interior and exterior structures, building envelope, roofs, electrical distribution system, mechanical systems, sewage and plumbing of buildings. PMI's must be performed by qualified construction inspectors. PM roof inspection must include thermography scan performed by a certified thermographer.
14.A.2.o	Shop Inspection: Shop inspection consists of a periodic scheduled examination, lubrication, minor adjustment and servicing of installed equipment and systems that are unattended during their normal operation. Shop inspections are carried out to keep equipment in good running order, to detect defects, to estimate maintenance requirements and to comply with established safety regulations. Shop inspections are usually performed by shop personnel.
14.A.3	REFERENCES: The notations against the references have the following meanings: M - Adherence to the policies, procedures, act, orders and regulations contained therein is mandatory. G - The policies and procedures contained therein are not mandatory, but proposals for alternatives must be submitted in full detail to, and be accepted by the Technical Authority. Furthermore, alternatives must fully interface with procedures in use globally.
14.A.3.a	See section 2.A.3 for general references.
14.A.3.b	Canadian Plumbing Code (M)
14.A.3.c	Canadian Electrical Code (M)
14.A.3.d	National Fire Code (M)

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14.A.3.e	National Building Code (NBC) (M)
14.A.3.f	National Fire Protection Association (NFPA) (M)
14.A.3.g	Realty Asset Management Manual (RAMM) (G)
14.A.3.h	Construction Engineering Technical Order (CETO) (M)
14.A.3.i	Canadian Standard Association (CSA) (M)
14.A.3.j	Canadian General Standards Board (CGSB) (M)
14.A.3.k	National Master Specification (NMS) (M)
14.A.3.l	All manufacturers; operation, maintenance and repair manuals that apply to the make and model of equipment in use. (M)
14.A.3.m	Preventive Maintenance Program (M)
14.A.3.n	Facilities Catalogue (M)
14.A.3.o	Fixed Assets Register (M)
14.A.3.p	5 Wing Building Facilities Usage Catalogue (M)
14.A.3.q	Environmental Code of Practice for Aboveground and Underground Storage Tank (CCME). (M)
14.A.3.r	Storage Tank Systems for Petroleum Products and Allied Petroleum Products Regulations (SOR/2008-197 June 12, 2008) (M)
14.A.3.s	RSMeans (G)
14.A.4	SAFETY PROVISIONS
14.A.4.a	Comply with measures not otherwise specified in this SOW but which are consistent with prudent management and industry practices.
14.A.5	DESCRIPTION OF EXISTING CONDITIONS
14.A.5.a	See the Facility Catalogue and the Fixed Asset Register.
14.A.5.b	The current contractor is using its own MIS system and has provided access to the MIS to DND and Administration/Financial Officers when requested. Upon request the contractor may be authorized to use the Construction Engineering CFEMS program.
14.A.6	HOURS OF OPERATION
14.A.6.a	Requests for services will normally occur during 0800 to 1600 hours working days but may occur anytime of the day and any day of the year.
14.B	PERSONNEL QUALIFICATIONS
14.B.1	General: Computer operators, draftsmen, surveyors, blueprint machine operators and other Contractor personnel performing technical work must obtain proper training and certification prior to operating any special tools (e.g.: Auto Cad, NMS specifications) or equipment.
14.B.2	Engineering Director: The individual must possess a minimum of 3 years experience in provision of engineering and maintenance management services.
14.B.3	Professional Engineer: Certification by a professional engineer will occur on work where it is required.
14.B.4	Construction Inspector: The individual(s) must have experience in evaluating electrical, mechanical and structural projects and installations and have safety qualifications for climbing in confined spaces, and high voltage line inspection and any other hazards that they may be likely to encounter.
14.B.5	Surveyor: Certification by a registered professional land surveyor will occur on work where it is required.

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14.B.6	Other key positions must possess a minimum of 3 years experience in provision of engineering and maintenance management services.
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Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
14.C	CONSTRUCTION ENGINEERING AND MAINTENANCE MANAGEMENT			
14.C.1	WORK CONTROL			
14.C.1.a	Receive and assign requests for services.	Provide a single point of contact to receive requests. Prepare a work order to action the request. The fulfillment of the request is conducted against the applicable line items from Sections 14 to 21. Service to be provided 24/7.	5,850 requests initiated by non-Contractor Personnel per year.	Work orders logged, classified and prioritized. Work orders are accurately prepared and assigned.
14.C.1.b	Provide access to electronic work order records and the daily work order log.	Provide live access to the electronic work order records and logs for the DOs.	8 user accounts.	The user accounts shall be accessible at all times except during system maintenance and backup.
14.C.2	PREVENTIVE MAINTENANCE (PM)			
14.C.2.a	Monitor PM plan implementation for each of SOW Sections 14 to 21.	Analyze PM data for relevance with regard to lifecycle management.	See 14.F.3 to 14.F.7	No instance of equipment or system failure due to a lack of analysis of PM data.
14.C.3	ENGINEERING			
14.C.3.a	Prepare Class A Cost Estimates.	Prepare Class A Cost Estimates using local established pricing and RSMeans as required. This may include the associated Statement of Work in the case where a TA submission will be required.	13 cost estimates per year for projects less than \$25,000. 26 cost estimates per year for projects greater than \$25,000.	Cost estimates accurate, complete and submitted within 5 working days of date negotiated with the DO.
14.C.3.b	Prepare Class B Cost Estimates.	Using local established pricing and RSMeans as required.	20 cost estimates per year for projects less than \$25,000. 25 cost estimates per year for projects greater than \$25,000.	Cost estimates accurate, complete and submitted within 3 working days of date negotiated by the DO
14.C.3.c	Prepare Class C Cost Estimates.	Using local established pricing and RSMeans as required.	0 cost estimates per year for projects less than \$25,000. 6 cost estimates per year for projects greater than \$25,000.	Cost estimates accurate, complete and submitted within 1 working day of date negotiated by the DO

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
14.C.3.d	Prepare Class D Cost Estimates.	Using local established pricing and RSMeans as required.	0 cost estimates per year for projects less than \$25,000. 5 cost estimates per year for projects greater than \$25,000.	Cost estimates accurate, complete and submitted within 1 working day of date negotiated by the DO
14.C.3.e	Prepare scope of work as requested by DO.	The scope of work is a short description of the work required. Prepare as requested by the DO.	3 scopes of work per year.	Scope of work accurate, complete and submitted within 5 working days of date negotiated with the DO
14.C.3.f	Prepare Design and Specifications (D&S).	Engineering D&S packages must be signed and sealed by a professional engineer of the appropriate discipline on work where it is required. The package must include a detailed statement prescribing materials, dimensions, requirement (safety, legal, technical code requirements), and workmanship. Specifications must be in NMS format unless otherwise specified by the DO.	15 D&S per year less than \$25,000; 15 D&S per year greater than \$25,000 but less than \$75,000; 5 D&S per year greater than \$75,000 but less than \$150,000; 3 D&S per year greater than \$150,000 but less than \$200,000; 11 D&S per year greater than \$200,000 but less than \$500,000; 5 D&S per year greater than \$500,000 but less than \$1M and 3 D&S per year greater than \$1M but less than \$1.5M.	D&S are accurate, complete and submitted within 5 working days of date negotiated with the DO.
14.C.3.g	Conduct engineering investigations.	Conduct engineering investigations to resolve problems in the areas of civil, structural, mechanical, and electrical engineering to determine the least cost of acquisition, maintenance of structures, equipment, utilities as required by the DO. Prepare and submit reports on investigations. An average of 75 hours per investigation may be needed.	18 investigations per year.	Engineering investigations reports are accurate, complete and submitted within 5 working days of date negotiated with the DO.

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
14.C.3.h	Provide engineering input.	Provide advice and feasibility studies as requested by DO. This also includes Environmental Assessments. An average of 9 hours per engineering input may be needed.	96 requests per year.	Relevant engineering input provided within 5 working days of date negotiated with the DO.
14.C.3.i	Provide Defence Construction Canada (DCC) technical support.	Provide shop drawing reviews, inspection assistance and hand over assistance for all DCC projects. On average this could take 80 hours per project.	6 projects per year.	Requested support provided within 5 working days of date negotiated with the DO or the DCC Liaison Officer.
14.C.4	DRAFTING ROOM FUNCTIONS			
14.C.4.a	Reproduce drawings.	Reproduce drawings to DND authorized clients. Record drawing reproductions in a log that identifies name of authorized requestor and the number of sheets.	355 sheets reproduced per year.	Reproduction completed within 3 working days of the request. All reproductions documented and logged.
14.C.4.b	Prepare and submit site approvals.	Coordinate approval with the DO and the Wing Property Officer in accordance with RAMM.	1 site approval requests per year.	Site approvals accurate, complete and submitted to the DO for approval within 5 working days of date requested with the DO.
14.C.4.c	Conduct property surveys.	Conduct property surveys and collect field data to be incorporated into location maps and records in support of civil engineering responsibilities. Set control points, grade stakes, locate underground utilities and other appurtenances. The Contractor will be responsible to ensure that certification by a registered land surveyor is made when required.	4 surveys per year.	Surveys are accurate, complete and submitted within 5 working days of date negotiated by the DO.
14.C.4.d	Prepare and issue Digging Permits.	Digging permits shall be issued by the Contractor and must be approved prior to start of digging operation. Area verified by Contractor from as-built drawings and as required, toning services performed to confirm location of underground structures, appurtenances and utility lines prior to excavating. The Contractor will be held financially responsible for any damage as a result of improperly located utilities.	73 digging permits per year.	Digging permits issued within 2 working days of date negotiated.
14.C.4.e	Prepare special drawings.	This includes drawings / charts / posters / signs and often require a blow-out of a portion of an existing drawing, color coding of specific buildings, etc....	233 drawings per year.	Work is complete and to the satisfaction of the client. Drawing provided within 2 days of the date negotiated.
14.C.5	CONTRACT ADMINISTRATION			

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
14.C.5.a	Provide contract management services for construction contracts.	Perform contract management for maintenance and construction, consultant and service contracts. Contract management must include the tendering process, bid evaluation, contract award and contract supervision. This administration service would cover the needs raised, if required, in 15.E.1	20 contracts per year.	No instances of construction contracts not being completed on time due to a lack of contract managements services.
14.D	WATCHKEEPING REQUIREMENTS			
14.D.1	Nil.			
14.E	TASK AUTHORIZATION (TA) REQUIREMENTS			
14.E.1	Although there are no predetermined Task Authorization (TA) requirements, TA's may be ordered on an as required basis for any work within the scope of this section.	See Contract Terms and Conditions for details regarding negotiation of TA jobs.	Nothing additional.	All jobs completed in accordance with the conditions and requirements stated in the negotiated TA.
14.F	RECORDS AND DELIVERABLES			
14.F.1	Raise and control project files.	Project file must include, when applicable, task authorization form, cost estimate, design, specifications, drawing(s), as-built(s), shop drawing(s), scope of work, engineering study, engineering inputs and PM report.	100 projects a year.	Project files are accurate, complete and current within 5 working days.
14.F.2	Provide and update a PM plan.	Update plan as required to reflect alterations and acquisition or disposal of equipment or changes to the frequency of PMs as approved by the DO.	1 PM plan per year. See PM requirements in each of SOW Sections 15 to 21 Up to 100 updates per year.	Plan is accurate, complete, current within 5 working days and submitted annually on 01 March.
14.F.3	Maintain an electronic record of PM activities.	Record to include date, asset identifier, PM activity description, number of direct labour hours and cost, direct material cost. Record shall be readable in a spreadsheet or database format when required.	See PM requirements in each of SOW Sections 15 to 21	Records are accurate and current within 5 working days.
14.F.4	Maintain an electronic daily work order log.	The log to include the work order details for all work scheduled to occur during that working day.	See 14.C.1.a	Log to be accurate and current for the day by 6 am each working day.
14.F.5	Provide a bi-weekly work order report.	Report to include work orders not completed within the scheduled completion date.	2 reports per month.	Report is accurate and submitted within 2 working days of schedule as agreed to by the DO.

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
14.F.6	Update Facilities Catalogue.	Provide electronic access to facility information to the DO. Provide information on changes to the data elements within 30 working days after work orders or projects completion date. New facilities, acquisitions or demolition must be reported within 30 working days of completion regardless of the firm that effected the work.	300 updates per year.	Changes reported within timeframes specified.
14.F.7	Maintain record drawings (as-built) for all facilities, works and installed equipment.	This requirement includes recording any changes made by the Contractor or DND.	200 drawings per year	Corrections accurate, complete and current prior to closure of work order.
14.F.8	Maintain the MRPDP.	Identity construction work and record them in the MRPDP.	1 MRPDP per year covering approximately 100 projects.	Plan updated within 5 working days of identification of an eligible project as approved by the DO.
14.G	MATERIALS, EQUIPMENT AND FACILITIES			
14.G.1	CONTRACTOR FURNISHED			
14.G.1.a	Provide all materials, equipment and furniture not otherwise provided as Government Furnished.	It is the contractor's responsibility to select a supply source and arrange for delivery to meet contract requirements.	As determined by the Contractor.	No instance of not meeting performance standards for the other line items of this section due to a lack of materials, equipment or facilities.

15	BUILDINGS AND STRUCTURES MAINTENANCE/REPAIR
15.A	GENERAL REQUIREMENTS
15.A.1	SCOPE OF WORK
15.A.1.a	Provide services which includes, but is not limited to the performance of controlled shop inspection for all structures and installed equipment as identified and accomplish all facilities repair work. Also included is the performance of Austere Operations Training Centre (AOTC) clean-up.
15.A.2	DEFINITIONS
15.A.2.a	Corrective Maintenance (CM) is the action taken to restore full serviceability after failure/functional degradation has occurred. This includes what would normally be referred to as repairs.
15.A.2.b	Direct Labour Hours: Hours of labour used in actual hands-on work to provide required services excluding supply support, management and administrative support, travel time, supervision and other indirect costs.
15.A.2.c	Direct Material Cost: The actual vendor invoice charges for materials used to provide required services. Direct material costs include transportation charges only when such charges are included on the invoice by the vendor.
15.A.2.d	Electrical Systems include portable electrical equipment and system components including but not limited to power distribution, residential and industrial above or below ground; interior lighting; intrusion alarms, fire alarms and close circuit TV systems; electric motors; electric meters and other small electrical devices/appliances, document destruction devices (shredder), laminators; wiring systems; conduit systems; cable systems; distribution systems; conductors; switches; receptacles; outlets; device plates; grounding points; and light fixtures and other similar electrical items.
15.A.2.e	Locksmithing: Lock systems consist of any device that is used, as on a door or a safe, to hold, close or secure, and that is operated by a key, combination, or a key card.
15.A.2.f	Mechanical Systems include: motors, drive assemblies and fans; wiring and electrical controls; pipe and duct insulation; guards, casings, hangers, supports, platforms, and mounting bolts; mechanical system equipment, cooling coils, condensate drip pans, drain piping, refrigerant piping, air cooled condensers, refrigerant dryers, strainers, valves and compressors; window air conditioning units; air filters; water fountains, freezers and ice machines; hangar doors and overhead doors; kitchen equipment and domestic appliances; elevators, hydraulic and mechanical lifting devices; and other similar mechanical components and items such as "Installed Equipment".
15.A.2.g	Monthly Work Plan: The monthly work plan shall list on a daily basis the location and description of all work to be performed during the month. The plan firmly represents all the work that the Contractor intends to accomplish in the coming month. DND will use the monthly work plan as one of the methods to monitor the Contractor's progress and quality of work.
15.A.2.h	New Work: construction of a new building, addition to a building, replacement of entire facility, installation of new works (steam, water or sanitary lines, etc.), alterations, renovations, replacement, disconnecting and properly securing utilities and distribution systems servicing abandoned facilities and demolitions. This does not include maintenance conducted as part of a PM. This work must be approved by the DO.

15.A.2.i	Plumbing systems include the following system components: water systems, include water lines, interior, to and including the services valves and box outside of the buildings and lines from the building to the connection with the main (laterals); all domestic hot water piping; all interior and exterior sanitary waste lines and lift stations to main; drainage, waste and vent systems; sanitary sewer systems; all fittings, valves, pumps, grease traps, plumbing fixtures, filters, meters, gauges, steam generators including related steam equipment, and other appurtenances related to the above systems; steam distribution and lagging; POL, gas and fuel distribution systems; fire sprinkler systems; and other similar plumbing components.
15.A.2.j	Preventive Maintenance Inspection (PMI) consists of a scheduled examination or test of works and buildings to determine their physical condition with respect to prescribed maintenance standards. PMIs are not normally performed on items that receive plant or shop inspections. PMIs would include interior and exterior structures, building envelope, roofs, electrical distribution system, mechanical systems, sewage and plumbing of buildings. PMI's must be performed by qualified construction inspectors. PM's on the annual roof inspection must include thermography scan performed by a certified thermographer.
15.A.2.k	Recurring Work: Repetitive work that is performed periodically such as periodic inspections or preventive maintenance type tasks.
15.A.2.l	Response Time: Response time is the elapsed time from when a request is logged in by the Contractor at the trouble desk until commencement of work at the work site with adequate number of qualified personnel, equipment, necessary tools, and parts/materials.
15.A.2.m	Structural / Architectural Components: All structures and support towers for equipment including the following: Exterior walls, framing, masonry units and exterior trim, flooring and foundations; Exterior doors, windows and screens; Roofing includes cleaning of roof gutter and downspouts; Exterior and interior hardware; Interior walls, framing, doors and partitions; Ceilings and framing members; Floor coverings; Painting; Concrete work; Supports for mechanical, electrical, electronic, civil equipment, including appliances and galley equipment; welded and fabricated metal components; Locking mechanism (any device that is used, as on a door or a safe, to hold, close or secure, and that is operated by a key, combination, or a key card); POL Storage tanks; and other similar components.
15.A.2.n	Trouble Calls: Any requirement, which presents an imminent threat to life, property or mission.
15.A.3	<p>REFERENCES: The notations against the references have the following meanings:</p> <p>M - Adherence to the policies, procedures, act, orders and regulations contained therein is mandatory.</p> <p>G - The policies and procedures contained therein are not mandatory, but proposals for alternatives must be submitted in full detail to, and be accepted by the Technical Authority. Furthermore, alternatives must fully interface with procedures in use globally.</p>
15.A.3.a	See section 2.A.3 for general references.
15.A.3.b	C-08-005-120/AG-000 Realty Asset Management Manual (RAMM) (M)
15.A.3.c	Canadian Forces Construction Engineering Manual (CFCEM) (G)
15.A.3.d	National Building Code (NBC) (M)
15.A.3.e	National Fire Code (M)
15.A.3.f	Canadian Electrical Code (M)
15.A.3.g	Canadian Plumbing Code (M)

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15.A.3.h	Canadian General Standards Board (CGSB) (M)
15.A.3.i	Canada Labour Code – Part II (M)
15.A.3.j	CETOs (M)
15.A.3.k	5 Wing electrical and airfield distribution systems drawings (M)
15.A.3.l	PM Program (M)
15.A.3.m	Asbestos Management Plan (M)
15.A.3.n	Camera Site List at LLTA Target Area (M)
15.A.3.o	Transfer of Agreement and Control regarding the Austere Operations Training Centre (AOTC) (Province of Newfoundland and Labrador CROWN TRANSFER 106234) (M)
15.A.3.p	Facilities Catalogue (M)
15.A.3.q	Fixed Assets Register (M)
15.A.3.r	GB 202 PM checklist (G)
15.A.3.s	All manufacturers' operation, maintenance and repair manuals that apply to the make and model of equipment in use (M)
15.A.3.t	Storage Tank Systems for Petroleum Products and Allied Petroleum Products Regulations (SOR/2008-197 June 12, 2008) (M)
15.A.3.u	C-09-005-002/TS-000 Ammunition and Explosives Safety Manual Vol 2 Storage and Facility Operations (M)
15.A.4	SAFETY PROVISIONS
15.A.4.a	Working at the AOTC personnel should be made aware of dangers associated with the area and the material they will be cleaning.
15.A.4.b	Comply with measures not otherwise specified in this SOW but which are consistent with prudent management and industry practices.
15.A.5	DESCRIPTION OF EXISTING CONDITIONS
15.A.5.a	See Facilities Catalogue and Fixed Assets Register.
15.A.6	HOURS OF OPERATION
15.A.6.a	Provide services during normal business hours or on a required basis during an emergency. Ensure a 24-hour point of contact is available to organize a response to an emergency call out or Trouble Call.
15.A.6.b	Hangar operations is daily between 08:00 and 16:00
15.B	PERSONNEL QUALIFICATIONS
15.B.1	Provide a construction trade certified work force that can efficiently and effectively manage and maintain the Base. Journey person certification shall be the benchmark where applicable. Apprentices could be considered an option if insufficient journey persons are available.
15.B.2	At least one person shall be qualified to maintain fire alarm systems, intrusion alarm systems and close circuit TV systems. Requires electronic technician certification or equivalent.
15.B.3	The position of Hangar Chief requires the individual to have a minimum of 2 years experience in an aviation environment and extensive experience and knowledge in military and civilian aircraft ground handling and Hangar Operations.

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Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
15.C	BUILDINGS AND STRUCTURES MAINTENANCE/REPAIR			
15.C.1	SHOP PREVENTIVE MAINTENANCE			
15.C.1.a	Perform Electrical Shop Preventive and Recurring Maintenance	Provide all labour, tools, material and transportation to perform all electrical shop preventive and recurring maintenance as per CFCEM. See 15.A.2 for definition of electrical systems.	See the Facilities Catalogue and the Fixed Assets Register.	No incident of inspection not done by qualified personnel. All maintenance will be in accordance with references and commercial standard.
15.C.1.b	Perform Plumbing Shop Preventive and Recurring Maintenance	Provide all labour, tools, material and transportation to perform all plumbing shop preventive and recurring maintenance as per CFCEM. See 15.A.2 for definition of plumbing systems.	See the Facilities Catalogue and the Fixed Assets Register.	No incident of inspection not done by qualified personnel. All maintenance will be in accordance with references and commercial standard.
15.C.1.c	Perform Mechanical Systems Preventive and Recurring Maintenance	Provide all labour, tools, material and transportation to perform all mechanical systems shop preventive and recurring maintenance as per CFCEM. See 15.A.2 for definition of mechanical systems.	See the Facilities Catalogue and the Fixed Assets Register.	No incident of inspection not done by qualified personnel. All maintenance will be in accordance with references and commercial standard.
15.C.1.d	Perform elevator and lifting devices Preventive and Recurring Maintenance	Provide all labour, tools, material and transportation to perform all shop preventive and recurring maintenance as per CFCEM on all elevators and lifting devices, work included hydraulic and electric lifts. Comply with Provincial regulations.	See the Facilities Catalogue and the Fixed Assets Register.	No incident of inspection not done by qualified personnel. All maintenance will be in accordance with references and commercial standard. No lift inoperative due to insufficient maintenance.
15.C.1.e	Provide yearly inspection and testing of the lifts by an elevator inspector.	Provide yearly inspection and testing of the lifts by an elevator inspector certified by Provincial authority.	See the Facilities Catalogue and the Fixed Assets Register.	No incident of failure to inspect or test elevators using qualified inspectors.
15.C.1.f	Perform PMIs.	See 15.a.2 for definition of PMI.	See the Facilities Catalogue and the Fixed Assets Register.	All infrastructure inspected every year as per PMI plan. PMI reports accurate, complete and submitted to the DO within 5 working days after completion of the inspections.
15.C.1.g	Perform AOTC repair and maintenance activities.	This work will be coordinated with the DND TADO and interference with flying operations must be minimized. Requests for transportation to the PTA will be the responsibility of the contractor. Flights will be arranged and paid for by DND.	Nothing additional.	Nothing additional

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
15.C.1.g(1)	Maintain and repair the AOTC infrastructure.	This work involves the maintenance to the cabin, the rebuilding of the HAS's, the grading and removal of vegetation on the runway and taxiways. Work normally is done in the Spring and Fall or as agreed to with the DO. Flights will be arranged and paid for by DND.	Twice a year.	Equipment and structure maintained in good condition.
15.C.1.g(2)	Maintain range boundary identification and warning signs around the AOTC.	Maintain Range boundary identification and warning signs (including laser) in accordance with section 3-3 of C-07-010-011/TP-000. This also includes cutting brush on the boundary perimeter. This includes road signs and area demarcation signs around the AOTC. The area demarcation has a radius of approximately 16 nautical mile. There is no road access and helicopters are likely the best option to use to get around. Signs around the AOTC are spaced at 2,000 feet. There are 6 signs on the Trans-Labrador Highway that require inspection and maintenance. There are Laser warning signs around the 4 nautical mile around the cut line also spaced at 2,000 feet. There are approximately 1,400 signs in total. Travel to the AOTC is by air only. If DND is unable to provide air transportation to the contractor, the contractor will need to raise a TA to cover the cost of the air transportation.	5% of the signs to be maintained on an annual basis.	Identification boundaries and warning signs are easy to read.
15.C.2	CORRECTIVE MAINTENANCE			
15.C.2.a	Perform CM (Repair/ Renovate/ Alter) on electrical systems.	Electrical systems are defined under 15.A.2. Provide replacements of the same kind, equal or better type, style, quality, grade or class in order to obtain specific operating characteristics or to match other items already in place. If the work will exceed 144 direct labour hours or \$5,000 in material, contact the DO to negotiate the TA work order and implement reasonable measures to mitigate hazards and further damage until approval is obtained to perform the CM. See 15.E.3.	450 occurrences per year.	All authorized work to be completed in accordance with references and the commercial standard. All work to be negotiated with the DO for the completion dates.

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
15.C.2.b	Perform CM (Repair/ Renovate/ Alter) on building plumbing systems.	Building plumbing systems as defined at 15.A.2. Provide replacement of the same kind, quality and size as the original. If the work will exceed 144 direct labour hours or \$5,000 in material, contact the DO to negotiate the TA work order and implement reasonable measures to mitigate hazards and further damage until approval is obtained to perform the CM. See 15.E.3.	225 occurrences per year.	All authorized work to be completed in accordance with references and the commercial standard. All work to be negotiated with the DO for the completion dates.
15.C.2.c	Perform CM (Repair/ Renovate/ Alter) on mechanical systems	Mechanical systems as defined at 15.A.2. Provide replacement of equipment of the same kind, grade, quality and size as the original construction and installation. This includes POL facilities buildings 249, 301 and 515. If the work will exceed 144 direct labour hours or \$5,000 in material, contact the DO to negotiate the TA work order and implement reasonable measures to mitigate hazards and further damage until approval is obtained to perform the CM. See 15.E.3.	550 occurrences per year.	All authorized work to be completed in accordance with references and the commercial standard. All work to be negotiated with the DO for the completion dates.
15.C.2.d	Perform CM (Repair/ Renovate/ Alter) on elevators/lifting devices.	Provide all labour, tools, material and transportation to perform repairs of elevators/lifting devices. If the work will exceed 144 direct labour hours or \$5,000 in material, contact the DO to negotiate the TA work order and implement reasonable measures to mitigate hazards and further damage until approval is obtained to perform the CM. See 15.E.3.	25 occurrences per year.	All authorized work to be completed in accordance with references and the commercial standard. All work to be negotiated with the DO for the completion dates.
15.C.2.e	Perform CM (Repair/ Renovate/ Alter) on structural / architectural components.	Structural / architectural components as defined at 15.A.2. If the work will exceed 144 direct labour hours or \$5,000 in material, contact the DO to negotiate the TA work order and implement reasonable measures to mitigate hazards and further damage until approval is obtained to perform the CM. See 15.E.3.	600 occurrences per year.	All authorized work to be completed in accordance with references and the commercial standard. All work to be negotiated with the DO for the completion dates.

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
15.C.2.f	Perform CM (Repair/ Renovate/ Alter) on all fire protection and reporting devices.	Fire protection and reporting devices include sprinklers, building hydrants, sectional valves, CO-2/dry chemical extinguishers, and fire alarm reporting systems. This includes associated distribution lines, intrusion alarms, fire alarms, and close-circuit. If the work will exceed 144 direct labour hours or \$5,000 in material, the contractor must contact the DO to negotiate the TA work order and implement reasonable measures to mitigate hazards and further damage until approval is obtained to perform the CM. See 15.E.3. There are 6 intrusion alarms, 103 fire alarm systems, 5 CCTV systems.	185 occurrences per year.	All authorized work to be completed in accordance with references and the commercial standard. All work to be negotiated with the DO for the completion dates.
15.C.2.g	Perform miscellaneous work.	Miscellaneous work includes but is not limited to the production, installation, removal and modification of works and services related to this section as required and authorized by the DO. Provide all labour, tools, material and transportation to perform work. If the work will exceed 144 direct labour hours or \$5,000 in material, the contractor must contact the DO to negotiate the TA work order and implement reasonable measures to mitigate hazards and further damage until approval is obtained to perform the CM. See 15.E.3.	10 occurrences per year.	All authorized works are to be completed in accordance with the commercial standard. All works to be negotiated with the appropriate DO for the completion dates.
15.C.2.h	Provide insect and rodent control to facilities and works	Ensure adequate control of pest infestations to various base bldgs, particularly Bldgs 310, 560, and 564 to ensure proper hygiene conditions	Included in 15.c.2.e. As required	All authorized work to be completed in accordance with references and the commercial standard. All work to be negotiated with the DO for the completion dates.
15.C.3	HANGAR MANAGEMENT			

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
15.C.3.a	Manage Hangar operations	Ensure safe and effective hangar operation and technical support to Canadian and Foreign Military at 5 Wing. Produce, implement & maintain technical standard operating procedures for aircraft technical support activities. Plan, coordinate and organize technical and maintenance resources in support of Hangar use, including but not limited to aircraft parking space, workshop distribution, towing, storage, LOX supplies. Oversee Hangar maintenance and ensure Hangar equipment and systems are operational, inspected, calibrated, maintained, and ready for use when needed. Advise, brief, and assist technical personnel with hangar systems, hangar equipment and aircraft maintenance equipment. Ensure hangar operations follow environmental and safety procedures. Provide information for the financial recovery for hangar use and technical support.	Hangars 7 and 8 on a continuous basis. Other hangars, including but not limited to 4, 5 and 6, may be required by clients for up to 3 months annually (one month per hangar).	No instance of service not being provided.
15.D	WATCHKEEPING			
15.D.1	Nil.	Nothing additional.	Nothing additional.	Nothing additional
15.E	TASK AUTHORIZATION (TA) REQUIREMENTS			
15.E.1	Perform New Work.	Total cost of a single request should not exceed \$200,000. This cost includes inspections, security, etc... See 14.C.5.a.	Average 20 requests at \$200,000 each.	All authorized work to be completed in accordance with the commercial standard. All work to be negotiated with the DO for the completion dates.
15.E.2	Assist in remediation of the AOTC.	The Contractor may be required to participate in remediation activities. The work would be done in accordance with part 2 of C-07-010-01/TP-000. Travel to the AOTC is by air only. If DND is unable to provide air transportation to the contractor, the contractor will need to raise a TA to cover the cost of the air transportation.	Nothing additional.	All jobs completed in accordance with the conditions and requirements stated in the negotiated TA.
15.E.3	Perform CM (repair / renovation / alteration) for jobs in excess of 144 direct labour hours or \$5,000 material cost.	Nothing additional.	10 CM over 144 hours.	No instance of proceeding with the work without authorization. No instance of not completing the work within the timeframe negotiated with the DO.

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
15.E.4	Although there are no other predetermined Task Authorization (TA) requirements, TA's may be ordered on an as required basis for any work within the scope of this section.	See Contract Terms and Conditions for details regarding negotiation of TA jobs.	Nothing additional.	All jobs completed in accordance with the conditions and requirements stated in the negotiated TA.
15.F	RECORDS AND DELIVERABLES			
15.F.1	Monthly Activity Report	Submit a monthly summary report to the DO two weeks after the end of the month. The DO may require certain data to be presented in graphical form to display trends as part of the firm price. This report can be provided in electronic format; however, the DO may request this information in hard copy form with supporting data at no additional cost.	One per month.	Report accurate, complete and submitted within 10 working days of the end of the month.
15.F.2	Hangar Activity report.	Report includes aircraft usage, misuse of GFF, GFE, and GFM	12 monthly reports.	Report accurate, complete and submitted within 5 working days of the beginning of the month for the previous month.
15.F.3	Hangar usage log.	Usage Log includes the user, country of origin, types of aircraft, date, time, year and duration of stay for each hangar under the control of the Contractor.	1 log updated continuously	Usage log accurate, complete and current within 5 working days.
15.F.4	Maintain the Halocarbon Management Database	Updates to records include data related to Inventory of equipment, PM inspections, spills and leak test. See 15.G.1.a for access to the Halocarbon Management System.	As required.	Entries in the database are 98% accurate and complete within 10 working days of receipt of the Service Leak Test Notice (SLTN). The database updated within 2 working days of the completion of the related work.
15.F.5	Maintain the Asbestos Management Plan.	Updates records following removal of asbestos and changes to condition. Actual removal of asbestos would be covered under New Work. The Plan and database are provided in reference.	As required.	The database updated within 2 working days of the completion of related work.
15.G	MATERIALS, EQUIPMENT AND FACILITIES			
15.G.1	GOVERNMENT FURNISHED			

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
15.G.1.a	Access to the DND Halocarbon Management System (HMS).	DND will provide access to the Halocarbon Management System (HMS) for the Contractor to deliver the services stated in this SOW.	The number of user accounts will be as determined by the Contractor.	No unauthorized access or use of the software.
15.G.2	CONTRACTOR FURNISHED			
15.G.2.a	Provide all materials, equipment and furniture not otherwise provided as Government Furnished.	It is the contractor's responsibility to select a supply source and arrange for delivery to meet contract requirements.	As determined by the Contractor.	No instance of not meeting performance standards for the other line items of this section due to a lack of materials, equipment or facilities.

16	SANITARY COLLECTION SYSTEMS
16.A	GENERAL REQUIREMENTS
16.A.1	SCOPE OF WORK
16.A.1.a	Provide services which includes, but is not limited to inspections, monitoring, operation, maintenance and repair of the sanitary collection system and the pumping stations.
16.A.2	DEFINITIONS
16.A.2.a	Corrective Maintenance (CM) is the action taken to restore full serviceability after failure/functional degradation has occurred. This includes what would normally be referred to as repairs.
16.A.2.b	Critical Areas are those impacting operations, health and safety.
16.A.2.c	Direct Labour Hours: Hours of labour used in actual hands-on work to provide required services excluding supply support, management and administrative support, supervision and other indirect costs.
16.A.2.d	Direct Material Cost: The actual vendor invoice charges for materials used for performance of work under this Contract. Direct material costs include transportation charges only when such charges are included on the invoice by the vendor.
16.A.2.e	Response Time: Response time is the elapsed time from when a request is received by the Contractor at the trouble desk until commencement of work at the work site with adequate number of qualified personnel, equipment, necessary tools, and parts/materials.
16.A.3	REFERENCES: The notations against the references have the following meanings: M - Adherence to the policies, procedures, act, orders and regulations contained therein is mandatory. G - The policies and procedures contained therein are not mandatory, but proposals for alternatives must be submitted in full detail to, and be accepted by the Technical Authority. Furthermore, alternatives must fully interface with procedures in use globally.
16.A.3.a	See section 2.A.3 for general references.
16.A.3.b	Environmental Control Water and Sewage Regulations NLR 65/03, 2003 (M)
16.A.3.c	Sanitation Regulations - NLR 803/96 (M)
16.A.3.d	Preventive Maintenance Program and Checklists (M)
16.A.3.e	1 Cdn Air Div Effluent Monitoring Program (M)
16.A.3.f	CETO C-98-15F-002/MG-001, Grease and Oil Interceptors (G)
16.A.3.g	American Water Works Association (AWWA) Standards (G)
16.A.3.h	Realty Asset Management Manual (RAMM) (G)
16.A.3.i	Preventive Maintenance Historical Data (G)
16.A.4	SAFETY PROVISIONS
16.A.4.a	Comply with measures not otherwise specified in this SOW but which are consistent with prudent management and industry practices.
16.A.5	DESCRIPTION OF EXISTING CONDITIONS
16.A.5.a	See the Facilities Catalogue and the Fixed Assets Register for information regarding the sewage lift stations, sewage collection system and treatment system.
16.B	PERSONNEL QUALIFICATIONS
16.B.1	Maintenance and Repair Personnel: shall have journeyman experience or equivalent at the plumber / pipe-fitter level or pump maintenance and repair, as applicable.

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Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
16.C	SANITARY COLLECTION SYSTEMS			
16.C.1	OPERATIONS			
16.C.1.a	Operate and perform preventive maintenance on sewage lift system, sewer collection system and treatment system.	Ensure continuous operation of all sewage lift stations 24 hours per day, 7 days per week. Conduct daily inspections on all lift stations. Perform preventive maintenance in accordance with the Preventive Maintenance Program. Minimize scheduled system or unit outages and downtime, especially during normal operating or critical periods as determined by the DO. Manholes and appurtenances require periodic inspection and maintenance. Appurtenances include air release valves and drain valves along force mains as well as backflow preventers at sewage facilities where potable water service is provided.	10 lift stations with 20 pumps, 20,500 metres of pipe, 6 grease traps, 6,500 metres of forced main, 14,000 metres of gravity mains and five septic tanks.	No more than 2 instances of greater than 4 hours of scheduled downtime due to PM and no more than 1 instance of greater than 4 hours of unscheduled downtime due to lack of operation or PM.
16.C.1.b	Perform cleaning and flushing of Sanitary Collection System.	This includes the disposal of sludge in the Municipal landfill.	1 cleaning every 2 years. 400 litres of sludge per year.	No instances of sanitary systems not being cleaned and flushed every two years. No instance of improper disposal of sludge.
16.C.1.c	Monitor effluent and storm characteristics.	The monitoring of the effluent discharge must conform to the 1 Canadian Air Division Effluent Monitoring Program and meet the conditions of the Federal and Provincial Environmental Legislation. The effluent is monitored once per month and the storm water is monitored once per month except during freezeup at two separate locations.	Monthly.	No incident of monitoring and reporting not being completed monthly in any year.
16.C.2	CORRECTIVE MAINTENANCE			
16.C.2.a	Perform CM (repair/ renovate/ alter) for a system failure affecting Critical Areas or non-critical areas but with the potential for further damage if not addressed.	Response time will be within 2 hours of notification of problem. If the work will exceed 144 direct labour hours or \$5,000 in material, contact the DO to negotiate the TA work order and implement reasonable measures to mitigate hazards and further damage until approval is obtained to perform the CM. See 16.E.1.	3 CM requiring up to 48 direct labour hours and 1 CM requiring more than 48 direct labour hours per year, but less than 144 hrs.	Response time within 2 hours.
16.C.2.b	Perform CM (repair/ renovate/ alter) for non-critical service calls.	If the work will exceed 144 direct labour hours or \$5,000 in material, contact the DO to negotiate the TA work order and implement reasonable measures to mitigate hazards and further damage until approval is obtained to perform the CM. See 16.E.1.	8 CM per year	No instance of response time exceeding 1 working days.

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
16.D	WATCHKEEPING REQUIREMENTS			
16.D.1	Nil	Nothing additional.	Nothing additional.	Nothing additional
16.E	TASK AUTHORIZATION (TA) REQUIREMENTS			
16.E.1	Perform CM (repair / renovation / alteration) for jobs in excess of 144 direct labour hours or \$5,000 material cost.	Nothing additional.	As determined by the Contractor.	No instance of proceeding with the work without authorization. No instance of not completing the work within the timeframe negotiated with the DO.
16.E.2	Disconnect and secure the system from abandoned facilities.	Disconnect and properly secure utilities and distribution systems servicing abandoned facilities at the direction of the DO.	1 abandoned facility per year.	Abandoned facilities properly disconnected.
16.E.3	Although there are no other predetermined Task Authorization (TA) requirements, TA's may be ordered on an as required basis for any work within the scope of this section.	See Contract Terms and Conditions for details regarding negotiation of TA jobs.	Nothing additional.	All jobs completed in accordance with the conditions and requirements stated in the negotiated TA.
16.F	RECORDS AND DELIVERABLES			
16.F.1	Log and record data.	Accurately record data, in the form of daily logs or Preventive Maintenance Books, for the lift stations and disposal operations data, including records of normal and abnormal operating conditions and malfunctions along with corrective actions taken.	10 daily logs	No incident of daily entries or required data not being recorded in an accurate, neat and orderly fashion. Records readily available for inspection current up to 1 working day prior to such inspection.
16.F.2	Maintain an electronic record of PM activities.	Record to include SOW item number, date , PM activity description, number of direct labour hours and cost, direct material cost.	See 16.C.1	Record is accurate, complete and current within 2 working days.
16.F.3	Maintain an electronic record of CM activities.	Record to include SOW item number, CM activity description, number of direct labour hours and cost, direct material cost, start time and completion time.	See 16.C.2	Record is accurate, complete and current within 2 working days.
16.F.4	Maintain a record of effluent characteristics.	Nothing additional.	See 16.C.1.c	Record is accurate, complete and current within 2 working days.
16.G	MATERIALS, EQUIPMENT AND FACILITIES			
16.G.1	CONTRACTOR FURNISHED			

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
16.G.1.a	Provide equipment, facilities and materials not otherwise provided as government furnished required to deliver the services in this section (other than in paragraph E).	It is the contractor's responsibility to select a supply source and arrange for delivery to meet contract requirements.	As determined by the Contractor.	No instance of not meeting performance standards for the other line items of this section due to a lack of other equipment and materials.

17	CENTRAL HEAT PLANT (CHP) AND DOMESTIC STEAM AND HOT WATER HEATING SYSTEMS	
17.A	GENERAL REQUIREMENTS	
17.A.1	SCOPE OF WORK	
17.A.1.a	Provide all services necessary to operate, test, certify, maintain and repair, as required, the Central Heating Plant (CHP), stand-by and satellite boilers and related equipment, steam distribution system and end use equipment, including kitchen equipment.	
17.A.1.b	In its management of all systems it is expected that the Contractor will be employing methods and techniques designed to provide the most efficient operation, obtain the highest practical operating reliability, conserve energy, minimize financial resource requirements in a safety conscious manner.	
17.A.1.c	Minimize scheduled system or unit outages and downtimes, especially during normal operating hours or critical periods as determined by the DO.	
17.A.1.d	From a cost perspective and energy efficiency, the production of steam could be re-considered between mid-May and mid-September in consult with DND and dependant on weather conditions.	
17.A.2	DEFINITIONS	
17.A.2.a	CHP: Central Heating Plant	
17.A.2.b	DHW: Domestic hot water.	
17.A.2.c	Preventive Maintenance Inspection: is defined as a predetermined and scheduled procedure that operates on a continuous basis and which is designed primarily to detect maintenance requirements early and thus prolong the useful life of works and buildings at minimum cost. Frequency of inspections and tests should be based on directions contained in CETOs, RAMM, manufactures' handbooks, etc; local weather conditions; age of items; use of item (including severity of use); and local factors considered pertinent.	
17.A.3	REFERENCES: The notations against the references have the following meanings: M - Adherence to the policies, procedures, act, orders and regulations contained therein is mandatory. G - The policies and procedures contained therein are not mandatory, but proposals for alternatives must be submitted in full detail to, and be accepted by the Technical Authority. Furthermore, alternatives must fully interface with procedures in use globally.	
17.A.3.a	See section 2.A.3 for general references.	
17.A.3.b	Provincial Boiler and Pressure Vessel and Compressed Gas Regulation and Act NLR latest release. (M)	
17.A.3.c	Canadian Electrical Code (Newfoundland & Labrador Version) General and Specifics: Section 46 Emergency Systems. (M)	
17.A.3.d	Canadian Electrical Code (Newfoundland & Labrador Version) General and Specifics: Section 84 Interconnection of Electrical Power Production Sources. (M)	
17.A.3.e	All manufacturers' operation, maintenance and repair manuals that apply to the make and model of equipment in use (M)	
17.A.3.f	CHP Annual Statistical Report (G)	
17.A.3.g	Realty Asset Management Manual (RAMM) (M)	
17.A.3.h	Sample monthly meter report (G)	
17.A.4	SAFETY PROVISIONS	
17.A.4.a	Ensure Occupational Safety and Health programs as required in Section 2 and applying to this section is implemented and followed.	

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17.A.4.b	Comply with other measures not otherwise specified in this SOW but which are consistent with prudent management and industry practices. Comply with all provincial and federal safety regulations for the Work being performed under this section.
17.A.5	DESCRIPTION OF EXISTING CONDITIONS
17.A.5.a	The CH&PP is located in building 371, the heating plant contains 3 "DS" type water tube boilers made by English Boilers (2012 install). 2 boilers will produce 50,000 lbs/hr and 1 boiler will produce 40,000 lbs/hr. All 3 boilers at 100 psi, 358°F saturated steam. There are also two BAHs 1200 electrode steam boilers (year 1982), each capable of producing 50,000 lbs./hr at 100 psi using 4160 volts/12MW. The total potential output is 220,000 lbs/hr.
17.A.5.b	A 800 kw Cummins diesel generator is used for emergency in-house power (installed 2011). The APU is covered under section 20. The source of energy used is a combination of No. 2 heating fuel and Arctic Diesel. The water treatment plant uses a ion exchange softwater process and is designed to treat 100,000 US gallons of water between regeneration cycles. Listed below is an example of the type of equipment that can be found:
	- fuel oil handling equipment
	- boiler feed water pumps
	- oil fired burners
	- combustion chambers and flues
	- oil control valves
	- draft diverters and pump units
	- combustion controls
	- distribution header
	- cooling pond
17.A.5.c	Supporting the boilers is a 12 km condensate and steam distribution system which has been upgraded at a cost of \$17 million in 1995. The steam line size varies from 250mm (10 in) down to 50mm (2 in) and the condensate lines varies from 150mm (6 in) to 25mm (1 in). The system used is Perma Pipe. The operating pressure is 100 psig. The following is a listing that is not all-inclusive, but an example of what types of systems may be found:
	- approx. 12 km of steam distribution lines
	- approx. 12 km of condensate return lines
	- hot water boilers
	- condensate return pumps
	- heat exchangers
	- steam traps, and radiators
	- steam heated kitchen equipment
	- 110 service vaults
	- steam meters
17.A.5.d	Steam is used to produce domestic hot water (DHW) for most Barrack Blocks.
17.A.5.e	A number of facilities are heated by individual satellite or package boiler systems.
17.A.5.f	Electric power is provided to 5 Wing through a 25 kV line from Churchill Falls, Newfoundland & Labrador and is distributed on the Base by a 25KV and 5KV at 460V into CHP. The Wing also has 27 diesel engine generators located in various buildings.

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17.A.6	HOURS OF OPERATION
17.A.6.a	Provide steam to support base load on a 24/7 basis.
17.B	PERSONNEL QUALIFICATIONS
17.B.1	Provide personnel with a minimum of three years experience operating, maintaining and monitoring oil and electrically fired boilers in accordance with Newfoundland Boiler, Pressure Vessel and Compressed Gas Regulations Act.
17.B.2	The Chief Engineer requires a Power Engineer's Certificate of Competency First Class.
17.B.3	The Shift Engineer Supervisor requires a Power Engineer's Certificate of Competency Second Class.
17.B.4	The Shift Engineers requires a Power Engineer's Certificate of Competency Third Class

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Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
17.C	CENTRAL HEAT PLANT (CHP) AND DOMESTIC STEAM AND HOT WATER HEATING SYSTEMS			
17.C.1	OPERATIONS			
17.C.1.a	Operate the Central Heating Plant.	Distribution System to support requirements and in accordance with the regulations. Operate systems in accordance with Provincial Boiler, Pressure Vessel & Compressed Gas Regulations Act.	1 plant	No instance of plant not operating due to preventable or foreseeable errors. All system failures resolved within 8 hours 95% of the time. Remaining 5 % incidents resolved within 12 hours.
17.C.1.b	Operate and monitor the satellite boilers at each location.	Operate and monitor systems in accordance with Provincial Boiler, Pressure Vessel & Compressed Gas Regulations Act.	See the Facilities Catalogue and the Fixed Assets Register.	No incident of boilers not monitored as required by provincial regulations. All system failures resolved within 8 hours 95% of the time. Remaining 5% of incidents resolved within 12 hours.
17.C.1.c	Provide qualified personnel during federal/provincial inspections.	Provide qualified personnel to standby during federal and provincial inspections. Boiler inspections are scheduled on a yearly basis and last a full day.	1 inspection per year.	No incident of failure to provide qualified boiler operators during boiler inspections.
17.C.1.d	Read Electrical, Steam and Water meters.	This requirement includes providing details showing location, meter number, and recording any changes made by the Contractor or the DO. See. Table 17-1 and 17-2.	1,100 readings per year.	No incidence of failure to read meters accurately, according to frequency identified and in time to provide report at 17.F.6.
17.C.2	PREVENTIVE MAINTENANCE			
17.C.2.a	Perform all preventive and recurring inspections as per regulations on all CHP equipment	The central heating includes but is not limited to all fittings, valves, pumps and other apparatus, water piping and radiators.	See the Facilities Catalogue and the Fixed Assets Register.	95% of all jobs on the annual plan finished within 30 calendar days of date negotiated with DO, the remaining 5% to be completed within 45 calendar days of negotiated date.
17.C.3	CORRECTIVE MAINTENANCE			
17.C.3.a	Perform CM (repair/ renovate/ alter) on the boilers, steam distribution and DHW heating systems.	Provide complete repair on all equipment as specified in applicable Maintenance Manuals or manufacturers recommended service frequencies as well as applicable regulations. If the work will exceed 144 direct labour hours or \$5,000 in material, contact the DO to negotiate the TA work order and implement reasonable measures to mitigate hazards and further damage until approval is obtained to perform the CM. See 17.E.1 .	39 occurrences per year.	Work performed on scheduled frequency 95% of the time. Remaining work completed with 5 days of scheduled occurrence.

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
17.C.3.b	Perform CM (repair/ renovate/ alter) for failures in critical and non-critical equipment.	Respond to critical equipment failure within 15 minutes and non-critical equipment failure within 8 hours. If the work is-will exceed 144 direct labour hours or \$5,000 in material, contact the DO to negotiate the TA work order and implement reasonable measures to mitigate hazards and further damage until approval is obtained to perform the CM. See 17.E.1.	2 equipment failure per month.	Respond to failure within 15 minutes. Equipment returned to service within 8 hours 95% of time. Remaining 5% returned to service within 48 hours.
17.C.4	TESTING AND CERTIFICATION			
17.C.4.a	Sample boiler water for analysis.	Take corrosion and scale formation corrective / protective action when corrosion and scaling are indicated in test results. Test in accordance with Industry Standards / Provincial Codes.	One sample per day for active boilers. One sample per week for satellite/standby boilers.	No incident of failure to conduct tests as required. No incident of failure to take corrective action within 1 working day of test results.
17.C.4.b	Prepare all Boilers and regulated pressure vessels for Provincial inspection and certification.	All boiler and regulated pressure vessels must pass annual Gov't inspection. If any unit fails the inspection, and the Gov't determines that it is the responsibility of the Contractor, then the Contractor is solely responsible for all additional costs for any reinspection.	1 inspection per year.	No failure to pass annual certification for all boiler and regulated pressure vessels. Failed inspections must be redone and passed within one month of failure.
17.C.4.c	Test/operate safety devices associated on a routine basis.	As per manufacturer's recommendation.	See the Facilities Catalogue and the Fixed Assets Register	No incident of failure to correct or replace improperly functioning safety devices.
17.D	WATCHKEEPING REQUIREMENTS			
17.D.1	Staff the CHP.	Conduct this operation 24/7. See item 17.C.1.b and in accordance with Provincial Legislation.	1,870 hours per year.	No incident of having insufficient staff to monitor mandatory sites
17.E	TASK AUTHORIZATION (TA) REQUIREMENTS			
17.E.1	Perform CM (repair / renovation / alteration) for jobs in excess of 144 direct labour hours or \$5,000 material cost.	See Contract Terms and Conditions for details regarding negotiation of TA jobs.	As determined by the Contractor.	No instance of proceeding with the work without authorization. No instance of not completing the work within the timeframe negotiated with the DO.
17.E.2	Disconnect and secure from abandoned facilities.	Disconnect and properly secure utilities and distribution systems servicing abandoned facilities. Maintain or repair systems only by direction of the DO.	1 abandoned facility per year.	Abandoned facilities properly disconnected.

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
17.E.3	Although there are no other predetermined Task Authorization (TA) requirements, TA's may be ordered on an as required basis for any work within the scope of this section.	See Contract Terms and Conditions for details regarding negotiation of TA jobs.	Nothing additional.	All jobs completed in accordance with the conditions and requirements stated in the negotiated TA.
17.F	RECORDS AND DELIVERABLES			
17.F.1	Provide a Plant PM Plan for the CHP.	The Plant PM plan covers the CHP. Frequency of inspections and tests must be based on: directions contained in CETOs, manufacturers' handbooks, RAMM, etc; local weather conditions, age of the item; use of item; and other local factors considered pertinent. Plant inspections are usually performed by plant personnel.	1 Plant PM plan per year.	Plan accurate, complete, current within 5 working days and provided annually on 01 March or as directed by the DO. No incident of failure to provide plan on scheduled date.
17.F.2	Submit CHP reports.	Submit reports in accordance with Provincial legislation and DND Requirements.	1 monthly Steam Plant Costs report; 1 monthly Boiler Operating Log.	Reports accurate, complete and current within 5 working days. Report is due by the 10th calendar day after the end of the previous month. 95% of reports delivered on time the remaining 5% to be submitted within 5 working days of due date.
17.F.3	Accurately record, in the form of daily logs, all CHP operations.	Include the following minimum data: identification; accumulated running hours; starting/stopping time; loads; operating parameters; daily kWh output; notable conditions indicating a requirement for attention. Maintenance performed, material and spare parts required and man-hours.	1 log for the plant when in operation.	Logs accurate, complete and current within 1 working day. No incident of daily entries missed. Changes to equipment status logged on same day.
17.F.4	Provide meter reading report	Provide quarterly report to the DO. Sample meter report can be found in references. See 43.C.1.d.	1 report quarterly.	Reports accurate, complete and provided no later than 5 working days from the beginning of the month.
17.F.5	Maintain a reference library.	The library must include up-to-date information on CHP systems and installations, the appropriate regulations, parts list and manufacturer's Instructions. All information becomes property of DND upon termination of Contract.	As required.	Not more than 2 complaints per month regarding the currency of the library materials.

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
17.G	MATERIALS, EQUIPMENT AND FACILITIES			
17.G.1	CONTRACTOR FURNISHED			
17.G.1.a	Provide equipment, facilities and materials not otherwise provided as government furnished required to deliver the services in this section (other than in paragraph E).	It is the Contractor's responsibility to select a supply source and arrange for delivery to meet contract requirements.	As determined by the Contractor.	No instance of not meeting performance standards for the other line items of this section due to a lack of other equipment and materials.

Table 17-1

Electrical Meters Requiring Quarterly Reading

Building	Description	User	GB#	Serial#
5	Plugs on edge of Ramp (next to Bldg 5)	DND	437	6-621-674
1	1 Spitfire Place	DND	283	5-178-287
3	Crash Fire Hall	SSS	417	2-683-504
3	Outlets	SSS	324	5-863-163
3	3 Spitfire Place	DND	269	1-709-656
5	Bldg 5 / 5A	SSS/Navcan	3077	41-477-611
5	5 Spitfire Place	DND	270	1-709-657
6	New Meter for Air Terminal	GBAC	3119	88-639-756
6	Air Terminal Bldg Outlets	GBAC	3121	88-684-097
6	6-A On Pole (GBAC)	GBAC	423	6-621-673
7	Air Labrador #1	Air Labrador	200	5-888-230
7	Air Labrador #2	Air Labrador	442	6-621-679
7	7 Spitfire Place - WComd's	DND	271	5-245-983
9	9 Spitfire Place - ITAF CO	ITAF	2051	19-085-484
11	11 Spitfire Place - RNLAFCO	ITAF	299	5-245-980
13	13 Spitfire Place - GAF CO	GAF	168	5-404-892
22	Gate 22 (QRA Gatehouse on Forbes Road)	DND	326	5-863-163
35	Air Nova Freight Office	Woodward's Aviation Services	205	0-721-345
36	Woodward's Hangar	Woodward's Aviation Services	3125	88-716-569
44	Base Rescue Flight – 444 Sqn Hangar 9	DND	557	2879-712
44	Outlets	DND	3120	88-684-4096
46	Woodward's Fixed Base Operations	Woodward's Aviation Services	232	1-469-631
48	Hangar 11 Woodward's	Woodward's Aviation Services	551	2-751-081
49	Hangar 10	DND	308	2-371-276
104	Spruce Lodge	GBAC	422	6-621-659
105	Navcan	NavCan	3020	20-223-265
110	ATC Radar / TC Administration	SSS/TC	P-53986	2-486-431
159	Sewer Lift Station	DND	450	2-898-127
160	Provincial Aerospace Ltd. Hangar 14	GBAC	306	0-699-682
161	Hangar 17	GBAC	255	5-802-205
162	Air Labrador Hangar 15	Air Labrador	340	2-287-043
163	Hangar 13	GBAC	277	2-146-327
164	RCMP Hangar 16	GBAC	291	2-228-463
166	GBAC	GBAC	241	1-469-656
170	GBAC	GBAC	278	2-184-772
172	RT Garage (Woodward's Oil Ltd)	Woodward's	319	2-476-257
174	Airfield Electrical / Welding / Sheet Metal Shops	SSS	558	2-888-802
177	Irving Oil	Irving Aviation Services Ltd	441	6-621-678
185	Main Water Pumphouse	DND	559	2-971-121
201	Hangar 18	Provincial Airlines	1010	15-053-828
241	Gate 7	SSS	3081	40-355-764
242	Deluge Pumping Station	DND	3070	39-297-212
244	Hangar 3	Irving Aviation Services Ltd	305	2-354-557
249	Airfield SNIC Operations (Hgr 12)	SSS	3039	19-815-484
249	Airfield SNIC Operations (Hgr 12)	SSS	322	5-863-161

250	Hangar 8	DND	204	0-721-340
250	Outlets	DND	261	1-668-008
251	Hangar 7	DND	287	2-262-026
254	Storage	DND/NavCan	277	2-146-330
255	Social Club (vacant)	DND	563	2-282-274
257	Main Sewer Station	DND	3066	39-297-208
258	Hangar 6	DND	P-50732	2-272-468
260	Hangar 4	DND	P-46179	0-277-153
265	Logistic Support Centre	DND	203	6-477-782
267/268	POL Pumphouse (Woodward's Oil Ltd) / APU Bldg (Woodward's Oil Ltd) / POL Water Separator (Woodward's Oil Ltd)	Woodward's	412	2-786-351
270	Hobby Shop Bldg	DND	254	0-415-824
271	DND / Service Provider Headquarters - Service Provider Supply	DND/SSS	320	227-716
271	DND / Service Provider Headquarters - Service Provider Supply	DND/SSS	307	2-382-827
271	DND / Service Provider Headquarters - Service Provider Supply	DND/SSS	3073	41-477-607
272	Warehouse / Offices (vacant)	DND	264	902000-0
272	Garage Area	DND	292	2-281-796
272	Outlets (on pole)	DND	314	5-802-206
272	Warehouse/Offices (vacant)	DND	303	2-396-452
273	Warehouse/Offices (vacant)	DND	231	1-469-625
275	Local Community Organizations / Canex Storage / WCWO Storage / PSP / DND- Service Provider Storage	DND/SSS	283	0-415-830
279	Plinth (vacant)	DND	3010	21-440-233
295	Military Museum / CBSA / Rangers	DND	561	2-970-512
295		DND	566	01-234-095
295		DND	567	01-234-096
302	Roads & Grounds Section vehicle storage	SSS	3040	15-053-812
303	New Gas Pumps	DND	3117	60-416-733
305	(located in Elec Rm Bldg 307) Barrack Block	DND	345	2-669-424
306	(located in Elec Rm Bldg 307) Barrack Block	DND	346	2-662-367
307	(located in Elec Rm Bldg 307) Barrack Block	DND	321	2-508-169
307	Outlets (Read yearly in September) Barrack Block	DND	42	4-472-229
308	Barracks	DND	3011	19-815-487
309	Outlets (Read yearly in September) Barrack Block	DND	420	6-621-657
310	Canuck Club	DND	256	0-415-840
311	Vale INCO	Vale INCO	409	2-675-234
312	Barracks	DND	555	2-424-776
315	Barrack Block	DND	3118	300-964-820
320	Lift Station	DND	3069	39-297-211
325	Canadian Rangers Headquarters	DND	274	8-467-397
340	Vehicle Maintenance	SSS	213	0-979-289
351	Trade Shops Outlets	SSS	434	6-621-671
352	Environment Canada Storage	Env Can/SSS	449	2-898-120
355	Auto Hobby Shop (to be vacant)	DND	240	1-469-653

360	Barrack Block	DND	570	11-699-581
360	Outlets Barrack Block	DND	198	5-937-335
361	Barrack Block	DND	258	0-415-860
361	Outlets Barrack Block	DND	195	5-937-332
361	Outlets #2 Barrack Block	DND	194	5-937-329
362	Mess (vacant)	DND	246	0-277-159
365	Community Centre / Bowling Alley	DND	3075	41-477-609
371	CHP Electrical Service Station	SSS	3136	65-783-960
380	Theatre	DND	3072	41-477-606
381	Royal Bank (Library)	DND	3108	51-711-523
381	Canex	DND	401	2-675-150
388	Wing Chapel	DND	3134	65-375-393
395	Lift Station	DND	3068	39-297-210
398	Hamilton Stores	Hamilton Stores Ltd.	273	2-146-295
399	Base Gym	DND	3135	65-375-394
407	Storage	DND	3071	39-297-213
456	Pump Station Woodward's	Woodward's	189	9-598-390
457	Pump Station Woodward's	Woodward's	176	9-303-624
459	Woodward's Storage Building	Woodward's	181	9-568-088
475	Barracks	DND	446	2-887-736
476	Barracks	DND	3084	47-417-293
477	Barracks (inside Electrical Room)	DND	5001	15-053-822
478	Club	DND	344	2-634-812
479	Barracks	DND	304	2-391-161
480	Barracks	DND	343	2-587-818
480	Outlets Barracks	DND	562	5-613-212
481	Barracks	DND	233	1-469-632
483	Barracks	DND	260	1-469-646
484	Barracks	DND	237	1-469-648
485	Barracks	DND	289	2-280-216
486	Multi-use Facility	DND	290	2-289-500
487	Barracks & Officer's Mess	DND	227	1-342-394
487	Outlets	DND	280	5-178-284
488	Barracks & Sr NCO's Mess	DND	226	1-342-372
488	Barrack Block Outlets	DND	425	6-621-662
489	Barracks	DND	225	1-342-366
512	Office building	DND	3074	41-477-608
513	Nfld Tel Meter in Bldg 512	Alliant	421	6-621-658
515	Canex Express Mart	DND	348	2-658-916
555	Lift Station (across from GAF)	DND	323	5-863-162
560	Mess Hall	DND	3018	20-223-263
560	Mess Hall	DND	2052	20-071-841
564	MIR / Dental Clinic	DND	565	1-469-608
567	Barracks	DND		19-053-824
568	Barracks	DND	2053	19-815-489
570	570-L - RHU	DND	3065	20-961-091
570	570-R - RHU	DND	3080	40-355-763
571	571-L - RHU	DND	282	5-178-286
571	571-R - RHU	DND	2001	10-002-662
572	572-L - RHU	DND	2099	21-440-200
573	573-L - RHU	DND	3108	60-416-730
573	573-R - RHU	DND	3114	27-773-264
574	21- - RHU	DND	3009	21-440-214
574	90- - RHU	DND	3129	90-540-312
575	7-2 - RHU	DND	2088	7-265-169

576	21- - RHU	DND	3005	21-440-210
577	20- - RHU	DND	3046	20-332-356
578	20- - RHU	DND	3029	20-332-339
579	21- - RHU	DND	3008	21-440-213
579	21- - RHU	DND	3007	21-440-212
580	7-2 - RHU	DND	2089	7-265-170
581	20- - RHU	DND	3036	20-332-345
581	90- - RHU	DND	3128	90-540-311
582	59- - RHU	DND	3110	59-773-266
582	59- - RHU	DND	3109	59-773-265
583	20- - RHU	DND	3035	20-332-344
583	90- - RHU	DND	3126	90-546-309
584	21- - RHU	DND	3006	21-440-211
585	20- - RHU	DND	3034	20-332-343
585	20- - RHU	DND	3045	20-332-355
586	20- - RHU	DND	3047	20-332-357
586	90- - RHU	DND	3127	90-546-310
587	59- - RHU	DND	3112	59-773-268
587	59- - RHU	DND	3113	59-773-269
588	905	DND	3130	905-540-313
588	7-2	DND	2095	7-265-182
595	Lift Station	DND	3079	40-163-680
598	Heated Shelter RHU Rec Area	DND	113	9-075-837
600	20- - RHU	DND	3057	20-961-085
601	CFHA Office	DND	3012	13-078-275
607	41- - RHU	DND	3089	41-828-476
608	41- - RHU	DND	3086	41-828-473
609	20- - RHU	DND	3021	20-223-266
610	41- - RHU	DND	3087	41-828-474
612	20- - RHU	DND	3058	20-961-086
613	6-6 - RHU	DND	433	6-621-670
615	9-0 - RHU	DND	Nil	9-075-839
615	20- - RHU	DND	3022	20-223-267
616	20- - RHU	DND	3037	20-332-353
616	5-8 - RHU	DND	327	5-863-116
617	20- - RHU	DND	3023	20-223-268
619	41- - RHU	DND	3100	41-828-487
621	20- - RHU	DND	3013	20-223-258
622	41- - RHU	DND	3098	41-828-485
623	20- - RHU	DND	3042	20-332-347
623	20- - RHU	DND	3014	20-223-259
624	41- - RHU	DND	3102	41-828-493
625	41- - RHU	DND	3104	41-828-495
626	41- - RHU	DND	3091	41-828-478
627	20- - RHU	DND	3019	20-223-264
627	6-6 - RHU	DND	431	6-621-668
628	41- - RHU	DND	3099	41-828-486
632	20- - RHU	DND	3059	20-961-087
634	20- - RHU	DND	3060	20-961-088
634	20- - RHU	DND	3061	20-961-089
636	41- - RHU	DND	3105	41-828-496
638	41- - RHU	DND	3099	41-828-486
640	41- - RHU	DND	3101	41-828-488
642	6-6 - RHU	DND	426	6-621-663
646	6-6 - RHU	DND	426	6-621-664

646	41- - RHU	DND	3093	41-828-480
654	41- - RHU	DND	3092	41-828-479
655	88- - RHU	DND	3122	88-684-098
656	6-6 - RHU	DND	424	6-621-661
657	41- - RHU	DND	3107	41-828-498
658	41- - RHU	DND	3090	41-828-477
659	41- - RHU	DND	3106	41-828-497
659	88- - RHU	DND	3123	88-684-099
661	41- - RHU	DND	3103	41-828-494
662	41- - RHU	DND	3096	41-828-483
663	41- - RHU	DND	3097	41-828-484
664	41- - RHU	DND	3094	41-828-481
665	20- - RHU	DND	3015	20-223-260
666	20- - RHU	DND	3062	20-961-090
667	20- - RHU	DND	3016	20-223-261
667	20- - RHU	DND	3016	20-223-262
711	9-5 - RHU	DND	356	9-512-256
711	9-5 - RHU	DND	355	9-512-255
711	9-5 - RHU	DND	354	9-512-254
711	9-5 - RHU	DND	351	9-512-251
711	9-5 - RHU	DND	350	9-512-250
711	9-5 - RHU	DND	357	9-512-257
713	9-5 - RHU	DND	353	9-512-256
713	9-5 - RHU	DND	363	9-512-263
713	9-5 - RHU	DND	365	9-512-265
713	9-5 - RHU	DND	352	9-512-252
713	9-5 - RHU	DND	364	9-512-264
713	9-5 - RHU	DND	362	9-512-262
715	9-5 - RHU	DND	392	9-512-292
715	9-5 - RHU	DND	387	9-512-287
715	9-5 - RHU	DND	386	9-512-286
715	9-5 - RHU	DND	393	9-512-293
715	9-5 - RHU	DND	389	9-512-289
715	9-5 - RHU	DND	388	9-512-288
717	9-5 - RHU	DND	391	9-512-291
717	9-5 - RHU	DND	390	9-512-290
717	9-5 - RHU	DND	381	9-512-281
717	9-5 - RHU	DND	379	9-512-279
717	9-5 - RHU	DND	378	9-512-278
717	9-5 - RHU	DND	380	9-512-280
733	9-5 - RHU	DND	358	9-512-258
733	9-5 - RHU	DND	383	9-512-283
733	9-5 - RHU	DND	385	9-512-285
733	9-5 - RHU	DND	360	9-512-260
733	9-5 - RHU	DND	384	9-512-284
733	9-5 - RHU	DND	382	9-512-282
734	MFRC Headquarters	DND	3076	41-477-610
734	MFRC Outlets	DND	430	6-621-667
735	9-5 - RHU	DND	374	9-512-274
735	9-5 - RHU	DND	375	9-512-275
735	9-5 - RHU	DND	368	9-512-268
735	9-5 - RHU	DND	376	9-512-276
735	9-5 - RHU	DND	377	9-512-277
735	9-5 - RHU	DND	366	9-512-266
736	9-5 - RHU	DND	403	9-514-203

736	9-5 - RHU	DND	402	9-512-202
736	9-5 - RHU	DND	404	9-514-204
736	9-5 - RHU	DND	407	9-514-207
736	9-5 - RHU	DND	406	9-514-406
736	9-5 - RHU	DND	405	9-514-205
737	9-5 - RHU	DND	369	9-512-269
737	9-5 - RHU	DND	395	9-512-295
737	9-5 - RHU	DND	397	9-512-297
737	9-5 - RHU	DND	367	9-512-267
737	9-5 - RHU	DND	396	9-512-296
737	9-5 - RHU	DND	394	9-512-294
738	9-5 - RHU	DND	370	9-512-270
738	9-5 - RHU	DND	371	9-512-271
738	9-5 - RHU	DND	361	9-512-261
738	9-5 - RHU	DND	372	9-512-272
738	9-5 - RHU	DND	359	9-512-273
738	9-5 - RHU	DND	373	9-512-259
740	5-9 - RHU	DND	328	5-911-023
740	5-9 - RHU	DND	329	5-911-024
740	5-9 - RHU	DND	330	5-911-025
740	5-9 - RHU	DND	331	5-911-026
740	5-9 - RHU	DND	332	5-911-027
740	5-9 - RHU	DND	333	5-911-028
742	5-9 - RHU	DND	334	5-911-029
742	5-9 - RHU	DND	335	5-911-030
742	5-9 - RHU	DND	336	5-911-031
742	5-9 - RHU	DND	337	5-911-032
742	5-9 - RHU	DND	338	5-911-033
742	5-9 - RHU	DND	339	5-911-034
761	20- - RHU	DND	3024	20-223-269
761	7-2 - RHU	DND	2097	7-265-157
763	7-2 - RHU	DND	2091	7-265-172
763	7-2 - RHU	DND	2099	7-265-159
765	7-2 - RHU	DND	2090	7-265-171
765	7-2 - RHU	DND	2084	7-265-161
766	7-2 - RHU	DND	2085	7-265-162
766	7-2 - RHU	DND	2086	7-265-163
767	21- - RHU	DND	3000	21-440-201
767	21- - RHU	DND	3001	21-440-202
770	20- - RHU	DND	3044	20-332-354
770	20- - RHU	DND	3025	20-223-270
771	7-2 - RHU	DND	2087	7-265-164
772	7-2 - RHU	DND	2092	7-265-175
772	21- - RHU	DND	3002	21-440-207
774	7-2 - RHU	DND	2093	7-265-180
774	7-2 - RHU	DND	2094	7-265-181
779	21- - RHU	DND	3003	21-440-208
779	21- - RHU	DND	3004	21-440-209
780	20- - RHU	DND	3030	20-332-340
810	Firing Range	DND	300	5-245-981
851	Spring Gulch (Top Meter)	DND		2-641-770
899	Sewer Lift Station	DND	3067	39-297-209
1071	HazMat Storage Bunker	SSS	301	5-245-928
1074	Storage Bunker	DND	297	5-217-721
1138	9-0	DND	Nil	9-075-836

1139	Sewer Lift Station	DND	3078	40-163-679
1141	20- - RHU	DND	2078	20-086-029
1141	20- - RHU	DND	2079	20-086-030
1141	20- - RHU	DND	2080	20-086-31
1141	20- - RHU	DND	2081	20-086-32
1142	20- - RHU	DND	2065	20-086-016
1142	20- - RHU	DND	2064	20-086-015
1142	20-0 - RHU	DND	2063	20-086-14
1142	20-0 - RHU	DND	2062	20-086-13
1143	20-0 - RHU	DND	2070	20-086-021
1143	20-0 - RHU	DND	2071	20-086-022
1143	20-0 - RHU	DND	2072	20-086-023
1143	20-0 - RHU	DND	2073	20-086-024
1144	20-0 - RHU	DND	2054	20-086-005
1144	20-0 - RHU	DND	2055	20-086-006
1144	20-0 - RHU	DND	2056	20-086-007
1144	20-0 - RHU	DND	2057	20-086-008
1151	20-0 - RHU	DND	2066	20-086-017
1151	20-0 - RHU	DND	2067	20-086-018
1152	20-8 - RHU	DND	2082	20-860-33
1152	20-8 - RHU	DND	2083	20-860-34
1158	20-0 - RHU	DND	2074	20-086-025
1158	20-0 - RHU	DND	2075	20-086-026
1158	20-0 - RHU	DND	2076	20-086-027
1158	20-0 - RHU	DND	2077	20-086-028
1160	20-0 - RHU	DND	2058	20-086-009
1160	20-0 - RHU	DND	2059	20-086-010
1160	20-0 - RHU	DND	2060	20-086-011
1160	20-0 - RHU	DND	2061	20-086-012
1160	20-0 - RHU	DND	2068	20-086-019
1160	20-0	DND	2069	20-086-020
1234	C-CORE / Ionosphere Research	DND	236	1-469-645
1236	Transmitter Site	DND	288	1-836-979
1549	Civil Air NAV System	DND	222	1-332-064
1550	Civil Air NAV System MOT	DND	418	2-755-706
1551	1551/1553/1587 Weather Radar / GATR	DND	447	2-887-750

Table 17-2

Water Meters Requiring Quarterly Reading

Building	Description	User
1069	Ammo Meter	DND
283	Loring Drive	DND
282 & 1061	Town (Ammo + Loring)	DND
412	Meaney's	Woodward's
420	Woodward's	Woodward's
162	Air Labrador Hangar	Air Labrador
163	Hangar 13	RCMP
6	Terminal	GBAC
7	Air Labrador Office	Air Labrador
851	Water Pumphouse	DND

Steam Meters Requiring Quarterly Reading

Building	Description	User
272B	RAF Main Bldg.	RAF
273	GAF	GAF
295	AMU (Boiler Room)	DND
295	RNLAF (Back)	RNLAF
305 to 307	Barrack Block	DND
310	Canuck Club	DND
311 to 315	Barrack Block	DND
362	ITAF (Basement)	ITAF
381	CANEX (key in Canex)	DND
475 to 481	GAF	GAF
483 to 489	RAF	RAF

18	POTABLE WATER
18.A	GENERAL REQUIREMENTS
18.A.1	SCOPE OF WORK
18.A.1.a	Provide services which includes but is not limited to the inspection, monitoring, operation, maintenance and repair of the entire potable water system.
18.A.2	DEFINITIONS
18.A.2.a	Corrective Maintenance (CM) is the action taken to restore full serviceability after failure/functional degradation has occurred.
18.A.2.b	Direct Labour Hours: Hours of labour used in actual hands-on work to provide required services excluding supply support, management and administrative support, supervision and other indirect costs.
18.A.2.c	Direct Material Cost: The actual vendor invoice charges for materials used for performance of work under this contract. Direct material costs include transportation charges only when such charges are included on the invoice by the vendor.
18.A.2.d	Preventive Maintenance Inspection: is defined as a predetermined and scheduled procedure that operates on a continuous basis and which is designed primarily to detect maintenance requirements early and thus prolong the useful life of works and buildings at minimum cost. Frequency of inspections and tests should be based on directions contained in CETOs, RAMM, manufacturers' handbooks, etc; local weather conditions; age of items; use of item (including severity of use); and local factors considered pertinent.
18.A.2.e	Response Time: Response time is the elapsed time from when a request is received by the Contractor at the trouble desk until commencement of work at the work site with adequate number of qualified personnel, equipment, necessary tools, and parts/materials.
18.A.3	REFERENCES: The notations against the references have the following meanings: M - Adherence to the policies, procedures, act, orders and regulations contained therein is mandatory. G - The policies and procedures contained therein are not mandatory, but proposals for alternatives must be submitted in full detail to, and be accepted by the Technical Authority. Furthermore, alternatives must fully interface with procedures in use globally.
18.A.3.a	See section 2.A.3 for general references.
18.A.3.b	CETO C-98-15W-002/MG-010 Operations and Maintenance - Water Supply and Distribution Systems (M)
18.A.3.c	CETO C-98-15W-003/MS-010 Comprehensive Maintenance Manual - Chlorination of Domestic Water, Swimming Pools and Waste Water (M)
18.A.3.d	Canadian Drinking Water Quality Guidelines (M)
18.A.3.e	Canadian Water Quality Guidelines- CCME (M)
18.A.3.f	American Water Works Association (AWWA), A100-90 to F102-91 - Provides direction on the full range of fluid handling for Water and Wastewater systems. (G)
18.A.4	SAFETY PROVISIONS
18.A.4.a	Comply with measures not otherwise specified in this SOW but which are consistent with prudent management and industry practices.
18.A.4.b	In the case of major disaster, breakdown, or contamination, initiate the emergency procedures as provided in the Wing Emergency Response Plan and directed by the 5 Wing Environmental Officer.
18.A.5	DESCRIPTION OF EXISTING CONDITIONS

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18.A.5.a	Water Supply System: 5 Wing takes its water supply from Spring Gulch. The water is pumped from Spring Gulch via the Spring Gulch pump-house, building 851, into two reservoirs, which have a combined capacity 750,000 gallons. The water is treated and distributed via the Base pump-house, building 185. 5 Wing provides treated water for drinking and fire fighting to both the Base and to the Town of Happy Valley-Goose Bay. The Base has the capacity to produce 3 million cubic metres of water per year, or 8,500 cu m per day. Water is treated to meet the standards set by Environment Canada with chlorine gas and sodium fluoride and a R~Can Environmental Inc SUVAM-12/8 Disfn UV System
18.A.5.b	Water Distribution: Water is distributed through approximately 37,500 linear metres of pipe. The Spring Gulch pump-house contains 4 electric pumps ranging in capacity from 500 to 1,500 USGPM, the Base pump-house has three 1,050 USGPM pumps and a 2,500 USGPM fire booster pump. The Wing has 103 fire suppression systems, both wet and dry pipe, in addition to the 750,000 gal reservoir there are two 500,000 gal reservoirs that protect building 249 and hangars 4, 5, 6, 7, and 8.
18.B	PERSONNEL QUALIFICATIONS
18.B.1	Water Treatment Plant Operator: The water treatment plant operator must have current Provincial Certification in Potable Water and four years of relevant experience on a plant of similar size to 5 Wing.

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
18.C	POTABLE WATER			
18.C.1	OPERATIONS AND PREVENTIVE MAINTENANCE			
18.C.1.a	Produce potable water by operating the water treatment plant.	Water to be treated in accordance with 18.A.3 and all Federal and Provincial requirements.	1,400,000 cubic meters of water per year.	No incidents of water being provided that is below the standard for "potable" as defined by the federal and provincial regulations.
18.C.1.b	Perform PM on potable water system.	Potable water system includes but is not limited to reservoirs, pumps, water treatment equipment and interconnecting pipes, valves, fittings, sprinkler systems, fire hydrants and other water distribution equipment associated with this system.	See 18.F.1.	No more than 1 instance of greater than 4 hours of scheduled downtime due to preventive maintenance and no more than 1 instance of greater than 4 hours of unscheduled downtime due to lack of preventive maintenance.
18.C.1.c	Perform leak surveys on the distribution system.	Survey to identify losses in the system. Provide report to DO.	1 survey per year.	Survey accurate, complete, current within 5 working days and submitted 10 working days after 31 March each year.
18.C.1.d	Perform flushing and disinfection of water mains.	Flushing to reduce excess chlorine demands, taste and odors. Disinfection each Spring and Autumn to reduce risk of water borne infections.	1 flush of mains per year. 2 disinfections of mains per year.	No incidents of disruptions in water service for longer than 6 hours due to servicing of water mains.
18.C.1.e	Monitor water quality.	Test in accordance with 18.A.3 and all Federal and Provincial requirements.	daily	No incident of failure to perform daily tests.
18.C.1.f	Collect and analyze water samples for bacteriological analysis.	Test in accordance with 18.A.3 and all Federal and Provincial requirements. Bacteriological analysis of water samples is to be performed by a provincially certified laboratory.	5 samples weekly.	No incident of failure to collect water samples 5 times weekly, forward samples within 12 hours of collection and submit results to DO within 10 working days.
18.C.1.g	Collect and analyze water samples for chemical and physical parameters.	Test in accordance with 18.A.3 and all Federal and Provincial requirements. Chemical and physical parameters analysis of water samples is to be performed by a Provincial certified laboratory.	3 samples quarterly	No incident of failure to collect water samples 4 times annually. Samples sent to laboratory within 12 hours of collection. Analysis results submitted to the DO within 10 working days of receipt.
18.C.2	Corrective Maintenance			

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
18.C.2.a	Perform CM (repair/ renovate/ alter) on all systems failures.	The urgency of repair (restoration of service) shall be commensurate with the extent and effect of the system failure. Repair efforts shall be continued until systems are operational or as negotiated with DO. If the work will exceed 144 direct labour hours or \$5,000 in material, contact the DO to negotiate the TA work order and implement reasonable measures to mitigate hazards and further damage until approval is obtained to perform the CM. See 18.E.1.	20 repairs requiring up to 48 direct labour hours and 2 repairs requiring more than 48 direct labour hours per year.	95% of repairs completed within 8 hrs, remainder repaired within 24 hrs or as negotiated with the DO.
18.C.2.b	Provide a 2 hour response time for a system failure affecting critical areas.	Critical systems are utilities associated with Air Operations, Heating, Communications, Medical, Fire and Crash, and Galley. Notify DO immediately of system failure.	2 failures per year	No incident of failure to respond within 2 hours of discovery of failure
18.C.2.c	Provide an 8 hour response time for a non-critical system failures.	Commence repair work for non critical areas system failures within 8 hours. The urgency of repair (restoration of service) for other areas shall be commensurate with the extent and effect of the system failure.	2 failures per year	No incident of failure to respond within 8 hours of discovery of failure.
18.D	WATCHKEEPING REQUIREMENTS			
18.D.1	Nil.			
18.E	TASK AUTHORIZATION (TA) REQUIREMENTS			
18.E.1	Perform CM (repair / renovation / alteration) for jobs in excess of 144 direct labour hours or \$5,000 material cost.	See Contract Terms and Conditions for details regarding negotiation of TA jobs.	As determined by the Contractor.	No instance of proceeding with the work without authorization. No instance of not completing the work within the timeframe negotiated with the DO.
18.E.2	Disconnect and secure the system from abandoned facilities.	Disconnect and properly secure utilities and distribution systems servicing abandoned facilities.	1 abandoned facility per year.	Abandoned facilities properly disconnected.
18.E.3	Although there are no other predetermined Task Authorization (TA) requirements, TA's may be ordered on an as required basis for any work within the scope of this section.	See Contract Terms and Conditions for details regarding negotiation of TA jobs.	Nothing additional.	All jobs completed in accordance with the conditions and requirements stated in the negotiated TA.
18.F	RECORDS AND DELIVERABLES			

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
18.F.1	Provide a Plant PM Plan.	The Plant PM Plan shall cover the water treatment plant including pump houses and reservoirs. Frequency of inspections and tests shall be based on: directions contained in CETOs, manufacturers' handbooks, RAMM, etc; local weather conditions, age of the item; use of item; and other local factors considered pertinent. Plant inspections are usually performed by plant personnel. Provide annually on 01 March or as directed by DO.	1 Plant PM plan per year.	Plan is accurate, complete, current within 5 working days and submitted on schedule.
18.F.2	Submit monthly report.	Submit mandatory reports in accordance with 18.A.3, and 18.C.2.c. Reports to be submitted to DO within 5 working days of month end.	1 report per month.	Report is accurate, complete, current within 5 working days and submitted on schedule.
18.F.3	Provide a water contingency plan.	The plan must ensure that there is a minimum amount of potable water available for consumption and without interruption. Provide annually on 01 March or as directed by DO.	1 plan per year.	Plan is accurate, complete, current within 5 working days and submitted on schedule.
18.F.4	Provide and maintain a utilities reference library.	The utilities reference library to include technical publications on potable water systems as well as references listed in 18.A.5. Upon termination of the Contract the contents of this library becomes Government property.	20 instructions and documents. Average of 1 update per month.	Library is complete and current within 1 month of document publication.
18.F.5	Maintain water plant log.	Maintain a daily water plant log, including the following: abnormal operating conditions and malfunctions; quantity of chemicals used and quantity of water treated; and water production information: total fresh water consumption; pressure reading in distribution system; quantity of water in storage; turbidity, chlorine residuals; and quantity of water in storage. Log data as per requirements in 18.A.3.	1 daily log.	Log is accurate, complete and current within 2 working days.
18.G	MATERIALS, EQUIPMENT AND FACILITIES.			
18.G.1	CONTRACTOR FURNISHED			

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
18.G.1.a	Water Treatment Chemicals and instruments.	Maintain a minimum supply stock of chemicals for water treatment to ensure a minimum disruption in service. Provide all instruments and materials used for analyzing turbidity, color, pH, chlorine residual and UV dosage, 3,500 kgs of chlorine gas, 7,800 kg of sodium fluoride, 36 UV lamps and 12 ballasts used annually.	As determined by the Contractor.	No instance of not meeting performance standards for the other line items of this section due to a lack of materials.
18.G.1.b	Provide all other equipment, facilities and materials not otherwise provided as government furnished required to deliver the services in this section (other than in paragraph E).	It is the Contractor's responsibility to select a supply source and arrange for delivery to meet contract requirements.	Nothing additional.	No instance of not meeting performance standards for the other line items of this section due to a lack of other equipment and materials.

19	ROADS AND GROUNDS / Aircraft Arrestor System (AAS)	
19.A	GENERAL REQUIREMENTS	
19.A.1	SCOPE OF WORK	
19.A.1.a	Provide the management and delivery of all 5 Wing airfield and domestic roads and grounds maintenance (this includes roads, sidewalks, curbs, parking lots, runways, aprons, taxiways, airfield grassed areas, domestic base area, drainage systems, fences, walls, gates, cemetery and the Melville Radar site), development of grounds maintenance plans, and monthly work plans. A vegetation management plan must be developed and adhered to in accordance with the requirements of the Statement of Work (SOW).	
19.A.1.b	Provide storm system services including all labour and operational services and materials for the operation, maintenance and repair of the storm collection systems.	
19.A.1.c	The Contractor will provide Foreign Object Damage (FOD) sweeping.	
19.A.1.d	Personnel from DND and the CF with the appropriate qualifications to operate HE may have a requirement to use HE and must be authorized to use the Contractor owned HE at the AOTC in support of operations and training.	
19.A.1.e	Provide AAS Maintenance	
19.A.1.f	Provide services for the express purpose of preserving structures, grounds and ground structures deemed by DND to be of historic value anywhere on 5 Wing (the majority of this work is located at the Cemetery).	
19.A.1.g	Provide Snow and Ice Control (SNIC) for the Airfield and domestic areas of 5 Wing (roads and parking areas) adhering to the 5 Wing SNIC Plan.	
19.A.1.h	Provide manual labour services.	
19.A.2	DEFINITIONS	
19.A.2.a	Corrective Pavement Maintenance Airfield Area: Is a repair to a defect that, if not corrected, may result in FOD to aircraft engines, tire damage, or jeopardize the safety of aircraft operations.	
19.A.2.b	Corrective Pavement Maintenance Roads, Parking Lots and Miscellaneous Paved Areas: Is a repair to a defect that if not corrected could be a hazard to the safe operation of vehicles or to the safety of pedestrians.	
19.A.2.c	Grounds Maintenance: This maintenance includes grass cutting, including the WComd's PMQ lawn, vegetation control, tree cutting, silvicultural practices, shrub pruning, edging, removal of leaf, vegetative and other debris from lawns and developed areas, root removal, fencing, pest control, fertilizing, watering, surface drainage, erosion control, weeding out of special areas, planters, flower beds, traffic/road signs, roadway and airfield line painting and snow removal from designated building entrances and sidewalks.	
19.A.2.d	Grounds Structures: Structures include but are not limited to roads and pavements, drainage structures, fences, parking areas, drives, shoulders, curbs, retaining walls, sidewalks, paths, landing pads, recreation courts, signs, antennas, flag poles, airfield pavements, taxiways, water catchment areas, parking aprons magazines, storage tanks, temporary construction roads and roads under construction with associated drainage and fencing.	
19.A.2.e	Maintenance: The act of preserving and maintaining facilities in their "as constructed" condition to the extent practicable.	
19.A.3	REFERENCES: The notations against the references have the following meanings: M - Adherence to the policies, procedures, act, orders and regulations contained therein is mandatory. G - The policies and procedures contained therein are not mandatory, but proposals for alternatives must be submitted in full detail to, and be accepted by the Technical Authority. Furthermore, alternatives must fully interface with procedures in use globally.	

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19.A.3.a	See section 2.A.3 for general references.
19.A.3.b	ICAO standards (G)
19.A.3.c	Realty Asset Management Manual (RAMM) (G)
19.A.3.d	C-98-001-003/MS-022 Aerodrome Standards and Recommended Practices MIL 312 (E) (M)
19.A.3.e	Canadian General Standards Board (CGSB) (M)
19.A.3.f	5 Wing Snow and Ice Control (SNIC) Plan (M)
19.A.3.g	5 Wing Vegetation Management Plan (M)
19.A.3.h	A-SJ-100-001/AS-000 National Defence Security Instructions (NDSI) (M)
19.A.3.i	Environmental Directive ED 4003-4/07 To Reduce The Use Of Pesticides on DND Properties (M)
19.A.3.j	B-GG-238-000/AG-002 Snow and Ice Control - Vol 2 - Airfield Snow and Ice Control (M)
19.A.3.k	B-GG-238-000/AG-001 Snow and Ice Control - Vol 1 - Canadian Forces Roads and Walkways (G)
19.A.3.l	Domestic asphalt condition survey 2012 (G)
19.A.3.m	C-09-005-002/TS-000 Ammunition and Explosives Safety Manual Vol 2 Storage and Facility Operations (M)
19.A.4	SAFETY PROVISIONS
19.A.4.a	Ensure Occupational Safety and Health programs as required in Section 2 and applying to this section are implemented and followed.
19.A.4.b	Comply with other measures not otherwise specified in this SOW but which are consistent with prudent management and industry practices.
19.A.4.c	The method of fertilizer application and type of fertilizer shall not impose a health, sanitation or environmental hazard. The type of fertilizer shall be approved by the DO prior to its use.
19.A.5	DESCRIPTION OF EXISTING CONDITIONS
19.A.5.a	See the Facilities and Equipment Catalogue
19.A.5.b	Surfaces: airfield areas - asphalt pavement: 570,000 sq. m airfield areas - concrete: 590,000 sq. m paved areas - 352,000 sq. m grass cutting - 500 ha landscaped & other maintenance - 900 ha non-maintained lands - 5,000 ha
19.A.5.c	There are 2 sets of BAK-12, bi-directional, arresting systems in the AAS. See Table 19-1. The system is available all year. The technical authority for the AAS is 1 Cdn Air Div. The technical authority must approve modifications to procedures or operations.
19.A.6	HOURS OF OPERATION
19.A.6.a	Working days are from 0800 to 1600 hours, however some of the requirements specified in paragraphs C to G may be required outside these hours.
19.A.6.b	Ensure a 24-hour point of contact is available to organize a response to an emergency call out or Trouble Call.
19.B	PERSONNEL QUALIFICATIONS
19.B.1	Supervisors must have a minimum of 3 years experience in the management of grounds and airfield maintenance program .

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19.B.2	Application of any fertilizers or pesticides shall be done under the supervision of a Provincially or Federally licensed operator.
19.B.3	On-site personnel will be qualified to support the equipment in Table 19-1. Personnel must meet course standards which are provided in DND Trade Qualification Level (TQL) is A-P9-621-L03/PC-H01 TQ 3, and On-the-Job-Training standards as outlined in A-P9-621-L04/P J-H01 OJT level 4.
19.B.4	Drivers and operators of vehicles must be qualified in accordance with current Provincial Regulations.
19.B.5	All drivers of vehicles containing hazardous material are to be in possession of the appropriate qualifications.
19.B.6	Heavy equipment operators (for example snow plows, graders, etc) are to be fully trained and licensed to operate this type of vehicle/equipment.

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
19.C	ROADS AND GROUNDS / Aircraft Arrestor System (AAS)			
19.C.1	GENERAL SERVICE REQUIREMENTS.			
19.C.1.a	Maintain Surface Drainage.	Remove obstructions (foreign matter, soil or vegetation) to water flow in ditches, swales, gutters, storm drains, catch basins and road and driveway culverts. Clean out storm sewers every two years. Repair, maintain and replace storm sewers as required. Ditches: maintain cross section, gradient, erosion protection and vegetation control. Culverts and underground conduits: maintain structure and hydraulic properties.	5,000 ha of surface drainage.	No instance of water backup or pooling resulting from a failure to maintain surface drainage features.
19.C.1.b	Provide erosion control.	Soil erosion controls shall be implemented to minimize erosion, examples: escarpment slope, boulders, grass planting, etc.	1,400 ha	No instance of erosion resulting from a failure to implement controls.
19.C.2	AIRFIELD AND OTHER PAVEMENTS.			
19.C.2.a	Inspect airfield surfaces.	Inspect aircraft runways, taxiways, aprons and other airfield pavement for signs of damage or wear and tear that could result in FOD. Inspections to be conducted on the first and third Mondays of each month as scheduled with Air operations.	2 inspections per month.	No instance of disruption of flying operations as result of a failure to inspect the airfield or to note the need for maintenance or repair.
19.C.2.b	Provide maintenance and incidental minor repairs of airfield pavement and concrete surfaces.	Minor repairs may include cracks, surface breaks, heaves, settlements, joint spalls, surface scaling, joint sealing, deteriorated shoulders, pavement paint markings, drainage pipes, catch basins, culverts and ditches. Treat all airfield repairs as priority work. Coordinate airfield repair schedule and emergency airfield repair work with WOpsO via the DO at least 24 hours in advance of work initiation. This includes all pavement inside the airfield perimeter fence. An occurrence can take up to 15 hours.	Approximately 1,000,000 sq. m. of surface to maintain. 40 occurrences per year.	No instance of disruption of flying operations as result of a failure to maintain or repair the airfield.

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
19.C.2.c	Provide maintenance and incidental repairs to deteriorated and broken domestic pavement and curbing and unpaved surfaces.	Repair by removing the deleterious material to expose sound material and replace with similar materials as the original construction. Maintain roads (paved and unpaved), parking lots, all shoulders and gravel roads to a smooth, even, stabilized surface. Roads and other paved areas corrective maintenance requires immediate marking with appropriate danger signs and barriers, and traffic re-routed as necessary. Replace or repair with similar materials as the original construction to match existing construction as closely as possible.	200,000 sq metres.	No instance of pavement conditions preventing the safe operation of vehicles or degrading the safety of pedestrians. 95% of all emergency jobs completed within 1 working day of date negotiated with DO, the remaining 5% to be completed within 5 working days. Routine repairs to be negotiated with the DO.
19.C.2.d	Clean and preserve aircraft grounding and anchor points.	All aircraft anchor points cleaned and preserved on a rotating continuing basis. See Table 19-4.	279 grounding points	No instance of aircraft grounding and anchor points not being cleaned and preserved.
19.C.3	LANDSCAPING AND MAINTENANCE	LANDSCAPING AND MAINTENANCE OF RECREATIONAL STRUCTURES		
19.C.3.a	Perform grass cutting services.	Remove all grass cutting equipment from the job site at the end of the day. Maintain grounds on either side of fence lines to within 5 m unless otherwise specified. At all areas where grass cutting takes place, trim around all trees, signs, hydrants, manholes and other obstacles encountered. As per the 5 Wing Vegetation Management Plan and 19.F.4.	550 ha	Grass clippings to be mulched into grass areas. Grass cutting accomplished as specified at least 90% of the time. Grass cutting to be accomplished as per the Vegetation Management Plan.
19.C.3.b	Maintain road edges in accordance with the Vegetation Management Plan	Keep vegetation around obstacles, (for example signs, hydrants, poles, etc.), in the shoulder area at an acceptable height as determined by the DO, as per the 5 Wing Vegetation Management Plan and 19.F.4.	See the monthly work plan provided in 19.F.2.	Vegetation control will be accomplished IAW the monthly work plan.
19.C.3.c	Provide maintenance and incidental repairs to fences	The work includes tasks such as painting, tie repair and bracing, fixing holes under fence, post straightening and anchorage, gate adjustment and rehanging, wire/mesh replacement and tightening, and other attendant work. Keep fence line free of vegetation growth.	34 km of fencing to be maintained	No incidence of an unauthorized entry due to a failure to maintain or repair fencing. 90% of all jobs completed within 10 working days as scheduled on monthly work plan and remaining 10% within 20 working days.
19.C.3.d	Provide and maintain esthetically pleasing flower arrangements/landscaping at high profile areas/buildings throughout the Wing.	From June to September, maintain as required.	See table 19-3 for locations.	From June to September, no instance of failure to keep arrangements free of weeds and in a neat, esthetically pleasing condition.

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
19.C.3.e	Maintain playgrounds.	From June to September repair and maintain playground equipment located in CFHA housing area.	6 playgrounds throughout the base.	From June to September, no instance of failure to keep playground equipment in safe working order.
19.C.3.f	Maintain outdoor recreational facilities	From June to September maintain all sport fields, etc.	2 Soccer pitches 1 Ball field	From June to September, no instance of 5 Wing personnel or its customers being unable to use outdoor recreational facilities due to lack of appropriate maintenance.
19.C.3.g	Maintain, repair, replace and install traffic and warning signs.	Maintain, repair, replace and install traffic signs and warning signs on the roads or off road sites as required.	27 occurrences per year.	No instance of failure to maintain, repair, replace and install traffic and warning signs.
19.C.3.h	Provide miscellaneous general labour support services.	This includes moving furniture and general labour tasks as approved by the DO.	2000 hours per year	No instance of failure to provide support as requested by the DO.
19.C.3.i	Provide domestic road sweeping.	Sweeping sand off roads and parking lots after the SNIC season and generally keeping the road free of rocks, sand and debris as required during the summer. One occurrence equals to 352,000 sq. metres.	8 occurrences per year.	Roads and parking lots are cleaned within 2 weeks of the end of the SNIC season or as requested by DO.
19.C.3.j	Provide and clean portable toilets.	Deployed in all location of interest: Ranges, GAF camp, special event in 40 km perimeter of the base. Toilets are cleaned on average once a month more often in the Summer less often in the Winter.	12 portable toilets deployed 6 times per year.	No instance of failure to provide and clean portable toilets as requested by the DO.
19.C.4	AIRCRAFT ARRESTING SYSTEMS			
19.C.4.a	Inspect AAS.	Each AAS is to be inspected daily, prior to the commencement of flying. Inspections are detailed in 1 Cdn Air Div Orders 1-110 and local procedures.	Two BAK 12 arresting systems to be inspected daily.	No instance of AAS not being inspected prior to daily scheduled flying activity.
19.C.4.b	Rig and de-rig the airfield arresting gear as required.	Operating instructions are in strict compliance with 1 Cdn Air Div Orders 1-110 and local procedures. The active runway is determined by the Air Traffic Control section. See Table 19-1. Duty fire hall staff must be capable of changing cable configuration or removing an aircraft from an arrestment without supervision. See requirements in Section 9.	9 occurrences per year.	Rigged arresting gear in place for every deployment. No failure of AAS System due to Contractor error.

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
19.C.4.c	Perform all required maintenance and repair of the AAS.	Maintenance and repair instructions are in strict compliance with 1 Cdn Air Div Orders 1-110 and local procedures. All AAS parts and components must be approved by the TA designate. All major maintenance and overhauls will be the responsibility of the DO.	2 BAK 12 arresting systems.	No instance of not carrying out all required maintenance and repairs.
19.C.4.d	Ensure that the arresting gear is operational following an aircraft arrestment.	Response time of 5 minutes. Upon arrestment of aircraft, re-rig of the AAS within a maximum of 15 minutes.	15 arrestments per year	AAS returned to operations within 20 minutes total time.
19.C.4.e	Maintain the Canadian Aircraft Arresting Systems On Line Database (CAASOLD).	Update records in accordance with 1 Cdn Air Div Orders Vol 1-110. The program is used to report all arrestments, missed engagements and incidents involving AAS. The program is also used to report all major maintenance including monthly, quarterly, semi-annual and annual maintenance. It also sends out via e-mail maintenance reminders to the maintainers and overdue maintenance to the AAS LCMM. The AAS Supervisor must ensure this program is kept up to date. The use of the CAASOLD nullifies the requirement for the monthly report however; it does not replace the maintenance Log Books	50 updates to records per year.	Records are updated within 2 working days of completion of activities requiring an update to the database.
19.C.5	Foreign Object Damage (FOD) CONTROL			
19.C.5.a	Provide cleaning of runway/taxiway/ramps to prevent FOD.	Shoveling, brooming, sweeping or vacuuming FOD as required or on request. See table 19-2 for airfield surface areas. During period of flight activity, monitoring inspection will occur prior to each scheduled launch on active runway/taxiway/ramps.	1,000,000 square meters to be cleaned.	No incident of failure to perform these functions as needed or on request.
19.C.5.b	Position and remove FOD grates and cans.	These are located at different access point on the airfield. They need to be positioned after the SNIC season has ended and removed before the SNIC season starts.	20 locations.	No incident of failure to perform these functions.
19.C.6	SNOW AND ICE CONTROL (SNIC)			
19.C.6.a	Perform domestic SNIC.	Clean Roads and parking lots on base and through firing ranges and Lake Alexander's roads in accordance with SNIC Program. Mark all hazards and obstructions, remove snow from around fire hydrants, off of roofs and canopies. Sand walk ways, steps and landings. Install snow fences.	See SNIC Plan	No instance of failure to comply with SNIC Plan.

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
19.C.6.b	Perform airfield SNIC.	Clean runways, roads and buildings as per SNIC Plan. See table 19-2 for airfield surface areas. This also includes clearing the outside of the the perimeter fence when snow reaches the top of the fence. There is 20 km of perimeter fence and the need to clear the perimeter occurs about 100 times per year at an average of 10 hours per occurrence.	See SNIC Plan	No instance of failure to keep runways/taxi ways/ramps open. Exceptions being extreme weather conditions that do not allow for timely and effective SNIC operations. DO must be notified immediately if this is the case.
19.C.6.c	Remove and clear snow and ice from walks/stairs.	These areas are to be maintained ice and snow free to allow the safe passage of personnel.	See buildings covered in Table 13-1.	Walkways to be clear of snow and ice within 4 hours of the end of a snow or ice storm or prior to 0700 on work days.
19.C.6.d	Provide and fill sand cans for building occupants.	Sand to be used for sanding of steps and landings between the service intervals included in the SNIC program. This also includes the provision of a scoop with each can. See buildings covered in Table 13-1.	60 cans located in 42 building throughout the Wing.	No instance of failure to provide service.
19.D	WATCHKEEPING			
19.D.1	Nil.			
19.E	TASK AUTHORIZATION (TA) REQUIREMENTS			
19.E.1	Perform SNIC operations at the PTA.	A TA will be opened to cover the SNIC season at the PTA. The TA will be opened at the beginning of the season and closed at the end.	1 TA per year.	Work completed to the agreed standard of quality.
19.E.2	Although there are no other predetermined Task Authorization (TA) requirements, TA's may be ordered on an as required basis for any work within the scope of this section.	See Contract Terms and Conditions for details regarding negotiation of TA jobs.	Nothing additional.	All jobs completed in accordance with the conditions and requirements stated in the negotiated TA.
19.F	RECORDS AND DELIVERABLES			
19.F.1	Prepare and submit annual airfield, roads and ground structures maintenance plan.	Prepare and submit a maintenance plan no later than 30 days prior to Handover Date and then on June 1 thereafter. Indicate the location and proposed frequency of grounds and grounds structural maintenance work. Develop this plan to fit the requirements of local conditions, types of vegetation and climatic factors. Plan must reflect the work requirements for a full contract year and serve as the basis for preparing the monthly work plan.	1 plan per year	Plan accurate, complete, current within 5 working days and submitted on time.

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
19.F.2	Prepare and submit monthly Work Plan.	Prepare and submit an initial monthly work plan not later than 30 days prior to Handover Date which must indicate the type of contract requirement, location, date and time of each planned work performance. Subsequent monthly work plans must be completed and submitted at least one week prior to the first of each month. Initial monthly work plan must be reviewed and approved by the DO. Plan to list by day the location and work requirements to be accomplished during the coming month.	1 plan per month	Plan accurate, complete, current within 5 working days and submitted on time.
19.F.3	Prepare and submit AAS Reports	Each system will have a log containing data pertaining to Synchronization, tape changes, pendant changes, aircraft arrestments, part replacements, special inspections, and maintenance inspections. Submit report in accordance with 1 Cdn Air Div Orders vol. 1 - 110.	1 report per month	Report accurate, complete, current within 5 working days and submitted 5 working days after end of each month.
19.F.4	Prepare and submit annual Vegetation Management Plan	The Vegetation Management Plan will be established by Contractor and approved by the DO. The initial plan is to be based on the reference document provided. Subsequent plans will be based on previous year's plan as improved and discussed with the DO.	1 plan per year	Plan accurate, complete, current within 5 working days and submitted by end of May of every year.
19.F.5	Prepare and submit annual SNIC plan	The SNIC plan will be established by the Contractor and approved by the DO. The initial plan is to be based on the reference document provided. Consequent plans will be based on previous year's plan as improved and discussed with the DO and users during a post and pre season SNIC meetings.	1 plan per year	Plan accurate, complete, current within 5 working days of change(s) approved by the DO and submitted by end of September of every year.
19.G	MATERIALS, EQUIPMENT AND FACILITIES			
19.G.1	GOVERNMENT FURNISHED			
19.G.1.a	Access to the Canadian Aircraft Arresting Systems On Line Database (CAASOLD).	DND will provide access to the Canadian Aircraft Arresting Systems On Line Database (CAASOLD) for the Contractor to deliver the services stated in this SOW.	The number of user accounts will be as determined by the Contractor.	No unauthorized access or use of the software.
19.G.2	CONTRACTOR FURNISHED			

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
19.G.2.a	The Contractor is responsible to provide all materials, equipment and furniture not otherwise provided as Government Furnished required to deliver the services under each section.	It is the Contractor's responsibility to select a supply source and arrange for delivery to meet Contract requirements.	As determined by the Contractor.	No instance of not meeting performance standards for the other line items of this section due to a lack of materials.

	Table 19-1
	Aircraft Arrestor Systems (AAS)
1	A BAK 12 friction-drum type bi-directional arrestor cable system serves the following runways:
1.a	Rwy 08: located 1350 ft. from threshold of Rwy 26 (EAST); and
1.b	Rwy 26: located 1300 ft. from threshold of Rwy 08 (WEST);
2	The normal cable configuration is to have the North and the departure cable of the active runway (either 08 or 26) in the up position during fighter operations. When the QRA is active, the normal cable configuration is to have the East and West cables in the up position.
3	Departing aircraft should taxi over the cable before take off. Landing aircraft should touch down beyond the approach end cable.
4	After a cable engagement, re-rigging will normally be accomplished within 15 minutes.
5	To facilitate snow-clearing operations, both cables may be "down" for short periods of time. The departure end cable in particular must be available to the maximum extent possible. The cables may only be removed with the authority of the Tower Controller who will ensure that the QRA and the WOC are made aware of the situation.
Note:	When the cable is identified as "up", that is defined as across the runway and under tension. When the cable is "down", it has been removed from the runway. In all other instances the cable will be considered an obstruction and treated accordingly.

Table 19-2

Airfield surface area

Location	Description	Area (Sq. M)
Runway		
08/26	Primary	214,128
16/34	Secondary	177,828
Taxiways		
Alpha	Both sides of 34 including Alpha 1	28,613
Bravo	24.4m x 137.2m	3,348
Charlie	30.0m x 137.2m	4,116
Delta	28.4m x 137.2m	3,896
Foxtrot	91.4m x 198.1m	18,106
Golf	32.8m x 492.1m	16,141
Hotel	32.8m x 1181.1m	38,740
Juliette	32.8m x 524.9m	17,212
Kilo	32.8m x 524.9m	17,212
Ramps		
# 1	Civil Aviation and operations Area	87,442
# 3	Common	55,762
# 3A	Common	33,457
# 3B	Common	27,881
# 4	Common	69,000
# 4A	DND	6,505
# 4B	GAF	28,438
#4C	Common	28,000
# 5	RAF	32,063
# 6	RAF	32,063
Run-up Pads	Common	10,037
DOB	CF-18 Operations	27,102
Hgr's 9 & 10	SAR Operations (444 Squadron)	5,576
	Total Square Meters	982,666

Table 19-3

Flower beds, boxes and pots

Location
Main Gate
Bldg 271 DND
11 Spitfire road
Static Displays in field on road to the airport (includes 444 sqn monument and Voodoo, Vulcan and Water Bomber displays)

MSA Gate

Table 19-4**Airfield Grounding Points**

Area	Section	Description	Quantity
1	QRA-B	Building 24 (Hangar 1)	18
2	QRA	Buidling 825 (Hangar 2)	
3	QRA	Building 826 (Hangar 3)	
4	QRA	Buidling 827 (Hangar 4)	
5	QRA	Building 828 (Missile Storage)	18
6	RAF	Hangar 3	1
7	GAF	Hangar 4	6
8	GAF	Hangar 5	32
9	GAF	Hangar 6	5
10	RAF	Hangar 7	25
11	RAF	Hangar 8	52
12	CAF	Hangar 9	15
13	CAF	Hangar 10	15
14	RNLAF	Hangar 14	38
15	GAF	252 LOX Plant	4
16	GAF	Hangar 5 (Flight Line)	29
17		Hangar 5 (South Ramp Holding Area)	15
18	GAF	Hangar 5	6
		TOTAL	279

20	AUXILIARY AND PORTABLE ENGINE-GENERATOR UNITS	
20.A	GENERAL REQUIREMENTS	
20.A.1	SCOPE OF WORK	
20.A.1.a	Provide services which includes the inspection, maintenance, repair and overhaul of auxiliary power units and ancillary equipment, both permanent and mobile units, un-interruptible power systems, frequency converters, fire booster pumps and BAK-12 Aircraft Arresting System drive assemblies.	
20.A.1.b	Co-ordinate all scheduled periods of unavailability with DND so that there is a minimum of interference with user activities.	
20.A.2	DEFINITIONS	
20.A.2.a	Corrective Maintenance (CM) is the action taken to restore full serviceability after failure/functional degradation has occurred.	
20.A.2.b	Direct Labour Hours: Hours of labour used in actual hands-on work to provide required services excluding supply support, management and administrative support, supervision and other indirect costs.	
20.A.2.c	Direct Material Cost: The actual vendor invoice charges for materials used for performance of work under this contract. Direct material costs include transportation charges only when such charges are included on the invoice by the vendor.	
20.A.2.d	MG: Motor Generator Set	
20.A.2.e	Preventive Maintenance Inspection: is defined as a predetermined and scheduled procedure that operates on a continuous basis and which is designed primarily to detect maintenance requirements early and thus prolong the useful life of works and buildings at minimum cost. Frequency of inspections and tests should be based on directions contained in CETOs, RAMM, manufactures' handbooks, etc; local weather conditions; age of items; use of item (including severity of use); and local factors considered pertinent.	
20.A.2.f	Response Time: Response time is the elapsed time from when a request is received by the Contractor at the trouble desk until commencement of work at the work site with adequate number of qualified personnel, equipment, necessary tools, and parts/materials.	
20.A.2.g	RUPS: Rotary Un-interruptible Power Unit	
20.A.2.h	UPS: Un-interruptible Power System/Supply	
20.A.3	<p>REFERENCES: The notations against the references have the following meanings:</p> <p>M - Adherence to the policies, procedures, act, orders and regulations contained therein is mandatory.</p> <p>G - The policies and procedures contained therein are not mandatory, but proposals for alternatives must be submitted in full detail to, and be accepted by the Technical Authority. Furthermore, alternatives must fully interface with procedures in use globally.</p> <p>See section 2.A.3 for general references.</p> <p>See Table 20-1 for references for performing the required functions.</p>	
20.A.4	SAFETY PROVISIONS	
20.A.4.a	Comply with measures not otherwise specified in this SOW but which are consistent with prudent management and industry practices.	
20.A.5	DESCRIPTION OF EXISTING CONDITIONS	
20.A.5.a	There are a total of 21 permanently installed auxiliary power units ranging in size from 5KW to 800KW located at various critical areas on the Wing and listed in the Fixed Assets Register.	

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20.A.5.b	There are a total of 4 mobile auxiliary power units ranging in size from 10KW to 250KW generators and an emergency lighting unit along with the associated accessories (meters, relays, gauges, etc.). See the Facilities Catalogue and Fixed Assets Register.
20.A.5.c	There are a total of 9 static and 1 rotary un-interruptible power systems ranging in size from 2KVA to 80KW. See the Facilities Catalogue and Fixed Assets Register.
20.A.5.d	There are a total of 11 diesel powered fire booster pumps ranging in size from 95hp to 420hp. See the Facilities Catalogue and Fixed Assets Register.
20.A.5.e	There are a total of 13 frequency converters (60 to 50Hz, or 60 to 400Hz) ranging in size from 3.1KVA to 320KW. See the Facilities Catalogue and Fixed Assets Register.
20.B	PERSONNEL QUALIFICATIONS
20.B.1	Provide personnel with at least 3 years of experience in the operation, maintenance and repair of APUs, UPSs, frequency converters and fire booster pumps. Personnel must have journey person qualifications for high voltage systems and qualified to work on diesel equipment. A military Electrical Generation Technician QL6 would be acceptable.

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
20.C	AUXILIARY AND PORTABLE ENGINE-GENERATOR UNITS			
20.C.1	INSPECTION			
20.C.1.a	Implement the Auxiliary Power Unit (APU)/Uninterruptible Power Supply (UPS)/Frequency Converter /fire booster pump inspection and operation procedures.	Post procedures and line diagrams at each APU/ UPS/ frequency converter and fire booster pump site. Review annually or as required. See the Facilities Catalogue and Fixed Assets Register.	1 set of procedures per site.	Procedures and line diagrams posted, accurate, complete and current within 2 working days of procedure or diagram change.
20.C.1.b	Check APUs when operating and log all instrument readings.	Periodically check APUs when operating, re-fuel as necessary and log all instrument readings as per manufacturer's specifications and Construction Engineering Technical Orders (CETOs). See the Facilities Catalogue and Fixed Assets Register.	5,000 hours of operation per year.	Readings logged, accurate, complete and current within same working day of checks.
20.C.2	OPERATE AND MAINTAIN			
20.C.2.a	Test-run APUs.	Test-run APUs under load in accordance with CETOs and manufacturer's specifications. See Facilities and Equipment Catalogue. Report failures to DO. If normal power failures cause a continuous run of 3 hrs or more, monthly load test is not necessary.	27 units monthly.	Tests logged, accurate, complete and current within same working day of tests.
20.C.2.b	Test-run all UPSs.	Test-run all UPS in accordance with CETOs, manufacturer's specifications and IEEE. Report failures to DO.	10 units monthly.	Tests logged, accurate, complete and current within same working day of tests.
20.C.2.c	Verify all frequency converters.	Frequency converter in operation to be checked in accordance with manufacturer's specifications for unusual vibration, noises, overheating or smells. Unit cannot be tested under-load as there is no bypass. After maintenance, frequency converters will be verified at annual start up. See the Facilities Catalogue and Fixed Assets Register for location. Report failures to DO.	16 units monthly.	Checks logged, accurate, complete and current within same working day of tests.
20.C.2.d	Test-run all fire booster pumps.	Testing must be done in accordance with National Fire Protection Association. See the Facilities Catalogue and Fixed Assets Register for location. Report failures to DO.	11 units monthly.	Tests logged, accurate, complete and current within same working day of tests.
20.C.2.e	Test-run BAK-12 AAS drive assemblies.	Perform test-run in accordance with USAF Technical Equipment TO 35E8-2-5-1. Report failures to DO.	2 units monthly.	Tests logged, accurate, complete and current within same working day of tests.

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
20.C.3	CORRECTIVE MAINTENANCE			
20.C.3.a	<p>Awknowledge all trouble calls within 30 minutes of receipt.</p> <p>Provide a 1 hour response time for critical systems failures or problems.</p>	<p>Trouble calls are to be recorded, set in priority, and subsequent actions noted.</p> <p>Provide a 1 hour response time in repairing a system failure affecting critical areas. Repair efforts shall be continued until systems are operational. Critical systems are utilities associated with Air Operations, Heating, Communications, Medical, Fire and Crash, Galley and Potable Water. Notify DO immediately of system failure.</p>	<p>8 trouble calls per year.</p> <p>2 critical failures per year.</p>	<p>All trouble calls acknowledged within 30 minutes.</p> <p>All trouble calls are responded to within 1 hour.</p>
20.C.3.c	Provide an 8 hour response time for non-critical systems failures or problems.	Commence repair work for non-critical systems failures within 8 hours. The urgency of repair (restoration of service) for other areas shall be commensurate with the extent and effect of the system failure.	3 non-critical failures per year.	All trouble calls are responded to within 8 hours.
20.C.3.d	Perform CM (repair/ renovate/ alter) on all APUs.	Repair all APUs (stationary and portable), ancillary equipment and associated accessories. See the Facilities Catalogue and Fixed Assets Register. If the work will exceed 144 direct labour hours or \$5,000 in material, contact the DO to negotiate the TA work order and implement reasonable measures to mitigate hazards and further damage until approval is obtained to perform the CM. See 20.E.1.	49 repairs per year.	Repairs completed within 48 hours or as agreed by DO and recorded in equipment logs accurately, completely and within the same day as completion of repair. No more than one unit down at a time for maintenance or repair.
20.C.3.e	Perform CM (repair/ renovate/ alter) on all UPSs and ancillary equipment.	See the Facilities Catalogue and Fixed Assets Register. If the work will exceed 144 direct labour hours or \$5,000 in material, contact the DO to negotiate the TA work order and implement reasonable measures to mitigate hazards and further damage until approval is obtained to perform the CM. See 20.E.1.	5 repairs per year.	Repairs completed within 48 hours or as agreed by DO and recorded in equipment logs accurately, completely and within the same day as completion of repair.
20.C.3.f	Perform CM (repair/ renovate/ alter) on all Frequency Converters and ancillary equipment.	See the Facilities Catalogue and Fixed Assets Register. If the work will exceed 144 direct labour hours or \$5,000 in material, contact the DO to negotiate the TA work order before exceeding 144 direct labour hours or the \$5,000 material cost. See 20.E.1.	3 repairs per year.	Repairs completed within 48 hours or as agreed by DO and recorded in equipment logs accurately, completely and within the same day as completion of repair.

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
20.C.3.g	Perform CM (repair/ renovate/ alter) on all Fire Booster Pumps and ancillary equipment.	See the Facilities Catalogue and Fixed Assets Register. If the work will exceed 144 direct labour hours or \$5,000 in material, contact the DO to negotiate the TA work order and implement reasonable measures to mitigate hazards and further damage until approval is obtained to perform the CM. See 20.E.1.	4 repairs per year.	Repairs completed within 48 hours or as agreed by DO and recorded in equipment logs accurately, completely and within the same day as completion of repair.
20.C.3.h	Perform all required maintenance and repair of the AAS.	Maintenance and repair instructions are in strict compliance with 1 Cdn Air Div Orders 1-110 and local procedures. All AAS parts and components must be approved by the TA designate. All major maintenance and overhauls will be the responsibility of the DO.	2 BAK 12 arresting systems.	No instance of gear failing during actual use.
20.D	WATCHKEEPING REQUIREMENTS			
20.D.1	Nil			
20.E	TASK AUTHORIZATION (TA) REQUIREMENTS			
20.E.1	Perform CM (repair / renovation / alteration) for jobs in excess of 144 direct labour hours or \$5,000 material cost.	Nothing additional.	As determined by the Contractor.	No instance of proceeding with the work without authorization. No instance of not completing the work within the timeframe negotiated with the DO.
20.E.2	Disconnect and secure from abandoned facilities	As directed by DO, disconnect and properly secure utilities and distribution systems servicing abandoned facilities. Maintain or repair systems only by direction of the DO.	1 abandoned facility per year.	All abandoned facilities and distribution systems properly disconnected IAW schedule negotiated with DO. Action recorded in equipment logs accurately, completely and within the same day as completion of disconnection.
20.E.3	Overhaul and/or install and commission new APUs, UPSs, Motor Generator Set, and Fire Booster Pump installations.	Installations in accordance with manufacturers' specifications	1 occurrence per year.	Work completed as per applicable codes and manufacturers specifications. Work completed within time frames negotiated with DO.

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
20.E.4	Although there are no other predetermined Task Authorization (TA) requirements, TA's may be ordered on an as required basis for any work within the scope of this section.	See Contract Terms and Conditions for details regarding negotiation of TA jobs.	Nothing additional.	All jobs completed in accordance with the conditions and requirements stated in the negotiated TA.
20.F	RECORDS AND DELIVERABLES			
20.F.1	Submit monthly reports.	As per CFP-120 and DO request. The DO may also require certain data be presented in graphical form to display trends. The report can be provided in electronic format; however upon request, the report and/or supporting data will be submitted in hard copy.	1 report per month	Report is accurate, complete, current within 2 working days of completion of change and submitted within 5 working days of month end.
20.F.2	Maintain up-to-date accurate logs of operation and maintenance for each unit.	Keep logs with the equipment and include the following equipment data:- identification of unit - time, date and name of operator starting-stopping unit (estimated starting times shall be recorded for generators started automatically) accumulated running hours (estimated for units without hour meters).	All units See Facilities Catalogue and Fixed Assets Register	Log is accurate, complete and current within 1 working day of completion of any action.
20.G	MATERIALS, EQUIPMENT AND FACILITIES			
20.G.1	GOVERNMENT FURNISHED			
20.G.1.a	Utilize equipment, material and facilities identified to perform the services of this section.	For GF equipment, material and facilities required for this section contact the Contract Management Office (CMO).	As determined by the Contractor.	No misuse or lack of maintenance of GFE.
20.G.2	CONTRACTOR FURNISHED			
20.G.2.a	Provide all other equipment, facilities and materials not otherwise provided as government furnished required to deliver the services in this section (other than in paragraph E).	It is the Contractor's responsibility to select a supply source and arrange for delivery to meet Contract requirements.	As determined by the Contractor.	No instance of not meeting performance standards for the other line items of this section due to a lack of materials.

Table 20-1

References

Number	Publication Name
	Canadian Electrical Code, Part II, Section 46, Emergency System.
	Canadian Electrical Code, Part II, Section 84, Interconnection of Electric Power Production Sources.
CAN/CSA-C282-M89	Emergency Electrical Power Supply for Buildings.
	Environmental Code of practice for Aboveground and Underground Storage Tank Systems Containing Petroleum and Allied Petroleum Products (CCME)
IEEE Std 450-1995	Recommended Practice For Maintenance, Testing and Replacement of Vented Lead-Acid Batteries for Stationary Applications.
IEEE Std 1188-1996	Recommended Practice for Maintenance, Testing and Replacement of Valve Regulated Lead-Acid (VRLA) Batteries for Stationary Applications.
	Internal Combustion Powered Fire Pumps: NFPA Section 20 Chapter 11 Acceptance, Testing Performance and Maintenance.
	Internal Combustion Powered Fire Pumps: NFPA Fire Pump Inspection, Testing and Maintenance Articles 19.; 1.10 and 1.11.
	Internal Combustion Powered Fire Pumps: NFPA Section 25 Chapter 5 Art. 5.2; 5.3; 5.4; and 5.5 Fire Pumps.
	Internal Combustion Powered Fire Pumps: NFPA Section 25 Chapter 8 Foam Water Deluge Systems Diesel Drive Engine
C-98-16G-001/NY-001	Preventive Maintenance (PM) Program of Generator Sets and Their Auxiliaries
C-98-16G-001/DD-004	Auxiliary Power Unit Central Heating Plant.
C-98-16G-001/NY-002	PM Program UPS
C-98-16G-MIS/NY-010	Generator Set - Miscellaneous Auxiliary Power Unit - Maintenance
	Newfoundland Department of the Environment Act Storage of Gasoline and Associated Products Regulation, 1982 Reg 25882 127/97.
	The Storage and Handling of Gasoline and Associated Products Regulations, 2003
	Storage Tank Systems for Petroleum Products and Allied Petroleum Products Regulations (SOR/2008-197 October 17 2012)
	All manufacturers' operation, maintenance and repair manuals that apply to the make and model of equipment in use

21	ELECTRICAL AND AIRFIELD DISTRIBUTION SYSTEMS	
21.A	GENERAL REQUIREMENTS	
21.A.1	SCOPE OF WORK	
21.A.1.a	<p>Provide services which includes but is not limited to maintenance and repair of the following systems and equipment:</p> <p>(1) Power distribution system (including Overhead, Underground, Airfield Power Distribution System, circuit breakers, meters, protective relays, etc.);</p> <p>(2) All transformer stations;</p> <p>(3) Street Lighting System;</p> <p>(4) Airfield Lighting Systems, Constant current regulators and controls (Building airfield signs, light fixtures and all Nav aids on 176), PAPI, approach lights, threshold lights on and off the airfield; and</p> <p>(5) Provide testing and repairs to the static grounding system.</p>	
21.A.1.b	Co-ordinate all scheduled periods of unavailability with DND so that there is a minimum of interference with user activities.	
21.A.2	DEFINITIONS	
21.A.2.a	Response Time: Response time is the elapsed time from when a request is received by the Contractor at the trouble desk until commencement of work at the work site with adequate number of qualified personnel, equipment, necessary tools, and parts/materials.	
21.A.2.b	Preventive Maintenance Inspection: is defined as a predetermined and scheduled procedure that operates on a continuous basis and which is designed primarily to detect maintenance requirements early and thus prolong the useful life of works and buildings at minimum cost. Frequency of inspections and tests should be based on directions contained in CETOs, RAMM, manufactures' handbooks, etc; local weather conditions; age of items; use of item (including severity of use); and local factors considered pertinent.	
21.A.3	<p>REFERENCES: The notations against the references have the following meanings:</p> <p>M - Adherence to the policies, procedures, act, orders and regulations contained therein is mandatory.</p> <p>G - The policies and procedures contained therein are not mandatory, but proposals for alternatives must be submitted in full detail to, and be accepted by the Technical Authority. Furthermore, alternatives must fully interface with procedures in use globally.</p>	
21.A.3.a	See section 2.A.3 for general references.	
21.A.3.b	5 Wing electrical and airfield distribution systems drawings (M)	
21.A.3.c	All manufacturers; operation, maintenance and repair manuals that apply to the make and model of equipment in use (M).	
21.A.4	SAFETY PROVISIONS	
21.A.4.a	Comply with measures not otherwise specified in this SOW but which are consistent with prudent management and industry practices.	
21.A.5	DESCRIPTION OF EXISTING CONDITIONS	

21.A.5.a	The Electrical Distribution System at 5 Wing has a total load of approximately 30 MVA peak with 4 MVA distributed at 25 kV and 5 MVA at 4160 volts. The base is supplied power from Newfoundland Hydro through feeders line 15 & 17, which supplies the 25 kV voltage through a DND recloser and also steps down the 25 kV through a 6 MVA transformer to supply the 2400/4160 through feeders 2, 5, 6 & 8. The Newfoundland Hydro line 15 is the supply line at 25 kV that supplies the 24 MVA substation for the 2 - 12 MVA Electric Boilers. Line 17 is the Newfoundland Hydro supply for the domestic requirements of the base, both can be interchanged through a line by-pass
21.A.5.b	There are 2 main transformer stations (1 rated at 6 MVA for the domestic supply) 1 - 24 MVA (4 transformers) that supplies the 2 - 12 MVA Electric Boilers. There is also a 3rd - 3 MVA substation, which is currently not in use. The distribution system has includes approximately: 900 poles; 450 transformers of various manufacturers; 180 street lights; 800 metres of underground distribution at 4,160 V; 35,000 metres of aboveground distribution at 4,160 V and 25 kV; 30 electrical distribution drawings; 3 intrusion alarms; 2 CCTV systems; 14 Distribution Isolation Switches; and Static Grounding System.
21.A.5.c	The airfield distribution system is 4.16kV (runway edge and threshold, and taxiway, etc.).
21.B	PERSONNEL QUALIFICATIONS
21.B.1	Provide Provincially Certified qualified personnel with a minimum of 3 years experience in high voltage (2.4 kV - 25KV) electrical work. At least one person responsible for the operation and maintenance of the airfield lighting system must have at least 2 years of experience in airfield lighting systems with previous responsibility for a system of similar size and complexity. Personnel must have 1 year experience in regulator structures and remote operation, leveling and alignment of lights and equipment.
21.B.2	High Voltage Electricians: Must have Provincial Certification and 3 years of experience in high voltage electrical work, including maintenance of switch yards, reclosers and metering banks.

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
21.C	ELECTRICAL AND AIRFIELD DISTRIBUTION SYSTEMS			
21.C.1	OPERATIONS			
21.C.1.a	Operate the electrical distribution system and the airfield electrical system.	Observe and monitor systems to ensure continuity of service and satisfactory voltage levels/range to utilization equipment.	24 hours per day, 7 days per week.	Electrical systems in service 99% in any month.
21.C.2	MAINTENANCE			
21.C.2.a	Perform PM.	Perform PM inspections of the electrical distribution system and the airfield electrical system. See utility drawings.	Refer to PM program in section 14.F.2	Systems to have a 99% availability
21.C.2.b	Acknowledge all trouble calls within 30 minutes of receipt.	Trouble calls are to be recorded, set in priority, and subsequent actions noted.	8 trouble calls per year.	All trouble calls acknowledged within 30 minutes.
21.C.2.c	Perform CM (repair/ renovate/ alter) for a system failure affecting Critical Areas.	Provide a 1 hour response time in repairing a system failure affecting critical areas. Repair efforts shall be continued until systems are operational. Critical systems are utilities associated with Air Operations, Heating, Communications, Medical, Fire and Crash and Potable Water. If the work will exceed 144 direct labour hours or \$5,000 in material, contact the DO to negotiate the TA work order and implement reasonable measures to mitigate hazards and further damage until approval is obtained to perform the CM. See 21.E.1.	13 occurrences per year.	All trouble calls are responded to within 1 hour.
21.C.2.d	Perform CM (repair/ renovate/ alter)-on systems not already addressed in 21.C.2.c.	Commence repair work for other areas system failures within 8 hours. The urgency of repair (restoration of service) for other areas shall be commensurate with the extent and effect of the system failure. If the work will exceed 144 direct labour hours or \$5,000 material cost, contact the DO to negotiate the TA work order and implement reasonable measures to mitigate hazards and further damage until approval is obtained to perform the TA. The major systems and equipment requiring maintenance are identified but not limited to paragraph section 21.A.5. For more details see the Equipment and Facilities Catalogue.	186 occurrences per year.	All trouble calls are responded to within 8 hours.
21.D	WATCHKEEPING REQUIREMENTS			
21.D.1	Nil	Nothing additional.	Nothing additional.	Nothing additional
21.E	TASK AUTHORIZATION (TA) REQUIREMENTS			

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
21.E.1	Perform CM (repair / renovation / alteration) for jobs in excess of 144 direct labour hours or \$5,000 material cost.	Nothing additional.	As determined by the Contractor.	No instance of proceeding with the work without authorization. No instance of not completing the work within the timeframe negotiated with the DO.
21.E.2	Disconnect and secure from abandoned facilities.	Disconnect and properly secure utilities and distribution systems servicing abandoned facilities. Maintain or repair systems only by direction of the DO.	1 abandoned facility per year.	Abandoned facilities properly disconnected IAW schedule negotiated with DO. Action recorded in records accurately, completely and within the same day as completion of disconnection.
21.E.3	Although there are no other predetermined Task Authorization (TA) requirements, TA's may be ordered on an as required basis for any work within the scope of this section.	See Contract Terms and Conditions for details regarding negotiation of TA jobs.	Nothing additional.	All jobs completed in accordance with the conditions and requirements stated in the negotiated TA.
21.F	RECORDS AND DELIVERABLES			
21.F.1.	Maintain historical data on Major Equipment.	Major equipment includes, but is not limited to: - engines - generators - motors - switchboards - circuit breakers - pumps - sewage lift stations. These files can be kept in the individual utility shop. Historical data includes, but is not limited to: normal operating data, hours of operations, abnormal operations, malfunctions, unscheduled outages, spare parts requirements, maintenance and repair records, and other information required for performance evaluation and analysis.	200 pieces of major equipment.	Records are accurate, complete and current within 2 working days of completion of any action.
21.F.2.	Provide information to Engineering for drawings.	Provide any changes to the electrical system to update as-built drawings and diagrams.	As required.	No failure to provide information to engineering within 5 days after completion of changes.
21.G	MATERIALS, EQUIPMENT AND FACILITIES			
21.G.1	GOVERNMENT FURNISHED			
20.G.1.a	Utilize equipment, material and facilities identified to perform the services of this section.	For GF equipment, material and facilities required for this section contact the Contract Management Office(CMO).	As determined by the Contractor.	No misuse or lack of maintenance of GFE.

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
21.G.2	CONTRACTOR FURNISHED			
21.G.2.a	Provide all other equipment, facilities and materials not otherwise provided as government furnished required to deliver the services in this section (other than in paragraph E).	It is the Contractor's responsibility to select a supply source and arrange for delivery to meet Contract requirements.	As determined by the Contractor.	No instance of not meeting performance standards for the other line items of this section due to a lack of materials.

22	SOLID WASTE COLLECTION AND DISPOSAL	
22.A	GENERAL REQUIREMENTS	
22.A.1	SCOPE OF WORK	
22.A.1.a	Provide a collection and disposal services of all non hazardous waste to all 5 Wing buildings including the RHUs.	
22.A.1.b	Provide, implement and manage a plan for hazardous waste and material control functions at 5 Wing, to include shipping, receiving, storage and disposal.	
22.A.2	DEFINITIONS	
22.A.2.a	Solid Waste: Garbage, including animal and vegetable waste resulting from the handling, preparation, cooking and consumption of foods, refuse including ashes, debris, rubbish and other solid waste materials.	
22.A.2.b	Sanitary and Clean Condition: This criteria is defined as meeting the following conditions: Removal of waste to minimize obnoxious odors; scattered or loose solid waste; vector problems such as rodents; fly breeding conditions; unsightly conditions; and overflowing trash containers preventing proper closing of all doors.	
22.A.3	REFERENCES: The notations against the references have the following meanings: M - Adherence to the policies, procedures, act, orders and regulations contained therein is mandatory. G - The policies and procedures contained therein are not mandatory, but proposals for alternatives must be submitted in full detail to, and be accepted by the Technical Authority. Furthermore, alternatives must fully interface with procedures in use globally.	
22.A.3.a	See section 2.A.3 for general references.	
22.A.3.b	Code of good practice for handling Solid Wastes at Federal Establishments (M)	
22.A.3.c	Government of Canada Act, Regulations and Guidelines for Sanitary Landfill (G)	
22.A.3.d	Manufacturers' manuals for specific equipment/systems (M)	
22.A.3.e	TAHD-DSAT-IE-2002-17-4 International Waste Directive (M)	
22.A.4	SAFETY PROVISIONS	
22.A.4.a	All Federal and Provincial Environmental and Natural Resource Protection Guidelines and legislation will be complied with in carrying out functions in this section.	
22.A.4.b	Ensure the Health and Safety program as described in Section 2 is implemented per applicable references.	
22.A.5	DESCRIPTION OF EXISTING CONDITIONS	
22.A.5.a	Waste at the Wing is comprised of solid waste from daily operations and from residential areas (RHU), messes, canteens and single quarters. Solid waste is disposed at the municipally operated Happy Valley-Goose Bay landfill site, located approximately 25 km from the Wing. Presently garbage is picked up every 2 weeks. The Wing also has approximately 121 dumpsters situated throughout the base.	
22.A.5.b	International Waste is subject to Canadian Food Inspection Agency guidelines and must be buried at a designated area within the Happy Valley-Goose Bay landfill site. International Waste is dealt with under the Transient Servicing section.	
22.A.5.c	Other contractors working on construction projects on the Wing are responsible for the handling, storage and disposal of their own construction waste including hazardous waste.	
22.A.5.d	It is the Wing policy to recycle materials wherever possible. The Contractor is encouraged to implement a recycling program if practical and cost effective.	
22.A.5.e	Following is an average over 2 years of the tonnage sent to the landfill site: Industrial shop wood waste = 20 tons per year sent to the landfill as required; Industrial shop metal waste = 30 tons per year sent to the landfill as required; Domestic housing garbage = 35 tons per year sent to the landfill and generally requiring 2 trips to the landfill per week; Industrial dumpster waste = 310 tons per year sent to the landfill site every 2 weeks. May require more than 1 trip during construction season; and International waste = 8 tons tons per year sent to the landfill as required.	
22.B	PERSONNEL QUALIFICATIONS	
22.B.1	All personnel provided by the Contractor shall possess sufficient training and experience to satisfactorily accomplish the collection, storage and disposal of the solid wastes functions outlined in this section.	
22.B.2	The key contract personnel of the solid waste collection function shall have a minimum of 1-year experience in collection and disposal of solid wastes at a facility of comparable size and scope to that of 5 Wing.	

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Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
22.C	SOLID WASTE COLLECTION AND DISPOSAL			
22.C.1	OPERATION			
22.C.1.a	Empty all outside trash containers/dumpsters and dispose of waste at the Town landfill site.	Transport solid wastes to the disposal facilities in a suitable vehicle and/or container. Town may require that waste be sorted by Lumber products, metals, rubber, etc. Loose debris shall not fly or fall from the vehicle and/or container. Clean up all spillage of solid wastes that occurs in the course of handling during collection and disposal, including any spillage enroute to the disposal sites. Reposition all containers at collection stations to their specified location, and on concrete pads where provided.	121 Dumpsters	No incident of failure to empty outside trash containers and dispose of waste at the town land fill site as specified in schedule.
22.C.1.b	Domestic garbage pickup and disposal at the Town landfill site.	Transport solid wastes to the disposal facilities in a suitable vehicle and/or container. Loose debris must not fly or fall from the vehicle and/or container. Clean up all spillage of solid wastes that occurs in the course of handling during collection and disposal, including any spillage enroute to the disposal sites.	230 married Quarters with biweekly pick-up from 1 October to 31 May. Weekly pickup 1 June to 30 September.	No incident of failure to pickup all domestic garbage from PMQs and dispose of waste at the town land fill site.
22.C.1.c	Provide special collections of normal refuse or bulky items.	This is in addition to the scheduled solid wastes collections that the Contractor is required to make. Special collections to be effected within 1 working day of request. Transport solid wastes to the disposal facilities in a suitable vehicle and/or container. Loose debris shall not fly or fall from the vehicle and/or container.	1 requested pick up per month.	No instance of failure to make unscheduled pickups within 1 working day of request.
22.C.1.d	Conduct an Environmental Compliance Evaluation (ECE) audit.	The Contractor will be required to self audit the waste management plan to ensure it is in compliance with Environmental Legislation.	1 audit per year.	No incidence of failure of conducting the audit.
22.C.1.e	Operate a Recycling Program.	The Contractor is to investigate and implement a recycling program where effective, efficient and cost effective to do so.	1 program.	Demonstrate determination in the implementation of a program through a periodic report.
22.C.2	EQUIPMENT AND CONTAINER CLEANING			
22.C.2.a	Clean solid waste equipment and containers utilizing a method and frequency that shall not result in environmental or health problems.	The location of solid waste related cleaning operations shall be performed at the existing dumpster cleaning site designated by the Government. All cleaning operations shall be performed in a manner so as not to create nuisance conditions nor contaminate the surrounding area.	10 dumpsters per month.	No incident of violations of environmental or health laws. No incident of failure to clean equipment and containers according to Government approved method and frequency.

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
22.C.2.b	Maintain equipment and container cleaning area in a sanitary and clean condition at the end of each day's operations.	Nothing additional.	30 sq. m area.	No incident of violations of environmental or health laws.
22.D	WATCHKEEPING REQUIREMENTS			
22.D.1	Nil			
22.E	TASK AUTHORIZATION (TA) REQUIREMENTS			
22.E.1	Although there are no pre-determined TA requirements associated with this section, TA may be ordered as-required for any work within the scope of this section.	See Contract Terms and Conditions for details regarding negotiation of TA jobs.	Nothing additional	All jobs completed in accordance with the conditions and requirements stated in the negotiated TA.
22.F	RECORDS AND DELIVERABLES			
22.F.1	Prepare a solid waste collection and disposal plan.	The plan to be prepared in accordance with DND, Federal and Provincial Legislation. Garbage from galleys, messes and clubs shall be collected and disposed of daily. The frequency of solid waste collection from other locations is dependent on the anticipated generation rate.	1 plan per year.	Plan accurate, complete and delivered within 30 days after contract award and modified annually.
22.F.2	Provide a Recycling Program Report.	The report to show level of effort, quantity of material recycled directly or indirectly and any other data the Contractor deems appropriate for the Wing Executive to understand how active the Contractor has been in this area of endeavor. See 22.C.2.e.	4 reports a year.	Reports accurate, complete and delivered within 5 working days after the end of each quarter.
22.F.3	Provide Environmental Audit Report.	Send report to DO and Wing Environmental Officer. See 22.C.1.d	1 Report a year.	Report accurate, complete and delivered within 10 working days after the end of each DND fiscal year.
22.G	MATERIALS, EQUIPMENT AND FACILITIES			
22.G.1	CONTRACTOR FURNISHED			

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
22.G.1.a	Provide all other equipment, facilities and materials not otherwise provided as government furnished required to deliver the services in this section (other than in paragraph E).	It is the Contractor's responsibility to select a supply source and arrange for delivery to meet Contract requirements.	As determined by the Contractor.	No instance of not meeting performance standards for the other line items of this section due to a lack of materials.

23	ENVIRONMENTAL PROTECTION, HAZARDOUS MATERIAL, HAZARDOUS WASTE AND MATERIAL CONTROL
23.A	GENERAL REQUIREMENTS
23.A.1	SCOPE WORK
23.A.1.a	On behalf of DND the Contractor is responsible for Hazardous Materials and Hazardous Waste produced by DND and or its customers. This statement does not absolve the Contractor from liability should it be demonstrated that the Contractor did not follow all applicable regulations during the process of removing and disposing of the material. The Contractor will assume the responsibility as the Consignor for hazardous waste shipments.
23.A.1.b	Provide, implement and manage a plan for hazardous waste and material control functions at 5 Wing. The different functions carried out are <ul style="list-style-type: none"> - Collect hazardous waste. - Storage of Hazardous material. - Report on and dispose of hazardous material. - Quality control of receipt, storage, material. - Conduct environmental compliance evaluation.
23.A.1.c	The Federal Sustainable Development Strategy (FSDS) outlines the targets for each government department and its focus on environmental sustainability. RCAF has fully endorsed the Environmental Sustainability Implementation Plan (ESIP) and is committed to safeguarding our environment by promoting energy security and managing environmental practices while maintaining essential operations. In support of these emerging initiatives, 5 Wing will be promoting future work in these critical areas.
23.A.1.d	Maintain close liaison with the Wing Environment Officer (W Env O) and report any problems, anomalies, or changes to the established hazardous waste management program. The Contractor will work with the W Env O in approving sites across the facility for hazardous materials and hazardous waste storage under the Hazardous Materials Management Plan. The Contractor Env O must ensure that all Contractor operations and responsibilities are in compliance with applicable environmental requirements. These aspects include, but are not limited to: POL storage; oil spill cleanup and spill prevention; hazardous material minimization, handling, storage and halocarbon regulation; hazardous waste minimization, handling, storage, and collection, and cooperation and liaison with 5 Wing environmental staff in areas of shared responsibility.
23.A.1.e	Provide radiation safety services and management (a function held by the Wing Radiation Safety Officer (W RadS O)). This ensures that all activities requiring or using radiation materials within the Wing are conducted in a manner that fosters safe and responsible practices for personnel, general public, environment and property through the implementation and the maintenance of the Radiation Safety and Management Plan for 5 Wing.
23.A.1.f	Provide management and services of HAZMAT (a function held on Wings by the Wing Hazmat Officer (WHazO)). This control authority reviews and, if appropriate, approves the introduction into or continued use of, HAZMAT in the workplace and ensures the safe storage and disposal of HAZMAT.
23.A.2	DEFINITIONS
23.A.2.a	DGENS: Director General Environment and Nuclear Safety
23.A.2.b	Hazardous Material (HM): Any material which because of its quantity, concentration or characteristics (physical, chemical or infectious) may pose a hazard to human health or the environment or when released or spilled into the environment is considered hazardous.

23.A.2.c	Hazardous Waste (HW): Any discarded material, liquid, solid or gaseous, and associated containers, which meets the definition of a hazardous material is considered a hazardous waste. A hazardous material may become a hazardous waste after it has served its intended purpose, exceeded its shelf life, becomes contaminated, or has been spilled. A waste can be hazardous if it is either listed as hazardous by the Environmental Protection Act (EPA) or if it exhibits any of four characteristics: corrosivity, reactivity, ignitability, or toxicity.
23.A.2.d	Hazardous Material/Waste Management Plan (HWWMP): A plan that identifies Hazardous Materials/Waste generated at a Wing, determines applicable Federal, Provincial, and local regulatory requirements to be met and describes Wing Operating Procedures that will be followed to ensure conformance with such regulations.
23.A.2.e	Nuclear Activity and Ionizing Radiation Source (NAIRS): Activities involving a nuclear substance, equipment that emits electromagnetic (ionizing) radiation, including industrial and medical/dental X-ray devices. Further definitions pertaining to the Nuclear Safety part of this section are contained in the Nuclear Safety Orders and Directives (NSOD).
23.A.3	<p>REFERENCES: The notations against the references have the following meanings:</p> <p>M - Adherence to the policies, procedures, act, orders and regulations contained therein is mandatory.</p> <p>G - The policies and procedures contained therein are not mandatory, but proposals for alternatives must be submitted in full detail to, and be accepted by the Technical Authority. Furthermore, alternatives must fully interface with procedures in use globally.</p> <p>See section 2.A.3 for general references.</p> <p>See Table 23-2 for references in performing functions related to this section.</p>
23.A.3.a	
23.A.3.b	
23.A.4	SAFETY PROVISIONS
23.A.4.a	All Federal and Provincial Environmental and Natural Resource Protection Guidelines and legislation will be complied with in carrying out functions in this section.
23.A.4.b	Ensure the Health and Safety program as described in Section 2 is implemented per applicable references.
23.A.4.c	Contractor shall properly label hazardous material/waste, train personnel in the handling of hazardous material/waste, and provide the workplace with material safety data sheets per WHMIS. Contractor personnel shall be furnished appropriate personnel protective equipment (PPE) and trained to correctly wear and maintain issued PPE. Contractor personnel shall be trained to operate and report any malfunctions of issued equipment.
23.A.4.d	Contractor personnel shall be properly trained to respond to any hazardous material/waste emergencies, contain and dispose of hazardous materials/waste.
23.A.4.e	Contractor personnel shall be trained to apply regulations orders and instructions, amend, and write SOPs pertaining to the DND/CF and 5 Wing Radiation Safety Program.
23.A.4.f	The Contractor shall comply with the applicable regulations for packaging and handling, preparation and certification, authorization, and shipment of hazardous material/waste as defined by provincial, federal, and international laws/regulations.
23.A.4.g	Sub-contractors working on behalf of the Contractor shall be monitored and all aspects of sub-contractor safety and hazardous materials/waste handling, storage and disposal are the primary responsibility of the Sub-contractor and the secondary responsibility of the Contractor.
23.A.5	DESCRIPTION OF EXISTING CONDITIONS

23.A.5.a	The 5 Wing Environmental Officer provides a strategic management overview of day-to-day management of this section. Hazardous waste at the Wing is accurately monitored and inventoried in order to minimize personnel and environmental risk. The isolated location of 5 Wing Goose Bay necessitates that transportation and disposal of hazardous material be planned and coordinated carefully to be cost effective.
23.A.5.b	The radiation safety program is currently performed by a mix of contractor and DND/CF personnel. The physical work is in large part provided by the Contractor under the Task Authorization provision of the contract. This new requirement will see the function of Wing Radiation Safety Officer fully included and covering all aspects of Radiation Safety as a fixed price item.
23.A.6	HOURS OF OPERATION
23.A.6.a	Capability to respond to hazardous waste spills on a 24/7 basis.
23.B	PERSONNEL QUALIFICATIONS
23.B.1	All personnel provided by the Contractor shall possess the skills, sufficient training and experience in the handling of hazardous materials/waste to satisfactorily accomplish the collection, packaging, storage and disposal functions at 5 Wing as specified in this section.
23.B.2	The Environmental Protection (EP) portion of this contract is to be managed by a qualified person holding a university degree in the Physical Science or Engineering related to the environment and preferably with 5 years experience in Environmental Protection. The level of qualification and experience will be that needed to ensure compliance with all aspects of environmental legislation. The individual shall be responsible solely for ensuring that all Contractor operations and responsibilities are in compliance with applicable environmental requirements. These aspects include, but are not limited to: POL storage; oil spill cleanup and spill prevention; hazardous material minimization, handling, storage and halocarbon regulation; hazardous waste minimization, handling, storage, and collection, and cooperation and liaison with 5 Wing environmental staff in areas of shared responsibility.
23.B.3	Each person responsible for the handling or shipment of hazardous waste and materials must successfully complete a program of classroom instruction or on-the-job training covering hazardous waste management as required by Federal Regulations. In addition, personnel responsible for the proper packaging and shipping of hazardous materials for transportation must be Certified Provincially.
23.B.4	The employee responsible for the hazardous waste collection function shall have a minimum of 3 years' experience in collection and transportation of hazardous wastes.
23.B.5	The employee responsible for the hazardous waste packaging function shall have a minimum of 3 years' experience in the operation of a hazardous material or waste packaging facility and recognized certification in the Transportation of Dangerous Goods Act (TDGA).
23.B.6	Employees responsible for the hazardous waste, handling and for the maintenance of the storage facility shall have 40-Hour Hazardous Waste Operations and Emergency Response Training (HAZWOPER) or equivalent.
23.B.7	The individual selected by the Contractor to fill the role of WRadSO shall be trained and qualified consistent with the requirements at DAOD 4002-1.
23.B.8	All personnel provided by the Contractor to deliver the work associated with the Wing Radiation Safety Program shall possess the skills, sufficient training and experience in the handling, collection, packaging, storage and disposal of radioactive materials specified in this section.

23.B.9	<p>Environmental Audit team members must have sufficient educational background and years of relevant experience; the degree of involvement and roles in similar projects must be identified in the Contractor bid. The audit team must be led by an employee of the firm certified with the Canadian Environmental Auditing Association as a Certified Environmental Auditor (CEA). Other factors weighted toward assessing qualifications of personnel, in addition to CEA certification, should include number of environmental compliance audits on federal facilities, number of environmental compliance audits conducted on DND bases, and the type and complexity of all audits conducted by the personnel.</p>
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Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
23.C	ENVIRONMENTAL PROTECTION, HAZARDOUS MATERIAL, HAZARDOUS WASTE AND MATERIAL CONTROL			
23.C.1	GENERAL SERVICE REQUIREMENTS.			
23.C.1.a	Implement the Hazardous Material/Waste Management Plan.	Implement the Hazardous Material/Waste Management Plan of 5 Wing. Copies of this plan will be made available as part of the contractor's technical library. See line item 23.F.1.f.	As required.	Hazardous Material/Waste Management Plan and Federal/Provincial regulations followed 100% of the time.
23.C.1.b	Implement a Hazardous Materials/Waste spill plan.	Implement a Hazardous Materials/Waste Spill Plan as per 23.F.5.	As required.	Plan followed 100% of the time.
23.C.2	ENVIRONMENTAL PROTECTION			
23.C.2.a	Liaise with DND and Local Authorities on all aspects of EP.	Provide any reports as required by DND and Local Authorities and advise the Technical Authority of any environmental risk incidents. Additionally for shared locations, cooperate with requirement of 5 Wing Environmental Management Plan.	Throughout area of Contractor activity, in either shared or separated sites.	No instance of lack of coordination or failure to liaise resulting in a real or potential incident.
23.C.2.b	Ensure all Contractor activity complies with the requirement to protect the environment of 5 Wing and the surrounding area.	The approval of the DO is required prior to removal of any trees, shrubs, etc. Any excavations must not present undesired impact on the environment. Unapproved Contractor construction or demolition to be rectified at no cost to the Technical Authority.	As required.	No instance of unapproved action per year.
23.C.3	ENVIRONMENTAL COMPLIANCE EVALUATION			
23.C.3.a	Conduct annual Environmental Compliance Evaluation (ECE) Self Audit.	ECE to be conducted in accordance with Canadian Standards Association Standard Z773 Environmental Compliance Auditing. The Contractor is required to do an environmental audit on the HAZMAT facilities and operations.	1 evaluation per year.	No instance of failure to conduct the yearly ECE.
23.C.3.b	Perform Wing Environmental Audit (WEA).	WEA to be conducted in accordance with WEnvO Direction. This is normally conducted through a sub-contractor. Details of the SOW used in the past to conduct this audit are included in Table 23-3. The initial schedule of WEA are found at paragraph 4 of Table 23-3.	2 audits per year.	100% compliance with Wing Environmental Officer (WEnvO) direction and ensuring significant items identified in audit.
23.C.4	COLLECTION OF HAZARDOUS MATERIAL AND WASTE			
23.C.4.a	Arrange contract or pick up and transport hazardous material/waste from DND storage sites or generation points to Contractor storage or disposal sites.	Contract, pick up and transport hazardous material/waste as directed by the DND/Federal/Provincial Regulation. Pick up must be made within 24 hours of notification from requesting agency. Pick-up locations are identified at Table 23-1	15 requests per month	100% of the time collection and transportation procedures are in compliance with applicable federal/provincial regulations. All pickups made within 24 hours of notification.

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
23.C.4.b	Collect and clean up hazardous material/waste generated from minor spills (fuel, oil, glycol, etc.)	Collection to commence within 30 minutes of notification. Spill is generally fuel and ranges in size up to 2,000 litres. See 9.C.10.b for 1st response. Respond to any spills on a 24/7 basis. Follow plan at 23.F.5. Average spill size is 55 L.	18 spills per year.	All spills collected and cleaned up in accordance with all legislation. Collection started within 30 minutes of notification.
23.C.4.c	Validate the content and concentration of hazardous material/waste received/discovered.	Ensure upon receipt/discovery of Hazardous Material/Waste that contents and origin of waste are recorded. Arrange contract or perform tests to identify unknown products/chemicals/etc to determine their nature and disposal procedures for goods held by DND/CF. All unknown hazardous materials/waste must be identified through a accredited laboratory according to ISO 17025 and CAEL.	86 samples sent for identification of content per year.	All HM/HW stored is identified or unknown HM/HW samples have been sent for testing and are awaiting laboratories result.
23.C.5	STORAGE OF HAZARDOUS MATERIAL AND HAZARDOUS WASTE			
23.C.5.a	Establish and maintain proper storage/inventory practices and proper use and management of containers.	Inspect loaded containers for leaks or corrosion at least once a week.	As required.	All containers do not exhibit any rusting or leaking. No incidents of improper storage.
23.C.5.b	Provide appropriate and properly labeled containers for generating and accumulation sites.	Label as approved by Federal/Provincial regulations.	As required.	Containers are labeled properly at all times.
23.C.5.c	Receive, check, inspect, certify, and control incoming hazardous material/waste received for storage, and coordinate local delivery.	Ensure that the client who generated the HM/HW completely and accurately fills out all required documentation, i.e. transfer documents, copy of MSDS, DND Forms, etc.	As required.	All hazardous material/waste turned-in has complete and accurate documentation.
23.C.5.d	Register hazardous materials/waste storage sites.	Assist the Wing Environment Officer in registering all hazardous material/waste storage sites at the Wing. Update Hazardous Material/Waste Management Plan. Refer to 23.F.1.	As required.	All hazardous material/waste storage site are registered and complete and accurate documentation is available.
23.C.6	HAZARDOUS MATERIAL AND WASTE DISPOSAL			
23.C.6.a	Dispose of hazardous material/waste including NAIRS.	Disposal of hazardous material/waste shall occur as required, but a minimum of once a year and in accordance with Federal/Provincial Regulations. Coordinate with WEnvO for certification for shipment. No Hazardous Material is to leave Canada.	Bulk - 437 drum equivalents per year. Non-bulk - 418 drum equivalents per year.	No instance of improper disposal of hazardous material/waste.
23.C.7	RADIATION SAFETY SERVICES AND MANAGEMENT			

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
23.C.7.a	Conduct Inspections IAW Radiation Annual Plan.	Visit NAIRS users sections as per plan referred to at 23.F.8 to ensure safety standards and practices are maintained and new information is distributed.	12 inspections per year for 1 day each.	No instance of failure to inspect as per plan.
23.C.7.b	Provide Awareness training.	Conduct Wing wide awareness training for all DND/CF employees concentrating on the potential hazards associated with nuclear substances and the necessary actions in the event of an accident involving NAIRS. A training session has on average 50 personnel.	2 training sessions per year	No instance of personnel being unaware of Radiation Hazard and procedures to follow in their handling and storage due to lack of training.
23.C.7.c	Host/Coordinate Annual Inspections by DGNS and Health Canada.	Host/Coordinate inspections by DGNS and Health Canada as per plan referred to at 23.F.8. Each activity lasts an average of 8 hours each.	2 activities per year	No instance of failure to host/coordinate.
23.C.7.d	Provide equipment maintenance.	Control, confirm calibration and arrange for replacement of ADM 300C survey meter and the personal limit detector. Maintain ultraviolet light.	14 equipment maintenance activities per year.	No instance of ADM 300C not being ready for distribution and use.
23.C.7.e	Provide emergency response and leak and swipe testing.	Implement emergency response including notification, quarantining, clean up and swipe and leak testing. Provide misc. materials such as wipes, gloves, and swabs, etc used in handling NAIRS.	3 response per year.	No instance of failure to implement emergency response according to the plan referred to at 23.F.8. No instance of failure to notify DO of the emergency within 30 minutes of notification of occurrence.
23.C.7.f	Attend Wing Safety meetings.	Prepare and present briefing on current Radiation Safety Issues. Each meeting lasts an average of 4 hours.	2 meetings per year.	No instance of failure to attend meetings and provide requested advice.
23.C.7.g	Manage Wing Dosimetry Program.	Coordinate and manage the Wing Dosimetry program.	Daily.	No instance of Public and/or Radiation Worker dose limits being exceeded.
23.D	WATCHKEEPING REQUIREMENTS			
23.D.1	Nil			
23.E	TASK AUTHORIZATION (TA) REQUIREMENTS			
23.E.1	Clean-up and dispose of hazardous material/waste generated from major spills (fuel, oil, glycol, etc.)	The initial collection and clean-up up to the 2,000 liters is covered under 23.C.4.b. The remaining work would be performed under TA if DND so chooses. Respond to any spills on a 24/7 basis. Refer to 23.F.5.	1 occurrence per year.	100% of spills cleaned up in accordance with all legislation. Clean up started within 30 minutes of notification. Work completed as agreed to with the DO and WEnvO.

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
23.E.2	Decommission Buildings.	Conduct radiological inspections of buildings scheduled for demolition or alternate usage. Collect samples and prepare documentation for DGNS to review and issuance of Radiological Compliance certificates.	1 decommissioning per year.	No instance of failure to perform decommissioning inspections of buildings within 15 days of request.
23.E.3	Clean-up and dispose of hazardous materials/waste including but not limited to lead paint, mould, asbestos, etc...	See Contract Terms and Conditions for details regarding negotiation of TA Requirements work.	10 occurrences per year.	All jobs completed in accordance with the conditions and requirements stated in the negotiated TA.
23.E.4	Provide biological control of biting flies.	See Table 23-4 for details of the requirements and expected experience of the Contractor selected to do this work. This program is renewable on a yearly basis and there is no guarantee the program will continue from year to year.	1 program per year.	Work provided in accordance with Table 23-4 requirements. No instance of the program not being authorized because the proposed sub-contractor does not meet the requirements identified in Table 23-4.
23.E.5	Attend annual conference.	Attend conference or event as required to maintain contacts and professional proficiency. The average duration of the conference is 3 working days plus 2 days travelling. The conference location usually rotate around the country (i.e. Winnipeg, Ottawa, Halifax) from year to year	1 conference or event per year.	No instance of failure to attend conference or event and provide feedback to WEnvO. Employees selected to attend conferences / training events are appropriate in regard to aptitude, experience, knowledge and roles.
23.E.6	Although there are no other pre-determined TA requirements associated with this section, TA may be ordered as-required for any work within the scope of this section.	See Contract Terms and Conditions for details regarding negotiation of TA Requirements work.	Nothing additional	All jobs completed in accordance with the conditions and requirements stated in the negotiated TA.
23.F	RECORDS AND DELIVERABLES			
23.F.1	Update the 5 Wing Hazardous Material Management Plan (HMMP).	Update and distribute annual Hazardous Waste Management Plan during the 1st week of April yearly.	1 plan per year.	Plan accurate, complete and submitted within 5 working days of the end of each fiscal year.
23.F.2	Prepare Hazardous Material/Waste Shipping Certification documents for all hazardous material.	Generators of hazardous material/waste will complete major portion of report. Contractor shall assist generators when needed. Document shall be completed and submitted before hazardous materials/waste are turned in for disposal. Contractor will assume the role of the consignor in all shipments.	16 shipments per year.	Documents accurate, complete and submitted before hazardous materials/waste are returned for disposal.

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
23.F.3	Produce and distribute Hazardous Material/Hazardous Waste Report.	Produce and distribute Hazardous Material/Hazardous Waste Report in accordance with references in Table 23-2. Sent by 31 Jan of each year to the DO with copy of cover letter.	1 report per year.	Report accurate, complete and submitted by 31 Jan annually.
23.F.4	Prepare and submit other reports as required by regulations, etc.	Report such as PCB and Halocarbon storage and usage, etc..	4 per year.	Report accurate, complete and submitted when due.
23.F.5	Prepare and submit an oil and hazardous substance spill plan.	The plan should include halocarbon. This should be done in conjunction with Fire Hall, clean up team and the WEnvO. The plan must be updated as required and include 23.C.4.b and 23.E.1.	1 spill plan.	Plan accurate, complete and submitted when due.
23.F.6	Report any fuel jettisoning, POL spill, Halocarbon release, glycol release or other.	Report in accordance with HMSP and as requested by the 1 Cdn Air Div Headquarters Uniform Spill Reporting Protocol (1261-1(A4 Env 2) on the SPILLNET system. Report submitted within 24 hours.	50 reports per year.	No instance of failure to report accurately and on time.
23.F.7	Prepare and submit a Radiation Annual Management report.	Contact all NAIRS holders/users and compile annual report detailing inventory at 5 Wing. Complete and distribute fire and security notification detailing ionizing radiation sources and quantities. The Radiation Annual Management report is to be distributed to the WEnvO and to DGNS through Nuclear Safety Information and Control System (NSICS)	1 report per year.	Report accurate, complete and submitted when due.
23.F.8	Prepare and submit a Radiation Annual plan of activities to the WEnvO.	Provide a list of planned activities to cover the requirements as outlined in 23.C.7 as it pertains to Radiation Safety. The plan to be delivered 1 Feb of every year.	1 plan per year.	Plan accurate, complete and submitted by 1 Feb of every year. No instance of failure to report on time.
23.F.9	Submit Wing Environmental Audit.	Refer to 23.C.3.b. 1 report per audit.	2 reports per year.	Plan accurate, complete and current within 5 working days. 100% compliance with WEnvO direction and ensuring significant items identified in audit.
23.F.10	Maintain NAIRS Records.	Maintain, prepare and archive Wing NAIRS records in accordance with NSODs.	As required.	Records accurate, complete and current within 5 working days. 100% of records available upon request.
23.F.11	Maintain a reference library.	Library to include a copy of reference material at Table 23-2 and all other books, manuals, periodicals applicable to this section.	1 reference library.	95% of documents to be up to date and fully amended.
23.G	MATERIALS, EQUIPMENT AND FACILITIES			

Item No.	Requirement	Related Information	Estimated Quantity	Performance Standard
23.G.1	GOVERNMENT FURNISHED			
23.G.1.a	Access to DND SpillNet Management System.	DND will provide initial training for up to 5 Contractor Personnel. Replacement training of Contractor pers will be at Contractor expense.	The number of user accounts will be as determined by the Contractor.	No unauthorized access or use of the system.
23.G.1.b	Access to DND Halocarbon Management System (HMS).	DND will provide initial training for up to 5 Contractor Personnel. Replacement training of Contractor pers will be at Contractor expense.	The number of user accounts will be as determined by the Contractor.	No unauthorized access or use of the system.
23.G.1.c	Access to the DND HMRA.	DND will provide access to the Hazardous Material Reference Application (HMRA) for the Contractor to deliver the services stated in this SOW.	The number of user accounts will be as determined by the Contractor.	No unauthorized access or use of the software.
23.G.1.d	Access to the DND NSICS.	DND will provide access to the Nuclear Safety Information and Control System (NSICS) for the Contractor to deliver the services stated in this SOW.	The number of user accounts will be as determined by the Contractor.	No unauthorized access or use of the system.
23.G.2	CONTRACTOR FURNISHED			
23.G.2.a	Provide all materials, equipment and furniture not otherwise provided as Government Furnished required to deliver the services under each section.	It is the contractor's responsibility to select a supply source and arrange for delivery to meet contract requirements.	As determined by the Contractor.	No instance of not meeting performance standards for the other line items of this section due to a lack of materials.

Table 23-1

Customer Hazardous Waste Pick-up Locations

Miscellaneous Hazmat

NAME	BUILDING	TYPE
Wing Operations	Hangar 7 & Hangar 8	Drums
Former RAF garage	B272	Drums
Foreign Military	B273 & Hangar 4, 5 & 6	Drums, UGST
Auto Hobby Shop	B270	Drums
5th Div	B295	Meyers Tank & Drums
444 Sqn	Hangar 9 & Hangar 10	Meyers Tank & Drums
DND Training Facility	B354	Drums
Practice Target Area	PTA	Drums, AGST, self containment pallets
Goose Bay Remediation Project	Upper Tank Farm (UTF)	Drums, AGST

BIOHAZARD PICK UP LOCATION

NAME	BUILDING	TYPE
Wing Hospital	564	2 cubic foot box per month.

1. This is in addition to the cleaning of the oil/water separators that are in building B273 and hangar 5 that are conducted on an as required basis.
2. Contractor to pick up at other locations as required.

ASD CONTRACTOR PICKUP LOCATIONS

NAME	BUILDING	TYPE
ASD Contractor SPV	B249	Drums
ASD Contractor TRANSPORT	B340	Meyers Tank & Drums
ASD Contractor EGS	B347	Drums
ASD Contractor CH&PP	B371	Drums
ASD Contractor FIREHALL	B3	Drums
ASD Contractor TRANSPORT	B340	Drums

The information pertaining to the Contractor's location is provided for information only. The ASD

ASD Contractor SPV	B249	DRUMS
ASD Contractor TRANSPORT	B340	MEYERS TANK & DRUMS
ASD Contractor EGS	B347	DRUMS
ASD Contractor CH&PP	B371	DRUMS
ASD Contractor FIREHALL	B3	DRUMS
ASD Contractor TRANSPORT	B340	DRUMS

The information pertaining to the contractor's location is provided for information only. The ASD Contractor is responsible for pick-up and disposal at his own locations

Table 23-2

References

Table of Province Of Newfoundland And Labrador Acts And Regulations	
Province of Newfoundland and Labrador governing acts and regulations related to the environment and hazardous material. The provincial legislation can be found on the NF government website. Each department lists their regulations: www.gov.nf.ca .	
Number	Publication Name
	Air Pollution Control Regulations 2004
	Asbestos Abatement Code of Practice
	Dangerous Goods Transportation Act (DGTA), 2006
	Environmental Control Water and Sewage Regulations 2003
	Environmental Protection Act
	Executive Council Act
	Fire Protection Services Act, 2008
	Health and Community Services Act
	Animal Health and Protection Act
	Occupational Health and Safety Act, 2009 and Regulations and Amendments
	Sanitation Regulations, 2010
	Storage and Handling of Gasoline and Associated Products Regulations, 2003
	Storage of PCB Wastes Regulations, 2003
	Waste Management Act
	Water Resources Protection Act
	Workplace Hazardous Materials Information Systems Regulations, 1989 (WHMIS)
Table of Government Of Canada Acts, Regulations And Guidelines	

References

Government of Canada Acts, Regulations and Guidelines related to the environment and hazardous material. The federal environmental legislation can be found at the Environment Canada website www.ec.gc.ca/legis_e.html and the safety legislation can be found at the Labour website at www.labour.hrdc-drhc.gc.ca.

Number	Publication Name
	Canada Labour Code
	Canada Wildlife Act & Regulations
	Canadian Environmental Assessment Act, 2012
	Canadian Environmental Protection Act, 1999
	Canadian Standards Association Standard Z773 Environmental Compliance Auditing.
	Canadian Water Quality Guidelines: http://ceqg-rcqe.ccme.ca/
	Federal Sustainable Development Strategy for Canada (FSDS)
	Fisheries Act
	Hazardous Products Act
	Nuclear Safety and Control Act
	Occupational Health and Safety Regulations
	Transportation of Dangerous Goods Act, 1992 (TDGA)

Table of DND Documents Governing Operating Procedures

DND documents governing operating procedures as they relate to the environment and hazardous material.

References

Number	Publication Name
	5 Wg Emergency Response Plan
	Hazardous Material Management Plan
	Hazardous Material Spill Plan
	5 Wing Goose Bay Radiation Safety Orders
A-GG-040-004/AG-001	General Safety Program - Hazardous Materials Safety and Management Manual
A-MD-005-000/AA-001	Canadian Forces Dental Services Infection Control Guideline
C-07-010-011/TP-000	Canadian Forces Air Weapons Ranges
C-98-007-002/TP-001	Asbestos Cement Products
	CETOs and CFTOs (POL Storage and Handling)
	CETOs and CFTOs (Wastewater)
	CETOs and CFTOs (Water Treatment and Storage)
A-LM-007-014/AG-001	CF Supply Manual for POL/Fuel Handling, Vol 3 Chap 18
CFAO 29-7	Energy Management and Conservation
DAOD 2008-3	Issue and Crisis Management
DAOD 4002-0	Nuclear Technology Regulation and Control
DAOD 4002-1	Nuclear and Ionizing Radiation Safety
DAOD 4003-0	Environmental Protection and Stewardship
DAOD 4003-1	Hazardous Materials Management
DAOD 7014-0	Memoranda of Understanding (MoU)
	Environmental Directive ED 4003-1/2003 - Spill reporting
	Goose Bay Flying Orders
NSI 2-140	Radiation Safety Officer and Radiation Safety Custodian Appointment
	Nuclear Safety Orders and Directives (NSODs)

References

Table 23-3	
	Environmental Compliance Audits
1	The audits are carried out to meet the federal government's policy and legislative commitment to responsible environmental management and shall be carried out IAW national and international auditing standards (CAN/CSA-ISO 14011-96, CAN/CSA-ISO 14012-96). The basic goals of the audits are:
1.a	To identify and document those areas and operations which are regulated or affected by applicable environmental legislation and federal government policy.
1.b	To recommend measures of ensuring targets for reducing resource consumption are met and to recommend management practices that will fulfill those targets.
1.c	To assess the degree of compliance with established legal and policy criteria; and
1.d	To provide recommendations that could be incorporated into action plans and management systems designed to ensure that the facility is operated in compliance with applicable legislation.
2	Scope of Work
2.a	The following is a generic scope of work used for reference in determining the parameters for which the tasks are to be completed.
3	Scope of Work - Environmental Compliance Audits
3.a	The Contractor will utilize an available Audit Protocol based on referenced standards, specific for the base. The audit protocol will have to be modified to accommodate the tenant or section being evaluated. For management system audits, existing, published standards may be used to develop an auditing template. A copy of the Protocol is available for review.
3.b	A pre-audit, opening meeting, tenant checklist, management systems review, interviewing and regulatory compliance deviations will form the initial stages of the audit.
3.c	An opening meeting and orientation tour shall involve an on-site meeting with site management personnel in order to introduce the audit phase and obtain preliminary information about the site.
3.d	Detailed checklists shall be completed for all applicable tenants. Ultimately, the information obtained through the checklists will be used by the consultant to identify potential environmental risks.

3.e	Detailed information is to be obtained on facility controls, permits, compliance and management systems for key components, namely: storm and wastewater, waste management, air management, spill prevention and control and land impact and site management. Formalized working papers are to be used.
3.f	Review of historical data and presentation of areas of potential contamination will be identified.
3.g	Deviations from Federal, Provincial and applicable Municipal requirements for key environmental components must be developed.
3.h	As a result of completing all tasks during the audit, the following must be identified:
3.h.1	where existing operations and facilities do not comply with requirements, and
3.h.2	locations where contaminant problems may exist.
3.i	Where applicable, a Hazardous Materials List and Designated Substances Survey is carried out (requirement will vary project-by-project). Also, a survey of structures and equipment will be required in order to identify substances designated under the Occupational Health and Safety Act, as well as other materials of concern, such as polychlorinated biphenyls (PCB's), chlorofluorocarbons (CFC's) and urea formaldehyde foam insulation (UFFI).
3.j	Generation of a formal Report.
4	Proposed Audits
4.a	Woodwards Oil Limited
4.b	Miscellaneous Third-Party Tenants
5	All audit scope of work and reports are to be approved by the Wing Environment Officer.

Table 23-4

Biological Biting Fly Control Program

- 1 The biological control program consists in the protection of residents and employees of 5 Wing against mosquitoes and black flies, by controlling their larvae with the aid of a biological larvicide for the period going from Spring to 1 September of each year. The control is effected so as to protect the residences of the areas targeted. The program covers the necessary areas required to guarantee a reduction in biting fly insects in these areas with a success rate of more than 90%. The larvicide used has as active ingredient the *Bacillus thuringiensis* var *israelensis* commercially named Teknar Hpd.
- 2 The proposed program will include the planned interventions, the validation of the program, the creation of the cartography of operations, public relations and communication plan, supervision and conducting of the work, the quantities of larvicide to be used as well as the type of equipment used, quality assurance and a follow-up of the work.
- 3 An annual report depicting the success of the program as well as a survey of the population to indicate satisfaction with the program will be required.
- 4 The selected company will need to provide the following to the DO before the program can be authorized:
 - 4.a An environmental certification for the product to be used;
 - 4.b A technical description of the work and operations to be conducted;
 - 4.c How it will go about finding larvae's locations and determine the control points
 - 4.d Demonstrate experience in providing this type of service in 3 other areas of Northern Canada with similar weather pattern;
 - 4.e The method to be used to disperse the product and calibration of equipment;
 - 4.f Larvicide used and quantity used;
 - 4.g Quality control;
 - 4.h Type of report;
 - 4.i Communication Plan for the community and the Wing;
 - 4.j Qualifications of the work team.