



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

Réception des soumissions - TPSGC / Bid
Receiving - PWGSC
1550, Avenue d'Estimauville
1550, D'Estimauville Avenue
Québec
Québec
G1J 0C7

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

Regional Individual Standing Offer (RISO)
Offre à commandes individuelle régionale (OCIR)

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

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

Comments - Commentaires

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

Issuing Office - Bureau de distribution
TPSGC/PWGSC
601-1550, Avenue d'Estimauville
Québec
Québec
G1J 0C7

| | |
|---|---|
| Title - Sujet OAC - ENTREPRENEURS GÉNÉRAUX | |
| Solicitation No. - N° de l'invitation EE517-161441/A | Date 2015-11-16 |
| Client Reference No. - N° de référence du client EE517-161441 | GETS Ref. No. - N° de réf. de SEAG PW-\$QCL-018-16604 |
| File No. - N° de dossier QCL-5-38215 (018) | CCC No./N° CCC - FMS No./N° VME |
| Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-12-16 | |
| Time Zone Fuseau horaire Heure Normale du l'Est HNE | |
| Delivery Required - Livraison exigée VOIR DOC | |
| Address Enquiries to: - Adresser toutes questions à: Piras, Gabriel | Buyer Id - Id de l'acheteur qcl018 |
| Telephone No. - N° de téléphone (418)649-2870 () | FAX No. - N° de FAX (418)648-2209 |
| Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: PWGSC/TPSGC ESC1-MPO/TRANSPORT CP 1000 STN BUREAU-CHEF, 850 RTE DE LA MER MONT-JOLI Québec G5H 3Z4 Canada | |
| Security - Sécurité This request for a Standing Offer includes provisions for security. Cette Demande d'offre à commandes comprend des dispositions en matière de sécurité. | |

Instructions: See Herein

Instructions: Voir aux présentes

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

IMPORTANT NOTICE TO OFFERORS

Request for Standing Offers (RFSO)

Firms intending to submit an offer on this project should obtain documents relating to the Request for Standing Offers via the service provider <https://www.achatsetventes-buyandsell.gc.ca/>

Security

This notice is to advise ALL interested offerors that in order to be awarded a standing offer which contains a security requirement, all offerors MUST hold a valid Security Clearance granted or approved by PWGSC Canadian Industrial Security Directorate (CISD) at the level indicated in this solicitation document. Should the offeror not currently hold a valid Security Clearance or require the level to be upgraded, PWGSC will sponsor the offeror. Please submit your written request with the following information to Gabriel Piras by facsimile 418-648-2209 or by e-mail to Gabriel.Piras@tpsgc-pwgsc.gc.ca.

- Legal Company Name
- Mailing address
- Surname and given name of contact person
- Telephone number of contact person
- Title of contact person
- Facsimile number
- E-mail address of contact person
- Procurement Business Number
- Preferred Language of correspondence
- Level of Security Required

Additional information on PWGSC security can be found on the following website:
<http://ssi-iss.tpsgc-pwgsc.gc.ca> or by dialing 1-866-368-4646(Toll free).

Support the use of apprentices

Through Canada's Economic Action Plan 2013, the Government of Canada proposes to support the employment of apprentices in federal construction and maintenance projects. To support this initiative, a voluntary certification signaling the Offeror's commitment to hire and train apprentices is available at Annex F.

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TITLE : STANDING OFFER, GENERAL CONTRACTOR, MONT-JOLI AND RIVIÈRE-AU-RENARD

PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

The Annexes include :

Annex A - Statement of Work

Annex B – Basis of Payment

Annex C - Data for annual usage report

Annex D - Security Requirements Check List

Annex E - Certificate of Insurance

Annex F - Voluntary Certification to Support the Use of Apprentices

Annex G - Voluntary reports for apprentices employed during the Standing Offer

The attachment includes :

Attachment 1 – Price proposal form

1.2 Summary

1.2.1 Objective

Perform, on request, construction work in federal government buildings and properties, most of them located within a radius of 50 km from the federal building at 850 route de la Mer, Mont-Joli,

QC, but occasionally within a radius of 350 km to get to Rivière-au-Renard. Provide, as and when needed, specialized labour, materials and equipment to perform maintenance and construction work. The General Contractor shall be capable of handling all aspects of the following items.

- 1 Estimates;
- 2 Preparation;
- 3 Demolition;
- 4 Grading;
- 5 Foundation drainage;
- 6 Concrete work;
- 7 Masonry work;
- 8 Metal and ornamental metal work;
- 9 Wood and plastic work;
- 10 Waterproofing;
- 11 Insulation;
- 12 Roofing (shingle, tile and membrane);
- 13 Interior finishes;
- 14 Building mechanical systems;
- 15 Electricity;
- 16 plumbing.

1.2.2 Additional Information

The organization for which the services are to be rendered is Public Works and Government Services Canada.

Period of the Standing Offer : The period for making call-ups against the Standing Offer is from April 1st, 2016, to March 31st, 2017, inclusive. The period of the Standing Offer may be extended for four (4) additional one-year periods under the same conditions.

Available funding for the Standing Offer : \$400,000.00 (applicable taxes excluded) for the period from April 1st, 2016, to March 31st, 2017, and \$400,000.00 (applicable taxes excluded) for each of the four (4) additional one-year periods.

Mandatory technical criteria to be met at the Request for Standing Offers closing time:

1 - The Offeror must hold a valid Designated Organization Screening (DOS), as indicated in Part 7A - Standing Offer.

2 - The Offeror must have access to a minimum of :

- two Carpenter-joiner and

- one Painter

(Trades according to CCQ; Competency: Journeyman; Sector : Commercial and Institutional)

who each hold a valid RELIABILITY STATUS, as indicated in Part 7A - Standing Offer.

3 - The Offeror must provide the name of the individuals proposed to meet criterion 2.

Mandatory financial criterion to be met at the Request for Standing Offers closing time:

4 - Offerors must submit their financial offer in accordance with Annex B, Basis of Payment.

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

1.3 Security Requirements

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or

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EE517-14-1441

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File No. - N° du dossier
QCL-5-38215

Id de l'acheteur - Buyer ID

qcl018

N° CCC / CCC No./ N° VME - FMS

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

1.4 Debriefings

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

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

2.2 Submission of Offers

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

**Transmission of offers by facsimile to PWGSC will be accepted.
The facsimile number is 418-648-2209.**

2.3 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority, preferably via email at Gabriel.Piras@tpsgc-pwgsc.gc.ca, no later than five (5) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

2.4 Applicable Laws

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

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1. Offer Preparation Instructions

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

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

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

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

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

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

Section I : Technical Offer

The Technical Offer must include all the information required to demonstrate its conformity with the Mandatory Technical Criteria described in Section 4.1.1, Part 4, of this document.

Section II: Financial Offer

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

Offerors may use the "Price Proposal Form" (in MS Excel format) available on request by sending an email to Gabriel.Piras@tpsgc.pwgsc.gc.ca. (See Attachment 1)

3.1.1 Payment by Credit Card

Canada requests that Offerors complete one of the following:

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

The following credit card(s) are accepted:

VISA _____

Master Card _____

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

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

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File No. - N° du dossier
QCL-5-38215

Id de l'acheteur - Buyer ID

qcl018

N° CCC / CCC No./ N° VME - FMS

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

Section III: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

Mandatory technical criteria to be met at the Request for Standing Offers closing time:

1 - The Offeror must hold a valid Designated Organization Screening (DOS), as indicated in Part 7A - Standing Offer.

2 - The Offeror must have access to a minimum of :

- two Carpenter-joiner and
- one Painter

**(Trades according to CCQ; Competency: Journeyman;
Sector : Commercial and Institutional)**

who each hold a valid RELIABILITY STATUS, as indicated in Part 7A - Standing Offer.

3 - The Offeror must provide the name of the individuals proposed to meet criterion 2.

4.1.2 Financial Evaluation

Mandatory financial criterion to be met at the Request for Standing Offers closing time:

Offerors must submit their financial offer in accordance with Annex B, Basis of Payment.

4.1.2.1 Evaluation of Price

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

For evaluation purposes only, the price of the offer will be established as indicated in Attachment 1, Price Proposal Form.

4.2 Basis of Selection

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

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Offer

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

5.1.1 Declaration of Convicted Offences

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

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

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

5.2.1 Integrity Provisions – List of Names

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

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

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

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

6.1 Security Requirements

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

6.2 Financial Capability

SACC *Manual* clause M9033T (2011-05-16)) Financial Capability

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

7A. STANDING OFFER

7A.1 Offer

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

7A.2 Security Requirements

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE EE517-161441

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

7A.3 Standard Clauses and Conditions

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

7A.3.1 General Conditions

2005 (2015-09-03) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

7A.3.2 Standing Offers Reporting

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

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

The data must be submitted on a yearly basis to the Standing Offer Authority no later than 15 calendar days after the end of the reporting period.

7A.4 Term of Standing Offer

7A.4.1 Period of the Standing Offer

The period for making call-ups and providing services against the Standing Offer is from April 1st, 2016, to March 31st, 2017, inclusive.

7A.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for four additional one-year period, **from April 1st, 2017, to March 31st, 2018, from April 1st, 2018, to March 31st, 2019, from April 1st, 2019, to March 31st, 2020, and from April 1st, 2020, to March 31st, 2021**, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

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

7A.5 Authorities

7A.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Gabriel Piras
 Title: Supply Specialist
 Public Works and Government Services Canada
 Acquisitions Branch
 Address: 601-1550 D'Estimauville, Québec
 Telephone: (418) 649-2870
 Facsimile: (418) 648-2209
 E-mail address: Gabriel.Piras@tpsgc-pwgsc.gc.ca

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

7A.5.2 Project Authority

The Project Authority for the Standing Offer is: **(to be completed at Standing Offer issuance)**

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____ - ____ - _____

Facsimile: ____ - ____ - _____

E-mail address: _____

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

7A.5.3 Offeror's Representative (to be completed at Standing Offer issuance)

Name: _____

Title: _____

Address: _____

Telephone: ____ - ____ - _____

Facsimile: ____ - ____ - _____

E-mail address: _____

7A.6 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Public Works and Government Services Canada.

7A.7 Call-up Instrument

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

7A.8 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed **\$80,000.00** (Applicable Taxes included).

7A.9 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of **\$400,000.00** (*Applicable Taxes excluded*) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

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

7A.10 Priority of Documents

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

-
- a) the call up against the Standing Offer, including any annexes;
 - b) the articles of the Standing Offer;
 - c) the general conditions 2005 (2015-09-03), General Conditions - Standing Offers - Goods or Services
 - d) the general conditions 2010C (2015-09-03), General Conditions - Services (Medium Complexity) apply to and form part of the Contract;
 - e) Annex A, Statement of Work;
 - f) Annex B, Basis of Payment;
 - g) Annex C, Data for annual usage report;
 - h) Annex D, Security Requirements Check List; and
 - i) the Offeror's offer dated _____ **(to be completed at Standing Offer issuance)**

7A.11 Certifications

7A.11.1 Compliance

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

7A.12 Applicable Laws

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

7A.13 SACC Manual Clauses

M3800C (2006-08-15), Estimates

7B. RESULTING CONTRACT CLAUSES

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

7B.1 Statement of Work

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

7B.2 Standard Clauses and Conditions

7B.2.1 General Conditions

2010C (2015-09-03), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

(The following clause will be included in the Resulting Contract if payment by credit cards is accepted by the Offeror.)

Section 13, *Interest on Overdue Accounts*, of 2010C (2015-09-03), General Conditions - Services (Medium Complexity) will not apply to payments made by credit cards.

7B.3 Term of Contract

7B.3.1 Period of the Contract

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

7B.4 Payment

7B.4.1 Basis of Payment

One of the following types of basis of payment will form part of the call-up against the Standing Offer. The price must be determined in accordance with the Basis of Payment at Annex B.

(a) Call-up against the Standing Offer subject to a Firm Price

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, which will be established in accordance with the Basis of Payment in Annex B. Customs duties are included and applicable taxes are extra.

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

(b) Call-up against the Standing Offer subject to a Limitation of Expenditure

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B, to a limitation of expenditure, which will be specified in the call-up against the Standing Offer. Customs duties are included and applicable taxes are extra.

Canada's liability to the Contractor under the call-up against the Standing Offer must not exceed the limitation of expenditure specified in the call-up against the Standing Offer.

No increase in the liability of Canada or in the price of the Work specified in the call-up against the Standing Offer resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority.

7B.4.2 Method of Payment

One of the following methods of payment will form part of each call-up against the Standing Offer.

- a) *SACC Manual* clause H1000C (2008-05-12), Single Payment
- or
- b) *SACC Manual* clause H1008C (2008-05-12), Monthly Payment

7B.4.3 SACC Manual Clauses

SACC Manual clause A9117C (2007-11-30), T1204 - Direct Request by Customer Department
SACC Manual clause C0710C (2007-11-30), Time and Contract Price Verification

7B.4.4 Payment by Credit Card

(This clause will be included in the Resulting Contract if payment by credit cards is accepted by the Offeror.)

The following credit card is accepted: _____.

OR

The following credit cards are accepted: _____ and _____.

7B.5 Invoicing Instructions

The Contractor must submit invoices in accordance with the Section 10, entitled "Invoice Submission" of the 2010C (2015-09-03), General Conditions - Services (Medium Complexity). Invoices cannot be submitted until all work identified in the invoice is completed.

7B.5.1 Billing Address

See Section 1.13 - BILLING ADDRESS – in Annex A.

7B.6 Insurance Terms

- 1) Insurance Contracts
 - (a) The Contractor must, at the Contractor's expense, obtain and maintain insurance contracts in accordance with the requirements of the Certificate of Insurance. Coverage must be placed with an Insurer licensed to carry out business in Canada.

(b) Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract. The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

2) Period of Insurance

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

(b) The Contractor must be responsible to provide and maintain coverage for Products/Completed Operations hazards on its Commercial General Liability insurance policy, for a period of six (6) years beyond the date of the Certificate of Substantial Performance.

3) Proof of Insurance

(a) Before commencement of the Work, and no later than thirty (30) days after acceptance of its bid, the Contractor must deposit with Canada a Certificate of Insurance on the form attached herein.

(b) Upon request by Canada, the Contractor must provide originals or certified true copies of all contracts of insurance maintained by the Contractor pursuant to the Certificate of Insurance.

4) Insurance Proceeds

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

5) Deductible

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

7B.7 SACC Manual Clauses

SACC Manual clause A9039C (2008-05-12), Salvage

SACC Manual clause A9068C (2010-01-11), Government Site Regulations

SACC Manual clause A9065C (2006-06-16), Identification badge

SACC Manual clause B7500C (2006-06-16), Excess Goods

ANNEX A - STATEMENT OF WORK

PART 1 - GENERAL

- 1.1 Description
- 1.2 Site and building access
- 1.3 Product and performance requirements
- 1.4 Fire protection
- 1.5 Contractor's responsibilities
- 1.6 Work authorization
- 1.7 Estimates
- 1.8 Availability and timeframes
- 1.9 Inspection and control
- 1.10 Temporary services
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- 1.13 Billing address
- 1.14 First site meeting
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PART 2 - GOODS

- 2.1 General
- 2.2 Material Safety Data Sheets (WHMIS)
- 2.3 Data sheets
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PART 3 - PERFORMANCE

- 3.1 Qualification of contractor
- 3.2 Qualification of employees
- 3.3 Equipment
- 3.4 Site preparation
- 3.5 Standards
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PART 4 - HEALTH AND SAFETY

- 4.1 Legislation and standards
- 4.2 Transmission of documents
- 4.3 Identification of dangers, work methods, equipment and facilities
- 4.4 Statutory and regulatory requirements
- 4.5 Conditions specific to the work area
- 4.6 Health and safety management
- 4.7 Responsibilities
- 4.8 Communications and signage
- 4.9 Contingencies
- 4.10 Work site inspection and measures to remedy hazardous situations
- 4.11 Sealing guns and other cartridge devices
- 4.12 Procedure for employees working alone
- 4.13 Special health and safety conditions

APPENDIX A - ENVIRONMENTAL PROTECTION

APPENDIX B - SPECIAL HEALTH AND SAFETY CONDITIONS

PART 1 - GENERAL

1.1 DESCRIPTION

- .1 Perform, on request, construction work in federal government buildings and properties, most of them located within a radius of 50 km from the federal building at 850 route de la Mer, Mont-Joli, QC, but occasionally within a radius of 350 km to get to Rivière-au-Renard. Provide, as and when needed, specialized labour, materials and equipment to perform maintenance and construction work. The General Contractor shall be capable of handling all aspects of the following items:

- .1 Estimates;
- .2 Preparation;
- .3 Demolition;
- .4 Grading;
- .5 Foundation drainage;
- .6 Concrete work;
- .7 Masonry work;
- .8 Metal and ornamental metal work;
- .9 Wood and plastic work;
- .10 Waterproofing;
- .11 Insulation;
- .12 Roofing (shingle, tile and membrane);
- .13 Interior finishes;
- .14 Building mechanical systems;
- .15 Electricity;
- .16 plumbing;

1.2 SITE AND BUILDING ACCESS

- .1 The terms and conditions for access to the site shall be prescribed by the Departmental Representative.
- .2 Building access shall be governed by the regulations in effect and may vary from building to building. Workers may be required to wear identification cards.
- .3 Tunnel access shall be in accordance with the instructions provided by the Departmental Representative.
- .4 The Contractor shall restrict to a minimum the number of vehicles parked on site. Those that are parked on site must bear company identification.

1.3 PRODUCT AND PERFORMANCE REQUIREMENTS

- .1 Regarding all work performance details not referred to in the specifications, the work shall be carried out using recognized best practices and to the complete satisfaction of the Departmental Representative. If applicable, all shop drawings shall be submitted to the Departmental Representative for approval.

.2 Work shall be performed in accordance with the standards of the trades concerned and with the statutes, codes and standards in effect in Quebec (NBC, electrical code, plumbing code, etc.). In the event of a discrepancy between the standards of the various organizations, the most stringent standards shall apply.

.3 Canadian Standards Association (CSA) standards can be obtained at the following address:

Canadian Standards Association
178 Rexdale Boulevard
Rexdale, Toronto, Ontario
M9W 1R3

.4 CGSB standards can be obtained at the following address:

CGSB Sales Centre
Place du Portage, Phase III, 6B1
11 Laurier Street
Hull, Quebec K1A 1G6

1.4 FIRE PROTECTION

.1 Technical fire protection standards:

As issued by the Fire Commissioner of Canada, these standards shall apply where relevant as work is being performed.

.2 FC 301 Standard for Construction Operations:

As issued by the Fire Commissioner of Canada, this standard shall apply to work performed during the construction, renovation, repair and demolition of a building.

.3 Standards:

.1 Can be viewed and read at the departmental office. Copies can also be obtained at the office of the:

Fire Commissioner of Canada
Public Works and Government Services Canada
Sir Charles Tupper Building
Riverside Drive
Ottawa, Ont.
K1A 0M2

1.5 CONTRACTOR'S RESPONSIBILITIES

.1 Inform all subcontractors of the requirements of the standing offer.

-
- .2 Assume responsibility for the safety of its employees and assume occupational health and safety responsibility for the work it will be performing.
 - .3 Assume full responsibility for the security of its equipment and materials during and after business hours. PWSGC will not be held liable for vandalism, theft or loss.
 - .4 For each request, verify the work to be done and determine the quantities. This can be done by telephone or by site visit, and the Contractor shall cover all costs.

1.6 WORK AUTHORIZATION

- .1 Prior to commencing any work, the Contractor shall wait to receive from the Departmental Representative a written request on a "Call-Up Against a Standing Offer" form. This can be in the form of:
 - a PWGSC-TPSGC 942 form;
 - an award fax; or
 - in an emergency, an oral request; the "Call-Up Against a Standing Offer" form will be sent later.
- .2 Respond to all such requests and only those requests. No payment shall be made for any services rendered at the request of non-authorized persons.

1.7 ESTIMATES

- .1 At the request of the Departmental Representative, provide, at no charge, an estimate of the cost of the work to be performed based on an hourly rate or a lump sum. PWGSC will not be bound by any estimate.
- .2 Include in the estimate:
 - the projected number of hours;
 - a description and the cost of parts and materials likely to be used;
 - the delivery timeframes imposed by suppliers; and
 - the work schedule.

1.8 AVAILABILITY AND TIME FRAMES

Communication

- .1 Be reachable by telephone and fax without delay during normal business hours of 8:00 a.m. to 5:00 p.m. Monday to Friday, except on statutory holidays.
- .2 Be reachable by telephone outside normal business hours, that is, evenings, weekends and statutory holidays.

Response time

-
- .3 Unless a work schedule is drawn up by the Departmental Representative, commence work not more than one business day after receiving the request.
 - .4 If the Departmental Representative deems the work to be urgent, commence the work not more than two hours after receiving the request. When it receives an urgent work request from PWGSC, the Contractor shall report to the site, secure the area so that occupants and the public are safe, and repair the material or protect it from further damage. Once the material is deemed safe, the Contractor shall provide, by the next business day, a detailed estimate of the cost to fully repair and return the equipment to normal operating condition.
 - .5 Notify the Departmental Representative in writing of any deadlines imposed by suppliers.

Hours of work

- .6 Unless otherwise indicated, work shall be done Monday to Friday between 8:00 a.m. and 17:00 p.m. An unpaid meal break is permitted.
- .7 At the request of the Departmental Representative, work shall be carried out in the evening or on weekends and statutory holidays. However, for the work planned in advance that cannot be run on normal business hours, or from 8 am to 17pm, pricing RATE SIMPLE to apply, and that according to the rules of the CCQ.

Labour availability

- .8 Be able to provide all the qualified employees needed with one business day's notice.
- .9 For urgent jobs, be able to provide the qualified employees needed with two hours' notice.
- .10 Provide the number and type of employees specified on the request.

Work schedule

- .11 Notwithstanding the hours of work requirements indicated above, the Contractor shall carry out the work with no interruptions unless otherwise directed by the Departmental Representative. The Contractor shall be notified of any work interruptions requested by the Departmental Engineer in writing, either on the work authorization or a document sent later by fax.

Miscellaneous

- .12 The Contractor is not given the exclusive right to perform work in the fields (building trades) set out in these specifications. The Department reserves the right to have work done by others.

1.9 INSPECTION AND CONTROL

-
- .1 Contact the Departmental Representative at the beginning and end of every job covered by a request. Where a request takes several days to complete, the Contractor shall report at the beginning and end of each work day.
 - .2 As soon as the job is finished, submit to the Departmental Representative for verification a work ticket detailing the:
 - .1 place and date the work was performed;
 - .2 description of the work performed;
 - .3 the names of all persons employed;
 - .4 the exact time of every arrival and departure according to the log and the exact time of every interruption and resumption of work, if the contract provides for work at hourly rates;
 - .5 the quantities and descriptions of billable goods, if payment for such goods is provided for in the contract; and
 - .6 the signature of the employee who wrote up the work ticket.
 - .3 Be available to accompany the Departmental Representative on work inspections.
 - .4 Submit all work for inspection and acceptance by the Departmental Representative.

1.10 TEMPORARY SERVICES

- .1 PWGSC may supply electrical power and water at no cost.
- .2 Supply any temporary equipment needed to access the services in question.
- .3 Temporary services supplied by PWGSC shall be subordinate to PWGSC's needs and may be interrupted without notice at any time by the PWGSC representative on site. PWGSC shall not be held liable for on-site delays caused by the interruption of such services. PWGSC shall also not be held liable for damages or delays caused by the interruption of such services.
- .4 In cases where PWGSC services are not accessible, the Contractor shall provide auxiliary services at no charge (water tanks, generators, etc.).

1.11 CLEAN-UP

- .1 While work is in progress, the site shall be kept clean and free of debris and waste materials, including any debris and waste materials generated by other contractors.
- .2 Take such measures and obtain such permits from the competent authorities as are necessary to dispose of debris and waste materials.
- .3 If necessary, place containers on site to dispose of debris and waste materials.
- .4 Remove debris and waste materials from the site at the end of each shift.

- .5 Place volatile debris in covered containers and remove them daily.
- .6 Clean circulating spaces and traffic lanes that have been used by the Contractor's vehicles. Work areas shall be cleaned daily.
- .7 Remove waste from government property in compliance with federal, provincial and municipal environmental protection regulations. Waste also includes demolition materials not kept by the federal government. For toxic liquids and water containing suspended particles, have each load approved by the Departmental Representative.
- .8 Environmental protection: See Appendix A.

1.12 BILLING

- .1 Submit three copies of computerized invoices (at least one of the copies must be an original) containing the following information:
 - .1 the name, address and telephone number of the company;
 - .2 the invoice serial number and date;
 - .3 all reference numbers appearing on form PWGSC 942; attach a copy of the form to the invoice;
 - .4 the number of the standing offer: EE517-XXXXXXX
 - .5 the number of the purchase order: GL-OC-VE-__;
 - .6 the location and dates that services are to be supplied;
 - .7 a detailed description of the goods and services supplied (costs, quantities) based on the prices set out in the standing offer;
 - .8 the invoice amount with GST; and
 - .9 the amount of GST.
- .2 To each invoice, attach a copy of the corresponding work authorization(s) and the control documents specified in the specifications (work tickets). If the control documents are not included or do not bear the required signatures, the invoices will not be paid.
- .3 Attach a copy of any invoices from subcontractors, material suppliers and equipment lessors.
- .4 Prepare one invoice per work request and submit it within five business days after the work is complete. Where an invoice is incorrect, the credit shall be submitted not more than five days after the Departmental Representative requests a corrected invoice.
- .5 Where requested work is carried out over more than one month, partial invoices may be submitted to cover services that have been provided to date and approved by the Engineer.

1.13 BILLING ADDRESS

- .1 Unless otherwise specified on the purchase order, invoice to the following address:

Public Works and Government
Services Canada - PWGSC
601-1550, avenue D'Estimauville
Québec (Québec)
G1J 0C7

Or

- .2 QUEGII.QUEPFM@pwgsc-tpsgc.gc.ca

1.14 FIRST SITE MEETING

- .1 The first site meeting shall be held as soon as possible after the standing offer is accepted. The location of the meeting shall be determined by the Departmental Representative. The authorized representatives of the Departmental Representative and the Contractor shall attend the meeting to establish the terms, schedules and detailed operating procedures that will be in effect over the life of the contract.
- .2 At the meeting, the following information shall be provided:
- .1 the name and telephone number of the person in charge of administration;
 - .2 the names and telephone numbers of the persons in charge or supervisors authorized to be on the work site; and
 - .3 a list of the names of employees who will work on federal government properties.
- .3 During the contract period, inform the Departmental Representative in writing of any change to the information provided.
- .4 At the meeting, PWGSC will provide in writing the names, addresses and telephone numbers of the Departmental Representative and his or her authorized representatives.
- .5 The addresses and telephone numbers where the Contractor or the Contractor's superintendent or manager can be reached at any time of day or night shall be recorded on a list prepared and updated as necessary by the Contractor and given to the building manager.

1.15 SMOKING POLICY

- .1 Smoking is prohibited inside federal government buildings.

PART 2 - GOODS

2.1 GENERAL

- .1 Use new parts and materials that are free of defects.
- .2 Have the essential parts needed for each call-up available before work begins.
- .3 For finish work, use materials from the same lot to ensure uniform colour.
- .4 For repairs, use parts identical to the existing parts unless otherwise indicated by the Departmental Representative.

2.2 MATERIAL SAFETY DATA SHEETS (WHMIS)

- .1 Transport hazardous materials to the work site in their original container. Each container shall include a label that meets WHMIS requirements.
- .2 All chemical products, such as cleaning products, varnishes, paints, solvents, coatings, gases and any other toxic substances, shall be considered hazardous products.
- .3 Before starting work, submit for the Departmental Representative's approval all MSDSs for hazardous products. The sheets shall meet the requirements of the Workplace Hazardous Materials Information System (WHMIS) and contain the following information:
 - .1 product identification;
 - .2 ingredients;
 - .3 physical data;
 - .4 flammability and explosivity;
 - .5 reactivity;
 - .6 toxicological properties;
 - .7 preventive measures;
 - .8 first aid measures; and
 - .9 preparation information.

2.3 DATA SHEETS

- .1 At the request of the Departmental Engineer, be able to supply data sheets for all products used.

2.4 SHOP DRAWINGS

- .1 At the request of the Departmental Representative, be able to provide shop drawings. Depending on the type of work, the Departmental Representative may require shop drawings to be signed and sealed by an engineer who is a member of the OIQ.

PART 3 - PERFORMANCE

3.1 QUALIFICATION OF CONTRACTOR

- .1 The Contractor shall, at the time bidding closes and for the duration of the standing offer, hold a current licence from the Régie du bâtiment (RBQ) in the categories needed to perform the work requested in these specifications.

3.2 QUALIFICATION OF EMPLOYEES

- .1 Every employee who will be working on jobs arising from this standing offer shall obtain prior authorization from the Departmental Representative according to the criteria set out below.
- .2 Work set out in these specifications shall be performed by qualified employees having the required CCQ qualifications.
- .3 Every person who performs work in a building trade, whether the work is included in the specifications or is related to such work, shall hold a valid competency card issued by the Commission de la construction du Québec (CCQ) for the trade in question and shall have at least (3) three years experience, within the last five (5) years, performing the work requested.
- .4 An authorized person who ceases to be available or whose qualifications change during the term of the standing shall be replaced by a person who meets the requirements set out in the contract documents under the same conditions and to the satisfaction of the Departmental Representative.
- .5 Every person who is required to handle hazardous materials shall be aware of the WHMIS requirements relating to the products used (see part 2 of the specifications).

3.3 EQUIPMENT

- .1 For work performed in accordance with these specifications, the Contractor shall use one or more service trucks that are owned by the Contractor. All trucks shall be outfitted with **servicing tools and materials**.
- .2 The Contractor shall have its own **ladders and stepladders**.

3.4 SITE PREPARATION

- .1 Prior to commencing any excavation work, visit the site and determine the location of buried conduit and cables. If other such services not indicated on the plans are encountered during the work, notify the Departmental Representative. The location of these services shall be noted on the plans and brought to the attention of the Departmental Representative.

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- .2 When a traffic lane has to be closed, inform the Departmental Representative how long the lane will be closed and re-open the lane as quickly as possible.
 - .3 Supply and install the guardrails and signage needed to ensure public safety and protect works. Protect works from cold and inclement weather as well.
 - .4 Supply the necessary ladders and scaffolding. Install scaffolding in a safe, solid manner separate from walls and in accordance with standard CSA S269.2-M87.
 - .5 Take such precautions as are needed to prevent the spread of odours and dust in the building.
 - .6 On the date the work is scheduled to start, report to the work site with all the tools, equipment, materials and parts needed to start the work and continue without interruption.

3.5 STANDARDS

- .1 Unless more specific instructions are given, comply with current statutes, codes and standards (NBC, electrical code, plumbing code, etc.). In the event of a discrepancy between the standards of the various organizations, the most stringent standards shall apply.

3.6 WORKMANSHIP

- .1 The work shall be performed in accordance with recognized best practices. If the Departmental Representative observes any non-compliance during an inspection, the work shall be redone at the Contractor's expense.
- .2 The Contractor must have all the specialized equipment and qualified employees needed to complete the work. The Departmental Representative reserves the right to charge the Contractor the cost of materials and labour incurred by PWGSC to help the Contractor perform the work.

3.7 GUARANTEE

- .1 Provide a written document stating that the work, including parts and labour, is guaranteed against any defects under normal conditions of use for a period of one year from the date on which the completed work is accepted. Any deficiencies that arise during this period shall be corrected or repaired by the Contractor at its expense and to the satisfaction of the Departmental Representative.

3.8 PROTECTION AND PREVENTION

- .1 Maintenance and repair work shall be carried out so as not to hinder the normal operations of building users and according to a schedule that causes the least possible disruption to building occupants and users. The Contractor shall confer

with the building manager to determine the work schedule so that the arrangements made are acceptable to the building manager.

- 2 In accordance with the safety standards of the Ministère du Travail du Québec, the Contractor shall take such safety measures and precautions as are necessary to protect persons and property from accidents and damage while maintenance or repair work is being carried out.

PART 4 - HEALTH AND SAFETY

SECTION 1 - GENERAL CLAUSES

The Contractor shall manage its activities in such a way that the health and safety of its employees, the public and occupants of the building or facility and environmental protection always take precedence over cost and scheduling considerations.

Assume full responsibility for the security of its equipment and its equipment during and after working hours. PWGSC will not be held responsible for the vandalism, theft or loss.

4.1 LEGISLATION AND STANDARDS.

- .1 *Canada Labour Code, Part II, Canada Occupational Health and Safety Regulations*
- .2 Canadian Standards Association(CSA)

Standards: Notwithstanding the publication date of the standards indicated in the *Safety Code for the construction industry*, the version in effect at the time of application must always be used.

- .3 *Act respecting occupational health and safety, R.S.Q., c. S-2.1*
- .4 *Safety Code for the construction industry, S-2.1, r. 4*
- .5 *Regulation respecting occupational health and safety, S-2.1, r. 13*

4.2 SUBMISSION OF DOCUMENTS

- .1 Submit to the Departmental Representative a prevention program specific to all the activities that will be carried out in the building or facility as described in clause 1.6 at least 10 days before the start of work. The Contractor shall subsequently update its prevention program if the work proceeds differently from what was originally planned. The Departmental Representative may, after receiving the Contractor's program and at any time during the work, require that the program be modified or expanded to better reflect the actual situation in the work area. The Contractor shall then make the required corrections before beginning the work.
- .2 Submit duly completed work site inspection sheets to the Departmental Representative at the intervals indicated in clause 1.10.
- .3 Submit to the Engineer, within 24 hours, a copy of any inspection report, correction notice or recommendation issued by federal or provincial inspectors.
- .4 Submit to the Engineer, within 24 hours, an investigation report on any accident resulting in an injury or any incident that brings to light a potential hazard.

- .5 Submit to the Departmental Representative the Material Safety Data Sheets for any controlled products (e.g., oils, solvents, refrigerants, welding gas) to be used in the work area at least three days before they are to be used.
- .6 Submit to the Departmental Representative copies of the training certificates required to implement the prevention program, namely:
- general health and safety course for construction sites
 - workplace first aid and CPR
 - work likely to produce asbestos dust
 - work in confined spaces
 - lockout procedure
 - wearing and adjustment of personal protective equipment
 - Workplace Hazardous Materials Information System (WHMIS)
 - any other training required by regulations or by the prevention program.

.7 Medical examinations

Where a medical examination is required under a statute, regulations, a directive, specifications or a prevention program, the Contractor shall:

- before starting work, submit to the Departmental Representative proof of medical examination for its supervisors and all employees subject to the first paragraph of this clause who will be in the work area;
- subsequently submit promptly and as needed proof of medical examination for every newcomer to the work area who is subject to the first paragraph of this clause.

8. Work permits

The Contractor shall obtain any municipal, provincial or federal permit required under the terms of the contract. A copy of the permit requests and permits must be sent to the Departmental Representative promptly.

Notice of site opening :

Notice of site opening shall be submitted to the Commission de la santé et de la sécurité du travail before work begins . A copy of such notice shall be submitted to Departmental Representative at the same time and another posted in full view at the site. During demobilization, a notice of site closing shall be submitted to the CSST, with copy to Departmental Representative.

9. Compliance plans and certification

The Contractor shall submit to the CSST and the Departmental Representative a copy, signed and sealed by a departmental official, of any compliance plan and certification required under the *Safety Code for the construction industry* (S-2.1, r. 6) or under any other statute, regulations or clause of the specifications or

contract. A copy of these documents must be available in the work area at all times.

4.3 IDENTIFICATION OF HAZARDS, WORK METHODS, EQUIPMENT AND FACILITIES

- .1 The Contractor shall identify hazards related to each category of task performed in the work area and include the information in the prevention program referred to in clause 1.6.2.
2. The Contractor shall plan and organize work so as to help eliminate hazards at the source or foster general protection and thus minimize the need to use personal protective equipment. Where personal protection from falls is required, employees shall use a safety harness in accordance with standard CAN-CSA-Z-259.10-M90. Safety belts shall not be used as protection against falls.
3. Any equipment, tool or means of protection that cannot be installed or used without compromising the health and safety of employees or the public is deemed to be inadequate for the work to be performed.
4. All mechanical equipment shall be inspected before it is delivered to the site. Before using any mechanical equipment, the Contractor shall submit to the Departmental Representative a certificate of compliance signed by a qualified mechanic.

If the Departmental Representative suspects there is a defect or accident risk, he or she may, at any time, order the immediate shutdown of the equipment and require a re-inspection by an expert of his or her choice.

4.4 STATUTORY AND REGULATORY REQUIREMENTS

- .1 Comply with all statutes, regulations and standards applicable to performance of the work.

4.5 CONDITIONS SPECIFIC TO THE WORK AREA

- .1 On every workplace, you must take into account the own features of each site before developing your prevention program: please visit the site to understand the environmental context.

4.6 HEALTH AND SAFETY MANAGEMENT

- .1 Accept and assume all tasks and obligations normally assigned to the foreman under the *Act respecting occupational health and safety* (R.S.Q., c. S-2.1) and the *Safety Code for the construction industry* (S-2.1, r. 6).
- .2 Develop a prevention program specific to the work area for each job. However, a Contractor who has submitted a prevention program covering any activities that are likely to be assigned to it shall be deemed to have submitted its program for future jobs. The prevention program shall be based on the identification of

hazards and shall be applied throughout the work period. The prevention program shall be submitted to the PWGSC Departmental Representative in accordance with clause 1.2.

The prevention program shall include at least:

1. the company's health and safety program;
2. a list and description of work;
3. an organization chart of health and safety responsibilities;
4. identification of first aid attendants in the work area;
5. identification of hazards related to the work area;
6. identification of hazards related to the tasks performed, including preventive measures and terms and conditions of implementation;
7. required training;
8. the accident/injury procedure;
9. a written undertaking by all stakeholders to comply with the prevention program;
10. a work area inspection sheet based on the preventive measures identified in the prevention program.

.3 Emergency plan

The Contractor shall review the building or facility emergency plan and inform its employees of the plan so that they can apply it.

4.7 RESPONSIBILITIES

- .1 Regardless of how many employees are assigned to the work, designate one person to be responsible for occupational health and safety. Take such measures as are necessary to ensure the health and safety of persons and property in or in the immediate vicinity of the work area that might be affected by the work.
- .2 Follow first aid and first response standards in compliance with the applicable policies and regulations and any other clause in these specifications.
- .3 Take such measures as are necessary to enforce and ensure compliance with the health and safety requirements set out in contract documents, federal and provincial regulations, applicable standards and the prevention program specific to the work area, and comply promptly with any order or correction notice issued by the Commission de la santé et de la sécurité du travail.
- .4 Take such measures as are necessary to keep the work area clean and tidy throughout the work period and ensure at the end of each work day that the work area is free of hazardous conditions.

4.8 COMMUNICATIONS AND SIGNAGE

- .1 Take such measures as are needed to ensure effective communication of information concerning occupational health and safety.

Before or as soon as they arrive at the work area, all employees shall be informed of the terms and conditions of the prevention program and their rights and obligations. The Contractor shall underscore the right of employees to refuse to perform a task if they believe the task may compromise their health or safety or physical integrity or the health or safety or physical integrity of other persons in the work area. The Contractor shall keep and maintain a log containing the communicated information and the signatures of all employees who have received that information. The log and any subsequent updates shall be submitted to the Departmental Representative.

4.9 UNFORESEEN HAZARDS

Where a potential hazard that was not mentioned in the specifications and could not be identified during the preliminary inspection of the work area comes to light during or as a result of the work, the Contractor shall stop work immediately, put in place temporary measures to protect employees and the public, and notify the Departmental Representative orally and in writing. The Contractor shall then make the changes to the prevention program needed to allow work to resume safely.

4.10 INSPECTION OF WORK AREAS AND CORRECTION OF HAZARDOUS SITUATIONS

- .1 Inspect work areas, complete the work inspection sheet each day and fax it immediately to the Departmental Representative.
- .2 Promptly take such measures as are needed to correct violations of statutes and regulations and hazardous situations that are identified by a government inspector, the Departmental Representative or the maintenance and buildings health and safety coordinator or during periodic inspections.
- .3 Submit to the Departmental Representative written confirmation of any measures taken to correct violations and hazardous situations.
- .4 Stoppage of work

Give the person designated to be responsible for health and safety the authority needed to order work stopped and resumed where the person determines such action to be necessary or desirable for health and safety reasons. The person shall ensure that the health and safety of the public and employees in the work area and environmental protection always take precedence over cost and scheduling considerations.

Without limiting the scope of clauses 1.6 and 1.7, the Departmental Representative or any person designated by PWGSC to manage or monitor the project may, at any time, order work stopped if, in his or her opinion, there is a hazard or risk to the health and safety of employees in the work area or the public or to the environment.

4.11 EXPLOSIVE ACTUATED TOOLS

- .1 The use of explosive actuated tools and other explosive-actuated devices shall be authorized by the Departmental Representative.
- .2 Every person who uses an explosive actuated tool shall have a training certificate and shall meet all the requirements of section 7 of the *Safety Code for the construction industry* (S-2.1, r. 6).
- .3 Cartridge devices shall be used as directed by the manufacturer and in accordance with the applicable standards and regulations.

4.12 PROCEDURE FOR EMPLOYEES WORKING ALONE

1. Where an employee works alone in an isolated area where he or she cannot ask for assistance, the Contractor shall identify the risks associated with the situation and provide the Departmental Representative with a procedure intended to prevent such risks and quickly get help in an emergency.

4.13 SPECIAL HEALTH AND SAFETY CONDITIONS

1. See Appendix B.

N° de l'invitation - Solicitation No.

EE517-161441/A

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N° de la modif - Amd. No.

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Id de l'acheteur - Buyer ID

qcl018

N° CCC / CCC No./ N° VME - FMS

APPENDIX A

ENVIRONMENTAL PROTECTION

PART 1 - GENERAL

1.1 FIRES

- .1 Fires and burning of garbage are not permitted on site.

1.2 GARBAGE REMOVAL

- .1 Unless specifically authorized by the Departmental Representative, garbage and waste materials shall not be buried on site.
- .2 Waste materials or volatile materials, such as mineral oils and oil or paint thinners, shall not be disposed of by dumping them in streams, storm sewers or sanitary sewers.

1.3 DRAINAGE

- .1 Water containing contaminants in excess of the prescribed standards shall not be disposed of in the environment after pumping.
- .2 The disposal of water containing suspended particles or any other deleterious substance shall be disposed of in accordance with the requirements of local authorities.
- .3 Water containing suspended particles shall not be pumped into streams, sewers or drainage systems.
- .4 A vacuum truck shall be on site during excavation work to pump water that may contain contaminants (used oil, etc.).

1.4 WORK PERFORMED NEAR STREAMS

- .1 Construction equipment shall not be used in streams.
- .2 Equipment shall not be cleaned in streams.
- .3 Refrain from dumping solid debris in streams when carrying out demolition or cleaning up the site; if debris is dumped in a stream, it shall be removed by the Contractor at its own expense.
- .4 Petroleum products and any other hazardous materials shall not be stored within 30 metres of the water's edge.
- .5 Perform vehicle maintenance and refueling at least 30 metres from the water's edge.

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- .6 Cement mixers and equipment used to transport and place concrete shall be washed away from streams and in areas where there is no risk of contaminating the aquatic environment.

1.5 POLLUTION PREVENTION

- .1 Monitor gases emitted by equipment in accordance with authorities' requirements.
- .2 Prevent fine particles and other foreign matter from contaminating the air beyond the construction site.
- .3 Apply water to dry material (uncontaminated) and collect garbage to ensure that the wind does not raise dust or blow debris around.
- .4 The materials used shall be inert and free of contaminants.
- .5 Have absorbent materials on site at all times so that spills of hazardous materials can be cleaned up quickly.
- .6 The Contractor shall keep on site an environmental emergency response plan and equipment and materials needed to deal with an incident.
- .7 Hydrocarbon spills shall be reported to Environment Canada's alert service at (514) 283-2333. The Contractor shall collect the hydrocarbons and contaminated soil and dispose of them in accordance with current regulations, and notify the Departmental Representative immediately.

1.6 CLEAN-UP

- .1 Clean up the site and remove garbage in accordance with local bylaws and pollution laws.
- .2 Place volatile waste in covered metal containers and remove the containers from the site every day.
- .3 Dispose of hazardous waste in accordance with current regulations.

1.7 CLEAN-UP DURING CONSTRUCTION

- .1 Dispose of waste and debris off site in a landfill authorized by the Ministère de l'Environnement du Québec. The Contractor shall provide written proof that waste and debris has been sent to an authorized landfill.

1.8 TRANSPORTATION OF MATERIALS

- .1 Transportation of materials through the city shall be carried out in accordance with current regulations.

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- .2 The Contractor shall ensure that the trucks used are in good working order. Every truck or other means of transportation that creates noise deemed by the Departmental Representative to exceed the standard shall cease transporting materials and be repaired or modified in order to make it acceptable.

 - .3 The Contractor shall cooperate with the municipality, the Departmental Representative or other competent authorities in order to minimize the impact of transportation on the normal lives of residents along the route used by trucks and in the vicinity of the work site.

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APPENDIX B
SPECIAL HEALTH AND SAFETY CONDITIONS

Asbestos work

Before starting work likely to produce asbestos dust, the Contractor shall:

1. provide a written procedure that takes into account all of the items listed in section 3.23 of the *Safety Code for the construction industry* (S-2.1, r. 6);
2. show that all employees concerned have received training in the hazards associated with asbestos and the procedure referred to above (ASP Construction) (s. 3.23.7);
3. show that it has on hand all the equipment needed to follow procedures and safely perform the work.

Lockout

1. For work on equipment that is powered by electricity or likely to be turned on accidentally, the Contractor shall provide in writing and apply a lockout procedure and shall complete a request form to cut power at the source provided by the site manager.

The following is a partial list of items for which the request form must be used:

1. main building supply lines;
2. supply line panels and sub-panels;
3. busbars (shielded);
4. motor control centres;
5. emergency power circuits;
6. fire alarm and fire protection devices;
7. mechanical protection devices (sump pump, etc.);
8. building services alarm circuit, in particular all heating, ventilation and air conditioning systems;
9. circuits powering two or more pieces of equipment;
10. circuits powering a single piece of equipment used in a cooling or heating system.

After duly completing the request form, the Contractor shall have it countersigned by the site manager before proceeding with any work.

2. The preceding paragraphs notwithstanding, the Contractor shall, in the event of an emergency, obtain oral authorization to cut power from the site manager and, immediately after the power is cut, submit the written request to isolate or switch electrical power from the equipment.
3. The procedure described in paragraph 1 shall comply with the principles set out in the brochure on lockout published by the Association paritaire en santé et sécurité du secteur de la construction (ASP Construction).
4. Supervisors and all employees concerned shall have taken the course on lockout techniques offered by the ASP Construction [(514) 355-6190 or 1-800-361-6190] or an equivalent course given by another organization.

5. Where work absolutely must be done with the power on, identify the situation in writing and determine the preventive measures that will be used, including personal protective equipment.

Changing light bulbs and fluorescent tubes

In addition to the other requirements set out in this document, the Contractor shall meet the following requirements in order to prevent electric shock when changing light bulbs and fluorescent tubes:

1. Ensure that the employees assigned to such tasks have been given the information needed to perform the work safely and that they will apply at least the following safety measures.
2. Check the condition of the work area before starting the work. If the area is very damp, there is water present or the electrical equipment is explosion proof, do not perform the work and notify the Departmental Representative.
3. Check the condition of the light bulbs and fluorescent tubes to be changed. If a bulb or tube shows signs of damage or wear or is hard to remove or if there are signs of leakage from a ballast, do not perform the work and notify the Departmental Representative.
4. Wear leather gloves and check them every time they are used for signs of damage or wear.
5. Wear safety glasses.
6. Any ladders or stepladders used shall be made of fibreglass.
 - 6.1 Identify a danger zone wherever equipment for working overhead is used.
 - 6.2 If possible, turn off the light switches.
 - 6.3 Apply a danger sticker to the switch to indicate that it is not to be turned on.
 - 6.4 Replace the bulbs and tubes with bulbs and tubes of the same type, size and wattage. If there is any doubt, contact the Departmental Representative.

Abrasive blast cleaning

Blast cleaning

Work shall be performed in accordance with section 3.20, Sandblasting, of the *Safety Code for the construction industry* (S-2.1, r. 6).

Ventilation

The area must be isolated and ventilated by extraction (*Safety Code for the construction industry*, s. 3.20.5). The Contractor shall isolate the work area and the change room from the rest of the building using an airtight enclosure equipped with an extraction ventilation system. The ventilation system shall meet the following requirements: a) it must have a high-efficiency filter;

b) it must ensure at least four air changes per hour; c) it must ensure negative pressure between 1 and 2 Pascals.

Breathing apparatus

Every employee who uses abrasive blasting equipment shall, unless the employee is isolated from the process, wear an air-supplied hood prescribed in the *Guide des appareils de protection respiratoire utilisés au Québec* published by the Institut de recherche Robert-Sauvé en santé et en sécurité du travail, as it reads at the time it is applied, gloves and clothing designed to provide protection against dust and flying abrasive and metal.

Scaffolding

Base:

1. Scaffolding shall be installed on a solid base so that it does not slip or tip.
2. If the Contractor wishes to install scaffolding on a roof, eave, overhang or mansard roof, it shall submit its calculations and loads to the Engineer and obtain authorization from the Engineer before proceeding with installation.

Assembly, cross-bracing and anchoring:

1. Every scaffold shall be assembled, cross-braced and anchored as directed by the manufacturer and in accordance with the *Safety Code for the construction industry*.
2. Wherever certain components of a scaffold (e.g., cross-braces) have to be removed, the Contractor shall submit an assembly procedure signed and sealed by an engineer certifying that the scaffold assembled in that manner will permit work to be performed safely given the loads it will have to bear.
3. For any scaffold where the span between two uprights is greater than 3 metres, the Contractor shall submit an assembly plan signed and sealed by an engineer.

Fall protection during assembly:

1. Employees performing elevated work during assembly shall be protected against falls at all times.
2. Before starting work, the Contractor shall submit to the Engineer a procedure identifying the protective measures to be used and, if applicable, the anchor points for lifelines or attachments. This procedure shall comply with sections 3.9.4.5, 2.9.1 and 2.10.12 of the *Safety Code for the construction industry* (amended on August 2, 2001).

Platforms:

1. Scaffold platforms shall be designed and installed in accordance with the *Safety Code for the construction industry*.

2. If planks are used, they must be approved and stamped in accordance with section 3.9.8 of the *Safety Code for the construction industry* (in force January 1, 2002).
3. Platforms shall cover the entire surface protected by railings.
4. The above notwithstanding, scaffolding four sections (6 metres) high or higher shall have a full platform covering the entire surface of the bearing supports every 3 metres or part thereof, and the components of the platforms shall at no time be moved to create intermediate levels.

Railings:

1. Railings shall be installed on every level.
2. Cross-braces shall not be considered railings.
3. In the case of scaffolding four sections (6 metres) high or higher, railings shall be installed on every level at the start of work and remain in place until the work is finished.

Access:

1. The Contractor shall ensure that access to scaffolding does not compromise employee safety.
2. Where the platforms of the scaffolding are made of planks, ladders shall be installed so that overhanging planks do not hinder employees moving up or down.
3. Notwithstanding the provisions of the *Safety Code for the construction industry*, stairs shall be installed on all scaffolding six sections (9 metres) high or higher.

Protection of the public and occupants:

1. The Contractor shall define and barricade its work area so as to restrict access to authorized employees only.
2. The Contractor shall install covered walkways, netting or other similar devices in order to protect the public and occupants from falling objects.

Use of public roads:

1. Where it is necessary to encroach on a public road, the Contractor shall obtain at its own expense any authorizations and permits required by the competent authority.
2. The Contractor shall install at its own expense any signage, barricades or other devices needed to ensure the safety of the public and its own facilities.

Special conditions for confined spaces

Class 1

For all Class 1 (low risk) confined spaces, every person involved shall have had basic training. It is not necessary to apply special work practices in low-risk confined spaces, but the Contractor

shall take measures to ensure the general health and safety of persons required to work in such spaces.

Before any employee enters a confined space, the site manager must be notified of the date and time the employee is expected to enter and leave.

Persons who have access to low-risk confined spaces shall enter the pertinent information in the confined spaces access log (form ELF 103), i.e., anyone who enters a Class 1 space shall record every entry and exit.

Classes 2 and 3

For all Class 2 and Class 3 (medium and high risk) confined spaces, the following measures shall be rigorously applied:

1. The Contractor's prevention program, which must include a written procedure identifying:
 - a) the tools needed to perform the work;
 - b) the equipment installed or to be installed in the confined space and measures to install, use, maintain, protect or move it;
 - c) pipes and conduit entering the confined space;
 - d) the risks and safety measures to be considered based on the work to be performed;
 - e) any contaminants that may be found in the confined space;
 - f) appropriate rescue procedures and equipment and emergency measures.
2. The Contractor shall complete an access permit (form ELF 101). The permit is valid for an entire shift and shall take into account the information in the evaluation report and the specific conditions of the work to be performed. However, the Contractor may use its own form if that form contains all the information that appears on the attached form.
3. The Contractor shall complete a hot work permit where the work to be performed includes welding, cutting or any other type of activity that produces a flame or sparks (standard form ELF 102).,
4. Every person who has access to a confined space shall have the following training certificates
 - a) PWGSC safety for work in confined spaces (ASP Construction or an equivalent course);
 - b) workplace first aid and CPS (organization recognized by the CSST);
 - c) use of ventilation devices (ASP Construction or equivalent course);
 - d) use of safety harnesses (ASP Construction or equivalent course);
 - e) use and maintenance of breathing apparatus (ASP Construction or equivalent course);
 - f) gas detectors (ASP Construction or equivalent course).

Where the use of air-supplied devices or stand-alone respirators is anticipated, full training in the preparation, maintenance and use of the devices (manufacturer, supplier or a recognized organization).

In remote areas where there is no local emergency response unit, the Contractor shall designate persons capable of carrying out rescue operations in confined spaces. The first responders designated by the Contractor shall take pertinent training in the use of rescue equipment.

5. Every person who is required to use an air-supplied respirator shall produce a medical certificate confirming that he or she is able to use that type of device. The certificate is valid for two years.
6. Every employee who is required to work in sewer collection systems or other system systems shall be vaccinated against infectious diseases in accordance with the immunization program prescribed by Health Canada, that is, against diphtheria and tetanus, and, where work is performed for Correctional Service Canada, against hepatitis B.
7. Diphtheria and tetanus vaccination is strongly recommended for work in confined spaces.
8. The Contractor shall work with municipal and ambulance services to establish an emergency and rescue procedure. The procedure, the telephone numbers and the location of the nearest telephone shall be posted in plain view near the work area.
9. The Contractor shall, before entering the confined space and every 15 minutes thereafter, measure the concentration of oxygen, flammable gases and any toxic gas likely to be present, in particular carbon monoxide and hydrogen sulphide. The values shall be recorded in a log unless the measuring devices are equipped with an alarm and operate continuously. The measurement devices used shall be calibrated and adjusted by a qualified person and as directed by the manufacturer so that the alarms comply with the limits indicated on the permit.
10. The Contractor shall provide gas detection devices and keep them in good working order. The Engineer may, at any time, have the accuracy of the Contractor's devices checked by a qualified person. If a detection device fails, the work shall be suspended immediately and all employees shall leave the confined space. Where that occurs, there will no compensation for lost time.
11. If the alarm on a detection device sounds, all employees shall exit the confined space. The Contractor shall then determine and eliminate the source of contamination, ventilate the confined space in order to remove any residual contaminant and allow employees to return to the space only after the oxygen and gas concentrations have returned to normal.
12. Compressed gas cylinders and welding machines shall not be taken into confined spaces. They must remain outside and shall not block the entrance or exit. All cylinders shall be properly secured.

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13. Electric tools and devices used to access confined spaces shall be grounded and, where necessary, designed to be explosion proof. All equipment shall be connected to a circuit breaker in case there is a ground leak or to a stepdown transformer. The Contractor shall, at its own expense, have a qualified electrician modify the electrical outlets and/or circuit breakers which the Contractor plans to use but which do not meet these criteria.
14. The Contractor shall provide for a ventilation system to keep the concentration of contaminants below the allowable limits.
15. The Contractor shall post notices indicating that only authorized persons are permitted to enter the confined space.
16. Where it is impossible to keep the noise level below 85 dB, the Contractor shall provide all employees with ear protectors appropriate to the desired level of noise reduction and the work to be performed.
17. The Contractor shall ensure that all employees wear the required personal protective equipment.
18. The Contractor shall designate a qualified person to assume the duties of monitor. The monitor shall:
- Be familiar with the procedure for working in confined spaces.
 - Ensure constant communication with all employees working in a confined space. The instructions applied shall be adapted to confined spaces.
 - The Contractor shall select means of communication taking into account the identified hazards and other pertinent factors, such as the protective equipment employees are required to wear, noise levels in and near confined spaces, remoteness and lighting conditions.
 - Be familiar with the gas detection devices and ensure that they are functioning properly throughout the work period.
 - Be familiar with the back-up ventilation systems and ensure that they are functioning properly throughout the work period.
 - Be familiar with emergency procedures.
 - Ensure that:
 - All employees entering a confined space follow the Contractor's work procedure.
 - The conditions and work environment inside a confined space do not compromise the health and safety of employees.
19. The monitor shall remain at the entrance to the confined space at all times and shall not leave that post until all employees have exited the space.

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20. The Contractor shall designate a person to be responsible for the safety of confined spaces. That person shall be on site at all times.
 21. The same person may perform the duties of confined spaces monitor and safety officer provided he or she meets all the requirements of both assignments.

Glass and window cleaning

1. In addition to all the other health and safety requirements set out in these specifications, the Contractor shall meet the following requirements.
2. All work methods used to clean glass and windows and the corresponding hazards and preventive measures shall be included in the Contractor's prevention program.
3. Where PWGSC provides the Contractor with work equipment suspended from permanent anchors, the Contractor shall comply fully with the plans and specifications provided by the Departmental Representative.
4. Where the Contractor uses suspended work equipment and provides that equipment itself, the Contractor shall submit to the Departmental Representative the plans and procedures for setting up and taking down the equipment signed and sealed by an engineer.
5. The Contractor shall ensure that window cleaning on all floors above the ground floor of any building is carried out in accordance with the following standards:
 - CAN/CSA-Z91-M90 Safety Code for Window Cleaning Operations;
 - CAN3-Z271-M84 Safety Code for Suspended Power Platforms.

Where the health and safety requirements set out in these specifications are more stringent than the standards referred to above, the Contractor shall comply with these specifications.

Work involving low exposure to lead

Adequate measures

The Contractor shall be aware of all hazards associated with lead exposure. The Contractor agrees to take such measures as are necessary to protect the health of its employees and the public. The following rules constitute the minimum and in no way diminish the requirements set out in current statutes and regulations. If, after employees undergo blood tests or air testing is conducted, it appears that the measures being taken are not sufficient, the Contractor shall stop work and, at its own expense, modify the work procedure, provide other protective equipment or take other measures to ensure that the health of employees and the public is not compromised.

The Contractor shall use work methods that make it possible to contain and control contaminated waste. Unless it is not possible or creates other hazards, decontamination shall be done using a wet method. Depending on the process used, it may be necessary to keep the work area under negative pressure to prevent contaminated mist or dust from escaping.

Training

Before allowing employees to enter the contaminated area, the Contractor shall train all its employees and, if necessary, the employees of subcontractors so that they can carry out their work safely. Such training shall include, but is not limited to:

- risks of lead exposure;
- means of entry into the body;
- detailed description of work methods;
- preventive measures;
- essential hygiene;
- the right of employees under the *Act respecting occupational health and safety* and the *Canada Labour Code* to refuse any work that could compromise their health and safety.

Respiratory protection

Without limiting the other regulatory requirements related to respiratory protection, every person who is in a decontamination area shall wear a mask with high-efficiency (HEPA) filter cartridges. At the time of hiring, the Contractor shall conduct the tests needed to ensure that all employees are able to effectively wear the required respiratory protection. Employees who have a beard or the shape of whose face does not permit a perfect mask fit shall not be allowed to enter the contaminated area.

Work clothes

The Contractor shall provide its employees with disposable coveralls with a hood and rubber safety boots. Employees shall remove and dispose of the coveralls and remove their boots every time they leave the contaminated area, whether they are leaving to eat, take a break or simply go to the bathroom. A supply of clean coveralls shall be available outside the contaminated area. Soiled coveralls shall be treated as contaminated material.

Bathrooms

Sinks (or the equivalent) with disposable towels shall be made available to employees. Employees shall wash their hands and face every time they leave the contaminated area.

Break and/or lunch room

The Contractor shall wet clean the floors and tables in the break/lunch room in order to reduce the possibility of contamination by ingestion or inhalation.

Equipment provided to the Engineer

The Contractor shall provide free of charge to the Engineer or persons designated by the Engineer with protective equipment (coveralls, boots, mask and any other equipment required by the procedure), means of access and the facilities needed to safely perform their normal work monitoring and inspection duties.

Work involving medium or high exposure to lead

Adequate measures

The Contractor shall be aware of all hazards associated with lead exposure. The Contractor agrees to take such measures as are necessary to protect the health of its employees and the public. The following rules constitute the minimum and in no way diminish the requirements set out in current statutes and regulations. If, after employees undergo blood tests or air testing is conducted, it appears that the measures being taken are not sufficient, the Contractor shall stop work and, at its own expense, modify the work procedure, provide other protective equipment or take other measures to ensure that the health of employees and the public is not compromised.

The Contractor shall use work methods that make it possible to contain and control contaminated waste. Unless it is not possible or creates other hazards, decontamination shall be done using a wet method. Depending on the process used, it may be necessary to keep the work area under negative pressure to prevent contaminated mist or dust from escaping.

Training

Before allowing employees to enter the contaminated area, the Contractor shall train all its employees and, if necessary, the employees of subcontractors so that they can carry out their work safely. Such training shall include, but is not limited to:

- risks of lead exposure;
- means of entry into the body;
- detailed description of work methods;
- preventive measures;
- essential hygiene;
- the right of employees under the *Act respecting occupational health and safety* and the *Canada Labour Code* to refuse any work that could compromise their health and safety.

Respiratory protection

Without limiting the other regulatory requirements related to respiratory protection, every person who is in a decontamination area shall wear a mask with high-efficiency (HEPA) filter cartridges. At the time of hiring, the Contractor shall conduct the tests needed to ensure that all employees are able to effectively wear the required respiratory protection. Employees who have a beard or the shape of whose face does not permit a perfect mask fit shall not be allowed to enter the contaminated area.

Environmental monitoring

The Contractor shall retain a private laboratory to measure lead concentrations at least once a day in every area occupied by employees at any time during the day (including bathrooms and break rooms) and outside the building halfway between the building and the residential area. These measurements shall be taken when activities are under way in each area. The measurements are done by collecting samples of the ambient air in each work area and outside the building and samples of dust in break rooms and change rooms. The results shall be available within 24 hours and recorded in a log. The log or a copy of the log shall be accessible to all employees. The Contractor shall take such measures as necessary to keep the lead concentration in the air below 0.05 mg/m³ in areas that are deemed to be uncontaminated.

Medical monitoring

The Contractor shall submit a completed medical compliance report (ability to work in areas contaminated by lead) for every employee. Blank copies of the report are available through the Engineer.

The Contractor shall contact public health departments and, if necessary, authorized private clinics and laboratories so that it can meet the following requirements:

- all employees shall have a blood lead test (zero time) before work begins;
- the blood lead tests of all employees shall be repeated every two weeks after the start of decontamination work, and employees whose blood lead level is higher than 30 µg/dl shall not be permitted to enter the contaminated area. Employees whose blood lead level is higher than 40µg/dl shall not be permitted to enter the site.
- Test results shall be submitted to the Engineer within 14 calendar days.

Make sure the laboratory is able to provide the results in the required timeframe.

- Employees barred from the site shall not be allowed to return until their blood lead level has dropped below 15 µg/dL. Finally, pregnant women shall not be allowed to enter the site while the work is being done.

If, when the second blood lead test is done, one or employees get results higher than the results of the first test, the Contractor shall review its work methods, protective measures and monitoring of application of the prevention program. The Contractor shall submit to the Engineer in writing a list of the measures it plans to take to further reduce exposure levels.

Work clothes

The Contractor shall provide its employees with disposable coveralls with a hood and rubber safety boots. Employees shall remove and dispose of the coveralls and remove their boots every time they leave the contaminated area, whether they are leaving to eat, take a break or simply go to the bathroom. A supply of clean coveralls shall be available outside the contaminated area. Soiled coveralls shall be treated as contaminated material.

Bathrooms

Sinks with disposable towels and showers shall be made available to employees. Employees shall at least wash their hands and face every time they leave the contaminated area. The Contractor shall allow time for employees to take a shower before leaving the work site. The bathrooms (toilets, sinks, change rooms and showers) shall be located outside the contaminated area.

Equipment provided to the Engineer

The Contractor shall provide free of charge to the Engineer or persons designated by the Engineer with protective equipment (coveralls, boots, mask and any other equipment required by the

procedure), means of access and the facilities needed to safely perform their normal work monitoring and inspection duties.

Special conditions for work that entails drowning hazards

For work that entails drowning hazards, the following requirements shall be met:

1. Comply with section 2.10.13 of the *Safety Code for the construction industry*.
 - (a) wear a life jacket or personal flotation device that complies with the following standard:

CAN/CGSB-65.7-M88 from the Canada General Standards Board (CGSB) entitled "Lifejackets, Inherently Buoyant Type" published in 1988 or, in some extraordinary exceptions, is approved by Transport Canada.
 - (b) or be protected by a safety net or fall protection device.
2. Obtain and submit to the Engineer a letter of compliance from Transport Canada for the approval of any vessel (transportation, rescue, inspection, etc.) prior to the start of work (reference: Guy Rondeau of Transport Canada, (418) 648-5334).
3. Ensure that a rescued boat moored in the water is available for every work area. However, where the boat is accessible by land, it may serve two or more work areas provided the distance between any work area and vessel is less than 100 m.
4. Ensure that the boat has a motor with sufficient power to travel against the current.
5. Ensure that the boat has the features needed to accommodate persons likely to be part of a rescue operation.
6. Ensure that the boat has the features needed to accommodate persons likely to be part of a rescue operation. . Ensure that the rescue boat is available at all times for employees in the event of an emergency.
7. Ensure that a qualified person is available to operate the emergency equipment. The person shall have a pleasure craft boater's card for the length of boat used.
8. Establish written emergency procedures containing the following information and ensure that all employees subject to these procedures have been given the training and information needed to apply them:
 - a) a full description of the procedures, including the responsibilities of the persons permitted to access the work area;

b) the location of emergency equipment.

9. Where the work area is a dock, a basin, a jetty, a wharf or any other similar structure, a ladder with at least two rungs below the surface of the water shall be installed on the front of the structure every 60 metres. This measure applies even if the project is a construction project. In that situation, a temporary (or portable) ladder may be used and removed when the work is finished if the owner does not own the basic facilities. The owner must be informed in writing, however, that the site does not comply with Part II of the *Canada Labour Code*.

Silica clause

Preventive measure to be taken on site

1. Methods of control at the source
 - 1.1. Use a wet method or use tools with a water supply in order to reduce dust. Otherwise, collect dust at the source and keep it in high-efficiency filters so that it does not spread.
 - 1.2. Clean surfaces and tools with water, never compressed air.
 - 1.3. Sand and clean surfaces using an abrasive with at least 1% silica (also called amorphous silica).
 - 1.4. If necessary, install screens or partitions to prevent dust from spreading outside the work area and to protect other employees and the public.
2. Personal protective equipment
 - 2.1. Wear respiratory protection (mask) during all operations likely to produce silica dust. Select respiratory protection in accordance with the guide to respiratory protection devices used in Quebec (http://www.prot.resp.csst.qc.ca/Guid_APR.pdf).
 - 2.2. Wear eye protection (goggles or a visor).
 - 2.3. Wear a protective suit to prevent contamination outside the site.
3. Personal hygiene
 - 3.1. Refrain from eating, drinking or smoking in a dusty area.
 - 3.2. Wash your hands and face before drinking, eating or smoking.

Special conditions for roof work

Fall protection:

Railings:

-
1. The installation of railings is mandatory. PWGSC may place some restrictions on anchoring, in which case the Contractor shall ensure that the railings still meet the requirements set out in section 3.8 of the Safety Code for the construction industry (R.S.Q., c. S-2.1, r. 6).
 2. The Contractor agrees that railings shall remain in place until the entire project is completed. The Engineer shall authorize their removal once he or she is able to confirm that all work, inspections and corrections have been completed.

Harness:

1. Safety harnesses must be worn when installing railings.
2. Safety harnesses must be worn when installing or modifying parapets or flashings if railings have to be moved temporarily.
3. Safety harnesses must be worn when receiving materials and giving crane signals beside the hole.
4. Safety harnesses must be worn when working beside the hole where general protection does not ensure adequate safety.
5. The Contractor shall submit a method of attachment and lifeline system conforming to section 2.10.12 of the Safety Code for the construction industry (R.S.Q., c. S-2.1, r. 6) for every sector or work area.

Ladders:

1. All ladders shall extend at least three rungs beyond the access platform.
2. All ladders shall be attached at the top so that they do not slide sideways. The Contractor shall put in place a system for complying with that rule when finish work is being done (flashings, etc.).

Scaffolding:

1. All scaffolds shall be inspected and assembled in accordance with the *Safety Code for the construction industry* (R.S.Q., c. S-2.1, r. 6).
2. Where required, plans and compliance certificates shall be submitted to the Engineer prior to the start of work.
3. When scaffolding is being assembled, the Contractor shall ensure that all employees are protected against falls at all times in accordance with section 3.9.4.5 of the *Safety Code for the construction industry* (R.S.Q., c. S-2.1, r. 6).

Hoisting of materials:

1. For all hoisting devices, the Contractor shall submit to the Engineer a certificate confirming that a mechanical inspection was done immediately before the equipment was delivered to the site.

2. For all winches, the Contractor shall send the Engineer the installation procedure recommended by the manufacturer or, if that is not available, an installation procedure signed and sealed by an engineer. The installation procedure shall take into account the allowable maximum loads, the number, weight and location of counterweights, and any other detail that could affect the capacity and stability of the device.
3. In addition to the mechanical inspection certificate, all cranes and crane trucks shall have in the cab the annual inspection certificate and the crane log.
4. Hoisting devices shall be positioned such that the loads are not carried over the heads of employees, occupants or the public.
5. Every hoisting area shall be barricaded to prevent unauthorized persons from entering.
6. The Contractor shall obtain at its own expense any permits required if a public road has to be closed temporarily in order to comply with the previous paragraph or for any other reason related to the safety of employees, occupants and the public.
7. The Contractor shall carefully inspect all slings and hoisting accessories and ensure that any that are in poor condition are destroyed and disposed of.
8. Compressed gas cylinders shall be hoisted in a basket specifically designed for that purpose.

Burn protection:

1. Persons assigned to boilers shall wear long sleeves, safety glasses and a face screen when loading boilers.
2. Persons assigned to work that involves asphalt or other hot fluids shall wear gloves, long sleeves and safety glasses.

Fire protection:

Work on construction sites shall be carried out in accordance with Fire Commissioner standard CI 301 (June 1982), which can be found on the Internet at:

<http://www.hrsdc.gc.ca/en/pt/ot/pi/standards/301.shtml>.

1. At the start of each shift and for each sector, the Contractor shall obtain a hot work permit from the site manager.
2. A working fire extinguisher appropriate to the fire hazard shall be available and readily accessible within 5 metres of any flame, sparks or intense heat.
3. A person shall be designated to do a fire check for 30 minutes after each shift is over. That person shall countersign the permit and give it to the site manager (or a person designated by the site manager) when the 30 minutes are up.
4. Propane cylinders shall be stored in accordance with standard CAN/CSA-B149.2-00 Propane Handling and Storage Code and shall comply also with the special conditions set out in this

document. Cylinders shall be stored outside in a secure place whether they cannot be handled by unauthorized persons, in a specifically designed storage cabinet firmly held in an upright position and locked at all times, away from vehicular traffic unless protected by gates or equivalent devices.

5. Combustible gas or fuel tanks and containers shall be stored at least 10 metres from any building.
6. The number of propane cylinders on the roof shall not exceed the number required for a day's work, and the cylinders shall at all times be secured upright in a specifically designed cart.
7. Every cylinder used or stored on site shall have a collar designed to protect the valve.
8. Cylinders are not to be filled on site unless a procedure that complies with standard CAN/CSA B149.2 is approved and authorized by the Engineer.

Material and waste management:

1. On the roof, light materials and sheet materials shall be kept in containers or firmly secured. If this requirement is breached in any way, the Engineer may prohibit any materials from being stored on the roof.
2. The previous paragraph applies also to waste.
3. Waste shall be removed as it is generated using a garbage chute or appropriate containers.
4. All waste shall be removed from the roof at the end of each shift
5. Unless specially authorized by the Engineer, dumpsters shall be placed at least 3 metres from any structure or building.

General protection and organization of the site:

1. Regardless of the circumstances and the nature of the work, persons with access to the site shall wear safety shoes and a hard hat. The Contractor shall provide employees who have to crouch and bend with a chin strap or a with a ratchet adjustment.
2. Covered walkways shall be designed to protect all entry and exit points.
3. A ground-level safety perimeter shall be established beneath the work area in order to protect the public and occupants. The ground-level work area, the materials handling area and the area where the boiler is located shall be clearly barricaded so that occupants and public do not have access.
4. Prior to installing any device likely to emit gas or fumes, the Contractor shall obtain authorization from the site manager. The site manager will ensure that there is no risk of leakage into the building's ventilation systems.
5. The Contractor shall ensure that the site is kept clean and tidy throughout the work period.

6. Copies of the safety data sheets for all controlled products shall be submitted to the Engineer and the site manager before work begins.
7. The Contractor shall provide bathrooms and rest areas in accordance with the *Safety Code for the construction industry*.

Hot work

Hot work is any work that uses a flame or is capable of producing a source of ignition, such as riveting, cutting, milling, burning and heating.

Before starting work, the Contractor shall obtain from the site manager a PWGSC hot work permit (ELF 102) where the work to be performed includes hot work.

A working fire extinguisher appropriate to the fire hazard shall be available and readily accessible within 5 metres of any flame, sparks or intense heat.

A person shall be designated to do a fire check for 30 minutes after each shift is over. That person shall countersign the permit and give it to the site manager (or a person designated by the site manager) when the 30 minutes are up.

Propane cylinders shall be stored in accordance with standard CAN/CSA-B149.2-00 Propane Handling and Storage Code and shall comply also with the special conditions set out in this document. Cylinders shall be stored outside in a secure place whether they cannot be handled by unauthorized persons, in a specifically designed storage cabinet firmly held in an upright position and locked at all times, away from vehicular traffic unless protected by gates or equivalent devices.

Every cylinder used or stored on site shall have a collar designed to protect the valve.

Cylinders are not to be filled on site unless a procedure that complies with standard CAN/CSA B149.2 is approved and authorized by the Engineer.

Welding and cutting

Note: For welding and cutting operations, the Contractor shall ensure that the following conditions are met in addition those listed above.

Welding and cutting shall be carried out in accordance with sections 3.13. "Compressed gas supply" and 3.14. "Welding and cutting of the *Safety Code for the construction industry* (R.S.Q., c S-2.1, r. 6).

Welding and cutting equipment is extremely dangerous in terms of fire hazard. The following precautions shall be taken when this type of work is being carried out:

1. Store compressed gas cylinders on a fireproof surface and ensure that the room is well ventilated.
2. Store all oxygen tanks at least 6 metres from flammable gas cylinders (e.g., acetylene) or any combustible material like oil or grease unless they are separated by a partition made

of incombustible material as specified in section 3.13.4. of the *Safety Code for the construction industry* (R.S.Q., c S-2.1, r. 6).

3. Put fireproof sheets in place where welding work is being done overhead and there is a risk of falling sparks.
4. Store cylinders far from any heat source.
5. Do not store cylinders near stairs, exits, corridors or elevators.
6. Do not allow acetylene to come into contact with such metals as silver, mercury, copper and tin alloys containing more than 65% copper in order to prevent the risk of explosion.
7. Check electric arc welding equipment to make sure it has the required voltage and is grounded.
8. Ensure that the lead wires of electric welding equipment are not damaged.
9. Place welding equipment on flat ground sheltered from inclement weather.
10. Place far away or protect combustible materials that may be in the vicinity of the welding site.
11. Do not weld or cut any closed container.
12. Put protective measures in place where welding or cutting is being done near pipes, tanks or other containers that may hold flammable materials.
13. Do not cut, weld or carry out open-flame work on a container, tank, pipe or other container that may hold a flammable or explosive substance unless:
 - a) air samples have been collected and show that the work can be carried out safely; or
 - b) measures have been taken to ensure the safety of employees.

Elevated work

1. The Contractor shall ensure that every person who does work which entails a risk of falling more than 2.4 metres has fall protection.
2. The Contractor shall plan and organize work so as to help eliminate hazards at the source or foster general protection and thus minimize the need to use personal protective equipment. Where personal protection from falls is required, employees shall use a safety harness in accordance with standard CAN-CSA-Z-259.10-M90. Safety belts shall not be used as protection against falls.
3. A safety harness must be worn on all telescopic, articulated and rotary lift platforms.
4. Identify a danger zone wherever equipment for elevated work is used.

Lifting material

1. Lifting devices shall be positioned in such a way that loads are not carried over workers, occupants or the public.
2. The Contractor must transmit to Engineer a work procedure, signed and sealed by an engineer, including inter alia the position of the crane, a sketch of the trajectory of the transported loads, the length of the mast and a plan of lifting for the handling of loads above occupied buildings. Engineer can, if judge necessary, impose work of evening and weekend.
3. All mobile cranes manufactured after January 1st 1980 must be equipped with a safety device against overload.
4. All mobile cranes with cables manufactured after January 1st 1970, except if they are used for other end than lifting loads, must be provided with a safety device against two-blocking.

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- Regarding mobile cranes with cables manufactured before January 1st 1970, they will have to be equipped with the device at the latest on December 31st 2006.
5. The Contractor shall provide the Engineer with a mechanical service inspection certificate for each lifting device. Inspections must be carried out just prior to the delivery of the equipment to the work site.
 6. For all winch installations, the Contractor shall provide the Engineer with the installation method recommended by the manufacturer. If unavailable, the Contractor shall then provide an installation procedure signed and sealed by an engineer. The installation procedure must take into account load bearing capacity, the amount, weight and location of counterweight and any other detail that may affect the capacity and stability of the device.
 7. In addition to the mechanical service inspection certificate, the annual inspection certificate and the crane logbook must be aboard all crane and crane-truck cabs.
 8. The entire lifting area shall be closed off to prevent non-authorized people from entering it.
 9. The Contractor shall obtain all of the permits at his own expense, in the event the thoroughfare must be temporarily closed off to meet the requirement stipulated in the preceding paragraph or for any other reason pertaining to the safety of workers, occupants or the public.
 10. The Contractor shall carefully inspect all of the slings and lifting accessories and make sure that those in poor condition are destroyed or scrapped.
 11. Compressed-gas cylinders shall be lifted with a basket specially designed for this purpose.

ANNEX B - BASIS OF PAYMENT

- a) **Hourly rates:** The hourly rates for the duration of the standing offer include the rate paid to the employee marked up to include overhead, fringe benefits and profit (vacation + employment insurance + pension plan + employee benefits + insurance + dues + CSST + administration + other). Applicable taxes (GST and QST) are not included in the hourly rates

In addition, the hourly rates include direct or productive labour dedicated solely to the work, including maintenance calls. The time is counted when the contractor is on site. The hourly rates do not apply to meal times or travel time outside the site. The hourly rates must include the maintenance truck, the foreman's truck if applicable and all hand tools (non-electrical, electrical, air powered, etc).

- b) **Overtime:** The contractor will not have to work overtime as part of this standing offer unless authorized in writing in advance by the PWGSC technical authority. All payment requests at the rates specified in the standing offer must be accompanied by a copy of the overtime authorization and a report of the details required by Canada regarding the overtime done according to this authorization.
- c) **Work day:** A day corresponds to 7.5 hours, excluding meal breaks. Work hours are from 8:00 am to 5:00 pm. Payments are made for days worked. There are no provisions for annual leave, statutory holidays or sick leave.
- d) **Work site:** In buildings and on property owned by the federal government, generally located within a 50 km radius of the federal building at 850 Route de la Mer, Mont-Joli (Quebec), but occasionally within a 350 km radius to get to Rivière-au-Renard.

1 - First year of the Standing Offer

1 (a) Labour

| Trade according to the CCQ Competency: Journeyman Sector: Commercial and institutional | | Monday to Friday | | Saturday, Sunday and statutory holidays |
|--|---------------------------|--|--------------------------|---|
| | | During regular hours between 7:30 am and 4:00 pm | Outside regular hours | |
| | | Hourly rate [\$/h.] | Hourly rate [\$/h.] | Hourly rate [\$/h.] |
| 1 | Foreman | | | |
| 2 | Bricklayer-mason | | | |
| 3 | Carpenter-joiner | | | |
| 4 | Roofer | | | |
| 5 | Electrician | | | |
| 6 | Sheet metal worker | | | |
| 7 | Ironworker | | | |
| 8 | Painter | | | |
| 9 | Plumber (Pipefitter) | | | |
| 10 | Refrigeration technician | | | |
| 11 | General labourer - helper | | | |

1 (b) Machinery

| Machinery category Hourly rates include the operator and all costs to operate these machines | | Monday to Friday | | Saturday, Sunday and statutory holidays |
|---|----------------------------------|--|------------------------|--|
| | | During regular hours between 7:30 am and 4:00 pm | Outside regular hours | |
| | | Hourly rate [\$/h.] | Hourly rate [\$/h.] | Hourly rate [\$/h.] |
| 12 | Backhoe | | | |
| 13 | Backhoe with jackhammer | | | |
| 14 | 10-wheel truck | | | |
| 15 | Trailer | | | |
| 16 | Loader | | | |
| 17 | Compactor | | | |
| 18 | Walk-behind concrete/asphalt saw | | | |
| 19 | Delivery Truck (F-150 or cube) | | | |
| 20 | Excavatrice (max. de 1.7 tonnes) | | | |

1 (c) Other costs

| | |
|---|--------------------|
| <p>Travel costs for trips between 50 km and 350 km (Kilometric rate)</p> <ul style="list-style-type: none"> For work within a radius of between 50 km and 350 km, the contractor may charge the following items. The distance will be measured as the crow flies between 850 route de la Mer, Mont-Joli (Quebec) and the work sites, using software such as Google Earth. Travel time of employees at a ratio of 1 hour per 100 km minus 1 hour for the first 50 km radius round trip. The formula to be used is $((d / 100 \text{ km}) \times \text{hr}) - \text{hr}$, where "d" is the distance of the round trip and "hr" is the hourly rate. Example: considering an hourly rate of \$47.50/hr (hr) and a round trip distance of 130 km (d), payment would be \$14.25, that is, $((130 \text{ km} / 100 \text{ km}) \times \\$47.50) - \\$47.50$. Round trip under 100 km. Only vehicles that travelled the entire distance under their own power are eligible for a per-kilometre allowance. | <p>_____ \$/km</p> |
| <p>Materials (mark-up percentage)</p> <ul style="list-style-type: none"> Materials according to the estimate prepared by the contractor and approved by the PWGSC technical authority. Invoice each item at cost plus a mark-up percentage to cover costs and profit. Provide supporting documents for the cost price. | <p>_____ %</p> |
| <p>Sub-contracting (mark-up percentage)</p> <ul style="list-style-type: none"> Sub-contracting costs according to the estimate prepared by the contractor and approved by the PWGSC technical authority. Invoice work not included in the specifications to be performed by a sub-contractor at cost plus a mark-up percentage to cover costs and profit. Provide supporting documents for the cost price. | <p>_____ %</p> |

2 - Second year of the Standing Offer

2(a) Labour

| Trade according to the CCQ Competency: Journeyman Sector: Commercial and institutional | | Monday to Friday | | Saturday, Sunday and statutory holidays |
|--|---------------------------|--|--------------------------|---|
| | | During regular hours between 7:30 am and 4:00 pm | Outside regular hours | |
| | | Hourly rate [\$/h.] | Hourly rate [\$/h.] | Hourly rate [\$/h.] |
| 1 | Foreman | | | |
| 2 | Bricklayer-mason | | | |
| 3 | Carpenter-joiner | | | |
| 4 | Roofer | | | |
| 5 | Electrician | | | |
| 6 | Sheet metal worker | | | |
| 7 | Ironworker | | | |
| 8 | Painter | | | |
| 9 | Plumber (Pipefitter) | | | |
| 10 | Refrigeration technician | | | |
| 11 | General labourer - helper | | | |

2(b) Machinery

| Machinery category Hourly rates include the operator and all costs to operate these machines | | Monday to Friday | | Saturday, Sunday and statutory holidays |
|---|----------------------------------|--|------------------------|--|
| | | During regular hours between 7:30 am and 4:00 pm | Outside regular hours | |
| | | Hourly rate [\$/h.] | Hourly rate [\$/h.] | Hourly rate [\$/h.] |
| 12 | Backhoe | | | |
| 13 | Backhoe with jackhammer | | | |
| 14 | 10-wheel truck | | | |
| 15 | Trailer | | | |
| 16 | Loader | | | |
| 17 | Compactor | | | |
| 18 | Walk-behind concrete/asphalt saw | | | |
| 19 | Delivery Truck (F-150 or cube) | | | |
| 20 | Excavatrice (max. de 1.7 tonnes) | | | |

2(c) Other costs

| | |
|---|--------------------|
| <p>Travel costs for trips between 50 km and 350 km (Kilometric rate)</p> <ul style="list-style-type: none"> For work within a radius of between 50 km and 350 km, the contractor may charge the following items. The distance will be measured as the crow flies between 850 route de la Mer, Mont-Joli (Quebec) and the work sites, using software such as Google Earth. Travel time of employees at a ratio of 1 hour per 100 km minus 1 hour for the first 50 km radius round trip. The formula to be used is $((d / 100 \text{ km}) \times \text{hr}) - \text{hr}$, where "d" is the distance of the round trip and "hr" is the hourly rate. Example: considering an hourly rate of \$47.50/hr (hr) and a round trip distance of 130 km (d), payment would be \$14.25, that is, $((130 \text{ km} / 100 \text{ km}) \times \\$47.50) - \\$47.50$. Round trip under 100 km. Only vehicles that travelled the entire distance under their own power are eligible for a per-kilometre allowance. | <p>_____ \$/km</p> |
| <p>Materials (mark-up percentage)</p> <ul style="list-style-type: none"> Materials according to the estimate prepared by the contractor and approved by the PWGSC technical authority. Invoice each item at cost plus a mark-up percentage to cover costs and profit. Provide supporting documents for the cost price. | <p>_____ %</p> |
| <p>Sub-contracting (mark-up percentage)</p> <ul style="list-style-type: none"> Sub-contracting costs according to the estimate prepared by the contractor and approved by the PWGSC technical authority. Invoice work not included in the specifications to be performed by a sub-contractor at cost plus a mark-up percentage to cover costs and profit. Provide supporting documents for the cost price. | <p>_____ %</p> |

3 - Third year of the Standing Offer**3(a) Labour**

| Trade according to the CCQ Competency: Journeyman Sector: Commercial and institutional | | Monday to Friday | | Saturday, Sunday and statutory holidays |
|--|---------------------------|--|--------------------------|---|
| | | During regular hours between 7:30 am and 4:00 pm | Outside regular hours | |
| | | Hourly rate [\$/h.] | Hourly rate [\$/h.] | Hourly rate [\$/h.] |
| 1 | Foreman | | | |
| 2 | Bricklayer-mason | | | |
| 3 | Carpenter-joiner | | | |
| 4 | Roofer | | | |
| 5 | Electrician | | | |
| 6 | Sheet metal worker | | | |
| 7 | Ironworker | | | |
| 8 | Painter | | | |
| 9 | Plumber (Pipefitter) | | | |
| 10 | Refrigeration technician | | | |
| 11 | General labourer - helper | | | |

3(b) Machinery

| Machinery category Hourly rates include the operator and all costs to operate these machines | | Monday to Friday | | Saturday, Sunday and statutory holidays |
|---|----------------------------------|--|------------------------|--|
| | | During regular hours between 7:30 am and 4:00 pm | Outside regular hours | |
| | | Hourly rate [\$/h.] | Hourly rate [\$/h.] | Hourly rate [\$/h.] |
| 12 | Backhoe | | | |
| 13 | Backhoe with jackhammer | | | |
| 14 | 10-wheel truck | | | |
| 15 | Trailer | | | |
| 16 | Loader | | | |
| 17 | Compactor | | | |
| 18 | Walk-behind concrete/asphalt saw | | | |
| 19 | Delivery Truck (F-150 or cube) | | | |
| 20 | Excavatrice (max. de 1.7 tonnes) | | | |

3(c) Other costs

| | |
|---|--------------------|
| <p>Travel costs for trips between 50 km and 350 km (Kilometric rate)</p> <ul style="list-style-type: none"> For work within a radius of between 50 km and 350 km, the contractor may charge the following items. The distance will be measured as the crow flies between 850 route de la Mer, Mont-Joli (Quebec) and the work sites, using software such as Google Earth. Travel time of employees at a ratio of 1 hour per 100 km minus 1 hour for the first 50 km radius round trip. The formula to be used is $((d / 100 \text{ km}) \times \text{hr}) - \text{hr}$, where "d" is the distance of the round trip and "hr" is the hourly rate. Example: considering an hourly rate of \$47.50/hr (hr) and a round trip distance of 130 km (d), payment would be \$14.25, that is, $((130 \text{ km} / 100 \text{ km}) \times \\$47.50) - \\$47.50$. Round trip under 100 km. Only vehicles that travelled the entire distance under their own power are eligible for a per-kilometre allowance. | <p>_____ \$/km</p> |
| <p>Materials (mark-up percentage)</p> <ul style="list-style-type: none"> Materials according to the estimate prepared by the contractor and approved by the PWGSC technical authority. Invoice each item at cost plus a mark-up percentage to cover costs and profit. Provide supporting documents for the cost price. | <p>_____ %</p> |
| <p>Sub-contracting (mark-up percentage)</p> <ul style="list-style-type: none"> Sub-contracting costs according to the estimate prepared by the contractor and approved by the PWGSC technical authority. Invoice work not included in the specifications to be performed by a sub-contractor at cost plus a mark-up percentage to cover costs and profit. Provide supporting documents for the cost price. | <p>_____ %</p> |

4 - Fourth year of the Standing Offer

4(a) Labour

| Trade according to the CCQ Competency: Journeyman Sector: Commercial and institutional | | Monday to Friday | | Saturday, Sunday and statutory holidays |
|--|---------------------------|--|--------------------------|---|
| | | During regular hours between 7:30 am and 4:00 pm | Outside regular hours | |
| | | Hourly rate [\$/h.] | Hourly rate [\$/h.] | Hourly rate [\$/h.] |
| 1 | Foreman | | | |
| 2 | Bricklayer-mason | | | |
| 3 | Carpenter-joiner | | | |
| 4 | Roofer | | | |
| 5 | Electrician | | | |
| 6 | Sheet metal worker | | | |
| 7 | Ironworker | | | |
| 8 | Painter | | | |
| 9 | Plumber (Pipefitter) | | | |
| 10 | Refrigeration technician | | | |
| 11 | General labourer - helper | | | |

4(b) Machinery

| Machinery category Hourly rates include the operator and all costs to operate these machines | | Monday to Friday | | Saturday, Sunday and statutory holidays |
|---|----------------------------------|--|------------------------|--|
| | | During regular hours between 7:30 am and 4:00 pm | Outside regular hours | |
| | | Hourly rate [\$/h.] | Hourly rate [\$/h.] | Hourly rate [\$/h.] |
| 12 | Backhoe | | | |
| 13 | Backhoe with jackhammer | | | |
| 14 | 10-wheel truck | | | |
| 15 | Trailer | | | |
| 16 | Loader | | | |
| 17 | Compactor | | | |
| 18 | Walk-behind concrete/asphalt saw | | | |
| 19 | Delivery Truck (F-150 or cube) | | | |
| 20 | Excavatrice (max. de 1.7 tonnes) | | | |

4(c) Other costs

| | |
|---|--------------------|
| <p>Travel costs for trips between 50 km and 350 km (Kilometric rate)</p> <ul style="list-style-type: none"> For work within a radius of between 50 km and 350 km, the contractor may charge the following items. The distance will be measured as the crow flies between 850 route de la Mer, Mont-Joli (Quebec) and the work sites, using software such as Google Earth. Travel time of employees at a ratio of 1 hour per 100 km minus 1 hour for the first 50 km radius round trip. The formula to be used is $((d / 100 \text{ km}) \times \text{hr}) - \text{hr}$, where "d" is the distance of the round trip and "hr" is the hourly rate. Example: considering an hourly rate of \$47.50/hr (hr) and a round trip distance of 130 km (d), payment would be \$14.25, that is, $((130 \text{ km} / 100 \text{ km}) \times \\$47.50) - \\$47.50$. Round trip under 100 km. Only vehicles that travelled the entire distance under their own power are eligible for a per-kilometre allowance. | <p>_____ \$/km</p> |
| <p>Materials (mark-up percentage)</p> <ul style="list-style-type: none"> Materials according to the estimate prepared by the contractor and approved by the PWGSC technical authority. Invoice each item at cost plus a mark-up percentage to cover costs and profit. Provide supporting documents for the cost price. | <p>_____ %</p> |
| <p>Sub-contracting (mark-up percentage)</p> <ul style="list-style-type: none"> Sub-contracting costs according to the estimate prepared by the contractor and approved by the PWGSC technical authority. Invoice work not included in the specifications to be performed by a sub-contractor at cost plus a mark-up percentage to cover costs and profit. Provide supporting documents for the cost price. | <p>_____ %</p> |

5 - Fifth year of the Standing Offer

5(a) Labour

| Trade according to the CCQ Competency: Journeyman Sector: Commercial and institutional | | Monday to Friday | | Saturday, Sunday and statutory holidays |
|--|---------------------------|--|--------------------------|---|
| | | During regular hours between 7:30 am and 4:00 pm | Outside regular hours | |
| | | Hourly rate [\$/h.] | Hourly rate [\$/h.] | |
| 1 | Foreman | | | |
| 2 | Bricklayer-mason | | | |
| 3 | Carpenter-joiner | | | |
| 4 | Roofer | | | |
| 5 | Electrician | | | |
| 6 | Sheet metal worker | | | |
| 7 | Ironworker | | | |
| 8 | Painter | | | |
| 9 | Plumber (Pipefitter) | | | |
| 10 | Refrigeration technician | | | |
| 11 | General labourer - helper | | | |

5(b) Machinery

| Machinery category Hourly rates include the operator and all costs to operate these machines | | Monday to Friday | | Saturday, Sunday and statutory holidays |
|---|----------------------------------|--|------------------------|--|
| | | During regular hours between 7:30 am and 4:00 pm | Outside regular hours | |
| | | Hourly rate [\$/h.] | Hourly rate [\$/h.] | |
| 12 | Backhoe | | | |
| 13 | Backhoe with jackhammer | | | |
| 14 | 10-wheel truck | | | |
| 15 | Trailer | | | |
| 16 | Loader | | | |
| 17 | Compactor | | | |
| 18 | Walk-behind concrete/asphalt saw | | | |
| 19 | Delivery Truck (F-150 or cube) | | | |
| 20 | Excavatrice (max. de 1.7 tonnes) | | | |

5(c) Other costs

| | |
|---|--------------------|
| <p>Travel costs for trips between 50 km and 350 km (Kilometric rate)</p> <ul style="list-style-type: none"> For work within a radius of between 50 km and 350 km, the contractor may charge the following items. The distance will be measured as the crow flies between 850 route de la Mer, Mont-Joli (Quebec) and the work sites, using software such as Google Earth. Travel time of employees at a ratio of 1 hour per 100 km minus 1 hour for the first 50 km radius round trip. The formula to be used is $((d / 100 \text{ km}) \times \text{hr}) - \text{hr}$, where "d" is the distance of the round trip and "hr" is the hourly rate. Example: considering an hourly rate of \$47.50/hr (hr) and a round trip distance of 130 km (d), payment would be \$14.25, that is, $((130 \text{ km} / 100 \text{ km}) \times \\$47.50) - \\$47.50$. Round trip under 100 km. Only vehicles that travelled the entire distance under their own power are eligible for a per-kilometre allowance. | <p>_____ \$/km</p> |
| <p>Materials (mark-up percentage)</p> <ul style="list-style-type: none"> Materials according to the estimate prepared by the contractor and approved by the PWGSC technical authority. Invoice each item at cost plus a mark-up percentage to cover costs and profit. Provide supporting documents for the cost price. | <p>_____ %</p> |
| <p>Sub-contracting (mark-up percentage)</p> <ul style="list-style-type: none"> Sub-contracting costs according to the estimate prepared by the contractor and approved by the PWGSC technical authority. Invoice work not included in the specifications to be performed by a sub-contractor at cost plus a mark-up percentage to cover costs and profit. Provide supporting documents for the cost price. | <p>_____ %</p> |

ANNEX C – DATA FOR ANNUAL USAGE REPORT

Please forward on a yearly basis, at the following email address, all the informations regarding this standing offer :

Gabriel.Piras@tpsgc-pwgsc.gc.ca

Please use the Standing Offer number in the Subject line and clearly indicate:

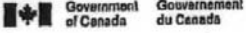
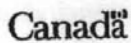
- The standing offer number for which the data is submitted;
- The start date and end date for the standing offer;
- The total spend to date, by the government;
- The period for which the data has been accumulated (start date to end date);
- The Department requesting name;
- The product description;
- The units of measurement;
- The delivery date;
- The value of order.

| Standing Offer number : | | EE517-161441 | | | Start Date of SO : | | | |
|---|--------------|------------------|------------------------------|---------------|--------------------------------------|---------------|------------------|---------------------------------|
| | | | | | End Date of SO : | | | |
| Total Value to Date (taxes included) : | | _____ \$ | | | Start Date of reporting period : | | | |
| Total Value for Reporting Period (taxes included) : | | _____ \$ | | | End Date of reporting period : | | | |
| Department Requesting | Order Number | Item Description | (Part Number, if Applicable) | Item Quantity | Unit of Measure (each, litre, etc..) | Date or Order | Date of Delivery | Value of Order (Taxes included) |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

(Add lines as necessary)

ANNEX D - SECURITY REQUIREMENTS CHECK LIST

Modification

| | | |
|---|---|---|
|  | | Contract Number / Numéro du contrat EE517-161441 Security Classification / Classification de sécurité |
| SECURITY REQUIREMENTS CHECK LIST (SRCL) LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS) | | |
| PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE | | 2. Branch or Directorate / Direction générale ou Direction Biens Immobiliers |
| 1. Originating Government Department or Organization Ministère ou organisme gouvernemental d'origine Travaux publics et Services Gouvernementaux Canada | | |
| 3. a) Subcontract Number / Numéro du contrat de sous-traitance | 3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant | |
| 4. Brief Description of Work - Brève description du travail Description: Offrè à commandes - entrepreneur général Lieu: Institut Maurice Lamontagne 850 route de la Mer, Mont-Joli G5H 3Z4 | | |
| 5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? | | <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Oui |
| 5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? | | <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Oui |
| 6. Indicate the type of access required - Indiquer le type d'accès requis | | |
| 6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) | | <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Oui |
| 6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p.ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. | | <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Oui |
| 6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? | | <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Oui |
| 7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès | | |
| Canada <input type="checkbox"/> NATO / OTAN <input type="checkbox"/> Foreign / Étranger <input type="checkbox"/> | | |
| 7. b) Release restrictions / Restrictions relatives à la diffusion | | |
| No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/> Not releasable À ne pas diffuser <input type="checkbox"/> Restricted to / Limité à : <input type="checkbox"/> Specify country(ies) / Préciser le(s) pays : | All NATO countries Tous les pays de l'OTAN <input type="checkbox"/> Restricted to / Limité à : <input type="checkbox"/> Specify country(ies) / Préciser le(s) pays : | No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/> Restricted to / Limité à : <input type="checkbox"/> Specify country(ies) / Préciser le(s) pays : |
| 7. c) Level of information / Niveau d'information | | |
| PROTECTED A PROTÉGÉ A <input type="checkbox"/> PROTECTED B PROTÉGÉ B <input type="checkbox"/> PROTECTED C PROTÉGÉ C <input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/> SECRET SECRET <input type="checkbox"/> TOP SECRET TRÈS SECRET <input type="checkbox"/> TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/> | NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/> NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/> NATO SECRET NATO SECRET <input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/> | PROTECTED A PROTÉGÉ A <input type="checkbox"/> PROTECTED B PROTÉGÉ B <input type="checkbox"/> PROTECTED C PROTÉGÉ C <input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/> SECRET SECRET <input type="checkbox"/> TOP SECRET TRÈS SECRET <input type="checkbox"/> TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/> |
| Security Classification / Classification de sécurité | |  |

TBS/SCY 360 103 (2004/12)

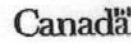


| |
|--|
| Contract Number / Numéro du contrat EE517-161441 |
| Security Classification / Classification de sécurité |

| | |
|--|--|
| PART A (continued) / PARTIE A (suite) | |
| 8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? If Yes, indicate the level of sensitivity. Dans l'affirmative, indiquer le niveau de sensibilité : | <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes |
| 9. Will the supplier require access to extremely sensitive INFOSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? Short Title(s) of material / Titre(s) abrégé(s) du matériel : Document Number / Numéro du document : | <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes |
| PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR) | |
| 10 a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis <input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITE <input type="checkbox"/> TOP SECRET - SIGHT TRÈS SECRET - SIGHT <input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS Special comments / Commentaires spéciaux : NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided. REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni. | <input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/> SECRET SECRET <input type="checkbox"/> NATO SECRET NATO SECRET <input type="checkbox"/> TOP SECRET TRÈS SECRET <input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET |
| <i>le sous-traitant ne possédant pas de cote de Fiabilité, pourra être escorté par le corps canadien de commissaires en attendant l'obtention.</i> | |
| 10 b) May unescorted personnel be used for portions of the work? Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? If Yes, will unescorted personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté? | <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes |
| PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR) | |
| INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS | |
| 11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises? Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? | <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes |
| 11. b) Will the supplier be required to safeguard COMSEC information or assets? Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? | <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes |
| PRODUCTION | |
| 11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises? Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? | <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes |
| INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI) | |
| 11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data? Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? | <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes |
| 11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? | <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes |

| |
|--|
| Security Classification / Classification de sécurité |
|--|

TBS/SOT 350-103 (2004/12)





| |
|--|
| Contract Number / Numéro du contrat EE517-161441 |
| Security Classification / Classification de sécurité |

PART C (continued) / PARTIE C (suite)

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

| Category Catégorie | PROTECTED PROTÉGÉ | | | CLASSIFIED CLASSIFIÉ | | NATO | | | | | COMSEC | | | | | |
|--|----------------------|---|---|------------------------------|--------|---------------------------|------------------------------------|--|-------------|---|----------------------|---|---|------------------------------|--------|---------------------------|
| | A | B | C | Confidential Confidentiel | Secret | Top Secret Très Secret | NATO Restricted NATO Restreinte | NATO Confidential NATO Confidentiel | NATO Secret | COSMIC Top Secret COSMIC Très Secret | Protected Protégé | | | Confidential Confidentiel | Secret | Top Secret Très Secret |
| | | | | | | | | | | | A | B | C | | | |
| Information / Assets Renseignements / Biens | | | | | | | | | | | | | | | | |
| Production | | | | | | | | | | | | | | | | |
| IT Media Support TI | | | | | | | | | | | | | | | | |
| IT Link Lien électronique | | | | | | | | | | | | | | | | |

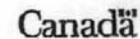
12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
 La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité ».

12. b) Will the document attached to this SRCL be PROTECTED and/or CLASSIFIED?
 La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

| |
|--|
| Security Classification / Classification de sécurité |
|--|



N° de l'invitation - Solicitation No.
EE517-161441/A
 N° de réf. du client - Client Ref. No.
EE517-14-1441

N° de la modif - Amd. No.
 File No. - N° du dossier
QCL-5-38215

Id de l'acheteur - Buyer ID
qcl018
 N° CCC / CCC No./ N° VME - FMS

ANNEX E – CERTIFICATE OF INSURANCE
 (Not required at with the offer)

Page 1 of 2



Travaux publics et
 Services gouvernementaux
 Canada
 Public Works and
 Government Services
 Canada

| | |
|--|-------------------------------------|
| Description and Location of Work STANDING OFFER, GENERAL CONTRACTOR, MONT-JOLI AND RIVIÈRE-AU-RENARD | Contract No. EE517-161441 |
| | Project No. |

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

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

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

| Type of Insurance | Insurer Name and Policy Number | Inception Date D / M / Y | Expiry Date D / M / Y | Limits of Liability | | |
|---|--------------------------------|-----------------------------|--------------------------|---------------------|--------------------------|--------------------------------|
| | | | | Per Occurrence | Annual General Aggregate | Completed Operations Aggregate |
| Commercial General Liability Umbrella/Excess Liability | | | | \$ | \$ | \$ |
| | | | | \$ | \$ | \$ |
| Insert other type of insurance as required (if applicable) | | | | \$ | | |

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

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

Telephone

Signature

Date D / M / Y

General

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

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

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

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

Commercial General Liability

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

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

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

The policy must have the following minimum limits:

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

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

ANNEX F – VOLUNTARY CERTIFICATION TO SUPPORT THE USE OF APPRENTICES

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

In order to help meet demand for skilled tradespeople, the Offeror agrees to use, and require its subcontractors to use, reasonable commercial efforts to hire and train registered apprentices, to strive to fully utilize allowable apprenticeship ratios¹ and to respect any hiring requirements prescribed by provincial or territorial statutes.
6. The Offeror hereby consents to this information being collected and held by PWGSC, and Employment and Social Development Canada to support work to gather data on the hiring and training of apprentices in federal construction and maintenance contracts.

(If you agree, please sign your name on the next page)

¹ The journeyman-apprentice ratio is defined as the number of qualified/certified journeymen that an employer must employ in a designated trade or occupation in order to be eligible to register an apprentice as determined by provincial/territorial (P/T) legislation, regulation, policy directive or by law issued by the responsible authority or agency.

Note: The Offeror will be required to complete within six months after issuance of the standing offer or at the end of the Standing Offer, whichever comes first, a report as per sample "Voluntary Reports for Apprentices Employed during the Standing Offer" provided at Annex G.

Name: _____

Signature: _____

Company Name: _____

Company Legal Name: _____

Solicitation Number: EE517-161441/A _____

Number of Company Employees: _____

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

Trades of those apprentices: _____

[...]

ANNEX G – VOLUNTARY REPORTS FOR APPRENTICES EMPLOYED DURING THE STANDING OFFER

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

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

The data should be submitted to the Contracting Authority six months after issuance of the standing offer or at the end of the Standing Offer, whichever comes first.

| Number of apprentices hired | Trade specialty |
|-----------------------------|-----------------|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

(Add lines if needed)

N° de l'invitation - Solicitation No.

EE517-161441/A

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

EE517-14-1441

N° de la modif - Amd. No.

File No. - N° du dossier
QCL-5-38215

Id de l'acheteur - Buyer ID

qcl018

N° CCC / CCC No./ N° VME - FMS

ATTACHMENT 1 – PRICE PROPOSAL FORM

The "Price Proposal Form" (in MS Excel format) is available on request by sending an email to Gabriel.Piras@tpsgc.pwgsc.gc.ca.