

RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

**Public Works Government Services Canada- Bid
Receiving / Réception des soumissions
189 Prince William Street
Room 405
Saint John
New Brunswick
E2L 2B9**

Request For a Standing Offer Demande d'offre à commandes

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

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

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

Comments - Commentaires

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

Issuing Office - Bureau de distribution

Public Works Government Services Canada- Bid
Receiving / Réception des soumissions
189 Prince William Street
Room 405
Saint John
New Bruns
E2L 2B9

Title - Sujet RISO Electrical Services - SABS, NB	
Solicitation No. - N° de l'invitation EC645-161575/A	Date 2016-01-26
Client Reference No. - N° de référence du client R.031325.001	GETS Ref. No. - N° de réf. de SEAG PW-\$PWB-013-3807
File No. - N° de dossier PWB-5-38198 (013)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-02-11	Time Zone Fuseau horaire Atlantic Standard Time AST
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Johnston, Edward PWB	Buyer Id - Id de l'acheteur pwb013
Telephone No. - N° de téléphone (506)636-3142 ()	FAX No. - N° de FAX (506)636-4376
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA ST.ANDREWS BIOLOGICAL STATION 531 BRANDY COVE RD SAINT ANDREWS New Brunswick E5B2L9 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

TABLE OF CONTENTS

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

Solicitation No. - N° de l'invitation
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R.031325.001

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

Buyer ID - Id de l'acheteur
PWB013
CCC No./N° CCC - FMS No./N° VME

7.4	PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS	13
7.5	PAYMENT	13
7.6	INVOICING INSTRUCTIONS	13
ANNEX "A"	19
BASIS OF PAYMENT	19
ANNEX "B"	19
CERTIFICATIONS PRECEDENT TO STANDING OFFER AWARD	19
ANNEX "C"	19
COMPLETE LIST OF EACH INDIVIDUAL WHO ARE CURRENTLY DIRECTORS AND/OR OWNERS OF THE OFFEROR		19
ANNEX "D" SECURITY REQUIREMENTS CHECK LIST	20
.....		20
.....		21
.....		22
.....		23
ANNEX "E" SPECIFICATION	24
ANNEX "F"	
VOLUNTARY CERTIFICATION TO SUPPORT THE USE OF APPRENTICES		

PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

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

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

The Annexes include the Basis of Payment, a Reminder to submit a Complete List of names of all individual who are currently directors of the Offeror, the Security Requirements Checklist and the Specification.

1.2 Summary

Public Works and Government Services Canada has a requirement to establish a Regional Standing Offer (RISO) for the provision of all labour, material, tools, supervision and equipment necessary for maintenance and repair of electrical systems at the Atlantic Biological Station, St. Andrews, NB. The period of the Standing Offer will be for a one year period from date of issuance followed by an option to extend for one additional year. All work is to be performed in accordance with the Statement of Work (Specification) attached Annex "E" forming part of the bid document.

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

1.4 Debriefings

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

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

2.1.1 SACC Manual Clauses

SACC Reference	Section	Date
M0019T	Firm Price and/or Rates	2007/05/25

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.

Offers by facsimile will be accepted. Facsimile number is (506) 636-4376

2.3. Former Public Servant

Former Public Servant - Competitive Requirements

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

Definitions

For the purposes of this clause,

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Offeror must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;

- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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

2.4. Enquiries - Request for Standing Offers

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

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

2.5. Applicable Laws

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

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

Section I: Financial Offer

Offerors must submit their financial offer in accordance with the "Annex A" "Basis of Payment". The total amount of Applicable Taxes must be shown separately, if applicable.

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 financial evaluation criteria.

4.1.1 Financial Evaluation

Offerors will be evaluated on the basis of the lowest overall Total Estimated Amount in Canadian dollars, the Harmonized Sales Tax (HST) excluded. The Total Evaluated Price will be calculated using the estimated usage figures on the Pricing Schedule (See Annex "A"). Offerors are required to bid on all line items in the Pricing Schedule or their offer may be considered non-responsive

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 contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

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

5.1 Certifications Required with the Offer

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

5.1.1 Declaration of Convicted Offences

As applicable, pursuant to subsection Declaration of Convicted Offences of section 01 of the Standard Instructions, the Offeror must provide with its offer, a completed [Declaration Form](#), 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.

5.2.2 External Safety Audit

The Bidder must provide, within seven (7) days following a request from the Contracting Authority documentation certifying successful completion of an EXTERNAL SAFETY AUDIT of their safety program or; is enrolled/registered in a recognized "Safety Audit Program". This safety program must be successfully completed within six months of the award of the Standing Offer and must include certification of the successful completion of the External Safety Audit. This audit to be performed by an independent company/person qualified to conduct safety audits.

Failure to comply with the request may result in the bid being declared non-responsive.

5.2.3 Workers Compensation Certification - Letter of Good Standing

The Bidder must have an account in good standing with the applicable provincial or territorial Workers' Compensation Board.

The Bidder must provide, within seven (7) days following a request from the Contracting Authority, a certificate or letter from the applicable Workers' Compensation Board confirming the Bidder's good standing account. Failure to comply with the request may result in the bid being declared non-responsive.

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

6.1 Security Requirements

Before issuance of a standing offer, the following conditions must be met:

- (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
- (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicated in Part 7A - Standing Offer;
- (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

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.

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

6.2 Insurance Requirements

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a standing offer as a result of the request for standing offer, can be insured in accordance with the Insurance Requirements specified herein.

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

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

7.1.1 The Offeror offers to fulfill the requirement in accordance with the Specification at Annex "E".

7.2 Security Requirements

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

The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.

Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.

The Contractor/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).

7.3 Standard Clauses and Conditions

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

7.3.1 General Conditions

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

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer will be for a one year period from date of issuance.

7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional one (1) year period, 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.

7.5. Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Edward Johnston
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Real Property Contracting
189 Prince William Street, Room 405
Saint John, New Brunswick
E2L 2B9

Telephone: (506) 636-3142
Facsimile: (506) 636-4376
E-mail address: Edward.johnston@pwgsc-tpsgc.gc.ca

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

7.5.2 Project Authority

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

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

Solicitation No. - N° de l'invitation
EC645-161575/A
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7.5.3 Offeror's Representative (Offeror please complete)

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: _____

Facsimile: _____

E-mail address: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Identified Users

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

7.8 Call-up Instrument

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

7.9 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$25,000.00 (Applicable Taxes included).

7.10 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$92,000.00 (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 4 months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

7.11 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;

- c) the general conditions 2005 (2015/09/03), General Conditions - Standing Offers - Goods or Services
- d) the supplemental general conditions 2010C (2015-09-03) General Conditions - Services (Medium Complexity)
- e) Annex E, Specification;
- f) Annex A, Basis of Payment;
- g) Annex D, Security Requirements Check List;
- h) Any amendment issued or any allowable offer revision received before the date and time set for solicitation closing
- i) the Offeror's offer dated _____

7.12 Certifications

7.12.1 Compliance

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

7.13 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 **New Brunswick**.

B. RESULTING CONTRACT CLAUSES

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

7.1 Specification

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

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

2005 (2015/09/03), General Conditions - Standing Offers - Goods or Services

7.2.2 Supplemental General Conditions

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

7.3 Term of Contract

7.3.1 Period of the Contract

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

7.4 Proactive Disclosure of Contracts with Former Public Servants

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

7.5 Payment

7.5.1 Basis of Payment

Refer to "Annex "A" – Basis of Payment.

7.5.2 Limitation of Price

SACC Manual clause C6000C (2011/05/16) Limitation of Price

7.5.3 Single Payment

SACC Manual clause H1000C (2008/05/12) Single Payment

7.6 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
 - (a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

7.7 Insurance Requirements

Insurance - Specific Requirements

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

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

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

Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - (a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - (b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - (c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - (d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - (e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - (f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - (g) Employees and, if applicable, Volunteers must be included as Additional Insured.
 - (h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - (i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - (j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - (k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

Solicitation No. - N° de l'invitation
EC645-161575/A
Client Ref. No. - N° de réf. du client
R.031325.001

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

Buyer ID - Id de l'acheteur
PWB013
CCC No./N° CCC - FMS No./N° VME

ANNEX "A"
BASIS OF PAYMENT
Unit Price Table

Standing Offer, Electrical Services
St. Andrews Biological Station,
Saint Andrews, NB

PERIOD: One (1) year from date of issuance

Item	Description	Unit of Measure	Estimated Quantity	Price/ Unit	Estimated Total Price
1	First Hour Service Calls, including travel time and all related expense and one person hour productive labour at the job site:				
a)	During Regular Hours - 0800 – 1700 Monday through Friday				
	• Licensed Electrician	Per call	50	\$ _____	\$ _____
	• 2 nd Year apprentice	Per call	50	\$ _____	\$ _____
b)	Outside Regular Hours Monday through Sunday including all day Saturday, Sunday and holidays				
	• Licensed Electrician	Per call	10	\$ _____	\$ _____
	• 2 nd Year apprentice	Per call	10	\$ _____	\$ _____
2	Subsequent Hours: Labour only in addition to item 1 above				
a)	During Regular Hours 0800 – 1700 Monday through Friday				
	• Licensed Electrician	Per hour	700	\$ _____	\$ _____
	• 2 nd Year apprentice	Per hour	700	\$ _____	\$ _____
b)	Outside Regular Hours Monday through Sunday including all day Saturday, Sunday and holidays				
	• Licensed Electrician	Per hour	50	\$ _____	\$ _____
	• 2 nd Year apprentice	Per hour	50	\$ _____	\$ _____
3	Allowance for material, replacement parts, required permits, certifications, assessments, special equipment and security at net cost, plus a markup of 10% applied to the net cost.	Allowance	N/A	N/A	\$10,000.00
	Total Estimated Amount (1 Year)				\$ _____

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

Solicitation No. - N° de l'invitation
EC645-161575/A
Client Ref. No. - N° de réf. du client
R.031325.001

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

Buyer ID - Id de l'acheteur
PWB013
CCC No./N° CCC - FMS No./N° VME

Unit Price Table cont.

Standing Offer, Electrical Services
St. Andrews Biological Station,
Saint Andrews, NB

PERIOD: One (1) Option Year

Item	Description	Unit of Measure	Estimated Quantity	Price/ Unit	Estimated Total Price
1	First Hour Service Calls, including travel time and all related expense and one person hour productive labour at the job site:				
a)	During Regular Hours - 0800 – 1700 Monday through Friday				
	• Licensed Electrician	Per call	50	\$ _____	\$ _____
	• 2 nd Year apprentice	Per call	50	\$ _____	\$ _____
b)	Outside Regular Hours Monday through Sunday including all day Saturday, Sunday and holidays				
	• Licensed Electrician	Per call	10	\$ _____	\$ _____
	• 2 nd Year apprentice	Per call	10	\$ _____	\$ _____
2	Subsequent Hours: Labour only in addition to item 1 above				
a)	During Regular Hours 0800 – 1700 Monday through Friday				
	• Licensed Electrician	Per hour	700	\$ _____	\$ _____
	• 2 nd Year apprentice	Per hour	700	\$ _____	\$ _____
b)	Outside Regular Hours Monday through Sunday including all day Saturday, Sunday and holidays				
	• Licensed Electrician	Per hour	50	\$ _____	\$ _____
	• 2 nd Year apprentice	Per hour	50	\$ _____	\$ _____
3	Allowance for material, replacement parts, required permits, certifications, assessments, special equipment and security at net cost, plus a markup of 10% applied to the net cost.	Allowance	N/A	N/A	\$10,000.00
	Total Estimated Amount (1st Option Year)				\$ _____

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

Solicitation No. - N° de l'invitation
EC645-161575/A
Client Ref. No. - N° de réf. du client
R.031325.001

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

Buyer ID - Id de l'acheteu
PWB013
CCC No./N° CCC - FMS No./N° VME

Unit Price Table – Summary

(One (1) year + One (1) option year)

Unit Price Table Summary	Total Price
One (1) year Standing Offer from date of issuance	\$ _____
One (1) Option Year	\$ _____
Total Cost (One (1) year Standing Offer + One (1) Option Year)	\$ _____

Solicitation No. - N° de l'invitation
EC645-161575/A
Client Ref. No. - N° de réf. du client
R.031325.001

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

Buyer ID - Id de l'acheteu
PWB013
CCC No./N° CCC - FMS No./N° VME

ANNEX "B"

CERTIFICATIONS PRECEDENT TO STANDING OFFER AWARD

1. Within seven (7) days of request from contracting authority and prior to award of Standing Offer Agreement, provide proof that Bidder has an account in good standing with the Provincial Workers Compensation Board/Commission.
2. Within seven (7) days of request from Contracting Authority and prior to award of the Standing Offer Agreement, Offeror must provide proof of \$2 Million General Liability Insurance as specified herein.
3. Within seven (7) days and prior to award of Standing Offer, the Offeror must provide documentation certifying that they have:
 1. Undertaken the successful completion of an EXTERNAL SAFETY AUDIT of their safety program or;
 2. Is enrolled/registered in a recognized "Safety Audit Program". This safety program must be successfully completed within six months of the award of the Standing Offer and must include certification of the successful completion of the External Safety Audit. This audit to be performed by an independent company/person qualified to conduct safety audits.

Buyer ID - Id de l'acheteur
PWB013
CCC No./N° CCC - FMS No./N° VME

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Solicitation No. - N° de l'invitation
EC645-161575/A
Client Ref. No. - N° de réf. du client
R.031325.001

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

Buyer ID - Id de l'acheteur
PWB013
CCC No./N° CCC - FMS No./N° VME

ANNEX "D" SECURITY REQUIREMENTS CHECK LIST



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

EO22720161575

Security Classification / Classification de sécurité
UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Public Works and Government Services Canada		2. Branch or Directorate / Direction générale ou Direction DM's office
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 Standing Offer for supply of Electrical Services for St. Andrews Biological Station		
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
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
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
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
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
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada

Solicitation No. - N° de l'invitation
EC645-161575/A
Client Ref. No. - N° de réf. du client
R.031325.001

Amd. No. - N° de la modif.

File No. - N° du dossier

Buyer ID - Id de l'acheteur
PWB013
CCC No./N° CCC - FMS No./N° VME



Government
of Canada

Gouvernement
du Canada

Contract Number / Numéro du contrat

EO22720161575

Security Classification / Classification de sécurité
UNCLASSIFIED

PART A (continued) / PARTIE A (suite)

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

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

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

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

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

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

Special comments:

Commentaires spéciaux :

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

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

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☒ No ☐ Yes
Non Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? ☒ No ☐ Yes
Non Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

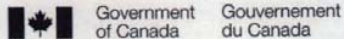
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Canada

Solicitation No. - N° de l'invitation
EC645-161575/A
Client Ref. No. - N° de réf. du client
R.031325.001

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

Buyer ID - Id de l'acheteur
PWB013
CCC No./N° CCC - FMS No./N° VME



Contract Number / Numéro du contrat

EO22720161575

Security Classification / Classification de sécurité
UNCLASSIFIED

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

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

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

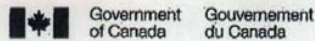
12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? ☒ No ☐ Yes
Non Oui

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

Solicitation No. - N° de l'invitation
EC645-161575/A
Client Ref. No. - N° de réf. du client
R.031325.001

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

Buyer ID - Id de l'acheteur
PWB013
CCC No./N° CCC - FMS No./N° VME



Contract Number / Numéro du contrat

EO22720161575

Security Classification / Classification de sécurité
UNCLASSIFIED

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

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

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Mattatall, Mary

Manager, Asset and Facilities Management

Telephone No. - N° de téléphone
902-498-5847

Facsimile No. - N° de télécopieur
902-498-5550

E-mail address - Adresse courriel
mary.mattatall@pwgsc.gc.ca

Date
2015/11/03

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

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Locas, Lucie

SO

Telephone No. - N° de téléphone
902-498-5630

Facsimile No. - N° de télécopieur
902-498-5077

E-mail address - Adresse courriel
lucie.locas@pwgsc.gc.ca

Date
2016/12/21

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

☒ No
Non ☐ Yes
Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

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

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Chrisoula Langis
Contract Security Division
Chrisoula.Langis@pwgsc.gc.ca
Tel/Tél - 613-941-4635 Fax - 613-954-4171

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date
Dec. 21/15

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada

Solicitation No. - N° de l'invitation
EC645-161575/A
Client Ref. No. - N° de réf. du client
R.031325.001

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

Buyer ID - Id de l'acheteur
PWB013
CCC No./N° CCC - FMS No./N° VME

ANNEX "E" SPECIFICATION

PUBLIC WORKS AND GOVERNMENT SERVICES CANADA (PWGSC)

ASSET AND FACILITIES MANAGEMENT SERVICES (AFMS)

ELECTRICAL SERVICES

STANDING OFFER AGREEMENT (SOA)

PWGSC	Standing Offer Agreement	Index
Atlantic Region	Electrical	

Description: Electrical Services - Standing Offer Agreement

Location: St. Andrews Biological Station
531 Brandy Cover Road
St. Andrews, New Brunswick
E5B 2L9

Departmental Representative: Information shall be issued at time of Award

INDEX

Section Title	Page
Definitions and Interpretations	1
1. General Requirements	3
2. Safety Requirements	9
3. Environmental Requirements	13
4. Electrical Requirements	15
5. Conduit, Conduit Fastenings and Conduit Fittings	16
6. Appendix "A" - Job Slip	18

Definitions and Interpretations

The following definitions apply to the work to be directed by the PWGSC Representative.

<u>Add</u>	Make an addition to.
<u>Adjust</u>	Bring components to a more effective relative position.
<u>Assemble</u>	To take apart and put together again.
<u>Balance Load</u>	To balance the three (3) phase and single phase circuits which enter (or leave) the main switchboards, by calculating new and existing loads accordingly.
<u>Breakdown Maintenance</u>	To perform repairs to damaged equipment due to failures.
<u>Check/Inspect</u>	View closely for dirt, foreign substance, lack of lubricant, wear, damage, tightness, tension, alignment, leaks, cracks, spalling, deformation, overloading and settings. Make a critical appraisal of equipment, component and parts' ability to fulfill their function to a high degree of efficiency.
<u>Clean</u>	Scrape, brush, flush and vacuum as required to remove dust, dirt and foreign matter.
<u>Departmental Representative</u>	The Public Works and Government Services Maintenance personnel who are responsible for addressing issues in the Facility, and are the contact for this contract.
<u>Energy Source</u>	Any electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other source of energy of potential harm to workers.
<u>Hot Work</u>	Hot Work includes any welding, cutting of material by use of torch or other open flame devices and grinding which produces sparks.
<u>Instruct</u>	Inform Departmental Representative of any new operating procedures. Demonstrate and explain purpose, benefit and method of implementing new procedures.
<u>Isolate</u>	To physically prevent the transmission or release of an energy source to machinery or equipment.
<u>Lubricate</u>	Apply oil or grease to joints between moving parts and joints between fixed and moving parts
<u>Measure</u>	To determine capacity or amount in standard units using an appropriate instrument. Measure condenser and evaporator pressure drop with differential pressure meter or "U" tube manometer. Measure motor overload with instrument approved by overload manufacturer.
<u>Paint</u>	Clean, prepare and paint surfaces to paint manufacturer's recommendations with paint and primer recommended by paint manufacturer for applicable surface and use.

PWGSC	Standing Offer Agreement	Definitions and Interpretations
Atlantic Region	Electrical	Page 2
<u>Predictive Maintenance</u>	To perform required repairs that have been declared in advance on the basis of observation, experience and/or scientific reasons.	
<u>Preventative Maintenance</u>	To inspect, test and recondition a system, in order to prevent failures, at regularly scheduled intervals in accordance with specific instructions.	
<u>Prove</u>	Operate and determine if operation procedures intended response.	
<u>Remove</u>	Take off or away from.	
<u>Repack</u>	Fill with packing again.	
<u>Repair</u>	Restore to a sound state.	
<u>Replace</u>	Restore by removing old components and replacing with new components.	
<u>Report</u>	To Departmental Representative on-site and include work report, results of inspection and proving, note problems encountered, services required, services performed and readings taken.	
<u>Request for Isolation</u>	Authorization form to be completed (PWGSC-TPSGC13). Equipment is to be isolated and re-energized using Procedures for Isolation Form (PWGSC-TPSGC12) following the written process for the correct sequence.	
<u>Shut Down</u>	Take out of service.	
<u>Start Up</u>	Return to service.	
<u>Tighten</u>	Securely fix in place.	
<u>Torque</u>	A predetermined amount of force (work measured in Newton metres) determined by a manufacturer and executed with the use of a torque wrench to turn a nut on a bolt, relating to specific equipment or system.	
<u>Treat</u>	Act upon with agent.	

1. **Scope of Work**
 - .1 Scope of work under this Standing Offer Agreement (SOA) includes but shall not be limited to the provisions of all labour, material, tools, supervision and equipment necessary for maintenance and repair of electrical systems and provide the services listed in items 3 and 4 of this section.
2. **Location**
 - .1 Work Site for this Standing Offer Agreement is:

St. Andrews Biological Station
531 Brandy Cove Road
St. Andrews, New Brunswick
E5B 2L9
3. **Emergency and Service Call ups**
 - .1 The Contractor shall maintain and provide PWGSC with current phone, fax and pager numbers to be able to provide response to requests for service from the Departmental Representative and/or the National Service Call Centre (NSCC) 1-800-463-1850 on a twenty-four (24) hour, seven (7) day per week basis. If the request for service is from the NSCC, the Contractor shall, immediately upon completion of the service, report back to the NSCC describing the action taken to correct the problem. The following Work Priorities and Response Times shall apply:
 - .1 **Emergency Priority**
A priority of "Emergency" is defined as a deficiency or breakdown that requires immediate attention to reduce the potential for damage and/or danger to the occupants, the general public, the environment or the facility. Maintenance identified to be of an emergency priority shall be responded to and reported on, without delay to the appropriate authority.
Standard Response Times -
Urban On-site **Max 1 hour**
 - .2 **Routine Priority**
A Priority of "Routine" is defined as essential maintenance requirements which shall be rectified at the earliest possible opportunity, within the standard response times noted. A routine priority is considered to be a deficiency or breakdown that will not impair current operations or pose any potential for damage and/or danger to the occupants, the general public, the environment and/or the facility.
Standard Response Times -
Urban On-site **24 Hrs**
4. **Contractor Responsibilities**
 - .1 The Contractor will advise the Departmental Representative of the telephone number at which he/she or his/her representative may be contacted at any time.
 - .2 The Contractor shall not refuse any call for service requested by the Departmental Representative and the time lapse between call out and start of work shall be as per Section 1, Item 3.
 - .3 Contractor prior to commencement of work, shall report to the commissionaires desk to log in.

- .4 The Contractor shall contact the Departmental Representative on the first working day following and "after normal working hours" emergency request for service to obtain a requisition number.
- .5 The Contractor, when requested by the Departmental Representative for an emergency service, will proceed to the site and repair or protect the system or equipment from further damage. When the system has been made safe, the Contractor shall provide, within one (1) working day, a detailed estimate to complete repairs and put the equipment in proper working order.
- .6 The work covered by this specification may include planned spring start-up and shut down maintenance service. Upon completion of each scheduled inspection, the Contractor will submit two (2) completed copies of Appendix "A", Job Slip-Electrical and two (2) completed copies of Contractor's own "Maintenance Service Report".
- .7 Service and/or repair to be provided on an "as and when requested" basis only.
- .8 On award of Standing Offer Agreement, the Contractor must provide names of personnel performing work on this contract complete with proof of their qualifications.
- .9 The Contractor must report to the site with a service vehicle which is well stocked with replacement parts to carry out repairs on the systems in use in these facilities.

5. Log Books

- .1 The Contractor shall complete all applicable log books outlining all work performed. Payment shall not be made if log book is incomplete.

6. Invoicing

- .1 Contractor shall submit "Job Slip-Electrical - Section 6, Appendix A" signed by the Departmental Representative with an invoice. No invoice will be considered for payment unless accompanied by signed Job slip-electrical as detailed in Section 6, Appendix "A".
- .2 Invoice must show:
 - .1 Standing Offer Agreement number
 - .2 Work location
 - .3 Date
 - .4 Requisition number
 - .5 Name of person who authorized call
 - .6 Hours broken down as per Unit Price Table
 - .7 Material net cost and % mark-up
 - .8 Trade person's name(s) and license number(s)
- .3 In the event of a dispute, the Contractor is to make any and all records available to the Department to substantiate time and/or materials spent on any one job.
- .4 The Contractor must submit a completed "Request For Isolation" form, when applicable before any invoice can be processed. (See Definitions and Interpretations.)

PWGSC		Standing Offer Agreement	Section 1
			General Requirements
Atlantic Region		Electrical	Page 5
	.5	All invoices for the fiscal year (April 1 - March 31) must be submitted for payment before 31 March of each year.	
7. Replacement Parts	.1	The Contractor is required to repair or replace worn or defective parts or complete components of the system(s) using only genuine manufacturer's replacement parts.	
	.2	Replacement parts by another manufacturer may be used with written permission from the Departmental Representative.	
	.3	Request direction from Departmental Representative prior to replacing any component.	
	.4	Maintain sufficient supply of replacement parts to prevent extended downtime. Defective parts shall be replaced within twenty-four (24) hours.	
	.5	When an equipment inventory numbering system exists, identify to the appropriate Departmental contact all pertinent data relative to the new piece of equipment upon installation.	
8. Work Schedule	.1	At each normal service call, the Contractor must have personnel on-site providing service continuously on every working day until the work is completed.	
9. Site Visits	.1	The Departmental Representative may, without prior notification, visit the site.	
10. Departmental Representative(s) Authorized Personnel	.1	The Contractor shall be notified, on award of the Standing Offer Agreement by the Departmental Representative, for a pre-job meeting.	
11. Codes and Legislative Requirements	.1	Execute the work to meet or exceed:	
	.1	Part II of the Canada Labour Code.	
	.2	Canada Occupational Safety and Health Section of Part II of the Canada Labour Code	
	.3	Canadian Environmental Protection Act	
	.4	Materials and workmanship must conform or exceed applicable standards of Canadian Government Specifications Board (CGSB), Canadian Standards Association (CSA), and American Society for Testing Materials (ASTM and referenced organizations).	
	.5	The Contractor can obtain addresses for codes and standards from Departmental Representative upon request.	
	.6	National Building Code of Canada	
	.7	The Canadian Electrical Code Part 1, CSA C22.1	
	.8	Contractor's "Electrical Safety Requirements" complete with lockout procedures.	
	.9	Workplace Electrical Safety, Z462.	
	.10	In the event of a conflict between any of the above codes or standards, the most stringent shall apply.	
	.11	These standards shall be considered an integral part of the specifications and shall be read in conjunction with the drawings and specifications. The Contractor shall be fully familiar with	

PWGSC	Standing Offer Agreement	Section 1
Atlantic Region	Electrical	General Requirements Page 6
their contents and requirements related to the work and materials specified.		
12. Licenses, Permits and Fees	.1	Provide the authorities having jurisdiction with all information requested.
	.2	Pay all fees and obtain certificates and permits required.
	.3	Furnish these certificates and permits when requested.
13. Taxes	.1	Pay applicable Federal, Provincial and Municipal taxes.
14. Meetings	.1	Attend meetings at site when notified by Public Works and Government Services Canada.
	.2	Pre-job meeting shall be scheduled within fourteen (14) days of contract award.
15. Personnel	.1	The Contractor will provide the Departmental Representative with a list of a minimum of three (3) journeymen working on PWGSC or other government department premises, complete with a copy of their valid New Brunswick Provincial Electrical Licenses, and will update the list immediately when any personnel changes occur.
16. Security Clearance	.1	The required security clearance level for this SOA is Reliability Status.
	.2	It is the Contractor's responsibility to initiate the security screening process required for the personnel. The Contractor shall not have access to the work site until the resources (i.e., "Personnel") have the necessary clearance.
	.3	The Canadian Industrial Security Directorate (CISD) of Public Works and Government Services Canada (PWGSC) is responsible for administering the Industrial Security Program in Canada.
	.4	The Contractor shall follow the instructions at the website: http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html This includes all necessary forms.
17. Examination	.1	Examine the existing conditions and determine those conditions affecting the work.
18. Existing Services	.1	Protect and maintain existing active services.
	.2	Connect to existing services with minimum disturbance to occupants and building operation.
	.3	Use existing services at no cost.
	.4	Use designated sanitary facilities.
	.5	Any shutdown to execute service or repair must first be approved by Departmental Representative or his/her designate. Normal working hours shall be construed as 0800 hours to 1700 hours, Monday through Friday, excluding holidays.
	.6	Ensure that capacity of services is adequate prior to imposing additional loads. Connecting and disconnecting is Contractor's expense and responsibility.
	.7	

PWGSC	Standing Offer Agreement	Section 1
Atlantic Region	Electrical	General Requirements Page 7
	.8	Inform the Departmental Representative immediately of any code violations or required repairs which could pose a hazard to employees or building occupants. When connecting to or disconnecting from an existing electrical system, ensure of a balanced load upon completion of work.
19. Cleaning	.1	Maintain work area free of accumulated waste and rubbish.
	.2	Remove and dispose of debris, used and obsolete material on a daily basis.
	.3	Remove grease, dust, dirt, stains, fingerprints and other foreign materials from sight-exposed interior and exterior finished surfaces affected by SOA work.
20. Cutting, Fitting and Patching	.1	Cut, fit and patch where required for work under this contract. Make good all disturbed surfaces to original condition.
21. Co-ordination and Protection	.1	Execute work with minimum disturbance to occupants, public and normal use of building. Make arrangements with Department to facilitate execution of work. Maintain all egress routes at all times during execution of work.
	.2	Movement of office furniture is the Contractor's responsibility.
	.3	Furniture including desks, file cabinets, shelving units, chairs, and cabinets which are moved because of the work requirements will be moved back at the end of each work day.
	.4	Asbestos assessment drawings, where available, are to be referenced before any interior finished surfaces is disturbed and protect existing work from damage.
	.5	Where necessary, cover all building contents, materials and fittings in work areas prior to commencing work, remove covers on completion of work.
	.6	Obtain Departmental Representative's approval before cutting, boring or sleeving load bearing members.
	.7	All possible safety precautions are to be taken to ensure the protection of employees, occupants and the general public during the course of the work.
	.8	Obtain Departmental Representative's approval prior to isolating any security, monitoring or audible alerting devices.
	.9	In the event the Fire Alarm System has to be isolated due to ongoing work by the Contractor, a trained sentry / rounds person will be employed to carry out the functions of fire watch until such time as the system is restored.
22. Work Done by Other Means	.1	This Standing Offer Agreement does not create an exclusive right of the Contractor to perform all work which might be required. The Department reserves the right to have any work done by other means.

PWGSC	Standing Offer Agreement	Section 1
Atlantic Region	Electrical	General Requirements Page 8
23. Workmanship	.1	All equipment panels and control covers must be replaced and properly fitted utilizing all fastening screws and/or bolts according to equipment design. All workmanship is subject to inspection and approval.
	.2	All work deemed unsatisfactory by the Departmental Representative will be redone/replaced at no extra cost to the Department.

1. Compliance Requirements

- .1 Comply with the Canada Labour Code Part II and the Canada Occupational Health and Safety Regulations.
- .2 Comply with the Provincial Occupational Health and Safety Act and supporting Occupational General Safety Regulations as amended from time to time.
- .3 Observe and enforce construction safety measures required by the following statutes and authorities:
 - .1 The National Building Code of Canada, Part 8.
 - .2 The National Fire Code of Canada.
 - .3 Provincial Workers Compensation Board.
 - .4 Municipal Statutes and Ordinances.
 - .5 Workplace Electrical Safety, Z462
- .4 The Contractor and his/her personnel must adhere to the Federal Government 'NO SMOKING' Policy while in Federal facilities and/or Scent Free Policy if applicable.

2. Submittals

- .1 Prior to Award Contractors must provide (within seven (7) calendar days after closing) documentation certifying the Contractor has:
 - .1 Undertaken the successful completion of an EXTERNAL SAFETY AUDIT of their safety program or; is enrolled/registered in a recognized "Safety Audit Program". This safety program must be successfully completed within six months of the award of the Standing Offer and must include certification of the successful completion of the External Safety Audit. This audit to be performed by an independent company/person qualified to conduct safety audits.
 - .2 A letter of good standing from Worker's Compensation Board.
 - .3 Signed statement by Owner of company that the company will maintain Worker's Compensation Board coverage for the life of the Standing Offer Agreement (SOA) / Service Contract (SC), including sub-contractor.
 - .4 Before Work Begins - Contractor must provide:
 - .1 The Contractor has prepared, through risk assessment, a site-specific health and safety management plan.

3. Training

- .1 Before Work Begins Contractors are to provide documentation:
 - .1 Safe operation of tools and equipment.
 - .2 Proper use and maintenance of personal protective equipment (PPE).
 - .3 Safe work practices and procedures for their given work tasks or function.
 - .4 Site conditions and minimum site safety rules.

4. Disciplinary Procedures for Safety Violations

- .1 Contractors shall have their own written disciplinary procedures for violation or non-compliance of work site safety rules and regulations.
- .2 Contractor shall immediately address and correct any health and safety violations and non-compliance issues.
- .3 Disciplinary Procedures applied by PWGSC Departmental Representative for non-compliance and safety violations shall be as follows:

- .1 **First Violation:** Verbal warning issued to the Contractor for the first violation of a safety regulation, rules, policy and procedures. (Violation will be documented on SOA file, copy to Contractor and PWGSC.)
- .2 **Second Violation:** Written warning to Contractor for second violation of a safety regulation, rules policy and procedures. (Violation will be documented on SOA file, copy to Contractor and PWGSC).
- .3 **Third Violation:** A third violation of a safety regulation, rules, policy and procedures may result in the termination of the SOA with a recommendation to the Contracting Authority that the Contractor be denied access to future SOA/SC(s). (Documented to SOA file, copies to Contractor and PWGSC).
- .4 **Serious Violation:** For a serious violation of safety regulations, rules, policies and procedures as deemed by a Regulator, Project Manager or Safety Officer, a recommendation will be made to the Contracting Authority to immediately terminate the SOA/SC(s). (Violation documented on SOA file, copies to Contractor and PWGSC).
- .5 **Charges Laid or Guilty Determination by Courts:** Infractions of safety regulations, rules, policy and procedures that result in charges being laid by a Regulator against the Contractor or the Contractor being found guilty by the courts may result in that Contractor being denied access to future SOA/SC(s).

5. Asbestos

- .1 Within the confines of the site, the provision of products containing fibrous asbestos materials is prohibited.
- .2 Demolition or disturbance of spray or trowel-applied asbestos can be hazardous to health. Should material resembling spray or trowel-applied asbestos be encountered in course of work, stop work and notify Departmental Representative immediately. Do not proceed until written instructions have been received from Departmental Representative.

6. Fastening Devices Explosive Actuated

- .1 Explosive actuated devices shall not be used, until approved by Departmental Representative.

7. Hot Work

- .1 All hot work activity, as defined in "Definitions and Interpretations" of this specification, is to take place with written permission from the Departmental Representative (Hot Work Permit).
- .2 The ventilation system in the area of any Hot Work activity is to be isolated to prevent migration of fumes/smoke and to reduce any possible spread of fire to other areas of the facility.
- .3 Contractor is to employ an employee trained in the use of fire extinguishers as fire watch during any Hot Work for a minimum of 60 minutes after activity has ceased.

8. Confined Spaces

- .1 All work in confined spaces will be carried out in compliance with the Canada Occupational Safety and Health Regulations, Part XI.
- .2 The Contractor is to provide and maintain all equipment as required by any person to enter and/or perform work in a safe manner, in

PWGSC	Standing Offer Agreement	Section 2
Atlantic Region	Electrical	Safety Requirements Page 11
	compliance with the Canada Occupational Safety and Health Regulations, Part XI.	
	.3	The Contractor is to provide and maintain training as required by the Canada Occupational Safety and Health Regulations, Part XI.
	.1	The Contractor and/or his/her employees shall provide proof of training and qualifications when requested by the Departmental Representative.
	.4	The Contractor is to provide the Departmental Representative with a copy of an "Entry Permit" for each and every entry into the confined space to ensure compliance with the Canada Occupational Safety and Health Regulations, Part XI.
	.5	The Contractor is to have a hazard assessment of the confined space performed.
	.1	The Contractor is to provide the Departmental Representative with a copy of the hazard assessment.
9. Fall Protection	.1	All work carried out above the mandatory height restrictions, from unguarded structure or vehicle and/or from ladders, staging and scaffolding, will be done in compliance with the Canada Occupational Safety and Health Regulations, Part XII, Section 12.10.
	.2	The components of a fall protection system shall meet the standards as outlined in the Canada Occupational Safety and Health Regulations, Part XII, Section 12.10 (2).
	.3	The Contractor is to ensure fall protection equipment is maintained, inspected and tested by a qualified person as required by the Canada Occupational Safety and Health Regulations, Part XII, Section 12.3.
10. Safety Plan	.1	The Contractor shall provide a copy of their company's Occupational Health and Safety Policy and Program. It shall meet the requirements of the Provincial Occupational Health and Safety Acts. The Departmental Representative shall advise the Contractor where the Federal Standards apply.
	.2	The Contractor shall perform site hazard assessments to establish site specific safe work practices/procedures for the safety and well being of their employees. Copies shall be made available to Departmental Representative upon request.
	.3	All copies of the formal Hazard Assessments conducted by the Contractor throughout the duration of the work shall be retained and made available to the Departmental Representative immediately upon request.
	.4	It is the Contractor's responsibility to be familiar with all applicable Safety Acts, Regulations, Codes and SOA requirements. These must be identified and addressed in the Safety Plan, by identifying Standard Operating Procedures (SOP) and safe work practices (SWP) which incorporate clear and specific control measures, applicable rules, procedures and practices, all of which shall become mandatory.

PWGSC	Standing Offer Agreement	Section 2
		Safety Requirements
Atlantic Region	Electrical	Page 12
	.5	Post the Safety Plan at a common location on the site visible to all workers and persons accessing the site. Ensure that all employees, including sub-contractor's personnel, are advised of such Safety Plan and of the posted location.
	.6	The Contractor shall ensure all workers and authorized persons entering the work site are notified of and abide by the posted Safety Plan, safety rules, procedures, safe work practices and applicable Safety Acts, Regulations, and codes. Any non-compliant person shall be subject to disciplinary procedures.
	.7	Shall ensure that all applicable personal protective equipment (PPE) is used.
	.8	The Departmental Representative shall coordinate arrangements for the Contractor to be briefed on site safety within fourteen (14) days of award of Standing Offer Agreement.
11. Product Approvals	.1	The Contractor shall ensure that all controlled products used in the performance of the work are classified and labeled according to the Workplace Hazardous Materials Information System (WHMIS).
	.2	The Contractor shall submit for approval the Material Safety Data Sheets (MSDS) for all controlled products that will be used in the performance of this work.
	.3	No controlled products are to be brought on-site without prior approved Material Safety Data Sheets (MSDS).
	.4	Material Safety Data Sheets (MSDS) to remain on-site at all times.
12. Lockouts	.1	Prepare Lockout Procedures in writing. Describe safe work practices, work function and sequence of activities to be followed on site to safely isolate all potential energy sources and lockout/tag out facilities and equipment.

PWGSC		Standing Offer Agreement	Section 3
Atlantic Region		Electrical	Environmental Requirements Page 13
1. Environmental	.1	All work is to be performed in accordance with the Federal Environmental Protection Act and the Provincial Environmental Acts and Regulations.	
2. Disposal of Wastes	.1	Do not bury rubbish and waste materials on site unless approved by Departmental Representative.	
	.2	Do not dispose of waste or volatile materials, such as mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers.	
3. Drainage	.1	Provide temporary drainage and pumping as necessary to keep excavations and site free from water.	
	.2	Do not pump water containing suspended materials into waterways, sewer or drainage systems.	
	.3	Control disposal or runoff of water containing suspended materials or other harmful substances in accordance with local authority requirements.	
4. Site Clearing and Plant Protection	.1	Protect trees and plants on site and adjacent properties where indicated.	
	.2	Wrap in burlap, trees and shrubs adjacent to construction work, storage areas and trucking lanes, and encase with protective wood framework from grade level to height of 2 m.	
	.3	Protect roots of designated trees to drip line during excavation and site grading to prevent disturbance or damage. Avoid unnecessary traffic, dumping and storage of materials over root zones.	
	.4	Minimize stripping of topsoil and vegetation.	
	.5	Restrict tree removal to areas indicated or designated by Departmental Representative.	
5. Work Adjacent to Waterways	.1	Do not operate construction equipment in waterways.	
	.2	Do not use waterway beds for borrow material.	
	.3	Do not dump excavated fill, waste material or debris in waterways.	
	.4	Design and construct temporary crossings to minimize erosion to waterways.	
	.5	Do not skid logs or construction materials across waterways.	
	.6	Avoid indicated spawning beds when constructing temporary crossings of waterways.	
	.7	Do not blast under water or within 100 m of indicated spawning beds.	
6. Pollution Control	.1	Maintain temporary erosion and pollution control features installed under this SOA.	

- .2 Control emissions from equipment and plant to local authorities emission requirements.
- .3 Prevent sandblasting and other extraneous materials from contaminating air beyond application area, by providing temporary enclosures.
- .4 Cover or wet down dry materials and rubbish to prevent blowing dust and debris. Provide dust control for temporary roads.

7. Open Fire

- .1 Fires on site are not permitted.

1. Journeyperson Electrician

- .1 The journeyperson electrician shall:
- .1 Carry out and assist in various types of building electrical maintenance as requested by Public Works and Government Services Canada. Maintenance types defined in Definitions and Interpretations section.
 - .2 Relocate, install or repair electrical equipment; such as, but not limited to, lighting fixtures, receptacles, relays, pac poles, writing runs, panels, breakers, portable equipment, or any other electrical requirements requested by Public Works and Government Services Canada; such as, testing, calibrating, programming or electrical measurements.
 - .3 Inform the Departmental Representative of any "phase unbalance" (voltage or current) produced by new or additional equipment in a new or existing system. Carry out adjustments and record results.
 - .4 Produce a minimum of three (3) journeymen valid Electrical New Brunswick Provincial certificates and permits upon request of the Departmental Representative.
 - .5 PWGSC shall, at any time during the life of the SOA, ask for personnel to show proof of valid NB electrical journeyman certificates.
 - .6 Instruct the Departmental Representative on site of any new operating procedures when installing or modifying new or existing equipment.
 - .7 Inform the Departmental Representative when electrical repairs, renovations, alterations and installations require updated operating procedures, schematics, electrical single-line drawings and related documents.
 - .8 Shall immediately inform the Departmental Representative of any unsafe situations or conditions related to the work site.

PART 1 - GENERAL	.1	Materials to new, CSA certified, and manufactured to standard quoted, where applicable.
PART 2 - PRODUCTS	.1	Conduit: Flexible metal conduit: to CSA C22.2 No. 56-1977.
	.2	Electrical Metallic tubing: to CSA C22.2 No. 18-1992.
	.3	Conduit Fittings: Fittings for raceways: to CSA C22.2 No. 18-1992
PART 3 - EXECUTION	.1	Minimum size conductors for branch circuit wiring shall be #12 RW 90, X-link.
3.1 Installation Guidelines	.2	E.M.T. and RW 90 conductors to be installed for branch circuit wiring. No BX cable allowed.
	.3	All E.M.T. and flexible conduit to have #14 insulated green ground wire minimum.
	.4	All E.M.T. to have steel set screw couplings and connectors. (No cast).
	.5	Flexible conduit and #12 RW 90 conductors to be installed as fixture drops from junction boxes. No BX cable allowed. Over 1.5 metres use ½" flex.
	.6	All new circuits to be colour-coded and numbered at breakers, junction boxes and wiring devices. Include panel number and circuit number on each conductor.
	.7	No splices allowed inside panel boards (distribution, power and lighting).
	.8	Panel Directories are to be brought up to date with each new circuit change or installation.
	.9	All electrical repairs, renovations, alterations and installations are recorded, as required, and that all operating procedures, schematics, electrical single line drawings and related documents are promptly updated upon completion of the work.
	.10	Receptacles to be nylon faced, specification grade: Type: Hubbell 5252. Other manufacturer's #5262.
	.11	Switches to be nylon faced, specification grade: Type: Hubbell 1201 - 15 ampere or equal Hubbell 1221 - 20 ampere or equal
	.12	Any replacement or new installation of fluorescent fixtures is to contain energy saving ballasts and lamps: Type: Surface-mounted - CFI = Director-2 series with Halophane lens or equal. Recessed - CFI - Prismalyte lens or equal. Electronic Ballast Type - Advance Rapid Start or EBT Instant Start, or equal. Lamp Type - 32 Watt, 3500 K, T-8, G.E., or equal.
3.2 Installation	.1	Note: BX and PVS not acceptable

- .2 Flexible metal conduit runs shall not exceed 1.5 metres.
- .3 Install separate ground wire in E.M.T.
- .4 Lugs, terminals, screws used for termination of wiring to be suitable for copper conductors.
- .5 Minimum acceptable size wire to be used is #12 AWG copper conductors.

JOB SLIP
ELECTRICAL

Requisition # _____ **Location** _____
Date _____

Description of Work*:

WORK TIME

Start Time:	
Completion Time:	
No. of Persons:	
Provincial License #:	
Material Cost:	
Grand Total:	

Signed by:

Contractor's Signature (or his/her designate)

Departmental Representative's Signature

- Include nature of problem, cause of problem and corrective action taken.
- Use separate job slip for each day.

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 Contractor hereby certifies the following:

In order to help meet demand for skilled tradespeople, the Contractor agrees to use, and require its subcontractors to use, reasonable commercial efforts to hire and train registered apprentices, to strive to fully utilize allowable apprenticeship ratios¹ and to respect any hiring requirements prescribed by provincial or territorial statutes.

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

ANNEX “F”

Voluntary Certification to Support the Use of Apprentices (cont.)

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

Name:

Signature:

Company Name:

Company Legal Name:

Solicitation Number:

Optional information to provide:

Number of apprentices planned to be working on this contract: