

RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

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

Request For a Standing Offer Demande d'offre à commandes

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

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

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

Comments - Commentaires

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

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

Title - Sujet Asphalt, Road, and Parking Lot Repa	
Solicitation No. - N° de l'invitation W0127-16LP23/A	Date 2016-02-25
Client Reference No. - N° de référence du client DND W0127-16LP23	GETS Ref. No. - N° de réf. de SEAG PW-\$PWU-107-10710
File No. - N° de dossier PWU-5-38289 (107)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-03-22	Time Zone Fuseau horaire Mountain Daylight Saving Time MDT
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Anthony, Mary	Buyer Id - Id de l'acheteur pwu107
Telephone No. - N° de téléphone (780)237-7582 ()	FAX No. - N° de FAX (780)497-3510
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE EDMONTON GARRISON STN FORCES P.O.BOX 10500 EDMONTON Alberta T5J4J5 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

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SUPPORT THE USE OF APPRENTICES

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

INTEGRITY PROVISIONS : Important changes have been made to the Integrity Provisions as of July 3rd 2015.
See 01, Integrity Provision – Offer, of 2006 Standard Instructions - Request for Standing Offers for more information.

PART 1 - GENERAL INFORMATION

1. Introduction

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

Part 1, General Information: provides a general description of the requirement;

Part 2, Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;

Part 3, Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;

Part 4, Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, if applicable, and the basis of selection;

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

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

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

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

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

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

2. Summary

The Department Of National Defence, Edmonton, Alberta has a requirement for the establishment of a Standing Offer for Asphalt / Gravel Roadways & Parking Lots Maintenance & Repairs.

Work under this standing offer comprises the furnishing of all labour, materials, equipment, tools, supervision and transportation necessary to repair hot mixed asphaltic concrete (HMAC) and / or gravel surfaced roads, runways, ramps and parking areas at Edmonton Garrison, including 7 Canadian Forces Supply Depot (7CFSD) and satellite locations, Cardiff transmitter site & Riverbend receiver site.

The General Scope of Work:

- Excavation of paved / gravel surfaces showing base failure, deteriorated surfaces and potholes, and the rebuilding with additional granular aggregate, compaction and / or repaving with HMAC.
- Re-leveling of low areas designated by the Contract Inspector with hot mix asphaltic concrete or gravel.
- Preparation and sealing of random cracks.
- Cleaning / sweeping of streets and parking lots of sand and debris as requested.
- Areas for repair will be designated by the Contract Inspector. The Contractor is advised that the specified pavement / gravel repairs are scattered throughout the whole areas specified and are not concentrated in a few locations. Scopes will vary from minor pot hole repair and skin patching to large rebuilding and overlay.
- Scheduling of work will be arranged between Contractor and Engineer.

It is anticipated that only one (1) firm will be issued a standing offer. The standing offer will be issued from (estimated May 1, 2016) to April 30, 2019.

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

There is a security requirement associated with this requirement. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7A - Standing Offer. Offerors should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" document " (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) on the Departmental Standard Procurement Documents Web site.

This procurement contains MANDATORY requirements. See Parts 4 and 5 of the Request for Standing Offer (RFSO) for details.

This procurement contains an OPTIONAL SITE VISIT. See PART 2 - STANDING OFFER - INSTRUCTIONS TO OFFERORS, 6. Optional Site Visit of the Request for Standing Offer (RFSO) for details.

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

3. Health & Safety Requirements

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

4. Debriefings

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

5. Security Requirement

There is a security requirement associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses.

PART 2 - STANDING OFFER - INSTRUCTIONS TO OFFERORS

1. Standard Instructions, Clauses and Conditions

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

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

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

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

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

2. Submission of Offers

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

2.1 Revision of Offer:

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

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

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

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

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

2.2 Firm Price and/or Rates:

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

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

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

2.5 Incomplete Offers: Incomplete offers may be rejected.

2.6 Taxes

The offeror is responsible for all applicable taxes.

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

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

2.7 Performance Evaluation

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

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

3. Enquiries - Request for Standing Offers

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

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

4. Applicable Laws

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

5. Public Works and Government Services Canada Apprentice Procurement

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

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

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

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

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

If you accept fill out and sign Appendix 2.

** The journey-person-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.*

6. Site Visit - Optional

It is recommended that the Offeror or a representative of the Offeror visit the work site. Arrangements have been made for a tour of the work site. The site visit will be held on Tuesday, March 8, 2016 at 10:00 am, at 3 CDSG Engineering Services Edmonton, Building 177, Rhine Road, CFB Edmonton. Offerors are requested to communicate with the Standing Offer Authority via e-mail at mary.anthony@pwgsc-tpsgc.gc.ca, five (5) day(s) before the scheduled visit to confirm attendance and provide the name(s) of the person(s) who will attend. Offerors may be requested to sign an attendance form. Offerors who do not attend or send a representative will not be given an alternative appointment but they will not be precluded from submitting an offer. Any clarifications or changes to the Request for Standing Offers resulting from the site visit will be included as an amendment to the RFSO.

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. General

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

2. Offer Preparation Instructions

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

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

Section II: Certifications (1 hard copy)

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

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

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

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

Section I: Financial Offer

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

Section II: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.
- (c) Offers shall be evaluated on the basis of the lowest compliant offer being recommended for issuance of a Standing Offer.

1.1 Evaluation

1.1.1 Mandatory Criteria

a) MANDATORY REQUIREMENTS - Required as part of the Offer

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

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

- i. Requisite certificates or licenses identified in the RFSO (eg: Journeyman Tickets) must be submitted in accordance with Part 5.
- ii. Former Public Servant Certification
- iii. Health & Safety Requirements
- iv. Code of Conduct Certifications (see Part 5 – Certifications)
- v. Insurance
- vi. Proof of Financial Capability – upon request
- vii. Security Requirements

2.2. Financial Evaluation

- 1.2.1 Price Schedule - A rate must be entered for each item.
- 1.2.2 Offers retained pursuant to Part 4, will be evaluated on the basis of the total estimated amount quoted, GST/HST extra. It is anticipated that one standing offer will be issued to the lowest compliant offeror.

2. Basis of Selection

2.1 Basis of Selection - Lowest Evaluated Price

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

3. Ranking

- 3.1 Only 1 firm will be issued a standing offer.
- 3.2 The firm submitting the lowest total aggregate price compliant submission will be issued a Standing Offer.

PART 5 – CERTIFICATIONS

Offerors must provide the required certifications and associated 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 in carrying out any of its obligations under any resulting contracts, if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly 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 may render the Offer non-responsive, may result in the setting aside of the Standing Offer or constitute a default under the Contract.

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

1.1 Code of Conduct and Certifications - Related documentation

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

2. Additional Certifications Precedent to Issuance of a Standing Offer

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

2.1 Requisite Certificates

Requisite certificates or licenses identified in the RFSO (eg: Journeyman Tickets) must be submitted upon request including all appendices.

2.2 Health & Safety Requirements - per attached Annex C.

2.3 Insurance, (Annex F - Insurance Certificate)

2.4 Former Public Servant – Competitive Requirements M3025T (2016-01-28)

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.

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

2.6 Security Requirement – per article 1 of Part 6.

PART 6 –SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

1. Security Requirement

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

2. Financial Capability

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

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

3. Insurance Terms

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

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

Certificate of Insurance attached at Annex F.

1) Insurance Contracts

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

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

2) Period of Insurance

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

3) Proof of Insurance

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

4) Insurance Proceeds

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

5) Deductible

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

PART 7 - CLAUSES & CONDITIONS

PART 7(A) - STANDING OFFER

1. Offer - attached at Annex E

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

2. Security Requirement

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

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

3. Standard Clauses and Conditions

- 1) .1 General Conditions - Standing Offer, 2005 (2015-09-03)
- 2) The documents identified by title, number and date in paragraph 1) are incorporated by reference and are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Web site: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R>

4. Term of Standing Offer

4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from (estimated May 1, 2016) to April 30, 2019.

5. Authorities

5.1 Standing Offer Authority

The Standing Offer Authority is:

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

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

5.2 Project Authority

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

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

6. Identified users

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

7. Call-up Procedures

1. Best Standing Offer: the offer that provides best value lowest prices will be retained.
2. The Project Authority will establish the scope of work to be performed by the successful firm and negotiate the level of effort required to perform the work based on the hourly rates contained in the Standing Offer.

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8. CALL-UP INSTRUMENT

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

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

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

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

Work description - Description des travaux

☐

Certified pursuant to subsection 32 (1) of the Financial Administration Act
Certifié en vertu du paragraphe 32 (1) de la Loi sur la gestion des finances
publiques

Signature ☐Date ☐

Departmental Representative - Représentant du ministère

Signature ☐Date ☐

9. Limitation of Call-ups

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

10. Priority Documents

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

- a) the call up against the Standing Offer, including any annexes and any amendments;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2015-09-03), General Conditions - Standing Offers - Goods or Services
- d) any amendment or variation in the Standing Offer that is made in accordance with the terms and conditions of the Standing Offer;
- e) the general conditions dated and listed in Part 7B, Resulting Contract Clauses;
- f) the Supplemental conditions;
- g) Annexes:
 - Annex A, Statement of Work and any amendment to the solicitation document incorporated in the Standing Offer before the date of the Standing Offer;
 - Annex B, Basis of Payment;
 - Annex C, Health & Safety Requirements – Alberta;
 - Annex D, Periodic Usage Report Form;
 - Annex F, Insurance;
 - Annex G; Voluntary Report for Apprentices Employed During the Contract;
 - Annex H: Security Requirements Checklist (SRCL).
- h) the Offeror's offer Annex E, dated _____ (insert date of offer);

11. Certifications

Compliance

Compliance with the certifications provided by the Offeror is a condition of authorization of the Standing Offer and subject to verification by Canada during the term of the Standing Offer and of any resulting contract that would continue beyond the period of the Standing Offer. In the event that the Offeror does not comply with any certification or it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

12. Applicable Laws

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

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

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

14. Estimates

Where an estimate of the cost of performing specific work is required, the Identified User will provide the Offeror with a statement of the work required and the Offeror must provide the Identified User with an estimate of the cost of performing the specified work in accordance with the pricing provision of the Standing Offer. The Offeror must not

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undertake any of the specified work unless and until a call-up is issued by the Identified User. The estimated cost stated in the call-up must not be exceeded without the specific written authorization of the Identified User.

15. Offeror Contact Information

(to be completed by the bidder at time of bid submission)

Name:

Title:

Legal and Operating Company Name:

Procurement Business Number:

Address:

Telephone:

Facsimile:

E-mail address:

PART 7 (B) - RESULTING CONTRACT CLAUSES

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

(i)	GC1 General Provisions	R2810D	(2015-07-09);
(ii)	GC2 Administration of the Contract	R2820D	(2016-01-28);
(iii)	GC3 Execution and Control of the Work	R2830D	(2015-02-25);
(iv)	GC4 Protective Measures	R2840D	(2008-05-12);
(v)	GC5 Terms of Payment	R2550D	(2016-01-28);
(vi)	GC6 Delays and Changes in the Work	R2865D	(2016-01-28);
(vii)	GC7 Default, Suspension or Termination of Contract	R2870D	(2008-05-12);
(viii)	GC8 Dispute Resolution	R2884D	(2016-01-28);
(ix)	GC10 Insurance	R2900D	(2008-05-12);
 - (c) Supplementary Conditions;
 - (d) Allowable Costs for Contract Changes Under GC6.4.1 R2950D (2015-02-25);
 - (e) Any amendment issued or any allowable bid revision received before the date and time set for solicitation closing;
 - (f) Any amendment incorporated by mutual agreement between Canada and the Contractor before acceptance of the bid; and
 - (g) Any amendment or variation of the contract documents that is made in accordance with the General Conditions.
- 2) The documents identified by title, number and date in paragraph 1) are incorporated by reference and are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Website: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R>
- 3) The language of the contract documents shall be the language of the Bid and Acceptance Form submitted.
- 4) A contract is formed between Canada and the Offeror only when a Call-up duly signed is issued by the Departmental Representative and accepted by the Offeror*. The Offeror shall then be referred to as "the Contractor" and the Contract includes the Offer, the Specifications referred to in the Unit Price Schedule, the General Conditions, and the Call-up.

5) Interpretation

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

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

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

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

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

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

SUPPLEMENTAL CONDITIONS

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

1.1. T1204 - Direct Request by Customer Department

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

1.2. Periodic Reports

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

SC02 TERM OF CONTRACT

2.1 Period of the Contract

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

SC03 PAYMENT

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

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

GC5.4 Payment

.1 Terms of Payment

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

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

- (a) the amount of the progress payment being claimed for Work satisfactorily performed excluding GST/HST;
- (b) the amount for any tax calculated (GST/HST) in accordance with the applicable federal tax legislation; and
- (c) the total amount which shall be the sum of the amounts referred to in (a) and (b) above.

3. The amount of the tax shown on the invoice shall be paid by Canada to the Contractor in addition to the amount of the progress payment for Work satisfactorily performed.
4. If, within 15 days of receipt of the invoice, additional information is requested by the Departmental Representative for the purpose of verification, the 30 day payment period shall commence upon receipt of the requested information. Payment shall be made prior to or on the thirtieth (30) day after receipt of the corrected invoice or the required information.
 - .1 Any monthly progress payment made to the Contractor may be subject to a 10% holdback which shall be released to the Contractor with the final payment unless the amount held back is required by Canada to remedy any defect in the Contractor's work.
 - .2 Where the duration of the Work identified in a call-up is equal to or less than thirty (30) days, the Contractor may receive a single payment as full consideration for the Work performed.
5. Upon completion of the Work in the progress claim, the Contractor maybe requested to provide a completed and signed statutory declaration containing a declaration that, up to the date of the progress claim, the Contractor has complied with all lawful obligations with respect to the Labour Conditions and that, in respect of the Work, all lawful obligations of the Contractor to its Subcontractors and Suppliers, referred to collectively in the declaration as "subcontractors and suppliers", have been fully discharged before any further payment is made.
6. Upon written notice by a Sub-Contractor, with whom the Contractor has a direct contract, of an alleged non payment to the Sub-Contractor, the Departmental Representative may provide the Sub-Contractor with a copy of the latest approved progress payment made to the Contractor for the Work.
7. Upon the satisfactory completion of all Work, the amount due, less any payments already made, shall be paid to the Contractor not later than thirty (30) days after receipt of a properly submitted invoice, and upon request, with a Statutory Declaration in accordance with paragraph 5 above.

3.2 Basis of Payment - see Annex B

3.3 Limitation of Price

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

3.4 Supplemental Invoicing Instructions

- .1 Invoices
 - .1 Invoices shall be submitted with five (5) working days of completion of work.
 - .2 All invoices submitted for payment shall show:
 - .1 Construction Engineering Work Order Number,
 - .2 Construction Engineering File Number,
 - .3 Requisition Number, DSS 942 (Requisition on Contract),
 - .4 Public Works and Government Services Canada (PWGSC) Standing Offer Number, and
 - .5 same address as on PWGSC contract.
 - .3 Invoices are to include a breakdown as follows:
 - .1 Hourly rate per the Offer and hours of work for each tradesperson.
 - .2 An itemized list of materials used, by cost, shall be shown on all invoices submitted for payment.
 - .3 Extended total.
 - .4 Good and Services Tax (GST/HST) shall be shown as a separate item.
 - .5 Where subcontracting is involved a copy of subcontractor's invoice shall accompany the invoice against the requisition.
 - .6 Where discount or markup is applicable, indicate separately.

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- .4 Invoices submitted for payment against this contract that are not properly identified will be returned to the Contractor for proper annotation before certification for payment is made.

ANNEXES

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

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ANNEX A
STATEMENT OF WORK (SOW)

See attached

ANNEX B BASIS OF PAYMENT

.1 Basis of Payment

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

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

.1 Unit Rates

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

See attached Annex E, Offer, 4. Prices, for details

ANNEX C

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

1. SPECIAL INSTRUCTIONS TO BIDDERS (SI):

WCB AND SAFETY PROGRAM

1.1 The recommended Bidder shall provide to the Contracting Authority, prior to Standing Offer issue:

- 1.1.1 a Workers Compensation Board Premium Rate Statement - Alberta, or equivalent documentation from another jurisdiction;
- 1.1.2 a Workers Compensation Board letter of good standing, also listing covered Directors, Principals, Proprietor(s) or Partners who will be or who are anticipated to be present on the work site(s), or equivalent documentation from another jurisdiction; and
- 1.1.3 a Certificate of Recognition (COR) or Registered Safety Plan (RSP). A health and safety policy and program, as required by other provincial/territorial Occupational Health and Safety Acts, will be acceptable in lieu of a COR or RSP.

1.2 The recommended Bidder shall deliver all of the above documents to the Contracting Authority on or before the date stated (usually 3-5 days after notification) by the Contracting Authority. Failure to comply with the request may result in the bid being declared non-compliant.

2. SUPPLEMENTARY CONDITIONS (SC):

Workplace Safety and Health

1. EMPLOYER/PRIME CONTRACTOR

1.1 The Contractor shall, for the purposes of the Occupational Health and Safety Act, Alberta, and for the duration of the Work:

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

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

2. SUBMITTALS

2.1 The Contractor shall provide to Canada:

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

2.1.2.2 a site specific Health and Safety Plan as requested.

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

3. LABOUR AUTHORITY CONTACT:

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

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

ALBERTA North

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

Telephone: 1(866) 415-8690

Email: All submissions are to be scanned and emailed to
whs@gov.ab.ca

**ANNEX D
PERIODIC USAGE REPORT FORM**

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

Return to:

Mary Anthony	Mary.anthony@pwgsc-tpsgc.gc.ca
<i>Name</i>	<i>Email Address</i>

at:

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

REPORT ON THE VOLUME OF BUSINESS

SUPPLIER: _____

REPORT FOR THE PERIOD ENDING: _____

Description of Work	Call-up #	TOTAL BILLING

NIL REPORT: We have not done any business with the federal government for this period. () [check off if applicable]

PREPARED BY:

NAME: _____

SIGNATURE: _____

TELEPHONE NO.: _____

ANNEX E OFFER

Description of Work:

Asphalt/Gravel Roadways & Parking Lots Maintenance & Repairs Standing Offer

Location: Edmonton and close proximity to Edmonton, Alberta

Various Projects - Department Of National Defence, Edmonton, Alberta

1. OFFER

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

2. GENERAL PROVISIONS

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

The Offeror agrees

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

- .6 A contract is formed between Canada and the Offeror only when a Call-up duly signed is issued by the Departmental Representative and accepted by the Offeror. The Offeror shall then be referred to as "the Contractor" and the Contract includes the Offer, the Specifications referred to in the Unit Price Schedule below, the General Conditions and the Call-up .
- .7 The estimated number of hours, the quantities of material and plant, and the amount of the Allowance for Unspecified material set out in the Unit Price Schedule are for the purpose of comparative evaluation of the offers and do not express an obligation on the part of Canada to order any or all of the work, material or plant listed therein.
- .8 The Offeror declares that no bribe, gift or benefit has been or will be paid, given, promised or offered directly or indirectly to any official or employee of Canada or to a member of the family of such person, with a view to influence the entry into or the administration of any contract which may result from this Offer.

3. FINANCIAL TERMS

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

- .2 travel time;
- .3 transportation/vehicle expenses;
- .4 tools and tackle;
- .5 overhead and profit;
- .6 any other incidental expenses other than supply of materials and replacement parts relating to the delivery of labour.

.3 It is considered that regular hours of work fall between 0730 and 1600 hours, Monday to Friday.

4. PRICES

The Offeror agrees that the following are the prices referred to in sections 2, General Provisions and 3, Financial Terms above:

4.1 Unit Price Schedules - Rates

SCHEDULE A) Initial Year – from estimated May 1, 2016 to April 30, 2017

Item	Description	Unit Price	Estimated Annual Usage	Estimated Total Price
01	Saw cutting per lineal meter	\$ _____ / lm	300 lm	\$ _____
02	Granular fill placed and compacted	\$ _____ / m3	300 m3	\$ _____
03	Removal of granular material and HMAC	\$ _____ / m3	500 m3	\$ _____
04	HMAC, placed and compacted: 50 mm	\$ _____ / m2	4000 m2	\$ _____
05	HMAC, placed and compacted: 75 mm	\$ _____ / m2	2000 m2	\$ _____
06	Crack filling per lineal meter	\$ _____ / lm	6500 lm	\$ _____
07	Routing & crack filling per lineal meter	\$ _____ / lm	2000 lm	\$ _____
08	Grinding asphalt (depth of 25 mm)	\$ _____ / m2	300 m2	\$ _____
09	Non shrinkable fill (fillcrete)	\$ _____ / m3	100 m3	\$ _____
10	Street/Parking lot sweeping	\$ _____ / m2	3000 m2	\$ _____
Sub-total A): Estimated Total Amount for Year 1 GST/HST Extra				\$ _____

SCHEDULE B) Year 2 – May 1, 2017 to April 30, 2018

Item	Description	Unit Price	Estimated Annual Usage	Estimated Total Price
01	Saw cutting per lineal meter	\$ _____ / lm	300 lm	\$ _____
02	Granular fill placed and compacted	\$ _____ / m3	300 m3	\$ _____
03	Removal of granular material and HMAC	\$ _____ / m3	500 m3	\$ _____
04	HMAC, placed and compacted: 50 mm	\$ _____ / m2	4000 m2	\$ _____
05	HMAC, placed and compacted: 75 mm	\$ _____ / m2	2000 m2	\$ _____
06	Crack filling per lineal meter	\$ _____ / lm	6500 lm	\$ _____
07	Routing & crack filling per lineal meter	\$ _____ / lm	2000 lm	\$ _____
08	Grinding asphalt (depth of 25 mm)	\$ _____ / m2	300 m2	\$ _____
09	Non shrinkable fill (fillcrete)	\$ _____ / m3	100 m3	\$ _____
10	Street/Parking lot sweeping	\$ _____ / m2	3000 m2	\$ _____
Sub-total B): Estimated Total Amount for Year 2 GST/HST Extra				\$ _____

SCHEDULE C) Year 3 – May 1, 2018 to April 30, 2019

Item	Description	Unit Price	Estimated Annual Usage	Estimated Total Price
01	Saw cutting per lineal meter	\$ _____ / lm	300 lm	\$ _____
02	Granular fill placed and compacted	\$ _____ / m3	300 m3	\$ _____
03	Removal of granular material and HMAC	\$ _____ / m3	500 m3	\$ _____
04	HMAC, placed and compacted: 50 mm	\$ _____ / m2	4000 m2	\$ _____
05	HMAC, placed and compacted: 75 mm	\$ _____ / m2	2000 m2	\$ _____
06	Crack filling per lineal meter	\$ _____ / lm	6500 lm	\$ _____
07	Routing & crack filling per lineal meter	\$ _____ / lm	2000 lm	\$ _____
08	Grinding asphalt (depth of 25 mm)	\$ _____ / m2	300 m2	\$ _____
09	Non shrinkable fill (fillcrete)	\$ _____ / m3	100 m3	\$ _____
10	Street/Parking lot sweeping	\$ _____ / m2	3000 m2	\$ _____
Sub-total C): Estimated Total Amount for Year 3 GST/HST Extra				\$ _____

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

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

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

A rate must be entered for each item.

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

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

N° de l'invitation - Sollicitation No. W0127-16LP23/A

N° de la modif - Amd. No.

Id de l'acheteur - Buyer ID PWU 107

N° de réf. du client - Client Ref. No.WO127-16LP23

File No. - N° du dossier

Nº CCC / CCC No./ Nº VME - FMS

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

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

[illegible]

APPENDIX 2 - VOLUNTARY CERTIFICATION TO SUPPORT THE USE OF APPRENTICES

Note: The contractor will be asked to fill out a report every six months as included at Annex G

Name: _____

Signature: _____

Company Name: _____

Company Legal Name: _____

Solicitation Number: _____

Optional information to provide: _____

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

Trades of those apprentices:

A sample of the “Voluntary Reports for Apprentices Employed during the Contract” is provided at Annex G

N° de l'invitation - Sollicitation No. W0127-16LP23/A

N° de la modif - Amd. No.

Id de l'acheteur - Buyer ID PWU 107

N° de réf. du client - Client Ref. No.WO127-16LP23

File No. - N° du dossier

N° CCC / CCC No./ N° VME - FMS

ANNEX F INSURANCE CERTIFICATE

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

Refer to the attached PDF document for Certificate of Insurance Form

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

(This report is not required at bid closing)

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

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

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

Number of apprentices hired	Trade

(Add rows as needed)

N° de l'invitation - Sollicitation No. W0127-16LP23/A

N° de la modif - Amd. No.

Id de l'acheteur - Buyer ID PWU 107

N° de réf. du client - Client Ref. No.WO127-16LP23

File No. - N° du dossier

N° CCC / CCC No./ N° VME - FMS

ANNEX H
SECURITY REQUIREMENTS CHECKLIST (SRCL)

See attached



DEPARTMENT OF NATIONAL DEFENCE

ASPHALT / GRAVEL ROADWAYS & PARKING LOTS
MAINTENANCE & REPAIRS

STATEMENT OF WORK

EDMONTON GARRISON

JOB NO. 16LP23

DATE: 06 January 2016

STATEMENT OF WORK

.1 Description of Work

- .1 Work under this standing offer comprises the furnishing of all labour, materials, equipment, tools, supervision and transportation necessary to repair hot mixed asphaltic concrete (HMAC) and / or gravel surfaced roads, runways, ramps and parking areas at Edmonton Garrison, including 7 Canadian Forces Supply Depot (7CFSD) and satellite locations (Cardiff transmitter site & Riverbend receiver site).
- .2 General Scope of Work
 - .1 Excavation of paved / gravel surfaces showing base failure, deteriorated surfaces and potholes, and the rebuilding with additional granular aggregate, compaction and / or repaving with HMAC.
 - .2 Re-leveling of low areas designated by the Contract Inspector with hot mix asphaltic concrete or gravel.
 - .3 Preparation and sealing of random cracks.
 - .4 Cleaning / sweeping of streets and parking lots of sand and debris as requested.
 - .5 Areas for repair will be designated by the Contract Inspector. The Contractor is advised that the specified pavement / gravel repairs are scattered throughout the whole areas specified and are not concentrated in a few locations. Scopes will vary from minor pot hole repair and skin patching to large rebuilding and overlay.
 - .6 Scheduling of work will be arranged between Contractor and Engineer.

.2 Codes and Standards

- .1 Materials and workmanship must conform to or exceed applicable standards of Canadian Standards Association (CSA), American Society for Testing and Materials (ASTM) and other referenced organizations.
- .2 Conform to the latest revision of dated referenced standards as reaffirmed or revised to date of the specification. Standards or Codes not dated shall be deemed the edition in force on the date of the specification.

.3 Contractor's use of Site

- .1 Exclusive and complete for the execution of the work except as follows:
 - .1 Site usage will vary from job to job and restrictions will be addressed when a scope of work or request for estimate is made.
 - .2 Do not unreasonably encumber site with materials and equipment.
 - .3 Movement around the site will be subject to any restrictions imposed by Base Commander or Contract Inspector.

.4 Inspection

- .1 All work and materials covered by this specification shall be subject to inspection at any time by the Contract Inspector.

.5 Hours of Work

- .1 Normal working hours will be 0730 - 1600 hours, Monday through Friday. Any work carried out other than normal working hours must have previous written approval by the Contracts Officer.
- .2 Contractor to report to the Contract Inspector prior to starting work.
- .3 Upon award of contract, submit a construction schedule for the work indicating the anticipated progress stages within the time of completion shown in the PWGSC Form 942, call-up against a standing offer.
- .4 When schedule has been approved by the Contract Inspector, take the necessary measures to complete the work within the scheduled time. Work schedules once agreed upon shall not be altered without prior written approval from the Contract Inspector.

.6 Reporting Irregularities

- .1 During the work, the Contractor shall notify the Contract Inspector of irregularities in the work area such as structural defects, mechanical and/or electrical problems and any other defects which are discovered and are beyond the scope of work.

.7 Workmanship

- .1 Workmanship shall be of the highest quality, executed by workers experienced and skilled for the respective duties for which they are employed. Immediately notify the Contract Inspector if required work is such as to make it impossible to produce required results. Helper ratio is to be in accordance with provincial licensing authority regulations.
- .2 The tradesperson who is actually carrying out the work shall be a journeyman worker. Proof of trade qualification will be requested by the Contract Inspector. If no licensing authority is in place, contractor shall provide a minimum of one fully trained worker with a Certificate of Proficiency issued by an organization or manufacturer for the execution of the specific work or for the installation of specific materials.
- .3 Workers who do not hold a Journeyman Ticket will be charged as a Labourer.
- .4 All workers on site will be familiar with all safety practices pertaining to general worksite safety and safety in reference to their specific trade.

.8 Supervision

- .1 A Foreman or responsible person will be designated by the Contractor and shall be present on the job at all times to liaise with the Contract Inspector.

.9 Cutting, Fitting, and Patching

- .1 Execute cutting, fitting, and patching required to make work fit properly.

- .2 Where new work connects with existing and where existing work is altered or cut, patch and make good to match existing work.
- .3 Make cuts with clean, true, smooth edges. Make patches inconspicuous in the final assembly.

.10 Protection of Existing Facilities

- .1 The Contractor shall take all necessary precautions to ensure against damage to existing facilities. Any damage to such facilities as a result of the Contractor's operations shall be repaired or replaced by the Contractor at their expense, as soon as it is practically possible.
- .2 Special coverings and protection shall be provided to adjacent plants, walls, projections and adjacent work where materials are being removed installed or hoisted.
- .3 The Contractor shall protect all occupant owned furnishings and equipment, and the building from damage during execution of the work.
- .4 Where the Contract Inspector considers it necessary, Contractor to provide and erect warning signs and barriers.

.11 Temporary Services

- .1 DND may provide free of charge, temporary electric power and water for construction purposes subject to the following terms:
 - .1 The points of delivery and limits on quantities available shall be determined on site by the Contract Inspector, whose written permission must be obtained before any connection is made.
 - .2 From the point of delivery the Contractor shall provide, at their own expense, all equipment and temporary lines to bring these services to the site of work. Equipment and temporary lines shall be installed and operated in a manner approved by the Contract Inspector.
- .2 The supply of temporary services by DND is subject to DND requirements and may be discontinued by the DND Site Authority at any time without notice to the Contractor and the Crown will not accept any liability for any damage or delay caused by such withdrawal of temporary services.

.12 Completion Time

- .1 All work shall be completed within a reasonable time frame as mutually agreed to by the Contract Inspector and Contractor at the time of Call-up and as stated on the completed PWGSC 2829 Call-up Against a Standing Offer.

.13 Permits

- .1 Contractor shall be in possession of a valid dig permit issued by the DND prior to commencement of excavations or like works. Hand digging is mandatory when working in close proximity to any underground utility.
- .2 Contractor shall be in possession of a valid Hot Work Permit issued by the DND

when performing any cutting, welding or soldering using an open flame. The Contractor shall provide a fire extinguisher on site when performing above work.

.14 Tools

- .1 Trades persons will have, on site, all required tools normally associated with the trade in which they are employed and which are required to complete the requested work.

.15 Equipment

- .1 Contractor to supply all equipment (backhoe, haulage trucks, etc.) complete with competent operator.

Safety Requirements

.1 Fire Safety Plan

- .1 Contractors and their employees shall familiarize themselves with the area in which they are working, making note of locations for alarm stations, hose cabinets, exits, telephones and the like.

.2 Construction Safety Measures

- .1 Observe and enforce all construction safety measures required by the National Building Code of Canada, Provincial Government, Workers' / Workman's Compensation Board and Municipal Authorities.

- .1 In the event of conflict between any provision of the above authorities, the most stringent provision shall apply.

- .2 Fire Safety Requirements: comply with requirements of the Orders and Precautions for Civilian Contractors as issued by the Base Fire Chief.

- .3 All personnel are to be thoroughly familiar with the contents of the orders and regulations specified in this paragraph and in addition, to be conversant with relevant regulations pertaining to reporting a fire and all fire incidents to the nearest Fire Department by the following means available.

Reporting a fire – Edmonton Garrison (Lancaster Park)

- 1) Activate nearest fire alarm, or**
- 2) On base: dial local 4333, give location and nature of incident;**
- 3) Married Quarters or non government phone: dial 911 and give location and nature of incident.**

- .4 When transmitting an alarm by phone, give the location of the fire and the name or number of the building and be prepared to verify the location.

- .5 Before starting the job, know the location of the nearest fire alarm or telephone covering the areas of work.

- .6 Fire Watchers: Private contractors are responsible for providing fire watcher service on a scale established in conjunction with the Engineer prior to commencing work. Whenever work is being carried out in dangerous or hazardous areas involving the use of heat, fire watchers shall have, on site, sufficient fire fighting equipment to control or extinguish a fire.

- .7 The Fire Chief is to be advised by telephone (4436) in all cases involving welding, burning or the use of blow torches, salamanders, etc. in buildings or hazardous areas.

- .8 Fire Hydrants, fire protection systems and sprinkler systems: Under no circumstances are these systems to be shut off or blocked in any way without permission from the Fire Chief. This includes cutting off the electrical power in buildings equipped with 110 V activated fire warning systems.

.9 Flammable Liquids

- .1 The handling, storage and use of flammable liquids are to be governed by the current National Fire Code of Canada.
- .2 Flammable liquids such as gasoline, kerosene and naphtha may be kept for ready use in quantities not exceeding 45 litres provided they are stored in approved safety cans bearing the Underwriter's Laboratory of Canada or Factory Mutual seal of approval. Storage of quantities of flammable liquids exceeding 20 litres for work purposes requires the permission of the Fire Chief.
- .3 Transfer of flammable liquids is prohibited within buildings. In all cases where the transfer of such liquids is necessary, care is to be taken to provide adequate bonding between containers and ground.
- .4 Transfer of flammable liquids shall not be carried out in the vicinity of open flame or any type of heat producing device.
- .5 Flammable liquids having a flash point below 38 degree C such as naphtha or gasoline shall not be used as solvents or cleaning agents.
- .6 Storage of quantities of flammable liquids exceeding 45 litres for work purposes requires the prior permission of the Base Fire Chief. Flammable liquids having a flash point below 37.7 degrees C, such as gasoline or naphtha etc., shall not be used as solvents or cleaning agents.
- .7 Solvents and Adhesives: take suitable fire precautions, use in well ventilated areas only.
- .8 Storage and removal of rubbish and waste materials:
 - .1 Extreme care is required where it is necessary to store flammable paints, thinners, rags, etc. in work areas to ensure maximum possible cleanliness.
 - .2 Provide adequate barriers in areas of work and install flashing lights at excavation left overnight.

.3 Smoking Precautions

- .1 Smoking is not permitted in DND Building. Workers to exercise care in the use of tobacco in non-restricted areas.

.4 WHMIS

- .1 Comply with requirements of Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage and disposal of hazardous Materials and regarding labelling and provision of material safety data sheets acceptable to Labour Canada and Health & Welfare Canada.
- .2 Deliver copies of WHMIS to Engineer upon the delivery of materials.

.5 Fires

- .1 Fires and burning of rubbish on site shall not be permitted.

.6 Protection of Property

- .1 All DND property to be properly protected. Any damage caused to roads, grounds and structures by the Contractor shall be repaired at their expense.

.7 Cleaning

- .1 Conduct cleaning and disposal operation to comply with local ordinances and anti-pollution laws.
- .2 Store volatile waste in covered metal containers, and remove from premises at end of each working day.
- .3 Provide adequate ventilation during use of volatile or noxious substances. The use of the building ventilation system is not permitted for this purpose.
- .4 Do not dispose of waste or volatile materials such as mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers.
- .5 Prevent accumulation of construction wastes. Remove from the areas of work on completion of work in that area or at the end of each working day.
- .6 Broom clean paved areas, rake clean other surfaces of ground.

Asphalt Patching and Repairs

Products

Materials

- .1** Granular base material:
- .1** Crushed pit run or screened stone, gravel or sand consisting of hard durable particles. Free from clay lumps, cementation, organic material, frozen material or other deleterious material.
 - .2** Gradations to be within following limits when tested to ASTM C136-84a and ASTM C117-84, and giving a smooth curve without sharp breaks when plotted on a semi-log grading chart.

<u>ASTM Sieve Designation</u>	<u>% Passing</u>
19 mm	100
12.5 mm	70 - 100
4.75 mm	40 - 70
2.00 mm	23 - 50
0.425 mm	7 - 25
0.075 mm	3 - 8

- .3** At least 70% of particles, by mass, retained on 4.75 mm sieve to have at least one freshly fractured face.
- .2** Asphalt Binder: to CGSB 16-GP-3M, produced by refining of petroleum, uniform in character, shall not foam when heated to 177° C and shall meet the following requirements:
- .1** Penetration at 25 Deg C, 100 g, 5 sec 105 (+)
 - .2** Kinematic Viscosity at 135 Deg C (centistokes) 200 (+)
 - .3** Ductility at 25 Deg C 100 (+)
 - .4** Solubility in carbon tetrachloride % 99.5 (+)
 - .5** Thin film oven test penetration after test 25 Deg C, 100 g, 5 Sec, % of original 45(+)
- .3** Asphalt Concrete Aggregate (for full depth patching)
- .1** Coarse aggregate is aggregate retained on 4.75 mm sieve and fine aggregate is aggregate retained on 4.75 sieve.
 - .2** Do not use aggregate having known polishing characteristics in mixes for surface courses.

- .3 Gradation of aggregates blended to job mix formula to be within the following limits when tested to ASTM C117-84, and ASTM C136-84A (AASHTO T27 and T11-78) and giving a smooth curve without sharp breaks when plotted on semi-log grading chart.

ASTM Sieve Designated	% Passing
12.5 mm	100
4.75 mm	55 - 75
2.0 mm	35 - 55
0.425 mm	15 - 30
0.180 mm	5 - 20
0.075 mm	3 - 8

- .4 Tack coat: Emulsified asphalt material conforming to the Asphalt Institute Specification for Anionic emulsified asphalt. The emulsion class to anionic, the type - slow setting, the grade, SS-1, RS-1, RS-1K, or SS-K.
- .5 Asphaltic prime coat: liquid asphalt, grades RC-70; RC-250, or MC-250.
- .6 Sand blotter: clean granular material passing 4.75 mm sieve and free from organic matter or other deleterious materials,
- .7 Hot mix asphalt concrete (for skin patching)
- .1 Asphalt content of 9%.
 - .2 Maximum aggregate size 6 mm
 - .3 Mix type 11a to Asphalt Institute Mix Composition Table.

Execution

3.1 Excavation

- .1 As marked out by the Contract Inspector, the contractor shall sawcut, and excavate deteriorated asphalt and weak base or unsuitable material to a depth as specified or as directed by the Contract Inspector. Asphalt surface to be cut 300 mm back from deteriorated areas.
- .2 Where asphalt surface and base is excavated the cut faces shall be straight and vertical. The hole shall be shaped so that a square shoulder in the direction of the traffic is provided against which the patch can be placed.
- .3 As required, the Contract Inspector shall authorize over excavation of unsuitable sub-grade material. These areas shall be filled with specified fill compacted to minimum of 100% of standard Proctor Density.
- .4 Obtain Contract Inspector's approval of completed excavations.
- .5 Dispose of asphalt rubble and unsuitable excavated material off DND property, or where directed by the Contract Inspector.
- .6 Erect warning signs and barricades around open excavations as approved by the Contract Inspector.
- .7 Keep excavation free of water while work is in progress.,

3.2 Backfill

- .1 Stockpile fill material in areas designated by Contract Inspector. Stockpile granular materials in a manner to prevent segregation.
- .2 Do not backfill until Contract Inspector has examined the excavation and given their approval for backfilling.
- .3 Areas to be backfilled to be free of debris, ice, snow, water and frozen ground.
- .4 Do not use backfill material which is frozen or contains ice, snow or frozen ground.
- .5 Place specified granular material in uniform layers not exceeding 150 mm when compacted or to such other depth as approved by Contract Inspector. Compact each layer before placing succeeding layer.
- .6 Compact using approved mechanical tamping devices or by hand tamping to achieve specified compaction.
- .7 Bring compacted granular fill to level of adjacent granular base. Allow for HMAC layer 75 mm thick.
- .8 Use granular fill as specified. Compaction densities are percentage of maximum densities obtained from ASTM D698-78 (Standard Proctor Density)

- .9 Testing of materials and compaction may be carried out by a testing laboratory designated by the Contract Inspector. Frequency of tests will be determined by the Contract Inspector.
- .10 The DND shall pay costs for inspection and testing.

3.3 Hot Mix Asphaltic Concrete Paving (HMAC)

- .1 Upon request, submit manufacturer's test data and certification that asphaltic cement meets requirements of this section.
- .2 Upon request, submit asphaltic concrete mix design and trial mix test results to Contract Inspector for approval at least one week prior to commencing work.
- .3 Mix aggregated and asphalt cement in proportions to meet following criteria based on standard Marshall Test Procedure ASTM D1559-82 with compactive effort of 50 blows on each face of specimen.
 - .1 Stability: 5.5 kN minimum
 - .2 Flow Value: 2.0-4.0 mm
 - .3 Air voids 3 - 5%
 - .4 Minimum percentage voids in mineral aggregated in accordance with Fig. 111-5 of Asphalt Institute, MS-2, 1988 printing.
- .4 Liquid Asphalt
 - .1 Apply asphalt primer to granular base at rate (approx. 2.0L/m²) directed but do not exceed 2.2L/m².
 - .2 Do not apply prime when air temperature is less than 5 Deg C or when rain is forecast within 2 hours.
 - .3 Paint contact surfaces of curbs, gutters, existing asphalt and like structures with a thin uniform coat of asphalt material.
 - .4 Asphalt prime to be applied to the approved base with an approved pressure distribution capable of distributing asphalt material in an uniform spray without atomization at temperature required.
 - .5 If asphalt prime fails to penetrate, spread sand blotter material in amounts required to absorb excess material. Sweep and remove excess blotter material.
 - .6 Allow asphalt prime to thoroughly cure prior to placing asphalt.
- .5 Obtains Contract Inspector's approval of prime coat prior to placing asphalt.
- .6 Place asphalt concrete to thickness, grades and lines indicated or directed by Contract Inspector ensuring positive drainage of all surfaces.

- .7 **Placing Conditions**
 - .1 Place asphalt mixtures only when air temperature is above 5 Deg C.
 - .2 When temperatures of surface on which material is to be placed falls below 10 Deg C, provide extra rollers as necessary to obtain required compaction before cooling.
 - .3 Do not place hot-mix asphalt when pools of standing water exist on surface to be paved, during rain or when surface is damp.
- .8 Place asphalt mixture to min 75 mm compacted lift, brought to same grade and plane as adjacent pavements.
- .9 Use spreading and compaction equipment compatible with the size of area for paving.
- .10 Roll asphalt continuously to a density of not less than 98% of density obtained in a laboratory.
- .11 For small areas use hand compactors, for larger areas use rollers, sized for easy use for the areas in question.
- .12 Roll, compact and finish all HMAC surfaces in a manner to provide a smooth even surface with no bumps or ripples and meeting the Contract Inspector's complete approval.

3.4 Leveling of Depressed Areas

- .1 Broom clean area for surface patching, removing all dust, dirt and foreign matter.
- .2 Apply tack coat, sprayed at a rate of 0.5 L/m². Let dry.
- .3 Place skin patch with specified hot mix. Take care to make feathered edges, removing the coarse aggregate particles before final compaction.
- .4 Compact the skin patch with mechanical roller to bring patch surface to level of adjacent paved surfaces.

3.5 Street/Parking Lot Cleaning (Sweeping)

- .1 Identified streets / parking lots shall be swept to remove sand and accumulated debris as requested. Areas to be swept shall be wet down to minimize dust. Water points and dump locations shall be provided by the Contract Inspector.

Sealing pavement cracks for maintenance purposes

Part 1 General

1.1 Scope

- .1 Material and application method of crack sealer specified in this section shall be used in all areas designated by the Contract Inspector. Cracks for sealing will be marked out by the Contract Inspector.

1.2 Samples

- .1 At least two weeks prior to commencing work, submit to Contract Inspector, one 4 Litre container of sealant proposed for use and two copies of manufacturer's recommended method of preparation and application of sealant.

1.3 Measurement for Payment:

- .1 Pavement crack sealing, regardless of quantity material and labour due to various crack sizes, will be measured in metres.

Part 2 Products

2.1 Materials

- .1 Sealant: to ASTM D-3405-75T

Part 3 Execution

3.1 Application Equipment

- .1 Air compressor, capable of providing oil free compressed air, minimum pressure of 550 Kpa.
- .2 Kettle: shall be a dual jacketed, oil heated type. Direct flame type **SHALL NOT BE USED.**
- .3 Applicators: air pressured pump type or nozzle and container type applicator meeting the Contract Inspector's approval.

3.2 Preparation

- .1 Use joint plow or high pressure water to remove old sealant material from designated cracks
- .2 Clean all loose dust, dirt, rubble and the like from cracks with oil free compressed air applied at 550 Kpa minimum pressure.
- .3 Sweep up and dispose of material removed from cracks as directed.
- .4 Ensure all cracks are surface dry before applying crack filler.
- .5 Where cracks extend into base or subgrade, fill crack with clean dry fine sand or sand asphalt emulsion to within 20 mm of pavement surface.
- .6 Obtain Contract Inspector's approval of preparation of cracks before application of sealing compound.

3.3 Application of Sealant

- .1 Cracks to be clean and dry before filling.
- .2 Fill cracks with sealant immediately after cleaning.
- .3 Fill cracks when air temperature is above 10 Deg C and daily low temperature does not fall below 5 Deg C and no rain is forecast.
- .4 Heat sealant in specified double boiler melting unit to the recommended temperature, ready for application.
- .5 Fill cracks to within 3 mm of road surface. Level off overfill with "V" type rubber spreader.
- .6 Ensure cracks are satisfactory sealed. Do not overfill. Where shrinkage occurs, additional separate applications may be required.
- .7 Do not allow traffic on new sealed areas until sealant has set.



CERTIFICATE OF INSURANCE

Page 1 of 2

Description and Location of Work Asphalt/Gravel Roadways & Parking Lots Maintenance & Repairs Standing Department Of National Defence, Edmonton, Alberta Edmonton and close proximity to Edmonton, Alberta Work under this standing offer comprises the furnishing of all labour, materials, equipment, tools, supervision and transportation necessary to repair hot mixed asphaltic concrete (HMAC) and / or gravel surfaced roads, runways, ramps and parking areas at Edmonton Garrison, including 7 Canadian Forces Supply Depot (7CFSD) and satellite locations, Cardiff transmitter site & Riverbend receiver site.	Standing Offer No. W0127-16LP23
	Project No.

Name of Insurer, Broker or Agent	Address (No., Street)	City	Province	Postal Code
Name of Insured (Contractor)	Address (No., Street)	City	Province	Postal Code
Additional Insured Her Majesty the Queen in Right of Canada as represented by the Minister of Public Works and Government Services				

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

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

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

Telephone number

Signature

Date D / M / Y

CERTIFICATE OF INSURANCE Page 2 of 2

General

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

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

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

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

Commercial General Liability

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

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

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

The policy must have the following minimum limits:

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

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

The policy must provide that the proceeds thereof are payable to Canada or as Canada may direct in accordance with GC10.2, "Insurance Proceeds"

(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R/R2900D/2>).

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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 DND	2. Branch or Directorate / Direction générale ou Direction CFB Edmonton
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 Asphalt, gravel roads & parking lot repairs for CFB Edmonton	
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis	
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès	
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/> Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion	
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <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:
7. c) Level of information / Niveau d'information	
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
	SECRET SECRET <input type="checkbox"/>
	TOP SECRET TRÈS SECRET <input type="checkbox"/>
	TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

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PART A (continued) / PARTIE A (suite)

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

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

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

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

Document Number / Numéro du document :

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

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

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

Special comments:

Commentaires spéciaux :

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

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

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

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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

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

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

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