

## 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

<b>Title - Sujet</b> General Construction Services	
<b>Solicitation No. - N° de l'invitation</b> W0134-16CYPK/A	<b>Date</b> 2016-03-08
<b>Client Reference No. - N° de référence du client</b> DND W0134-16CYPK	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$PWU-201-10718
<b>File No. - N° de dossier</b> PWU-5-38291 (201)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2016-04-04</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Mountain Daylight Saving Time MDT
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Ho (RPC), Hector	<b>Buyer Id - Id de l'acheteur</b> pwu201
<b>Telephone No. - N° de téléphone</b> (780)901-0989 ( )	<b>FAX No. - N° de FAX</b> (780)497-3510
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE P.O.BOX 6550 STN FORCES COLD LAKE Alberta T9M2C6 Canada	
<b>Security - Sécurité</b> This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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**THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT**

**TABLE OF CONTENTS**

**PART 1 - GENERAL INFORMATION**

1. Introduction
2. Summary
3. Health & Safety
4. Debriefings
5. Security Requirement

**PART 2 - INSTRUCTIONS TO OFFERORS**

1. Standard Instructions, Clauses and Conditions
2. Submission of Offers
3. Enquiries - Request for Standing Offers (RFSO)
4. Applicable Laws
5. Public Works and Government Services Canada Apprentice Procurement Initiative
6. Site Visit

**PART 3 - OFFER PREPARATION INSTRUCTIONS**

1. Offer Preparation Instructions

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

1. Evaluation Procedures
2. Basis of Selection
3. Ranking

**PART 5 - CERTIFICATIONS**

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

**PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS**

1. Security Requirement
2. Financial Capability
3. Insurance Requirements

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

**A. STANDING OFFER**

1. Offer - Annex E
2. Security Requirement
3. Standard Clauses and Conditions
4. Term of Standing Offer
5. Authorities
6. Identified Users
7. Call-up Procedures
8. Call-up Instrument
9. Limitation of Call-ups
10. Priority of Documents
11. Certifications
12. Applicable Laws
13. Proactive Disclosure of Contracts with Former Public Servants
14. Estimates
15. Offeror Contact Information

Standing Offer No. - N° de l'offre  
W0134-16CYPK/A  
Client Ref. No. - N° de réf. du client  
DND W0134-16CYPK

Amd. No. - N° de la modif.  
File No. - N° du dossier  
PWU-5-38291

Buyer ID - Id de l'acheteur  
pwu201  
CCC No./N° CCC - FMS No./N° VME

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## B. RESULTING CONTRACT CLAUSES

### General Conditions:

(i) GC1 General Provisions	R2810D;
(ii) GC2 Administration of the Contract	R2820D;
(iii) GC3 Execution and Control of the Work	R2830D;
(iv) GC4 Protective Measures	R2840D;
(v) GC5 Terms of Payment	R2550D;
(vi) GC6 Delays and Changes in the Work	R2865D;
(vii) GC7 Default, Suspension or Termination of Contract	R2870D;
(viii) GC8 Dispute Resolution	R2884D;
(ix) GC10 Insurance	R2900D;

Supplementary Conditions, if any;

Allowable Costs for Contract Changes Under GC6.4.1 R2950D;

## ANNEXES

Annex A	Statement of Work
Annex B	Basis of Payment
Annex C	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 (The Insurance Terms have been amended. Refer to Part 6 clause 3)
Annex G	Voluntary Reports for Apprentices Employed During the Contract
Annex H	Security Requirements Checklist (SRCL)

## 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 Part 2, item 5.

## INTEGRITY PROVISIONS : Important changes have been made to the Integrity Provisions as of July 3<sup>rd</sup> 2015.

See 01, Integrity Provision – Offer, of 2006 Standard Instructions - Request for Standing Offers for more information.

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## 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, Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by Offerors; and

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

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

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

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

### 2. Summary

Work under this standing offer includes the provision of skilled licensed labour, tools, equipment, supervision, transportation and material necessary to provide renovations, maintenance repairs and general construction services as specified in the Statement of Work for the Department of National Defence (DND) Cold Lake, Alberta on an "as required basis"

This procurement contains MANDATORY requirements. See Part 4 and 5 of the RFSO for details.

It is anticipated that up to 3 firms will be issued a standing offer.

The standing offer(s) will be issued for a term of three (3) years. The period for making call-ups against the Standing Offer is estimated to be from October 1, 2016 to November 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."

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

Standing Offer No. - N° de l'offre  
W0134-16CYPK/A  
Client Ref. No. - N° de réf. du client  
DND W0134-16CYPK

Amd. No. - N° de la modif.  
File No. - N° du dossier  
PWU-5-38291

Buyer ID - Id de l'acheteur  
pwu201  
CCC No./N° CCC - FMS No./N° VME

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### **3. Health & Safety Requirements**

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

### **4. Debriefing**

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.

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## 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 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 INITIATIVE**

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](http://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.

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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**

There will be no site visit



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## 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.

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

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

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

To assist Canada in reaching its objectives, offerors 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.

#### Payment by Credit Card

Canada requests that offerors complete one of the following:

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

The following credit card(s) are accepted:

VISA \_\_\_\_\_

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

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

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

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

Standing Offer No. - N° de l'offre  
W0134-16CYPK/A  
Client Ref. No. - N° de réf. du client  
DND W0134-16CYPK

Amd. No. - N° de la modif.  
File No. - N° du dossier  
PWU-5-38291

Buyer ID - Id de l'acheteur  
pwu201  
CCC No./N° CCC - FMS No./N° VME

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## **Section II: Certifications**

Offerors must submit the certifications required under Part 5.

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## 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 including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.
- (c) Offers shall be evaluated on the basis of the lowest price compliant offer, with the lowest offer being ranked first, the second lowest offer ranked second and third lowest offer ranked third.

#### 1.1 Evaluation

##### 1.1.1 Mandatory Criteria

##### a) MANDATORY REQUIREMENTS - Required as part of the Offer

- i) 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) Status and Availability of Resources
- ii) Health & Safety Requirements
- iii) Code of Conduct Certifications (*see Part 5 - Certifications*)
- iv) Insurance
- v) Proof of Financial Capability - upon request
- vi) Security Requirements

#### 1.2. 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 three standing offer holders will be issued to the lowest compliant offerors.

### 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 three (3) responsive offers with the lowest evaluated price will be recommended for issuance of a standing offer.

Standing Offer No. - N° de l'offre  
W0134-16CYPK/A  
Client Ref. No. - N° de réf. du client  
DND W0134-16CYPK

Amd. No. - N° de la modif.  
File No. - N° du dossier  
PWU-5-38291

Buyer ID - Id de l'acheteur  
pwu201  
CCC No./N° CCC - FMS No./N° VME

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### 3. Ranking

3.1 Up to 3 firms will be issued a standing offer.

3.2 The Value of the Work will be distributed proportionally between the ranked firms.

- Where 3 Standing Offers are authorized - 40% for the top ranked firm, 35% for the 2<sup>nd</sup> and 25% for the 3<sup>rd</sup>.
- Where 2 Standing Offers are authorized - 60% for the top ranked firm, and 40% for the 2<sup>nd</sup>.
- Where 1 Standing Offer is authorized - 100% for the top ranked firm.

In the event that there are not 3 Standing Offers issued, the work distribution will be modified in similar proportions.

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## 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 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 Reduction Program**

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of a work force reduction program?

**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 reduction 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 the Goods and Services Tax or Harmonized Sales Tax.

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

**2.6 Security Requirement** - per article 1 of Part 6.

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## 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.

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.

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

## **2) Period of Insurance**

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

## **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.



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## 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.
4. 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 estimated to be from October 1, 2016 to November 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 : The Department of National Defence, 4 Wing Cold Lake.

## 7. Call-up Procedures

1. Proportional basis: call-ups shall be issued on a proportional basis such that the offeror of the highest ranked standing offer receives the largest predetermined amount of the work, the offeror of the second highest ranked standing offer receives the second largest predetermined amount of the work, etc. This call-up procedure will be followed, unless an offeror did not perform satisfactorily on previous call-ups and a decision has been made not to call upon them again or if they are unable to respond within the specified response time or provide the requisite service, then another offeror may be contacted to perform the work.

For each individual Call-Up, contractors will be approached and considered using a Distribution System. This system will track all call-ups assigned to each contractor and will maintain a running total of the Value of Business Distributed. The system will contain for each contractor an Ideal Business Distribution percentage which has been established as follows; 40% of the business for the top ranked consultant, 35% for the 2nd ranked consultant and 25% for the third ranked consultant. In the event fewer than three (3) consultants are successful, the work distribution will be modified in similar proportions. The contractor who is furthest under the ideal amount of business that they should have received in relation to the other consultant will be selected for the next call-up.

The Technical 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 SO.

Offerors estimated proportion based on Evaluation is: 40%, 35%, 25%

Standing Offer No. - N° de l'offre  
W0134-16CYPK/A  
Client Ref. No. - N° de réf. du client  
DND W0134-16CYPK

Amd. No. - N° de la modif.  
File No. - N° du dossier  
PWU-5-38291

Buyer ID - Id de l'acheteur  
pwu201  
CCC No./N° CCC - FMS No./N° VME

## 8. CALL-UP INSTRUMENT

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

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

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.	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. ( )		attention:
Project no. - No du projet	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		Call-up cost, GST/HST extra - Coût de la commande, TPS en plus

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 _____

PWGSC-TPSGC 2829 (03/2006)

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## 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 general 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; and
  - Annex F, Insurance
  - Annex G; Voluntary Report for Apprentices Employed During the Contract
  - Annex H; Security Requirement Check List (SRCL).
- h) the Offeror's offer Annex E, dated \_\_\_\_\_ (insert date of offer);

## 11. Certifications

### 11.1 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.

Standing Offer No. - N° de l'offre  
W0134-16CYPK/A  
Client Ref. No. - N° de réf. du client  
DND W0134-16CYPK

Amd. No. - N° de la modif.  
File No. - N° du dossier  
PWU-5-38291

Buyer ID - Id de l'acheteur  
pwu201  
CCC No./N° CCC - FMS No./N° VME

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#### 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 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's Contact Information

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

## 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, if any;
  - (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 - 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.



Standing Offer No. - N° de l'offre  
W0134-16CYPK/A  
Client Ref. No. - N° de réf. du client  
DND W0134-16CYPK

Amd. No. - N° de la modif.  
File No. - N° du dossier  
PWU-5-38291

Buyer ID - Id de l'acheteur  
pwu201  
CCC No./N° CCC - FMS No./N° VME

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### 3.4 Supplemental Invoicing Instructions

#### .1 Invoices

- .1 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.
- .2 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.
- .3 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.

### 3.5 Payment of Invoices by Credit Card (see PART 3)

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

Section GC5.11 Delay in Making Payment, Interest on Overdue Accounts, of GC5 - Terms of Payment R2550D will not apply to payments made by credit cards.

Standing Offer No. - N° de l'offre  
W0134-16CYPK/A  
Client Ref. No. - N° de réf. du client  
DND W0134-16CYPK

Amd. No. - N° de la modif.  
File No. - N° du dossier  
PWU-5-38291

Buyer ID - Id de l'acheteur  
pwu201  
CCC No./N° CCC - FMS No./N° VME

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## ANNEXES

Annex A	Statement of Work
Annex B	Basis of Payment
Annex C	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

Standing Offer No. - N° de l'offre  
W0134-16CYPK/A  
Client Ref. No. - N° de réf. du client  
DND W0134-16CYPK

Amd. No. - N° de la modif.  
File No. - N° du dossier  
PWU-5-38291

Buyer ID - Id de l'acheteur  
pwu201  
CCC No./N° CCC - FMS No./N° VME

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## ANNEX A

STATEMENT OF WORK  
REFER TO PDF ATTACHED

Standing Offer No. - N° de l'offre  
W0134-16CYPK/A  
Client Ref. No. - N° de réf. du client  
DND W0134-16CYPK

Amd. No. - N° de la modif.  
File No. - N° du dossier  
PWU-5-38291

Buyer ID - Id de l'acheteur  
pwu201  
CCC No./N° CCC - FMS No./N° VME

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## ANNEX B

### .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 Hourly Rates:

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

See attached 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) The recommended Bidder shall provide to the Contracting Authority, prior to Standing Offer issue:
  - 1.1 a Workers Compensation Board Premium Rate Statement - Alberta, or equivalent documentation from another jurisdiction;
  - 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
  - 1.3 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.
- 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 South**

Alberta Human Resources and Employment  
Workplace Health and Safety  
600 – 727, 7th Avenue S.W.  
Calgary, Alberta, T2P 0Z5

Telephone: 1(866) 415-8690  
Email: All submissions are to be scanned and  
emailed to  
[whs@gov.ab.ca](mailto:whs@gov.ab.ca)

#### **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](mailto:whs@gov.ab.ca)

Standing Offer No. - N° de l'offre  
W0134-16CYPK/A  
Client Ref. No. - N° de réf. du client  
DND W0134-16CYPK

Amd. No. - N° de la modif.  
File No. - N° du dossier  
PWU-5-38291

Buyer ID - Id de l'acheteur  
pwu201  
CCC No./N° CCC - FMS No./N° VME

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**ANNEX D**  
**Periodic Usage Report Form**

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

Return to:

Hector Ho	780-497-3510	Hector.ho@pwgsc-tpsgc.gc.ca
<i>Name</i>	<i>Fax</i>	<i>Email Address</i>

at:

Public Works and Government Services Canada  
Real Property Contracting, Acquisitions Branch  
ATB Place North, 5<sup>th</sup> Floor  
10025 Jasper Ave  
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

**PREPARED BY:**

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TELEPHONE NO.: \_\_\_\_\_

## ANNEX E OFFER

<b>Description of Work:</b> Cold Lake, Alberta Various Projects, DND General Construction Services- Standing Offer
--

### 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 hourly rates for regular hours;
    - .2 hourly rate for each hour outside of regular hours; and
    - .3 mark up on allowance for unspecified material, replacement parts, required permits and certificates. for purposes of evaluation.
  - .2 The hourly 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;

Standing Offer No. - N° de l'offre  
W0134-16CYPK/A  
Client Ref. No. - N° de réf. du client  
DND W0134-16CYPK

Amd. No. - N° de la modif.  
File No. - N° du dossier  
PWU-5-38291

Buyer ID - Id de l'acheteur  
pwu201  
CCC No./N° CCC - FMS No./N° VME

- 
- .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 and 3 above:

##### 4.1 Unit Price Schedules – Rates

##### **SCHEDULE A) Initial Year – Estimated October 1, 2016 – November 30, 2017**

Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6
Item	Class of Labour, material or plant	Unit	Estimated Hours/ Quantity	Unit Price \$¢	Estimated total price \$¢
<b>1.</b>	<b>Labour: Including travel time and all related expenses During Regular Hours – 0730-1600, Monday through Friday</b>				
a.	Carpenter: Journeyman	per hour	2000	\$ _____	\$ _____
b.	Carpenter: Helper	per hour	2000	\$ _____	\$ _____
c.	Electrician: Journeyman	per hour	600	\$ _____	\$ _____
d.	Electrician: Helper	per hour	300	\$ _____	\$ _____
e.	Plumber: Journeyman	per hour	250	\$ _____	\$ _____
f.	Plumber: Helper	per hour	175	\$ _____	\$ _____
g.	Painter: Journeyman	per hour	600	\$ _____	\$ _____
h.	Painter: Helper	per hour	300	\$ _____	\$ _____
<b>2.</b>	<b>Labour: Including travel time and all related expenses Outside Regular Hours – After 1600, Monday through Friday, Weekends and Holidays</b>				
a.	Carpenter: Journeyman	per hour	5	\$ _____	\$ _____
b.	Carpenter: Helper	per hour	5	\$ _____	\$ _____
c.	Electrician: Journeyman	per hour	5	\$ _____	\$ _____
d.	Electrician: Helper	per hour	5	\$ _____	\$ _____
e.	Plumber: Journeyman	per hour	5	\$ _____	\$ _____
f.	Plumber: Helper	per hour	5	\$ _____	\$ _____
g.	Painter: Journeyman	per hour	5	\$ _____	\$ _____
h.	Painter: Helper	per hour	5	\$ _____	\$ _____

Standing Offer No. - N° de l'offre  
W0134-16CYPK/A  
Client Ref. No. - N° de réf. du client  
DND W0134-16CYPK

Amd. No. - N° de la modif.  
File No. - N° du dossier  
PWU-5-38291

Buyer ID - Id de l'acheteur  
pwu201  
CCC No./N° CCC - FMS No./N° VME

3.	Contractor's Mark Up on Allowance for unspecified material, replacement parts, required permits and certificates. Verification of Contractor's costs to be provided upon request of the Site Authority (% mark up x \$128,000) =	n/a	\$128,000.00	_____ %	\$ _____
Sub Total A) Estimated Total Amount Year 1 (GST/HST Extra)					\$ _____

continued

Standing Offer No. - N° de l'offre  
W0134-16CYPK/A  
Client Ref. No. - N° de réf. du client  
DND W0134-16CYPK

Amd. No. - N° de la modif.  
File No. - N° du dossier  
PWU-5-38291

Buyer ID - Id de l'acheteur  
pwu201  
CCC No./N° CCC - FMS No./N° VME

#### 4.1 Unit Price Schedules - Rates (continued)

##### SCHEDULE B) Year 2 Estimated October 1, 2017 – November 30, 2018

Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6
Item	Class of Labour, material or plant	Unit	Estimated Hours/ Quantity	Unit Price \$¢	Estimated total price \$¢
<b>1.</b>	<b>Labour: Including travel time and all related expenses During Regular Hours – 0730-1600, Monday through Friday</b>				
a.	Carpenter: Journeyman	per hour	2000	\$ _____	\$ _____
b.	Carpenter: Helper	per hour	2000	\$ _____	\$ _____
c.	Electrician: Journeyman	per hour	600	\$ _____	\$ _____
d.	Electrician: Helper	per hour	300	\$ _____	\$ _____
e.	Plumber: Journeyman	per hour	250	\$ _____	\$ _____
f.	Plumber: Helper	per hour	175	\$ _____	\$ _____
g.	Painter: Journeyman	per hour	600	\$ _____	\$ _____
h.	Painter: Helper	per hour	300	\$ _____	\$ _____
<b>2.</b>	<b>Labour: Including travel time and all related expenses Outside Regular Hours – After 1600, Monday through Friday, Weekends and Holidays</b>				
a.	Carpenter: Journeyman	per hour	5	\$ _____	\$ _____
b.	Carpenter: Helper	per hour	5	\$ _____	\$ _____
c.	Electrician: Journeyman	per hour	5	\$ _____	\$ _____
d.	Electrician: Helper	per hour	5	\$ _____	\$ _____
e.	Plumber: Journeyman	per hour	5	\$ _____	\$ _____
f.	Plumber: Helper	per hour	5	\$ _____	\$ _____
g.	Painter: Journeyman	per hour	5	\$ _____	\$ _____
h.	Painter: Helper	per hour	5	\$ _____	\$ _____
<b>3.</b>	Contractor's Mark Up on Allowance for unspecified material, replacement parts, required permits and certificates. Verification of Contractor's costs to be provided upon request of the Site Authority (% mark up x \$128,000) =	n/a		_____ %	\$ _____
<b>Sub Total B) Estimated Total Amount Year 2 (GST/HST Extra)</b>					<b>\$ _____</b>

Standing Offer No. - N° de l'offre  
W0134-16CYPK/A  
Client Ref. No. - N° de réf. du client  
DND W0134-16CYPK

Amd. No. - N° de la modif.  
File No. - N° du dossier  
PWU-5-38291

Buyer ID - Id de l'acheteur  
pwu201  
CCC No./N° CCC - FMS No./N° VME

#### 4.1 Unit Price Schedules - Rates (continued)

##### SCHEDULE C) Year 3 Estimated October 1, 2018 – November 30, 2019

Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6
Item	Class of Labour, material or plant	Unit	Estimated Hours/ Quantity	Unit Price \$¢	Estimated total price \$¢
<b>1.</b>	<b>Labour: Including travel time and all related expenses During Regular Hours – 0730-1600, Monday through Friday</b>				
a.	Carpenter: Journeyman	per hour	2000	\$ _____	\$ _____
b.	Carpenter: Helper	per hour	2000	\$ _____	\$ _____
c.	Electrician: Journeyman	per hour	600	\$ _____	\$ _____
d.	Electrician: Helper	per hour	300	\$ _____	\$ _____
e.	Plumber: Journeyman	per hour	250	\$ _____	\$ _____
f.	Plumber: Helper	per hour	175	\$ _____	\$ _____
g.	Painter: Journeyman	per hour	600	\$ _____	\$ _____
h.	Painter: Helper	per hour	300	\$ _____	\$ _____
<b>2.</b>	<b>Labour: Including travel time and all related expenses Outside Regular Hours – After 1600, Monday through Friday, Weekends and Holidays</b>				
a.	Carpenter: Journeyman	per hour	5	\$ _____	\$ _____
b.	Carpenter: Helper	per hour	5	\$ _____	\$ _____
c.	Electrician: Journeyman	per hour	5	\$ _____	\$ _____
d.	Electrician: Helper	per hour	5	\$ _____	\$ _____
e.	Plumber: Journeyman	per hour	5	\$ _____	\$ _____
f.	Plumber: Helper	per hour	5	\$ _____	\$ _____
g.	Painter: Journeyman	per hour	5	\$ _____	\$ _____
h.	Painter: Helper	per hour	5	\$ _____	\$ _____
<b>3.</b>	Contractor's Mark Up on Allowance for unspecified material, replacement parts, required permits and certificates. Verification of Contractor's costs to be provided upon request of the Site Authority (% mark up x \$128,000) =	n/a		_____ %	\$ _____
<b>Sub Total C) Estimated Total Amount Year 3 (GST/HST Extra)</b>					\$ _____

Standing Offer No. - N° de l'offre  
W0134-16CYPK/A  
Client Ref. No. - N° de réf. du client  
DND W0134-16CYPK

Amd. No. - N° de la modif.  
File No. - N° du dossier  
PWU-5-38291

Buyer ID - Id de l'acheteur  
pwu201  
CCC No./N° CCC - FMS No./N° VME

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#### 4.1 Unit Price Schedules - Rates (continued)

#### 4.2 TOTAL EVALUATED PRICE (Initial 1 Year Term + 2nd Year + 3<sup>rd</sup> Year)

Col. 1	Col. 2	Col. 3	Col. 4
Sub Total SCHEDULE A) Initial Year Term	Sub Total SCHEDULE B) 2nd Year	Sub Total SCHEDULE C) 3 <sup>rd</sup> Year	Total Evaluated Price (col.1 + col.2 + col.3 = col.4)
\$ _____	\$ _____	\$ _____	\$ _____ 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 up to 3 standing offer will be issued to the lowest compliant offerors.**

Standing Offer No. - N° de l'offre  
W0134-16CYPK/A  
Client Ref. No. - N° de réf. du client  
DND W0134-16CYPK

Amd. No. - N° de la modif.  
File No. - N° du dossier  
PWU-5-38291

Buyer ID - Id de l'acheteur  
pwu201  
CCC No./N° CCC - FMS No./N° VME

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## **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*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_



Standing Offer No. - N° de l'offre  
W0134-16CYPK/A  
Client Ref. No. - N° de réf. du client  
DND W0134-16CYPK

Amd. No. - N° de la modif.  
File No. - N° du dossier  
PWU-5-38291

Buyer ID - Id de l'acheteur  
pwu201  
CCC No./N° CCC - FMS No./N° VME

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## 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 a 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:

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

Standing Offer No. - N° de l'offre  
W0134-16CYPK/A  
Client Ref. No. - N° de réf. du client  
DND W0134-16CYPK

Amd. No. - N° de la modif.  
File No. - N° du dossier  
PWU-5-38291

Buyer ID - Id de l'acheteur  
pwu201  
CCC No./N° CCC - FMS No./N° VME

## ANNEX F

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



## CERTIFICATE OF INSURANCE

PAGE 1 OF 2

Description and Location of Work : General Construction Services Standing Offer Department of National Defence, Cold Lake, Alberta	Contract No.
	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		
<b>Commercial General Liability</b>				Per Occurrence	Annual General Aggregate	Completed Operations Aggregate
				\$	\$	\$
<b>Umbrella/Excess Liability</b>				\$	\$	\$

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

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

Telephone

Signature

Date D / M / Y

Standing Offer No. - N° de l'offre  
W0134-16CYPK/A  
Client Ref. No. - N° de réf. du client  
DND W0134-16CYPK

Amd. No. - N° de la modif.  
File No. - N° du dossier  
PWU-5-38291

Buyer ID - Id de l'acheteur  
pwu201  
CCC No./N° CCC - FMS No./N° VME

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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.

Standing Offer No. - N° de l'offre  
W0134-16CYPK/A  
Client Ref. No. - N° de réf. du client  
DND W0134-16CYPK

Amd. No. - N° de la modif.  
File No. - N° du dossier  
PWU-5-38291

Buyer ID - Id de l'acheteur  
pwu201  
CCC No./N° CCC - FMS No./N° VME

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

*(This report is not required at bid deposit)*

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)

Standing Offer No. - N° de l'offre  
W0134-16CYPK/A  
Client Ref. No. - N° de réf. du client  
DND W0134-16CYPK

Amd. No. - N° de la modif.  
File No. - N° du dossier  
PWU-5-38291

Buyer ID - Id de l'acheteur  
pwu201  
CCC No./N° CCC - FMS No./N° VME

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## ANNEX H

Industrial Security (**SRCL**)

Please see attached

**DEPARTMENT OF NATIONAL DEFENCE  
4WING COLD LAKE**

**WING CONSTRUCTION ENGINEERING**

**STATEMENT OF WORK  
FOR**

**GENERAL CONSTRUCTION**

**CFB COLD LAKE  
ALBERTA, T9M 2C6**



Requisition Number:	W0134-16-CYPK
Contract Card:	CONSTPK
Date:	02 Nov 2015
Project Authority:	MCpl Darrow



<u>Section</u>	<u>Title</u>	<u>Pages</u>
<u>Division 01 - General Requirements</u>		
01 00 00	Annexes and Drawings	1
01 00 01	General Instructions	10
01 33 00	Submittal Procedures	5
01 35 14	Special Procedures for Traffic Control	4
01 35 27	Special Procedures: Airports in Use	3
01 35 30	Health and Safety Requirements	8
01 35 35	DND Fire Safety Requirements	6
01 35 43	Environmental Procedures	5
01 42 00	References	6
01 51 00	Temporary Utilities	3
01 52 00	Construction Facilities	4
01 74 11	Cleaning	4
01 77 00	Closeout Procedures	2
01 78 00	Closeout Submittals	11





LIST OF ANNEXES

ANNEX NO.

TITLE

ANNEX A	4 Wing Ground Disturbance Notice
ANNEX B	Hot Work Permit
ANNEX C	Not Used
ANNEX D	Prime Contractor Agreement
ANNEX E	Not used
ANNEX F	4 Wing Environmental Incident & Emergency Plan

LIST OF DRAWINGS

TITLE

DRAWING NB.

END



PART 1 - GENERAL

- 1.1 Description of Work .1 Work under this SOA comprises the labour, material, equipment, tools, transportation and supervision necessary to provide renovations, maintenance, repairs and general construction services at 4 Wing Cold Lake, Cold Lake, Alberta on an 'as and when requested' basis.
- 1.2 Security Authorization .1 This project will be issued with an SRCL.
- 1.3 Contract Administration .1 This contract will be administered in English.
- 1.4 Documents Required .1 Maintain at job site, one copy each of the following:  
.1 Contract drawings.  
.2 Specifications.  
.3 Addenda.  
.4 Reviewed shop drawings.  
.5 Change orders.  
.6 Other modifications to Contract.  
.7 Copy of approved work schedule.  
.8 Manufacturers' installation and application instructions.
- 1.5 Work Schedule .1 Interim reviews of work progress based on work schedule will be conducted as deemed by DND Representative and schedule updated by Contractor in conjunction with and to approval of DND Representative.
- 1.6 Contractor's Use of Site .1 Exclusive and complete for execution of work except as follows:  
.1 Movement around site shall be subject to restrictions imposed by Wing Commander and/or DND Representative.  
.2 Do not unreasonably encumber site with materials or equipment.

1.6 Contractor's Use.2  
of Site  
(Cont'd)

- PLER/Jimmy Lake special precautions:
- .1 Day to day restrictions enroute to Jimmy Lake site may occur from time to time while military live range missions are underway. These restrictions are usually of short duration in terms of hours however may result in a full day.
  - .2 No work will be permitted during the multi-nation Maple Flag exercises.
  - .3 Normal working hours are from 0730 to 1600 but are subject to change.
  - .4 Weekend work is permitted with special arrangements.
  - .5 Obtain permission from Wing Operation Range Control 48hrs before proceeding to site.

1.7 Property Damage .1

- .1 Contractor is responsible to make good any damage to DND property resulting from his work conducted on site. Repairs shall be carried out at the contractors expense.
- .2 The contractor shall immediately notify the DND Representative or Contracting Authority of any damage incident. Damage to any surface feature or underground utility are included in this definition such as gas lines, power lines, water lines, buildings, survey markers, etc.
- .3 Any tree removed or damaged during the work must be replaced with a trees equalling the total diameter of trees removed. The replacement trees should be no less than half the calliper of the trees that are damaged/removed. CE Roads and Grounds (Loc 8432) should be contacted for a list of preferred species; each area will have specific requirements based on location, soils proximity to paved areas, moisture etc.

1.8 Codes and Standards .1

- .1 Perform work in accordance with the latest edition of National Building Code of Canada (NBC), and any other code of provincial or local application provided that in any case of conflict or discrepancy, the more stringent requirements shall apply.

- 
- 1.9 Workmanship .1 Workmanship:  
.1 Workmanship shall be executed by workers qualified in respective duties for which they are employed.  
.2 Decisions as to quality or fitness of workmanship, in case of dispute, rest solely with DND Representative, whose decision is final.
- .2 Qualification:  
.1 All work shall be carried out by qualified journeyman or apprentice in accordance with the conditions of the Alberta Provincial Act respecting manpower, vocational training and qualification.  
.2 Apprenticed employees registered in the provincial apprenticeship program shall be permitted to work only under the direct supervision of a qualified journeyman.
- 1.10 Project Meetings .1 DND Representative will arrange project meetings, assume responsibility for setting times and recording and distributing minutes.
- 1.11 Project Layout .1 Assume full responsibility for and execute complete layout of work to locations, lines and elevations indicated.
- .2 Provide devices as required to lay out and construct project.
- .3 Supply such devices as straight edges and templates required to facilitate DND Representative's inspection of work.
- .4 Supply stakes and other survey markers required for project layout.
- 1.12 Location of Equipment and Fixtures .1 Location of equipment, fixtures and outlets indicated or specified are to be considered as approximate.
- .2 Locate equipment, fixtures and distribution systems to provide minimum interference and maximum usable space and in accordance with manufacturer's recommendations for safety, access and maintenance.
-

1.12 Location of  
Equipment and  
Fixtures  
(Cont'd)

- .3 Inform DND Representative of impending installations and obtain approval for actual location.
- .4 Submit field drawings to indicate relative position of various services and equipment as required by DND Representative.
- .5 Before the start of construction, the Contractor will be responsible to identify and preserve DND Survey Monuments.
- .6 If during construction, Contractor discovers a DND Survey Monument, (complete with marker post, 50 mm round pipe with 75 x 100 mm aluminium plate), do not disturb the area, carefully preserve survey monuments and inform DND Representative before proceeding.
- .7 Should a DND Survey Monument be disturbed during construction, the Contractor will be responsible to re-survey and replace if the Monument if necessary, by a certified land surveyor approved by DND Representative.

1.13 Cutting and  
Patching

- .1 Execute cutting, including excavation, fitting and patching required to allow proper fitting of construction elements.
- .2 Where new elements connect with existing and where existing are altered, cut, patch and make good to match existing.
- .3 Obtain DND Representative's approval before cutting, boring or sleeving load-bearing members.
- .4 Make cuts with clean, true, smooth edges. Make patches inconspicuous in final assembly.
- .5 Fit construction elements to pipes, sleeves, ducts and conduits.

1.14 Existing  
Services

- .1 It is the Contractor's ultimate responsibility to obtain a properly completed "CE Work Clearance Request form" (Annex A) to establish the location and extent of service lines in the area of work, before any clearing/digging is started. DND can provide assistance in completing the form.

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|---|----|--|
| 1.14 Existing Services<br>(Cont'd)                          | .2 | The DND Representative will arrange for the form to be completed and signed by the authorized representative for: <ul style="list-style-type: none"><li>.1 Electrical Distribution.</li><li>.2 POL Distribution.</li><li>.3 Sewer/Water/Drainage System.</li><li>.4 Heating Plant.</li><li>.5 Fire Department.</li><li>.6 UGSO (Unit General Safety Officer).</li><li>.7 W TIS</li><li>.8 Wing Operations.</li><li>.9 Commercial Utility Companies.</li><li>.10 Alberta First Call</li></ul> |
|   | .3 | Where work involves breaking into or connecting to existing services, carry out work at times directed by governing authorities, with minimum of disturbance to pedestrian and vehicular traffic.  |
|   | .4 | Submit schedule to and obtain approval from DND Representative for any shut-down or closure of active service or facility. Adhere to approved schedule and provide notice to affected parties.   |
|   | .5 | Where unknown services are encountered, immediately advise DND Representative and confirm findings in writing.   |
|   | .6 | Remove abandoned service lines within 2 m of structures. Cap or otherwise seal lines at cut-off points as directed by DND Representative.  |
|   | .7 | Record locations of maintained, re-routed and abandoned service lines.   |
| 1.15 Additional Drawings                                    | .1 | DND Representative may furnish, if requested, additional copies of drawings and specifications.  |
| 1.16 Alterations, Additions or Repairs to Existing Building | .1 | Execute work with least possible interference or disturbance to occupants, public and normal use of premises. Arrange with DND Representative to facilitate execution of work.   |
|   | .2 | Where security has been affected by work of Contract, provide temporary means to maintain security.  |
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|---|-------------------------------|--|
| <u>1.16 Alterations, Additions or Repairs to Existing Building (Cont'd)</u> | <p>.3</p> <p>.4</p>           | <p>Where elevators or conveyors exist in building, only those assigned for Contractor's use may be used for moving men and material within building. Protect walls of passenger elevators to approval of DND Representative before use. Accept liability for damage, safety of equipment and overloading of existing equipment.</p> <p>Provide temporary dust screens, barriers, and warning signs in locations where renovation and alteration work is adjacent to areas used by public or government staff.</p>  |
| <u>1.17 Restoration of Disturbed Surfaces</u>                               | <p>.1</p>                     | <p>The Contractor shall be responsible for the restoration of all disturbed areas including adjacent areas to excavations, disturbed grassed areas, hard surfaces and any other area damaged due to work carried out, as indicated and to the satisfaction of the DND Rep.</p>   |
| <u>1.18 Asbestos Discovery</u>  | <p>.1</p>                     | <p>If, during execution of contract work, workers uncover or disturb suspected asbestos products that are not covered in the contract specifications, STOP work in that area and advise DND Representative.</p>  |
| <u>1.19 Security</u>  | <p>.1</p> <p>.2</p> <p>.3</p> | <p>Access</p> <p>.1 Work carried out under the terms of this contract will be conducted within the General Restricted Area (GRA) where special and unique security regulations are enforced. Individuals without authorized passes in their possession will not be permitted to enter the GRA.</p> <p>Clearances</p> <p>.1 Work clearance will be granted in two possible ways, please see clause 1.2 for authorization:</p> <p style="margin-left: 40px;">.1 Security Mitigation Measures</p> <p style="margin-left: 40px;">.2 Security Requirements Check List.</p> <p>Security Mitigation Measures</p> <p>.1 In the case of Security Mitigation Measures, contractor will have access to the GRA only under full time escort.</p> |
-

1.19 Security  
(Cont'd)

- .3 (Cont'd)
- .2 At no time shall the contractor's employees or sub-contractors be found within the GRA without an authorized pass and escort.
- .3 Every effort will be made to provide escorts according to the provided construction schedule.
- .4 The Contractor shall give minimum 48 hours notice (two working days) for the processing of the information and subsequent issue of the passes. The Contractor shall ensure that all employees are advised not to enter the GRA without prior authorization (GRA pass) and government issued photo identification.
- .4 Security Requirements Check List
- .1 All personnel employed by the Contractor and performing work within the GRA will be subject to a Reliability screening performed by Public Works and Government Services Canada Security Division. Prior to commencement of the Work, the Contractor and each of his personnel involved in the performance of the Contract must be security screened by the Canadian and International Industrial Security Division of the Department of Public Works and Government Services at the level of RELIABILITY STATUS.
- .2 Information that the contractor must provide for this screening include: Date of Birth; Address; Country of Origin; Education/Professional qualifications; Employment history; and References/Personal character. The security Division will perform Criminal Record check and Credit check on each applicant. If significant adverse information arises during the conduct of a security assessment, the individual will be notified, in person, and given an opportunity to explain the circumstances. If the Deputy Minister, PWGSC, after reviewing a security assessment, denies the granting of RELIABILITY STATUS, the individual(s) concerned shall be so notified in writing along with information relating to their right of appeal and subsequent admission to the GRA will be prohibited, pending the outcome of any appeal.
- .3 The Contractor shall obtain GRA passes from the Wing Military Police Identification Section from information provided by the Contractor to the Contracting Authority or Contract Inspector. The Contractor shall give minimum 48 hours notice (two working days) for the processing of the information and

1.19 Security  
(Cont'd)

- .4 (Cont'd)
- .3 (Cont'd)
- subsequent issue of the passes. The Contractor shall ensure that all employees are advised not to enter the GRA without prior authorization (GRA pass) and government issued photo identification.
- .4 The Contractor shall be responsible for his sub-contractors, ensuring all security related requirements are met.
- .5 The Contractor shall provide a list of employees and sub-contractors, complete with telephone numbers, who may be contacted during non-working hours in the event of any emergency.
- .6 The Contractor shall ensure that all passes issued to his designated employees and sub-contractors are returned for cancellation prior to issuance of the DND Representative's final certificate of completion.
- .5 CLAWR (Cold Lake Air Weapons Range) Special conditions.
- .1 The contractor shall provide DND a list of personnel who need access to the area to perform work under the terms of the contract.
- .2 All personnel are required to attend a 1 hour "Range Safety Briefing" prior to conducting any work or accessing the PLER site.
- .3 Contractor shall provide a schedule minimum 14 days in advance of work on site. Any changes to this schedule shall be provided to the inspector at a minimum of 48 hours advance notice (two working days) for processing of information and subsequent clearances to PLER. The Contractor shall ensure that all employees are advised not to enter the PLER without prior authorization.
- .4 Information that the contractor must provide for access: name of individual(s), dates and times for access, location of work, phone number, drivers licence.
- .5 Work clearance will be granted by DND through Wing Operations Mr Dick Brakely @ local 7978.
- .6 The Contractor shall be responsible for his sub-contractors, ensuring all security related requirements are met.
- .7 Garbage or refuse shall be removed off the CLAWR.
- .8 Feeding wildlife is prohibited.
- .9 All meals must be prepared and consumed in a suitable enclosed space or building.

- 1.19 Security .5 (Cont'd)  
(Cont'd)
- .10 Report to Range Safety Officer (RSO) as required by DND.
- .11 The Contractor shall provide a list of employees and sub-contractors, complete with telephone numbers, so they may be contacted during non-working hours in the event of any emergency.

PART 2 - PRODUCTS

- 2.1 Not Used .1 Not Used.

PART 3 - EXECUTION

- 3.1 Not Used .1 Not Used.

END



PART 1 - GENERAL

- |                      |    |                                 |
|----------------------|----|---------------------------------|
| 1.1 Section Includes | .1 | Shop drawings and product data. |
|                      | .2 | Samples.                        |
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|----------------|----|---|
| 1.2 Precedence | .1 | For Federal Government projects, Division 1 Sections take precedence over technical specification sections in other Divisions of this Project Manual. |
|----------------|----|---|
- 
- |                    |    |   |
|--------------------|----|---|
| 1.3 Administrative | .1 | Submit to DND Representative submittals listed for review. Submit with reasonable promptness and in orderly sequence so as to not cause delay in Work. Failure to submit in ample time is not considered sufficient reason for an extension of Contract Time and no claim for extension by reason of such default will be allowed.  |
|                    | .2 | Work affected by submittal shall not proceed until review is complete.  |
|                    | .3 | Present shop drawings, product data, samples and mock-ups in SI Metric units.   |
|                    | .4 | Where items or information is not produced in SI Metric units converted values are acceptable.  |
|                    | .5 | Review submittals prior to submission to DND Rep. This review represents that necessary requirements have been determined and verified, or will be, and that each submittal has been checked and co-ordinated with requirements of Work and Contract Documents. Submittals not stamped, signed, dated and identified as to specific project will be returned without being examined and shall be considered rejected. |
|                    | .6 | Notify DND Representative, in writing at time of submission, identifying deviations from requirements of Contract Documents stating reasons for deviations.   |
|                    | .7 | Verify field measurements and affected adjacent Work are coordinated.   |
-

1.3 Administrative  
(Cont'd)

- .8 Contractor's responsibility for errors and omissions in submission is not relieved by DND Rep's Consultant's review of submittals.
- .9 Contractor's responsibility for deviations in submission from requirements of Contract Documents is not relieved by DND Representative Consultant review.
- .10 Keep one reviewed copy of each submission on site.

1.4 Shop Drawings

- .1 The term "shop drawings" means drawings, diagrams, illustrations, schedules, performance charts, brochures and other data which are to be provided by Contractor to illustrate details of a portion of Work.
- .2 Indicate materials, methods of construction and attachment or anchorage, erection diagrams, connections, explanatory notes and other information necessary for completion of Work. Where articles or equipment attach or connect to other articles or equipment, indicate that such items have been coordinated, regardless of Section under which adjacent items will be supplied and installed. Indicate cross references to design drawings and specifications.
- .3 Allow 14 days for DND Representative's review of each submission.
- .4 Adjustments made on shop drawings by DND Representative are not intended to change Contract Price. If adjustments affect value of Work, state such in writing to DND Representative prior to proceeding with Work.
- .5 Make changes in shop drawings as DND Representative may require, consistent with Contract Documents. When resubmitting, notify DND Representative in writing of any revisions other than those requested.
- .6 Accompany submissions with transmittal letter containing:
  - .1 Date.
  - .2 Project title and number.
  - .3 Contractor's name and address.
  - .4 Identification and quantity of each shop drawing, product data and sample.
  - .5 Other pertinent data.

1.4 Shop Drawings  
(Cont'd)

- .7 Submissions shall include:
  - .1 Date and revision dates.
  - .2 Project title and number.
  - .3 Name and address of:
    - .1 Subcontractor.
    - .2 Supplier.
    - .3 Manufacturer.
  - .4 Contractor's stamp, signed by Contractor's authorized representative certifying approval of submissions, verification of field measurements and compliance with Contract Documents.
  - .5 Details of appropriate portions of Work as applicable:
    - .1 Fabrication.
    - .2 Layout, showing dimensions, including identified field dimensions, and clearances.
    - .3 Setting or erection details.
    - .4 Capacities.
    - .5 Performance characteristics.
    - .6 Standards.
    - .7 Operating weight.
    - .8 Wiring diagrams.
    - .9 Single line and schematic diagrams.
    - .10 Relationship to adjacent work.
- .8 After DND Representative's review, distribute copies.
- .9 All submittals to be via electronic means in PDF format.
- .10 Delete information not applicable to project.
- .11 Supplement standard information to provide details applicable to project.
- .12 If upon review by DND Representative, no errors or omissions are discovered or if only minor corrections are made, drawings will be returned and fabrication and installation of Work may proceed. If shop drawings are rejected, noted copy will be returned and resubmission of corrected shop drawings, through same procedure indicated above, must be performed before fabrication and installation of Work may proceed.
- .13 The review of shop drawings by Department of National Defence (DND) is for sole purpose of ascertaining conformance with general concept. This review shall not mean that DND approves detail design inherent in shop drawings, responsibility for which shall remain with



1.4 Shop Drawings  
(Cont'd)

- .13 (Cont'd)  
Contractor submitting same, and such review shall not relieve Contractor of responsibility for errors or omissions in shop drawings or of responsibility for meeting all requirements of construction and Contract Documents. Without restricting generality of foregoing, Contractor is responsible for dimensions to be confirmed and correlated at job site, for information that pertains solely to fabrication processes or to techniques of construction and installation and for co-ordination of Work of all sub-trades.

1.5 Product Data

- .1 Manufacturers' catalogue sheets, brochures, literature, performance charts and diagrams, used to illustrate standard manufactured products.
- .2 Delete information not applicable to project.
- .3 Supplement standard information to provide details applicable to project.
- .4 Cross-reference product data information to applicable portions of Contract documents.

1.6 Samples

- .1 Submit for review samples in duplicate as requested in respective specification Sections. Label samples with origin and intended use.
- .2 Deliver samples prepaid to DND Representative.
- .3 Notify DND Representative in writing, at time of submission of deviations in samples from requirements of SOA Documents.
- .4 Where colour, pattern or texture is criterion, submit full range of samples.
- .5 Adjustments made on samples by DND Representative are not intended to change Contract Price. If adjustments affect value of Work, state such in writing to DND Representative prior to proceeding with Work.
- .6 Make changes in samples which DND Representative may require, consistent with Contract Documents.

1.6 Samples  
(Cont'd)

.7 Reviewed and accepted samples will become  
standard of workmanship and material against  
which installed Work will be verified.

PART 2 - PRODUCTS

2.1 Not Used

.1 Not Used.

PART 3 - EXECUTION

3.1 Not Used

.1 Not Used.

END



PART 1 - GENERAL

- |   |    |  |
|---|----|--|
| <u>1.1 Section Includes</u>             | .1 | Informational and Warning Devices.   |
|   | .2 | Protection and Control of Public Traffic.  |
|   | .3 | Operational Requirements.  |
| <u>1.2 Precedence</u>                   | .1 | For Federal Government projects, Division 1 Sections take precedence over technical specification sections in other Divisions of this Project Manual.  |
| <u>1.3 References</u>                   | .1 | Uniform Traffic Control Devices for Canada, (UTCD) January 1976(distributed by Transportation Association of Canada).  |
|   | .2 | Manual of Uniform Traffic Control Devices for Streets and Highways, US FHWA, Part IV, - 1988.  |
| <u>1.4 Protection of Public Traffic</u> | .1 | Comply with requirements of Acts, Regulations and By-Laws in force for regulation of traffic or use of roadways upon or over which it is necessary to carry out Work or haul materials or equipment.   |
|   | .2 | When working on travelled way:<br>.1 Place equipment in position to present minimum of interference and hazard to traveling public.<br>.2 Keep equipment units as close together as working conditions permit and preferably on same side of travelled way.<br>.3 Do not leave equipment on travelled way overnight. |
|   | .3 | Do not close any lanes of road without approval of DND Representative . Before re-routing traffic erect suitable signs and devices in accordance with instructions contained in Part D of UTCD.  |
-

1.4 Protection of  
Public Traffic  
(Cont'd)

- .4 Keep travelled way graded, free of pot holes and of sufficient width for required number of lanes of traffic.
  - .1 Provide minimum 7 m wide temporary roadway for traffic in two-way sections through Work and on detours.
  - .2 Provide minimum 5 m wide temporary roadway for traffic in one-way sections through Work and on detours.
- .5 Provide and maintain road access and egress to property fronting along Work under Contract and in other areas as indicated, unless other means of road access exist that meet approval of DND Representative.

1.5 Informational  
and Warning Devices

- .1 Provide and maintain signs, flashing warning lights and/or other devices required to indicate construction activities or other temporary and unusual conditions resulting from Project Work which requires road user response.
- .2 Supply and erect signs, delineators, barricades and miscellaneous warning devices as specified in Part D, Temporary Conditions Signs and Devices, of UTCD manual.
- .3 Place signs and other devices in locations recommended in UTCD manual.
- .4 Meet with DND Representative prior to commencement of Work to prepare list of signs and other devices required for project. If situation on site changes, revise list to approval of Dnd representative.
- .5 Continually maintain traffic control devices in use by:
  - .1 Checking signs daily for legibility, damage, suitability and location. Clean, repair or replace to ensure clarity and reflectance.
  - .2 Removing or covering signs which do not apply to conditions existing from day to day.

1.6 Control of  
Public Traffic

- .1 Provide competent flag persons, trained in accordance with, and properly equipped as specified in, UTCD manual in following situations:

1.6 Control of  
Public Traffic  
(Cont'd)

- .1 (Cont'd)
  - .1 When public traffic is required to pass working vehicles or equipment which block all or part of travelled roadway.
  - .2 When it is necessary to institute one-way traffic system through construction area or other blockage where traffic volumes are heavy, approach speeds are high and traffic signal system is not in use.
  - .3 When workmen or equipment are employed on travelled way over brow of hills, around sharp curves or at other locations where oncoming traffic would not otherwise have adequate warning.
  - .4 Where temporary protection is required while other traffic control devices are being erected or taken down.
  - .5 For emergency protection when other traffic control devices are not readily available.
  - .6 In situations where complete protection for workers, working equipment and public traffic is not provided by other traffic control devices.
  - .7 At each end of restricted sections where pilot cars are required.
  - .8 Delays to public traffic due to contractor's operators: maximum 15min.
- .2 Where roadway, carrying two-way traffic, to be restricted to one lane, for 24 h each day, provide portable traffic signal system. Adjust, as necessary, and regularly maintain system during period of restriction. Signal system to meet requirements of Part IV of Manual of Uniform Traffic Control Devices to Street and Highways, US FHWA.

1.7 Operational  
Requirements

- .1 Maintain existing conditions for traffic throughout period of contract except that, when required for construction under contract and when measures have been taken as specified herein and approved by DND Representative to protect and control public traffic.
- .2 Maintain existing conditions for traffic crossing right-of-way.

National Defence  
4 Wing Cold Lake  
L-C252-9900-383

Special Procedures for  
Traffic Control

Section 01 35 14  
Page 4  
2015-11-03

PART 2 - PRODUCTS

2.1 Not Used .1 Not Used.

PART 3 - EXECUTION

3.1 Not Used .1 Not Used.

END

PART 1 - GENERAL

- 1.1 Precedence .1 For Federal Government projects, Division 1 Sections take precedence over technical specification sections in other Divisions of this Project Manual.
- 1.2 General Protection .1 Do not disrupt airport business except as permitted by DND Representative .
- .2 Provide temporary protection for safe handling of public, personnel, pedestrians and vehicular traffic:
- .3 Provide barricades and lights where directed.
- 1.3 Movement of Equipment and Personnel .1 In areas of airport not closed to aircraft traffic:
- .1 Obtain DND Representative's approval on scheduling of Work.
- .2 Control movements of equipment and personnel as directed by DND Representative .
- .3 Provide qualified field personnel at locations designated by DND Representative to relay signals from airport traffic control tower to equipment and personnel wishing to cross live traffic areas.
- .4 Obey signals from airport traffic control tower instantly.
- 1.4 Unserviceable Areas .1 Mark off areas made unserviceable for aircraft by Work of this Contract by providing plainly visible danger markings by day and red lights by night. Open flames and inflammable fuels are not permitted.
- .2 Park equipment not in use and stockpile materials so that stockpile tops are below 50 to 1 ratio from ends of useable landing strip and below 20 to 1 ratio from sides of aircraft traffic areas. Mark tops with red lights.
-



- 1.5 Trenching .1 Obtain DND Representative's written permission to undertake trenching on pavements open to aircraft traffic which cannot be completed, backfilled and sealed within one working day.
- 1.6 Airport Facilities .1 DND Representative will arrange for the location of underground facilities such as cables, pipes and ducts. Notify DND Representative of work areas sufficiently in advance of operations so that underground facilities can be located.
- 1.7 Paint Markings .1 Any paint applied to the aerodrome surface must be approved by DND Representative.  
.2 All markings must be of non permanent type such as chalk or water soluble paint.
- 1.8 Radio Communications .1 Base authority will assign call signs.  
.2 Do not use control tower frequencies for idle chatter.
- 1.9 Flight Safety .1 Prior to permitting personnel to cross active runways, taxiways, parking aprons or working within 60 m of active facility, establish radio contact with control tower and obtain specific clearances.  
.2 Prior to starting work, obtain necessary closure of adjacent facilities.  
.3 Maintain continuous radio watch. Obey all instructions promptly and explicitly.  
.4 Radio:  
.1 The Contractor's personnel and equipment authorized to enter the security area, will be given a DND two-way radio. If no radio are available, the Contractor shall be escorted to cross runways, taxiways or parking aprons.  
.2 Any Contractor's employee found outside of the work site limit, will have his security pass revoked and will no longer be allowed inside the security area.
-

1.9 Flight Safety .4 Radio: (Cont'd)  
(Cont'd) .2 (Cont'd)

1.10 Cleaning FOD .1 Where travel routes cross active runways,  
taxiways or parking aprons, broom clean  
immediately.  
.2 Where access routes cross active runways,  
taxiways or parking aprons, keep crossings  
free of mud and debris at all times.  
.3 See Section 01 74 11 - Cleaning for further  
FOD info.

## PART 2 - PRODUCTS

2.1 Not Used .1 Not Used.

## PART 3 - EXECUTION

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END

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## PART 1 - GENERAL

- 1.1 Precedence
- .1 For Federal Government projects, Division 1 Sections take precedence over technical specification sections in other Divisions of this Project Manual.
  - .2 The contractor will be acting as the Prime Contractor for this contract and will certify this agreement in writing with the DND representative. Refer to Annex D for prime contractors's Agreement.
- 1.2 References
- .1 Canada Labour Code, Part 2, Canada Occupational Safety and Health Regulations.
  - .2 Province of Alberta Occupational Health and Safety Act, R.S.A. 1980.
- 1.3 Submittals
- .1 Make submittals in accordance with Section 01 33 00 - Submittal Procedures.
  - .2 Submit site-specific Health and Safety Plan: Within 7 days after date of Notice to Proceed and prior to commencement of Work. Health and Safety Plan must include:
    - .1 Results of site specific safety hazard assessment.
    - .2 Results of safety and health risk or hazard analysis for site tasks and operation found in work plan.
  - .3 Submit copies of Contractor's authorized representative's work site health and safety inspection reports to DND Representative weekly.
  - .4 Submit copies of reports or directions issued by Federal, Provincial and Territorial health and safety inspectors.
  - .5 Submit copies of incident and accident reports.
  - .6 Submit Material Safety Data Sheets (MSDS) to DND Representative.
-

1.3 Submittals (Cont'd)	.7	DND Representative will review Contractor's site-specific Health and Safety Plan and provide comments to Contractor within 10days after receipt of plan. Revise plan as appropriate and resubmit plan to DND Representative within 10 days after receipt of comments from DND Representative.
	.8	DND Representative 's review of Contractor's final Health and Safety plan should not be construed as approval and does not reduce the Contractor's overall responsibility for construction Health and Safety.
	.9	Medical Surveillance: Where prescribed by legislation, regulation or safety program, submit certification of medical surveillance for site personnel prior to commencement of Work, and submit additional certifications for any new site personnel to DND Representative.
	.10	On-site Contingency and Emergency Response Plan: Address standard operating procedures to be implemented during emergency situations.
1.4 Filing of Notice	.1	File Notice of Project with Provincial authorities prior to commencement of Work.
1.5 Safety Assessment	.1	Perform site specific safety hazard assessment related to project.
1.6 Meetings	.1	Schedule and administer Health and Safety meeting with DND Representative prior to commencement of Work.
1.7 Project/Site Conditions	.1	Work at site may involve contact with: <ul style="list-style-type: none"> <li>.1 Asbestos.</li> <li>.2 Lead Paint</li> </ul>
1.8 General Requirements	.1	Develop written site-specific Health and Safety Plan based on hazard assessment prior to commencing any site Work and continue to implement, maintain, and enforce plan until final demobilization from site. Health and

- |                                      |  |
|--------------------------------------|--|
| 1.8 General Requirements<br>(Cont'd) | .1 (Cont'd)<br>Safety Plan must address project specifications.  |
|                                      | .2 DND Representative may respond in writing, where deficiencies or concerns are noted and may request re-submission with correction of deficiencies or concerns.  |
| 1.9 Responsibility                   | .1 Be responsible for health and safety of persons on site, safety of property on site and for protection of persons adjacent to site and environment to extent that they may be affected by conduct of Work.                                  |
|                                      | .2 Comply with and enforce compliance by employees with safety requirements of Contract Documents, applicable federal, provincial, territorial and local statutes, regulations, and ordinances, and with site-specific Health and Safety Plan. |
| 1.10 Compliance Requirements         | .1 Comply with Occupational Health and Safety Act, General Safety Regulation, Alberta. Reg. 1980. and 4 Wing Safety Measures listed below;   |
|                                      | .2 Contractors and their personnel shall be familiar with this section and its requirements.   |
|                                      | .3 Observe and enforce construction safety measures required by National Building Code 2005, Part 8; Provincial Government, Workmen's Compensation Board and municipal statutes and authorities.   |
|                                      | .4 Hard hats and safety boots shall be worn at all times at construction site.   |
|                                      | .5 Hard hats and safety boots shall be worn at all times while operating mobile equipment.   |
|                                      | .6 Eye or face protection shall be worn when handling any material liable to injure or irritate the eyes or when engaging in any work producing hazard from flying objects or when operating power lawn equipment and tools.                   |
|                                      | .7 Hearing protection shall be worn when entering or working in a noise hazardous area. This is to include, but not limited, to the  |

1.10 Compliance  
Requirements  
(Cont'd)

- .7 (Cont'd)  
flight line when aircraft are running, shop operations where sound levels exceed 85 decibels and operators of vehicles or equipment which produce excessive noise.
- .8 Respirators shall be worn when a worker is or may be exposed to an oxygen deficient area or to harmful concentration of gas, vapours, smoke, fumes, mist or dust.
- .9 All employees who handle or are exposed to hazardous materials as defined under the Hazardous Product Act (WHMIS Legislation) shall be WHMIS trained in accordance with the act.
- .10 Material safety data sheets (MSDS) for all materials falling under the WHMIS program shall be supplied to the work site by the Contractor/Sub-contractor or user(s), and readily accessible to all on-site personnel.
- .11 No employee shall enter or be permitted to enter a hazardous confined space unless such entry is made in compliance with Occupational Safety and Health and Labour Canada Standards.
- .12 Confined spaces entry permit must be obtained from the Fire Department and completed prior to the entry into a confined space.
- .13 Safety belts and lifelines shall be worn when working at heights greater than 3.26 metres above floor level where it is impractical to provide adequate work platforms or staging.
- .14 All elevated work sites shall have the area underneath cordoned off to prevent injuries from falling debris.
- .15 All construction sites which present a potential hazard to the public shall be properly cordoned off and signs prominently placed, warning of possible dangers.
- .16 No burning, cutting, welding or use of any heat producing device is allowed without a hot work permit from the Fire Department (Annex B). A pre-work inspection and post-work inspection is mandatory.
  - .1 Fire Department phone number for Safety/Fire Inspector is:
    - .1 840-8000 ext 8198.

1.10 Compliance  
Requirements  
(Cont'd)

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- .17 All accidents are to be reported through the DND Representative immediately.
- .18 In addition to these 4 Wing Cold Lake's General Safety Contractor Regulations, all Alberta Occupational Health and Safety Regulations shall be adhered to at all times.
- .19 In event of conflict between any provisions of above authorities the most stringent provisions govern.
  - .1 The following are the known hazardous substances and/or hazardous conditions at the work site which will be considered as health or environmental hazards and shall be properly managed should they be encountered as part of the work.
  - .2 Specific hazards that may impact significantly on the contract or present significant risk:
    - a. Excavation
    - b. Hot work
    - c. Fall Hazards
    - d. Heavy Equipment
    - e. Overhead/underground Utilities
    - f. Traffic
  - .3 Contractors are required to be aware of the known hazardous substances and/or hazardous conditions and are to include in their tender price all work associated in working with, in and around the hazards.
  - .4 The above lists shall not be construed as being complete and inclusive of all safety and health hazards encountered as a result of the Contractor's operations during the course of work. Include the above items into the hazard assessment program specified herein.

1.11 Cell Phones

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- .1 Use of cellular phones are prohibited within Refueling Compounds.
- .2 Cell phones shall not be operated within 15M of an aircraft.

1.12 Overloading

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- .1 Ensure no part of work is subjected to loading that will endanger its safety or will cause permanent deformation.
-



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|--|----|---|
| <u>1.13 Hazardous Material</u>             | .1 | All hazardous material must be identified and labelled in accordance with the Workplace Hazardous Material Information System (WHMIS) and copies of the Material Safety Data Sheet (MSDS) shall be supplied to both the Wing Fire Chief and DND Representative.   |
| <u>1.14 Unforeseen Hazards</u>             | .1 | Should any unforeseen or peculiar safety-related factor, hazard, or condition become evident during performance of Work, and follow procedures in place for Employee's Right to Refuse Work in accordance with Acts and Regulations of Province having jurisdiction. Advise DND Representative verbally and in writing.   |
| <u>1.15 Health and Safety Co-ordinator</u> | .1 | Employ and assign to Work, competent and authorized representative as Health and Safety Co-ordinator. Health and Safety Co-ordinator must:<br>.1 Have minimum 2 years' site-related working experience specific to construction activities taking place.<br>.2 Have working knowledge of occupational safety and health regulations.<br>.3 Be responsible for completing Contractor's Health and Safety Training Sessions and ensuring that personnel not successfully completing required training are not permitted to enter site to perform Work.<br>.4 Be responsible for implementing, enforcing daily and monitoring site-specific Contractor's Health and Safety Plan.<br>.5 Be on site during execution of any hazardous Work and report directly to and be under direction of site supervisor. |
| <u>1.16 Posting of Documents</u>           | .1 | Ensure applicable items, articles, notices and orders are posted in conspicuous location on site in accordance with Acts and Regulations of Province having jurisdiction, and in consultation with DND Representative.  |
-

- 1.17 Correction of Non-Compliance
- .1 Immediately address health and safety non-compliance issues identified by authority having jurisdiction or by DND Representative.
  - .2 Provide DND Representative with written report of action taken to correct non-compliance of health and safety issues identified.
  - .3 DND Representative may stop Work if non-compliance of health and safety regulations is not corrected.

- 1.18 Work Stoppage
- .1 Give precedence to safety and health of public and site personnel and protection of environment over cost and schedule considerations for Work.

## PART 2 - PRODUCTS

- 2.1 Not Used
- .1 Not used.

## PART 3 - EXECUTION

- 3.1 Not Used
- .1 Not used.

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END

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PART 1 - GENERAL

- 1.1 Precedence .1 For Federal Government projects, Division 1 Sections take precedence over technical specification sections in other Divisions of this Project Manual.
- 1.2 Fire Department Briefing .1 DND Representative will coordinate arrangements for contractor to be briefed on Fire Safety at their pre-work conference by Fire Chief before any work is commenced.
- 1.3 Reporting Fires .1 Know location of nearest fire alarm box and telephone, including emergency phone number.
- .2 Report immediately all fire incidents to the Fire Department as follows:
- .1 Activate nearest fire alarm box, or
- .2 Telephone 911 in case of EMERGENCY ONLY.
- .3 Person activating fire alarm box will remain at the front entrance to direct Fire Department to scene of fire.
- .4 When reporting fire by telephone, give location of fire, name or number of building and be prepared to verify the location.
- 1.4 Fire Safety Plan .1 Submit a fire safety plan for the construction site prior to commencement of construction work. The fire safety plan shall conform to the National Fire Code of Canada.
- .2 Post the fire safety plan at the entrance to the construction site or near the construction site's health and safety board.
- .3 The fire safety plan shall conform to the National Fire Code of Canada, and shall contain, at minimum:
- .1 Emergency procedures to be used in case of fire, including
- .1 Sounding the fire alarm;
- .2 Notifying the fire department;
- .3 Instructing occupants on procedures to be followed when the fire alarm sounds;
-

- 
- 1.4 Fire Safety Plan  
(Cont'd)
- .3 (Cont'd)
- .1 (Cont'd)
- .4 Evacuating occupants, including special provisions for persons requiring assistance; and
- .5 Confining, controlling and extinguishing fires.
- .2 The appointment and organization of designated supervisory staff to carry out fire safety duties.
- .3 The training of supervisory staff and other occupants in their responsibilities for fire safety.
- .4 Documents including diagrams, showing the type, location and operation of building fire emergency systems.
- .5 The holding of fire drills (where applicable).
- .6 The control of fire hazards in the building.
- .7 The inspection and maintenance of building facilities provided for the safety of occupants.
- 1.5 Interior and Exterior Fire Protection and Alarm Systems
- .1 Fire protection and alarm system will not be:
- .1 obstructed;
- .2 shut-off; and
- .3 left inactive at end of working day or shift without authorization from Fire Chief.
- .2 Fire hydrants, standpipes and hose systems will not be used for other than fire-fighting purposes unless authorized by Fire Chief.
- 1.6 Fire Protection System Impairment
- .1 Notify the DND Representative and Fire Chief 48 hours prior to shutting down any active fire protection system, including water supply, fire suppression, fire detection and life safety systems.
- .2 Implement all fire protection system impairments in accordance with the National Fire Code of Canada and departmental policy.
- 1.7 Fire Extinguishers
- .1 Supply fire extinguishers, as scaled by Fire Chief, necessary to protect work in progress and contractor's physical plant on site.
-

1.8 Installation  
and/or Repair of  
Roof to Include  
Contractors  
Physical Plant at  
Site

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- .1 Notify Fire Chief of location of any asphalt kettles and dates that kettles will be in use. Ensure personnel use and take precautions as follows :
  - .1 Use kettles equipped with thermometers or gauges in good working order.
  - .2 Locate kettles in safe place outside of building or, if approved by Fire Chief, on non-combustible roof. Locate to avoid danger of igniting combustible material below.
  - .3 Maintain continuous supervision while kettles are in operation and provide metal covers for kettles to smother any flames in case of fire. Fire extinguishers shall be provided as required in 1.4.
  - .4 Prior to start of work , demonstrate container capacities to Fire Chief.
  - .5 Use only glass fibre roofing mops.
  - .6 Used roofing mops will not be left unattended on roof and shall be stored away from building and combustible materials.
  - .7 All roofing materials will be stored in location no closer than 3 m to any structures.

1.9 Blockage of  
Roadways

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- .1 Advise Fire Chief of any work that would impede fire apparatus response. This includes violation of minimum overhead clearance, as prescribed by Fire Chief, erecting of barricades and digging of trenches.
- .2 Wing Transport shall be advised of any work that would impede "Emergency" vehicles located at:
  - .1 Building 4 - Fire Hall
  - .2 Building 5 - Wing Transport
  - .3 Building 785 - MP Station
  - .4 Building 75 - Ambulance location
- .3 Minimum horizontal clearance: clear width of not less than 5m.
- .4 Minimum vertical clearance: overhead height of not less than 6m.

1.10 Smoking  
Precautions

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- .1 Smoking is prohibited in all DND buildings. Observe posted smoking restrictions near existing buildings.

1.11 Rubbish and  
Waste Materials

- .1 Rubbish and waste materials are to be kept to a minimum.
- .2 Burning of rubbish is prohibited.
- .3 Removal:
  - .1 Remove all rubbish from work site at end of work day or shift or as directed.
- .4 Storage:
  - .1 Store oily waste in approved receptacles to ensure maximum cleanliness and safety.
  - .2 Deposit greasy or oily rags and materials subject to spontaneous combustion in approved receptacles and removed as specified above.

1.12 Flammable and  
Combustible Liquids

- .1 Handling, storage and use of flammable and combustible liquids are to be governed by the current National Fire Code of Canada.
- .2 Flammable and combustible liquids such as gasoline, kerosene and naphtha will be kept for ready use in quantities not exceeding 45 litres provided they are stored in approved safety cans bearing Underwriters' Laboratory of Canada or Factory Mutual seal of approval. Storage of quantities of flammable and combustible liquids exceeding 45 litres for work purposes requires permission of Fire Chief.
- .3 Transfer of flammable and combustible liquids is prohibited within buildings or jetties.
- .4 Transfer of flammable and combustible liquids will not be carried out in vicinity of open flames or any type of heat-producing devices.
- .5 Flammable liquids having a flash point below 38° C such as naphtha or gasoline will not be used as solvents or cleaning agents.
- .6 Flammable and combustible waste liquids, for disposal, will be stored in approved containers located in a safe ventilated area. Quantities are to be kept to a minimum and Fire Department is to be notified when disposal is required.

1.13 Hazardous  
Substances

- .1 Work entailing use of toxic or hazardous materials, chemicals and/or explosives, or otherwise creating hazard to life, safety or health, will be in accordance with National Fire Code of Canada.
- .2 Obtain from Fire Chief a "Hot Work" permit (Annex B) for work involving welding, burning or use of blow torches and salamanders, in buildings or facilities.
- .3 When Work is carried out in dangerous or hazardous areas involving use of heat, provide fire watchers equipped with sufficient fire extinguishers. Determination of dangerous or hazardous areas along with level of protection necessary for Fire Watch is at discretion of the Fire Chief. Contractors are responsible for providing fire watch service for work on a scale established and in conjunction with Fire Chief at pre-work conference.
- .4 Where flammable liquids, such as lacquers or urethanes are to be used, proper ventilation shall be provided and all sources of ignition are to be eliminated. Fire Chief is to be informed prior to and at cessation of such work.

1.14 Questions or  
Clarifications

- .1 Direct any questions or clarification on Fire Safety in addition to above requirements to the DND representative. DND is responsible to obtain clarifications from the Fire Chief.

1.15 Fire  
Inspection

- .1 Site inspections by Fire Chief will be coordinated through DND Representative.
- .2 Allow Fire Chief unrestricted access to work site.
- .3 Co-operate with Fire Chief during routine fire safety inspection of work site.
- .4 Immediately remedy all unsafe fire situations observed by Fire Chief.



PART 2 - PRODUCTS

2.1 Not Used .1 Not Used.

PART 3 - EXECUTION

3.1 Not Used .1 Not Used.

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END

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PART 1 - GENERAL

- 1.1 General .1 Comply with all federal, provincial, and municipal regulatory requirements and guidelines for environmental protection and natural resource conservation
- 1.2 Precedence .1 For Federal Government projects, Division 1 Sections take precedence over technical specification sections in other Divisions of this Project Manual.
- 1.3 Fires .1 Fires and burning of rubbish on site not permitted.
- 1.4 Disposal of Wastes .1 Do not bury rubbish and waste materials on site unless approved by DND Representative.
- .2 Do not dispose of waste or volatile materials, such as mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers.
- .3 The contractor shall dispose of all rubbish and residue in accordance with existing provincial and/or municipal regulations and/or bylaws. A disposal manifest will be delivered to the Project Authority to ensure the waste has been accepted by a proper facility.
- .4 Costs associated with appropriate removal, transportation and disposal of ALL WASTE is the responsibility of the Contractor
- 1.5 Drainage .1 Provide temporary drainage and pumping as necessary to keep excavations and site free from water.
- .2 Do not pump water containing suspended materials into waterways, sewer or drainage systems.
- .3 Control disposal or runoff of water containing suspended materials or other

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- |                          |    |  |
|--------------------------|----|--|
| 1.5 Drainage<br>(Cont'd) | .3 | (Cont'd)<br>harmful substances in accordance with local<br>authority requirements. |
|--------------------------|----|--|
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- |  |    |   |
|--|----|---|
| 1.6 Site Clearing<br>and Plant<br>Protection | .1 | Protect trees and plants on site and adjacent<br>properties where indicated.  |
|  | .2 | Wrap in burlap, trees and shrubs adjacent to<br>construction work, storage areas and trucking<br>lanes, and encase with protective wood<br>framework from grade level to height of 2 m.                     |
|  | .3 | Protect roots of designated trees to dripline<br>during excavation and site grading to prevent<br>disturbance or damage. Avoid unnecessary<br>traffic, dumping and storage of materials over<br>root zones. |
|  | .4 | Minimize stripping of topsoil and vegetation.   |
|  | .5 | Restrict tree removal to areas indicated or<br>designated by DND Representative. See Section<br>01 00 01 1.6.3 for tree replacement<br>requirements.  |
- 
- |                                   |    |  |
|-----------------------------------|----|--|
| 1.7 Work Adjacent<br>to Waterways | .1 | Do not operate construction equipment in<br>waterways.                               |
|                                   | .2 | Do not use waterway beds for borrow material.  |
|                                   | .3 | Do not dump excavated fill, waste material or<br>debris in waterways.                |
|                                   | .4 | Design and construct temporary crossings to<br>minimize erosion to waterways.        |
|                                   | .5 | Do not skid logs or construction materials<br>across waterways.                      |
|                                   | .6 | Avoid indicated spawning beds when<br>constructing temporary crossings of waterways. |
|                                   | .7 | Do not blast under water or within 100 m of<br>indicated spawning beds.              |
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|---|---|
| <u>1.8 Pollution Control</u>              | <ul style="list-style-type: none"><li>.1 Maintain temporary erosion and pollution control features installed under this contract.</li><li>.2 Control emissions from equipment and plant to local authorities emission requirements.</li><li>.3 Prevent sandblasting and other extraneous materials from contaminating air beyond application area, by providing temporary enclosures.</li><li>.4 Cover or wet down dry materials and rubbish to prevent blowing dust and debris. Provide dust control for temporary roads.</li></ul>                                |
| <br>                                      |   |
| <u>1.9 Protection of Monitoring Wells</u> | <ul style="list-style-type: none"><li>.1 Protect any and all existing groundwater monitoring wells. Report any disturbances or damage to the Project Authority immediately. Wing Environment will need to be informed</li></ul>   |
| <br>                                      |   |
| <u>1.10 Halocarbons</u>                   | <ul style="list-style-type: none"><li>.1 Refrigeration units will comply with the Federal Halocarbon Regulations (FHR), 2003.</li><li>.2 Halocarbon refrigerants shall be R410A or a suitable CFC free substitute. Non-halocarbon refrigerants are still acceptable.</li><li>.3 When the unit is installed, serviced, or decommissioned by a contractor, the Halocarbon Reporting Form must be completed and submitted to the Project Authority.</li><li>.4 Report all halocarbon releases to the Project Authority, Wing Fire Hall and Wing Environment.</li></ul> |
| <br>                                      |   |
| <u>1.11 Spill Response and Report</u>     | <ul style="list-style-type: none"><li>.1 Spill kits will be on site where there is potential for spillage onto the ground.</li><li>.2 Personnel on site will be educated in the use of spill kits and spill response based on the equipment on site.</li></ul>  |
-

- .3 Secondary containment will be provided for generators or other fuel-powered equipment. This equipment will not be located within 30m of a waterway.
- .4 Secondary containment for temporary fuel storage tanks, held on site by the contractor, will be implemented.
- .5 Any spill, regardless of size, will be reported immediately to the Project Authority following the Environmental Incident and Emergency Plan, so proper reporting procedures can be implemented.
- .6 An Environmental Incident Report will be completed and submitted to Wing Environment to report the spill within 24 hrs, follow-up may be required. Environmental Incident Report forms are available from W Env or Project Authority.
- .7 Should the spill exceed the capabilities of the spill kits and the personnel on site, the Fire Department shall be contacted.

## PART 2 - PRODUCTS

2.1 Not Used .1 Not Used.

## PART 3 - EXECUTION

3.1 Not Used .1 Not Used.

PART 1 - GENERAL

- 1.1 Precedence .1 For Federal Government projects, Division 1 Sections take precedence over technical specification sections in other Divisions of this Project Manual.
- 1.2 Associations .1 ANSI - American National Standards Institute, 25 West 43rd Street, 4th Floor, New York, New York, U.S.A. 10036 URL <http://www.ansi.org>
- .2 ARI - Air Conditioning and Refrigeration Institute, 4100 N Fairfax Drive, Suite 200, Arlington, Virginia, U.S.A. 22203 URL <http://www.ari.org>
- .3 ASHRAE - American Society of Heating, Refrigeration and Air-Conditioning Engineers, 1791 Tullie Circle NE, Atlanta, Georgia, U.S.A. 30329 URL <http://www.ashrae.org>
- .4 ASTM - American Society for Testing and Materials, 100 Barr Harbor Drive West, Conshohocken, Pennsylvania 19428-2959 URL <http://www.astm.org>
- .5 AWPA - American Wire Producer's Association, 801 N Fairfax Street, Suite 211, Alexandria, VA U.S.A. 22314-1757 URL <http://www.awpa.org>
- .6 AWPA - American Wood Preservers' Association, P.O. Box 5690, Granbury Texas, U.S.A. 76049-0690 URL <http://www.awpa.com>
- .7 AWS - American Welding Society, 550 N.W. LeJeune Road, Miami, Florida U.S.A. 33126 URL <http://www.amweld.org>
- .8 CCA Canadian Construction Association, 75 Albert St., Suite 400 Ottawa, Ontario, K1P 5E7 URL <http://www.cca-acc.com>
- .9 CCDC Canadian Construction Documents Committee, Refer to ACEC, CCA, CSC or RAIC
- .10 CFFM - Canadian Forces Fire Marshal, 101 Colonel By Drive, 8NT MGen George R. Pearkes Bldg., Ottawa, Ontario K1A 0K2
- .11 CGSB - Canadian General Standards Board, Place du Portage, Phase III, 6B1, 11 Laurier

1.2 Associations  
(Cont'd)

- .11 (Cont'd)  
Street, Hull, Quebec K1A 0S5 URL  
<http://w3.pwgsc.gc.ca/cgsb>
- .12 CISC - Canadian Institute of Steel  
Construction, 201 Consumers Road, Suite 300,  
Willowdale, Ontario M2J 4G8 URL  
<http://www.cisc-icca.ca>
- .13 CLA - Canadian Lumbermen's Association, 27  
Goulburn Avenue, Ottawa, Ontario, K1N 8C7 URL  
<http://www.cla-ca.ca>
- .14 CRCA - Canadian Roofing Contractors  
Association, 155 Queen Street, Suite 1300,  
Ottawa, Ontario K1P 6L1 URL  
<http://www.roofingcanada.com>
- .15 CSA - Canadian Standards Association  
International, 178 Rexdale Blvd., Toronto,  
Ontario M9W 1R3 URL  
<http://www.csa-international.org>
- .16 CSC - Construction Specifications Canada, 120  
Carlton Street, Suite 312, Toronto, Ontario  
M5A 4K2 URL <http://www.csc-dcc.ca>
- .17 CSDMA - Canadian Steel Door Manufacturers  
Association, One Yonge Street, Suite 1801,  
Toronto, Ontario M5E 1W7
- .18 CSSBI - Canadian Sheet Steel Building  
Institute, 652 Bishop St. N., Unit 2A,  
Cambridge, Ontario N3H 4V6 URL  
<http://www.cssbi.ca>
- .19 CWC - Canadian Wood Council, 1400 Blair  
Place, Suite 210, Ottawa, Ontario K1J 9B8 URL  
<http://www.cwc.ca>
- .20 EC - Environment Canada, Conservation and  
Protection, Inquiry Centre, 351 St. Joseph  
Blvd, Hull, Québec KIA 0H3 URL  
<http://www.ec.gc.ca>
- .21 MPI - The Master Painters Institute, 4090  
Graveley Street, Burnaby, BC V5C 3T6 URL  
<http://www.paintinfo.com>
- .22 NABA - National Air Barrier Association, PO  
Box 2747, Winnipeg, Manitoba R3C 4E7 URL  
<http://www.naba.ca>

1.2 Associations  
(Cont'd)

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- .23 NLGA - National Lumber Grades Authority,  
406-First Capital Place, 960 Quayside Drive,  
New Westminster, B.C. V3M 6G2
- .24 NRC - National Research Council, Building  
M-58, 1200 Montreal Road, Ottawa, Ontario K1A  
0R6 URL <http://www.nrc.gc.ca>
- .25 NSPE National Society of Professional  
Engineers, 1420 King Street, Alexandria, VA  
U.S.A. 22314-2794 URL <http://www.nspe.org>
- .26 QPL - Qualification Program List, c/o  
Canadian General Standards Board, Place du  
Portage, Phase III, 6B1, 11 Laurier Street,  
Hull, Quebec K1A 1G6 URL  
<http://www.pwgsc.gc.ca/cgsb>
- .27 RAIC Royal Architectural Institute of Canada,  
55 Murray Street, Suite 330, Ottawa, Ontario,  
K1N 5M3 URL <http://www.raic.org>
- .28 SCC - Standards Council of Canada, 270 Albert  
Street, Suite 2000, Ottawa, Ontario K1P 6N7  
URL <http://www.scc.ca>
- .29 UL - Underwriters' Laboratories, 333  
Pfingsten Road, Northbrook, Illinois, U.S.A.  
60062-2096 URL <http://www.ul.com>
- .30 ULC - Underwriters' Laboratories of Canada, 7  
Crouse Road, Toronto, Ontario M1R 3A9 URL  
<http://www.ulc.ca>

1.3 Reference  
Standards

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- .1 Within the text of the specifications,  
reference may be made to the following  
standards:
    - .1 AA - Aluminum Association
    - .2 ACI - American Concrete Institute
    - .3 ACEC - Association of Consulting  
Engineers of Canada
    - .4 AISC - American Institute of Steel  
Construction
    - .5 ANSI - American National Standards  
Institute
    - .6 API - American Petroleum Institute
    - .7 ASPT - Association for Asphalt Paving  
Technologists
    - .8 ASME - American Society of Mechanical  
Engineers
    - .9 ASTM - American Society for Testing and  
Materials
-



1.3 Reference  
Standards  
(Cont'd)

- .1 (Cont'd)
- .10 AWMAC - Architectural Woodwork Manufacturers Association of Canada
  - .11 AWPA - American Wire Producers Association
  - .12 AWS - American Welding Society
  - .13 CCA - Canadian Construction Association
  - .14 CCDC - Canadian Construction Documents Committee
  - .15 CCME - Canadian Council of Ministers of the Environment
  - .16 CEC - Canadian Electrical Code (published by CSA)
  - .17 CEMA - Canadian Electrical Manufacturer's Association
  - .18 CEPA - Canadian Environmental Protection Act
  - .19 CGSB - Canadian General Standards Board
  - .20 CISC - Canadian Institute of Steel Construction
  - .21 CLA - Canadian Lumberman's Association
  - .22 CPCA - Canadian Painting Contractors' Association
  - .23 CPCI - Canadian Prestressed Concrete Institute
  - .24 CPMA - Canadian Paint Manufacturers Association
  - .25 CRCA - Canadian Roofing Contractors Association
  - .26 CSA - Canadian Standards Association
  - .27 CSC - Construction Specifications Canada
  - .28 CSSBI - Canadian Sheet Steel Building Institute
  - .29 ECP - Environmental Choice Program
  - .30 EIMA - EIFS Industry Manufacturer's Association
  - .31 EPA - Environmental Protection Agency
  - .32 FGMA - Flat Glass Manufacturers Association
  - .33 FM - Factory Mutual Engineering Corporation
  - .34 GRI - Geosynthetic Research Institute
  - .35 ICEA - Insulated Cable Engineers Association
  - .36 IEEE - Institute of Electrical and Electronic Engineers
  - .37 IPCEA - Insulated Power Cable Engineers Association
  - .38 LSGA - Laminators Safety Glass Association
  - .39 MSS Manufacturers Standardization Society of the Valve and Fittings Industry
  - .40 NAAMM - National Association of Architectural Metal Manufacturers
  - .41 NBC - National Building Code

1.3 Reference Standards (Cont'd)	.1 (Cont'd)
	.42 NEMA - National Electrical Manufacturers Association
	.43 NFPA - National Fire Protection Association
	.44 NHLA - National Hardwood Lumber Association
	.45 NLGA - National Lumber Grades Authority
	.46 NSPE - National Society of Professional Engineers
	.47 RAIC - Royal Architectural Institute of Canada
	.48 SSPC - Steel Structures Painting Council
	.49 TTMAC - Terrazzo, Tile and Marble Association of Canada
	.50 ULC - Underwriters' Laboratories of Canada

PART 2 - PRODUCTS

2.1 Not Used	.1 Not Used.
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PART 3 - EXECUTION

.2 Not Used.
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PART 2 - PRODUCTS

2.1 Not Used	.1 Not Used.
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PART 3 - EXECUTION

3.1 Not Used	.1 Not Used.
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END



PART 1 - GENERAL

- |                                      |    |   |
|--------------------------------------|----|---|
| <u>1.1 Precedence</u>                | .1 | For Federal Government projects, Division 1 Sections take precedence over technical specification sections in other Divisions of this Project Manual.   |
| <u>1.2 Installation and Removal</u>  | .1 | Provide temporary utilities controls in order to execute work expeditiously.  |
|                                      | .2 | Remove from site all such work after use.   |
|                                      | .3 | Remove temporary facilities from site when directed by Dnd representative.  |
| <u>1.3 Dewatering</u>                | .1 | Provide temporary drainage and pumping facilities to keep excavations and site free from standing water.  |
| <u>1.4 Water Supply</u>              | .1 | DND can provide, free of charge, temporary water for construction purposes.   |
|                                      | .2 | Dnd representative will determine delivery points and quantitative limits. Dnd representative's written permission is required before any connection is made.   |
|                                      | .3 | Provide, at no cost to DND, all equipment and temporary lines to bring these services to work area.   |
|                                      | .4 | Supply of temporary services by DND is subject to DND requirements and may be discontinued by Dnd representative at any time without notice, without any acceptance of any liability for damage or delay caused by such withdrawal of temporary services. |
| <u>1.5 Temporary Power and Light</u> | .1 | DND can provide, free of charge, temporary electric power for construction purposes   |
|                                      | .2 | Dnd representative will determine delivery points and quantitative limits. Dnd  |

1.5 Temporary Power .2  
and Light  
(Cont'd)

- (Cont'd)
- representative's written permission is required before any connection is made. Connect to existing power supply in accordance with Canadian Electrical Code.
- .3 Provide, at no cost to DND, all equipment and temporary lines to bring these services to work area.
- .4 Supply of temporary services by DND is subject to DND requirements and may be discontinued by Dnd representative at any time without notice, without any acceptance of any liability for damage or delay caused by such withdrawal of temporary services.
- .5 Provide and maintain temporary lighting throughout project. Ensure level of illumination on all floors and stairs is not less than 162 lx.
- .6 Electrical power and lighting systems installed under this Contract may be used for construction requirements only with prior approval of Dnd representative provided that guarantees are not affected. Make good damage to electrical system caused by use under this Contract. Replace lamps which have been used for more than 3 months.

1.6 Temporary  
Communication  
Facilities

- .1 Provide and pay for temporary telephone, fax, data hook up, lines and equipment necessary for own use.

1.7 Fire  
Protection

- .1 Provide and maintain temporary fire protection equipment during performance of Work required by governing codes, regulations and bylaws.
- .2 Burning rubbish and construction waste materials is not permitted on site.

National Defence  
4 Wing Cold Lake  
L-C252-9900-383

Temporary Utilities

Section 01 51 00  
Page 3  
2015-11-03

PART 2 - PRODUCTS

2.1 Not Used .1 Not Used.

PART 3 - EXECUTION

3.1 Not Used .1 Not Used.

END



PART 1 - GENERAL

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|-------------------------------------|---|
| <u>1.1 Section Includes</u>         | .1 Construction aids.<br>.2 Office and sheds.<br>.3 Parking.<br>.4 Project identification.  |
| <u>1.2 Precedence</u>               | .1 For Federal Government projects, Division 1 Sections take precedence over technical specification sections in other Divisions of this Project Manual.  |
| <u>1.3 Related Sections</u>         | .1 Section 01 51 00 - Temporary Utilities.  |
| <u>1.4 References</u>               | .1 Canadian General Standards Board (CGSB)<br>.1 CGSB 1-GP-189M, Primer, Alkyd, Wood, Exterior.<br>.2 CAN/CGSB-1.59-97, Alkyd Exterior Gloss Enamel.<br>.2 Canadian Standards Association (CSA International)<br>.1 CAN/CSA-A23.1-00, Concrete Materials and Methods for Concrete Construction/Method of Test for Concrete.<br>.2 CSA 0121-M1978 (R1998), Douglas Fir Plywood.<br>.3 CSA Z321-96, Signs and Symbols for the Occupational Environment. |
| <u>1.5 Installation and Removal</u> | .1 Provide construction facilities in order to execute work expeditiously.<br>.2 Remove from site all such work after use.<br>.3 Remove temporary facilities from site when directed by DND Rep.  |
-



- 
- 1.6 Scaffolding .1 Design and construct scaffolding in accordance with CAN/CSA-S269.2-M87 (R2003).
- .2 Construct and maintain scaffolding in rigid, secure and safe manner.
- .3 Erect scaffolding independent of walls. Remove promptly when no longer required.
- .4 Provide and maintain scaffolding, ramps, ladders, swing staging, platforms or temporary stairs.
- 1.7 Hoisting .1 Provide, operate and maintain hoists required for moving of workers, materials and equipment. Make financial arrangements with Subcontractors for use thereof.
- .2 Hoists shall be operated by qualified operator.
- 1.8 Elevators .1 Designated existing and permanent elevators may be used by construction personnel and transporting of materials. Co-ordinate use with DND Rep .
- .2 Provide protective coverings for finish surfaces of cars and entrances.
- 1.9 Site Storage/Loading .1 Confine work and operations of employees by Contract Documents. Do not unreasonably encumber premises with products.
- .2 Do not load or permit to load any part of Work with a weight or force that will endanger the Work.
- 1.10 Construction Parking .1 Parking will be permitted on site provided it does not disrupt performance of Work.
- .2 Provide and maintain adequate access to project site.
-

1.10 Construction  
Parking  
(Cont'd)

- .3 Build and maintain temporary roads where indicated and provide snow removal during period of Work.
- .4 If authorized to use existing roads for access to project site, maintain such roads for duration of Contract and make good damage resulting from Contractors' use of roads.
- .5 Clean runways and taxi areas where used by Contractor's equipment.

1.11 Security

- .1 Erect temporary site enclosure using new 1.2 m high snow fence wired to rolled steel "T" bar fence posts spaced at 2.4 m oc. Provide one lockable truck gate. Maintain fence in good repair.
- .2 Provide and pay for responsible security personnel to guard site and contents of site after working hours and during holidays as directed by DND Rep.

1.12 Equipment,  
Tool and Materials  
Storage

- .1 Provide and maintain, in a clean and orderly condition, lockable weatherproof sheds for storage of tools, equipment and materials.
- .2 Locate materials not required to be stored in weatherproof sheds on site in a manner to cause least interference with work activities.

1.13 Sanitary  
Facilities

- .1 Provide sanitary facilities for work force in accordance with governing regulations and ordinances.
  - .2 Post notices and take such precautions as required by local health authorities. Keep area and premises in sanitary condition.
  - .3 Permanent facilities may be used on approval of DND Rep.
-

- 1.14 Construction Signage
- .1 Signs and notices for safety and instruction shall be in English or Graphic symbols and shall conform to Z321-96.
  - .2 Maintain approved signs and notices in good condition for duration of project, and dispose of off site on completion of project or earlier if directed by DND Rep.

PART 2 - PRODUCTS

- 2.1 Not Used
- .1 Not Used.

PART 3 - EXECUTION

- 3.1 Not Used
- .1 Not Used.

END

PART 1 - GENERAL

- |                                   |    |   |
|-----------------------------------|----|---|
| 1.1 Section<br><u>Includes</u>    | .1 | Progressive cleaning.   |
|                                   | .2 | Final cleaning.   |
| 1.2 Precedence                    | .1 | For Federal Government projects, Division 1 Sections take precedence over technical specification sections in other Divisions of this Project Manual.   |
| 1.3 Related Section               | .1 | Section 01 77 00 - Closeout Procedures.   |
| 1.4 Project<br><u>Cleanliness</u> | .1 | Maintain Work in tidy condition, free from accumulation of waste products and debris, other than that caused by Owner or other Contractors.   |
|                                   | .2 | Remove waste materials from site at regularly scheduled times or dispose of as directed by DND Representative. Do not burn waste materials on site.   |
|                                   | .3 | Clear snow and ice from access to building, bank/pile snow in designated areas only.  |
|                                   | .4 | Make arrangements with and obtain permits from authorities having jurisdiction for disposal of waste and debris.  |
|                                   | .5 | Remove all waste materials and debris from site and dispose off DND property. Provide following information to DND Representative:<br>.1 Provide a Certificate of Disposal indicating the following:<br>.1 Date of disposition.<br>.2 Time of disposition.<br>.3 Location of disposition.<br>.4 Name of Vehicle operator.<br>.5 Vehicle License Number. |
|                                   | .6 | Provide on-site containers for collection of waste materials and debris.  |
-

1.4 Project  
Cleanliness  
(Cont'd)

- .7 Provide and use clearly marked separate bins for recycling.
- .8 Remove waste material and debris from site at end of each working day.
- .9 Clean interior areas prior to start of finish work, and maintain areas free of dust and other contaminants during finishing operations.
- .10 Store volatile waste in covered metal containers, and remove from premises at end of each working day.
- .11 Provide adequate ventilation during use of volatile or noxious substances. Use of building ventilation systems is not permitted for this purpose.
- .12 Use only cleaning materials recommended by manufacturer of surface to be cleaned, and as recommended by cleaning material manufacturer.
- .13 Schedule cleaning operations so that resulting dust, debris and other contaminants will not fall on wet, newly painted surfaces nor contaminate building systems.
- .14 Foreign Object Damage control or FOD will be exercised on a continuous basis in vicinity of aircraft, runways or aprons. Control all blowing debris at all times. DND Representative will coordinate and approve Contractors plans to fulfill this requirement.

1.5 Final Cleaning

- .1 In preparation for acceptance of the project, on an interim or final certificate of completion, perform final cleaning.
- .2 When Work is Substantially Performed, remove surplus products, tools, construction machinery and equipment not required for performance of remaining Work.
- .3 Remove waste products and debris other than that caused by others, and leave Work clean and suitable for occupancy.

1.5 Final Cleaning  
(Cont'd)

- .4 Prior to final review, remove surplus products, tools, construction machinery and equipment.
- .5 Remove waste products and debris other than that caused by Owner or other Contractors.
- .6 Make arrangements with and obtain permits from authorities having jurisdiction for disposal of waste and debris.
- .7 Clean and polish glass, mirrors, hardware, wall tile, stainless steel, chrome, porcelain enamel, baked enamel, plastic laminate, and mechanical and electrical fixtures. Replace broken, scratched or disfigured glass.
- .8 Remove stains, spots, marks and dirt from decorative work, electrical and mechanical fixtures, furniture fitments, walls, and floors.
- .9 Clean lighting reflectors, lenses, and other lighting surfaces.
- .10 Vacuum clean and dust building interiors, behind grilles, louvres and screens.
- .11 Wax, seal, shampoo or prepare floor finishes, as recommended by manufacturer.
- .12 Inspect finishes, fitments and equipment and ensure specified workmanship and operation.
- .13 Broom clean and wash exterior walks, steps and surfaces; rake clean other surfaces of grounds.
- .14 Remove dirt and other disfiguration from exterior surfaces.
- .15 Clean and sweep roofs, gutters, areaways, and sunken wells.
- .16 Sweep and wash clean paved areas.
- .17 Clean equipment and fixtures to a sanitary condition; clean or replace filters of mechanical equipment.
- .18 Clean roofs, downspouts, and drainage systems.

- 1.5 Final Cleaning (Cont'd) .19 Remove debris and surplus materials from  
crawl areas and other accessible concealed  
spaces.  
.20 Remove snow and ice from access to building.  
.21 Leave entire work area neat and clean.

PART 2 - PRODUCTS

- 2.1 Not Used .1 Not Used.

PART 3 - EXECUTION

- 3.1 Not Used .1 Not Used.

END

PART 1 - GENERAL

<u>1.1 Section Includes</u>	.1	Administrative procedures preceding preliminary and final inspections of Work.
<u>1.2 Precedence</u>	.1	For Federal Government projects, Division 1 Sections take precedence over technical specification sections in other Divisions of this Project Manual.
<u>1.3 Related Sections</u>	.1	Section 01 78 00- Closeout Submittals.
<u>1.4 Inspection and Declaration</u>	.1	Contractor's Inspection: Contractor and all Subcontractors shall conduct an inspection of Work, identify deficiencies and defects, and repair as required to conform to Contract Documents. .1 Notify DND Representative in writing of satisfactory completion of Contractor's Inspection and that corrections have been made. .2 Request DND Representative's Inspection.
	.2	DND Representative's Inspection: DND Representative and Contractor will perform inspection of Work to identify obvious defects or deficiencies. Contractor shall correct Work accordingly.
	.3	Completion: submit written certificate that following have been performed: .1 Work has been completed and inspected for compliance with Contract Documents. .2 Defects have been corrected and deficiencies have been completed. .3 Equipment and systems have been tested, adjusted and balanced and are fully operational. .4 Operation of systems have been demonstrated to Owner's personnel. .5 Work is complete and ready for Final Inspection.
	.4	Final Inspection: when items noted above are completed, request final inspection of Work by DND Representative , and Contractor . If Work



1.4 Inspection and  
Declaration  
(Cont'd)

.4 Final Inspection: (Cont'd)  
is deemed incomplete by DND Representative ,  
complete outstanding items and request  
reinspection.

PART 2 - PRODUCTS

2.1 Not Used

.1 Not Used.

PART 3 - EXECUTION

3.1 Not Used

.1 Not Used.

END

PART 1 - GENERAL

1.1 Section  
Includes

- .1 As-built, samples, and specifications.
- .2 Equipment and systems.
- .3 Product data, materials and finishes, and related information.
- .4 Operation and maintenance data.
- .5 Spare parts, special tools and maintenance materials.
- .6 Warranties and bonds.
- .7 Final site survey.

1.2 Precedence

- .1 For Federal Government projects, Division 1 Sections take precedence over technical specification sections in other Divisions of this Project Manual.

1.3 Related  
Sections

- .1 Section 01 77 00 - Closeout Procedures.

1.4 Submission

- .1 Prepare instructions and data using personnel experienced in maintenance and operation of described products.
- .2 Prior to Substantial Performance of the Work, submit to the DND Representative, three final copies of operating and maintenance manuals in English.
- .3 Ensure spare parts, maintenance materials and special tools provided are new, undamaged or defective, and of same quality and manufacture as products provided in Work.
- .4 If requested, furnish evidence as to type, source and quality of products provided.
- .5 Defective products will be rejected, regardless of previous inspections. Replace products at own expense.

1.4 Submission      .6    Pay costs of transportation.  
(Cont'd)

1.5 Format      .1    Assemble, coordinate, bind and index required data into Operation and Maintenance Manual. Organize data in the form of an instructional manual.

                     .2    Organize data into same numerical order as contract specifications.

                     .3    Provide O & M manual in PDF format on CD. Manual is to be FULLY INDEXED or BOOKMARKED.

                     .4    Provide 1:1 scaled CAD files in dwg format on CD.

                     .5    Only If requested by the DND Representative provide O&M Manuals in Binders: vinyl, hard covered, 3 'D' ring, loose leaf 219 x 279 mm with spine and face pockets.

                     .6    Drawings: provide with reinforced punched binder tab. Bind in with text; fold larger drawings to size of text pages.

                     .7    When multiple binders are used, correlate data into related consistent groupings. Identify contents of each binder on spine.

                     .8    Cover: Identify each binder with type or printed title 'Project Record Documents'; list title of project and identify subject matter of contents.

                     .9    Provide tabbed fly leaf for each separate product and system, with typed description of product and major component parts of equipment.

                     .10   Text: Manufacturer's printed data, or typewritten data.

1.6 Contents - Each   .1    Cover sheet containing:  
Volume                       .1    Date submitted.  
                                     .2    Project title, location and project number.  
                                     .3    Names and addresses of Contractor, and all Sub-contractors.

---

1.6 Contents - Each Volume (Cont'd)	.2	Table of Contents.
	.3	Warranties, guarantees.
	.4	Copies of approvals, and certificates.
	.5	Provide data as specified in individual sections of this specification with schedule of products and systems, indexed to content of volume.
	.6	For each product or system: list names, addresses and telephone numbers of subcontractors and suppliers, including local source of supplies and replacement parts.
	.7	Nameplate information including equipment number, make, size, capacity, model number and serial number.
	.8	Parts list.
	.9	Installation details.
	.10	Operating instructions.
	.11	Maintenance instructions for equipment.
	.12	Maintenance instructions for finishes.
	.13	One complete set of reviewed final shop drawings and product data.
	.14	Drawings: supplement product data to illustrate relations of component parts of equipment and systems, to show control and flow diagrams.
	.15	Typewritten Text: as required to supplement product data. Provide logical sequence of instructions for each procedure, incorporating manufacturer's instructions.
1.7 As-builts and Samples	.1	In addition to requirements in General Conditions, maintain one record copy of: .1 Contract Drawings. .2 Specifications. .3 Addenda. .4 Change Orders and other modifications to the Contract. .5 Reviewed shop drawings, product data, and samples. .6 Field test records.

1.7 As-builts and  
Samples  
(Cont'd)

- .1 (Cont'd)
  - .7 Inspection certificates.
  - .8 Manufacturer's certificates.
- .2 Store record documents and samples in field office apart from documents used for construction. Provide files, racks, and secure storage.
- .3 Label record documents and file in accordance with Section number listings in List of Contents of this Project Manual. Label each document "PROJECT RECORD" in neat, large, printed letters.
- .4 Maintain record documents in clean, dry and legible condition. Do not use record documents for construction purposes.
- .5 Keep record documents and samples available for inspection by DND Representative.
- .6 Identify each drawing in lower right hand corner in letters 12 mm high to read: "As Built Drawings", with Signature of Contractor and Date.

1.8 Recording  
Actual Site  
Conditions

- .1 Record information on set of black lineopaque drawings, provided by DND Representative
- .2 Provide felt tip marking pens, maintaining separate colours for each major system, for recording information.
- .3 Maintain project record drawings and record accurately any deviations from Contract documents.
- .4 Record information concurrently with construction progress to show all work as actually installed including change orders. Do not conceal Work until required information is recorded.
- .5 Contract Drawings and shop drawings: legibly mark each item to record actual construction, including:
  - .1 Measured depths of elements of foundation in relation to finish first floor datum.
  - .2 Measured horizontal and vertical locations of underground utilities and

1.8 Recording  
Actual Site  
Conditions  
(Cont'd)

- .5 Contract Drawings and shop drawings: (Cont'd)
  - .2 (Cont'd)  
appurtenances, referenced to permanent surface improvements.
  - .3 Measured locations of internal utilities and appurtenances, referenced to visible and accessible features of construction.
  - .4 Field changes of dimension and detail.
  - .5 Changes made by change orders.
  - .6 Details not on original Contract Drawings.
  - .7 References to related shop drawings and modifications.
- .6 Specifications: legibly mark each item to record actual construction, including:
  - .1 Manufacturer, trade name, and catalogue number of each product actually installed, particularly optional items and substitute items.
  - .2 Changes made by Addenda and change orders.
- .7 Other Documents: maintain manufacturer's certifications, inspection certifications, field test records, required by individual specifications sections.

1.9 As Built  
Drawings

- .1 At completion of project and prior to final inspection, transfer as-built notations to second paper drawing set and submit to DND Representative for review.
  - .1 Prepare as-built drawings in AutoCAD format following same conventions used for original design drawings or use DND CAD Standards ie: levels, colors, weights, etc.
  - .2 In addition to as-built printed set, drawings shall be submitted in electronic file format (both AutoCAD and PDF) on CD or DVD media.

1.10 As Built  
Survey Drawings

- .1 Provide "As-Built Survey" with project deviations relative to DND survey monuments and obtain an accurate record of all manhole locations, catch basins, storm outfalls, sewer alignment, utilities (ie: elec, gas, telecom, etc), paint lines, roads, sidewalks, etc. pertinent to the project.
- .2 Submit survey with final record drawing submission.

1.10 As Built  
Survey Drawings  
(Cont'd)

- .3 Use GPS and Total station to survey new installations and surface features, including underground utility lines.
- .4 All surveys to be performed by a Registered Alberta Land Surveyor.
- .5 Horizontal and vertical accuracy shall be minimum Third Order. Vertical and horizontal control in the vicinity of survey shall be used.
- .6 All control point information and coordinate system (NAD 83-UTM) used must be obtained at 4 Wing WCE GIS cell prior to starting the survey.
- .7 Accuracy: Horizontal - third order (Northing & Easting coordinates); Vertical (control points, Building floor elevation, Manhole & catchbasin only), - third order. Vertical (all other features), total station elevations.
- .8 Control points and temporary iron bars used, along with their coordinates and elevations must be indicated on each survey drawing.
- .9 An electronic drawing copy of existing site will be provided by WCE GIS.
- .10 Provide one as-built hard copy drawing set. Submit final drawing set on full size media using DND CAD Standard Drawing Sheet.
- .11 In addition to as-built printed set, drawings shall be submitted in electronic file format (both AutoCAD and PDF) on CD/DVD.
- .12 Provide as-built electronic copy in AutoCAD 3D file format. Ensure all features are drawn in 3D (x y z).
- .13 Follow DND CAD and GIS Standards for easy incorporation of data into existing GIS spatial database.
- .14 Provide comma delimited ASCII text file for each survey point: Point Number, Easting, Northing, Elevation, Feature Class Name/Layer Name/Survey Code and optional description.
- .15 For information regarding WCE GIS system contact: 4WCE GIS Co-ordinator at (780)840-8000 ext 8251.

1.11 Water Valve  
Markers

- .1 Install DND supplied blue marker stake at each water valve location. Markers are provided by DND WCE Plumbing Shop @ loc 8427.

1.12 Equipment and  
Systems

- .1 Each Item of Equipment and Each System: include description of unit or system, and component parts. Give function, normal operation characteristics, and limiting conditions. Include performance curves, with engineering data and tests, and complete nomenclature and commercial number of replaceable parts.
- .2 Panel board circuit directories: provide electrical service characteristics, controls, and communications.
- .3 Include installed colour coded wiring diagrams.
- .4 Operating Procedures: include start-up, break-in, and routine normal operating instructions and sequences. Include regulation, control, stopping, shut-down, and emergency instructions. Include summer, winter, and any special operating instructions.
- .5 Maintenance Requirements: include routine procedures and guide for trouble-shooting; disassembly, repair, and reassembly instructions; and alignment, adjusting, balancing, and checking instructions.
- .6 Provide servicing and lubrication schedule, and list of lubricants required.
- .7 Include manufacturer's printed operation and maintenance instructions.
- .8 Include sequence of operation by controls manufacturer.
- .9 Provide original manufacturer's parts list, illustrations, assembly drawings, and diagrams required for maintenance.
- .10 Provide installed control diagrams by controls manufacturer.
- .11 Provide Contractor's coordination drawings, with installed colour coded piping diagrams.



1.12 Equipment and  
Systems  
(Cont'd)

- .12 Provide charts of valve tag numbers, with location and function of each valve, keyed to flow and control diagrams.
- .13 Provide list of original manufacturer's spare parts, current prices, and recommended quantities to be maintained in storage.
- .14 Include test and balancing reports.
- .15 Additional requirements: As specified in individual specification sections.

1.13 Materials and  
Finishes

- .1 Building Products, Applied Materials, and Finishes: include product data, with catalogue number, size, composition, and colour and texture designations. Provide information for re-ordering custom manufactured products.
- .2 Instructions for cleaning agents and methods, precautions against detrimental agents and methods, and recommended schedule for cleaning and maintenance.
- .3 Moisture-protection and Weather-exposed Products: include manufacturer's recommendations for cleaning agents and methods, precautions against detrimental agents and methods, and recommended schedule for cleaning and maintenance.
- .4 Additional Requirements: as specified in individual specifications sections.

1.14 Spare Parts

- .1 Provide spare parts, in quantities specified in individual specification sections.
- .2 Provide items of same manufacture and quality as items in Work.
- .3 Deliver to location as directed; place and store.
- .4 Receive and catalogue all items. Submit inventory listing to DND Representative. Include approved listings in Maintenance Manual. Include the following:
  - .1 Part number.
  - .2 Identification of equipment or system for which parts are applicable.
  - .3 Installation instructions as applicable.

- 
- |                                       |    |  |
|---------------------------------------|----|--|
| <u>1.14 Spare Parts<br/>(Cont'd)</u>  | .4 | (Cont'd)<br>.4 Name and address of nearest supplier.   |
|                                       | .5 | Obtain receipt for delivered products and submit prior to final payment.   |
| <br>                                  |    |  |
| <u>1.15 Maintenance<br/>Materials</u> | .1 | Provide maintenance and extra materials, in quantities specified in individual specification sections.   |
|                                       | .2 | Provide items of same manufacture and quality as items in Work.  |
|                                       | .3 | Deliver to location as directed; place and store.  |
|                                       | .4 | Receive and catalogue all items. Submit inventory listing to DND Representative. Include approved listings in Maintenance Manual.  |
|                                       | .5 | Identify, on carton or package, colour, room No., system or area as applicable where item is used  |
|                                       | .6 | Obtain receipt for delivered products and submit prior to final payment.   |
| <br>                                  |    |  |
| <u>1.16 Special Tools</u>             | .1 | Provide special tools, in quantities specified in individual specification section.  |
|                                       | .2 | Provide items with tags identifying their associated function and equipment.   |
|                                       | .3 | Deliver to location as directed; place and store.  |
|                                       | .4 | Receive and catalogue all items. Submit inventory listing to DND Representative. Include approved listings in Maintenance Manual and Include the following:<br>.1 Identification tag reference.<br>.2 Identification of equipment or system for which tools are applicable.<br>.3 Instruction on intended use of tool. |
-

1.17 Storage,  
Handling and  
Protection

- .1 Store spare parts, maintenance materials, and special tools in manner to prevent damage or deterioration.
- .2 Store in original and undamaged condition with manufacturer's seal and labels intact.
- .3 Store components subject to damage from weather in weatherproof enclosures.
- .4 Store paints and freezable materials in a heated and ventilated room.
- .5 Remove and replace damaged products at own expense and to satisfaction of DND Representative.

1.18 Warranties and  
Bonds

- .1 Separate each warranty or bond with index tab sheets keyed to Table of Contents listing.
  - .2 List subcontractor, supplier, and manufacturer, with name, address, and telephone number of responsible principal.
  - .3 Obtain warranties and bonds, executed in duplicate by subcontractors, suppliers, and manufacturers, within ten days after completion of the applicable item of work.
  - .4 Except for items put into use with Owner's permission, leave date of beginning of time of warranty until the Date of Substantial Performance is determined.
  - .5 Verify that documents are in proper form, contain full information, and are notarized.
  - .6 Co-execute submittals when required.
  - .7 Retain warranties and bonds until time specified for submittal.
-

PART 2 - PRODUCTS

2.1 Not Used .1 Not Used.

PART 3 - EXECUTION

3.1 Not Used .1 Not Used.

END



Government of Canada  
Gouvernement du Canada

DEC 03 2015

Contract Number / Numéro du contrat

16-CYPK

Security Classification / Classification de sécurité  
UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL)

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization /  
Ministère ou organisme gouvernemental d'origine

National Defence

2. Branch or Directorate / Direction générale ou Direction  
4 Wg

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  
General Construction

5. a) Will the supplier require access to Controlled Goods?  
Le fournisseur aura-t-il accès à des marchandises contrôlées?

☒ No ☐ Yes  
Non Oui

5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations?  
Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?

☒ No ☐ Yes  
Non Oui

6. Indicate the type of access required / Indiquer le type d'accès requis

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets?  
Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS?  
(Specify the level of access using the chart in Question 7. c)  
(Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)

☒ No ☐ Yes  
Non Oui

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted.  
Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.

☐ No ☒ Yes  
Non Oui

6. c) Is this a commercial courier or delivery requirement with no overnight storage?  
S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?

☒ No ☐ Yes  
Non Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada ☐

NATO / OTAN ☐

Foreign / Étranger ☐

7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions  
Aucune restriction relative à la diffusion ☐

Not releasable  
À ne pas diffuser ☐

Restricted to: / Limité à: ☐

Specify country(ies): / Préciser le(s) pays:

All NATO countries  
Tous les pays de l'OTAN ☐

Restricted to: / Limité à: ☐

Specify country(ies): / Préciser le(s) pays:

No release restrictions  
Aucune restriction relative à la diffusion ☐

Restricted to: / Limité à: ☐

Specify country(ies): / Préciser le(s) pays:

7. c) Level of information / Niveau d'information

PROTECTED A

PROTÉGÉ A ☐

PROTECTED B

PROTÉGÉ B ☐

PROTECTED C

PROTÉGÉ C ☐

CONFIDENTIAL

CONFIDENTIEL ☐

SECRET

SECRET ☐

TOP SECRET

TRÈS SECRET ☐

TOP SECRET (SIGINT)

TRÈS SECRET (SIGINT) ☐

NATO UNCLASSIFIED

NATO NON CLASSIFIÉ ☐

NATO RESTRICTED

NATO DIFFUSION RESTREINTE ☐

NATO CONFIDENTIAL

NATO CONFIDENTIEL ☐

NATO SECRET

NATO SECRET ☐

COSMIC TOP SECRET

COSMIC TRÈS SECRET ☐

PROTECTED A

PROTÉGÉ A ☐

PROTECTED B

PROTÉGÉ B ☐

PROTECTED C

PROTÉGÉ C ☐

CONFIDENTIAL

CONFIDENTIEL ☐

SECRET

SECRET ☐

TOP SECRET

TRÈS SECRET ☐

TOP SECRET (SIGINT)

TRÈS SECRET (SIGINT) ☐

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

UNCLASSIFIED

Canada





Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

16-CYPK

Security Classification / Classification de sécurité  
UNCLASSIFIED

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

1. 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 :

3. 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)**

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

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

Special comments:

Commentaires spéciaux :

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

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

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

**PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)**  
INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

**PRODUCTION**

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

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No ☐ Yes  
Non Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
UNCLASSIFIED

Canada



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

16-CYPK

Security Classification / Classification de sécurité  
UNCLASSIFIED

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

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

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

☒ No ☐ Yes  
Non Oui

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

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

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

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

☒ No ☐ Yes  
Non Oui

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

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