



Bid Fax: (709) 772-4603

A1C 5T2

Date _____

“THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT”

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

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

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

The Annexes include the Statement of Work, the Basis of Payment, and any other annexes

1.2 Summary

Public Works and Government Services Canada (PWGSC) has a requirement for a Regional Individual Standing Offer (RISO) for Multiplex Surveillance Systems - Various Locations, NL. Work under this standing offer will comprise of the furnishing of all labour, materials and equipment required to service by trouble-shooting for defects and repair or replace if necessary any defective part(s) of equipment on an "as and when required basis" to: The Multiplex: Security Alarms, Closed Circuit Television, Camera, Monitors, Recorders and Access Control Systems within various buildings for Department of National Defence (DND), Various Locations, NL.

The term for the standing offer is for 2 years, on an "as and when required basis". A standing offer is an agreement and not a contract.

The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

1.3 Security Requirements

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

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

1.4 Debriefings

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

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: 60 days

Insert: 120 days

2.1.1 SACC Manual Clauses

SACC Manual clause M1004T (2011-05-16) Condition of Material

SACC Manual clause M0019T(2007-05-25) Firm Prices and/or Rates

SACC Manual clause C9000T (2010-08-16) Pricing

2.2 Submission of Offers

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

2.3. Former Public Servant

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

Definitions

For the purposes of this clause,

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Offeror must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;

- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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

2.4. Enquiries - Request for Standing Offers

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

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

2.5. Applicable Laws

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

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1. Offer Preparation Instructions

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) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, Offerors should:

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

Section I: Financial Offer

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

3.1.1 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.

Section II: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Financial Evaluation

4.1.2.1 Evaluation of Price

SACC Manual clause M0220T (2016-01-28) Evaluation of Price

4.1.2.2 Offerors will be evaluated on the basis of the lowest overall total estimated amount (HST Extra). Offerors are required to bid on all line items in the Basis of Payment, or their bid may be considered non-responsive.

4.2. Basis of Selection

4.2.1 SACC Manual clause M0069T (2007-05-25) Basis of Selection

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Offer

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

5.1.1 Declaration of Convicted Offences

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

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

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

5.2.1 Integrity Provisions – List of Names

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

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

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

5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_eq/equity/eq/emp/fcp/list/inelig.shtml)" list (http://www.labour.gc.ca/eng/standards_eq/equity/eq/emp/fcp/list/inelig.shtml) available from [Employment and Social Development Canada-Labour's](#) website.

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Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

6.1 Security Requirements

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 requirements as indicated in Part 7A - Standing Offer;
 - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful Offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.
3. For additional information on security requirements, Offerors should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

6.2 Insurance Requirements

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

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.

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

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

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

7.2 Security Requirements

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

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 C;
 - (b) *Industrial Security Manual* (Latest Edition).

7.3 Standard Clauses and Conditions

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

7.3.1 General Conditions

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

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is two (2) years from date of award.

7.5. Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Mary Carey
A/Contracting Officer
Public Works and Government Services Canada
Acquisitions Branch
Real Property Contracting
P.O. Box 4600, St. John's, NL A1C 5T2

Telephone: (709) 772-4754
Facsimile: (709) 772-4603
E-mail address: mary.carey@pwgsc.gc.ca

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

7.5.2 Project Authority

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

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

7.5.3 Offeror's Representative (to be completed by offeror)

Name: _____

Telephone: _____

Facsimile: _____

E-mail Address: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: **Department of National Defence.**

7.8 Call-up Instrument

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

7.9 Limitation of Call-ups

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

7.10 Financial Limitation

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

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

7.11 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2015-09-03), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010C (2015-09-03), General Conditions, Services (Medium Complexity);
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Security Requirements Check List;
- h) Annex D, Insurance Requirements;
- i) Annex E, Integrity Provisions
- j) the Offeror's offer dated _____ *(insert date of offer)*, *(if the offer was clarified or amended, insert at the time of issuance of the offer: "as clarified on _____" or "as amended on _____" and insert date(s) of clarification(s) or amendment(s) if applicable).*

7.12 Certifications

7.12.1 Compliance

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

7.13 Applicable Laws

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

B. RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

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

7.3 Term of Contract

7.3.1 Period of the Contract

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

7.4 Proactive Disclosure of Contracts with Former Public Servants

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

7.5 Payment

7.5.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a "firm unit price(s)", as specified in Annex B". Customs duties are included and Applicable Taxes are extra.

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

7.5.2 Limitation of Expenditure

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

7.5.3 SACC Manual Clauses

SACC Manual clause H1001C (2008-05-12) Multiple Payments

SACC Manual clause A9117C (2007-11-30) T1204 - Direct Request by Customer Department

7.5.4 Payment by Credit Card

The following credit card is accepted: _____.

OR

The following credit cards are accepted: _____ and _____.

7.6 Invoicing Instructions

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

7.7 Insurance Requirements

The Contractor must comply with the insurance requirements specified in Part 6. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

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

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

7.8 SACC Manual Clauses

SACC Manual clause A9062C (2011-05-16) Canadian Forces Site Regulations

Solicitation No. - N° de l'invitation
WA213-16G429/A
Client Ref. No. - N° de réf. du client
W0213-16G429

Amd. No. - N° de la modif
File No. - N° du dossier
PWD-5-38195

Buyer ID - Id de l'acheteur
pwd009
CCC No./N° CCC - FMS No./N° VME

ANNEX "A"

STATEMENT OF WORK

(19 Pages Attached)

ANNEX "B"

BASIS OF PAYMENT

RISO Multiplex Surveillance Systems – Various Locations, NL

- 1) The prices per unit shall govern in establishing the Total Extended Amount. Any arithmetical errors in this Annex will be corrected by Canada.
- 2) Canada may reject the bid if any of the prices submitted do not reasonably reflect the cost of performing the part of the work to which that price applies.

UNIT PRICE TABLE

The Unit Price Table designates Work to which a Unit Price Arrangement applies.

- (a) Work included in each item is as described in the referenced specification section.
- (b) The Price per Unit shall not include any amounts for Work that is not included in that unit price item.

2 Year Term

Item	Class of Labor, Plant or Material	Unit of Measurement	Estimated Quantity (EQ)	Price per Unit GST/HST extra (PU)	Estimated Total Price (EQ x PU) GST/HST extra
1a	Service Call - Technician				
	Regular (Monday – Friday)	Hours	100	\$	\$
	Travel to/from site	Hours	48	\$	\$
1b)	Outside regular including weekend & Federal holidays	Hours	28	\$	\$
	Travel to/from site	Hours	28	\$	\$
2a	Technician Assistant				
	Regular (Monday – Friday)	Hours	50	\$	\$
	Travel to/from site	Hours	48	\$	\$
2b)	Outside regular including weekend & Federal holidays	Hours	28	\$	\$
	Travel to/from site	Hours	28	\$	\$
3	Materials				
	Material & replacement parts (except free issue) at contractors actual purchase price plus a mark-up.	Lump Sum	\$40,000.00	OH & Profit _____ %	\$
TOTAL ESTIMATED AMOUNT: (GST/HST Extra)					\$

NOTE :

- The estimate quantity entered for each item of the unit price table is an estimate only for services, as and when required, and does not infer that all the quantities for that item will be utilized, or that the quantities may not be exceeded.
- To calculate the Estimated Total Price for Item 3, multiply the mark-up percentage (%) by the Estimated Quantity, and add the Estimated Quantity. [Estimated Total Price = (Estimated Quantity) + (Estimated Quantity x Mark-up %)].

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ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST

(insert if applicable)

ANNEX "D "

INSURANCE REQUIREMENTS

Commercial General Liability (CGL) Insurance

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

ANNEX “E”

INTREGRITY PROVISIONS – LIST OF NAMES

Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder. Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s). Bidders bidding as societies, firms, or partnerships do not need to provide lists of names.

Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder.

Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).

Bidders bidding as societies, firms or partnerships do not need to provide lists of names.

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on the right side, suggesting it's resting on a surface.

**DEPARTMENT OF NATIONAL DEFENCE
9 WING CFB GANDER
GANDER, NL**

**SPECIFICATION
STANDING OFFER AGREEMENT**

**MUPTIPLEX SURVEILLANCE SYSTEMS
VARIOUS LOCATIONS NEWFOUNDLAND**

<u>Section</u>	<u>Title</u>	<u>Pages</u>
01005	General Instructions	3 – 7
01600	Materials and Equipment	8
16010	Electrical Requirements	9
16725	Multiplex Security Alarms	10 – 11
16781	Closed Circuit Television Network	12 – 13
01545	Safety Requirements	14 – 15
01546	Fire Safety Requirements	16
01547	Hazardous Material	17 – 18
01560	Environmental Protection	19

Section 01005

General Instructions

1. General Department of National Defence Security Regulations and the Department of Public Works and Government Services Documents are part of this specification and shall govern the work of all trades herein.
2. WCEO
Representatives
 - 1 The Electrical/Mechanical Designer is the representative of the Wing Construction Engineering Officer (WCEO).
 - 2 In the event of the absence of the E/M Designer, the Engineering Officer will be the point of liaison.
 - 3 The address of the Electrical / Mechanical Designer is:

Wing Construction Engineering Section

9 Wing, CFB Gander

P. O. Box 6000

Gander, NL A1V 1X1

Attn: E/M Design
 - 4 All work requests, inquiries and invoicing should come through the above address.
3. Manufacturer
Training Provide manufacturers written proof personnel have received training and are certified to provide maintenance, and receive supplier's materials to maintain equipment operations.
4. Site Access
 - 1 Access to the site is under the direction of the Department Representative. **"IAW Queens Regulations and Orders" All Visitors entering areas issuing a daily pass will be required to sign an acknowledgement that they are aware of the requirement for search as a condition of issue.**
 - 2 The Contractor and Contractor's employees must comply with Para .1 above, while working within the Wing and Armouries confines.
 - 3 The contractor shall be responsible for the actions of its employees, agents or subcontractors.
5. Sites of Work Work to be performed in various buildings throughout CFB Gander and at satellite locations including the 3 Armouries at Stephenville, Corner Brook, and Grand Falls as well as at any further 9 Wing expansions.
6. Description of
Work
 1. Work under this agreement comprises of the furnishing of all labour, materials and equipment required to service by trouble-shooting for defects and repair or replace if necessary any defective part(s) of equipment on a "as and when required basis" to:
The Multiplex: Security Alarms, Closed Circuit Television, Camera, Monitors,

Recorders and Access Control Systems within various buildings at 9 Wing / CFB Gander and the 3 armouries: Stephenville, Corner Brook, Grand Falls and to include:

- a. Central Monitor Facility (CMF) and Local Control Units (LCU's)
- b. Control devices: door contacts, tamper switches, detection devices active ultrasonic or passive infrared (PIR) and power supplies (UPS).
- c. Intelligent Network Controller (INC) and Multiplexers.
- d. Access Controllers including Key pad and Enroller.
- e. Multiplexers including Fibre transceivers.

2. Work further includes:

- a. Emergency call-out for operational repairs on all equipment on an **"as and when required basis"**.
- b. Provide service personnel for service calls when requested by site authority.
- c. On-site repairs and shop repairs. The intent being to provide the necessary services to repair the system with the least interruptions to services.

7. Limitation

The Contractor must be able to work on all equipment "Systems" from the equipment side of Communication line carriers and Electrical power supplies from the output panel boards. The Contractor will be responsible to down load and install new software and program the system for the users to the satisfaction of the Department Representative.

8. Permits and Regulations

1. The WCEO's representative will monitor to ensure that, permits and safety requirements are met and will remove from the site any persons not complying with safety regulations.
2. The Contractor is responsible for obtaining all local or provincial permits required for carrying out his work.
3. The Contractor shall observe and comply with applicable local, provincial, and federal regulations. In case of conflict between codes the most stringent will apply.
4. The Contractor is responsible for ventilation of the work area and fire extinguishing apparatus.
5. The Contractor is responsible to obtain the following permits:
 - a. – Digging
 - b. – Hot Work
 - c. – Confined Space Entry
6. The Contractor will include all safety requirements of this Contract in any agreement with sub-contractors and hold all Sub-contractors equally responsible for

safety work performance.

9. Fire Safety Requirements Comply with requirements of 9 Wing Contractors Fire Orders as issued by the Wing Fire Chief and detailed in Section 01546.
10. Contractor's Use of Site Use of site limited to areas of work and storage.
11. Codes and Standards Perform work in accordance with standard practices, Canadian Standards Association (CSA), National Building Code (NBC), Institute of Electrical and Electronics Engineers (IEEE), National Security Standards (CSIS) and Security Performance Standard for Electronic Intrusion Detection (EID)
12. Protection The Contractor shall take all necessary precautions to protect and prevent damage to all surrounding properties and installations. All and any damage caused by the Contractor shall be made good by him without undue delay and at no cost to the Crown.
13. Notification of Requirements Notification of services **"on an as and when required basis"**
 1. A requisition on an Agreement (DPW 2829) shall be used to notify the Contractor of requirements against this Standing Agreement. Whenever possible, 24 hours notice will be given for any work request. In the case of a total system failure. Request for service in this case "will be via telephone or fax, from the Department Representative or his on Duty Tech, with a follow up DPW2829.
14. Service Calls
 1. Request for service on equipment shall be from the Department Representative or his representative. The Department Representative shall not be responsible for payment for unauthorized service calls.
 2. The Contractor shall provide services during regular working hours 08:00 to 16:30 hours Monday to Friday.
 3. The Contractor shall provide emergency service calls when requested by the Department Representative or his Duty Tech on a 24 hour, 7 day per week basis. The Contractor will have a technician on site, at 9 Wing, within 4 hours of receiving a call-up.
 4. The Contractor shall not refuse any call for service requested by the Department Representative, and shall carry out the service with minimum delay as stated for regular or emergency call request.
 5. The Contractor shall notify the Department Representative of the Emergency telephone numbers at which he/she or his/her representative may be contacted at any time. Voice Mail will not be accepted.

15. Workmanship
1. Perform work in accordance with standard trade practices and all regulation in place at this time.
 2. Decisions as to the quality or fitness of workmanship rest solely with the Department Representative whose decision is final.
 3. All work shall be performed by fully qualified factory trained Technicians. A copy of the Technicians certificate and all Provincial Journeymen Qualification Certificates shall be provided to the Department Representative.
 4. The Department Representative reserves the right to have workers removed from the site who do not possess the necessary certification required by Department of Labour.
16. Irregularities
- The Contractor shall notify the Department Representative of irregularities in the work area, such as structural defects, mechanical and electrical problems, that may cause a problem to/with the Contract he/she is maintaining.
17. Guarantee
Warranty
1. All labour, materials, and equipment supplied under this Contract shall be warranted for a period of one (1) year after completion of installation.
 2. When the Contractor supplies materials and equipment purchased from a supplier or manufacturer, the Contractor shall obtain from such supplier or manufacturer a warranty for the term specified and such warranty shall be made out to the Department of National Defence, 9 Wing CFB Gander, NL
18. Supplementary
Regulations
1. The following sections form part of this agreement. The Contractor shall obtain same from the Department Representative before commencing to work.
 - a. Security, Safety and Fire Regulations.
 - b. Access to Canadian Coastal Radar Tower 1, Hangar 1, HMCS Coverdale B-101, Security Control Center B-116 and Armouries.
 2. The Contractor shall ensure all their employees understand and comply with the regulations when working within the confines.
19. WHMIS
1. Comply with requirements of Workplace Hazardous Material Information System (WHMIS) regarding use handling, storage, and disposal of hazardous materials and regarding labelling of materials safety data sheets acceptable to Labour Canada and Health and Welfare Canada.
 2. Deliver copies of WHMIS data sheets to the Department Representative on delivery of materials.
20. Clean up
- The Contractor shall keep the site and equipment clear of dust and debris accumulation at all times and upon completion of work all dirt, debris, and surplus materials shall be

removed from DND property. The site and equipment left clean and tidy to the satisfaction of the Department Representative.

21. Multiplex
Surveillance
System

1. The existing multiplex system is a proprietary intrusion, monitoring and closed circuit system specifically designed for the Department of National Defence, 9 Wing CFB Gander. Multiplex system components and operating software requires that the Contractor meet the manufacturer's requirements as detailed herein in order to service, program or adjust in any way.
2. No information regarding the design, manufacture or programming of the security system can be released.
3. The Department of National Defence security and the proprietary nature of the Multiplex Security Systems, the components off and software requires that the servicing Contractor be factory trained and manufacturer authorized to provide the necessary support required in an emergency repair situation. The manufacturer of the systems will only provide additional technical support and replacement parts to an authorized service contractor that has the necessary factory training.
4. Proof that Contractor is trained on specified equipment and/or manufacturer authorized to provide required support of system shall be presented to Technical Authority with the Department of National Defence prior to contract award. Manufacturers proof required for;
 - a. Electronics Surveillance Equipment.
 - b. Hirsh Controllers Equipment.
 - c. Pelco Closed Circuit Equipment.

22. Term of
Contract

This Standing Offer Agreement shall be for a period of two (2) years from date awarded.

Section 01600

Materials and Equipment

1. General
 1. Use new CSA approved materials and equipment unless otherwise specified.
 2. Within 7 days of written request by the Department Representative, submit the following information for materials and equipment proposed for supply.
 - a. Name and address of manufacturer.
 - b. Trade name, model and catalogue number.
 - c. Performance, descriptive and test data.
 - d. Manufacturer's installation or application instructions.
 - e. Evidence of arrangements to procure.
 3. Provide materials and equipment of specified design and quality, performing to publish ratings and for which replacement parts are readily available.
 4. Use products of one manufacturer for material and equipment of same type or classification unless otherwise specified.
2. Manufacturers Instruction
 1. Unless otherwise specified, comply with manufacturer's latest printed instructions for materials and installations methods.
 2. Notify the Department Representative or the authorized representative of any conflict between the specifications and manufacturers instructions. The Department Representative or the representative will designate which document is to be followed.
3. Delivery and Storage
 1. Deliver, store and maintain packaged material and equipment with manufacturer's seal and labels intact.
 2. Prevent damage, alterations and soiling of material and equipment during delivery, handling and storage. Immediately remove rejected material and equipment from site.
 3. Store equipment and material in accordance with supplier's instructions.
 4. Touch-up damaged factory finish surfaces to the Department Representative satisfaction. Use primer or enamel to match original. Do not paint over name Plates.

Section 16010

Electrical Requirements

PART 1 – General

1. Reference Canadian Electrical Code (CEC) latest edition.
2. Materials and Equipment Provide materials and equipment in accordance with Section 01600.

PART 2 – PRODUCTS

1. Conduits
 1. Steel rigid for hazardous and outdoor / underground locations.
 2. Steel Electrical Metallic (EMT) for inside non hazardous locations.
 3. Steel Flexible for areas of movement.
2. Coupling / Connectors Steel pressure tight for flexible and electrical metallic. Threaded steel fittings for rigid.
3. Boxes Steel flush and surface mount. Knockout where required.

PART 3 – EXECUTION

- Installation
1. Install conduits, boxes, and fittings in accordance to Canadian Electrical Code and National Security Code.
 2. Identify Conduits and Boxes to National Security Code colour code.

Section 16725

Multiplex Security Alarm System

1. Description of Work
 1. The work under this section comprises of the furnishing of all labour, materials and equipment required for maintenance and repairs to the Multiplex Security Alarm Systems at 9 Wing and three (3) Armouries; Stephenville, Corner Brook and Grand Falls, NL.
 2. The work further includes minor new installation and relocation of Alarms, Local Control Units, and Electric Locks and Sensor devices on “an as and when required basis.

2. General
 1. Materials and parts used shall be as specified by the Manufacturer of the equipment or as directed by the Department Representative.
 2. All replacement parts and materials, serviceable or unserviceable shall be returned to the Department Representative upon completion of work.
 3. All Equipment and parts are to be CSA approved.
 4. The Contractor shall not remove any hardware, software or codes from the site without permission from the Department Representative in consultation with the Security staff (WSAMP O).

3. Alterations / Substitution

The Contractor shall not make any changes in the design and installation of equipment and fixtures without prior written approval by the Department Representative.

4. Manufacturer Directions

All manufactured articles, material and equipment shall be applied, installed, connected, erected, used, cleaned and conditioned as specified by the manufacturer unless herein specified by the Department Representative.

5. Maintenance Repairs
 1. The Contractor shall submit a detailed written estimate of specified repairs when requested by the Department Representative. Estimates to include labour, materials and any other associated charges and detailed list of parts or components requiring replacement or refurbishing.
 2. On completion of repairs, the Contractor shall present a written report to the Department Representative and include:
 - a. A detailed report of the operational condition of all components in the system including a list of parts.
 - b. Recommendation of further repairs or replacement, minor or major necessary for continued efficiency.

6. Qualification and Workman of Contractor
1. The Contractor shall directly employ qualified Personnel as follows:
 - a. Technician with proven experience in the maintenance of Electronic equipment and Manufacturer's training.
 - b. Technician that possess the required security classifications.
 - c. Availability to respond to an emergency call-out on a twenty-four (24) hours a day, seven (7) days per week.
 2. The Contractor shall possess the basic engineering data pertinent to the operation of the system and a complete operational procedure from the manufacturer of the equipment.
7. Period of Agreement
- This Standing Offer Agreement shall be for a period of two (2) years from date awarded.

Section 16781

Closed Circuit Television Network

1. Description of Work
 1. The work under this section comprises of the furnishing of all labour, materials and equipment required for maintenance and repairs to the Closed Circuit Television Systems at 9 Wing Gander, Gander, NL
 2. The work further includes minor new installation and relocation of Cameras and monitors on "an as and when required basis."
2. General
 1. Materials and parts used shall be as specified by the Manufacturer of the equipment or as directed by the Department Representative.
 2. All replacement parts and materials, serviceable or unserviceable shall be returned to the Department Representative upon completion of work.
 3. All Equipment and parts are to be CSA approved.
 4. The Contractor shall not remove any hardware, software or disc from the site without permission from the Department Representative in consultation with the Security staff (WSAMP O).
3. Alterations / Substitution

The Contractor shall not make any changes in the design and installation of equipment and fixtures without prior written approval by the Department Representative.
4. Manufacturer Directions

All manufactured articles, material, and equipment shall be applied, installed, connected, erected, used, cleaned and conditioned as specified by the manufacturer unless herein specified by the Department Representative.
5. Maintenance Repairs
 1. The Contractor shall submit a detailed written estimate of specified repairs when requested by the Department Representative. Estimates to include labour, materials and any other associated charges and detailed list of parts or components requiring replacement or refurbishing.
 2. On completion of repairs, the Contractor shall present a written report to the Department Representative and include:
 - a. A detailed report of the operational condition of all components in the system including a list of parts.
 - b. Recommendation of further repairs or replacement, minor or major necessary for continued efficiency.

6. Qualification and Workmanship of Contractor

1. The Contractor shall directly employ qualified Personnel as follows:
 - a. Technician with proven experience in the maintenance of Electronic equipment and Manufacturer's training.
 - b. Technician will require Pelco servicing certification.
2. Within (1) hour of the receipt of an emergency call up, the contractor will contact the Departmental Representative with a conformation of the technician being dispatched to the job site.
3. The Contractor shall possess the basic engineering data pertinent to the operation of the system and a complete operational procedure from the manufacturer of the equipment.

Section 01545

SAFETY REQUIREMENTS

Safety
Requirements

1. The Contractor shall observe and enforce all construction safety measures required by the Canada Labour Code, National Building Code of Canada, National Plumbing Code of Canada, Electrical Code and Provincial and Municipal statutes and authorities.
2. The Contractor shall acknowledge and accept responsibility for compliance with all appropriate provincial and federal health and safety regulatory instruments. Including, but not limited to; Canada Labour Code Part II and Canadian Occupational Health and Safety (COHS) Regulations, Province of Newfoundland and Labrador Occupational Health and Safety Act and Regulations, DND General Safety Policy and Program, and DND General Safety Precautions. In the event that differences or conflicts arise between legislation, regulations or safety standards that apply to the work being completed, the more stringent will be applied and enforced.
3. As a minimum, the Contractor's personnel and agents shall wear approved and certified hard hats, safety boots, safety glasses and a reflective safety vest. Depending on the work involved, the contractor's personnel and agents shall supply and use other protective equipment/clothes such as gloves, hearing protection, respirators, and fall protection equipment. The Contractor's on-site Representative and employees shall be trained in the use of personal protective equipment.
4. Contractors (and their sub-contractors) shall provide proof of Worker's Compensation Board Coverage for all their personnel to the Departmental Representative.
5. The Contractor shall appoint a safety officer, who has demonstrated the requisite degree of training and competency and act in that capacity in the particular circumstances of the Contract, and to be responsible for the identification and control of potential safety hazards on the site.
6. The Contractor shall implement and carry out a site specific health and safety hazard assessment as part of the Work. The hazard assessment is to be made in writing and submitted to the project manager for review. The Contractor shall inform all persons granted access to the work area of all known or foreseeable hazards that may be encountered in the work area.
7. The Contractor shall be responsible for ensuring that every person engaged in the work is properly trained in safety procedures. All personnel working to any prescribed hazard must be trained to the regulations of that hazard.
8. DND reserves the right to approve the use of sub-contractors on the work site.
9. Government-owned equipment, devices, tools and machinery, including Personal Protective Equipment (PPE) shall not be provided to contractors.
10. DND has the authority to stop work on the contract if it is their opinion that the contractor is not performing the work safely, or the work is being performed in a manner that is contrary to the requirements of the applicable safety legislation.
11. In the event of an incident or an accident while on DND property, the

Contractor shall immediately contact the Safety Representative for the site, who will in turn contact the Wing General Safety Officer at (709) 256-1703 Ext 1265. An investigation shall commence and a DND 663 General Safety Hazardous Occurrence Investigation Report shall be completed and forwarded to the Wing General Safety Office as soon as possible.

12. The Contractor shall provide the project manager with Material Safety Data Sheets (MSDS) for all controlled products under Workplace Hazardous materials Information System (WHMIS) regulations brought on the site. Contractor shall comply with WHMIS regulations.
13. The contractor will do a daily clean up in order to keep the work place safe and secure and free of accident

Section 01546

Fire Safety Requirements

Fire Safety Requirements

1. Comply with requirements of 9 Wing Contractor Fire Orders for Civilian Contractors as issued by 9 Wing Fire Chief. Copy of Contractors Fire Orders can be obtained by contacting the Engineer.
2. Smoking is not permitted in DND buildings. Smoking is permitted in designated smoking areas only while on DND property.
3. Contractors shall conduct daily "housekeeping" to ensure a safe and hazard-free work site. The highest standard of housekeeping is mandatory in all buildings particularly workshops where combustible dust and cuttings accumulate during the day's activities. Such areas shall be thoroughly cleaned at close up and waste matter disposed of properly.
4. All personnel in the employment of a contractor shall have training in all types of portable fire equipment used on site.
5. The Contractor is responsible for ventilation of the work area and provision of fire extinguishers. Fully charged and operable fire extinguisher(s), appropriate for the type of possible fire, shall be available at the work site.
6. Unauthorized personnel shall not tamper with controls and components of sprinkler and other suppression systems in any manner. Sprinkler piping and heads shall not be obstructed in any manner nor used for supports.
7. Contractors are responsible for providing a FIRE WATCH during all hot work operations. Where hot work operations are carried out on material which transverses more than one area, FIRE WATCH shall be provided for each area. The FIRE WATCH shall stand by with an extinguisher and take the necessary action to suppress a fire.
8. Fire exits, fire escapes, platforms, and doors leading to fire escapes shall not be obstructed in any manner. Fire doors are to be closed except when used for access or egress but maybe left open if equipped with automatic closing devices; fire doors shall not be obstructed in any way.
9. Privately owned electrical appliances shall be approved by the Canadian Standard Association of Canada (CSA), or Underwriters Laboratories of Canada (ULC). Electrical appliances shall be kept in good electrical and mechanical repair.
10. Temporary electrical installations and wiring or modifications to existing installations shall not be made by personnel other than authorized electricians or licensed electrical contractors within the mandate of work prescribed.
11. In the event of a fire while on DND property, the Contractor shall immediately contact the Safety Representative for the site, who will in turn contact the Wing Fire Chief at 709 256-1703 Ext. 1242, cellular 709-422-4275 and Engineer 709 256-1703 Ext 1431.

Section 01547

HAZARDOUS MATERIAL

1. General

1. Contractors and their Personnel to read and be familiar with this section and its requirements.
2. Contractor to post, in a noticeable location on the job site, the following names and emergency telephone numbers: 9 Wing Gander:
 - a. Wing Fire Chief: 709 256 1703 Ext.1242.
 - b. Electrical Engineer: 709 256 1703 Ext 1431
 - c. Wing Hazmat: 709 256 1703 Ext.1265
3. Work with hazardous materials to be done by workers who are thoroughly educated to the risks and handling procedures involved with the materials and are trained in safe work practices.
4. Encounters with material suspected of being hazardous and not previously identified are to be reported to Department representative immediately, and work in this area of project halted until direction is received from Department representative.
5. Contractors are to comply with regulations and procedures or Federal, Provincial, Municipality and 9 Wing Gander Environmental policies when dealing with hazardous materials.
6. Enquiries regarding Hazardous Materials to be directed to Department representative.

2. Reference Standards

1. NFC – National Fire Code of Canada latest Edition.
2. CLC- Part 2 - Canada Labour Code.
3. WHMIS – Workplace Hazardous Material Information Systems
4. Hazardous Products Act.
5. Occupational Health and Safety Regulations.
6. Regulations and standards currently in force for products not covered under WHMIS legislation, designed for the regulation of specific categories of products such as but not limited to:
 - a. Explosives Act.
 - b. Atomic Energy Control Act.

3. Documentation

1. Where Contractor supplied materials or chemicals are of hazardous nature, provide Department representative with two (2) copies of Material Safety Data Sheets (MSDS) for each hazardous product.
 - a. Hazardous products that do not have a MSDS sheet are not permitted on DND property.
 - b. Information (MSDS) on known or suspected hazardous materials on site can be obtained through Department representative from Hazardous Material

Coordinator.

4. Signs and Notices

1. Contractor to make available a copy of the MSDS for each product on site, for the information of site workers and visitors to the site.
 - a. Site workers to familiarize themselves with the MSDS for each product.
 - b. Signs and / or notice for safety and instruction to be in both official languages, commonly WHMIS symbols.

5. Safety:

Workers involved with hazardous materials on jobsites to be equipped with all necessary personal protective equipment (PPE) required by Labour Canada and / or Provincial Labour Department.

6. Indemnity

Contractor accepts liability and indemnities to the Department of National Defence and its employees in the event of an injury or damage resulting from the use of or exposure to hazardous materials.

7. Spills and Leaks

1. In addition to requirements of Section 01005 – General Instructions deliver and store hazardous materials to the following:
 - a. Incompatible substances and chemicals to be kept segregated at all times.
 - b. Contractor can obtain clarification and identification of subject substances and chemicals through Department representative from Wing Hazardous Coordinator.

8. Compliance

In the event of conflict between requirements, the most stringent requirement governs.

9. Clean-Up

All hazardous material waste to be stored in containers as recommended by manufacturer of the hazardous material and removed from site at the end of the work day.

Environmental Protection

1. While on DND owned or leased property, each contractor shall ensure compliance with all applicable Federal, Provincial, Municipal legislation and associated regulations. This includes, but is not limited to, the latest editions of the Canadian Environmental Protection Act, 1999 (CEPA, 1999), Fisheries Act, Federal Halocarbon Regulations (2003), Ozone Depleting Substances Regulations (1998), Canadian Environmental Assessment Act (CEAA), Transportation of Dangerous Goods Act, 1992 (TDGA, 1992), National Fire Code of Canada, National Building and Plumbing Codes, Canadian Electrical Code and be in compliance with WHMIS Regulations. Additionally the contractor shall comply with all 9 Wing Gander, 1 Canadian Air Division and/or National Defence Headquarters policies, guidelines and directives. If there is a confusion, overlap, or duplication the most stringent regulation, policy or guideline shall apply.
2. ALL SPILLS (petroleum products, hazmat, and/or halocarbons) regardless of their quantity or source shall be immediately reported to the Commissionaires at (709)256-1703 extension 1725.
3. In the event of a spill or leak of any Hazardous material, the contractor shall immediately respond with adequate resources as deemed appropriate by Wing specialists such as Environment Officer, Hazmat Officer, or Safety Officer (or designated alternates). All clean-up, restoration and rehabilitation shall be conducted to the satisfaction of the Department Representative. In addition sample results may be required to confirm that the clean-up was satisfactory.
4. In the event of a delayed or inadequate response to an hazardous materials incident, then 9 Wing authorities shall take the necessary measures (actions) to abate, control and clean-up the spill. All costs associated with the incident will be recovered from the contractor.
5. Hazardous materials are present in Wing facilities, including but not limited to asbestos, mercury, chlorinated biphenyls and lead. Prior to any construction, installation, or removal the exact location of such must be checked with the Departmental Representative to determine if a hazardous material is present. Only certified and approved contractors are permitted to handle hazardous materials.
6. Do not dispose of any hazardous waste, products or materials at 9 Wing owned or operated facilities. Contractor is responsible for the disposal of all hazardous waste materials generated on site. All hazardous waste shall be collected, properly stored and disposed of at a provincially approved facility. A copy of the waste manifest must be immediately supplied to the Departmental Representative upon pick up of any hazardous waste. Contractor shall contact the Wing Hazardous Materials Coordinator for advise on hazardous material matters.

ANNEX A: SECURITY REQUIREMENTS CHECKLIST (SRCL)



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

W0213-116 G429

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 9 Wing Gander		2. Branch or Directorate / Direction générale ou Direction WLE/WCE	
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 Work under this agreement comprises of the furnishing of all labour, materials and equipment required to service by trouble-shooting for defects and repair or replace if necessary any defective part(s) of equipment on a "as and when required basis" to: The Multiplex: Security Alarms, Closed Circuit Television, Camera, Monitors, Recorders and Access Control Systems within various buildings at 9 Wing / CFB Gander			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes 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?		<input checked="" type="checkbox"/> No <input type="checkbox"/> 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)		<input checked="" type="checkbox"/> No <input type="checkbox"/> 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.		<input type="checkbox"/> No <input checked="" type="checkbox"/> 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?		<input checked="" type="checkbox"/> No <input type="checkbox"/> 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 <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>			
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	



PART A (continued) / PARTIE A (suite)

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

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

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

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

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

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

Special comments:

Commentaires spéciaux : _____

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

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

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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



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 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
Non ☐ Yes
Oui

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

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

☒ No
Non ☐ Yes
Oui

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