



**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> Flooring Repair	
<b>Solicitation No. - N° de l'invitation</b> W0134-16CYPJ/A	<b>Date</b> 2016-03-14
<b>Client Reference No. - N° de référence du client</b> W0134-16CYPJ	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$EDM-025-10722
<b>File No. - N° de dossier</b> EDM-5-38356 (025)	<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 2016-04-25</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> Calley, Jennifer	<b>Buyer Id - Id de l'acheteur</b> edm025
<b>Telephone No. - N° de téléphone</b> (780)497-3788 ( )	<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 includes provisions for security. Cette Demande d'offre à commandes comprend des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<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</b> <b>(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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Solicitation No. - N° de l'invitation  
W0134-16CYPJ/A  
Client Ref. No. - N° de réf. du client  
W0134-16CYPJ

Amd. No. - N° de la modif.  
File No. - N° du dossier  
EDM-5-38356

Buyer ID - Id de l'acheteur  
edm025  
CCC No./N° CCC - FMS No./N° VME

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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:<br><br>7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;<br><br>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, the Security Requirements Checklist, Insurance Requirements, and Standing Offer Usage Report.

### **1.2 Summary**

Work under this flooring standing offer includes the provision of skilled licensed labour, tools, equipment, supervision and material as requested by the Department of National Defence (DND), Cold Lake, Alberta for the supply and installation of new flooring systems, including the removal and disposal of existing flooring, at 4 Wing Cold Lake. Up to two (2) firms will be issued a standing offer.

The standing offer will be issued for a term of three (3) years, estimated from December 16, 2016 to December 15, 2019.

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), 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

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Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Offerors should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

## 1.4 Debriefings

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

## PART 2 - OFFEROR INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

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

#### 2.1.1 SACC Manual Clauses

[M0019T](#) (2007-05-25) Firm Price and/or Rate

### 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.
- c.

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 15 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 Alberta.

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

## PART 3 - OFFER PREPARATION INSTRUCTIONS

### 3.1 Offer Preparation Instructions

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

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

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.

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**Section I: Technical Offer**

In their technical offer, Offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

**Section II: Financial Offer**

Offerors must submit their financial offer in accordance with the 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.

**3.1.2 Exchange Rate Fluctuation**

C3011T (2013-11-06), Exchange Rate Fluctuation

**Section III: Certifications**

Offerors must submit the certifications required under Part 5.

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

**4.1 Evaluation Procedures**

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

**4.1.1 Technical Evaluation**

**4.1.1.1 Mandatory Technical Criteria**

Offers must meet all the performance specification list in Annex "A". Failure to meet these specifications will render the offer non-responsive and will be given no further consideration.

#### **4.1.2 Financial Evaluation**

**4.1.2.1** The total evaluated bid price will be determined using the rates provided in the Basis of Payment of Annex "B" and will be calculated as follows:

(a) For items 1-17, the unit price will be multiplied by the estimated annual usage for each year.

The results of the calculations in (a) above will be added together to obtain the total evaluated bid price.

#### **4.2 Basis of Selection**

##### **4.2.1 Basis of Selection – Mandatory Technical Criteria Only**

SACC *Manual* Clause [M0031T](#) (2007-05-25), Basis of Selection – Mandatory Technical Criteria Only

##### **4.2.2 Ranking**

**4.2.2.1** Up to two (2) firms will be issued a standing offer.

**4.2.2.2** The value of the Work will be distributed proportionally between the ranked firms.

- Where two (2) Standing Offers are authorized - 60% for the top ranked firm, and 40% for the second;
- Where one (1) Standing Offer is authorized – 100% for the top ranked firm

In the event that there are not two (2) Standing Offers issued, the work distribution will be modified in similar proportions.

### **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](#)

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(<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html>), to be given further consideration in the procurement process.

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

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

### 5.2.1 Integrity Provisions – List of Names

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

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

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

### 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_equity/eq/emp/fcp/list/inelig.shtml)" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from [Employment and Social Development Canada-Labour's](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) website.

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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

## PART 6 - SECURITY 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.

## PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 7.1 Offer

7.1.1 The Offeror offers to perform the Work 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>) 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.

#### **7.3.2 Standing Offers Reporting**

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

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

The data must be submitted on a quarterly basis to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

1st quarter: April 1 to June 30;  
2nd quarter: July 1 to September 30;  
3rd quarter: October 1 to December 31;  
4th quarter: January 1 to March 31.

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

### **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 from December 16, 2016 to December 15, 2019 (estimation).

### **7.5. Authorities**

#### **7.5.1 Standing Offer Authority**

The Standing Offer Authority is:

Name: Jennifer Calley  
Title: Procurement Officer Trainee  
Public Works and Government Services Canada  
Acquisitions Branch, Western Region  
ATB Place North Tower  
10025 Jasper Avenue  
Edmonton, AB T5J 1S6

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Telephone: (780) 497-3788  
Facsimile: (780) 497-3510  
E-mail address: [jennifer.calley@pwgsc-tpsgc.gc.ca](mailto:jennifer.calley@pwgsc-tpsgc.gc.ca)

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

### 7.5.2 Project Authority

The Project Authority for the Standing Offer is: *(To be determined)*

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
E-mail address: \_\_\_\_\_

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

### 7.5.3 Offeror's Representative *(offeror to fill in)*

Name: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
E-mail address: \_\_\_\_\_

### 7.6 Proactive Disclosure of Contracts with Former Public Servants

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

### 7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: \_\_\_\_\_ *(To be completed upon issue of Standing Offer)*.

### 7.8 Call-up Procedures

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; 60% of the business for the top ranked consultant and 40% for the second ranked consultant. In the event fewer than two (2) consultants are successful, 100% of the business will be distributed to the top ranked consultant.

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: 60%, 40%  
(e.g. 60 percent to highest ranked offer and 40 percent to next highest ranked offer).

#### **7.9 Call-up Instrument**

The Work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC 944, Call-up Against Multiple Standing Offers.

#### **7.10 Limitation of Call-ups**

Individual call-ups against the Standing Offer must not exceed \$60,000.00 (Applicable Taxes included).

#### **7.11 Financial Limitation**

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$\_\_\_\_\_ (Applicable Taxes excluded) (*to be completed upon issue of Standing Offer*) 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 four (4) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

#### **7.12 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) 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*).

## 7.13 Certifications

### 7.13.1 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.

## 7.14 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 \_\_\_\_\_. (*Insert the name of the province or territory as specified by the Offeror in its offer, if applicable*).

## 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.

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

### 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 firm unit prices, as specified in Annex "B" for a cost of \$ \_\_\_\_\_ (*insert the amount at contract award*). 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 Price

*SACC Manual* clause [C6000C](#) (2011-05-16) Limitation of Price

### 7.5.3 Single Payment

[H1000C](#) (2008-05-12), Single Payment

### 7.5.4 SACC Manual Clauses

[A9117C](#) (2007-11-30), T1204 – Direct Request by Customer Department

[C0705C](#) (2010-01-11), Discretionary Audit

[C2000C](#) (2007-11-30), Taxes – Foreign-based Contractor

### 7.5.5 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.

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
  - b. a copy of the release document and any other documents as specified in the Contract;
  - c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
  - d. a copy of the monthly progress report.
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.

- 
- b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## **7.7 Insurance**

The Contractor must comply with the insurance requirements specified in Annex "D". 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**

[A9006C](#) (2012-07-16), Defence Contract  
[A9062C](#) (2011-05-16), Canadian Forces Site Regulations  
[A2000C](#) (2006-06-16), Foreign Nationals (Canadian Contractor)  
[A2001C](#) (2006-06-16), Foreign Nationals (Foreign Contractor)  
[M3800C](#) (2006-08-15), Estimates

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File No. - N° du dossier  
EDM-5-38356

Buyer ID - Id de l'acheteur  
edm025  
CCC No./N° CCC - FMS No./N° VME

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**ANNEX "A"**

**STATEMENT OF WORK**

*Attached as pdf*

**ANNEX "B"**

**BASIS OF PAYMENT**

- Prices remain firm for the periods shown.
- Applicable taxes are not included in rates shown, but will be added to invoices as a separate item.
- A rate must be entered for each item.
- A Price List will be provided to the Department of National Defence for any units and related parts that may be claimed as damaged.
- Estimated usages are for evaluation purposes only: actual usages may vary from the amounts shown.
- Unit Prices listed below is to be inclusive of ALL supplies, materials and labour costs associated with the installation of each item listed below.
- Note: Net Price - Includes all shipping, rebates, incentives, etc., that could be applied to the material to the contractor's business address. Percentage Mark-up or discount includes all of the contractor's overhead and profit required to receive and manage the material.
- The contractor will provide a written estimate upon request and will be issued a DSS-MAS942 (Call-up Against a SOA to complete the work. The invoice must be written within a maximum of 110% of the estimated amount. Work or services cannot exceed the amount of the call-up without approval from the site authority.

**Year 1**

Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6
Item	Class of Labour, material or plant	Unit	Est Annual Quantity	Unit Price \$	Estimated total price \$
1	Supply and Install Resilient sheet flooring Type 1, Grade 1, min 2.5mm wear layer:  6' 6" wide  (Marmoluem, Linosom, Armstrong)	m2	2,000	\$ _____/m2	\$ _____
2	Resilient tile flooring (VCT)  Type A, mottled, 321 mm wide	m2	2,000	\$ _____/m2	\$ _____

<b>3</b>	Vinyl Plank Flooring	m2	1,500	\$ _____/m2	\$ _____
<b>4</b>	Hardwood Floors	m2	1,000	\$ _____/m2	\$ _____
<b>5</b>	Rubber cove Base:				
<b>a</b>	103 mm (4")	LM	2,500	\$ _____/LM	\$ _____
<b>b</b>	152 mm (6")	LM	100	\$ _____/LM	\$ _____
<b>6</b>	Rubber cove set corners:				
<b>a</b>	103 mm (4")	ea	20	\$ _____ ea	\$ _____
<b>b</b>	152 mm (6")	ea	10	\$ _____ ea	\$ _____
<b>7</b>	8.5 mm plywood underlayment Douglas Fir select COF 1 exterior wood patch only:	m2	100	\$ _____/m2	\$ _____
<b>8</b>	Carpet heavy traffic areas 100% nylon	m2	500	\$ _____/m2	\$ _____
<b>9</b>	Flood coating of existing floors as recommended by manufacturer	m2	4,000	\$ _____/m2	\$ _____
<b>10</b>	Heat Welding	LM	2,000	\$ _____/LM	\$ _____
<b>11</b>	Weld Thread	LM	2,000	\$ _____/LM	\$ _____
<b>12</b>	Removal of existing flooring	m2	5,000	\$ _____/m2	\$ _____
<b>13</b>	Installation of Ceramic tiles on walls. This cost is to be by the hour and will include prep work.	hrs	100	\$ _____/hr	\$ _____
<b>14</b>	Installation of Ceramic tiles on floors. This cost is to be by the hour and will include prep work.	hrs	100	\$ _____/hr	\$ _____
<b>15</b>	Moving of furniture to perform the work plus the	hrs	10	\$ _____/hr	\$ _____

	replacement of furniture at the end of the job				
16	Cut down doors, including removal and re-hanging	ea	10	\$_____ea	\$_____
17	Materials not stated above to be charged at Contractor's cost plus a mark-up of	%	\$20,000.00	_____%	\$_____
Sub Total A: Estimated Total Amount Initial Year 1 Applicable Taxes Extra					\$_____

**Year 2**

Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6
Item	Class of Labour, material or plant	Unit	Est Annual Quantity	Unit Price \$	Estimated total price \$
1	Supply and Install Resilient sheet flooring Type 1, Grade 1, min 2.5mm wear layer: 6' 6" wide (Marmoluem, Linosom, Armstrong)	m2	2,000	\$_____/m2	\$_____
2	Resilient tile flooring (VCT) Type A, mottled, 321 mm wide	m2	2,000	\$_____/m2	\$_____
3	Vinyl Plank Flooring	m2	1,500	\$_____/m2	\$_____
4	Hardwood Floors	m2	1,000	\$_____/m2	\$_____
5	Rubber cove Base:				
a	103 mm (4")	LM	2,500	\$_____/LM	\$_____
b	152 mm (6")	LM	100	\$_____/LM	\$_____
6	Rubber cove set corners:				

<b>a</b>	103 mm (4")	ea	20	\$ _____ ea	\$ _____
<b>b</b>	152 mm (6")	ea	10	\$ _____ ea	\$ _____
<b>7</b>	8.5 mm plywood underlayment Douglas Fir select COF 1 exterior wood patch only:	m2	100	\$ _____/m2	\$ _____
<b>8</b>	Carpet heavy traffic areas 100% nylon	m2	500	\$ _____/m2	\$ _____
<b>9</b>	Flood coating of existing floors as recommended by manufacturer	m2	4,000	\$ _____/m2	\$ _____
<b>10</b>	Heat Welding	LM	2,000	\$ _____/LM	\$ _____
<b>11</b>	Weld Thread	LM	2,000	\$ _____/LM	\$ _____
<b>12</b>	Removal of existing flooring	m2	5,000	\$ _____/m2	\$ _____
<b>13</b>	Installation of Ceramic tiles on walls. This cost is to be by the hour and will include prep work.	hrs	100	\$ _____/hr	\$ _____
<b>14</b>	Installation of Ceramic tiles on floors. This cost is to be by the hour and will include prep work.	hrs	100	\$ _____/hr	\$ _____
<b>15</b>	Moving of furniture to perform the work plus the replacement of furniture at the end of the job	hrs	10	\$ _____/hr	\$ _____
<b>16</b>	Cut down doors, including removal and re-hanging	ea	10	\$ _____ ea	\$ _____
<b>17</b>	Materials not stated above to be charged at Contractor's cost plus a mark-up of	%	\$20,000.00	_____ %	\$ _____
<b>Sub Total B: Estimated Total Amount Initial Year 2 Applicable Taxes Extra</b>					\$ _____

**Year 3**

<b>Col. 1</b>	<b>Col. 2</b>	<b>Col. 3</b>	<b>Col. 4</b>	<b>Col. 5</b>	<b>Col. 6</b>
<b>Item</b>	<b>Class of Labour, material or plant</b>	<b>Unit</b>	<b>Est Annual Quantity</b>	<b>Unit Price \$</b>	<b>Estimated total price \$</b>
<b>1</b>	Supply and Install Resilient sheet flooring Type 1, Grade 1, min 2.5mm wear layer: 6' 6" wide (Marmoluem, Linosom, Armstrong)	m2	2,000	\$ _____/m2	\$ _____
<b>2</b>	Resilient tile flooring (VCT) Type A, mottled, 321 mm wide	m2	2,000	\$ _____/m2	\$ _____
<b>3</b>	Vinyl Plank Flooring	m2	1,500	\$ _____/m2	\$ _____
<b>4</b>	Hardwood Floors	m2	1,000	\$ _____/m2	\$ _____
<b>5</b>	Rubber cove Base:				
<b>a</b>	103 mm (4")	LM	2,500	\$ _____/LM	\$ _____
<b>b</b>	152 mm (6")	LM	100	\$ _____/LM	\$ _____
<b>6</b>	Rubber cove set corners:				
<b>a</b>	103 mm (4")	ea	20	\$ _____ ea	\$ _____
<b>b</b>	152 mm (6")	ea	10	\$ _____ ea	\$ _____
<b>7</b>	8.5 mm plywood underlayment Douglas Fir select COF 1 exterior wood patch only:	m2	100	\$ _____/m2	\$ _____
<b>8</b>	Carpet heavy traffic areas 100% nylon	m2	500	\$ _____/m2	\$ _____
<b>9</b>	Flood coating of existing floors as recommended by manufacturer	m2	4,000	\$ _____/m2	\$ _____

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<b>10</b>	Heat Welding	LM	2,000	\$ _____ /LM	\$ _____
<b>11</b>	Weld Thread	LM	2,000	\$ _____ /LM	\$ _____
<b>12</b>	Removal of existing flooring	m2	5,000	\$ _____ /m2	\$ _____
<b>13</b>	Installation of Ceramic tiles on walls. This cost is to be by the hour and will include prep work.	hrs	100	\$ _____ /hr	\$ _____
<b>14</b>	Installation of Ceramic tiles on floors. This cost is to be by the hour and will include prep work.	hrs	100	\$ _____ /hr	\$ _____
<b>15</b>	Moving of furniture to perform the work plus the replacement of furniture at the end of the job	hrs	10	\$ _____ /hr	\$ _____
<b>16</b>	Cut down doors, including removal and re-hanging	ea	10	\$ _____ ea	\$ _____
<b>17</b>	Materials not stated above to be charged at Contractor's cost plus a mark-up of	%	\$20,000.00	_____ %	\$ _____
<b>Sub Total C: Estimated Total Amount Initial Year 3 Applicable Taxes Extra</b>					\$ _____

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

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

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**ANNEX "C"**

**SECURITY REQUIREMENTS CHECK LIST**

*Attached as pdf*

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## ANNEX "D"

### INSURANCE REQUIREMENTS

#### Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
  - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
  - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
  - m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
  - n. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.

- o. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

Director Business Law Directorate,  
Quebec Regional Office (Ottawa),  
Department of Justice,  
284 Wellington Street, Room SAT-6042,  
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:

Senior General Counsel,  
Civil Litigation Section,  
Department of Justice  
234 Wellington Street, East Tower  
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

## **Aviation Liability Insurance**

1. The Contractor must obtain Aviation Liability Insurance for Bodily Injury (including passenger Bodily Injury) and Property Damage, 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 \$5,000,000 per accident or occurrence and in the annual aggregate.
2. The Aviation 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, represented by Public Works and Government Services Canada.
  - b. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - c. 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.
- d. 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.
  - e. Employees and, where applicable, Volunteers must be included as Additional Insured.
  - f. Aviation Passenger Liability and inclusive Medical Payments: If sub-limits are applicable to Contractor's policy conforming to international carriage agreements or otherwise, such sub-limits must in any event be, not less than, \$300,000 per person. The per accident limit should be no less than \$300,000 multiplied by the number of passengers.
  - g. 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.
  - h. Employers Liability (unless we have confirmation that all employees are covered by Worker's compensation WSIB or similar program)
  - i. Hangarkeeper's Liability: To cover loss of and/or damage to aircraft on the ground in the care, custody or control of the Contractor.
  - j. Airport Tenants' Legal Liability Broad Form: To protect the Contractor for liabilities arising from its occupancy of leased airport premises.
  - k. Non-owned Aircraft Liability: To protect the Contractor for liabilities arising from its use of aircraft owned by other parties including Canada.
  - l. Control Tower Liability: To cover for all liabilities arising from the ownership and/or operations of air traffic control towers
  - m. Permission to Transport Hazardous Goods. The Insured must also obtain all the applicable provincial or federal permission to transport hazardous material in addition to this endorsement.
  - n. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s. 1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

**For the province of Quebec, send to:**

*Director Business Law Directorate,  
Quebec Regional Office (Ottawa),  
Department of Justice,  
284 Wellington Street, Room SAT-6042,  
Ottawa, Ontario, K1A 0H8*

**For other provinces and territories, send to:**

*Senior General Counsel,  
Civil Litigation Section,  
Department of Justice*

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*234 Wellington Street, East Tower  
Ottawa, Ontario K1A 0H8*

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

### **Automobile Liability Insurance**

1. The Contractor must obtain Automobile 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.
2. The policy must include the following:
  - a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
  - b. Accident Benefits - all jurisdictional statutes
  - c. Uninsured Motorist Protection
  - d. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

Solicitation No. - N° de l'invitation  
W0134-16CYPJ/A  
Client Ref. No. - N° de réf. du client  
W0134-16CYPJ

Amd. No. - N° de la modif.  
File No. - N° du dossier  
EDM-5-38356

Buyer ID - Id de l'acheteur  
edm025  
CCC No./N° CCC - FMS No./N° VME

**ANNEX "E"**

**STANDING OFFER USAGE REPORTING**

Each Usage Report is to be comprised of data from completed Call Ups.

Return to:

Facsimile: (780) 497-3510  
Email: [WST.PA-EDM@pwgsc-tpsgc.gc.ca](mailto:WST.PA-EDM@pwgsc-tpsgc.gc.ca) .

Quarterly Usage Report Schedule:

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31;
- 4th quarter: January 1 to March 31.

The usage reports must be submitted no later than fifteen (15) calendar days after the end of the reporting period

**SUPPLIER:** \_\_\_\_\_

**STANDING OFFER NO:** \_\_\_\_\_

**DEPARTMENT OR AGENCY:** \_\_\_\_\_

Department	Call up Number	Dollar Value (GST Included)

(A) Total Dollar Value Call-ups for this reporting period:	
(B) Accumulated Call-up Totals to Date:	
(A+B) Total Accumulated Call-ups:	

**NIL REPORT:** We have not done any business with the Federal Government this period.

**PREPARED BY:**

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

PHONE: \_\_\_\_\_

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

DATE: \_\_\_\_\_



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat

16-CYPJ

Security Classification / Classification de sécurité  
UNCLASSIFIED

DEC 03 2015

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		
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 Flooring Repair					
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 Non	<input type="checkbox"/> Yes 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 Non	<input type="checkbox"/> Yes 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 Non	<input type="checkbox"/> Yes 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 Non	<input checked="" type="checkbox"/> Yes 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 Non	<input type="checkbox"/> Yes 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"/>	

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
UNCLASSIFIED





Contract Number / Numéro du contrat
16-CYPJ
Security Classification / Classification de sécurité UNCLASSIFIED

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

3. 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 / Non  Yes / 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 / Non  Yes / Oui

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

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

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

- |   |   |   |  |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS<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 / Non  Yes / Oui  
If Yes, will unscreened personnel be escorted? *Unscreened pers only permitted in public zones / reception zones*  
Dans l'affirmative, le personnel en question sera-t-il escorté?  No / Non  Yes / 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 / Non  Yes / 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 / Non  Yes / 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 / Non  Yes / 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 / Non  Yes / 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 / Non  Yes / Oui



**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 / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Renseignements / Biens / Production																
IT Media / Support TI																
IT Link / Lien électronique																

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

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

No / Non  Yes / Oui

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

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

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

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

No / Non  Yes / Oui

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

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

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

**WING CONSTRUCTION ENGINEERING**

**STATEMENT OF WORK  
FOR**

**FLOORING**

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



**Requisition Number:**

**W0134-16-CYPJ**

**Contract Card:**

**FLOORPJ**

**Date:**

**02 Nov 2015**

<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 27	Special Procedures: Airports in Use	3
01 35 30	Health and Safety Requirements	7
01 35 35	DND Fire Safety Requirements	6
01 35 43	Environmental Procedures	4
01 42 00	References	5
01 51 00	Temporary Utilities	3
01 61 00	Common Product Requirement	3
01 74 11	Cleaning	4
01 77 00	Closeout Procedures	2
01 78 00	Closeout Submittals	10
<u>Division 06 - Wood, Plastics, and Composites</u>		
06 10 11	Rough Carpentry - Short Form	5
<u>Division 09 - Finishes</u>		
09 65 16	Resilient Sheet Flooring	5
09 65 19	Resilient Tile Flooring	5
09 68 00	Carpeting	9

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END

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LIST OF ANNEXES

<u>ANNEX NO.</u>	<u>TITLE</u>
ANNEX A	4 Wing Ground Disturbance Notice
ANNEX B	Hot Work Permit
ANNEX C	4 Wing Confined space Entry Permit
ANNEX D	Prime Contractor Agreement
ANNEX E	4 Wing Road Closure Notice
ANNEX F	4 Wing Environmental Incident & Emergency Plan

LIST OF DRAWINGS                      TITLE

DRAWING NB.

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END

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PART 1 - GENERAL

- 1.1 Description of Work .1 Work under this Contract comprises labour, materials and equipment for supply and installation of new flooring systems, including removal and disposal of existing flooring, at 4 Wing Cold Lake.
- 1.2 Security Authorization .1 This project will be issued with 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 Provide within 12 hours after call-up, construction schedule showing anticipated progress stages and final completion of work within time period required by call-up documents.  
.2 Interim reviews of work progress based on work schedule will be conducted as deemed by DND Rep and schedule updated by Contractor in conjunction with and to approval of DND Rep.
-

1.6 Contractor's Use of Site

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 Rep.

.2 Do not unreasonably encumber site with materials or equipment.

.3 Execute work with the least possible interference or disturbance to occupants and normal use of premises.

.2 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 normally 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 For scheduled work, Obtain permission from Wing Operation Range Control 48hrs before proceeding to site.

1.7 Property Damage

.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 Rep 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 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 Rep, 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 Rep 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 Rep'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.
- .3 Inform DND Rep 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 Rep.
- .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 Rep 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 Rep.

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 Rep'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.
  - .2 Ten working days prior to the scheduled start date, the Contractor shall complete the "CE Work Clearance Request form".
  - .3 The DND Rep will arrange for the form to be completed and signed by the authorized representative for:
    - .1 Electrical Distribution.
    - .2 POL Distribution.
    - .3 Sewer/Water/Drainage System.
    - .4 Heating Plant.
    - .5 Fire Department.
    - .6 UGSO (Unit General Safety Officer).
    - .7 W TIS
    - .8 Wing Operations.
    - .9 Commercial Utility Companies.
    - .10 Telus (Ticket Number)
    - .11 Alberta First Call
  - .4 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.
  - .5 Submit schedule to and obtain approval from DND Rep for any shut-down or closure of active service or facility. Adhere to approved schedule and provide notice to affected parties.
  - .6 Where unknown services are encountered, immediately advise DND Rep and confirm findings in writing.
  - .7 Remove abandoned service lines within 2 m of structures. Cap or otherwise seal lines at cut-off points as directed by DND Rep.
  - .8 Record locations of maintained, re-routed and abandoned service lines.
-

- 
- 1.15 Additional Drawings .1 DND Rep 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 Rep to facilitate execution of work.
- .2 Where security has been affected by work of Contract, provide temporary means to maintain security.
- .3 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 Rep before use. Accept liability for damage, safety of equipment and overloading of existing equipment.
- .4 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.
- 1.17 Restoration of Disturbed Surfaces .1 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.
- 1.18 Building Smoking Environment .1 4 Wing Cold Lake has a smoking policy in effect. Contractor is to obtain a copy from DND Rep and adhere to it.
- 1.19 Asbestos Discovery .1 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 Rep.
- .2 Disturbing spray-applied asbestos, trowel-applied asbestos, asbestos pipe insulation or mechanical equipment asbestos
-

1.19 Asbestos  
Discovery  
(Cont'd)

- .2 (Cont'd)  
insulation can be hazardous to health of workers and public. Should any asbestos be encountered in course of work, immediately stop and notify Technical Authority. Do not proceed until written instructions have been received from Technical Authority

1.20 Security

- .1 Access  
.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.
- .2 Clearances  
.1 Work clearance will be granted in two possible ways, please see clause 1.2 for authorization:  
.1 Security Mitigation Measures  
.2 Security Requirements Check List.
- .3 Security Mitigation Measures  
.1 In the case of Security Mitigation Measures, contractor will have access to the GRA only under supervision of full time DND escorts.  
.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 issuance of 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

1.20 Security  
(Cont'd)

.4

(Cont'd)

.1 (Cont'd)

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 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 DCC Representative's final certificate of completion.

SPEC NOTE: The following Section may be deleted if no work is to take place at PLER.

1.20 Security  
(Cont'd)

- .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 schedule minimum 14 days in advance of scheduled 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.
  - .10 Report to Range Safety Officer (RSO) as required by DCC.
  - .11 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.]

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.
- 1.2 Administrative
- .1 Submit to DND Rep 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 Rep, 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.
  - .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
-

- 1.2 Administrative (Cont'd) .9 (Cont'd)  
Documents is not relieved by DND Rep  
Consultant review.
- .10 Keep one reviewed copy of each submission on  
site.
- 1.3 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 10 days for DND Rep's review of each  
submission.
- .4 Adjustments made on shop drawings by DND Rep  
are not intended to change Contract Price. If  
adjustments affect value of Work, state such  
in writing to DND Rep prior to proceeding with  
Work.
- .5 Make changes in shop drawings as DND Rep may  
require, consistent with Contract Documents.  
When resubmitting, notify DND Rep 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.
- .7 Submissions shall include:  
.1 Date and revision dates.  
.2 Project title and number.
-

- 1.3 Shop Drawings  
(Cont'd)
- .7 Submissions shall include:(Cont'd)
- .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 Rep's review, distribute copies.
  - .9 Submit shop drawings for each requirement requested in specification Sections and as consultant may reasonably request.
  - .10 Submit product data sheets or brochures for requirements requested in specification Sections and as requested by DND Rep where shop drawings will not be prepared due to standardized manufacture of product.
  - .11 All submittals to be in electronic format (PDF) unless otherwise requested by the DND Rep.
  - .12 Delete information not applicable to project.
  - .13 Supplement standard information to provide details applicable to project.
  - .14 If upon review by DND Rep, no errors or omissions are discovered or if only minor corrections are made, copies 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
-

1.3 Shop Drawings  
(Cont'd)

- .14 (Cont'd)  
before fabrication and installation of Work may proceed.
- .15 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 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.

1.4 Product Data

- .1 Manufacturers' catalogue sheets, brochures, literature, performance charts and diagrams, used to illustrate standard manufactured products.
- .2 Submit electronic copies of product data.
- .3 Sheet size: 215 x 280 mm.
- .4 Delete information not applicable to project.
- .5 Supplement standard information to provide details applicable to project.
- .6 Cross-reference product data information to applicable portions of Contract documents.

1.5 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 Rep.
  - .3 Notify DND Rep in writing, at time of submission of deviations in samples from requirements of SOA Documents.
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- 1.5 Samples  
(Cont'd)
- .4 Where colour, pattern or texture is criterion, submit full range of samples.
  - .5 Adjustments made on samples by DND Rep are not intended to change Contract Price. If adjustments affect value of Work, state such in writing to DND Rep prior to proceeding with Work.
  - .6 Make changes in samples which DND Rep may require, consistent with Contract Documents.
  - .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.

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END



PART 1 - GENERAL

- 1.1 General Protection
- .1 Do not disrupt airport business except as permitted by DND Rep .
  - .2 Provide temporary protection for safe handling of public, personnel, pedestrians and vehicular traffic:
  - .3 Provide barricades and lights where directed.
- 1.2 Movement of Equipment and Personnel
- .1 In areas of airport not closed to aircraft traffic:
    - .1 Obtain DND Rep's approval on scheduling of Work.
    - .2 Control movements of equipment and personnel as directed by DND Rep .
    - .3 Provide qualified field personnel at locations designated by DND Rep 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.
- 1.3 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.
- 1.4 Trenching
- .1 Obtain DND Rep's written permission to undertake trenching on pavements open to aircraft traffic which cannot be completed, backfilled and sealed within one working day.
-

- 1.5 Airport Facilities .1 DND Rep will arrange for the location of underground facilities such as cables, pipes and ducts. Notify DND Rep of work areas sufficiently in advance of operations so that underground facilities can be located.
- 1.6 Paint Markings .1 Any paint applied to the aerodrome surface must be approved by DND Rep.  
.2 All markings must be of non permanent type such as chalk or water soluble paint.
- 1.7 Radio Communications .1 Base authority will assign call signs.  
.2 Do not use control tower frequencies for idle chatter.
- 1.8 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 Cleaning FOD .1 Where travel routes cross active runways, taxiways or parking aprons, broom clean immediately.
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- 1.9 Cleaning FOD  
(Cont'd)
- .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 Rep 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 Rep.
-

- 1.3 Submittals (Cont'd)
- .7 DND Rep 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 Rep within 10 days after receipt of comments from DND Rep.
  - .8 DND Rep '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 Rep.
  - .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 Rep prior to commencement of Work.
- 1.7 Project/Site Conditions
- .1 Work at site may involve contact with:
    - .1 Asbestos.
    - .2 Lead Paint
- 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 (Cont'd)
- .1 (Cont'd)  
Safety Plan must address project specifications.
  - .2 DND Rep 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 and while operating mobile machinery.
  - .5 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.
  - .6 Hearing protection shall be worn when entering or working in a noise hazardous area. This is to include, but not limited, to the flight line when aircraft are running, shop operations where sound levels exceed 85
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1.10 Compliance  
Requirements  
(Cont'd)

- .6 (Cont'd)  
decibels and operators of vehicles or equipment which produce excessive noise.
- .7 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.
- .8 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.
- .9 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.
- .10 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.
- .11 Confined spaces entry permit must be obtained from the Fire Department and completed prior to the entry into a confined space.
- .12 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.
- .13 All elevated work sites shall have the area underneath cordoned off to prevent injuries from falling debris.
- .14 All construction sites which present a potential hazard to the public shall be properly cordoned off and signs prominently placed, warning of possible dangers.
- .15 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.
- .16 All accidents are to be reported through the DND Rep immediately.

1.10 Compliance Requirements (Cont'd)

- .17 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.
  
- .18 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. Heavey 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

- .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

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

1.13 Hazardous Material .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 Rep.

1.14 Unforeseen Hazards .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 Rep verbally and in writing.

1.15 Health and Safety Co-ordinator .1 Employ and assign to Work, competent and authorized representative as Health and Safety Co-ordinator. Health and Safety Co-ordinator must:

- .1 Have minimum 2 years' site-related working experience specific to construction activities taking place.
- .2 Have working knowledge of occupational safety and health regulations.
- .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.
- .4 Be responsible for implementing, enforcing daily and monitoring site-specific Contractor's Health and Safety Plan.
- .5 Be on site during execution of any hazardous Work and report directly to and be under direction of site supervisor.

1.16 Posting of Documents .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 Rep.

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- 1.17 Correction of Non-Compliance
- .1 Immediately address health and safety non-compliance issues identified by authority having jurisdiction or by DND Rep.
  - .2 Provide DND Rep with written report of action taken to correct non-compliance of health and safety issues identified.
  - .3 DND Rep 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.



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 Rep 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

- .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

- .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

- .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 Rep.
  - .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.

————— END —————

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 Rep.
- .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 (Cont'd) .3 (Cont'd)  
harmful substances in accordance with local authority requirements.
- 1.6 Site Clearing and Plant Protection .1 Protect trees and plants on site and adjacent properties where indicated.
- .2 Wrap in burlap, trees and shrubs adjacent to construction work, storage areas and trucking lanes, and encase with protective wood framework from grade level to height of 2 m.
- .3 Protect roots of designated trees to dripline during excavation and site grading to prevent disturbance or damage. Avoid unnecessary traffic, dumping and storage of materials over root zones.
- .4 Minimize stripping of topsoil and vegetation.
- .5 Restrict tree removal to areas indicated or designated by DND Rep. See Section 01 00 01 1.6.3 for tree replacement requirements.
- 1.7 Work Adjacent to Waterways .1 Do not operate construction equipment in waterways.
- .2 Do not use waterway beds for borrow material.
- .3 Do not dump excavated fill, waste material or debris in waterways.
- .4 Design and construct temporary crossings to minimize erosion to waterways.
- .5 Do not skid logs or construction materials across waterways.
- .6 Avoid indicated spawning beds when constructing temporary crossings of waterways.
- .7 Do not blast under water or within 100 m of indicated spawning beds.
- 1.8 Pollution Control .1 Maintain temporary erosion and pollution control features installed under this contract.
-

- 1.8 Pollution Control (Cont'd)
- .2 Control emissions from equipment and plant to local authorities emission requirements.
  - .3 Prevent sandblasting and other extraneous materials from contaminating air beyond application area, by providing temporary enclosures.
  - .4 Cover or wet down dry materials and rubbish to prevent blowing dust and debris. Provide dust control for temporary roads.
- 1.9 Protection of Monitoring Wells
- .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
- 1.10 Halocarbons
- .1 Refrigeration units will comply with the Federal Halocarbon Regulations (FHR), 2003.
  - .2 Halocarbon refrigerants shall be R410A or a suitable CFC free substitute. Non-halocarbon refrigerants are still acceptable.
  - .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.
  - .4 Report all halocarbon releases to the Project Authority, Wing Fire Hall and Wing Environment.
- 1.11 Spill Response and Report
- .1 Spill kits will be on site where there is potential for spillage onto the ground.
  - .2 Personnel on site will be educated in the use of spill kits and spill response based on the equipment on site.
-

- .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)

- .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

- .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

<u>1.3 Reference Standards (Cont'd)</u>	.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
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PART 2 - PRODUCTS

<u>2.1 Not Used</u>	.1	Not Used.
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PART 3 - EXECUTION

	.2	Not Used.
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PART 2 - PRODUCTS

<u>2.1 Not Used</u>	.1	Not Used.
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PART 3 - EXECUTION

<u>3.1 Not Used</u>	.1	Not Used.
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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 Installation and Removal .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 Engineer.
- 1.3 Dewatering .1 Provide temporary drainage and pumping facilities to keep excavations and site free from standing water.
- 1.4 Water Supply .1 DND can provide, free of charge, temporary water for construction purposes.
- .2 Engineer will determine delivery points and quantitative limits. Engineer'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 Engineer at any time without notice, without any acceptance of any liability for damage or delay caused by such withdrawal of temporary services.
- 1.5 Temporary Power and Light .1 DND can provide, free of charge, temporary electric power for construction purposes
- .2 Engineer will determine delivery points and quantitative limits. Engineer's written

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

- (Cont'd)  
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 Engineer 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 Engineer 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.

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National Defence  
4 Wing Cold Lake  
L-C252-9900-378

Temporary Utilities

Section 01 51 00  
Page 3  
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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 Section Includes
- .1 Product quality, availability, storage, handling, protection, and transportation.
  - .2 Manufacturer's instructions.
  - .3 Quality of Work, coordination and fastenings.
  - .4 Existing facilities.
- 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 42 00 - References.
- 1.4 Reference Standards
- .1 Within text of each specifications section, reference may be made to reference standards. List of standards reference writing organizations is contained in Section 01 42 00 - References.
  - .2 Conform to these reference standards, in whole or in part as specifically requested in specifications.
  - .3 When material or equipment is specified by a standard or performance specification, upon request of the DND Representative, obtain from manufacturer an independent testing laboratory report, showing that the material or equipment meets or exceeds the specified requirements.
  - .4 If there is question as to whether any product or system is in conformance with applicable standards, DND Representative reserves right to have such products or systems tested to prove or disprove conformance.
-

- 1.4 Reference Standards (Cont'd)
- .5 Cost for such testing will be born by DND Rep in event of conformance with Contract Documents or by in event of non-conformance.
  - .6 Conform to latest date of issue of referenced standards in effect on date of submission of Tenders, except where specific date or issue is specifically noted.
- 1.5 Quality
- .1 Products, materials, equipment and articles (referred to as products throughout specifications) incorporated in Work shall be new, not damaged or defective, and of best quality (compatible with specifications) for purpose intended. If requested, furnish evidence as to type, source and quality of products provided.
  - .2 Defective products, whenever identified prior to completion of Work, will be rejected, regardless of previous inspections. Inspection does not relieve responsibility, but is precaution against oversight or error. Remove and replace defective products at own expense and be responsible for delays and expenses caused by rejection.
  - .3 Should any dispute arise as to quality or fitness of products, decision rests strictly with DND Representative based upon requirements of Contract Documents.
  - .4 Unless otherwise indicated in specifications, maintain uniformity of manufacture for any particular or like item throughout building.
  - .5 Permanent labels, trademarks and nameplates on products are not acceptable in prominent locations, except where required for operating instructions, or when located in mechanical or electrical rooms.
  - .6 On request, prove to the satisfaction of DND Representative that the construction equipment and plant are adequate to manufacture, transport, place and finish work to quality and production rates specified. If inadequate, replace or provide additional equipment or plant as directed.
  - .7 Maintain construction equipment and plant in good operating order.
-

1.6 Availability

- .1 Immediately upon signing Contract, review product delivery requirements and anticipate foreseeable supply delays for any items. If delays in supply of products are foreseeable, notify DND Representative of such, in order that substitutions or other remedial action may be authorized in ample time to prevent delay in performance of Work.
  
- .2 In event of failure to notify DND Representative at commencement of Work and should it subsequently appear that Work may be delayed for such reason, DND Representative reserves right to substitute more readily available products of similar character, at no increase in Contract Price or Contract Time.



PART 1 - GENERAL

- 1.1 Section Includes .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 Cleanliness .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 Rep. 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 Rep:  
.1 Provide a Certificate of Disposal indicating the following:  
.1 Date of disposition.  
.2 Time of disposition.  
.3 Location of disposition.  
.4 Name of Vehicle operator.  
.5 Vehicle License Number.  
.6 Provide on-site containers for collection of waste materials and debris.  
.7 Provide and use clearly marked separate bins for recycling.
-

1.4 Project  
Cleanliness  
(Cont'd)

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- .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 Rep 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.
  - .4 Prior to final review, remove surplus products, tools, construction machinery and equipment.
-

1.5 Final Cleaning  
(Cont'd)

- .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.
- .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

- 1.1 Section Includes .1 Administrative procedures preceding preliminary and final inspections of Work.
- 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 78 00- Closeout Submittals.
- 1.4 Inspection and Declaration .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 Rep in writing of satisfactory completion of Contractor's Inspection and that corrections have been made.  
.2 Request DND Rep's Inspection.
- .2 DND Rep's Inspection: DND Rep 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 Rep , and Contractor . If Work is deemed
-

1.4 Inspection and Declaration (Cont'd) .4 Final Inspection: (Cont'd)  
incomplete by DND Rep , 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 Rep, 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.
  - .6 Pay costs of transportation.

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 Rep 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 Volume

- .1 Cover sheet containing:
  - .1 Date submitted.
  - .2 Project title, location and project number.
  - .3 Names and addresses of Contractor, and all Sub-contractors.
- .2 Table of Contents.
- .3 Warranties, guarantees.
- .4 Copies of approvals, and certificates.

- 
- 1.6 Contents - Each .5 Provide data as specified in individual  
Volume sections of this specification with schedule  
(Cont'd) 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 .1 In addition to requirements in General  
Samples 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.
  - .7 Inspection certificates.
  - .8 Manufacturer's certificates.
- .2 Store record documents and samples in field office apart from documents used for
-

1.7 As-builts and  
Samples  
(Cont'd)

- .2 (Cont'd)  
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 Rep.
- .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 Rep
- .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 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.

- 
- 1.8 Recording Actual Site Conditions (Cont'd)
- .5 Contract Drawings and shop drawings: (Cont'd)
    - .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 Rep 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.
  - .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.
-

1.10 As Built  
Survey Drawings  
(Cont'd)

- .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.
- .12 Provide charts of valve tag numbers, with location and function of each valve, keyed to flow and control diagrams.

1.12 Equipment and  
Systems  
(Cont'd)

- .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 Rep. 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.
  - .4 Name and address of nearest supplier.
- .5 Obtain receipt for delivered products and submit prior to final payment.

1.15 Maintenance  
Materials

- .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 Rep. 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.

1.16 Special Tools

- .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 Rep. Include approved listings in Maintenance Manual and Include the following:
  - .1 Identification tag reference.
  - .2 Identification of equipment or system for which tools are applicable.
  - .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.

1.17 Storage,  
Handling and  
Protection  
(Cont'd)

.5 Remove and replace damaged products at own expense and to satisfaction of DND Rep.

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.

PART 1 - GENERAL

- 1.1 Related Sections
- .1 Section 01 35 14 - Environmental Procedures.
  - .2 Section 09 65 16: Wood sleepers under wood flooring or resilient wood flooring system.
- 1.2 References
- .1 Canadian Standards Association (CSA International)
    - .1 CSA B111-1974 (R1998), Wire Nails, Spikes and Staples.
    - .2 CAN/CSA-G164-M92 (R1998), Hot Dip Galvanizing of Irregularly Shaped Articles.
    - .3 CSA O121-M1978 (R1998), Douglas Fir Plywood.
    - .4 CAN/CSA-O141-91 (R1999), Softwood Lumber.
    - .5 CSA O151-M1978 (R1998), Canadian Softwood Plywood.
    - .6 CAN/CSA-O325.0-92 (R1998), Construction Sheathing.
  - .2 National Lumber Grades Authority (NLGA)
    - .1 Standard Grading Rules for Canadian Lumber 2000.
- 1.3 Quality Assurance
- .1 Lumber identification: by grade stamp of an agency certified by Canadian Lumber Standards Accreditation Board.
  - .2 Plywood identification: by grade mark in accordance with applicable CSA standards.
  - .3 Plywood, OSB and wood based composite panel construction sheathing identification: by grademark in accordance with applicable CSA standards.
- 1.4 Waste Management and Disposal
- .1 Separate and recycle waste materials in accordance with Section 01 35 14 - Environmental Procedures.
  - .2 Remove from site and dispose of packaging materials at appropriate recycling facilities.
  - .3 Do not dispose of preservative treated wood through incineration.
-

1.4 Waste Management and Disposal  
(Cont'd)

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- .4 Do not dispose of preservative treated wood with materials destined for recycling or reuse.
- .5 Dispose of treated wood, end pieces, wood scraps and sawdust at sanitary landfill approved by Engineer .
- .6 Dispose of unused wood preservative material at official hazardous material collections site approved by Engineer .
- .7 Do not dispose of unused preservative material into sewer system, into streams, lakes, onto ground or in other locations where they will pose health or environmental hazard.

PART 2 - PRODUCTS

2.1 Lumber Material

- .1 Lumber: unless specified otherwise, softwood, S4S, moisture content 19% or less in accordance with following standards:
  - .1 CAN/CSA-0141.
  - .2 NLGA Standard Grading Rules for Canadian Lumber.
- .2 Furring, blocking, nailing strips, grounds, rough bucks, cants, curbs, fascia backing and sleepers:
  - .1 S2S is acceptable for all.
  - .2 Board sizes: "Standard" or better grade.
  - .3 Dimension sizes: "Standard" light framing or better grade.
  - .4 Post and timbers sizes: "Standard" or better grade.

2.2 Panel Materials

- .1 Douglas fir plywood (DFP): to CSA 0121, standard construction.
  - .2 Canadian softwood plywood (CSP): to CSA 0151, standard construction.
  - .3 Plywood, OSB and wood based composite panels: to CAN/CSA-0325.
-

2.3 Accessories

- .1 Nails, spikes and staples: to CSA B111.
- .2 Bolts: 12.5 mm diameter unless indicated otherwise, complete with nuts and washers.
- .3 Proprietary fasteners: toggle bolts, expansion shields and lag bolts, screws and lead or inorganic fibre plugs, explosive actuated fastening devices, recommended for purpose by manufacturer.

2.4 Finishes

- .1 Galvanizing: to CAN/CSA-G164, use galvanized fasteners for interior highly humid areas pressure- preservative fire-retardant treated lumber.
- .2 Stainless steel: use stainless steel 304 alloy for exterior work .

2.5 Wood  
Preservative

- .1 Surface-applied wood preservative: coloured, or copper naphthenate or 5% pentachlorophenol solution, water repellent preservative.
- .2 Pentachlorophenol use is restricted to building components that are in ground contact and subject to decay or insect attack only. Where used, pentachlorophenol-treated wood must be covered with two coats of an appropriate sealer.
- .3 Structures built with wood treated with pentachlorophenol and inorganic arsenicals must not be used for storing food nor should the wood come in contact with drinking water.

PART 3 - EXECUTION

3.1 Preparation

- .1 Treat surfaces of material with wood preservative, before installation.
  - .2 Apply preservative by dipping, or by brush to completely saturate and maintain wet film on surface for minimum 3 minute soak on lumber and one minute soak on plywood.
  - .3 Re-treat surfaces exposed by cutting, trimming or boring with liberal brush
-

3.1 Preparation  
(Cont'd)

- .3 (Cont'd)  
application of preservative before installation.
- .4 Treat material as follows:
  - .1 Wood cants, fascia backing, curbs, nailers, sleepers on roof deck.
  - .2 Wood furring on outside surface of exterior masonry and concrete walls.
  - .3 Wood sleepers supporting wood subflooring over concrete slabs in contact with ground or fill.

3.2 Installation

- .1 Comply with requirements of NBC, supplemented by the following paragraphs.
- .2 Install furring and blocking as required to space-out and support casework, cabinets, wall and ceiling finishes, facings, fascia, soffit, siding and other work as required.
- .3 Align and plumb faces of furring and blocking to tolerance of 1:600.
- .4 Install rough bucks, nailers and linings to rough openings as required to provide backing for frames and other work.
- .5 Install wood cants, fascia backing, nailers, curbs and other wood supports as required and secure using galvanized fasteners.
- .6 Install wood backing, dressed, tapered and recessed slightly below top surface of roof insulation for roof hopper.
- .7 Install sleepers as indicated.
- .8 Use caution when working with particle board. Use dust collectors and high quality respirator masks.

3.3 Erection

- .1 Frame, anchor, fasten, tie and brace members to provide necessary strength and rigidity.
- .2 Countersink bolts where necessary to provide clearance for other work.

3.4 Schedules

- .1 Provide electrical equipment backboards for mounting electrical equipment as indicated. Use 19 mm thick plywood on 19 x 38 mm furring around spacing, perimeter and at maximum 300 mm intermediate

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END

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PART 1 - GENERAL

- 1.1 Related Sections .1 Section: 06 10 11 Rough Carpentry
- 1.2 References .1 CSA A146-1965 , Sheet Vinyl Flooring Products.  
.2 CAN/CSA A126.5-87, Resilient Wall Base.
- 1.3 Samples .1 Submit samples in accordance with Section 01 33 00 -Submittal procedures.  
.2 Submit duplicate 300 x 300 mm sample pieces of sheet material, 300 mm long base, nosing, feature strips, treads, edge strips.
- 1.4 Closeout Submittals .1 Provide maintenance data for resilient flooring for incorporation into manual specified in Section 01 78 00 -Closeout Submittals.
- 1.5 Extra Materials .1 Provide extra materials of resilient sheet flooring and adhesives in accordance with Section 01 78 00 -Closeout Submittals.  
.2 Provide 1 m<sup>2</sup> of each colour, pattern and type flooring material required for project for maintenance use.  
.3 Extra materials to be in one piece and from same production run as installed materials.  
.4 Clearly identify each roll of sheet flooring and each container of adhesive.  
.5 Deliver to Engineer , upon completion of the work of this section.  
.6 Store where directed by Engineer.
-

1.6 Environmental Requirements

- .1 Maintain air temperature and structural base temperature at flooring installation area above 20°C for 48 hours before, during and 48 hours after installation.

PART 2 - PRODUCTS

2.1 Materials

- .1 Sheet vinyl: to CSA A146-1965
- .1 Wearing surface: Type I
  - .2 Grade: 1.
  - .3 Pattern: selected by Engineer.
  - .4 Colour: selected by Engineer
  - .5 Acceptable material: Marmoleum.
- .2 Resilient base: CAN/CSA A126.5, continuous, top set, complete with premoulded end stops and external corners:
- .1 Type: 1-rubber
  - .2 Style: B-cove.
  - .3 Thickness: 3.2 mm.
  - .4 Height: 101.6 mm.
  - .5 Colour: selected by Engineer.
- .3 Primers and adhesives: waterproof, of types recommended by resilient flooring manufacturer for specific material on applicable substrate, above, on or below grade.
- .4 Sub-floor filler and leveller: white premix latex requiring water only to produce cementitious paste as recommended by flooring manufacturer for use with their product.
- .5 Metal edge strips:
- .1 Aluminum extruded, smooth, mill finish polished stainless steel with lip to extend under floor finish, shoulder flush with top of adjacent floor finish.
- .6 External corner protectors: stainless steel, type recommended by flooring manufacturer.
- .7 Edging to floor penetrations: stainless steel, type recommended by flooring manufacturer.
- .8 Sealer and wax: type recommended by resilient flooring material manufacturer for material type and location.
- .9 Reducer strip for exposed edge of tiles 3mm x 250mm vinyl.

PART 3 - EXECUTION

3.1 Site  
Verification of  
Conditions

- .1 Ensure concrete floors are clean and dry by using test methods recommended by flooring manufacturer.

3.2 Preparation

- .1 Remove sub-floor ridges and bumps. Fill low spots, cracks, joints, holes and other defects with sub-floor filler.
- .2 Clean floor and apply filler; trowel and float to leave smooth, flat hard surface. Prohibit traffic until filler cured and dry.
- .3 prime and Seal concrete slab and plywood sub-floor to resilient flooring manufacturer's printed instructions.

3.3 Application:  
Flooring

- .1 Apply adhesive uniformly using recommended trowel. Do not spread more adhesive than can be covered by flooring before initial set takes place.
- .2 Lay flooring to produce a minimum number of seams. Border widths minimum 1/3 width of full material.
- .3 Run sheets in direction of traffic. Double cut sheet joints and continuously seal heat weld according to manufacturer's printed instructions.
- .4 Heat weld seams of linoleum sheet flooring in accordance with manufacturer's printed instructions.
- .5 As installation progresses, and after installation roll flooring with 45 kg minimum roller to ensure full adhesion.
- .6 Cut flooring neatly around fixed objects.
- .7 Install feature strips and floor markings where indicated. Fit joints tightly.
- .8 Install flooring in pan type floor access covers. Maintain floor pattern.

3.3 Application:  
Flooring  
(Cont'd)

- .9 Continue flooring over areas which will be under built-in furniture.
- .10 Continue flooring through areas to receive movable type partitions without interrupting floor pattern.
- .11 Terminate flooring at centreline of door in openings where adjacent floor finish or colour is dissimilar.
- .12 Install metal edge strips at unprotected or exposed edges where flooring terminates.

3.4 Application:  
Base

- .1 Lay out base to keep number of joints at minimum.
- .2 Clean substrate and prime with one coat of adhesive.
- .3 Apply adhesive to back of base.
- .4 Set base against wall and floor surfaces tightly by using 3 kg hand roller.
- .5 Install straight and level to variation of 1:1000.
- .6 Scribe and fit to door frames and other obstructions. Use premoulded end pieces at flush door frames.
- .7 Cope internal corners. Use premoulded corner units for right angle external corners. Use formed straight base material for external corners of other angles.
- .8 Use toeless type base where floor finish will be carpet, coved type elsewhere.
- .9 Install toeless type base before installation of carpet on floors.
- .10 Heat weld base in accordance with manufacturer's printed instructions.

3.5 Cleaning

- .1 Remove excess adhesive from floor, base and wall surfaces without damage.
- .2 Clean, seal and wax floor and base surface to flooring manufacturer's printed instructions.

3.6 Protection

- .1 Protect new floors until final inspection.
- .2 Prohibit traffic on floor for 48 hours after installation.

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END



PART 1 - GENERAL

- 1.1 Related Sections .1 Section: 06 10 11 Rough Carpentry
- 1.2 References .1 CSA A126.1-M1984, Vinyl Asbestos and Vinyl Composition Floor Tile.
- .2 CSA A126.2-M1984, High Vinyl Floor Tile.
- .3 CSA A126.4-M1984, Rubber Floor Tile.
- .4 CAN/CSA-A126.5-87, Resilient Wall Base.
- .5 CAN/CGSB-25.20-M88, Surface Sealer Floors,
- .6 CAN/CGSB-25.21-M89, Detergent-Resistant Floor Polish.
- .7 Submit samples in accordance with Section 01 33 00 -Submittal Procedures.
- .8 Submit duplicate tile in size specified, 300 mm long base,, and edge strips.
- 1.3 Closeout Submittals .1 Provide maintenance data for resilient flooring for incorporation into manual specified in Section 01 78 00 - Closeout Submittals
- 1.4 Extra Materials .1 Provide maintenance materials of resilient tile flooring, base and adhesive in accordance with Section 01 78 00 - Closeout Submittals
- .2 Provide 10% of each colour, pattern and type flooring material required for this project for maintenance use.
- .3 Extra materials to be from same production run as installed materials.
- .4 Clearly identify each container of floor tile and each container of adhesive.
- .5 Deliver to Engineer , upon completion of the work of this section.
-

1.4 Extra Materials (Cont'd) .6 Store where directed by Engineer.

1.5 Environmental Requirements .1 Maintain air temperature and structural base temperature at flooring installation area above 20°C for 48 hours before, during and for 48 hours after installation.

PART 2 - PRODUCTS

- 2.1 Materials
- .1 Vinyl composition tile: to CSA A126.1 Type A mottled, 3.0 mm thick, 300 x 300 mm size, in selected by Engineer.
    - .1 Acceptable material: Amtico vinyl composition tile or equal approved by Engineer.
  - .2 Resilient base: to CAN/CSA-A126.5, Type 1, rubber Style B-cove minimum 1200 mm length and 100 mm high x 3 mm thick, including premoulded end stops and external corners for c.ved base only, colour selected by Engineer
  - .3 Primers and adhesives: waterproof, recommended by flooring manufacturer for specific material on applicable substrate, above, at or below grade.
  - .4 Sub-floor filler and leveller: white premix latex requiring water only to produce cementitious paste as recommended by flooring manufacturer for use with their product.
  - .5 Metal edge strips: aluminum extruded, smooth, polished with lip to extend under floor finish, shoulder flush with top of adjacent floor finish.
  - .6 Sealer: to CAN/CGSB 25-GP-20M, Type 2-water based type recommended by flooring manufacturer.
  - .7 Wax: type recommended by flooring manufacturer.
-

PART 3 - EXECUTION

- 3.1 Preparation .1 Remove and protect furniture from area of work.
- .2 Remove all existing floor tiles, baseboard and deteriorated subfloor as indicated by Engineer.
- 3.2 Inspection .1 Ensure concrete floors are dry, by using test methods recommended by tile manufacturer.
- 3.3 Sub-floor Treatment .1 Remove sub-floor ridges and bumps. Fill low spots, cracks, joints, holes and other defects with sub-floor filler.
- .2 Clean floor and apply filler; trowel and float to leave smooth, flat hard surface. Prohibit traffic until filler cured and dry.
- .3 Seal concrete, plywood sub-floor to flooring manufacturer's printed instructions.
- 3.4 Tile Application .1 Apply adhesive uniformly using recommended trowel in accordance with flooring manufacturer's instructions. Do not spread more adhesive than can be covered by flooring before initial set takes place.
- .2 Lay flooring with joints parallel to building lines to produce symmetrical tile pattern. Border tiles minimum half tile width.
- .3 Install flooring to ashlar/staggered pattern with continuous joints flowing with direction of mottle with pattern grain parallel for all units and parallel to width of room.
- .4 Cut tile and fit neatly around fixed objects.
- .5 Install feature strips and floor markings where indicated. Fit joints tightly.
- .6 Install flooring in pan type floor access covers. Maintain floor pattern.
-

3.4 Tile  
Application  
(Cont'd)

- .7 Continue flooring through areas to receive movable type partitions without interrupting floor pattern.
- .8 Terminate flooring at centerline of door in openings where adjacent floor finish or colour is dissimilar.
- .9 Install metal edge strips at unprotected or exposed edges where flooring terminates.

3.5 Base  
Application

- .1 Lay out base to keep number of joints at minimum. Base joints at maximum length available or at internal or premoulded corners.
- .2 Clean substrate and prime with one coat of adhesive.
- .3 Apply adhesive to back of base.
- .4 Set base against wall and floor surfaces tightly by using 3 kg hand roller.
- .5 Install straight and level to variation of 1:1000.
- .6 Scribe and fit to door frames and other obstructions. Use premoulded end pieces at flush door frames.
- .7 Cope internal corners. Use premoulded corner units for right angle external corners. Use formed straight base material for external corners of other angles, minimum 300 mm each leg. Wrap around toeless base at external corners.
- .8 Install toeless type base before installation of carpet on floors.

3.6 Initial  
Cleaning and  
Waxing

- .1 Remove excess adhesive from floor, base and wall surfaces without damage.
- .2 Clean, seal and wax floor and base surface to flooring manufacturer's instructions.

3.7 Protection of  
Finished Work

- .1 Protect new floors from time of final set of adhesive until final inspection.
- .2 Prohibit traffic on floor for 48 hours after installation.

3.8 Completion

- .1 Replace furnishings.

---

END



PART 1 - GENERAL

1.1 Related

- .1 Section 09 65 19 Resilient Tile Flooring

1.2 References

- .1 Canadian General Standards Board (CGSB).
  - .1 CAN/CGSB-4.2-92, Textile Test Methods.
  - .2 CAN/CGSB-4.129-93, Carpets for Commercial Use.
  - .3 CAN/CGSB-25.20-95, Surface Sealer Floors
- .2 Underwriters Laboratories of Canada.
  - .1 CAN/ULC-S102-M88, Surface Burning Characteristics of Building Materials and Assemblies.
  - .2 CAN/ULC-S102.2-M88, Surface Burning Characteristics of Flooring, Floor Covering and Miscellaneous Materials and Assemblies.
- .3 Canadian Carpet Institute (CCI).
  - .1 Contract Carpet Manual, No. 001.
  - .2 IAQ Carpet Testing Program.
- .4 National Floor Covering Association (NFCA).
  - .1 Floor Covering Specification Manual 1988.
- .5 American Society for Testing and Materials (ASTM).
  - .1 ASTM D1055-97, Specification for Flexible Cellular Materials, Latex Foam.
  - .2 ASTM E84-98a1, Test Method for Surface Burning Characteristics of Building Materials.
- .6 American Association of Textile Chemists and Colorists (AATCC).
  - .1 Oil Repellency: Hydrocarbon Resistance Test, AATCC 118-1992.
  - .2 Electrostatic Propensity of Carpet, AATCC 134-1991.
  - .3 Anti-microbial Activity Assessment of Carpets, AATCC 174-1992.
  - .4 Stain Resistance: Pile Floor Coverings, AATCC 175-1992.

1.3 Product Data

- .1 Submit product data in accordance with Section 01 33 00 -Submittal Procedures.
-

- 1.3 Product Data (Cont'd)
- .2 Submit product data sheet for each carpet, underlay, adhesive, carpet protection and subfloor filler.
  - .3 Submit WHMIS MSDS - Material Safety Data Sheets acceptable to Labor Canada and Health and Welfare Canada for carpet adhesive and seam adhesive. Indicate VOC content.
- 1.4 Shop Drawings
- .1 Submit shop drawings in accordance with Section 01 33 00 -Submittal Procedures.
  - .2 Indicate locations and lengths of seams and cross joints for carpeted areas. T-seams not acceptable.
  - .3 Indicate nap, open edges and other details required by Engineer to clarify work.
- 1.5 Samples
- .1 Submit samples in accordance with Section 01 33 00 -Submittal Procedures
  - .2 Submit to the Engineer:
    - .1 Two 675 x 900 mm samples of each type of carpet specified.
    - .2 Three 225 mm x 225 mm samples of each colour selected. Carpet colour shall match sample provided by Engineer.
    - .3 Samples of adhesives, base and accessories.
  - .3 In an area designated by the Engineer, install a sample of carpet at least 10 m<sup>2</sup> in area, showing colour matching and longitudinal and transverse joints. Area selected shall include trench duct, where applicable. Remove when directed by the Engineer .
  - .4 When approved by the Engineer, samples shall represent the minimum acceptable standard for the work. Approval will be subject to later testing to confirm conformance with the specification.
  - .5 The Engineer will take random samples for test purposes as the installation progresses.
  - .6 If samples fail to meet specifications, remove and replace carpet, as required, until approved by the Engineer, at no cost to Engineer .
-

- 1.5 Samples (Cont'd)
- .7 Carpet mill to provide independent testing by Ortech Corporation, in accordance with ISO Classification of Pile Carpet ISO Working Draft ISO/TC/38/3CE WG6/N133, confirming that performance meets Class specified by manufacturer. Independent testing shall consist of:
    - .1 Pile mass per unit area, ISO 8543 (pile weight above the backing)
    - .2 Thickness of Pile retention value, ISO 1766.
    - .3 Overall appearance retention and use intensity and colour change, Hexapod Appearance Retention - ISO/TR 10361, long term, over 12,000 cycles.
  - .8 Manufacturer to acknowledge in writing, intended use of carpet, and specified carpet is an engineered quality of yarn and construction suitable for intended application, to optimize long term appearance retention without the use of chair protectors.
- 1.6 Manufacturers Guarantee
- .1 For the work of this Section 09 68 00 - Carpeting, the warranty period will be 120 months for static control, and wear beyond 10% of pile fiber.
  - .2 Provide a written warranty stating that carpet work of this Section is warrantied against deterioration of backing, delamination, failure of seams, stretching or wrinkling, fading, felting, matting or other defects of materials or workmanship detrimental to long term appearance, retention or performance without use of chair protectors for a period of ten years from date of acceptance. Installation will be subject to twisting and turning wear and exposure to sand and grit causing abrasion.
- 1.7 Control Submittals
- .1 Submit control submittals in accordance with Section 01 33 00 -Submittal Procedures
  - .2 Submit certificate to demonstrate compliance with CAN/ULC S102 and CAN/ULC S102.2.
  - .3 Submit proof that carpet has been tested and passed the Indoor Air Quality (IAQ) Carpet Testing Program requirements of the Canadian Carpet Institute.
-

- 1.7 Control Submittals (Cont'd)
- .4 Submit report verifying that tuft bind meets requirements of CAN/CGSB-4.129 when tested to CAN/CGSB-4.2.
  - .5 Submit evidence of pre-qualification compliance.
- 1.8 Closeout Submittals
- .1 Submit operation and maintenance data for incorporation into manual specified in Section 01 78 00 Closeout Submittals.
  - .2 Include information on recycling of carpet including manufacturer's reprocessing program. Indicate which portions of materials are recyclable.
- 1.9 Regulatory Requirements
- .1 Pre-qualification: compliance with Department of Consumers and Corporate Affairs regulations under "Hazardous Products Act", Part II of the Schedule, tested to CAN/ULC-S102.2.
  - .2 Indoor Air Quality: compliance with CCI Indoor Air Quality Program, CCI-IAQ requirements for maximum total volatile chemicals released into air. Label each carpet product with CCI-IAQ label.
- 1.10 Delivery, Storage & Handling
- .1 Label packaged materials.
  - .2 Store packaged materials in original containers or wrapping with manufacturer's seals and labels intact.
  - .3 Store carpeting and accessories in location as directed by Engineer.
  - .4 Prevent damage to materials during handling and storage. Keep materials under cover and free from dampness.
  - .5 Maintain temperature of store room at a minimum of 20° C, for at least 24 hours immediately before the installation.
-

1.11 Environment Requirements

- .1 Moisture: Ensure substrate is within moisture limits prescribed by manufacturer.
- .2 Temperature: Maintain ambient temperature of not less than 18° C from 72 hours before installation to at least 72 hours after completion of work.
- .3 Relative humidity: Maintain relative humidity between 10 and 65% RH for 48 hours before, during and 48 hours after installation.
- .4 Safety: Comply with requirements of Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage, and disposal of hazardous materials.

1.12 Extra Materials

- .1 Provide extra materials of carpet, carpet underlay, carpet base, and adhesive(s) in accordance with Section 01 78 00 Closeout Submittals .
- .2 Provide 10% of each colour, pattern and type of carpeting. Provide in one continuous full width roll.
- .3 Extra materials to be from same production run as installed materials.
- .4 Identify each package of carpet and each container of adhesive.
- .5 Deliver to Owner and store where directed by Owner.

1.13 Maintenance Data

- .1 Provide maintenance data for carpet maintenance for incorporation into Operation and Maintenance Manual specified in Section 01 78 00 Closeout Submittals.
- .2 Furnish to the Engineer, detailed printed instruction of maintenance procedures as recommended by carpet manufacturers, to ensure maximum life and appearance of the floor covering.
- .3 Deliver 10% of each type, pattern and colour of carpet required installed for maintenance use. Identify each roll. Store where directed.

1.13 Maintenance Data (Cont'd) .4 Maintenance materials to be full size piece of same production run as installed materials.

1.14 Environmental Conditions .1 Ventilate area of work as directed by Engineer by use of approved portable supply and exhaust fans. Provide 72 hr. notice before commencing carpet installation and do not proceed until approval is received from Engineer.

PART 2 - PRODUCTS

2.1 Manufacturers .1 Acceptable materials: Only carpeting listed in Qualification Program List (QPL) 4.129, Carpets for Commercial Use are acceptable for use.

2.2 Materials .1 Patterns and colours from manufacturers standard range.

.2 Carpet: To CAN/CGSB-4.129 and as follows:

- .1 Certified for flammability to Health Canada regulations under "Hazardous Products (Carpet) Regulations", Part II of the Schedule.
- .2 Maximum flame spread rating 300, maximum smoke developed classification 500.
- .3 Certified to Canadian Carpet Institutes IAQ requirements.
- .4 Traffic rating: Heavy traffic rating

.3 Construction: Tufted.

.4 Style: Level loop: smooth.

.5 Pile Fiber: to CAN/CGSB-4.129, minimum 950 g/m<sup>2</sup>.

.6 Nylon: 100% BCF type 6 or type 6.6 solution dyed, branded BASF, DuPont, Monsanto or Allied. Soil and stain resistant treated.

.7 Carpet backing: to CAN/CGSB-4.129.

.8 Primary backing: polypropylene, minimum 120 g/m<sup>2</sup>.

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- 2.2 Materials (Cont'd)
- .9 Secondary and unitary backings: to CAN/CGSB-4.129, minimum 90 g/m<sup>2</sup>.
  - .10 Carpet dimensions: roll width 3600 mm.
  - .11 Colour-fastness to light: to CAN/CGSB-4.2 No. 18.3.
  - .12 Density: Range 12 to 14 kilotex.
- 2.3 Special Requirements
- .1 Permanent static control: to AATCC 134, 2.5KV at 20% RH and 22°C.
  - .2 Anti-microbial: to AATCC 174, 99% reduction, 0% growth.
  - .3 Stain resistance: to AATCC 175, 8.
- 2.4 Accessories
- .1 Carpet grippers: types recommended by carpet manufacturer.
  - .2 Seaming tape: types recommended by carpet manufacturer for purpose intended.
  - .3 Seaming adhesive: type recommended by carpet manufacturer for purpose intended.
  - .4 Adhesive:
    - .1 Non-release type: recommended by carpet manufacturer for direct glue down installation, low odor, low VOC, free of volatile hydrocarbons such as toluene and mineral spirits.
  - .5 Carpet protection: non-staining heavy duty kraft paper.
  - .6 Concrete floor sealer: to CGSB 25-GP-20M, Type 1.
  - .7 Sub-floor filler: white premix latex requiring only water to produce cementitious paste.
  - .8 Edge strips: Polyvinyl chloride (PVC), smooth finish with lip to extend under floor finish, shoulder flush with top of adjacent floor finish.
-

PART 3 - EXECUTION

- 3.1 Preparation
- .1 Prepare floor surfaces in accordance with Contract Carpet Manual, Standard for Installation of Textile Floor-covering Materials No. 001.
  - .2 Pre-condition carpeting following manufacturer's printed instructions.
- 3.2 Installation
- .1 Install glue down carpet in accordance with CGSB4\_GP-156 and manufacturers printed instructions.
  - .2 Install carpeting using minimum of pieces.
  - .3 Install carpeting after finishing work is completed but before telephone and electrical pedestal outlets are installed.
  - .4 Finish installation to present smooth wearing surface free from conspicuous seams, burring and other faults.
  - .5 Use material from same dye lot. Ensure colour, pattern and texture match within any one visual area. Maintain constant pile direction.
  - .6 Hand sew and adhesive seams and cross-joints.
  - .7 Fit neatly around architectural, mechanical, electrical and telephone outlets, and furniture fitments, around perimeter of rooms into recesses, and around projections.
- 3.3 Carpet Grippers and Binder Bars
- .1 Install carpet grippers at junctions of walls and vertical surfaces, secure gripper to prevent movement.
  - .2 Install binder bars at exposed carpet edges and center under doors in door openings.
-

3.4 Direct Glue  
Down Carpet

- .1 Apply adhesive and install carpeting in accordance with manufacturer's written instructions, by direct glue-down method.

3.5 Seams

- .1 Seal edges of cut-outs with latex.
- .2 Make carpet seams and joints invisible.

3.6 Clean-up  
and Protection

- .1 After completion of carpeting operations in an area, remove all carpeting waste and all other rubbish and debris from the premises and leave the installation clean.
- .2 Deposit remnants and left-over pieces with the Engineer for future repairs, if so directed by Engineer.
- .3 Immediately after laying of carpet, replace all damaged or defective carpet at no cost to Engineer, thoroughly vacuum clean, then cover completely and continuously with protective membrane. Secure at abutting surfaces and other materials. Lap all joints at least 100 mm and continuously secure using tape. Restrict entry to carpeted areas until protective covering is in place, and then only with the Engineer's approval. Remove membrane covering when directed by Engineer.

3.7 Protection of  
Finished Work

- .1 Vacuum carpets clean immediately after completion of installation. Protect traffic areas.
- .2 Prohibit traffic on carpet until adhesive is cured.
- .3 Install carpet protection to satisfaction of Engineer.

## ANNEX A

### 4 Wing Ground Disturbance & Clearance Notice

R-2010-08-010

<b>Project Name:</b> _____	<b>Project File No.:</b> _____	
<b>Contact Name:</b> _____	<b>Telephone #:</b> _____	<b>RETURN FAX #:</b> _____
<b>Organization:</b> _____	<b>Work Start Date:</b> _____	<b>Disturbance Depth:</b> _____
<b>Work Location</b> (incl. Base address and Legal with diagram/sketch attached) _____		<b>Site pre-marked:</b> _____
<b>Description of Work:</b> _____		

Utility / Contact Information	Remarks & Date	Name and sign-off
<b>Wing Operations</b> Loc 8006/Fax 780-840-7341		
<b>4 Wing Fire Dept</b> Loc 8401/Fax 780-840-7317		
<b>PMO - GIS Records</b> Loc 8251/Fax 780-840-7316		
<b>Wing Environment</b> Loc 8430/ Fax 780-840-7305		
<b>TIS Line/Help Desk</b> Loc 7053 /Fax 780-840-7349	Remedy Ticket #	
<b>Electrical- CE Electrical</b> Loc 8429/ Fax 780-840-4029		
<b>Water/Sewer/Steam/Gas -CE Plumbing</b> Loc 8427/ Fax 780-840-4000		
<b>WFE</b> Loc 8960/8411/ Fax 780-840-7314		
<b>Alberta 1-Call Phone: 1-800-242-3447</b>	Ticket #	<i>No response required</i>
<b>Eastlink Fax 780-826-7028</b>		
<b>Canada Locators Fax 1-780-636-3575</b>	(Telus)	
<b>Alberta Supernet Fax 1-780-488-9875</b>		
<b>ATCO Electric Fax 780-594-3090</b>		
<b>ATCO Gas Fax 780-594-3090</b>		
<b>ATCO PIPELINES 1-780-808-0777</b>		
<b>ALTA GAS Fax 780-826-4712</b>		
<b>DCC Loc 7058 Fax: 780-594-6161</b>	<i>Information only</i>	<i>No response required</i>

INSTRUCTIONS:

- \* ALLOW MINIMUM 5 WORKING DAYS NOTICE FOR COMPLETION OF NOTICE LOCATES.
- In case of any delay beyond 14 days or conditions at job site change the entire ground disturbance permit process must be completed again.
- A person does not commit an offence under the act if he can demonstrate that he made all reasonable efforts to procure inspection and supervision required for the undertaking.
- The contractor shall confirm to their satisfaction that the work area is clearly staked/ marked and correctly color coded to Standards. Contractor shall not proceed with any ground disturbance if work area is not properly identified or if doubts to actual location of marked utilities.
- ALL ground disturbances within 1 meter of marked/flagged electrical/communications and within 5 meters of gas lines must be hand exposed by hand digging (or hydrovac) prior to use of mechanical equipment.

# Annex B

## 4 WING COLD LAKE

### HOT WORK AUTHORIZATION

PERMIT# \_\_\_\_\_

Date : \_\_\_\_\_ Start Time : \_\_\_\_\_ Expiry Time : \_\_\_\_\_ Date : \_\_\_\_\_

INSPECTOR : Rank \_\_\_\_\_ Name \_\_\_\_\_ LOCATION : \_\_\_\_\_

Type of work :  Welding/Cutting  Soldering  Hot Roofing  Other \_\_\_\_\_

CONFINED SPACE :  Yes  No

Confined Space Entry Permit on site  Yes  No

- Note : If a confined space entry permit is required and not on site, then a hot work authorization permit may not be issued.
- Before approving any hot work, the Fire Inspector shall inspect the work site and surrounding area to confirm that all precautions have been taken to prevent fire IAW NFPA 51B.
- If hot work is to be done in a Hangar, all Aircraft SHALL be removed.

<u>GENERAL PRECAUTIONS</u> ( ) Sprinkler/alarms in service. (if applicable) ( ) Welding Equipment in good repair.	<u>FIRE WATCH</u> ( ) To be provided during and 30 min after operation. ( ) Serviceable Fire Extinguisher. ( ) Trained in Action in event of a Fire.
<u>WITHIN 10M OF WORK AREA</u> ( ) Combustible Products removed from area. ( ) Combustible floors wet down or covered with non combustible material. ( ) Flammable and Combustible liquids removed or safely stored. ( ) Wall and floor openings covered. ( ) If practicable, covers suspended beneath work to collect sparks.	<u>WORK WITHIN WALLS OR CEILINGS</u> ( ) Non combustible construction and without combustible coverings. ( ) Combustibles removed from other side of partition. HERMAN NELSON (P) JERS ( ) Personnel trained in proper start-up, shut down and re-fueling procedures prior to use. ( ) Fire extinguisher available.
<u>Hot ROOFING OPERATIONS</u> ( ) Tar kettle located in a safe location at least 5 meters from an exit or combustible materials, including walls, or on a non-combustible roof (unless approved by WFC). ( ) Thermostat on the kettle is operational and kettle is constantly supervised. ( ) Serviceable Dry Chemical or CO2 fire extinguisher available. ( ) A metal lid that can be closed in case of a fire. ( ) Inform the contractor that used mops and rags shall be cleaned and stored away from the building and other combustible materials at the end of each work day or disposed separate from other waste. <b>NOT LEFT ON THE ROOF.</b>	

CONTRACTOR : Name : \_\_\_\_\_ COMPANY \_\_\_\_\_

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

Phone Number : \_\_\_\_\_ Cell Phone # \_\_\_\_\_

I have received the Fire Department briefing and agree to comply with all regulations. The Fire Department shall be notified of any changes affecting the operations authorized by this permit. Failure to comply with these safety precautions may result in you or your company being held responsible for any damages incurred. The Fire Department is to be notified at 840-8000 Loc 8401 when the inspection 30 minutes after the completion of any hot work for that day has been completed.

Signature of on site Supervisor \_\_\_\_\_

Approved by \_\_\_\_\_ Wing Fire Department.

Fire Department Emergency Number 840-8333 OR Loc. 8333

**ANNEX C**  
**4 Wing Confined Space Entry Permit**

**NOTE:** This permit is valid only for the work and time described!  
 Fire Hall must be notified prior to entry Ph 840-8000 Ext 8401 **EMERGENCY RESCUE PHONE EXT 911**

Permit # \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time of Entry: \_\_\_\_\_ Hrs Expiration: \_\_\_\_\_ Hrs  
 Type/Class of Space: \_\_\_\_\_ Location: \_\_\_\_\_  
 Unit/Section: \_\_\_\_\_ Supervisor: \_\_\_\_\_

**Description of Work:** \_\_\_\_\_  
 \_\_\_\_\_

**ATMOSPHERIC TESTER** Make: \_\_\_\_\_ Model: \_\_\_\_\_ Ser#: \_\_\_\_\_  
 Date of Last Calibration: \_\_\_\_/\_\_\_\_/\_\_\_\_ Calibrator: \_\_\_\_\_

Pre Entry Test Results						
TEST	ACCEPTABLE LEVEL		AMOUNT TESTED	SIGNATURE		
Oxygen	Min 19.5%	Max 23%				
Explosive Gases	5% LEL					
Carbon Monoxide (CO)	10 ppm (max)					
Hydrogen Sulfide (H <sub>2</sub> S)	5 ppm (max)					
Toxic Gases	50% of TLV (max)					
EQUIPMENT REQ'D	Y	N	TYPE USED	PRE ENTRY REQUIREMENTS	Y	N
Respirators				Hazard Assessment Report Reviewed		
Air Line Respirators				Bleed Pressure		
SCBA Equip				Drain		
Ventilation Equip				Purge		
Communications				Ventilation		
Fall Arrest Equip				Electrical Lockout/Tagout		
Mechanical Lifting Device				Blinding/Blanking		
Personal Alarms				Hot Work Permit (Fire Hall)		
Fire Extinguishers				All Safety Equip on Site		
Life Jackets				Barricades/Signs Erected		
Barricades				Fire Hall Notified		
Non Sparking Tools				Others (Specify)		

**Special Instructions** \_\_\_\_\_  
 \_\_\_\_\_

I certify that I have performed all required tests and preventive measures (IAW the Hazard Assessment Report) for the safe entry into this confined space.

\_\_\_\_\_  
 Qualified Person (Print) \_\_\_\_\_  
 Signature  
 I certify that I have reviewed the Hazard Assessment Report and have been briefed on all tests and preventive measures required for safe entry into this confined space.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 First Name (print) Last Name (print) \_\_\_\_\_  
 Signature  
 I certify that all personnel have exited this confined space and the Fire Hall has been notified.

\_\_\_\_\_  
 Name (print) \_\_\_\_\_  
 Signature

**NOTE:** This report is to be retained by the supervisor for a minimum of two years

## ANNEX D



**Defence Construction Canada**  
**Construction de Défense Canada**

Date:

Subject: Prime Contractor Agreement

Contract Description: Project

No.:

Contract No.: Award

Date: Completion

Date:

DCC Site Office: Site

Office Address:

Contractors Name:

Contractors Address:

Provincial / Territory

Reference: (Alberta Occupational Health & Safety Act, Section 3)

The "Contractor" is required to fully comply with all Provincial / Territory Safety Acts, Codes and Regulations. For this reason, this letter is to certify that the "Contractor" referenced above will be acting as the "Prime (Principal) Contractor" for this contract.

\_\_\_\_\_  
(Contractors Representative: Print Name and Title)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

## ANNEX E

### 4 Wing Road Closure Notice

R-2010-08-10

<b>Project Name:</b> _____	<b>Project File No.:</b> _____
<b>Contact Name:</b> _____	<b>Telephone #:</b> _____
<b>Organization:</b> _____	<b>RETURN FAX #:</b> _____
<b>Road Closure Start Time:</b> _____	<b>Road Closure End Date:</b> _____
	<b>Road Closure End Time:</b> _____

**Work Location** (incl. Base address and Legal with diagram/sketch attached) \_\_\_\_\_

**Description of Work:** \_\_\_\_\_

Contact Information	Remarks & Date	Name and sign-off
<b>4 Wing Fire Dept</b> Loc 8401/Fax 780-840-7317		
<b>Wing Ops O</b> Fax 780-840-7341 (If within GRA)		
<b>Wing Logistics</b> Fax 780-840-7366		<i>John White</i>
<b>NCO I/C GPV</b> Fax 780-840-4028		
<b>Wing Secur O</b> Fax 780-840-7339		
<b>DCC</b> Loc 7058 Fax: 780-594-6161	<i>Information only</i>	<i>No response required</i>

**INSTRUCTIONS:**

- \* ALLOW MINIMUM 7 WORKING DAYS NOTICE FOR COMPLETION OF NOTICE.
- In case of any delay during an active closure past the stated "work end date" the entire road closure permit process must be completed again a minimum of 48 hours in advance.
- A person does not commit an offence under the act if he can demonstrate that he made all reasonable efforts to procure inspection and supervision required for the undertaking.
- The contractor shall provide traffic accommodation to the satisfaction of the designated 4 Wing Representative.
- The contractor shall provide road closure notice to effected businesses and or residents a minimum of 48 hours in advance of scheduled closure as required by 4 Wing Representative.
- Contractor shall not proceed with any closure of work area prior to sign off from above 4 Wing representative sections listed above.
- The following closure(s) will apply to all except authorized and emergency vehicles.