

**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> Paving and Asphalt Repairs	
<b>Solicitation No. - N° de l'invitation</b> W0142-16SO13/A	<b>Date</b> 2016-04-08
<b>Client Reference No. - N° de référence du client</b> DND W0142-16SO13	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$PWU-004-10741
<b>File No. - N° de dossier</b> PWU-5-38337 (004)	<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 2016-04-26</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> Espedido, Karieleen K.	<b>Buyer Id - Id de l'acheteur</b> pww004
<b>Telephone No. - N° de téléphone</b> (780)497-3859 ( )	<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 RALSTON AB P.O.BOX 6000 MEDICINE HAT Alberta T1A8K8 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/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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**THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT**

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## B. RESULTING CONTRACT CLAUSES

General Conditions:

- |  |         |
|--|---------|
| (i) GC1 General Provisions                               | R2810D; |
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| (iii) GC3 Execution and Control of the Work              | R2830D; |
| (iv) GC4 Protective Measures                             | R2840D; |
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| (vi) GC6 Delays and Changes in the Work                  | R2865D; |
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Supplementary Conditions, if any;

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## SUPPORT THE USE OF APPRENTICES

Through Canada's Economic Action Plan 2013, the Government of Canada proposes to support the employment of apprentices in federal construction and maintenance projects. Refer to Part 2, item 5.

**INTEGRITY PROVISIONS: Important changes have been made to the Integrity Provisions as of April 4<sup>th</sup> 2016.**  
See 01, Integrity Provision – Offer, of 2006 Standard Instructions - Request for Standing Offers for more information.

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## PART 1 - GENERAL INFORMATION

### 1. Introduction

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

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

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

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

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

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

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

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

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

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

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

### 2. Summary

Paving and Asphalt Repairs, CFB Suffield, Alberta.

Work under the Standing Offer of repair/paving consists of milling, fill/patch pot holes, excavation, overlay various sized paved areas, install geo-textile filter cloth, raise manhole frames & covers, catch basins, and water valves as requested by the Department of National Defence at CFB Suffield, AB, in the form of call-ups for provision of paving and asphalt repairs. Services are to be provided on an "as required basis" at DND Suffield.

The Standing Offer will be issued for a term of three (3) years.

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

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

"There is a security requirement associated with this requirement. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7A - Standing Offer. Offerors should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" document"

(<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) on the Departmental Standard Procurement Documents Web site."

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

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

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

### **4. Debriefing**

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

### **5. Security Requirement**

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

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## PART 2 - STANDING OFFER - INSTRUCTIONS TO OFFERORS

### 1. Standard Instructions, Clauses and Conditions

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

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

The 2006 (2016-04-04) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

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

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

### 2. Submission of Offers

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

#### 2.1 Revision of Offer:

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

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

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

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

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

#### 2.2 Firm Price and/or Rates:

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

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

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

#### 2.5 Incomplete Offers: Incomplete offers may be rejected.

## 2.6 Taxes

The offeror is responsible for all applicable taxes.

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

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

## 2.7 Performance Evaluation

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

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

## 3. Enquiries - Request for Standing Offers

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

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

## 4. Applicable Laws

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

## 5. Public Works and Government Services Canada Apprentice Procurement Initiative

1. To encourage employers to participate in apprenticeship training, Contractors bidding on construction and maintenance contracts by Public Works and Government Services Canada (PWGSC) are being asked to sign a voluntary certification, signaling their commitment to hire and train apprentices.
2. Canada is facing skills shortages across various sectors and regions, especially in the skilled trades. Equipping Canadians with skills and training is a shared responsibility. In Economic Action Plan (EAP) 2013, the Government of Canada made a commitment to support the use of apprentices in federal construction and maintenance contracts. Contractors have an important role in supporting apprentices through hiring and training and are encouraged to certify that they are providing opportunities to apprentices as part of doing business with the Government of Canada.

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3. Through the Economic Action Plan 2013 and support for training programs, the Government of Canada is encouraging apprenticeships and careers in the skilled trades. In addition, the government offers a tax credit to employers to encourage them to hire apprentices. Information on this tax measure administered by the Canada Revenue Agency can be found at: [www.cra-arc.gc.ca](http://www.cra-arc.gc.ca). Employers are also encouraged to find out what additional information and supports are available from their respective provincial or territorial jurisdiction.
4. Signed certifications (Appendix 2) will be used to better understand contractor use of apprentices on Government of Canada maintenance and construction contracts and may inform future policy and program development.
5. The Contractor hereby certifies the following:

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

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

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

If you accept fill out and sign Appendix 2

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

## 6. Site Visit

There will be no site visit.



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## **PART 3 - OFFER PREPARATION INSTRUCTIONS**

### **1. General**

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

### **2. Offer Preparation Instructions**

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

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

Section II: Certifications (1 hard copy)

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

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

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

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

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

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

#### **Section I: Financial Offer**

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

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### **Payment by Credit Card**

Canada requests that offerors complete one of the following:

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

The following credit card(s) are accepted:

VISA \_\_\_\_\_

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

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

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

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

### **Section II: Certifications**

Offerors must submit the certifications required under Part 5.

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

### **1. Evaluation Procedures**

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

#### **1.1 Technical Evaluation**

##### **1.1.1 Mandatory Technical Criteria**

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

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

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

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

#### **1.2. Financial Evaluation**

##### **1.2.1 Price Schedule - A rate must be entered for each item.**

##### **1.2.2 Offers retained pursuant to Part 4, will be evaluated on the basis of the total estimated amount quoted, GST/HST extra. It is anticipated that one (1) standing offer will be issued to the lowest compliant offeror.**

### **2. Basis of Selection**

#### **2.1 Basis of Selection - Lowest Evaluated Price**

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

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### **3. Ranking**

3.1 Only 1 firm will be issued a standing offer.

3.2 The firm submitting the lowest price compliant submission will be issued a Standing Offer.

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## PART 5 - CERTIFICATIONS

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

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

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

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

#### 1.1 Code of Conduct and Certifications - Related documentation

By submitting an offer, the Offeror certifies, for itself and its affiliates, to be in compliance with the Code of Conduct and Certifications clause of the 2006 (2016-04-04) Standard Instructions. The related documentation therein required will help Canada in confirming that the certifications are true.

### 2. Additional Certifications Precedent to Issuance of a Standing Offer and Certifications Required with the Offer

Offerors must submit the certifications as provided below:

#### 2.1 Additional Certifications Precedent to Issuance of a Standing Offer

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

##### 2.1.1 Health & Safety Requirements - per attached Annex C .

##### 2.1.2 Insurance, (Annex F - Insurance Certificate)

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

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

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## Definitions

For the purposes of this clause,

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

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

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

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

## Former Public Servant in Receipt of a Pension

As per the above definitions, is the Offeror a FPS in receipt of a pension?

**YES ( ) NO ( )**

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

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

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

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### **Work Force Reduction Program**

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

**YES ( ) NO ( )**

If so, the Offeror must provide the following information:

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

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.

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

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

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

### **1. Security Requirement**

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

### **2. Financial Capability**

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

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

### **3. Insurance Terms**

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

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

Certificate of Insurance attached at Annex F.



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## **1) Insurance Contracts**

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

## **2) Period of Insurance**

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

## **3) Proof of Insurance**

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

## **4) Insurance Proceeds**

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

## **5) Deductible**

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

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## PART 7 - CLAUSES & CONDITIONS

### PART 7(A) - STANDING OFFER

#### 1. Offer - attached at Annex E

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

#### 2. Security Requirement

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

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

#### 3. Standard Clauses and Conditions

- 1) .1 General Conditions - Standing Offer, 2005 (2016-04-04)
- 2) The documents identified by title, number and date in paragraph 1) are incorporated by reference and are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Web site:  
<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R>

#### 4. Term of Standing Offer

- 4.1 Period of the Standing Offer  
The period for making call-ups against the Standing Offer is TBD.

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## 5. Authorities

### 5.1 Standing Offer Authority

The Standing Offer Authority is:

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

Directorate: Real Property Contracting

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

### 5.2 Project Authority

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

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

## 6. Identified users

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

## 7. Call-up Procedures

1. Best Standing Offer: the offer that provides best value lowest prices will be retained.

The Project Authority will establish the scope of work to be performed by the successful firm and negotiate the level of effort required to perform the work based on the hourly rates contained in the Standing Offer.

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## 8. CALL-UP INSTRUMENT

Public Works and  
Government Services  
Canada

Travaux publics et  
Services gouvernementaux  
Canada

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

In accordance with  
STANDING OFFER NO.: \_\_\_\_\_

Conformément à  
L'OFFRE PERMANENTE No. \_\_\_\_\_

Call-up no. - No de commande  
\_\_\_\_\_

Dated \_\_\_\_\_  
and the terms and conditions therein, you are  
Requested to carry out the worked described  
below.

En date du \_\_\_\_\_  
Et les modalités qui y sont énumérées, vous êtes prié  
d'exécuter les travaux décrits ci-après.

Contractor's name and address - Nom et adresse de l'entrepreneur		Send invoice to - Expédier la facture à	
Fax No. ( )		attention:	
Project no. - No du projet	Note: Quote standing offer number, project number and call-up number on your invoice. Inscrire le numéro de l'offre permanente, le numéro du projet et le numéro de commande sur la facture.		
Location of work - Endroit des travaux		Call-up cost, GST/HST extra - Coût de la commande, TPS en plus	
Work description - Description des travaux			
Certified pursuant to subsection 32 (1) of the Financial Administration Act Certifié en vertu du paragraphe 32 (1) de la Loi sur la gestion des finances publiques			
Signature _____		Date _____	
Departmental Representative - Représentant du ministère			
Signature _____		Date _____	

PWGSC-TPSGC 2829 (03/2006)

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## 9. Limitation of Call-ups

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

## 10. Priority Documents

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

- a) the call up against the Standing Offer, including any annexes and any amendments;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2016-04-04), General Conditions - Standing Offers - Goods or Services
- d) any amendment or variation in the Standing Offer that is made in accordance with the terms and conditions of the Standing Offer;
- e) the general conditions dated and listed in Part 7B, Resulting Contract Clauses;
- f) the Supplemental general conditions;
- g) Annexes:
  - Annex A, Statement of Work, and any amendment to the solicitation document incorporated in the Standing Offer before the date of the Standing Offer;
  - Annex B, Basis of Payment;
  - Annex C, Health & Safety Requirements - Alberta;
  - Annex D, Periodic Usage Report Form; and
  - Annex F, Insurance
  - Annex G; Voluntary Report for Apprentices Employed During the Contract
  - Annex H; Security Requirement Check List (SRCL).
- h) the Offeror's offer Annex E, dated \_\_\_\_\_ (insert date of offer);

## 11. Certifications

### 11.1 Compliance

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

## 12. Applicable Laws

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

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

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

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#### 14. Estimates

Where an estimate of the cost of performing specific work is required, the Identified User will provide the Offeror with a statement of the work required and the Offeror must provide the Identified User with an estimate of the cost of performing the specified work in accordance with the pricing provision of the Standing Offer. The Offeror must not undertake any of the specified work unless and until a call-up is issued by the Identified User. The estimated cost stated in the call-up must not be exceeded without the specific written authorization of the Identified User.

#### 15. Offeror's Contact Information

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

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

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

\_\_\_\_\_

\_\_\_\_\_

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

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

Email: \_\_\_\_\_

## PART 7 (B) - RESULTING CONTRACT CLAUSES

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

(i)	GC1	General Provisions	R2810D	(2016-04-04);
(ii)	GC2	Administration of the Contract	R2820D	(2016-01-28);
(iii)	GC3	Execution and Control of the Work	R2830D	(2015-02-25);
(iv)	GC4	Protective Measures	R2840D	(2008-05-12);
(v)	GC5	Terms of Payment	R2550D	(2016-01-28);
(vi)	GC6	Delays and Changes in the Work	R2865D	(2016-01-28);
(vii)	GC7	Default, Suspension or Termination of Contract	R2870D	(2008-05-12);
(viii)	GC8	Dispute Resolution	R2884D	(2016-01-28);
(ix)	GC10	Insurance	R2900D	(2008-05-12);
  - (c) Supplementary Conditions, if any;
  - (d) Allowable Costs for Contract Changes Under GC6.4.1 R2950D (2015-02-25);
  - (e) Any amendment issued or any allowable bid revision received before the date and time set for solicitation closing;
  - (f) Any amendment incorporated by mutual agreement between Canada and the Contractor before acceptance of the bid; and
  - (g) Any amendment or variation of the contract documents that is made in accordance with the General Conditions.
- 2) The documents identified by title, number and date in paragraph 1) are incorporated by reference and are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Website:  
<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R>
- 3) The language of the contract documents shall be the language of the Bid and Acceptance Form submitted.
- 4) A contract is formed between Canada and the Offeror only when a Call-up duly signed is issued by the Departmental Representative and accepted by the Offeror\*. The Offeror shall then be referred to as "the Contractor" and the Contract includes the Offer, the Specifications referred to in the Unit Price Schedule, the General Conditions, and the Call-up.

### 5) Interpretation

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

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

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

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

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

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

## **SUPPLEMENTAL CONDITIONS**

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

### **1.1. T1204 - Direct Request by Customer Department**

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

### **1.2. Periodic Reports**

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

## **SC02 TERM OF CONTRACT**

### **2.1 Period of the Contract**

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

## **SC03 PAYMENT**

### **3.1 CHANGES TO GC5 R2550D - TERMS OF PAYMENT**

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

#### **GC5.4 Payment**

##### **.1 Terms of Payment**

- 1. Where the duration of the work identified in a call-up is greater than 30 days, the Contractor may submit monthly progress claims, and shall be entitled to receive progress payments at monthly or other agreed intervals. Subject to verification by the Departmental Representative, payment of the Contractor's invoice for work satisfactorily completed shall be made not later than 30 days after receipt thereof. The due date shall be the 30th day following receipt of a properly submitted invoice.



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2. The Contractor shall submit a separate invoice for each Call-up to the Departmental Representative in accordance with any invoicing instructions set out herein. The properly submitted invoice shall be delivered to the Departmental Representative in the agreed format with sufficient detail, information, and backup to permit verification.

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

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

### **3.2 Basis of Payment - see Annex B**

### **3.3 Limitation of Price**

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

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### 3.4 Supplemental Invoicing Instructions

#### .1 Invoices

- .1 All invoices submitted for payment shall show:
  - .1 Construction Engineering Work Order Number,
  - .2 Construction Engineering File Number,
  - .3 Requisition Number, DSS 942 (Requisition on Contract),
  - .4 Public Works and Government Services Canada (PWGSC) Standing Offer Number, and
  - .5 same address as on PWGSC contract.
- .2 Invoices are to include a breakdown as follows:
  - .1 Hourly rate per the Offer and hours of work for each tradesperson.
  - .2 An itemized list of materials used, by cost, shall be shown on all invoices submitted for payment.
  - .3 Extended total.
  - .4 Good and Services Tax (GST/HST) shall be shown as a separate item.
  - .5 Where subcontracting is involved a copy of subcontractor's invoice shall accompany the invoice against the requisition.
  - .6 Where discount or markup is applicable, indicate separately.
- .3 Invoices submitted for payment against this contract that are not properly identified will be returned to the Contractor for proper annotation before certification for payment is made.

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

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

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

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## **ANNEXES**

Annex A	Statement of Work
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## **ANNEX A**

### **Statement of Work**

Please see attached.

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## **ANNEX B**

### **.1 Basis of Payment**

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

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

#### **.1 Hourly Rates:**

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

See attached for details.

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## ANNEX C

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

#### 1.) SPECIAL INSTRUCTIONS TO BIDDERS (SI):

##### WCB AND SAFETY PROGRAM

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

1.1 a Workers Compensation Board Premium Rate Statement - Alberta, or equivalent documentation from another jurisdiction;

1.2 a Workers Compensation Board letter of good standing, also listing covered Directors, Principals, Proprietor(s) or Partners who will be or who are anticipated to be present on the work site(s), or equivalent documentation from another jurisdiction; and

1.3 a Certificate of Recognition (COR) or Registered Safety Plan (RSP). A health and safety policy and program, as required by other provincial/territorial Occupational Health and Safety Acts, will be acceptable in lieu of a COR or RSP.

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

#### 2.) SUPPLEMENTARY CONDITIONS (SC):

##### Workplace Safety and Health

##### 1. EMPLOYER/PRIME CONTRACTOR

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

1.1.1 act as the Employer, where there is only one employer on the work site, in accordance with the Authority Having Jurisdiction;

1.1.2 accept the role of Prime Contractor, where there are two or more employers involved in work at the same time and space at the work site, in accordance with the Authority Having Jurisdiction; and

1.1.3 agree, in the event of two or more Contractors working at the same time and space at the work site, without limiting the General Conditions, to Canada's order \* to:

1.1.3.1 accept, as the Prime Contractor, the responsibility for Canada's other Contractor(s); or

1.1.3.2 accept that Canada's other Contractor is Prime Contractor and conform to that Contractor's Site Specific Health and Safety Plan.

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

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## 2. SUBMITTALS

2.1 The Contractor shall provide to Canada:

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

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

## 3. LABOUR AUTHORITY CONTACT:

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

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

### **ALBERTA South**

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

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

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

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

Return to:

Kae Espedido	(780) 497-3510	karieleenkae.espedido@pwgsc.gc.ca
<i>Name</i>	<i>Fax</i>	<i>Email Address</i>

at:

Public Works and Government Services Canada  
Real Property Contracting, Acquisitions Branch  
ATB Place North, 5<sup>th</sup> Floor  
10025 Jasper Ave.  
Edmonton, AB  
T5J 1S6

REPORT ON THE VOLUME OF BUSINESS

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

REPORT FOR THE PERIOD ENDING: \_\_\_\_\_

Description of Work	Call-up #	TOTAL BILLING

**NIL REPORT:** We have not done any business with the federal government for this period

**PREPARED BY:**

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

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

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



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## ANNEX E OFFER

<b>Description of Work:</b> Suffield, Alberta Various Projects, PWGSC Paving and Asphalt Repairs Standing Offer
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### 1. OFFER

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

### 2. GENERAL PROVISIONS

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

The Offeror agrees

- .1 to carry out individual work projects as requisitioned from time to time by the Departmental Representative in **Call- ups Against a Standing Offer**, form PWGSC/TPSGC 2829 or 942, copies of which the Offeror acknowledges to have in its possession, in accordance with the requirements set out therein and in consideration of payment of amounts to be determined pursuant to section 3. Below;
- .2 to provide, on demand from the Departmental Representative, a detailed price estimate, calculated in accordance with section 4 below, and a proposed work schedule for each work project; and
- .3 to commence Work promptly upon receipt of each Call-up issued pursuant to this Offer, duly signed by the Departmental Representative.
- .5 This Offer does not constitute a binding contract between Canada and the Offeror. The Departmental Representative shall have the right to issue a Call-up with those other offerors which have also submitted offers to Canada.

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

### 3. FINANCIAL TERMS

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

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- .2 The hourly rates requested in the offer and acceptance for specific types of service shall be the total cost to perform the work including but not limited to:
- .1 labour including supervision, allowances and liability insurance;
  - .2 travel time;
  - .3 transportation/vehicle expenses;
  - .4 tools and tackle;
  - .5 overhead and profit;
  - .6 any other incidental expenses other than supply of materials and replacement parts relating to the delivery of labour.
- .3 It is considered that regular hours of work fall between 0700 and 1600 hours, Monday to Friday.

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#### 4. PRICES

The Offeror agrees that the following are the prices referred to in sections 2 and 3 above:

##### 4.1 Unit Price Schedules – Rates

##### SCHEDULE A) FOR THE PERIOD OF ESTIMATED DATE OF ISSUANCE TO END OF FIRST YEAR

Col. 1	Col. 2	Col. 3	Col. 4	Col. 5
Item	Unit	Est. Usage	Unit Price (\$)	Estimated Total Price (\$)
<b>1. OVERLAYS</b>				
A. Adjusting height of manhole frame and covers, catch basin and water valves as per Section 2512				
i. Labour only, complete to raise or lower a manhole, maximum of 300 mm	Hour	2		
ii. Labour only, complete, to raise or lower a water valve	Hour	2		
B. Provide asphalt tack coat as per Section 2512	Liter	700		
C. Provide asphalt overlay as per Section 2512				
i. Mix Type 4 Hand spread	Tonne	40		
ii. Mix Type 4 Paver spread	Tonne	200		
<b>2. ROAD/PARKING LOT/FOOT PATH – REPAIR OR CONSTRUCTION</b>				
A. Less than 10 m <sup>2</sup> area				
a. Asphalt removal and disposal to a location on the base of per Section 2070.	m <sup>2</sup>	100		
b. Excavation, haul and dispose/stockpile as per Section 2070	m <sup>2</sup>	50		
c. Supply and place granular sub-base and base as per Section 2233				
i. Sub-base material	Tonne	10		

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ii. Base material	Tonne	20		
d. Provide asphalt primer or tack coat as per Section 2512	Liter	50		
e. Provide asphalt pavement (mix Type 3) as per Section 2512 (compaction not included)				
i. Hand spread	Tonne	5		
ii. Paver spread	Tonne	2		
f. Provide asphalt pavement (mix Type 4) as per Section 2512 (compaction not included)				
i. Hand spread	Tonne	10		
ii. Paver spread	Tonne	5		
g. Compaction				
i. Per 150mm course of base or sub-base material as per Section 2233	m <sup>2</sup>	350		
ii. Per course of asphalt material as per Section 2512	m <sup>2</sup>	100		

B. 10 m <sup>2</sup> area or greater				
a. Asphalt removal and disposal to a location as per Section 2070	m <sup>2</sup>	700		
b. Excavation, haul and dispose/stockpile as per Section 2070	m <sup>2</sup>	700		
c. Supply and place granular sub-base and base as per Section 2233				
i. Sub-base material	Tonne	700		
ii. Base material	Tonne	200		
d. Provide asphalt primer or tack coat as per Section 2512	Litre	1,500		
e. Provide asphalt pavement (mix Type 3) as per Section 2512 (compaction not included)				
i. Hand spread	Tonne	10		
ii. Paver spread	Tonne	150		
f. Provide asphalt pavement (mix Type 4) as per Section 2512 (compaction not included)				

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i. Hand spread	Tonne	40		
ii. Paver spread	Tonne s	350		
g. Compaction				
i. Per 150 mm course of base or sub-base material as per Section 2233	m <sup>2</sup>	4,500		
ii. Per course of asphalt material as per Section 2512	m <sup>2</sup>	6,000		
h. Asphalt curbs (mix Type 4) – Per 5 m length by maxium 310 cm <sup>2</sup> cross sectional area as per Section 2512	Each	2		
i. Speed bumps (mix Type 4) - Per 8 m length by 1 000 cm <sup>2</sup> cross sectional area as per Section 2512	Each	1		
<b>3. MISCELLANEOUS</b>				
a. Supply and installation of geotextile filter cloth as per Section 2233	m <sup>2</sup>	750		
b. Shape and compact existing gravel sub-base or base as per Section 2235				
i. Areas less than 1,000 m <sup>2</sup>	m <sup>2</sup>	500		
ii. Areas 1,000 m <sup>2</sup> or greater	m <sup>2</sup>	2,000		
c. Shape and compact new gravel base material supplied and hauled to site by others as per Section 2233				
i. Areas less than 1,000 m <sup>2</sup>	m <sup>2</sup>	500		
ii. Areas 1,000 m <sup>2</sup> or greater	m <sup>2</sup>	2,000		

d. Cold crack sealing (labour and equipment only)				
i. Cleaning out and sealing	Lin M	50		
ii. Routing out, cleaning and sealing	Lin M	100		
e. Labour not covered in above catagories				
1. Foreman	Hour	16		
2. Trades person	Hour	32		

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3. Helper	Hour	32		
4. Tandom truck	Hour	4		
5. Truck with pup	Hour	4		
6. Bobcat or Skidsteer	Hour	16		
MATERIAL, ADDITIONAL EQUIPMENT AND LABOUR NOT COVERED ABOVE – (Except free issue) at laid down cost, (which includes invoice cost, transportation costs, exchange and brokerage charges) plus mark-up which includes purchasing expenses, internal handling, G&A expenses and profit, excluding taxes, which shall be shown as a separate item (% mark-up x \$14,000.00)				
		_____ % Mark-up		
<b>Sub Total A): Estimated Total Amount Schedule A GST/HST Extra</b>			<b>\$</b>	

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

##### SCHEDULE B) FOR THE PERIOD OF THE SECOND YEAR

Col. 1	Col. 2	Col. 3	Col. 4	Col. 5
Item	Unit	Est. Usage	Unit Price (\$)	Estimated Total Price (\$)
<b>1. OVERLAYS</b>				
A. Adjusting height of manhole frame and covers, catch basin and water valves as per Section 2512				
i. Labour only, complete to raise or lower a manhole, maximum of 300 mm	Hour	2		
ii. Labour only, complete, to raise or lower a water valve	Hour	2		
B. Provide asphalt tack coat as per Section 2512	Liter	700		
C. Provide asphalt overlay as per Section 2512				
i. Mix Type 4 Hand spread	Tonne	40		
ii. Mix Type 4 Paver spread	Tonne	200		
<b>2. ROAD/PARKING LOT/FOOT PATH – REPAIR OR CONSTRUCTION</b>				
A. Less than 10 m <sup>2</sup> area				
a. Asphalt removal and disposal to a location on the base of per Section 2070.	m <sup>2</sup>	100		
b. Excavation, haul and dispose/stockpile as per Section 2070	m <sup>2</sup>	50		
c. Supply and place granular sub-base and base as per Section 2233				
i. Sub-base material	Tonne	10		
ii. Base material	Tonne	20		
d. Provide asphalt primer or tack coat as per Section 2512	Liter	50		
e. Provide asphalt pavement (mix type 3) as per Section 2512 (compaction not included)				



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i. Hand spread	Tonne	5		
ii. Paver spread	Tonne	2		
f. Provide asphalt pavement (mix Type 4) as per Section 2512 (compaction not included)				
i. Hand spread	Tonne	10		
ii. Paver spread	Tonne	5		
g. Compaction				
i. Per 150mm course of base or sub-base material as per Section 2233	m <sup>2</sup>	350		
ii. Per course of asphalt material as per Section 2512	m <sup>2</sup>	100		

B. 10 m <sup>2</sup> area or greater				
a. Asphalt removal and disposal to a location as per Section 2070	m <sup>2</sup>	700		
b. Excavation, haul and dispose/stockpile as per Section 2070	m <sup>2</sup>	700		
c. Supply and place granular sub-base and base as per Section 2233				
i. Sub-base material	Tonne	700		
ii. Base material	Tonne	200		
d. Provide asphalt primer or tack coat as per Section 2512	Litre	1,500		
e. Provide asphalt pavement (mix Type 3) as per Section 2512 (compaction not included)				
i. Hand spread	Tonne	10		
ii. Paver spread	Tonne	150		
f. Provide asphalt pavement (mix Type 4) as per Section 2512 (compaction not included)				
i. Hand spread	Tonne	40		
ii. Paver spread	Tonnes	350		
g. Compaction				

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i. Per 150 mm course of base or sub-base material as per Section 2233	m <sup>2</sup>	4,500		
ii. Per course of asphalt material as per Section 2512	m <sup>2</sup>	6,000		
h. Asphalt curbs (mix Type 4) – Per 5 m length by maximum 310 cm <sup>2</sup> cross sectional area as per Section 2512	Each	2		
i. Speed bumps (mix Type 4) - Per 8 m length by 1 000 cm <sup>2</sup> cross sectional area as per Section 2512	Each	1		
<b>3. MISCELLANEOUS</b>				
a. Supply and installation of geotextile filter cloth as per Section 2233	m <sup>2</sup>	750		
b. Shape and compact existing gravel sub-base or base as per Section 2235				
i. Areas less than 1,000 m <sup>2</sup>	m <sup>2</sup>	500		
ii. Areas 1,000 m <sup>2</sup> or greater	m <sup>2</sup>	2,000		
c. Shape and compact new gravel base material supplied and hauled to site by others as per Section 2233				
i. Areas less than 1,000 m <sup>2</sup>	m <sup>2</sup>	500		
ii. Areas 1,000 m <sup>2</sup> or greater	m <sup>2</sup>	2,000		

d. Cold crack sealing (labour and equipment only)				
i. Cleaning out and sealing	Lin M	50		
ii. Routing out, cleaning and sealing	Lin M	100		
e. Labour not covered in above catagories				
1. Foreman	Hour	16		
2. Trades person	Hour	32		
3. Helper	Hour	32		
4. Tandom truck	Hour	4		
5. Truck with pup	Hour	4		

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6. Bobcat or Skidsteer	Hour	16		
MATERIAL, ADDITIONAL EQUIPMENT AND LABOUR NOT COVERED ABOVE – (Except free issue) at laid down cost, (which includes invoice cost, transportation costs, exchange and brokerage charges) plus mark-up which includes purchasing expenses, internal handling, G&A expenses and profit, excluding taxes, which shall be shown as a separate item (% mark-up x \$14,000.00)		<u>          </u> % Mark-up		
<b>Sub Total B): Estimated Total Amount Schedule B GST/HST Extra</b>			<b>\$</b>	

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

##### SCHEDULE C) FOR THE PERIOD OF THE THIRD YEAR

Col. 1	Col. 2	Col. 3	Col. 4	Col. 5
Item	Unit	Est. Usage	Unit Price (\$)	Estimated Total Price (\$)
<b>1. OVERLAYS</b>				
A. Adjusting height of manhole frame and covers, catch basin and water valves as per Section 2512				
i. Labour only, complete to raise or lower a manhole, maximum of 300 mm	Hour	2		
ii. Labour only, complete, to raise or lower a water valve	Hour	2		
B. Provide asphalt tack coat as per Section 2512	Liter	700		
C. Provide asphalt overlay as per Section 2512				
i. Mix Type 4 Hand spread	Tonne	40		
ii. Mix Type 4 Paver spread	Tonne	200		
<b>2. ROAD/PARKING LOT/FOOT PATH – REPAIR OR CONSTRUCTION</b>				
A. Less than 10 m <sup>2</sup> area				
a. Asphalt removal and disposal to a location on the base of per Section 2070.	m <sup>2</sup>	100		
b. Excavation, haul and dispose/stockpile as per Section 2070	m <sup>2</sup>	50		
c. Supply and place granular sub-base and base as per Section 2233				
i. Sub-base material	Tonne	10		
ii. Base material	Tonne	20		
d. Provide asphalt primer or tack coat as per Section 2512	Liter	50		
e. Provide asphalt pavement (mix type 3) as per Section 2512 (compaction not included)				
i. Hand spread	Tonne	5		

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ii. Paver spread	Tonne	2		
f. Provide asphalt pavement (mix Type 4) as per Section 2512 (compaction not included)				
i. Hand spread	Tonne	10		
ii. Paver spread	Tonne	5		
g. Compaction				
i. Per 150mm course of base or sub-base material as per Section 2233	m <sup>2</sup>	350		
ii. Per course of asphalt material as per Section 2512	m <sup>2</sup>	100		

B. 10 m <sup>2</sup> area or greater				
a. Asphalt removal and disposal to a location as per Section 2070	m <sup>2</sup>	700		
b. Excavation, haul and dispose/stockpile as per Section 2070	m <sup>2</sup>	700		
c. Supply and place granular sub-base and base as per Section 2233				
i. Sub-base material	Tonne	700		
ii. Base material	Tonne	200		
d. Provide asphalt primer or tack coat as per Section 2512	Litre	1,500		
e. Provide asphalt pavement (mix Type 3) as per Section 2512 (compaction not included)				
i. Hand spread	Tonne	10		
ii. Paver spread	Tonne	150		
f. Provide asphalt pavement (mix Type 4) as per Section 2512 (compaction not included)				
i. Hand spread	Tonne	40		
ii. Paver spread	Tonnes	350		
g. Compaction				
i. Per 150 mm course of base or sub-base material as per Section 2233	m <sup>2</sup>	4,500		

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ii. Per course of asphalt material as per Section 2512	m <sup>2</sup>	6,000		
h. Asphalt curbs (mix Type 4) – Per 5 m length by maximum 310 cm <sup>2</sup> cross sectional area as per Section 2512	Each	2		
i. Speed bumps (mix Type 4) - Per 8 m length by 1 000 cm <sup>2</sup> cross sectional area as per Section 2512	Each	1		
<b>3. MISCELLANEOUS</b>				
a. Supply and installation of geotextile filter cloth as per Section 2233	m <sup>2</sup>	750		
b. Shape and compact existing gravel sub-base or base as per Section 2235				
i. Areas less than 1,000 m <sup>2</sup>	m <sup>2</sup>	500		
ii. Areas 1,000 m <sup>2</sup> or greater	m <sup>2</sup>	2,000		
c. Shape and compact new gravel base material supplied and hauled to site by others as per Section 2233				
i. Areas less than 1,000 m <sup>2</sup>	m <sup>2</sup>	500		
ii. Areas 1,000 m <sup>2</sup> or greater	m <sup>2</sup>	2,000		

d. Cold crack sealing (labour and equipment only)				
i. Cleaning out and sealing	Lin M	50		
ii. Routing out, cleaning and sealing	Lin M	100		
e. Labour not covered in above categories				
1. Foreman	Hour	16		
2. Trades person	Hour	32		
3. Helper	Hour	32		
4. Tandom truck	Hour	4		
5. Truck with pup	Hour	4		
6. Bobcat or Skidsteer	Hour	16		

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MATERIAL, ADDITIONAL EQUIPMENT AND LABOUR NOT COVERED ABOVE – (Except free issue) at laid down cost, (which includes invoice cost, transportation costs, exchange and brokerage charges) plus mark-up which includes purchasing expenses, internal handling, G&A expenses and profit, excluding taxes, which shall be shown as a separate item (% mark-up x \$14,000.00)		<div>_____ %</div> Mark-up		
Sub Total C): Estimated Total Amount Schedule C GST/HST Extra			\$	

#### Definitions

1. Laid down costs is defined as the cost incurred by a vendor to acquire a specific product or service for resale to the government. This includes the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage, but excludes sales taxes.
2. Mark-up is defined as the difference between the vendor's laid down cost for a product or service and the resale price to the government (exclusive of sales taxes) consisting of the cost of necessary services, applicable overhead and profit.
3. 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.
4. A rate must be entered for each item.
5. The Offeror agrees that the Prices(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.

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

#### 4.2 TOTAL EVALUATED PRICE (Schedule A + Schedule B + Schedule C)

Col. 1	Col. 2	Col. 3	Col. 4
Sub Total SCHEDULE A)	Sub Total SCHEDULE B)	Sub Total SCHEDULE C)	Total Evaluated Price (col.1 + col.2 + col.3 = col.4)
\$ _____	\$ _____	\$ _____	\$ _____ GST/HST Extra

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

A rate must be entered for each item.

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

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



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

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

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## APPENDIX 2 - VOLUNTARY CERTIFICATION TO SUPPORT THE USE OF APPRENTICES

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

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

Signature: \_\_\_\_\_

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

Company Legal Name: \_\_\_\_\_

Solicitation Number: \_\_\_\_\_

Optional information to provide: \_\_\_\_\_

Number of apprentices planned to be working on this contract: \_\_\_\_\_

Trades of those apprentices:

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

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### **ANNEX F**

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

Please see attached.

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

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

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

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

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

Number of apprentices hired	Trade

(Add rows as needed)

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## **ANNEX H**

### **Security Requirement Checklist (SRCL)**

Please see attached.

**SOW for ASPHALT and ROAD REPAIRS**

**CONTRACT NUMBER:** WO142AA16SO13,

**STATEMENT OF WORK:**

Asphalt and Road Repairs at CFB SUFFIELD, AB. Repairs/paving consists of milling, fill/patch pot holes, excavation, overlay various sized paved areas, install geo-textile filter cloth, raise manhole frames & covers, catch basins, and water valves. Company will not be required to access any Base Bldgs. throughout their current Contract.



**Part 1 General**

**1.1 REFERENCES**

- .1 National Building Code of Canada (NBC) including all amendments up to tender closing date.

**1.2 DESCRIPTION OF WORK**

- .1 Supply of all labour, materials, tools, equipment, supervision and expertise required for the installation and/or repair of asphalt concrete surfaces under terms of the Contract on an as and when required basis.
- .2 The work covered by this contract includes, but is not necessarily confined to the following:

- .1 Any excavation required for the repair of deteriorated road, foot path and parking lot areas.
- .2 Disposal of unstable materials.
- .3 Compaction of bottom of excavation.
- .4 Installation of stabilizing cloth if required.
- .5 Construction/compaction of granular sub-base and base courses at 150 mm lifts.
- .6 Application of asphaltic tack coat.
- .7 Application and compaction of HMAC pavement.
- .8 Application of HMAC skin patches.
- .9 Installation of asphalt curbs.
- .10 Installation of speed bumps.

All work is to be carried out at CFB Suffield, Ralston, Alberta

**1.3 CODES**

- .1 Perform work in accordance with National Building Code of Canada (NBC), the Operations Manager, Field Service Dept., Occupational Health and Safety Division (WCB) and any other code of provincial or local application provided that in any case of conflict or discrepancy, the more stringent requirements shall apply.
- .2 Meet or exceed requirements of:
  - .1 Contract documents
  - .2 Specified standards, codes and referenced documents.

**1.4 DOCUMENTS REQUIRED**

- .1 Maintain at the job site, one copy each of the following:
  - .1 Contract Documents.
  - .2 Specifications.
  - .3 Agenda.



- .4 Reviewed shop drawings.
- .5 Change orders.
- .6 Other modifications to contract.
- .7 Field test reports.
- .8 Copy of approved work schedule.
- .9 Manufacturers' installation and application instructions.

**1.5 COST BREAKDOWN/PRICING DETAIL**

- .1 As per Annex A of this specification.

**1.6 SITE CONDITIONS**

- .1 Sub surface conditions to be discussed with the Engineer for each job as the conditions may vary significantly.

**1.7 WORK SCHEDULE**

- .1 Provide within 5 working days after receiving the "Commitment for Services", a schedule showing anticipated progress stages and final completion of work within time period acceptable to the Engineer.

**1.8 MEASUREMENT FOR PAYMENT**

- .1 Notify the Engineer sufficiently in advance of operations to permit required measurements for payment.

**1.9 CONTRACTOR'S USE OF SITE**

- .1 Use of Site: minimize interference with traffic. Reroute traffic where necessary.
- .2 Do not unreasonably encumber site with materials and equipment.
- .3 Move stored products or equipment, which interfere with operations of the Base or other Contractors.

**1.10 PROJECT MEETINGS**

- .1 Engineer will arrange project meetings and assume responsibility for setting times and recording and distributing minutes.

**1.11 SETTING OUT OF WORK**

- .1 Assume full responsibility for and execute complete layout of work to locations, lines and elevations indicated.
- .2 Provide devices needed to lay out and construct work.

.3 Supply such devices as straight edges and templates required to facilitate Engineer's inspection of work.

.4 Supply stakes and other survey markers required for layout of work.

#### **1.12 LOCATION OF UNDERGROUND SERVICES**

.1 Obtain a digging permit from the Engineer prior to starting excavation. One week minimum is required to get a permit. Permit is to be kept at the site being excavated for reference.

.2 Location of equipment, water, gas, sewer, power or communication lines indicated or specified on permit or on work layout are to be considered as approximate.

.3 Before commencing work, establish location and extent of services in the work area using digging permit provided as a reference.

.4 Where unknown services are encountered, immediately advise the Engineer and record locations.

.5 Record locations of maintained, re-routed and abandoned service lines encountered during excavation.

#### **1.13 EXCAVATION**

.1 Execute work with least possible interference, disturbance to public and normal use of premises. Arrange with Engineer to facilitate execution of work.

.2 Provide as required, barriers or warning signs in location where excavation is in progress.

#### **1.14 ALTERATIONS, ADDITIONS OR REPAIRS TO EXISTING WORK SITE**

.1 Execute work with least possible interference or disturbance to occupants, public and normal use of premises. Arrange with the Engineer to facilitate execution of work.

.2 Where security has been reduced by work of Contract provide temporary means to maintain security.

.3 Provide temporary dust suppression, barriers and warning signs in locations where work is adjacent to areas used by public or government staff.

#### **1.15 ADDITIONAL DRAWINGS**

.1 Engineer may furnish additional drawings for clarification. These additional drawings have same meaning and intent as if they were included with plans referred to in the Contract documents.

#### **1.16 BUILDING SMOKING ENVIRONMENT**

.1 Comply with smoking restrictions.

**1.17 COMMENCEMENT OF WORK**

- .1 Work shall commence when Contractor has been issued a signed and approved "Commitment for Services" requesting him to perform work.

**1.18 QUALITY CONTROL - TESTING**

- .1 The Engineer may request an outside testing agency to sample and grade granular materials and asphalt or provide density test reports.
- .2 Any materials or work found inferior or sub-standard will be removed and replaced with new or brought up to standard at no cost to DND, and the testing paid for by the contractor.

**1.19 CLEAN UP**

- .1 The Contractor shall be responsible for the protection and maintenance of his work until job has been completed and accepted by DND.

**Part 2 Products**

**2.1 EQUIPMENT**

- .1 Any equipment on site found to be sub-standard, in need of repair or unsafe will be removed from site immediately and replaced with equipment in good working order.

**2.2 DUMPING**

- .1 Excavated waste material can be dumped at dumpsite only as directed by the Engineer.

**Part 3 Execution**

**3.1 NOT USED**

- .1 Not Used.

**END OF SECTION**

**Part 1            General**

**1.1                RELATED REQUIREMENTS**

- .1       Div 01, Sections.
- .2       **Precedence** - Division 1 sections take precedence over technical specifications in other Divisions of this project manual.

**1.2                REFERENCES**

- .1       Definitions:
  - .1       Canadian Industrial Security Directorate (CISD) - A government agency that developed the Industrial Security Manual.
  - .2       Company Security Officer (CSO) – The CSO is the organization's official point of contact with the Industrial Security Program (ISP). He or she is responsible for monitoring the organization's security profile, addressing security issues, and is accountable to the ISP and to the organization's designated Key Senior Official on all industrial security matters.
  - .3       Contractor CSO- The employee of the Contractor's company who is the CSO.
  - .4       Industrial Security Manual(ISM) – The ISM is a ready and simple reference which tells Company Security Officers what they must know about Canadian government security standards and procedures and how to ensure that their organization meets these security requirements.
  - .5       Industrial Security Program (ISP) - The Industrial Security Program (ISP) helps industry to participate in Government of Canada and foreign government contracts. CISD provide security screening services needed for contractors before their employees can work with Protected and Classified information and assets.
  - .6       Request for Visit - Is a form that is required to be filled out by an individual who requires access to sensitive DND property, personnel, information, assets and resources so they must be security screened at the appropriate level before commencement of their duties.
  - .7       Restricted - Refers to a situation where authorized persons only are allowed access to an area or information.
  - .8       Security Requirements Check List (SRCL) - The Security Requirements Check List (SRCL) is a Treasury Board Secretariat (TBS) form used to define the security requirements for a contract. The SRCL represents an evaluation of security threats and risks that may arise through the contracting process.
  - .9       Sensitive - Records that are sensitive contain information that can cause different degrees of injury to an individual, a company, or the country if the information were disclosed in an unauthorized manner.
  - .10      Security Implementation Plan - A detailed document which outlines the company's strategy and process to meet contract security requirements.
- .2       Reference Sites:
  - .1       Public Works and Government Services Canada (PWGSC) Industrial Security
    - .1       <http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>

### 1.3 GENERAL

- .1 Security requirements must form part of the contract between DND and industry when defined by a Security Requirement Check List (SRCL).
- .2 These security requirements apply but are not limited to:
  - .1 construction and material objects,
  - .2 contractual arrangements,
  - .3 professional service contracts,
  - .4 facility maintenance contracts, and
  - .5 environmental and UXO contracts.
- .3 A Security Requirement Check List (SRCL) is a form that is used to define the security requirements associated with all contracts. The SRCL ensures that the appropriate security clauses are identified so they may be incorporated into the contract, thereby legally binding the parties to meet the contract's security requirements. **The SRCL must accompany all contract documents including subcontracts that contain security requirements.**

### 1.4 PRIVATE SECTOR ORGANIZATION SCREENING AND CLEARANCES

- .1 Companies who will need access to or who will retain controlled goods, protected or classified property, information, assets or resources must be cleared as follows;
  - .1 Companies must be cleared to safeguard the highest level of information and asset to be retained, meaning;
    - .1 Designated Organization Screening (DOS) is required for contracts involving access to information at the protected level and/or secure worksites (Reliability status);
    - .2 Facility Security Clearance (FSC) is required for contracts involving access to information at the protected and/or classified levels and/or secure worksites (Secret status);
    - .3 Document Safeguarding Capability (DSC) is required to work on protected and/or classified information at their own worksite; and
    - .4 Companies who will electronically process protected or classified information must have an approved IT processing capability commensurate with the security classification level of the information to be processed and must be cleared to the level commensurate with the information or asset to be accessed.

### 1.5 PERSONNEL SECURITY SCREENING

- .1 Individuals requiring access to information and/or site must have their personnel security screening completed prior to submitting a VCR. Please refer to PWGSC website for more information.

### 1.6 VISIT CLEARANCE REQUESTS (VCR) APPROVAL

- .1 All individuals (including subcontractors) who will have access to sensitive DND or CAF property, personnel, information, assets, and resources, must be security screened at the appropriate level before the commencement of their duties in relation to the contract.

- .2 The VCR process verifies that those who are permitted access onto DND property have the required clearance level as outlined within the Security Requirement Checklist (SRCL) for the contract.

## **1.7 POST AWARD PROCESS OVERVIEW**

- .1 The Contractor's Company Security Officer (CSO) is provided a blank Request for Visit (RFV) form by the Contracts Inspector in order to obtain a VCR approval.
- .2 All employees of the successful bidder who will be working on the contract require a VCR. The Contractor's CSO must forward the completed form to the Contracts Inspector for processing.
- .3 It is the responsibility of the Prime Contractor to submit and receive an approved SRCL for each subcontract containing security requirements. This responsibility extends to all subcontracts held by subcontractors.
  - .1 Instructions on this process are in the Industrial Security Manual located at <http://ssi-iss.tpsgc-pwgsc.gc.ca/ssi-iss-services/ss-eng.html>.
  - .2 Contractors shall allow 45 business days (from the date on which a complete and correct SRCL is received by CISC) for approval of an SRCL by CISC.
  - .3 All security related pre-construction activities shall proceed immediately after award.
- .4 For subcontracts, the VCR form shall not be submitted until after the subcontract SRCL has been approved and permission to award the contract is granted by CISC.
  - .1 Contractor to allow a minimum of 5 business days for VCR processing.
- .5 Personnel not meeting the required security clearances will not be allowed access to the site or any information pertaining to the contract.
- .6 Approved VCRs are valid for the duration of the contract or one year less one day, whichever is less.

## **1.8 SUBMITTALS**

- .1 Submit to the Contract Inspector copies of the following documents, including updates issued:
  - .1 Security Implementation Plan
  - .2 Approved sub-SRCLs (required to process VCRs for subtrades)
  - .3 Completed Request for Visit forms for all personnel working under the contract
  - .4 Incident reports within (1) working days
  - .5 Submit other data, information and documentation upon request by the Contracts Inspector as stipulated elsewhere in this section.

## **1.9 RESPONSIBILITY**

- .1 It is the responsibility of the Contractor to have no security breaches while undertaking the work for this contract.

#### **1.10 MEETINGS**

- .1 Prior to commencement of work, the Contractor will attend a pre-commencement meeting conducted by the Contract Inspector. Ensure, as minimum, attendance by Contractors' site superintendent.
  - .1 The Contract Inspector will advise of time, date and location of the meeting and will be responsible for recording and distributing the minutes.
  - .2 If requested by the Contract Inspector, the Contractor's Corporate Security Officer (CSO) will be required to participate in the pre-commencement meeting.
- .2 Conduct site specific security meetings as required to ensure the management of security is in accordance with the contract.
  - .1 Record and post minutes of all meetings as allowed by the security requirements of the contract

#### **1.11 SECURITY IMPLEMENTATION PLAN**

- .1 Contractors are required to have in place a contract specific Security Implementation Plan that addresses the security requirements outlined in the contract.
- .2 Provide one copy of the Security Implementation Plan to the Contract Inspector prior to the commencement of work.
- .3 At a minimum, the plan shall address:
  - .1 Company Security Officer (CSO) name and contact information
  - .2 Schedule for SRCLs and VCRs
  - .3 Site Access and Control Monitoring including verification that all people entering secure areas on site have approved VCRs in accordance with contractual security requirements
  - .4 Security Education (i.e., Restrictions on photographs)
  - .5 Security Incident Reporting
- .4 The Contract Inspector will coordinate review of the Security Implementation Plan to be completed within 10 business days of receipt following which the Contract Inspectors shall confirm DND's acceptance or rejection with comments.

#### **1.12 INCIDENT REPORTING**

- .1 Investigate and report any security incidents immediately to the Contract Inspectors.
  - .1 Immediately provide a copy of the incident/investigation reports to the Contract Inspector.
  - .2 Refer to <http://ssi-iss.tpsgc-pwgsc.gc.ca/ssi-iss-services/incidents-eng.html> for more information.
- .2 For the purpose of this contract, immediately notify the Contract Inspector of incidents that involve a security breach from the identified clauses on the SRCL or an interruption to adjacent and/or integral infrastructure operations with potential loss implications.
- .3 In the investigation and reporting of incidents, the Contractor is required to respond in a timely fashion to correct the action that was deemed to have caused the incident and advise in writing on the action taken to prevent a re-occurrence of the incident.

**Part 2          Products**

**2.1          NOT USED**

.1          Not Used.

**Part 3          Execution**

**3.1          NOT USED**

.1          Not Used.

**END OF SECTION**





**Part 1            General**

**1.1            FIRE SAFETY PLAN**

- .1 Contractors shall be familiar with this Section and its requirements.
- .2 The contractor must provide a Fire Safety Plan in accordance with the National Fire Code of Canada (NFCC 2010) section 5.6.1.3. The contractor's responsibility for a Fire Safety Plan is limited to their construction activities and not for the whole building. Responsibility for fire safety of the building areas outside of the construction limits will remain with DND. DND/CF is responsible for the Fire Safety Plan for the occupied portions of the building. The plan shall be submitted to DCC by the contractor within 10 business days of award for approval by the Base Fire Chief prior to commencement of construction or demolition operations. A copy of the approved Fire Safety Plan shall be posted and maintained on site at all times during construction and the Contractor shall ensure all persons accessing the construction site are briefed and adhere to the requirements of the plan.
  - .1 In addition to the requirements mentioned above, the Fire Safety Plan shall include the number and location of Fire Extinguishers, and the location of the Muster Point, in the event of an emergency. Also include measures for controlling fire hazards created during construction, in and around the construction site.

**1.2            FIRE DEPARTMENT BRIEFING**

- .1 The Contract Inspector will coordinate arrangements for contractor to be briefed on Fire Safety at their pre-work conference by the Fire Chief before commencement of any work.

**1.3            REPORTING FIRES**

- .1 Know location of nearest fire alarm box and telephone, including emergency phone number.
  - .1 Base land line: 4911
  - .2 Ralston (Off Base: 403-544-4911
  - .3 Cell: 911
- .2 Report immediately fire incidents to Fire Department as follows:
  - .1 Activate nearest fire alarm box; or
  - .2 Telephone.
- .3 Person activating fire alarm box will remain at box 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 location.

**1.4 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.

**1.5 FIRE EXTINGUISHERS**

- .1 Supply fire extinguishers, as scaled by Fire Chief, necessary to protect work in progress and contractor's physical plant on site.

**1.6 BLOCKAGE OF ROADWAYS**

- .1 Advise Fire Chief of 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.

**1.7 FIRE PRECAUTIONS**

- .1 Private Contractors are responsible for providing a Fire Watch service on a scale established in conjunction with the Base Fire Chief prior to the job start up.
- .2 Base Fire Chief is to be advised of all cases involving the use of flame or spark producing devices including heating equipment in or around buildings.
- .3 Appropriate permits must be obtained prior to job start-up.

**1.8 SMOKING PRECAUTIONS**

- .1 Although smoking is not permitted in hazardous areas, care must still be exercised in the use of smoking materials in non-restricted areas.
- .2 Smoking is not permitted in DND buildings.

**1.9 RUBBISH AND WASTE MATERIALS**

- .1 Rubbish and waste materials are to be kept to a minimum.
- .2 Burning of rubbish is prohibited.
- .3 Remove 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 remove as required in 1.10.3.1.

#### **1.10 FLAMMABLE AND COMBUSTIBLE LIQUIDS**

- .1 Handling, storage and use of flammable and combustible liquids governed by current National Fire Code of Canada.
- .2 Keep 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. Flammable and combustible liquids are prohibited from being stored within the building.
- .3 Transfer of flammable and combustible liquids is prohibited within buildings.
- .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 flash point below 38 degrees 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 safe ventilated area. Quantities are to be kept to a minimum and Fire Department is to be notified when disposal is required.

#### **1.11 HAZARDOUS SUBSTANCES/HOT WORK/ TEMPORARY HEAT PERMITS**

- .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 for work involving spark-producing equipment, welding, burning or use of blowtorches, in buildings or facilities. Hot Work permits may be issued between 0800 – 0900 hours daily.
- .3 Temporary Heating – temporary heaters shall be stamped as approved by a recognized testing agency (i.e. CDA, CSA, ULC). Only indirect flame type heaters are to be used. Only in exceptional circumstances are torpedo type heaters to be used and they will require 24 hour on site supervision. Heater permits require 24 hours notice and can be obtained from the Chief Fire Inspector daily between 0800 – 0900 hours. After normal working hours, callouts for Fire Prevention staff to inspect and issue permits shall be at the Contractor's expense.
- .4 Heaters are to have an original and legible installation plate affixed stating clearances to be maintained from combustible materials. Stated clearances will be maintained at all times.
- .5 Heaters shall be installed by a qualified gas fitter to meet the requirements of the Propane Installation Code or the National Gas Installation Code, whichever is applicable.

- .6 All LPG cylinders shall be supported against upset by non-combustible cable or chain. Cylinders shall be protected against damage.
- .7 A permit becomes invalid if a heater is moved from the original location for which the permit was issued. A new permit must be obtained.
- .8 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 Fire Chief. Contractors are responsible for providing fire watch service for work on scale established and in conjunction with Fire Chief at pre-work conference.
- .9 Where flammable liquids such as lacquers or urethanes are to be used, proper ventilation will be assured and all sources of ignition are to be eliminated. Fire Chief is to be informed prior to and at cessation of such work.

**1.12 QUESTIONS AND/OR CLARIFICATION**

- .1 Direct questions or clarification on Fire Safety in addition to above requirements to Fire Chief.

**1.13 FIRE INSPECTION**

- .1 Co-ordinate site inspections by Fire Chief through Contracts Inspector.
- .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 unsafe fire situations observed by Fire Chief.

**END OF SECTION**

**Part 1        General**

**1.1        ENVIRONEMNTAL RESPONSIBILITTY**

- .1 All work under this contract is to be conducted in an environmentally responsible manner. Maintain awareness of particularly environmentally sensitive areas located throughout the Base.

**1.2        WORK AREA**

- .1 Under the direction of the Contracts Inspector, define and mark the construction area work limits prior to Work commencing.
- .2 Work is to be restricted to designated work area, designated access roads and designated ancillary worksites.

**1.3        FUEL MANAGEMENT**

- .1 Ensure that any fuel storage and transfer areas on site are designed, operated and maintained in accordance with the requirements of current applicable federal, provincial and municipal legislation, guidelines and codes, including the 2003 *Environmental Code of Practice for Aboveground and Underground Storage Tank Systems Containing Petroleum and Allied Petroleum Products*, published by the Canadian Council for Ministers of the Environment (CCME), and the most current version of the *National Fire Code of Canada* (NFCC), from the National Research Council (NRC).
- .2 Ensure requirements of Storage Tank Systems for Petroleum Products and Allied Petroleum Products Regulations 2008 Version.
- .3 Fuel storage and handling areas must be completely contained to prevent spills or leaks from migrating outside the designated storage or handling area, per the requirements of the NFCC.
- .4 On-site provisions for spill prevention should include an emergency spill response plan, spill kits and spill response training for personnel.

**1.4        FIRES**

- .1 Fires and burning of rubbish on site is not permitted.
- .2 Additional requirements in accordance with Section 01 35 35 – DND Fire Safety Requirements.

**1.5        WASTE MANAGEMENT**

- .1 Do not bury rubbish and waste materials on site.
- .2 Ensure waste materials, equipment and debris are adequately contained on site.

- .3 Dispose of unused paint, adhesive, caulking material, and volatile materials at official hazardous waste material collections site.
- .4 Provide and use clearly marked separate bins for recycling wherever facilities are available. Dispose of recyclable materials, to appropriate facilities except where otherwise specified, in accordance with authority having jurisdiction.
- .5 Provide on-site containers for collection of waste materials and debris. Locate for least interference with work activities. Remove construction debris, waste materials, packaging material from work site daily, or dispose of as directed by the Contracts Inspector.

#### **1.6 DRAINAGE**

- .1 Provide temporary drainage and pumping as necessary to keep excavations and site free from water.
- .2 Do not pump water containing suspended materials into waterways, sewer or drainage systems.
- .3 Control disposal or runoff of water containing suspended materials or other harmful substances in accordance with local authority requirements.

#### **1.7 POLLUTION CONTROL**

- .1 Maintain temporary erosion and pollution control features installed under this contract.
- .2 Control emissions from equipment and plant to local authorities' emission requirements.
- .3 Prevent sandblasting and other extraneous materials from contaminating air and waterways 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.

#### **1.8 STORAGE AND HANDLING**

- .1 Hazardous substances (any substance that is poisonous, or exhibits flammability, corrosivity, reactivity, or toxicity) shall be stored and handled in a manner that is not harmful to human life and will not pollute the environment. Comply with provincial and municipal regulations for the storage and handling of hazardous substances.
- .2 Hazardous substances stored outdoors shall be situated in or on a secondary containment device capable of fully containing 1.5 times the quantity of the largest container stored in or on it. Storage sites shall be consolidated to greatest extent possible to reduce the number of hazardous sites.
- .3 When hazardous substances are stored indoors in quantities that cannot be contained safely by the building structure in the event of a leak, the Contracts Inspector may direct that such substances be stored in or on a proper secondary containment device.

**1.9 EQUIPMENT**

- .1 Use equipment in good working order, free of all leaks which would contaminate site.
- .2 Equipment brought to site is to be clean and well maintained in a manner that will not be detrimental to the environment in compliance with the Canadian Environmental Protection Act (CEPA). Equipment in violation shall be removed from the site until such time as it complies with these requirements.
- .3 Do not add fuel, oils or coolants to machinery on site. Provide properly placed drip pans under all fuel, oil and coolant filled machinery when machinery is left on site overnight and on weekends to contain leaks and drips.
- .4 Equipment and vehicles used on the prairie shall be cleaned to remove weeds and spores prior to arriving on site.
- .5 Store vehicles in designated areas approved by the Contracts Inspector.

**1.10 CLEAN UP**

- .1 Provide and maintain fully stocked spill kits during execution of Work. Spill kits to contain mats to absorb spills, socks to prevent spread of spills, gloves, large labelled plastic disposal bags.
- .2 Leaks and spills of hazardous substances, regardless of quantity or location, shall be stopped and cleaned up immediately. Prevent leaks and spills from entering storm and sanitary sewer systems and from contaminating soil and water.
- .3 Disposal of hazardous substances shall be in a manner acceptable to the local authority having jurisdiction over disposal of such substances.

**1.11 REPORTING**

- .1 Releases of hazardous substances into the environment (e.g. ground, water, drains, sewer systems, ditches, roads, parking areas, etc.) shall be reported to the Contract Inspector as soon as possible.

**1.12 INSPECTIONS**

- .1 The project site may be inspected to ensure compliance with federal, provincial, and local environmental requirements.
- .2 Reported spills are subject to inspection by the Base Environmental Officer and the Contracts Inspector to confirm clean up and disposal have been carried out satisfactorily.

**END OF SECTION**





**Part 1            General**

**1.1            CONSTRUCTION SAFETY MEASURES**

- .1 All Contractors and their personnel shall be familiar and comply with this section and its requirements.
- .2 Observe construction safety measures of National Building Code latest edition, National Fire Code of Canada latest edition, Workers'/Workmen's Compensation Board, Canada Labour Code. Part II and Canada Occupational Health & Safety Regulations and in any situation of conflict or discrepancy, the more stringent requirements shall apply.
- .3 The Contractor is required to fully comply with the Provincial/Territory Safety Acts, Codes and Regulations. The Contractor will be acting as the 'Prime (Principal if applicable) Contractor' for this contract and will certify this agreement in writing with the Contracts Inspector.

**1.2            BASE SAFETY OFFICE BRIEFING**

- .1 Contract Inspector will coordinate/arrange for Contractor's Staff to be briefed on Base Safety requirements. This will occur at Bi-weekly Safety meetings.
- .2 The base Safety Briefing is valid for one year from date of orientation and is transferable from job site to job site.

**1.3            FMA SAFETY REQUIREMENTS**

- .1 Contractors doing work in the Force Maintenance Area (FMA), are to have one initial briefing per contract by the Chief Clerk in Building 229, before any work may commence. FMA includes all buildings east of the Jenner Highway.

**1.4            EPG AND BASE RANGE AREA**

- .1 When work is to be performed in the EPG (Experimental Proving Ground) and/or in the Base Range area, Contractor's and their personnel must attend a DRDC Field Safety Briefing and/or Range Safety Briefing from Range Control in order to obtain approval for access to site prior to any work commencing. All vehicles must be registered with the governing authority before entering the EPG and Range Control areas. The Contractor's Project superintendent will be provided with a radio that is able to communicate with the governing authority. All other Contractor vehicles must have a communication device, which will be the responsibility of the Contractor.

**1.5            TOOLS AND EQUIPMENT**

- .1 DND owned equipment, tools, devices and machinery, including Personal Protective Equipment will not be provided to the Contractor.

**1.6 CONFINED SPACE ENTRY POLICY**

- .1 No employee shall enter or be permitted to enter any confined space unless such entry is made in compliance with the applicable Federal Occupational Health and Safety Regulations and the Canada Labour Code, Part II Standards. Contractor will make himself and employees aware of and abide by the Base Policy on confined space entry and the locations affected by said policy.

**1.7 FIRE SAFETY REQUIREMENTS**

- .1 Comply with requirements of Section 01 35 35 – DND Fire Safety Requirements.

**1.8 SCAFFOLDING**

- .1 Design and construct scaffolding in accordance with CSA S269.

**1.9 OVERLOADING**

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

**1.10 WHMIS**

- .1 Comply with all requirements of the Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage and disposal of hazardous materials and regarding labelling and provision of material safety data sheets acceptable to Human Resources Skills Development Canada and Health and Welfare Canada.
- .2 All employees who handle or are exposed to hazardous materials as defined under the Controlled Products Act (WHMIS Legislation) shall be WHMIS trained in accordance with the Act.
- .3 Material Safety Data Sheets (MSDS) for all materials falling under the WHMIS program shall be supplied to the work site by the Contractor or user(s), and readily accessible to all on-site personnel.
- .4 Deliver copies of WHMIS Material Safety Data Sheets to the Contracts Inspector on delivery of material.

**1.11 FALL PROTECTION**

- .1 Approved fall protection equipment and methods shall be used in accordance with Canada Labour Code Part II and the associated CSA Standards.
- .2 Safety belts and lanyards shall be worn where falling hazards exist, as described under the Canada Labour Code, Part II. Contractor and their personnel shall ensure they adhere to and strictly enforce the applicable federal regulations where it is impractical to provide adequate work platforms or staging.

- .3 All elevated work sites shall have the area underneath cordoned off to prevent injuries from falling objects and anyone working in the proximity of said elevated work sites must utilize proper Personal Protective Equipment to avoid injury from possible falling objects.

**1.12 PERSONAL PROTECTIVE EQUIPMENT (PPE)**

- .1 Contractors and their personnel shall comply with all Federal Safety Standards in relation to Personal Protective Equipment.
- .2 Hardhats and safety boots shall be worn at all times at construction sites and when operating mobile equipment and any location in which an overhead hazard exists and the individual work within close proximity could possibly be exposed to that hazard.
- .3 Eye and/or face protection shall be worn when handling materials liable to injure or irritate eyes when engaging in any work, producing hazard from flying objects or when operating power lawn equipment or tools.
- .4 Hearing protection shall be worn when entering or working in elevated noise hazard area. This includes, but not limited to, construction sites, shop operations, lawn care and operators of equipment or vehicles, which produce noise levels above 85 decibels.
- .5 Respirators shall be worn when a workers is or may be exposed to an oxygen deficient area or to harmful concentration of gas, vapours, smoke, fumes, mists, dusts or as recommended by the Material Safety Data Sheets (MSDS).
- .6 Protective clothing shall be worn at all times in all stores and industrial environments, construction sites and while performing any type of landscaping/lawn care activity. No shorts, muscle shirts, capri pants or non-safety footwear allowed at all times.

**END OF SECTION**



**PART 1      General**

**1.1          POWER AND WATER SUPPLY**

- .1      DND can provide, free of charge, temporary electric power and water for construction purposes.
- .2      Engineer will determine delivery points and quantitative limits. Engineer's written permission is required before any connection is made. Connect to existing power supply in accordance with Canadian Electrical Code.
- .3      Provide, at no cost to DND, all equipment and temporary lines to bring these services to project site.
- .4      Water supply is available from a standpipe located at the base water reservoir/pump house. Prevent contamination of water supply and standpipe by ensuring there is no contact between the water source and chemicals/equipment used.
- .5      Supply of temporary service by DND is subject to DND requirements and may be discontinued by DND site representative at any time without notice, without acceptance of liability for damage or delay caused by such withdrawal of temporary services.

**PART 2      Products**

**2.1          NOT USED**

- .1      Not Used.

**PART 3      Execution**

**3.1          NOT USED**

- .1      Not Used.

END OF SECTION



**PART 1      General**

**1.1          PROTECTION**

- .1      Prevent movement, settlement, or other damage to adjacent structures and utilities to remain in place
- .2      Keep noise, dust, and inconvenience to occupants to minimum.
- .3      Protect building systems, services and equipment.
- .4      Protect existing items designated to remain and materials designated for salvage.
- .5      In event of damage to such items, immediately replace or make repairs to approval of Engineer and at no cost to Crown.

**1.2          MEASUREMENT FOR PAYMENT**

- .1      Removal of asphaltic concrete pavement will be measured in square metres.
- .2      Removal of base and sub base pavement materials will be measured in cubic metres in place.
- .3      Payment for salvage, stockpiling, disposal, excavation and restoration will be included in above removal items.

**1.3          NOTICE**

- .1      Notify Engineer before disrupting building access or services.

**PART 2      Products**

**2.1          NOT USED**

- .1      Not Used.

**PART 3      Execution**

**3.1          PREPARATION**

- .1      Inspect site and verify with Engineer items designated for removal and items to remain.
- .2      Locate and protect utility lines. Preserve in operating condition active utilities traversing site.
- .3      Valid digging permit must be obtained and on site before starting demolition.



### **3.2 REMOVAL**

- .1 Remove items as indicated.
- .2 Failed areas shall be excavated until the sub grade is exposed.
- .3 Excavation shall include excavating any organic or unsatisfactory material below sub grade.
- .4 Do not disturb adjacent items designated to remain in place.
- .5 All loose material, over the areas requested by the Engineer, shall be removed and disposed of.
- .6 In removal of payment:
  - .1 Square up adjacent surfaces to remain in place by saw cutting or other method approved by Engineer.
  - .2 Protect adjacent joints and load transfer devices.
  - .3 Protect underlying granular materials.

### **3.3 SALVAGE**

- .1 Carefully dismantle items containing materials for salvage and stockpile salvaged materials at locations as directed by Engineer.

### **3.4 DISPOSAL OF MATERIAL**

- .1 Dispose of materials not designated for salvage or re-use in work, in area approved by the Engineer.

### **3.5 RESTORATION**

- .1 Restore areas and existing works outside areas of demolition to match condition of adjacent, undisturbed areas.

### **3.6 SITE CLEAN UP**

- .1 Upon completion of work, remove debris, trim surfaces and leave work site clean.

END OF SECTION

**PART 1      General**

**1.1          REFERENCES**

- .1      ASTM C117-90, Test Method for Material Finer than 0.075 mm Sieve in Mineral Aggregates by Washing.
- .2      ASTM C131-89, Test Method for Resistance to Degradation of Small Size Coarse Aggregate by Abrasion and Impact in the Los Angeles Machine.
- .3      ASTM C136-84a, Method for Sieve Analysis of Fine and Coarse Aggregates.
- .4      ASTM D698-78 (1990), Test Methods for Moisture Density Relations of Soils and Soil Aggregate Mixtures using 2.49 kg Rammer and 304.8 mm Drop.
- .5      ASTM D4318-84, Test Method for Liquid Limit, Plastic Limit and Plasticity Index of Soils.
- .6      CAN/CGSB-8.2-M88, Sieves Testing, Woven Wire, Metric.
- .7      ASTM D1557-78 (1990), Test Methods for Moisture Density Relations of Soils and Soil Aggregate Mixtures Using 4.54 kg Rammer and 457 mm Drop.
- .8      ASTM D1883-87, Test Method for CBR (California Bearing Ratio) of Laboratory Compacted Soils.
- .9      ASTM D422-63 (1990), Method for Particle Size Analysis of Soils.

**1.2          MEASUREMENT FOR PAYMENT**

- .1      Granular base and sub base will be measured in tonnes of material incorporated into work and accepted by Engineer. Waybills to be submitted to validate tonnage.
- .2      Compaction of granular base and sub base will be measured in m<sup>2</sup> area per 150 mm course (including equipment, operator, fuel, maintenance and water). Delivery and placement of the material is included in the material unit cost.

**PART 2      Products**

**2.1          MATERIALS**

- .1      Granular base: material to the following requirements:
  - .1      Crushed stone or gravel consisting of hard, durable, angular particles, free from clay lumps, cementation, organic material, and other deleterious materials for granular base.
  - .2      Crushed, pit run or screened stone, gravel or sand for granular sub base.
  - .3      Gradations to be within limits specified when tested to ASTM C136 and ASTM C117. Sieve sizes to CAN/CGSB-8.1.

.1 Gradation to:		
Sieve Designation	% Passing	
	Sub Base	Base
200 mm	-	-
75 mm	-	-
50 mm	100	-
38.1 mm	-	-
25 mm	60-100	-
19 mm	-	100
12.5 mm	38-70	70-100
9.5 mm	-	-
4.75 mm	22-55	40-70
2.00 mm	13-42	23-50
0.425 mm	5-28	7-25
0.180 mm	-	-
0.075 mm	2-10	3-8

- .4 Liquid Limit: to ASTM D4318, Maximum 25.
- .5 Plasticity Index: to ASTM D4318, Maximum 6.
- .6 Los Angeles Abrasion: to ASTM C131, Gradation "A". Max. % loss by weight: 45.
- .7 Crushed particles: for granular base at least 60% of particles by mass within each of following sieve designation ranges to have at least 1 freshly fractured face. Material to be divided into ranges using methods of ASTM C136.
- | Passing |    | Retained on |
|---------|----|-------------|
| 50 mm   | to | 25 mm       |
| 25 mm   | to | 19.0 mm     |
| 19.0 mm | to | 4.75 mm     |
- .8 Particles of granular sub base smaller than 0.02 mm: to ASTM D422, Maximum 3%.
- .9 Soaked CBR: to ASTM D1883, Min 40 for sub base and 100 for base when compacted to 100% of ASTM D1557.
- .2 Granular base: to be supplied to the work site by Contractor or owner, as determined by the Engineer.
- .3 Stabilizing Cloth: LTT125L TREVIRA 1125 Texelon-Woven Geotextile or equal.

### PART 3 Execution

#### 3.1 INSPECTION OF UNDERLYING SUB BASE SUB GRADE

- .1 Notify the Engineer prior to installation of sub base and base materials for inspection and approval of site and material conditions.

### **3.2 PLACING**

- .1 Construct granular base and sub base to depth and grade in areas indicated.
- .2 Ensure no frozen material is placed.
- .3 Place material only on clean unfrozen surface, free from snow and ice.
- .4 Place using methods which do not lead to segregation or degradation of aggregate.
- .5 Place material to full width in uniform layers not exceeding 150 mm compacted thickness. Engineer may authorize thicker lifts (layers) if specified compaction can be achieved.
- .6 Shape each layer to smooth contour and compact to specified density before succeeding layer is placed.
- .7 Remove and replace that portion of layer in which material becomes segregated during spreading.

### **3.3 STABILIZING CLOTH**

- .1 Install according to manufacturer's instructions and to the satisfaction of the Engineer.

### **3.4 COMPACTION EQUIPMENT**

- .1 Compaction equipment must be capable of obtaining required densities in materials on project.

### **3.5 COMPACTING**

- .1 Compact to density not less than 98% standard proctor.
- .2 Shape and roll alternately to obtain smooth, even and uniformly compacted sub base and base.
- .3 Apply water as necessary during compacting to obtain specified density. If material is excessively moist, aerate by scarifying with suitable equipment until moisture content is corrected.
- .4 In areas not accessible to rolling equipment, compact to specified density with mechanical tampers approved by Engineer.

### **3.6 FINISH TOLERANCES**

- .1 Finished surface to be within plus or minus 10 mm of established grade and cross section but not uniformly high or low.
- .2 Correct surface irregularities by loosening and adding or removing material until surface is within specified tolerance.

**3.7 MAINTENANCE**

- .1 Maintain finished sub base/base in condition conforming to this section until succeeding material is applied or until acceptance by Engineer.

END OF SECTION

**PART 1 General**

**1.1 REFERENCES**

- .1 ASTM D698-78, Test Methods for Moisture Density Relations of Soils and Soil Aggregate Mixtures Using 2.49 kg Rammer and 304.8 mm Drop.

**1.2 DEFINITION**

- .1 Reshaping sub grade: scarifying, pulverizing, blading, reshaping and recompact existing sub grade surface.

**1.3 MEASUREMENT FOR PAYMENT**

- .1 Reshaping sub grade will be measured in square metres.

**PART 2 Products**

**2.1 NOT USED**

- .1 Not Used.

**PART 3 Execution**

**3.1 SCARIFYING AND RESHAPING**

- .1 Scarify sub grade in accordance with width and depth as indicated or as directed by Engineer.
- .2 Pulverize and break down scarified material to 100 mm maximum soil clod size, except that stones larger than this size may be left intact, as directed by Engineer.
- .3 Blade and trim pulverized material to elevation and cross section dimensions as indicated or as directed by Engineer.
- .4 Where deficiency of material exists, add and blend in new material as directed by Engineer.
- .5 Waste excess material as directed by Engineer.

**3.2 COMPACTING**

- .1 Compact to density not less than 98% standard proctor.
- .2 Shape and roll alternately to obtain smooth, even and uniformly compacted sub grade surface.
- .3 Apply water as necessary during compaction to obtain specified density.

- .4 If material is excessively moist, aerate by scarifying with suitable equipment until moisture content is corrected to optimum value for compaction in accordance with ASTM D698.
- .5 Areas, which cannot be compacted to the required density, shall be excavated and replaced with new granular sub base and base material as approved by the Engineer. Excavated material shall be disposed of on base property as designated by the Engineer.

### **3.3 TORERANCE**

- .1 Reshaped compacted surface to be within plus or minus 10 mm of elevation as indicated.

### **3.4 MAINTENANCE**

- .1 Maintain reshaped surface in condition conforming to this section until succeeding material is applied or until Engineer acceptance.

END OF SECTION

**PART 1        General**

**1.1            RELATED WORK**

- .1        Reshaping Sub grade: Section 02235.

**1.2            REFERENCES**

- .1        ASTM C88-90, Test Method for Soundness of Aggregates by Use of Sodium Sulphate or Magnesium Sulphate.
- .2        ASTM C117-90, Test Method for Material Finer than 0.075 mm Sieve in Mineral Aggregates by Washing.
- .3        ASTM C127-88, Test Method for Specific Gravity and Absorption of Coarse Aggregate.
- .4        ASTM C128-88, Test Method for Specific Gravity and Absorption of Fine Aggregate.
- .5        ASTM C136-84a, Method for Sieve Analysis of Fine and Coarse Aggregates.
- .6        ASTM D995-88, Specification for Requirements for Mixing Plants for Hot Mixed, Hot Laid Bituminous paving Mixtures.
- .7        ASTM D1559-89, Test Method for Resistance to Plastic Flow of Bituminous Mixtures Using Marshall Apparatus.
- .8        ASTM D3203-91, Test Method for Percent Air Voids in Compacted Dense and Open Bituminous Paving Mixtures.
- .9        ASTM D4791-89, Test Method for Flat and Elongated Particles in Coarse Aggregate.
- .10       CAN/CGSB-8.1-88, Sieves Testing, Woven Wire.
- .11       CAN/CGSB-8.2-M88, Sieves Testing, Woven Wire, Metric.
- .12       CAN/CGSB-16.3-M90, Asphalt Cements for Road Purposes.
- .13       Asphalt Institute MS-2-88, Mix Design Method for Asphalt Concrete.

**1.3            DELIVERY AND STORAGE**

- .1        Furnish copies of waybills for asphalt cement as shipments are received. Engineer reserves right to check weights as material is received.

**1.4            MEASUREMENT FOR PAYMENT**

- .1        As detailed in Annex A of this specification.



**PART 2 Products**

**2.1 MATERIALS**

- .1 Asphalt cement: to CAN/CGSB-16.3, grade: 120-150.
- .2 Asphaltic Tack Coat:
  - .1 The liquid asphalt used for the tack coat shall be graded SS-1 asphaltic emulsion conforming to CAN2-16.2-M77 Amdt Mar 81.
- .3 Aggregates: to following requirements:
  - .1 Crushed stone or gravel consisting of hard, durable, angular particles, free from clay lumps, cementation, organic material, frozen material and other deleterious materials.
  - .2 Gradations to be within limits specified when tested to ASTM C136 and ASTM C117. Sieve sizes to CAN/CGSB-8.1.
  - .3 Do not use aggregates having known polishing characteristics in mixes for surface courses.
  - .4 Sand equivalent: to ASTM D2419.
  - .5 Magnesium Sulphate soundness: to ASTM C88.
  - .6 Los Angeles degradation: Grading B, to ASTM C131.
  - .7 Absorption: to ASTM C127.
  - .8 Loss by washing: to ASTM C117.
  - .9 Lightweight particles: to ASTM C123.
  - .10 Flat and elongated particles: to ASTM D4791.
- .4 Mineral filler:
  - .1 Finely ground particles of limestone, hydrated lime, Portland cement or other approved non-plastic mineral matter thoroughly dry and free from lumps.
  - .2 Add mineral filler when necessary to meet job mix aggregate gradation or as directed to improve mix properties.
  - .3 Mineral filler to be dry and free flowing when added to aggregate.

**2.2 MIX DESIGN**

- .1 Job mix formulas including sieve analysis of aggregates to be provided to the Engineer for approval as requested.
  - .1 Mix Type 3, as per Alberta Transportation equivalent, aggregate size 25mm minus for use as a stabilizing base course.
  - .2 Mix Type 4, as per Alberta Transportation equivalent, aggregate size 12mm minus for use as top layers, over-lays, skin patches, court surfaces, footpaths, curbs and speed bumps.

## **PART 3      Execution**

### **3.1      PLANT AND MIXING REQUIREMENTS**

- .1 Batch and continuous mixing plants:
  - .1 To ASTM D995.
  - .2 Heat asphalt cement and aggregate to mixing temperature directed by Engineer. Do not heat asphalt cement above 160°C
  - .3 Mixing period and temperature is to produce a uniform mixture in which particles are thoroughly coated, and moisture content of material as it leaves mixer to be less than 2%.

### **3.2      EQUIPMENT**

- .1 Pavers: mechanical grade controlled self powered pavers capable of spreading mix within specified tolerances, true to line, grade and crown indicated.
- .2 Rollers: sufficient number of rollers of type and weight to obtain specified density of compacted mix.
- .3 Vibratory rollers:
  - .1 Minimum drum diameter: 1200 mm.
  - .2 Maximum amplitude of vibration (machine setting): 0.5 mm for lifts less than 40 mm thick.
- .4 Haul trucks: of adequate size, speed and condition to ensure orderly and continuous operation and as follows:
  - .1 Boxes with tight metal bottoms.
  - .2 Covers of sufficient size and weight to completely cover and protect asphalt mix when truck fully loaded.
  - .3 In cool weather or for long hauls, insulate entire contact area of each truck box.
- .5 Hand tools:
  - .1 Lutes or rakes with covered teeth for spreading and finishing operations.
  - .2 Tamping irons having mass not less than 12 kg and a bearing area not exceeding 310 cm<sup>2</sup> for compacting material along curbs, gutters and other structures inaccessible to roller. Mechanical compaction equipment, when approved by Engineer may be used instead of tamping irons.
  - .3 Straight edges, 4.5 m in length, to test finished surface.

### **3.3      PREPARATION**

- .1 Prepare granular roadbed in accordance with Section 02070 – Site Work Demolition and Removal and 02223 – Granular Base and Sub Base.
- .2 When paving over existing asphalt surface, clean pavement surface to the satisfaction of the Engineer. When leveling course is not required, patch and correct depressions and other irregularities to approval of Engineer before beginning paving operation.

- .3 Apply prime coat and tack coat to all surfaces and edges of prepared base and existing pavement.
- .4 Care shall be used to prevent application of liquid asphalt on adjoining curbs or other concrete work. Suitable covers shall be used as required.
- .5 The distributor shall be operated in such a manner as to avoid overlapping any portion of the surfaces to be sprayed.
- .6 Prior to laying mix, clean surfaces of loose and foreign material.

### 3.4 TRANSPORTATION OF MIX

- .1 Transport mix to job site in vehicles cleaned of foreign material.
- .2 Paint or spray truck beds with lime water, soap or detergent solution, or non petroleum based commercial product, at least once a day or as required. Elevate truck bed and thoroughly drain. No excess solution will be permitted.
- .3 Schedule delivery of material for placing during normal working hours, unless Engineer approves the extended schedule.
- .4 Deliver material to paver at a uniform rate and in an amount within capacity of paving and compacting equipment.
- .5 Deliver loads continuously in covered vehicles and immediately spread and compact. Deliver and place mixes at temperature within range as directed by Engineer but not less than 125°C.

### 3.5 PLACING

- .1 Obtain Engineer's approval of base and existing surface and tack coat and prime coat prior to placing asphalt.
- .2 Place asphalt concrete to thickness, grades and lines as indicated or as directed by Engineer.
- .3 Placing conditions:
  - .1 Place asphalt mixtures only when air temperature is above 5°C.
  - .2 When temperature of surface on which material is to be placed falls below 10°C, provide extra rollers as necessary to obtain required compaction before cooling.
  - .3 Do not place hot mix asphalt when pools of standing water exist on surface to be paved, during rain, or when surface is damp.
- .4 Place asphalt concrete in compacted lifts of thickness as follows:
  - .1 Leveling course(s) to thickness required but not exceeding 75 mm.
  - .2 Lower course in layers of 75 mm each.
  - .3 Surface course in layers of maximum 50 mm each.
  - .4 Sheet asphalt course in one layer of 50 mm.

- .5 Where possible do tapering and leveling where required in lower lifts. Overlap joints by not less than 300 mm.
- .6 On parking lots commence spreading at high side of pavement or at crown and span crowned centerlines with initial strip.
- .7 Spread and strike off mixture with self propelled mechanical finisher.
  - .1 Construct longitudinal joints and edges true to line markings. Engineer to establish lines for paver to follow parallel to centerline of proposed pavement. Position and operate paver to follow established line closely.
  - .2 If segregation occurs, immediately suspend spreading operation until cause is determined and corrected.
  - .3 Correct irregularities in alignment left by paver by trimming directly behind machine.
  - .4 Correct irregularities in surface of pavement course directly behind paver. Remove by shovel or lute excess material forming high spots. Fill and smooth indented areas with hot mix. Do not broadcast material over such areas.
  - .5 Do not throw surplus material on freshly screeded surfaces.
- .8 When hand spreading is used:
  - .1 Approved wood or steel forms, rigidly supported to assure correct grade and cross section, may be used. Use measuring blocks and intermediate strips to aid in obtaining required cross section.
  - .2 Distribute material uniformly. Do not broadcast material.
  - .3 During spreading operation, thoroughly loosen and uniformly distribute material by lutes or covered rakes. Reject material that has formed into lumps and does not break down readily.
  - .4 After placing and before rolling, check surface with templates and straightedges and correct irregularities.
  - .5 Provide heating equipment to keep hand tools free from asphalt. Avoid high temperatures, which may burn material. Do not use tools at a higher temperature than temperature of mix being placed.

### 3.6 COMPACTING

- .1 Roll until roller marks are eliminated. Compact to a density not less than 98% of density obtained with Marshall specimens prepared in accordance with ASTM D1559-76 from samples of mixtures being used.
- .2 General:
  - .1 Provide as many additional rollers as necessary to achieve specified pavement density. When more than two rollers are required, one roller must be pneumatic tired type.
  - .2 Start rolling operations as soon as placed mix can bear weight of roller without undue displacement of material or cracking of surface.
  - .3 Operate roller slowly initially to avoid displacement of material. Do not exceed 5 km/h for breakdown and intermediate rolling for static steel wheeled and pneumatic tired rollers. Do not exceed 9 km/h for finish rolling.

- .4 Use static compaction for leveling coarse less than 25 mm thick.
  - .5 For lifts 50 mm thick and greater, adjust speed and vibration frequency of vibratory rollers to produce minimum of 25 impacts per metre of travel. For lifts less than 50 mm thick, impact spacing should not exceed compacted lift thickness.
  - .6 Overlap successive passes of roller by minimum of 200 mm and vary pass lengths.
  - .7 Keep wheels of roller slightly moistened with water to prevent pick up of material but do not over water.
  - .8 Do not stop vibratory rollers on pavement that is being compacted with vibratory mechanism operating.
  - .9 Do not permit heavy equipment or rollers to stand on finished surface before it has been compacted and has thoroughly cooled.
  - .10 After traverse and longitudinal joints and outside edge have been compacted, start rolling longitudinally at low side and progress to high side. Ensure that all points across width of pavement receive essentially equal numbers of passes of compactors.
  - .11 When paving in echelon, leave unrolled 50 to 75 mm of edge which second paver is following and roll when joint between lanes is rolled.
  - .12 Where rolling causes displacement of material, loosen affected areas at once with lutes or shovels and restore to original grade of loose material before re-rolling.
- .3 Breakdown rolling:
- .1 Commence breakdown rolling with static steel wheeled roller immediately following rolling of transverse and longitudinal joint and edges.
  - .2 Operate rollers as close to paver as necessary to obtain adequate density without causing undue displacement.
  - .3 Operate breakdown roller with drive roll or wheel nearest finishing machine. Exceptions may be made when working on steep slopes or super elevated sections.
  - .4 Use only experienced roller operators for this work.
- .4 Second rolling:
- .1 Use pneumatic tires, steel wheel or vibratory rollers and follow breakdown rolling as closely as possible and while paving mix temperature allows maximum density from this operation.
  - .2 Rolling to be continuous after initial rolling until mix placed has been thoroughly compacted.
- .5 Finish rolling:
- .1 Accomplish finish rolling with two axle or three axle tandem steel wheeled rollers while material is still warm enough for removal of roller marks. If necessary to obtain desired surface finish, Engineer may specify use of pneumatic tired rollers.
  - .2 Conduct rolling operations in close sequence.
- .6 Compact mixture with hot tampers or other approved equipment in areas inaccessible to roller.

### **3.7 JOINTS**

- .1 General:
  - .1 Remove surplus material from surface of previously laid strip. Do not deposit on surface of freshly laid strip.
  - .2 Construct joints between asphalt concrete pavement and Portland cement concrete pavement as indicated.
  - .3 Paint contract surfaces of existing structures such as manholes, curbs or gutters with bituminous material prior to placing adjacent pavement.
- .2 Transverse joints:
  - .1 Offset transverse joint in succeeding lifts by at least 600 mm.
  - .2 Cut back to full depth vertical face and tack face with thin coat of hot asphalt prior to continuing paving.
  - .3 Compact transverse joints to provide a smooth riding surface. Use methods to prevent rounding of compacted surface at joints.
- .3 Longitudinal joints:
  - .1 Offset longitudinal joints in succeeding lifts by at least 150 mm.
  - .2 Overlap previously laid strip with spreader by 100 mm.
  - .3 Before rolling, carefully remove and discard coarse aggregate in material overlapping joint with a lute or rake.
  - .4 Roll longitudinal joints directly behind paving operation.
  - .5 When rolling with static or vibratory rollers, have most of drum width ride on newly placed lane with remaining 150 mm extending onto previously placed and compacted lane.

### **3.8 FINISH TOLERANCES**

- .1 Finished asphalt surface to be within 5 mm of design elevation but not uniformly high or low.
- .2 Finished asphalt surface not to have irregularities exceeding 10 mm when checked with a 4.5 m straight edge placed in any direction.

### **3.9 DEFECTIVE WORK**

- .1 Correct irregularities which develop before completion of rolling by loosening surface mix and removing or adding material as required. If irregularities or defects remain after final compaction, remove surface course promptly and lay new material to form a true and even surface and compact immediately to specified density.
- .2 Repair areas showing checking, rippling, or segregation.
- .3 Adjust roller operation and screed settings on paver to prevent further defects such as rippling and checking of pavement.

**3.10 SHOULDERS**

- .1 Shoulders shall be built up with granular material and compacted to ensure that finished shoulders are firm against the new pavement. Roller shall overlap shoulder when rolling pavement. The existing shoulder side slope is to be retained.

**3.11 MANHOLE, CATCH BASIN AND WATER VALVE ADJUSTMENT**

- .1 To be done under the direction of the Engineer.
- .2 Priced per each unit modified and as detailed in Annex A.

**3.12 CLEAN UP**

- .1 On completion of work under this Section, remove all surplus materials, plant, tools, equipment and debris, and leave site in a clean and tidy condition to the complete satisfaction of the Engineer.

END OF SECTION



Travaux publics et  
Services gouvernementaux  
Canada

Public Works and  
Government Services  
Canada

# CERTIFICATE OF INSURANCE

Page 1 of 2

Description and Location of Work  Paving and Asphalt Repairs Department of National Defence Suffield, AB	Contract No.
	Project No.

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

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

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

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

Telephone number

Signature

Date D / M / Y



## **CERTIFICATE OF INSURANCE Page 2 of 2**

### **General**

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

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

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

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

### **Commercial General Liability**

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

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

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

The policy must have the following minimum limits:

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

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



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DEC 15 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		2. Branch or Directorate / Direction générale ou Direction BASE ENGR, CANADIAN FORCES BASE, SUFFIELD	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail ASPHALT AND ROAD REPAIRS AT CFB SUFFIELD, AB. COMPANY WILL NOT BE REQUIRED TO ACCESS ANY BASE BLDGS. THROUGHOUT THEIR CURRENT CONTRACT.			
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"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>			
Restricted to: / Limité à: <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:		Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input type="checkbox"/>		NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input type="checkbox"/>		NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>		NATO SECRET NATO SECRET <input type="checkbox"/>	
SECRET SECRET <input type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>			
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>			
		PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
		PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
		PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
		CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	
		SECRET SECRET <input type="checkbox"/>	
		TOP SECRET TRÈS SECRET <input type="checkbox"/>	
		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	





Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

WO142AA16SC013/COI/CAL

Security Classification / Classification de sécurité

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

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

☒ No ☐ Yes  
Non Oui

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

☒ No ☐ Yes  
Non Oui

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

Document Number / Numéro du document :

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

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



RELIABILITY STATUS  
COTE DE FIABILITÉ



CONFIDENTIAL  
CONFIDENTIEL



SECRET  
SECRET



TOP SECRET  
TRÈS SECRET



TOP SECRET- SIGINT  
TRÈS SECRET - SIGINT



NATO CONFIDENTIAL  
NATO CONFIDENTIEL



NATO SECRET  
NATO SECRET



COSMIC TOP SECRET  
COSMIC TRÈS SECRET



SITE ACCESS  
ACCÈS AUX EMPLACEMENTS

Special comments:

Commentaires spéciaux :

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

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

10. b) May unscreened personnel be used for portions of the work?

Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?

☒ No ☐ Yes  
Non Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté?

☐ No ☐ Yes  
Non Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?

Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes  
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?

Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

☒ No ☐ Yes  
Non Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?

Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

☒ No ☐ Yes  
Non Oui

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?

Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes  
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?

Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

☒ No ☐ Yes  
Non Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada





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du Canada

Contract Number / Numéro du contrat

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Security Classification / Classification de sécurité

**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 indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).