



**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving Public Works & Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada**  
1713 Bedford Row  
Halifax, N.S./Halifax, (N.E.)  
B3J 1T3  
Halifax  
Bid Fax: (902) 496-5016

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government  
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments - Commentaires**

<b>Title - Sujet</b> RISO - Service POL Dispensing Units	
<b>Solicitation No. - N° de l'invitation</b> W6837-165578/A	<b>Date</b> 2016-06-17
<b>Client Reference No. - N° de référence du client</b> W6837-16-5578	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$PWA-122-5411	
<b>File No. - N° de dossier</b> PWA-5-74153 (122)	<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 2016-08-04</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Atlantic Daylight Saving Time ADT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Chinye (PWA), Chukwudi	<b>Buyer Id - Id de l'acheteur</b> pwa122
<b>Telephone No. - N° de téléphone</b> (902) 496-5476 ( )	<b>FAX No. - N° de FAX</b> (902) 496-5016
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE SEE HEREIN HALIFAX NOVA SCOTIA B3K 5X5 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Atlantic Region Acquisitions/Région de l'Atlantique  
Acquisitions  
1713 Bedford Row  
Halifax, N.S./Halifax, (N.E.)  
B3J 3C9  
Halifax  
Nova Scot

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

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W6837-165578

Amd. No. - N° de la modif.  
File No. - N° du dossier  
PWA-5-74153

Buyer ID - Id de l'acheteur  
pwa122  
CCC No./N° CCC - FMS No./N° VME

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, Security Requirements, the Security Requirements Checklist, the Electronic Payment Instruments, the Insurance Requirements, DND 626 Task Authorization Form and any other annexes.

### **1.2 Summary**

Work to be performed under this services contract comprises of the furnishings of all labour, equipment, materials, tools and supervision required for the inspection, cleaning, calibration & maintenance of POL Dispensing units, pumps, flow meters, level monitors, leak detectors & leak testing fuel distribution systems at CFB Halifax Nova Scotia, in accordance to the Statement of Work in Annex A- Job No. W6387-165578. The period of this contract will one year with two consecutive twelve month options. The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT)."

There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website".

### **1.3 Debriefings**

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

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## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2016-04-04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 90 days

### 2.2 Submission of Bids

Bids 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 bid solicitation.

### 2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder 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 bid non-responsive.

### Definitions

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

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

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the

implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

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

#### Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes** ( ) **No** ( )

If so, the Bidder must provide the following information, for all FPSs 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, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

#### Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes** ( ) **No** ( )

If so, the Bidder must provide the following information:

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

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

## 2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

## 2.5 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Nova Scotia.

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

## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

Canada requests that Bidders provide their bid in separately bound sections as follows:

- Section I: Technical Bid (one hard copy)
- Section II: Financial Bid (one hard copy)
- Section III: Certifications (one hard copy)

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

Canada requests that Bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

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

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

### **Section I: Technical Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Applicable Taxes must be shown separately.

### **Section II: Financial Bid**

**3.1.1** Bidders must submit their financial bid in accordance with the Basis of Payment in Annex "B". The total amount of Applicable Taxes must be shown separately.

#### **3.1.2 Electronic Payment of Invoices – Bid**

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "D" Electronic Payment Instruments, to identify which ones are accepted.

If Annex "D" Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

#### **3.1.3 Exchange Rate Fluctuation**

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

### **Section III: Certifications**

Bidders must submit the certifications and additional information required under Part 5.

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

### **4.1 Evaluation Procedures**

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### **4.1.1 Financial Evaluation**

##### **4.1.1.1 Mandatory Financial Criteria**

*SACC Manual* Clause A0220T (2014-06-26), Evaluation of Price.

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

A bid must comply with all requirements of the bid solicitation to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any

certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

## 5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

### 5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide with its bid the required documentation, as applicable, to be given further consideration in the procurement process.

## 5.2 Certifications Precedent to Contract Award and Additional Information

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

### 5.2.1 Integrity Provisions – Required Documentation

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

### 5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969#afed) website ([http://www.esdc.gc.ca/en/jobs/workplace/human\\_rights/employment\\_equity/federal\\_contractor\\_program.page?&\\_ga=1.229006812.1158694905.1413548969#afed](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969#afed)).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

## PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

### 6.1 Security Requirements

1. Before award of a contract, the following conditions must be met:

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;

- (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
  - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, Bidders should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

## 6.2 Insurance Requirements

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex E.

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

## PART 7 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

### 7.1 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

#### 7.1.1 Task Authorization

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

##### 7.1.1.1 Task Authorization Process

1. The Project Authority will provide the Contractor with a description of the task using the "DND 626, Task Authorization Form" specified in Annex F.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within **two (2)** calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.

4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

#### **7.1.1.2 Task Authorization Limit**

The Project Authority may authorize individual task authorizations up to a limit of \$23,000.00, Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Project Authority and Contracting Authority before issuance.

#### **7.1.1.3 Canada's Obligation - Portion of the Work - Task Authorizations**

Canada's obligation with respect to the portion of the Work under the Contract that is performed through task authorizations is limited to the total amount of the actual tasks performed by the Contractor.

#### **7.1.1.4 Periodic Usage Reports - Contracts with Task Authorizations**

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below or in Annex "H". If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

The data must be submitted on a "*quarterly basis*" to the Contracting Authority.

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31; and

4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than (14) calendar days after the end of the reporting period.

#### **Reporting Requirement- Details**

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

#### **For each authorized task:**

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and

- 
- vi. the active status of each authorized task, as applicable.

**For all authorized tasks:**

- i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

**7.1.1.5 Task Authorization - Department of National Defence**

The administration of the Task Authorization process will be carried out by Real Property Operations Section Halifax. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

**7.2 Standard Clauses and Conditions**

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

**7.2.1 General Conditions**

[2035](#) (2016-04-04), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

**7.3 Security Requirements**

**7.3.1** The following security requirements apply and form part of the Contract.

**SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE W6837-16-5578**

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

**7.4 Term of Contract**

**7.4.1 Period of the Contract**

The Work is to be performed during the period of \_\_\_\_\_ to \_\_\_\_\_ (**One year from contract award**).

**7.4.3 Option to Extend the Contract**

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The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

## 7.5 Authorities

### 7.5.1 Contracting Authority

The Contracting Authority for the Contract is:  
Name: Chukwudi Chinye  
Title: Real Property Contracting Officer  
Public Works and Government Services Canada

Acquisitions Branch  
Address: 1713 Bedford Row, Halifax, NS B3J 3C9  
Telephone: 902-496-5476  
Facsimile: 902-496-5016

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

### 7.5.2 Project Authority

The Project Authority for the Contract is: (To be determined at contract award)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
E-mail address: \_\_\_\_\_

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### 7.5.3 Contractor's Representative ( To be completed by bidder.).

Name: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Cellular Number: \_\_\_\_\_

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Facsimile Number: \_\_\_\_\_

## 7.6 Proactive Disclosure of Contracts with Former Public Servants

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

## 7.7 Payment

### 7.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid *the* firm unit price(s) in accordance with the basis of payment, in Annex B, as specified in the authorized TA. Customs duties are *included* and Applicable Taxes are extra.

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

### 7.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$\_\_\_\_\_ (to be determined at award contract). Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75 percent committed, or
  - b. four (4) months before the contract expiry date, or
  - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### 7.7.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of **\$50,000.00**. Customs duties are included and Applicable Taxes are extra.

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2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75 percent committed, or
  - b. four (4) months before the contract expiry date, or
  - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### **7.7.3 Single Payment**

H1000C-Single Payment-2008-05-12

### **7.7.4 T1204 - Direct Request by Customer Department**

T1204 - Direct Request by Customer Department- A9117C- 2007-11-30

### **7.7.5 Electronic Payment of Invoices – Contract**

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

### **7.7.6 Discretionary Audit**

Discretionary Audit- C0705C- 2010-01-11

### **7.7.7 Time Verification**

Time Verification-C0711C- 2008-05-12

### **7.8 Invoicing Instructions**

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

(a) The original and two (2) copies must be forwarded to the following address for certification and payment.

Real Property Operations Unit (Atlantic)  
Department of National Defence  
Building 7, Willow Park,  
P.O.Box 99000, Station Forces  
Halifax, NS

## B3K 5X5

Each TA invoice must be supported by:

- a) Task Authorization invoices must show the reference Contract and Task numbers.
- (b) a list of all expenses, in accordance with the TA;
- (c) a copy of time sheets to support the time claimed;
- (d) a copy of the invoices, receipts, vouchers for all direct expenses, travel and living expenses;

## 7.9 Certifications and Additional Information

### 7.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

### 7.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Nova Scotia.

### 7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions (2035,-2016-04-04-Higher Complexity - Services);
- (c) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) Annex D, Insurance Requirements;
- (h) the signed Task Authorizations (including all of its annexes, if any);
- (i) the Contractor's bid dated \_\_\_\_\_, (*insert date of bid*)

### 7.12 Foreign Nationals (Canadian Contractor)

SACC *Manual* clause [A2000C](#) (2006-06-16) Foreign Nationals (Canadian Contractor)

### 7.13 Insurance Requirements

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

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

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

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## **ANNEX "A"**

### **STATEMENT OF WORK**

**Attached**

**ANNEX "B"**

**BASIS OF PAYMENT**

**TABLE 1: SCHEDULED MAINTENANCE**

**TRAVEL TO AND FROM SITES MUST BE INLCUDED IN THE PRICE PER UNIT RATE IN TABLE 1 BELOW**

**YEAR 1:**

Column A	Column B Item Description	Column C Unit of Measurement	Column D Estimated Quantity	Column E Price Per Unit	Column F Extended Price= Col D *Column E
<b>Monitoring and Leak Detection Equipment Inspection and Testing</b>					
<b>ROUTINE MAINTENANCE</b>					
1	Annual Inspections within Halifax Regional Municipality (HRM)	Per inspection	40	\$ _____	\$ _____
2	Annual Inspections outside Halifax Regional Municipality (HRM)	Per Inspection	5	\$ _____	\$ _____
<b>POL Dispensing Units:</b> Routine Maintenance as stipulated in Annex A-Statement of Work					
3	Quarterly Inspections within HRM	Per Inspection	33	\$ _____	\$ _____
<b>Dipping of Tanks as stipulated in Annex A- Statement of Work</b>					
4	Annual Dipping of tanks within HRM	Per dip	62	\$ _____	\$ _____
5	Annual dipping of tanks outside HRM	Per dip	1	\$ _____	\$ _____
Table 1: Total Year 1					\$ _____ +HST

**TABLE 2**

**TASK AUTHORIZATION (as and when requested basis)**

**Year 1:**

Column A	Column B Item Description	Column C Unit of Measurement	Column D Estimated Quantity	Column E Price Per Unit	Column F Extended Price= Col D *Column E
First Hour of Service Call (Including travel time and all related expenses and one hour of productive labour at job site). During regular hours: 07:30-1600 hours					
1	a) Service Technician	Per hour	1	\$ _____	\$ _____
	b) Technician Helper	Per hour	1	\$ _____	\$ _____
Subsequent hours (Labour only in addition to item 1 above)					
2	a) Service Technician	Per hour	200	\$ _____	\$ _____
	b) Technician Helper	Per Hour	200	\$ _____	\$ _____
First Hour of Service Call (Including travel time and all related expenses and one hour of productive labour at job site). Outside regular hours: Monday-Sunday, including all day Saturday, Sunday and holidays.					
3	a) Service Technician	Per hour	1	\$ _____	\$ _____
	b) Technician Helper	Per Hour	1	\$ _____	\$ _____
Subsequent hours (Labour only in addition to item 3 above)					
4	a) Service Technician	Per hour	25	\$ _____	\$ _____
	b) Technician Helper	Per Hour	25	\$ _____	\$ _____
Table 2-Total Year 1					\$ _____+HST

Materials and Replacement parts will be at the contractors net cost plus a mark-up of 10% with supporting documentation such as invoice and receipts.

Year 1 Total- Table 1- Total Year 1 + Table 2- Total Year 1 =\$ \_\_\_\_\_+HST

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**TABLE 1: SCHEDULED MAINTENANCE**

**TRAVEL TO AND FROM SITES MUST BE INLCUDED IN THE PRICE PER UNIT RATE IN TABLE 1 BELOW**

**Option YEAR 1:**

Column A	Column B Item Description	Column C Unit of Measurement	Column D Estimated Quantity	Column E Price Per Unit	Column F Extended Price= Col D *Column E
<b>Monitoring and Leak Detection Equipment Inspection and Testing</b>					
<b>ROUTINE MAINTENANACE</b>					
1	Annual Inspections within Halifax Regional Municipality (HRM)	Per inspection	40	\$ _____	\$ _____
2	Annual Inspections outside Halifax Regional Municipality (HRM)	Per Inspection	5	\$ _____	\$ _____
<b>POL Dispensing Units:</b> Routine Maintenance as stipulated in Annex A-Statement of Work					
3	Quarterly Inspections within HRM	Per Inspection	33	\$ _____	\$ _____
<b>Dipping of Tanks as stipulated in Annex A- Statement of Work</b>					
4	Annual Dipping of tanks within HRM	Per dip	62	\$ _____	\$ _____
5	Annual dipping of tanks outside HRM	Per dip	1	\$ _____	\$ _____
Table 1: Total Option Year 1					\$ _____ +HST

**TABLE 2**

**TASK AUTHORIZATION (as and when requested basis)**

**Option Year 1:**

Column A	Column B Item Description	Column C Unit of Measurement	Column D Estimated Quantity	Column E Price Per Unit	Column F Extended Price= Col D *Column E
First Hour of Service Call (Including travel time and all related expenses and one hour of productive labour at job site). During regular hours: 07:30-1600 hours					
1	a) Service Technician	Per hour	1	\$ _____	\$ _____
	b) Technician Helper	Per hour	1	\$ _____	\$ _____
Subsequent hours (Labour only in addition to item 1 above)					
2	a) Service Technician	Per hour	200	\$ _____	\$ _____
	b) Technician Helper	Per Hour	200	\$ _____	\$ _____
First Hour of Service Call (Including travel time and all related expenses and one hour of productive labour at job site). Outside regular hours: Monday-Sunday, including all day Saturday, Sunday and holidays.					
3	a) Service Technician	Per hour	1	\$ _____	\$ _____
	b) Technician Helper	Per Hour	1	\$ _____	\$ _____
Subsequent hours (Labour only in addition to item 3 above)					
4	a) Service Technician	Per hour	25	\$ _____	\$ _____
	b) Technician Helper	Per Hour	25	\$ _____	\$ _____
Table 2- Total Option Year 1					\$ _____+HST

Materials and Replacement parts will be at the contractors net cost plus a mark-up of 10% with supporting documentation such as invoice and receipts.

Option Year 1 Total- Table 1- Total Option Year 1 + Table 2- Total Option Year 1 =\$ \_\_\_\_\_+HST

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**TABLE 1: SCHEDULED MAINTENANCE**

**TRAVEL TO AND FROM SITES MUST BE INLCUDED IN THE PRICE PER UNIT RATE IN TABLE 1 BELOW**

**Option YEAR 2:**

Column A	Column B Item Description	Column C Unit of Measurement	Column D Estimated Quantity	Column E Price Per Unit	Column F Extended Price= Col D *Column E
<b>Monitoring and Leak Detection Equipment Inspection and Testing</b>					
<b>ROUTINE MAINTENANACE</b>					
1	Annual Inspections within Halifax Regional Municipality (HRM)	Per inspection	40	\$ _____	\$ _____
2	Annual Inspections outside Halifax Regional Municipality (HRM)	Per Inspection	5	\$ _____	\$ _____
<b>POL Dispensing Units:</b> Routine Maintenance as stipulated in Annex A-Statement of Work					
3	Quarterly Inspections within HRM	Per Inspection	33	\$ _____	\$ _____
<b>Dipping of Tanks as stipulated in Annex A- Statement of Work</b>					
4	Annual Dipping of tanks within HRM	Per dip	62	\$ _____	\$ _____
5	Annual dipping of tanks outside HRM	Per dip	1	\$ _____	\$ _____
Table 1: Total Option Year 2					\$ _____ +HST

**TABLE 2**

**TASK AUTHORIZATION (as and when requested basis)**

**Option Year 2:**

Column A	Column B Item Description	Column C Unit of Measurement	Column D Estimated Quantity	Column E Price Per Unit	Column F Extended Price= Col D *Column E
First Hour of Service Call (Including travel time and all related expenses and one hour of productive labour at job site). During regular hours: 07:30-1600 hours					
1	a) Service Technician	Per hour	1	\$ _____	\$ _____
	b) Technician Helper	Per hour	1	\$ _____	\$ _____
Subsequent hours (Labour only in addition to item 1 above)					
2	a) Service Technician	Per hour	200	\$ _____	\$ _____
	b) Technician Helper	Per Hour	200	\$ _____	\$ _____
First Hour of Service Call (Including travel time and all related expenses and one hour of productive labour at job site). Outside regular hours: Monday-Sunday, including all day Saturday, Sunday and holidays.					
3	a) Service Technician	Per hour	1	\$ _____	\$ _____
	b) Technician Helper	Per Hour	1	\$ _____	\$ _____
Subsequent hours (Labour only in addition to item 3 above)					
4	a) Service Technician	Per hour	25	\$ _____	\$ _____
	b) Technician Helper	Per Hour	25	\$ _____	\$ _____
Table 2- Total Option Year 2					\$ _____ +HST

Materials and Replacement parts will be at the contractors net cost plus a mark-up of 10% with supporting documentation such as invoice and receipts.

Option Year 2 Total- Table 1- Total Option Year 2 + Table 2- Total Option Year 2 =\$ \_\_\_\_\_ +HST

**Grand Total = Year 1 total +Option Year 1 Total + Option Year 2 total= \$ \_\_\_\_\_ +HST**

**The Grand total amount will be considered during the evaluation of all bids tendered.**

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## **ANNEX "C"**

### **SECURITY REQUIREMENTS CHECK LIST**

**Attached**

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## **ANNEX "D" to PART 3 OF THE BID SOLICITATION**

### **ELECTRONIC PAYMENT INSTRUMENTS**

The Bidder accepts to be paid by any of the following Electronic Payment Instrument(s):

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only);
- Large Value Transfer System (LVTS) (Over \$25M)

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## ANNEX "E"

### INSURANCE REQUIREMENTS

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

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

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

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

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

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

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

**Automobile Liability Insurance**

1. The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.
2. The policy must include the following:
  - a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
  - b. Accident Benefits - all jurisdictional statutes
  - c. Uninsured Motorist Protection
  - d. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

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**ANNEX "F"**

**DND 626 TASK AUTHORIZATION FORM**

***Attached***

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**ANNEX "G"**

**LIST OF DIRECTOR'S**

**COMPLETE LIST OF NAMES OF ALL INDIVIDUALS WHO ARE CURRENTLY DIRECTORS OF THE BIDDER**

Bidder's List of Directors below: Please provide a list of names of all individuals who are currently Directors **in** accordance with **PART 5-CERTIFICATION**.

**Directors:** (Please print clearly)

NAME	NAME	NAME	NAME

Attach additional names on a separate sheet if required.

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**ANNEX "H"**

Periodic Usage Reports - Contracts with Task Authorization

The Contractor must provide quarterly Task Authorization (TA) usage reports . The Contractor agrees that it is their responsibility to implement a system for tracking TAs under this Contract for the purposes of providing usage reports. This is to ensure that the Limitation of Expenditure indicated for "as and when requested" Work under this Contract is not exceeded.

Each Task Authorization Usage Report must include all the completed TAs for goods and services supplied under this Contract.

Task Authorization Usage Report Submission Schedule:

REPORT DUE	WORK PERIOD START DATE	WORK PERIOD END DATE
15 January	01 October	31 December
15 April	01 January	31 March
15 July	01 April	30 June
15 October	01 July	30 September

The Contractor must provide information on each completed TA using the following format:

TA NUMBER	TA DOLLAR VALUE (GST INCLUDED)	CUMULATIVE TA DOLLAR VALUE (GST INCLUDED)	COMMENTS
<b>Total Dollar Value of TAs for this Period:</b>			
<b>Accumulated TAs to Date (Cumulative Dollar Value + Period Dollar Value):</b>			

[ ] Check this box if you are submitting a NIL **REPORT** ( We have not done any business with Canada under this Contract, for this period).

**SEND TO:**  
Chukwudi.chinye@pwgsc.gc.ca  
Or  
Facsimile: (902)496-5016

Department of National Defence



Specification

Service Contract

**POL Dispensing & Fuel Monitoring Systems  
Various Locations**

CFB Halifax, NS

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PART 1 - GENERAL

- 1.1 DESCRIPTION OF WORK .1 Work under this Service Contract comprises the furnishing of all labour, material, tools, equipment, services, and supervision required for the inspection, cleaning, calibration and maintenance of POL dispensing units, pumps, flow meters, level monitors, leak detectors and leak testing fuel distribution systems as specified herein.
- 1.2 ENGINEER .1 All reference to the Engineer in this specification refers to the Contract Inspector which is representing the Real Property Operations Section (Halifax).
- .2 The Engineer will provide the Contractor with a list of his / her authorized representatives at the pre-job meeting.
- 1.3 WORK INCLUDED .1 Work under this Service Contract comprises the following:
- .1 quarterly maintenance inspection of dispenser units;
- .2 annual maintenance inspection of fuel level monitors and leak detection systems;
- .3 conduct of annual dips to check for water content for the tanks specified in Annex C; and
- .4 prepare and provide Engineer with inspection reports.
- .2 The Contractor will be notified of additional work as requested by the Engineer with the issue of a DND 626 "Task Authorization" form for the following:
- .1 conduct repairs of various dispenser units, fuel level monitors and leak detection systems;
- .2 conduct leak testing of tanks or piping systems when requested by Engineer;
- .3 respond to emergency service calls as required by Engineer; and
- .4 clean-up.
- 1.4 WORK AND MATERIALS NOT INCLUDED .1 The performance of Work by trades not covered by the Contractor's license. If such Work is found to be necessary, the Contractor must notify the Engineer and must not proceed until such Work has been completed.
- .2 Normal functions of operation including:

1.4 WORK AND  
MATERIALS NOT  
INCLUDED  
(Cont'd)

- .2 (Cont'd)
- .1 starting and / or stopping of motors;
  - .2 adjusting of pump meters between regular inspections;
  - .3 replacement of light bulbs; and / or
  - .4 lubrication of pump outboard bearings and motor bearings between regular inspections.

1.5 LOCATIONS OF JOB  
SITES  
SITES

- .1 Areas covered under this specification include but not limited to the following locations:
- .1 Stadacona - Halifax, NS;
  - .2 Windsor Park - Halifax, NS;
  - .3 Willow Park - Halifax, NS;
  - .4 Halifax Armoury - Halifax, NS;
  - .5 HMC Dockyard - Halifax, NS;
  - .6 Royal Artillery (RA) Park - Halifax, NS;
  - .7 Damage Control Division - Herring Cove, NS;
  - .8 Ferguson's Cove - Ferguson's Cove, NS;
  - .9 Dockyard Annex (NAD) - Dartmouth, NS;
  - .10 Wright's Cove Degaussing Range - Dartmouth, NS;
  - .11 12 Wing Shearwater - Eastern Passage, NS;
  - .12 Osbourne Head Gunnery Range - Cow Bay, NS;
  - .13 CFAD Bedford - Bedford, NS;
  - .14 NRS Newport Corner - Newport Corner, NS;
  - .15 NRS Mill Cove - Mill Cove, NS;
  - .16 Truro Armoury - Truro, NS;
  - .17 Great Village - Great Village, NS;
  - .18 Springhill Armoury - Springhill, NS; and
  - .19 Victoria Park - Sydney, NS.

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- 1.6 SITE ACCESS .1 Access to the site is under the direction of the Department of National Defence. All visitors entering areas issuing a daily pass will be aware of the requirement for search as a condition of issue.
- .2 While within the confines of CFB Halifax all employees and representatives of the Contractor must comply with all of the Standing Orders as promulgated by Base Authorities. Engineer will provide copies of relevant Standing Orders.
- 1.7 PRE-JOB MEETING .1 Immediately upon receipt of Contract, the successful Contractor will contact the Engineer to arrange a pre-job meeting prior to commencement of any work.
- 1.8 CONTRACTOR QUALIFICATIONS .1 The Contractor must satisfy the Engineer that he has adequate and qualified staff to perform the service expected. This includes the processing of all service calls within an acceptable time period both during normal and silent working hours.
- .2 Whenever the Contractor uses sub-contractors, they too must perform to and comply with all requirements of this Contract.
- 1.9 WORKMANSHIP .1 Workmanship must be the best quality executed by workers experienced and skilled in the respective duties for which they are employed.
- .2 Do not employ any unfit person or anyone unskilled in their required duties. The Engineer reserves the right to require the dismissal from the site, workers deemed incompetent, careless, insubordinate or otherwise objectionable.
- .3 Decisions as to the quality or fitness of workmanship in cases of dispute rest solely with the Engineer whose decision is final.
- .4 The Contractor will employ a competent and experienced supervisor with the authority to speak on his behalf on day-to-day routine matters.
- .5 All Work must be performed by fully qualified (factory trained) mechanics.
- 1.10 CONTRACTOR'S USE OF SITE .1 Contractor will be briefed on use of site by the Engineer.
- .2 Do not unreasonably encumber site with materials or equipment.
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1.10 CONTRACTOR'S  
USE OF SITE  
(Cont'd)

- .3 Move stored products or equipment which interferes with operations of Engineer or other Contractors.
- .4 The Engineer will brief the Contractor on access to restricted areas.
- .5 Remove or alter existing work to prevent injury or damage to portions of existing work which remain.
- .6 Repair or replace portions of existing work which have been altered during construction operations to match existing or adjoining work, as directed by Engineer.
- .7 At completion of operations condition of existing work: equal to or better than that which existed before new work started.
- .8 Obtain a properly completed excavation permit from the Engineer prior to carrying out any excavations on site.

1.11 CODES AND  
STANDARDS

- .1 Perform work in accordance with the latest edition of National Building Code of Canada (NBC), Canadian Electrical Code, National Fire Code of Canada, Canada Labour Code part II, and CSA and ULC Standards, and any other provincial or local code applicable. In any case of conflict or discrepancy, the more stringent requirements will apply.
- .2 Storage Tank Systems for Petroleum and Allied Petroleum Products SOR/2008-197.
- .3 CCME PN1326-2003 Environmental Code of Practice for Aboveground and Underground Storage Tank Systems Containing Petroleum and Allied Petroleum Products.
- .4 MARLANT Storage Tank Management Plan Aboveground and Underground Storage Tank Systems Containing Petroleum and Allied Petroleum Products, 2014.
- .5 Meet or exceed requirements of Contract documents, specified standards, codes and referenced documents.
- .6 Provide servicing, repairs, calibrations, etc. in strict accordance with the manufacturer's instructions and specifications.

1.12 PARKING

- .1 In limited areas, a parking space will be made available on site for Contractor vehicles to drop off equipment and supplies. Maintain and administer this space as directed.
- .2 The Contractor will have to pay for parking at the following locations:
  - .1 Stadacona - Halifax, NS;

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- |   |    |   |
|---|----|---|
| 1.12 PARKING<br><u>(Cont'd)</u>   | .2 | (Cont'd)  |
|   | .2 | Windsor Park - Halifax, NS;   |
|   | .3 | Willow Park - Halifax, NS;  |
|   | .4 | RA Park - Halifax, NS;  |
|   | .5 | HMC Dockyard - Halifax, NS; and   |
|   | .6 | Dockyard Annex (NAD) - Dartmouth, NS.   |
|   |    |   |
| 1.13 EXISTING<br><u>SERVICES</u>  | .1 | Where Work involves breaking into or connecting to existing services, give 24 hours notice for necessary interruption of mechanical or electrical service throughout course of work. Minimize duration of interruptions. Carry out work at times as directed by governing authorities with minimum disturbance to pedestrian and tenant operations. |
|   | .2 | Provide alternative routes for personnel, pedestrian and vehicular traffic.   |
|   | .3 | Before commencing work, establish location and extent of service lines in area of work and notify Engineer of findings.   |
|   | .4 | Submit schedule to and obtain approval from Engineer for any shut-down or closure of active service or facility. Adhere to approved schedule and provide notice to affected parties.  |
|   | .5 | Where unknown services are encountered, immediately advise Engineer and confirm findings in writing.  |
|   | .6 | Protect, relocate or maintain existing active services. When inactive services are encountered, cap off in manner approved by authorities having jurisdiction.  |
|   |    |   |
| 1.14 ALTERATIONS,<br>ADDITIONS OR<br>REPAIRS TO EXISTING<br><u>BUILDING</u> | .1 | Execute work with least possible interference or disturbance to building operations, occupants, public and normal use of premises. Arrange with 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 screens, barriers, warning signs in locations where renovation and alteration work is adjacent to areas used by public or government staff.  |
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1.15 PROTECTION OF  
EXISTING FACILITIES

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

1.16 POWER AND  
WATER SUPPLY

- .1 DND may 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 Supply of temporary services by DND is subject to DND requirements and may be discontinued by DND site representative at any time without notice, without acceptance of any liability for damage or delay caused by such withdrawal of temporary services.
- .5 After the temporary service lines are no longer required, the Contractor must remove all lines and equipment, restore the connection points to their original condition and return the land to its original contour.

1.17 PRODUCT DATA

- .1 If supplying new or different components, submit duplicate copies of product data indicating all details as specified.
- .2 Do not proceed with work until relevant submissions are reviewed by Engineer.
- .3 Present product data in SI metric units, if available.
- .4 Contractor's responsibility for errors and omissions in submission is not relieved by Engineer's review of submissions.

1.17 PRODUCT DATA  
(Cont'd)

- .5 Notify Engineer, in writing at time of submission, identifying deviations from requirements of Contract documents stating reasons for deviations.
- .6 Contractor's responsibility for deviations in submission from requirements of Standing Offer documents is not relieved by Engineer's review of submission, unless Engineer gives written acceptance of specific deviations.
- .7 Make any changes in submissions which Engineer may require consistent with Contract documents and resubmit as directed by Engineer.
- .8 Notify Engineer, in writing, when resubmitting, of any revisions other than those requested by Engineer.
- .9 Submissions must include details of appropriate portions of work as applicable:
  - .1 fabrication;
  - .2 layout, showing dimensions, including identified field dimensions, and clearances;
  - .3 setting or erection details;
  - .4 capacities;
  - .5 performance characteristics;
  - .6 standards;
  - .7 operation weight;
  - .8 wiring diagrams;
  - .9 single line and schematic diagrams;
  - .10 relationship to adjacent work; and
  - .11 operation and maintenance instructions.
- .10 Product data, including manufacturers' catalogue sheets, brochures, literature, performance charts and diagrams, use to illustrate standard manufactured products may form part of product data submission provided that information not applicable to project is deleted and additional details applicable to the project are provided as necessary.

1.18 EMERGENCY AND  
SERVICE CALL-UPS

.1 The Contractor must maintain and provide the Engineer with contact numbers to be able to provide response to request for service from the Engineer or representative on a 24 hour, 7 days per week basis. If the request for service from the after hours Departmental Representative, the Contractor must, immediately upon completion of the service, report back to the Engineer describing the action taken to correct the problem. The following Work priorities and response time will apply:

.1 Emergency:

.1 A priority of "Emergency" is defined as a deficiency or breakdown that requires immediate attention to reduce the potential for danger to occupants, the general public, the environment, or the facility. Maintenance and repairs identified with this priority must be responded to immediately and must be reported without delay to designated manager.

.1 Standard response times:

.1 ASAP - maximum 2 hours.

.2 Routine:

.1 A priority of "Routine" is defined as essential maintenance and repairs which should be rectified at the earliest possible opportunity. It is considered as deficiencies or breakdowns that do not impair current operations or pose any danger to the occupants, the general public, the environment, or the facility.

.1 Standard response times:

.1 4 hours.

.2 The Contractor will be advised of the personnel authorized to request emergency service. Services undertaken at the request of unauthorized persons will be done at the Contractor's risk, with regards to payment.

.3 Report service calls executed outside normal working hours to the Engineer, immediately on the next working day.

1.19 INSPECTION

.1 All work and materials covered by this specification will be subject to inspection at any time by the Engineer or his / her representative.

1.20 REPORTING IRREGULARITIES .1 The Contractor must notify the Engineer of irregularities in the work area, such as structural defects, mechanical and / or electrical problems and / or any beyond the scope of work.

PART 2 - PRODUCTS

2.1 NOT USED .1 Not used.

PART 3 - EXECUTION

3.1 NOT USED .1 Not used.

PART 1 - GENERAL

1.1 CONSTRUCTION  
SAFETY MEASURES

- .1 Observe and enforce construction safety measures by complying with the requirements of the following statutes and authorities:
    - .1 Canada Labour Code Part II and the Canada Occupational Health and Safety Regulations;
    - .2 Nova Scotia Occupational Health and Safety Act and supporting Occupational General Safety Regulations as amended from time to time;
    - .3 most recent amendments to the National Building Code of Canada, Part 8 and National Fire Code of Canada.
  - .2 Refer to Section 01 35 35, DND Fire Safety Requirements.
  - .3 Engineer will provide a copy of any relevant special written instructions to be followed.
  - .4 Before Work Begins
    - .1 Bidder / Tender to provide documentation if requested by the Crown, indicating all safety training attained for each person who will be involved with the Contract.
  - .5 The following disciplinary measures will be taken for any violations of safety under this Contract:
    - .1 First Violation:
      - .1 Verbal warning issued to the Contractor for the first violation of a safety regulation (Violation will be documented on Contract file, copy to Contractor, Defence Construction Canada (DCC) or PWGSC.).
    - .2 Second Violation:
      - .1 Written warning to Contractor for second violation of a safety regulation (Violation will be documented on Contract file, copy to Contractor, DCC or PWGSC.).
    - .3 Third Violation:
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1.1 CONSTRUCTION  
SAFETY MEASURES  
(Cont'd)

- .5 (Cont'd)
  - .3 (Cont'd)
    - .1 A third violation of a safety regulation may result in the termination of the Contract with a recommendation to the Contracting Authority that the Contractor be denied access to Real Property Operations Unit (A) contracts (Documented to Contract file, copies to Contractor, DCC or PWGSC.).
  - .4 Serious Violation:
    - .1 For a serious violation of a safety regulation as deemed by a regulator, project manager or safety officer a recommendation will be made to the Contracting Authority to immediately terminate the Contract / Standing Offer (Violation documented on Contract file, copies to Contractor, DCC or PWGSC.).
  - .5 Charges Laid or Guilty Determination by Courts:
    - .1 Infractions of safety regulations that result in charges being laid by a regulator against the Contractor or the Contractor being found guilty by the courts may result in that Contractor being denied access to Real Property Operations Unit (A) contracts Engineering contracts.

1.2 HAZARD  
ASSESSMENTS

- .1 Contractor must implement and carry out a health and safety hazard assessment program as part of the Work. Program to include:
  - .1 Initial Hazard Assessment:
    - .1 Carried out upon notification of Contract award and / or prior to commencement of Work.
  - .2 On-going Hazard Assessments:
    - .1 Performed during the progress of Work identifying new or potential health risks and safety hazards not previously known. As a minimum, hazards assessments must be carried out when:
      - .1 new sub-trade work, new sub-contractor(s) or new workers arrive at the site to commence another portion of the Work;
      - .2 the scope of Work has been changed;

1.2 HAZARD  
ASSESSMENTS  
(Cont'd)

- .1 (Cont'd)
  - .2 (Cont'd)
  - .3 work conducted in confined spaces; and / or
  - .4 potential hazard or weakness in current health and safety practices are identified by the Engineer.
- .2 Hazard assessments will be project and site specific, based on review of Contract documents and site.
  - .3 Each hazard assessment to be made in writing. Keep copies of all assessments on site for duration of Work. Upon request, make available to Engineer.
  - .4 The Contractor must notify the Engineer of suspected hazardous material during work and not apparent from drawings, specifications, or report pertaining to work (e.g. lead, asbestos etc.). Do not disturb such material pending instructions from the Engineer. The Engineer will make the necessary arrangements for testing the material as required.

1.3 ASBESTOS  
PRODUCT & ASBESTOS  
ACTIVITY

- .1 Within the confines of the Base, the provision of new products containing fibrous asbestos materials is prohibited.
- .2 Demolition or disturbance of spray or trowel-applied asbestos can be hazardous to health. Should material resembling spray or trowel-applied asbestos be encountered in course of work, stop work and notify Engineer immediately. Do not proceed until written instructions have been received from Engineer.

1.4 HAZARDOUS  
MATERIAL SPILL

- .1 The Contractor or sub-contractors must report to the DND fire hall and the Engineer for any incident or spill involving hazardous materials (HAZMAT).
- .2 In the event of a hazardous material spill, the following procedures for initial actions must be followed:
  - .1 ensure safety of all personnel;
  - .2 assess spill hazards and risks;
  - .3 ventilate area if release is indoors and remove all sources of ignition;
  - .4 stop the spill if safely possible (e.g. shut off pump, replace cap, tip drum upward, patch leaking hole etc.).
  - .5 no matter the volume is, contact the DND fire hall and provide the following information:

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|---|--------|---|
| <u>1.4 HAZARDOUS MATERIAL SPILL (Cont'd)</u>        | .2     | (Cont'd)  |
|   | .5     | (Cont'd)  |
|   | .1     | time of the spill;  |
|   | .2     | location;   |
|   | .3     | special considerations:   |
|   | .1     | personal safety;  |
|   | .2     | environmental.  |
|   | .4     | type and amount of spill;   |
|   | .5     | person reporting the spill:   |
|   | .1     | name;   |
|   | .2     | company; and  |
|   | .3     | telephone number.   |
|   | .6     | contain the spill;  |
|   | .7     | isolate the area as required;   |
|   | .8     | contact the Engineer; and   |
|   | .9     | clean up minor spills using appropriate protective equipment and supplies.  |
| <br><u>1.5 FASTENING DEVICES EXPLOSIVE ACTUATED</u> | <br>.1 | <br>Explosive actuated devices must not be used.  |
| <br><u>1.6 HOT WORK</u>                             | <br>.1 | <br>All hot work activity is to take place with Engineer's approval and written permission from the Base Fire Chief (hot work permit). Hot work permits and fire watch requirements will be provided by the Dockyard fire hall at 427-3500. |
|   | .2     | The ventilation system in the area of any hot work activity is to be isolated to prevent migration of fumes / smoke and to reduce any possible spread of fire to other areas of the facility.   |
|   | .3     | Contractor is to employ an employee trained in the use of fire extinguishers as fire watch during any hot work for a minimum of 30 minutes after activity has ceased.   |
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- 1.7 CONFINED SPACES
- .1 All work in confined spaces will be carried out in compliance with the Canada Occupational Safety and Health Regulations, Part XI.
  - .2 The Contractor to provide and maintain all equipment as required by any person to enter and / or perform work in a safe manner, in compliance with the Canada Occupational Safety and Health Regulations, Part XI.
  - .3 The Contractor to provide and maintain training, as required by the Canada Occupational Safety and Health Regulations, Part XI.
    - .1 The Contractor and/or his employees must provide proof of training and qualifications when requested by the Engineer.
  - .4 The Contractor to provide the Engineer with a copy of an "entry permit" for each and every entry into the confined space to ensure compliance with the Canada Occupational Safety and Health Regulations, Part XI.
  - .5 The Contractor to have a hazard assessment of the confined space performed.
    - .1 The Contractor to provide the Engineer with a copy of the hazard assessment.
- 1.8 FALL PROTECTION
- .1 All work carried out above the mandatory height restrictions, from unguarded structure and / or scaffolding, will be done in compliance with the Canada Occupational Safety and Health Regulations, Part XII, Section 12.10.
  - .2 The components of a fall protection system must meet the standards as outlined in the Canada Occupational Safety and Health Regulations, Part XII, Section 12.10 (2).
  - .3 The Contractor is to ensure fall protection equipment is maintained, inspected and tested by a qualified technician as required by the Canada Occupational Safety and Health Regulations, Part XII, Section 12.3.
- 1.9 ARC FLASH
- .1 The Contractor is to ensure all electrical equipment such as switchboards, panel boards, motor control centres and meter socket enclosures be marked to warn persons of potential electric shock and arc flash hazards. This labeling is required for all new & modified installations.
  - .2 The warning label must also include information regarding "arc flash hazard category (0 to 4)" and the "Flash Protection Boundary" as defined in NFPA 70E. All projects specifications must include short circuit study and flash hazard analysis.
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- 1.9 ARC FLASH (Cont'd) .3 In accordance with the CSA Standards Z462 Workplace Electrical Safety, electrical Contractors are required to perform a shock and flash hazard analysis to select the appropriate PPE to wear. Electrical Contractors are required arc-rated personal protective equipment while troubleshooting and diagnostic testing that cannot be performed unless the electrical conductor or circuit part is energized. All Contractor work practices must protect each employee from arc flash and from contact with live parts directly with any part of the body or indirectly through some other conductive object.
- 1.10 SAFETY .1 It is the Contractor's responsibility to be familiar with all applicable safety acts, regulations, codes and Contract requirements. These must be identified and addressed in the safety plan, by identifying Standard Operating Procedures (SOPs) and safe work practices (SWP) which incorporate clear and specific control measures, applicable rules, procedures and practices, all of which will become mandatory.
- .2 The Contractor must ensure all workers and authorized persons entering the work site are notified of and abide by the posted safety plan, safety rules, procedures, safe work practices and applicable safety acts, regulations, and codes. Any person not complying with these will not be permitted on the site.
- .3 Contractor must ensure that all applicable personal protective equipment (PPE) is used.
- .1 All personnel are required to wear hard hats, in accordance with CSA Z94.1, Industrial Protective Headwear.
- .2 All personnel are required to wear safety footwear, in accordance with CSA Z195, Protective Footwear.
- .3 All personnel are required to wear eye & face protection, in accordance with CSA Z94.3.1, Selection, Use and Care of Protective Eyewear.
- .4 When and where noise level is above 85 decibels; all personnel are required to wear hearing protection, in accordance with CAN/CSA Z94.2, Hearing Protection Devices - Performance, Selection, Use, and Care of Respirators.
- .5 Where toxic or noxious gas fumes, or oxygen deficiency or excessive dust may occur, so as to create a hazard to life, safety or health; all personnel are required to wear respiratory protection, in accordance with CAN/CSA Z94.4, Selection, Use, and Care of Respirators.
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1.10 SAFETY (Cont'd) .4 The Engineer will coordinate arrangements for the Contractor to be briefed on site safety within fourteen (14) days of award of Service Contract.

1.11 SITE SIGNS AND NOTICES .1 Safety and instruction signs and notices:  
.1 Signs and notices for safety and instruction must be in both official languages. Graphic symbols must conform to latest version of "Signs and Symbols for the Workplace".

PART 2 - PRODUCTS

2.1 NOT USED .1 Not used.

PART 3 - EXECUTION

3.1 NOT USED .1 Not used.

PART 1 - GENERAL

1.1 EMERGENCY REPORTING

- .1 Telephone numbers:
- .1 Base phone: dial 9-1-1;
  - .2 Cell phone: 902-427-3333.

1.2 FIRE SAFETY ENFORCEMENT

- .1 Within the confines of the Base, the prescription and enforcement of mandatory fire safety measures will be exercised under the authority of the Base Fire Chief.
- .2 Comply with and enforce compliance by all Contractor personnel with all requirements of this specification section, and with the most recent edition of the National Building Code of Canada (NBC) and the National Fire Code of Canada (NFCC), including all subsequent revisions issued by the National Research Council of Canada.
- .3 The Engineer reserves the right to require the dismissal from site of persons deemed careless or otherwise in violation of the fire safety requirements.

1.3 FIRE SAFETY BRIEFING

- .1 Prior to commencement of work under this Contract, the Engineer will arrange a meeting of all parties concerned to review and clarify requirements for fire safety measures. This may involve a briefing by the Base Fire Chief.
- .2 The Engineer will provide direction for reporting of fire including the emergency telephone number for fire reporting and location of fire alarms within or adjacent to work area.

1.4 FIRE WATCH

- .1 For hot work activity, the Contractor will provide the service of fire watch persons on a scale and schedule as prescribed by the Dockyard fire hall at the time of issuance of the hot work permit.

1.5 FIRE EXTINGUISHERS

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

1.6 SMOKING PRECAUTIONS

- .1 Smoking not permitted on DND property except in designated smoking areas. This includes smoking in passenger motor vehicles.

1.6 SMOKING  
PRECAUTIONS  
(Cont'd)

- .2 In accordance with these fire safety requirements particular to the work area and site, the Engineer and Base Fire Chief will designate hazardous areas as well as non-restricted areas where smoking may be permitted.
- .3 Smoking is prohibited in all buildings.
- .4 In all other areas, exercise care and comply with written or oral directives of the Engineer for the use of smoking materials.

1.7 REPORTING FIRE  
INCIDENTS

- .1 Report immediately all fire incidents as follows:
  - .1 activate nearest fire alarm; or
  - .2 dial 9-1-1 or designated number given at the time of briefing; and
  - .3 telephone the Engineer.
- .2 Persons activating fire alarm will remain at box to direct the Fire Department to the scene of the fire.
- .3 When reporting a fire by telephone, give location of fire, name and number of building and be prepared to direct the Fire Department to the scene of the fire.

1.8 INTERIOR &  
EXTERIOR FIRE  
PROTECTION AND  
ALARM SYSTEM

- .1 Notify Base Fire Chief at least 48 hours prior to scheduling any work that may require fire alarm and / or protection systems to be:
  - .1 obstructed in any way;
  - .2 shut-off; and / or
  - .3 left inactive at the end of a working day or shift without authorization from Base Fire Chief.
- .2 Do not commence any such work until Engineer confirms approval and direction by the Base Fire Chief.
- .3 Fire hydrants, standpipes and hose systems must not be used for other than fire fighting purposes unless authorized by the Engineer and the Base Fire Chief.

1.9 BLOCKAGE OF  
ACCESS FOR FIRE  
APPARATUS

- .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.

1.10 RUBBISH & WASTE MATERIAL

- .1 Storage:
  - .1 Where it is necessary to store oily waste in work areas exercise extreme care to ensure maximum possible safety and cleanliness.
  - .2 Deposit greasy or oily rags and materials subject to spontaneous combustion in approved receptacles approved by the Base Fire Chief and removed as directed by the Engineer.
- .2 The burning of rubbish is prohibited.
- .3 Removal:
  - .1 All rubbish must be removed from work site at end of work day or shift as directed by the Engineer.

1.11 FLAMABLE AND COMBUSTIBLE LIQUIDS

- .1 Handling, storage and use of flammable and combustible liquids governed by current National Fire Code of Canada and guided by the requirements established by the Base Fire Chief.
  - .2 Keep flammable and combustible liquids such as gasoline, kerosene and naphtha for ready use in quantities not exceeding 30 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 30 litres for work purposes requires permission of Base Fire Chief.
  - .3 The Engineer reserves the right to require removal from the site any storage containers not acceptable to the Base Fire Chief.
  - .4 Transfer of flammable and combustible liquids is prohibited within buildings or jetties.
  - .5 Transfer of flammable and combustible liquids will not be carried out in the vicinity of open flames or any type of heat producing devices.
  - .6 Do not use flammable liquids having flash point below 38 degrees C such as naphtha or gasoline as solvents or cleaning agents.
  - .7 Store flammable and combustible waste liquids, for disposal, in approved containers located in safe ventilated area. Keep quantities minimum and Fire Department is to be notified when disposal is required.
-

1.12 HAZARDOUS  
SUBSTANCES

- .1 Work entailing use of any toxic or hazardous materials, chemicals and / or explosives, or otherwise creating a hazard to life, safety or health, in accordance with the National Fire Code of Canada, and measures prescribed by the Base Fire Chief.
- .2 Obtain from Base Fire Chief a "hot work" permit for work involving welding, burning or use of blowtorches and salamanders, in buildings or facilities.
- .3 When Work is carried out in dangerous or hazardous areas involving use of heat, provide fire watchers equipped with sufficient fire extinguishers. Determination of dangerous or hazardous areas along with level of protection necessary for fire watch is at discretion of Base Fire Chief. Contractors are responsible for providing fire watch service for work on scale established and in conjunction with Base Fire Chief at pre-work conference.
- .4 Provide ventilation where flammable liquids, such as lacquers or urethanes are used, eliminate sources of ignition. Inform Base Fire Chief prior to and at cessation of such work.

1.13 FIRE INSPECTION

- .1 Co-ordinate site inspections by Base Fire Chief through Engineer.
- .2 Allow Base Fire Chief unrestricted access to work site.
- .3 Co-operate with Base Fire Chief during routine fire safety inspection of work site.
- .4 Immediately remedy unsafe fire situations observed by Base Fire Chief.

PART 2 - PRODUCTS

2.1 NOT USED

- .1 Not used.

PART 3 - EXECUTION

3.1 NOT USED

- .1 Not used.

PART 1 - GENERAL

- 1.1 GENERAL .1 **The Contractor must ensure that all their personnel are familiar with these regulations and requirements.**
- .2 The following is a summary of the security, safety and fire regulations of Canadian Forces Ammunition Depot, Bedford, as promulgated by the Base Commander, CFB Halifax and administered by the Superintendent CFAD Bedford NS.
- .3 Contractor's personnel will be subject to all of the regulations while working within confines of CFAD Bedford.
- 1.2 PRE JOB SECURITY AND SAFETY MEETING .1 Prior to commencement of Work, the Contractor must meet with the site security, safety and fire safety regulations officers. In accordance with direction of Engineer and these site officers, ensure that all employees of the Contractor are given thorough instructions on security, safety and fire precautions peculiar to an ammunition depot and that the regulations are fully complied with, at all times, by all Contractor personnel.
- 1.3 SECURITY PASSES .1 Contractors must report to the NCO I / C Commissionaires at Building 153; submit names of all their personnel and description of all their vehicles to arrange the issue of the required temporary passes prior to proceeding to work within the the confines of the Depot.
- 1.4 CONDITIONS FOR ACCESS .1 All visitors will be issued a daily pass and will be required to sign an acknowledgement that they are aware of and consent to the following conditions for access.
- .2 The person to whom this pass is issued agrees to return the pass to the security guard at the gate when the Contract or employment at CFAD Bedford expires.
- .3 All vehicles entering and leaving CFAD Bedford may be searched to ensure that no prohibited articles are taken into nor contraband articles are taken out of the ammunition depot.
- 1.5 FIRE SERVICE CFAD BEDFORD .1 Fire service at CFAD Bedford is provided by DND Fire Service from 0730 until 1600 hours, Monday to Friday. All Contract work will be ended by 1530 hours daily. Fire response at all other times is provided by HRM. Before any work is carried out during silent hours, the Dockyard Platoon Chief must be contacted at 427-0550, local 3500.
-

1.6 SEARCHES

- .1 The Canadian Corps of Commissionaires may conduct a personal search of individuals at any time within the Ammunition Depot. Vehicles entering or leaving the Depot may be searched to ensure that contraband articles are not taken into the explosives area and that property is not taken out without authorization.

1.7 ALARMS

- .1 Depot Alarms:
  - .1 A siren is sounded only in the event of an emergency such as a fire, explosion, thunderstorm or evacuation. A Siren is also sounded to signify "All Clear".
  - .2 Fire Emergency:
    - .1 A series of "Hi-Lo" sounds on the Depot alarm system signifies an emergency in the explosive area. Contractors must cease operations and proceed in their own vehicles to the nearest exit gate out of the explosive area. If no vehicle available proceed to the nearest "Fire Assembly Point" at buildings 169 or 143.
  - .3 Thunder and Lightning:
    - .1 A series of "Beeps" on the Depot alarm system signifies a thunder/lightning storm warning. Contractors must cease operations and proceed in their own vehicles to the nearest exit gate out of the explosive area. If no vehicle available proceed to the nearest "Fire Assembly Point" at Buildings 169 or 143.
  - .4 Evacuation:
    - .1 A series of "Slow Whoops" on the Depot alarm system signifies that evacuation in the explosive area has been ordered by the Superintendent. The evacuation could be extended to include the non-explosive area as well as so ordered by the Superintendent.
  - .5 All Clear:
    - .1 A continuous blast on the Depot alarm system signifies that the emergency situation is "All Clear".

1.8 REPORTING OF FIRES

- .1 All fires, regardless of whether they have been extinguished or not, must be reported immediately to the Base Fire Department.
  - .2 All Contractors and employees must familiarize themselves with the locations of the nearest fire alarm box or telephone.
-

1.8 REPORTING OF  
FIRES  
(Cont'd)

- .3 Fires may be reported by ringing the nearest street alarm box or by telephoning 911. Persons reporting the fire must remain at the alarm box or telephone until the Fire Department arrives and be prepared to direct fire fighters to the scene of the fire.

1.9 PROHIBITED  
ARTICLES  
ARTICLES

- .1 The following articles are prohibited and / or controlled from being taken inside the explosive area. Permission by the Superintendent may be granted for certain articles:
- .1 matches or other flame producing equipment (including vehicle lighters);
  - .2 pipes, smoking appliances, tobacco products, or smoking materials in any form;
  - .3 explosives or chemicals;
  - .4 lights, lamps or electrical devices / tools which are not explosion proof;
  - .5 cameras;
  - .6 food and drink; and
  - .7 radio transmitting devices (e.g. mobile radios, cellular phones, remote car starters, garage door openers, etc).
- .2 No persons will introduce, possess or consume alcoholic beverages, narcotics or any intoxicant within the confines of the Ammunition Depot.
- .3 The site security officers will seize and hold at the gate, any such materials found by search.

1.10 SAFETY AND FIRE  
REGULATIONS  
REGULATIONS

- .1 Smoking:
- .1 Is strictly prohibited in explosive areas.
- .2 Buildings:
- .1 Smoking is prohibited in all buildings.
- .3 Safety Precautions Electrical/Electronic Equipment:
- .1 All personnel operating or maintaining electrical / electronic equipment involving the use of voltage higher than 50 V must brief the site safety and fire safety officers concerning all safety rules in the operating and instructional manuals covering the equipment.
-



1.11 TRAFFIC  
REGULATIONS  
(Cont'd)

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- .1 (Cont'd)
    - .1 (Cont'd)
      - .1 drivers must not leave the motors of their vehicles running or leave the vehicles unattended when parked between buildings or traverses;
      - .2 drivers must not drive vehicles in the direction opposite to that indicated by the "One-Way" signs;
      - .3 no one will operate a vehicle within the Depot area at a speed greater than 25 kilometers per hour at any time;
      - .4 no one will operate a vehicle within the Depot area at a speed greater than 8 kilometers per hour at any time, while passing between blast walls and buildings;
      - .5 no one will leave a vehicle unattended within 10 metres of a fire hydrant or within 30 metres of a building containing explosives; and
      - .6 all vehicles must be equipped with a fire extinguisher of a suitable size and type so that it may be used to extinguish any fire originating in that vehicle.
    - .2 Violation of any of the above regulations will result in immediate cancellation of the offender's vehicle pass and expulsion from the site.
  - .2 Roadways:
    - .1 In the event of a fire or emergency all roads and buildings within CFAD Bedford must be accessible at all times. Contractors required to disrupt roadways during the course of their work, must ensure that at least one lane of each roadway is passable, at all times. Vehicles not required to transport personnel to the nearest exit gate must be parked on the side of the road and away from the nearest building.
  - .3 Fueling:
-

1.11 TRAFFIC  
REGULATIONS  
(Cont'd)

- .3 (Cont'd)
- .1 Fueling of vehicles within the explosive areas is prohibited. Small equipment (lawn mowers, chainsaws, etc.) may be re-fueled, but only at sites designated by the Safety Officer and Fire Safety Officer. Comply with all safety practices pertaining to re-fueling hot equipment. Provide adequate fire extinguishers of types prescribed by the Fire Safety Officer. Only approved safety dispensing containers, as specified at sub-paragraph 1.10.6, will be permitted within the confines of the Ammunition Depot.
- .4 Violation of any of the above regulations will result in immediate cancellation of the vehicle pass and expulsion of the offender from the site.

PART 2 - PRODUCTS

2.1 NOT USED .1 Not used.

PART 3 - EXECUTION

3.1 NOT USED .1 Not used.

PART 1 - GENERAL

- 1.1 DEFINITIONS .1 Environmental Pollution and Damage:
- .1 Presence of chemical, physical, biological elements or agents which adversely affect human health and welfare; unfavourably alter ecological balances of importance to human life; affect other species of importance to humankind; or degrade environment aesthetically, culturally and / or historically.
  - .2 Environmental Protection:
    - .1 Prevention / control of pollution and habitat or environment disruption during construction. Control of environmental pollution and damage requires consideration of land, water, and air; biological and cultural resources; and includes management of visual aesthetics; noise; solid, chemical, gaseous, and liquid waste; radiant energy and radioactive material as well as other pollutants.
- 1.2 FIRES .1 Fires and burning of rubbish on site not permitted.
- 1.3 DRAINAGE .1 Provide temporary drainage and pumping required to keep excavations and site free from water.
- .2 Ensure pumped water into waterways, sewer or drainage systems is free of suspended materials.
  - .3 Control disposal or runoff of water containing suspended materials or other harmful substances in accordance with local authority requirements.
- 1.4 WORK ADJACENT TO WATERWAYS .1 Construction equipment to be operated on land only.
- .2 Waterways to be free of excavated fill, waste material and debris.
- 1.5 POLLUTION CONTROL .1 Maintain temporary erosion and pollution control features installed under this Contract.

PART 2 - PRODUCTS

- 2.1 NOT USED .1 Not used.

PART 3 - EXECUTION

- 3.1 CLEANING
- .1 Clean in accordance with Section 01 74 11 - Cleaning.
  - .2 Ensure public waterways, storm and sanitary sewers remain free of waste and volatile materials disposal.

PART 1 - GENERAL

1.1 REFERENCES

- .1 Within text of each specifications section, reference may be made to reference standards.
- .2 Conform to these reference standards, in whole or in part as specifically requested in specifications.
- .3 If there is a question as to whether products or systems are in conformance with applicable standards, Engineer reserves right to have such products or systems tested to prove or disprove conformance.
- .4 Cost for such testing will be born by Engineer in event of conformance with Contract documents or by Contractor in event of non-conformance.

1.2 QUALITY

- .1 Products, materials, equipment and articles incorporated in Work must be new, not damaged or defective, and of best quality for purpose intended. If requested, furnish evidence as to type, source and quality of products provided.
- .2 Defective products, whenever identified prior to completion of Work, will be rejected, regardless of previous inspections. Inspection does not relieve responsibility, but is precaution against oversight or error. Remove and replace defective products at own expense and be responsible for delays and expenses caused by rejection.
- .3 Should disputes arise as to quality or fitness of products, decision rests strictly with Engineer based upon requirements of Contract documents.
- .4 Unless otherwise indicated in specifications, maintain uniformity of manufacture for any particular or like item throughout building.
- .5 Permanent labels, trademarks and nameplates on products are not acceptable in prominent locations, except where required for operating instructions, or when located in mechanical or electrical rooms.

1.3 STORAGE,  
HANDLING AND  
PROTECTION

- .1 Handle and store products in manner to prevent damage, adulteration, deterioration and soiling and in accordance with manufacturer's instructions when applicable.
- .2 Store packaged or bundled products in original and undamaged condition with manufacturer's seal and labels intact. Do not remove from packaging or bundling until required in Work.

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<u>1.3 STORAGE, HANDLING AND PROTECTION</u> (Cont'd)	.3	Store products subject to damage from weather in weatherproof enclosures.
	.4	Remove and replace damaged products at own expense and to satisfaction of Engineer.
<u>1.4 MANUFACTURER'S INSTRUCTIONS</u>	.1	Unless otherwise indicated in specifications, install or erect products in accordance with manufacturer's instructions. Do not rely on labels or enclosures provided with products. Obtain written instructions directly from manufacturers.
	.2	Notify Engineer in writing, of conflicts between specifications and manufacturer's instructions, so that Engineer will establish course of action.
	.3	Improper installation or erection of products, due to failure in complying with these requirements, authorizes Engineer to require removal and re-installation at no increase in Contract Price or Contract Time.
<u>1.5 FASTENINGS</u>	.1	Provide metal fastenings and accessories in same texture, colour and finish as adjacent materials, unless indicated otherwise.
	.2	Prevent electrolytic action between dissimilar metals and materials.
	.3	Use non-corrosive hot dip galvanized steel fasteners and anchors for securing exterior work, unless stainless steel or other material is specifically requested in affected specification Section.
	.4	Space anchors within individual load limit or shear capacity and ensure they provide positive permanent anchorage. Wood, or any other organic material plugs are not acceptable.
	.5	Keep exposed fastenings to a minimum, space evenly and install neatly.
	.6	Fastenings which cause spalling or cracking of material to which anchorage is made are not acceptable.
<u>1.6 EXISTING UTILITIES</u>	.1	When breaking into or connecting to existing services or utilities, execute Work at times directed by local governing authorities, with minimum of disturbance to Work, and / or building occupants and pedestrian and vehicular traffic.
	.2	Protect, relocate or maintain existing active services. When services are encountered, cap off in manner approved by authority having jurisdiction. Stake and record location of capped service.

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PART 2 - PRODUCTS

2.1 NOT USED .1 Not used.

PART 3 - EXECUTION

3.1 NOT USED .1 Not used.

PART 1 - GENERAL

1.1 PROJECT  
CLEANLINESS

- .1 Conduct cleaning and disposal operations to comply with local ordinances and anti-pollution laws.
- .2 Maintain Work in tidy condition, free from accumulation of waste products and debris, other than that caused by Owner or other Contractors.
- .3 Remove waste materials from site at daily regularly scheduled times or dispose of as directed by Engineer. Do not burn waste materials on site.
- .4 Dispose of waste materials and debris off DND site.
- .5 Store volatile waste in covered metal containers, and remove from premises at end of each working day.
- .6 Provide adequate ventilation during use of volatile or noxious substances. Use of building ventilation systems is not permitted for this purpose.
- .7 Use only cleaning materials recommended by manufacturer of surface to be cleaned, and as recommended by cleaning material manufacturer.

1.2 FINAL CLEANING

- .1 When Work is substantially performed remove surplus products, tools, construction machinery and equipment not required for performance of remaining Work.
- .2 Remove waste products and debris other than that caused by Owner or other contractors, and leave Work clean and suitable for occupancy.
- .3 Broom clean and wash exterior walks, steps and surfaces; rake clean other surfaces of grounds.
- .4 Remove dirt and other disfiguration from exterior surfaces.
- .5 Sweep and wash clean paved areas.

PART 2 - PRODUCTS

2.1 NOT USED

- .1 Not used.

PART 3 - EXECUTION

3.1 NOT USED .1 Not used.

PART 1 - GENERAL

- 1.1 REFERENCES
- .1 ULC ORD-C58.12, Leak Detection Devices (Volumetric Type) for Underground Flammable Liquid Storage Tanks.
  - .2 ULC/ORD-C58.14, Non-Volumetric Leak Detection Devices for Underground Flammable Liquid Storage Tanks.
  - .3 SOR/DORS/2008-197.
  - .4 Canadian Environmental Protection Act, 1999.
- 1.2 GENERAL
- .1 Materials and parts used must be as specified by the manufacturers of the equipment.
  - .2 If in an emergency the Contractor installs parts other than those specified, he must replace them with specified parts before claiming payment, and no claim for other than the specified parts will be made by the Contractor.
  - .3 All replaced parts and materials, whether serviceable or unserviceable must be returned to the Engineer upon completion of work.
  - .4 The Contractor must carry a complete stock of parts necessary for the work included in this Contract.
- 1.3 ALTERATIONS & SUBSTITUTIONS
- .1 The Contractor must not make any changes in the design and installation of equipment and fixtures without prior written authority by the Engineer.
- 1.4 MANUFACTURER'S INSTRUCTIONS
- .1 As per Section 01 61 00 Common Product Requirements.
- 1.5 MAINTENANCE INSPECTIONS (DISPENSERS)
- .1 The Contractor must provide quarterly preventive maintenance inspections of dispensing pumps, hoses and tanks. The inspections must be carried out and will include any work detailed therein which does not require the replacement or installation of major parts or materials. The maintenance report must be completed in three (3) copies. One (1) copy to be retained by Contractor and two (2) copies will be forwarded to the Engineer.
  - .2 On completion of the first inspection, the Contractor must present a report to the Engineer to include (within 7 seven days):
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1.5 MAINTENANCE  
INSPECTIONS  
(DISPENSERS)  
(Cont'd)

- .2 (Cont'd)
- .1 a list of "orphan" equipment and, if possible, a statement on whether the cost of maintaining this equipment is likely to be excessive in view of its condition.
  - .2 recommendation on major repairs and replacements necessary for continued efficient operation of the equipment will be presented to the Engineer within two (2) days.
  - .3 the Contractor must notify the Engineer seven (7) days prior the beginning of inspection in order to ascertain the time and date are acceptable to both parties.
- .3 Upon award of Contract, the Contractor must perform the first inspection within 2 weeks of award. The quarterly inspections must be performed between 10 and 14 weeks from last inspection.

1.6 MAINTENANCE  
INSTRUCTIONS  
(MONITOR AND LEAK  
DETECTION SYSTEMS)

- .1 The Contractor must provide annual preventive maintenance inspections of monitoring and leak detection systems. The inspections must be carried out and will include any work detailed therein which does not require the replacement or installation of major parts or materials.
- .2 The Contractor must use and fill out the forms found in Annex A Fuel Dispensing Units and Annex B Fuel Tank Systems of this specification. One (1) copy to be retained by Contractor and two (2) copies will be forwarded to the Engineer.
- .3 General Visual Inspection:
  - .1 Inspect for signs of corrosion inside the monitor.
  - .2 Check for broken or frayed insulation on all wires and be sure that the wires are secure at the terminals.
  - .3 Check all PC boards for cracks.
  - .4 Check to see that there is no loose or missing attaching hardware for components (transformers, PC boards, brackets, etc.).
  - .5 Check to see that all interconnecting cable connectors are firmly seated and check connector ends for cracks and flat cable for breaks.
  - .6 Check fuse holder contacts for corrosion.
  - .7 Check monitor for cracked display lens and damaged or missing buttons.

1.6 MAINTENANCE  
INSTRUCTIONS  
(MONITOR AND LEAK  
DETECTION SYSTEMS)  
(Cont'd)

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- .3 (Cont'd)
- .8 Check the mounting of the equipment to be sure all components are mounted properly and in accordance with instructions contained in the Site Preparation and Installation Manual.
  - .9 Verify that no unapproved modifications to the equipment have been made, no unapproved parts are being used, and previous repairs and modifications bring the unit to original factory condition.
  - .10 Verify that the unit is installed indoors in an accessible location.
  - .11 Verify that the console has #12 AWG (or larger diameter) conductor from barrier to earth ground in the power panel.
  - .12 Verify power wires are installed in conduit.
  - .13 Verify console chassis ground connection.
  - .14 Verify conduits enter console only through preformed knock-outs.
  - .15 Ensure console to probe runs do not exceed 1000 feet.
  - .16 Ensure console to sensor wiring runs do not exceed 1000 feet.
  - .17 Check that probe and sensor wiring and conduit meet manufacturer's requirements.
  - .18 Sealoffs are installed between building and tanks on probe and sensor conduits.
  - .19 Ensure probe and sensor wiring connections in tank area are installed in suitable weatherproof junction boxes.
  - .20 Check all outdoor wiring connections for probes and sensors are sealed with epoxy sealing kits.
- .4 Consoles:
- .1 Check printer for paper if equipped.
  - .2 Print out or check system inventory and verify to actual inventory.
-

1.6 MAINTENANCE  
INSTRUCTIONS  
(MONITOR AND LEAK  
DETECTION SYSTEMS)  
(Cont'd)

- .4 (Cont'd)
  - .3 Print out or record system setup values, then verify if battery backup is working by powering the unit down and then back up with the circuit breaker. If programming is lost, the battery is bad and the unit will need service.
  - .4 Verify in-tank tests are being performed as required by the printing reports.
  - .5 Press alarm / test button to verify power, warning and alarm indicators light and audible alarm sounds.
  - .6 Verify line leak tests are being performed (if line leak installed).
- .5 Mag Probes and Cap Probes:
  - .1 Inspect probe cables for any cracking or swelling.
  - .2 Mag probes only - Inspect floats and probe shaft for any residue build up and clean with mineral spirits as necessary.
  - .3 Cap Type 0 probes only - Run diagnostic check on probe and verify there are no open or shorted segments.
- .6 Alarms for Fuel Level Probes:
  - .1 Verify alarms function properly for pre-set "high level" limits. If necessary, temporarily alter level limit to simulate alarm state and reset limit to original level.
  - .2 Some alarm systems are relayed to the Fire Hall. Ensure Base Fire Services are notified prior to triggering any alarm.
- .7 Volumetric Line Leak Detection System:
  - .1 Check flexible fuel control lines for any chafing or excessive corrosion.
- .8 Pressurized Line Leak Detector:
  - .1 Check line leak sensor cable for any cracking or damage.
- .9 Piping Sump Sensor (Float Type):
  - .1 Inspect sensors to verify float moves freely.
  - .2 Turn sensor upside down to verify the monitor liquid alarm is activated.

1.6 MAINTENANCE  
INSTRUCTIONS  
(MONITOR AND LEAK  
DETECTION SYSTEMS)  
(Cont'd)

- .10 Dispenser Pan Sensor:
    - .1 Inspect sensor cables for any cracking or swelling.
    - .2 Verify sensor is firmly secured in an upright position on the bottom of the pan.
  - .11 Containment Sump Sensor:
    - .1 Inspect sensor cables for any cracking or swelling.
    - .2 Verify sensor is firmly secured in an upright position on the bottom of the containment sump.
  - .12 Vapour Sensor:
    - .1 Inspect sensor cables for any cracking or swelling.
  - .13 Groundwater Sensor:
    - .1 Inspect sensor cables for any cracking or swelling.
    - .2 Lift sensor above water level in the well and verify the system activates a "WATER OUT" alarm.
  - .14 Hydrostatic Sensor:
    - .1 Inspect sensor cables for any cracking or swelling.
    - .2 Remove sensor from brine reservoir and verify floats move freely. With sensor in its upright position, the system should activate a "FUEL ALARM". Turn the sensor upside down to be sure the system activates a "WATER ALARM". If the sensor does not alarm in both conditions then service will be required.
  - .15 The Contractor must produce a report for each system inspected and make 3 copies. One (1) copy to be retained by Contractor and two (2) copies will be forwarded to the Engineer.
  - .16 The system inspection report must contain, as a minimum, the following information:
    - .1 storage tank PRIN number (s) associated with the monitoring equipment;
    - .2 location of the equipment;
    - .3 manufacture's name and model of equipment;
    - .4 date of the inspection;
    - .5 results of the inspection;
-

1.6 MAINTENANCE  
INSTRUCTIONS  
(MONITOR AND LEAK  
DETECTION SYSTEMS)  
(Cont'd)

- .16 (Cont'd)
- .6 analysis of the inspection results; and
  - .7 recommendations and cost estimates on repairs and replacements necessary for continued efficient operation of the equipment; all other terms and conditions remain as stated in original award documents.
- .17 The Contractor must provide a schedule stating the date the work is to be carried out on each system. The schedule must be submitted (three (3) copies) to the Engineer seven (7) days prior to commencement of any work.

1.7 EXTERIOR TANKS

- .1 The Contractor must conduct annual dips of tanks found in Annex C to check for water content. Contractor to use and fill out the form in Annex C Fuel Tanks to be Dipped for Water.
- .2 The Contractor must coordinate with the Engineer dates for dipping the tanks in order to ensure access without delays.
- .3 Tanks that require additional work to dip tanks, such as equipment removal and reinstallation, will be conducted under a DND 626 "Task Authorization".
- .4 The Contractor must provide a report of results to the Engineer.

1.8 TANK / LINE LEAK  
TESTING (OPTIONAL)

- .1 The tank precision leak detection test must be completed in accordance with SOR/DORS/2008-197 section 21.
- .2 The piping precision leak detection test must be completed in accordance with SOR/DORS/2008-197 section 24.
- .3 Tank / line leak testing will be done on a "Call-In" basis only.
- .4 The Contractor will provide all labour, materials and equipment for leak testing of underground and aboveground fuel tanks, associated piping and systems.
- .5 The Contractor will provide certification that the testing method meets the applicable federal, provincial or municipal requirements for sensitivity for precision leak tests for underground and aboveground fuel tanks and associated piping and that the sensitivity is not impacted by tank size, thermal expansion of the fuel products, product vapours, or length and size of piping.
- .6 Tests will be conducted during normal working hours and without interrupting the operation of the tank/piping system unless otherwise authorized by the Engineer.

1.8 TANK / LINE LEAK  
TESTING (OPTIONAL)  
(Cont'd)

- .7 A summary of the tank location, capacity and inventory is listed in Annex B.
- .8 The Contractor must produce a report for each test conducted and make 3 copies. One (1) copy to be retained by Contractor and two (2) copies will be forwarded to the Engineer within 10 days of the test.
- .9 The tank / line leak test report must contain, as a minimum, the following information:
  - .1 the test or inspection date;
  - .2 the storage tank system identification number;
  - .3 the type of petroleum product or allied petroleum product stored in the system;
  - .4 the test or inspection results;
  - .5 the testing method;
  - .6 the name and address of the individual and, if applicable, the company that performed the test or inspection;
  - .7 the components of the corrosion analysis program referred to in subparagraph 23(1)(a)(ii) of SOR/DORS/2008-197; and
  - .8 recommendation and cost estimates on repairs and replacements necessary for continued efficient operation of the equipment.

1.9 LEAK TESTING  
REQUIREMENTS

- .1 Tank / line leak testing will be done by one of the following methods:
  - .1 A pressure liquid media leak detection test that meets the requirements of a precision leak detection test, is performance certified by a third party, and that is conducted by testing technicians trained in the care and usage of the test device.
  - .2 A static liquid media leak detection test, lasting a minimum of one hour, that shows a leak rate that does not exceed 0.38 L/h and that shows no visual evidence of a leak.
  - .3 A high-vacuum, high-pressure inert gas pipe leak detection test conducted in accordance with the following procedures:

1.9 LEAK TESTING  
REQUIREMENTS  
(Cont'd)

- .1 (Cont'd)
  - .3 (Cont'd)
    - .1 This test may be used for a leak detection test for piping systems that are in use and that have a volume of less than 1000 L.
    - .2 Whenever permitted by the equipment design and installation, product contained in the piping system is drained prior to conducting the pressure decline test procedure.
    - .3 Pumps, dispensers or other auxiliary equipment connected to the piping that cannot be subjected to the pressure of the test must be isolated from the test procedures to prevent equipment damage.
    - .4 Test vacuums or pressures will be more than 350 kPa (gauge) or 1.5 times the maximum operating pressure, whichever is greater; be less than 700 kPa (gauge) except when the piping system is designed for such pressures, and not exceed the equipment manufacturer's design limitations.
    - .5 Stabilization time is required after vacuum or pressurization.
  - .4 Low-vacuum or low-pressure inert gas pipe leak detection tests conducted according to the following procedures:
    - .1 A vacuum or pressure decline test using an inert gas may be used to conduct a leak detection test on the secondary containment of double-wall storage tank systems and double-wall pipe.
    - .2 Contained in the secondary containment system must be drained prior to conducting the pressure decline test procedure;
    - .3 Vacuum or test pressure must be conducted between 20 kPa and 35 kPa, and not exceed the equipment manufacturer's design limitations.
    - .4 Stabilization time required after vacuum or pressurization.

1.10 WORKMANSHIP

- .1 All work must be performed by fully qualified (factory trained) mechanics.

PART 2 - PRODUCTS

2.1 NOT USED .1 Not used.

PART 3 - EXECUTION

3.1 NOT USED .1 Not used.



**Tank Monitoring Consoles**

#	PRIN	EC #	Location	Contents	Capacity	Equipment	Types of sensors	Date Inspected	Name of Technician	Testing Method	Inspection Results
1	15795	00006944	CFAD Bedford	Diesel	10,121	Veeder-Root TLS 3350					
2	9367	00006964	CFAD Bedford	Gasoline	10,121	Veeder-Root TLS 3350					
3	628279	00037913	CFAD Bedford BM40	Heating	2,160	Albany Pump Co.					
4	628281	00037913	CFAD Bedford BM40	Heating	2,160	Albany Pump Co.					
5	628283	00037915	CFAD Bedford BM212	Heating	13,713	OPW Site Sentinel					
6	628311	00037929	CFAD Bedford BM39	Heating	13,710	OPW Site Sentinel					
7	628696	00038975	CFAD Bedford BM36	Heating	13,713	OPW Site Sentinel					
8	14483	00006963	CFAD Bedford BM239	Heating	3782	Veeder-Root TLS 3350					
9	627726	00034066	RC Risher Armoury	Heating	9,068	OPW Site Sentinel					
10	9248	00006873	NAD	Heating	71,437	OPW Site Sentinel					
11	16041	00016315	Dockyard crane dispensing	Diesel	4,745	Veeder-Root LD, LA, VA, VR on Pde Panel					
12	627298	00036680	Dockyard, Synchro-lift	Generator	910	Franklin Fueling System T501001 Sentinel					
13	16107	00026853	Dockyard 210	Generator	2700	Elementer Tank Fill Monitor					
14	14823	00006928	Dryd Jetty MC Camber	Diesel	9,090	Veeder-Root LA, VA					
15	15973	00015643	Dryd Jetty MC Camber	Gasoline	4,540	Bedelet LA, Veeder root LD Zem Z-1185 LA, VR, L3 Sump Bunker Pit					
16	3916	00006904	Stadcona 11	Heating	45,000	Veeder-Root LD, LA, VA, VR, L1 Vacuum VR L2/ Primary Sump Basement					
17	14837	N/A	Stadcona 7	Heating	2,365	Veeder-Root LD					
18	9395	00006872	Stadcona 88	Diesel	2,272	Veeder-Root LD, LA, VA					
19	9396	00006872	Stadcona 88	Diesel	2,272	Veeder-Root LD, LA, VA					
20	2450	00006863	Stadcona 89	Diesel	45,460	Tankgard LD					
21	16003	00006863	Stadcona 89	Diesel	909	Veeder-Root ILS 330					
22	15821	00006943	Stadcona 105	Diesel	9,313	Torna Tech					
23	626489	00006943	Stadcona 105	Diesel	224	Torna Tech					
24	14282	00006864	DCD 37 Sandwich Point	Heating	9,737	Veeder Root LD					
25	14849	00006864	DCD 37 Sandwich Point	Heating	13,680	Veeder Root LD					
26	15916	00008306	Shearwater 252	Avgas	91,000	Veeder Root LD, LA, VA					
27	15917	00008306	Shearwater 252	Avgas	91,000	Veeder Root LD, LA, VA					
28	15918	00008306	Shearwater 252	Avgas	91,000	Veeder Root LD, LA, VA					
29	14307	00006922	Shearwater Hgr3	Avgas	4,545	Varec LA					
30	626915	00028394	Shearwater 349 CHP	Avgas	125,000	Level Flex					
31	16087	00020202	Shearwater 4	Heating	13,638	OPW VA					
32	3863	00006891	Turo 2	Heating	4,800	Stempro					
33	9358	00006929	Willow Park 6	Gasoline	34,736	Veeder Root LD, LA, VA, in W16 office					
34	9340	00006914	Willow Park 6	Diesel	23,261	Veeder Root LD, LA, VA, in W16 office					
35	15796	00006945	Willow Park 6	Diesel B20	9,100	Veeder Root LD, LA, VA, in W16 office					
36	2343	00006950	Windson Park 62	Heating	45,450	Auto Slik Jr. LD, LA, VA					
37	2215	00006897	Shearwater 32	Gasoline	22,730	Veeder-Root LD, LA, VA					
38	9383	00006921	Shearwater 32	Diesel	13,687	Veeder-Root LD, LA, VA					
39	3861	00006877	Great Village 1	Heating	9,090	BL-Jug lines					
40	2859	00006877	Great Village 1	Generator	4,500	Veeder-Root Guardian					
41	627244	00032611	Willow 37	waste oil	2500	OPW Site Sentinel touch					
42	627223	00032611	Willow 37	waste oil	2500	OPW Site Sentinel touch					
43	627250	N/A	Willow 57	waste	2500	OPW Site Sentinel touch					
44	3922	00006923	Sydney Garrison Bldg41	coolant	9090	Veeder-Root ILS 330					
45	3923	00006875	Sydney Garrison Bldg41	Heating	9090	Veeder-Root ILS 330					

**Note: Test Vacuum Alarms/ High Level Alarms/ Low Level Alarms and Liquid Alarms. Confirm alarms and probes are monitoring product.**

Inspection completed by:

**Tanks**

#	Tank PRIN	PRIN Name	Location Information	Facility Type	Capacity (L)	Water Level	Date Tested	Comments
1	k-14482	CFAD Bedford	Building BM239	Operating Tank	3782			
2	k-09367	CFAD Bedford	Fill Site North of BM158	Cardlock/Keylock	10121			
3	k-15795	CFAD Bedford	Fill Site North of BM158	Cardlock/Keylock	10121			
4	k-628283	CFAD Bedford	BM212	Operating Tank- Heating Appliance	13713			
5	k-628696	CFAD Bedford	BM36	Operating Tank- Heating Appliance	13713			
6	k-628819	CFAD Bedford	BM230	Operating Tank- Heating Appliance	13713			
7	k-628015	CFAD Bedford	BM203	Operating Tank- Heating Appliance	1137			
8	k-627726	RC Risley Bldg	Bedford Armoury	Operating Tank- Heating Appliance	9068			
9	k-9355	DCD School	DC18	Operating Tank- Heating Appliance	2272			
10	k-14282	DCD School	DC37	Operating Tank- Heating Appliance	9737			
11	k-14849	DCD School	DC37	Operating Tank- Heating Appliance	13680			
12	k-16078	DCD School	DC19	Operating Tank- Heating Appliance	909			
13	k-626607	Degaussing range	DG1	Operating Tank- Heating Appliance	909			
14	k-15986	Degaussing range	DG8	Operating Tank- Heating Appliance	2272			
15	k-14823	Dockyard	Jetty NC Camber, Diesel Tank	Cardlock/Keylock	9000			
16	k-15973	Dockyard	Jetty NC Force Protection, Gasoline	Cardlock/Keylock	4540			
17	k-15595	Dockyard	Beside Building D211, Parking Lot	Operating Tank- Heating Appliance	909			
18	k-16041	Dockyard	Crane Fuel Dispensing Unit	Services Station/Gas Bar	4745			
19	k-02302	Ferguson's cove	FC1	Operating Tank- Heating Appliance	2315			
20	k-02305	CFB Mill Cove	MC8	Operating Tank- Heating Appliance	15000			
21	k-02107	Newport Corner	NC9	Operating Tank- Heating Appliance	2272			
22	k-15736	Newport Corner	NC13	Operating Tank- Heating Appliance	909			
23	k-16114	Osbourne Head Gunnery Range	OH301	Operating Tank- Heating Appliance	909			
24	k-16115	Osbourne Head Gunnery Range	OH301	Operating Tank- Heating Appliance	909			
25	k-16112	Osbourne Head Gunnery Range	OH301	Operating Tank- Heating Appliance	909			
26	k-16113	Osbourne Head Gunnery Range	OH301	Operating Tank- Heating Appliance	909			
27	k-15741	Osbourne Head Gunnery Range	OH304	Operating Tank- Heating Appliance	909			
28	k-15742	Osbourne Head Gunnery Range	OH304	Operating Tank- Heating Appliance	909			
29	k-02318	Royal Artillery Park	RA1	Operating Tank- Heating Appliance	2272			
30	k-02320	Royal Artillery Park	RA2	Operating Tank- Heating Appliance	2272			
31	k-09390	Royal Artillery Park	RA3	Operating Tank- Heating Appliance	2270			
32	k-09394	Royal Artillery Park	RA6	Operating Tank- Heating Appliance	2272			
33	k-09357	Royal Artillery Park	RA8	Operating Tank- Heating Appliance	2272			
34	k-02215	12 Wing Shearwater	Building SH32	Cardlock/Keylock	22730			
35	k-09383	12 Wing Shearwater	Building SH32 Fuel Depot	Cardlock/Keylock	13687			
36	k-02218	12 Wing Shearwater	SH14	Operating Tank- Heating Appliance	10000			
37	k-14113	12 Wing Shearwater	SH64 (Rink)	Operating Tank- Heating Appliance	2272			
38	k-628098	12 Wing Shearwater	SH47 (FireHall)	Operating Tank- Heating Appliance	2160			
39	k-09381	12 Wing Shearwater	SH45	Operating Tank- Heating Appliance	2382			
40	k-09380	12 Wing Shearwater	SH38	Operating Tank- Heating Appliance	2382			
41	k-15822	12 Wing Shearwater	SH38A Main gate	Operating Tank- Heating Appliance	2272			
42	k-16087	12 Wing Shearwater	Building SH4	Operating Tank- Heating Appliance	13638			

Fuel Tanks to be Dipped for Water

43	k-15719	12 Wing Shearwater	SH57	Operating Tank- Heating Appliance	909			
44	k-15725	12 Wing Shearwater	SH57	Operating Tank- Heating Appliance	909			
45	k-15720	12 Wing Shearwater	SH132	Operating Tank- Heating Appliance	909			
46	k-15721	12 Wing Shearwater	SH132	Operating Tank- Heating Appliance	909			
47	k-15916	12 Wing Shearwater	Bulk Fuel	JP8	91502			
48	k-15917	12 Wing Shearwater	Bulk Fuel	JP8	91502			
49	k-15918	12 Wing Shearwater	Bulk Fuel	JP8	91502			
50	k-14307	12 Wing Shearwater	HGR3	F37	4545			
51	k-15822	12 Wing Shearwater	main gate SH35A	Operating Tank- Heating Appliance	2272			
52	k-15891	12 Wing Shearwater	SH330	Operating Tank- Heating Appliance	2365			
53	k-15892	12 Wing Shearwater	SH330	Operating Tank- APU	2365			
54	k-02280	Stadacona	S20	Operating Tank- Heating Appliance	2272			
55	k-14837	Stadacona	S7	Operating Tank- Heating Appliance	2365			
56	k-15738	Stadacona	S41	Operating Tank- Heating Appliance	909			
57	k-15739	Stadacona	S41	Operating Tank- Heating Appliance	909			
58	k-09358	Willow Park	Building WL6	Cardlock/Keylock (Gas)	34736			
59	k-09340	Willow Park	Building WL6	Cardlock/Keylock (Diesel)	23261			
60	k-15796	Willow Park, BioDiesel	Dispensing Pumps Across from WL6	Cardlock/Keylock (BIO)	9100			
61	k-02113	Windsor Armoury	62 fort edward st	Operating Tank- Heating Appliance	4555			
62	k-03891	Windsor Park	WP61	Operating Tank- Heating Appliance	2400			
63	k-03861	Great Village	GV1	Operating Tank- Heating Appliance	4500			



Government of Canada /  
Gouvernement du Canada

NOV 26 2015

Contract Number / Numéro du contrat  
W6837-16-5578

Security Classification / Classification de sécurité  
UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL)  
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		NATIONAL DEFENCE		2. Branch or Directorate / Direction générale ou Direction RPO Unit (Atlantic)	
3. a) Subcontract Number / Numéro du contrat de sous-traitance			3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant		
4. Brief Description of Work / Brève description du travail Work under this Service Contract comprises the furnishing of all labour, materials, tools, equipment, services & supervision required for the inspection, cleaning, calibration & maintenance of POL dispensing units, pumps, flow metres, level monitors, leak detectors & leak testing fuel distribution systems as specified in attached specification W6837-16-5578 dated 2015-07-13					
5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées?				<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?				<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis					
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)				<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.				<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?				<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès					
Canada <input type="checkbox"/>		NATO / OTAN <input type="checkbox"/>		Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion					
No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>		All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>		No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	
Not releasable / À ne pas diffuser <input type="checkbox"/>					
Restricted to: / Limité à : Specify country(ies): / Préciser le(s) pays : <input type="checkbox"/>		Restricted to: / Limité à : Specify country(ies): / Préciser le(s) pays : <input type="checkbox"/>		Restricted to: / Limité à : Specify country(ies): / Préciser le(s) pays : <input type="checkbox"/>	
7. c) Level of information / Niveau d'information					
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>		NATO UNCLASSIFIED <input type="checkbox"/>		PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>		NATO NON CLASSIFIÉ <input type="checkbox"/>		PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>		NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>		PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>		NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>		CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	
SECRET / SECRET <input type="checkbox"/>		NATO SECRET / NATO SECRET <input type="checkbox"/>		SECRET / SECRET <input type="checkbox"/>	
TOP SECRET / TRÈS 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"/>				TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>	



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

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

If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité :

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

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

Document Number / Numéro du document :

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

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

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

Special comments:

Commentaires spéciaux: Escort will be provided as necessary within CFAD & 12Wg AOZ

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

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

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  No / Non  Yes / Oui

If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?  No / Non  Yes / Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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



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

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED? / La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

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

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED? / La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

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



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat W6837-16-5578
Security Classification / Classification de sécurité UNCLASSIFIED

**PART D - AUTHORIZATION / PARTIE D - AUTORISATION**

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées) MWO B. Bennett	Title - Titre RPO Unit (Atlantic) Conts 2 I/C	Signature 
Telephone No. - N° de téléphone 902-722-4906	Facsimile No. - N° de télécopieur 902-722-1847	E-mail address - Adresse courriel brian.bennett@forces.gc.ca
		Date 21 Nov 15

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées) Sasa Medjovic - DDSO - Industrial Security Senior Security Analyst Tel: 613-996-0286 E-mail: sasa.medjovic@forces.gc.ca	Title - Titre Senior Security Analyst	Signature 
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
		Date 2015 - Nov 26

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached / Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?  No / Non  Yes / Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
		Date

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées) Anna Kulycka Contract Security Officer, Contract Security Division	Title - Titre Contract Security Officer, Contract Security Division	Signature 
Telephone No. - N° de téléphone Tel: 613-957-1258 / Fax: 613-954-4174	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
		Date Dec 1, 2015

**TASK AUTHORIZATION  
AUTORISATION DES TÂCHES**

<p>All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.</p>		Contract no. – N° du contrat
		Task no. – N° de la tâche
Amendment no. – N° de la modification	Increase/Decrease – Augmentation/Réduction	Previous value – Valeur précédente
To – À	<p><b>TO THE CONTRACTOR</b></p> <p>You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task.</p> <p>Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract.</p> <p><b>À L'ENTREPRENEUR</b></p> <p>Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande.</p> <p>Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.</p>	
Delivery location – Expédiez à		
Delivery/Completion date – Date de livraison/d'achèvement	<p>_____</p> <p>Date for the Department of National Defence pour le ministère de la Défense nationale</p>	
Contract item no. N° d'article du contrat	Services	Cost Prix
	<b>GST/HST TPS/TVH</b>	
	<b>Total</b>	
<p><b>APPLICABLE ONLY TO PWGSC CONTRACTS:</b> The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.</p> <p><b>NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC :</b> La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.</p>		
<p>_____</p> <p>for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux</p>		

## Instructions for completing DND 626 - Task Authorization

### Contract no.

Enter the PWGSC contract number in full.

### Task no.

Enter the sequential Task number.

### Amendment no.

Enter the amendment number when the original Task is amended to change the scope or the value.

### Increase/Decrease

Enter the increase or decrease total dollar amount including taxes.

### Previous value

Enter the previous total dollar amount including taxes.

### To

Name of the contractor.

### Delivery location

Location where the work will be completed, if other than the contractor's location.

### Delivery/Completion date

Completion date for the task.

### for the Department of National Defence

Signature of the DND person who has delegated **Authority** for signing DND 626 (level of authority based on the dollar value of the task and the equivalent signing authority in the PAM 1.4). **Note:** the person signing in this block ensures that the work is within the scope of the contract, that sufficient funds remain in the contract to cover this task and that the task is affordable within the Project/Unit budget.

### Services

Define the requirement briefly (attach the SOW) and identify the cost of the task using the contractor's quote on the level of effort. The Task must use the basis of payment stipulated in the contract. If there are several basis of payment then list here the one(s) that will apply to the task quote (e.g. milestone payments; per diem rates/labour category hourly rates; travel and living rates; firm price/ceiling price, etc.). All the terms and conditions of the contract apply to this Task Authorization and cannot be ignored or amended for this task. Therefore it is not necessary to restate these general contract terms and conditions on the DND 626 Task form.

### Cost

The cost of the Task broken out into the individual costed items in **Services**.

### GST/HST

The GST/HST cost as appropriate.

### Total

The total cost of the task. The contractor may not exceed this amount without the approval of DND indicated on an amended DND 626. The amendment value may not exceed 50% (or the percentage for amendments established in the contract) of the original value of the task authorization. The total cost of a DND 626, including all amendments, may not exceed the funding limit identified in the contract.

### Applicable only to PWGSC contracts

This block only applies to those Task Authorization contracts awarded by PWGSC. The contract will include a specified threshold for DND sole approval of the DND 626 and a percentage for DND to approve amendments to the original DND 626. Tasks that will exceed these thresholds must be passed to the PWGSC Contracting Authority for review and signature prior to authorizing the contractor to begin work.

### Note:

Work on the task may not commence prior to the date this form is signed by the DA Authority - for tasks within the DND threshold; and by both DND and PWGSC for those tasks over the DND threshold.

## Instructions pour compléter le formulaire DND 626 - Autorisation des tâches

### N° du contrat

Inscrivez le numéro du contrat de TPSGC en entier.

### N° de la tâche

Inscrivez le numéro de tâche séquentiel.

### N° de la modification

Inscrivez le numéro de modification lorsque la tâche originale est modifiée pour en changer la portée.

### Augmentation/Réduction

Inscrivez le montant total de l'augmentation ou de la diminution, y compris les taxes.

### Valeur précédente

Inscrivez le montant total précédent, y compris les taxes.

### À

Nom de l'entrepreneur.

### Expédié à

Endroit où le travail sera effectué, si celui-ci diffère du lieu d'affaires de l'entrepreneur.

### Date de livraison/d'achèvement

Date d'achèvement de la tâche.

### pour le ministère de la Défense nationale

Signature du représentant du MDN auquel on a délégué le **pouvoir d'approbation** en ce qui a trait à la signature du formulaire DND 626 (niveau d'autorité basé sur la valeur de la tâche et le signataire autorisé équivalent mentionné dans le MAA 1.4). **Nota :** la personne qui signe cette attache de signature confirme que les travaux respectent la portée du contrat, que suffisamment de fonds sont prévus au contrat pour couvrir cette tâche et que le budget alloué à l'unité ou pour le projet le permet.

### Services

Définissez brièvement le besoin (joignez l'ET) et établissez le coût de la tâche à l'aide de la soumission de l'entrepreneur selon le niveau de difficulté de celle-ci. Les modalités de paiement stipulées dans le contrat s'appliquent à la tâche. Si plusieurs d'entre elles sont prévues, énumérez ici celle/celles qui s'appliquera/ront à la soumission pour la tâche à accomplir (p.ex. acompte fondé sur les étapes franchies; taux quotidien ou taux horaire établi selon la catégorie de main-d'œuvre; frais de déplacement et de séjour; prix fixe ou prix plafond; etc.). Toutes les modalités du contrat s'appliquent à cette autorisation de tâche et ne peuvent être négligées ou modifiées quant à la tâche en question. Il n'est donc pas nécessaire de répéter ces modalités générales afférentes au contrat sur le formulaire DND 626.

### Prix

Mentionnez le coût de la tâche en le répartissant selon les frais afférents à chaque item mentionné dans la rubrique **Services**.

### TPS/TVH

Mentionnez le montant de la TPS/TVH, s'il y a lieu.

### Total

Mentionnez le coût total de la tâche. L'entrepreneur ne peut dépasser ce montant sans l'approbation du MDN, formulaire DND 626 modifié à l'appui. Le coût de la modification ne peut pas être supérieur à 50 p. 100 du montant initial prévu dans l'autorisation de tâche (ou au pourcentage prévu dans le contrat pour les modifications). Le coût total spécifié dans le formulaire DND 626, y compris toutes les modifications, ne peut dépasser le plafond de financement mentionné dans le contrat.

### Ne s'applique qu'aux contrats de TPSGC

Le présent paragraphe s'applique uniquement aux autorisations de tâche accordées par TPSGC. On inscrira dans le formulaire DND 626 un plafond précis qui ne pourra être approuvé que par le MDN et un pourcentage selon lequel le MDN pourra approuver des modifications au formulaire DND 626 original. Les tâches dont le coût dépasse ces plafonds doivent être soumises à l'autorité contractante de TPSGC pour examen et signature avant qu'on autorise l'entrepreneur à débiter les travaux.

### Nota :

Les travaux ne peuvent commencer avant la date de signature de ce formulaire par le responsable du MDN, pour les tâches dont le coût est inférieur au plafond établi par le MDN, et par le MDN et TPSGC pour les tâches dont le coût dépasse le plafond établi par le MDN.