



Solicitation No. - N° de l'invitation
W6837-164053/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
PWY031

Client Ref. No. - N° de réf. du client

File No. - N° du dossier
PWY-5-38413

CCC No./N° CCC - FMS No./N° VME

NOTE TO TENDERERS: Use the mailing label below and affix it securely to the outside of the envelope or package containing your tender. For revisions to tenders submitted by facsimile (fax # (604) 775-9381), use this sheet as the cover sheet. Always ensure your company name, return address, tender number and closing date appear legibly on the outside of your bid submission.

**REAL PROPERTY CONTRACTING
Public Works & Government Services Canada
Room 219 - 800 Burrard Street
Vancouver, B.C. V6Z 0B9**

Requisition No.: W6837-164053/A

Tender Closing Date & Time: 20 July 2016 at 14:00 P.D.S.T

Project Description: Electrical Specialist Engineer – Standing Offer
CFB Esquimalt, Victoria, BC

JL

REQUEST FOR STANDING OFFER (RFSO)

IMPORTANT NOTICE TO OFFERORS

THIS DOCUMENT CONTAINS AN INDUSTRIAL SECURITY REQUIREMENT

For further instructions please consult "Special Instruction to Offeror", SI09, "Industrial Security related requirements" and "Supplementary Conditions" SC01 Security related requirements.

SUPPORT THE USE OF APPRENTICES

Through Canada's Economic Action Plan 2013, the Government of Canada proposes to support the employment of apprentices in federal construction and maintenance projects. Refer to SI10.

INTEGRITY PROVISIONS – OFFER

Changes have been made to the Integrity Provisions - Offer as of 2016-04-04. See GI01, Integrity Provision-Offer of the General Instructions for more information.

LISTING of SUBCONTRACTORS

As per GI06 you should provide using Annex D at Offer closing a list of Subcontractors that have 20% or more of the tendered price value.

PWGSC UPDATE ON ASBESTOS USE

Effective April 1, 2016, all Public Works and Government Services Canada (PWGSC) contracts for new construction and major rehabilitation will prohibit the use of asbestos-containing materials. Further information can be found at <http://www.tpsgc-pwgsc.gc.ca/comm/vedette-features/2016-04-19-00-eng.html>

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GENERAL INSTRUCTIONS TO OFFERORS – CONSTRUCTION SERVICES (GI)

GI01 (2016-04-04) Integrity provisions—Offer

1. The *Ineligibility and Suspension Policy* (the “Policy”) in effect on the date the offer solicitation is issued, and all related Directives in effect on that date, are incorporated by reference into, and form a binding part of the offer solicitation. The Offeror must comply with the Policy and Directives, which can be found at [Ineligibility and Suspension Policy](#).
2. Under the Policy, charges and convictions of certain offences against a Offeror, its affiliates or first tier subcontractors, and other circumstances, will or may result in a determination by Public Works and Government Services Canada (PWGSC) that the Offeror is ineligible to enter, or is suspended from entering into a contract with Canada. The list of ineligible and suspended Suppliers is contained in PWGSC’s Integrity Database. The Policy describes how enquiries can be made regarding the ineligibility or suspension of Suppliers.
3. In addition to all other information required in the offer solicitation, the Offeror must provide the following:
 - a. by the time stated in the Policy, all information required by the Policy described under the heading “Information to be Provided when Offering, Contracting or Entering into a Real Property Agreement”; and
 - b. with its offer, a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offences in the Policy. The list of foreign criminal charges and convictions must be submitted using an Integrity Declaration Form, which can be found at [Declaration form for procurement](#).
4. Subject to subsection 5, by submitting an offer in response to this offer solicitation, the Offeror certifies that:
 - a. it has read and understands the [Ineligibility and Suspension Policy](#);
 - b. it understands that certain domestic and foreign criminal charges and convictions, and other circumstances, as described in the Policy, will or may result in a determination of ineligibility or suspension under the Policy;
 - c. it is aware that Canada may request additional information, certifications, and validations from the Offeror or a third party for purposes of making a determination of ineligibility or suspension;
 - d. it has provided with its offer a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offences in the Policy;
 - e. none of the domestic criminal offences, and other circumstances, described in the Policy that will or may result in a determination of ineligibility or suspension, apply to it, its affiliates and its proposed first tier subcontractors; and
 - f. it is not aware of a determination of ineligibility or suspension issued by PWGSC that applies to it.
5. Where an Offeror is unable to provide any of the certifications required by subsection 4, it must submit with its offer a completed Integrity Declaration Form, which can be found at [Declaration form for procurement](#).
6. Canada will declare non-responsive any offer in respect of which the information requested is incomplete or inaccurate, or in respect of which the information contained in a certification or declaration is found by Canada to be false or misleading in any respect. If Canada establishes after award of the Contract that the Offeror provided a false or misleading certification or declaration, Canada may terminate the Contract for default. Pursuant to the Policy, Canada may also determine the Offeror to be ineligible for award of a contract for providing a false or misleading certification or declaration.

GI02 (2014-03-01) Completion of offer

1. The offer shall be
 - a. submitted on the Offer and Acceptance Form provided through the Government Electronic Tendering Service (GETS) or on a clear and legible reproduced copy of such Offer and Acceptance Form that must be identical in content and format to the Offer and Acceptance Form provided through GETS;
 - b. based on the Offer Documents listed in the Special Instructions to Offerors;

- c. correctly completed in all respects;
 - d. signed by a duly authorized representative of the Offeror; and
 - e. accompanied by
 - i. any other document or documents specified elsewhere in the solicitation where it is stipulated that said documents are to accompany the offer.
2. Subject to paragraph 6) of GI11, any alteration to the pre-printed or pre-typed sections of the Offer and Acceptance Form, or any condition or qualification placed upon the offer may be cause for disqualification. Alterations, corrections, changes or erasures made to statements or figures entered on the Offer and Acceptance Form by the Offeror shall be initialed by the person or persons signing the offer. Alterations, corrections, changes or erasures that are not initialed shall be deemed void and without effect.
3. Unless otherwise noted elsewhere in the Offer Documents, facsimile copies of offers are not acceptable.
4. Canada will make available Notices of Proposed Procurement (NPP), offer solicitations and related documents for download through the Government Electronic Tendering Service (GETS). Canada is not responsible and will not assume any liabilities whatsoever for the information found on websites of third parties. In the event an NPP, offer solicitation or related documentation would be amended, Canada will not be sending notifications. Canada will post all amendments, including significant enquiries received and their replies, using GETS. It is the sole responsibility of the Offeror to regularly consult GETS for the most up-to-date information. Canada will not be liable for any oversight on the Offeror's part nor for notification services offered by a third party.

GI03 (2015-02-25) Identity or legal capacity of the Offeror

In order to confirm the authority of the person or persons signing the offer or to establish the legal capacity under which the Offeror proposes to enter into Contract, any Offeror who carries on business in other than its own personal name shall, if requested by Canada, provide satisfactory proof of

- a. such signing authority; and
- b. the legal capacity under which it carries on business;

prior to contract award. Proof of signing authority may be in the form of a certified copy of a resolution naming the signatory(ies) that is (are) authorized to sign this offer on behalf of the corporation or partnership. Proof of legal capacity may be in the form of a copy of the articles of incorporation or the registration of the business name of a sole proprietor or partnership.

GI04 (2015-02-25) Applicable Taxes

"Applicable Taxes" means the Goods and Services Tax (GST), the Harmonized Sales Tax (HST), and any provincial tax, by law, payable by Canada such as, the Quebec Sales Tax (QST) as of April 1, 2013.

GI05 (2015-02-25) Capital development and redevelopment charges

For the purposes of GC1.8, of R2810T "Laws, Permits and Taxes", in the General Conditions of the Contract, only fees or charges directly related to the processing and issuing of building permits shall be included. The Offeror shall not include any monies in the offer amount for special municipal development, redevelopment or other fees or charges which a municipal authority may seek as a prerequisite to the issuance of building permits.

GI06 (2015-02-25) Listing of Subcontractors and Suppliers

Notwithstanding any list of Subcontractors that the Offeror may be required to submit as part of the offer, the Offeror shall, within 48 hours of receipt of a notice to do so, submit all information requested in the said notice including the names of Subcontractors and Suppliers for the part or parts of the Work listed. Failure to do so shall result in the disqualification of its offer.

GI07 (2014-03-01) Submission of offer

1. The Offer and Acceptance Form, duly completed, shall be enclosed and sealed in an envelope provided by the Offeror, and shall be addressed and submitted to the office designated on the Front Page "Invitation to Tender" for the receipt of offers. The offer must be received on or before the date and time set for solicitation closing.
2. Unless otherwise specified in the Special Instructions to Offerors
 - a. the offer shall be in Canadian currency;
 - b. the requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All offers including such provision will render the offer non-responsive.
3. Prior to submitting the offer, the Offeror shall ensure that the following information is clearly printed or typed on the face of the offer envelope:
 - a. Solicitation Number;
 - b. Name of Offeror;
 - c. Return address; and
 - d. Closing Date and Time.
4. Timely and correct delivery of offers is the sole responsibility of the Offeror.

GI08 (2010-01-11) Revision of offer

1. An offer submitted in accordance with these instructions may be revised by letter or facsimile provided the revision is received at the office designated for the receipt of offers, on or before the date and time set for the closing of the solicitation. The letter or facsimile shall be on the Offeror's letterhead or bear a signature that identifies the Offeror.
2. A revision to a offer that includes unit prices must clearly identify the change(s) in the unit price(s) and the specific item(s) to which each change applies.
3. A letter or facsimile submitted to confirm an earlier revision should be clearly identified as a confirmation.
4. Failure to comply with any of the above provisions may result in the rejection of the non-compliant revision(s) only. The offer shall be evaluated based on the original offer submitted and all other compliant revision(s).

GI09 (2014-09-25) Rejection of offer

1. Canada may accept any offer, whether it is the lowest or not, or may reject any or all offers.
2. Without limiting the generality of paragraph 1) of GI09, Canada may reject an offer if any of the following circumstances is present:
 - a. the Offeror's offering privileges are suspended or are in the process of being suspended;
 - b. the offering privileges of any employee or subcontractor included as part of the offer are suspended or are in the process of being suspended, which suspension or pending suspension would render that employee or subcontractor ineligible to offer on the Work, or the portion of the Work the employee or subcontractor is to perform;
 - c. the Offeror is bankrupt, or where for whatever reason, its activities are rendered inoperable for an extended period;
 - d. evidence, satisfactory to Canada, of fraud, bribery, fraudulent misrepresentation or failure to comply with any law protecting individuals against any manner of discrimination, has been received with respect to the Offeror, any of its employees or any subcontractor included as part of its offer;
 - e. evidence satisfactory to Canada that based on past conduct or behavior, the Offeror, a sub-contractor or a person who is to perform the Work is unsuitable or has conducted himself/herself improperly;
 - f. with respect to current or prior transactions with Canada
 - i. Canada has exercised, or intends to exercise, the contractual remedy of taking the work out of the contractor's hands with respect to a contract with the Offeror, any of its employees or any subcontractor included as part of its offer; or

- ii. Canada determines that the Offeror's performance on other contracts is sufficiently poor to jeopardize the successful completion of the requirement being offer on.
3. In assessing the Offeror's performance on other contracts pursuant to subparagraph 2)(f)(ii) of GI09, Canada may consider, but not be limited to, such matters as:
 - a. the quality of workmanship in performing the Work;
 - b. the timeliness of completion of the Work;
 - c. the overall management of the Work and its effect on the level of effort demanded of the department and its representative; and
 - d. the completeness and effectiveness of the Contractor's safety program during the performance of the Work.
4. Without limiting the generality of paragraphs 1), 2) and 3) of GI09, Canada may reject any offer based on an unfavourable assessment of the
 - a. adequacy of the offer price to permit the work to be carried out and, in the case of an offer providing prices per unit, whether each such price reasonably reflects the cost of performing the part of the work to which that price applies;
 - b. Offeror's ability to provide the necessary management structure, skilled personnel, experience and equipment to perform competently the work under the Contract; and
 - c. Offeror's performance on other contracts.
5. Where Canada intends to reject an offer pursuant to a provision of paragraphs 1), 2), 3) or 4) of GI09, other than subparagraph 2)(a) of GI09, the contracting Authority will inform the Offeror and provide the Offeror ten (10) days within which to make representations, before making a final decision on the offer rejection.
6. Canada may waive informalities and minor irregularities in offers received if Canada determines that the variation of the offer from the exact requirements set out in the Offer Documents can be corrected or waived without being prejudicial to other Offerors.

GI10 (2015-02-25) Offer costs

No payment will be made for costs incurred in the preparation and submission of an offer in response to the offer solicitation. Costs associated with preparing and submitting an offer, as well as any costs incurred by the Offeror associated with the evaluation of the offer, are the sole responsibility of the Offeror.

GI11 (2015-02-25) Procurement Business Number

Offerors are required to have a Procurement Business Number (PBN) before Contract award. Offerors may register for a PBN in the Supplier Registration Information system on the [Contracts Canada](#) Web site. For non-Internet registration, Offerors may contact the nearest [Supplier Registration Agent](#).

GI12 (2013-04-25) Compliance with applicable laws

1. By submission of an offer, the Offeror certifies that the Offeror has the legal capacity to enter into a contract and is in possession of all valid licences, permits, registrations, certificates, declarations, filings, or other authorizations necessary to comply with all federal, provincial and municipal laws and regulations applicable to the submission of the offer and entry into any ensuing contract for the performance of the work.
2. For the purpose of validating the certification in paragraph 1) of GI14, a Offeror shall, if requested, provide a copy of every valid licence, permit, registration, certificate, declaration, filing or other authorization listed in the request, and shall provide such documentation within the time limit(s) set out in the request.
3. Failure to comply with the requirements of paragraph 2) of GI14 shall result in disqualification of the offer.

GI13 (2015-02-25) Approval of alternative materials

When materials are specified by trade names or trademarks, or by manufacturers' or suppliers' names, the offer shall be based on use of the named materials. During the solicitation period, alternative materials may be considered provided full technical data is received in writing by the Contracting Officer at least ten (10) calendar days prior to the solicitation closing date. If the alternative materials are approved for the purposes of the offer, an addendum to the offer documents shall be issued.

GI14 (2010-01-11) Performance evaluation

1. Offerors shall take note that the performance of the Contractor during and upon completion of the work shall be evaluated by Canada. The evaluation shall be based on the quality of workmanship; timeliness of completion of the work; project management, contract management and management of health and safety. Should the Contractor's performance be considered unsatisfactory, the Contractor's offering privileges on future work may be suspended indefinitely.
2. The form [PWGSC-TPSGC 2913](#), SELECT - Contractor Performance Evaluation Report Form, is used to record the performance.

GI15 (2011-05-16) Conflict of interest—unfair advantage

1. In order to protect the integrity of the procurement process, Offerors are advised that Canada may reject an offer in the following circumstances:
 - a. if the Offeror, any of its subcontractors, any of their respective employees or former employees was involved in any manner in the preparation of the offer solicitation or in any situation of conflict of interest or appearance of conflict of interest;
 - b. if the Offeror, any of its subcontractors, any of their respective employees or former employees had access to information related to the offer solicitation that was not available to other Offerors and that would, in Canada's opinion, give or appear to give the Offeror an unfair advantage.
2. The experience acquired by a Offeror who is providing or has provided the goods and services described in the offer solicitation (or similar goods or services) will not, in itself, be considered by Canada as conferring an unfair advantage or creating a conflict of interest. This Offeror remains however subject to the criteria established above.
3. Where Canada intends to reject an offer under this section, the Contracting Authority will inform the Offeror and provide the Offeror an opportunity to make representations before making a final decision. Offerors who are in doubt about a particular situation should contact the Contracting Authority before offer closing. By submitting an offer, the Offeror represents that it does not consider itself to be in conflict of interest nor to have an unfair advantage. The Offeror acknowledges that it is within Canada's sole discretion to determine whether a conflict of interest, unfair advantage or an appearance of conflict of interest or unfair advantage exists.

GI16 (2016-04-04) Code of Conduct for Procurement—offer

The [Code of Conduct for Procurement](#) provides that Offerors must respond to offer solicitations in an honest, fair and comprehensive manner, accurately reflect their capacity to satisfy the requirements set out in the offer solicitation and resulting contract, submit offers and enter into contracts only if they will fulfill all obligations of the Contract. By submitting an offer, the Offeror is certifying that it is complying with the *Code of Conduct for Procurement*. Failure to comply with the *Code of Conduct for Procurement* may render the offer non-responsive.

SPECIAL INSTRUCTIONS TO OFFEROR'S (SI)

SI01 INTRODUCTION

1. Public Works and Government Services Canada (PWGSC) is inviting Offerors to submit proposals for Standing Offers. The selected offerors shall provide a range of services as identified in the Statement of Work section of this document.
2. It is PWGSC's intention to authorize up to 1 Standing Offer for a period of three (3) years with the option to extend for an additional one (1) year period. The total dollar value of the Standing Offer is estimated to be \$1,050,000.00. Individual call-ups will vary, up to a maximum of \$60,000.00 (GST or HST included). Offerors should note that there is no guarantee that the full or any amount of the Standing Offers will be called-up; PWGSC will issue call-ups only when the specific services to be provided under the Standing Offer are needed. Please refer to Section SOP04, CALL-UP PROCEDURE.

SI02 OFFER DOCUMENTS

1. The following are the offer documents:
 - a. Invitation to Tender - Page 1;
 - b. Special Instructions to Offerors;
 - c. General Instructions to Offeror's- Construction Services
 - d. Clauses & Conditions identified in "Contract Documents";
 - e. Drawings and Specifications;
 - f. Price Proposal form and related Appendix(s); and
 - g. Any amendment issued prior to solicitation closing.

Submission of an offer constitutes acknowledgement that the Offeror has read and agrees to be bound by these documents.

SI03 ENQUIRIES DURING THE SOLICITATION PERIOD

1. Enquiries regarding this offer must be submitted in writing to the Contracting Officer named on the Request for Standing Offer (RFSO). Enquiries should be received no later than five (5) calendar days prior to the date set or solicitation closing to allow sufficient time to provide a response. Enquiries received after that time may not result in an answer being provided.
2. To ensure consistency and quality of the information provided to Offerors the Contracting Officer shall examine the content of the enquiry and shall decide whether or not to issue an amendment.
3. All enquiries and other communications related to this offer sent throughout the solicitation period are to be directed ONLY to the Contracting Officer named on the RFSO - Page 1. Failure to comply with this requirement may result in the offer being declared non-responsive.

SI04 CONTRACTING AUTHORITY / DEPARTMENTAL REPRESENTATIVE

1. The Contracting Authority for this Request for Standing Offer is:
Janie Leung, A/Supply Specialist
Public Works and Government Services Canada
219-800 Burrard Street
Vancouver, BC, V6Z 0B9
Email: Janie.Leung@pwgsc.gc.ca
Phone: 778-919-3273 Fax: 604-775-6633

The Contracting Authority is responsible for the establishment of the Standing Offer, its administration, and any contractual issues relating to individual call-ups.

2. A Departmental Representative will be identified at time of each individual Call-Up. The Departmental Representative will be responsible for all matters concerning the technical content of the work under the Call-Up.

SI05 QUANTITY

The amount of work and estimated expenditure specified in the RFSO are only an approximation of requirements. The making of an offer by the Offeror shall not constitute an agreement by Canada. Canada may make one or several call-ups against a standing offer.

SI06 PWGSC OBLIGATION

A RFSO does not commit PWGSC to authorize the utilization of a standing offer or to pay any cost incurred in the submission of offers, or cost incurred in making necessary studies for the preparation thereof, or to procure or contract for any services. PWGSC reserves the right to reject or authorize for utilization any offer in whole or in part, with or without further discussion or negotiation. Canada reserves the right to cancel or amend the RFSO at any time.

SI07 REVISION OF OFFER

An offer may be revised by facsimile in accordance with "General Instructions to Offerors – Construction Services to Offerors". The facsimile number for receipt of revisions is (604) 775-9381.

SI08 OFFER VALIDITY PERIOD

1. The offer cannot be withdrawn for the period of 180 days following the RFSO closing date.
2. Canada reserves the right to seek an extension to the offer validity period. Upon notification in writing from Canada, Offerors shall have the option to either accept or reject the proposed extension.
3. If the extension referred to in paragraph 2 of SI08 is accepted, in writing, by all those who submitted offers, then Canada shall continue immediately with the evaluation of the offers and its approvals processes.
4. If the extension referred to in paragraph 2 of SI08 is not accepted in writing by all those who submitted offers then Canada shall, at its sole discretion, either
 - a. continue to evaluate the offers of those who have accepted the proposed extension and seek the necessary approvals; or
 - b. cancel the request for proposal.
5. The provisions expressed herein do not in any manner limit Canada's rights in law or under GI09 "General Instructions to Offerors – Construction Services".

SI09 SECURITY RELATED REQUIREMENTS

1. At offer issuance, the Offeror must hold a valid Security Clearance as indicated in section SC01 of the Supplementary Conditions. Failure to comply with this requirement will render the offer non-compliant and no further consideration will be given to the offer.
2. The Successful Offeror's personnel, as well as any subcontractor and its personnel, who are required to perform any part of the work pursuant to the subsequent contract must meet the mandatory security requirement as indicated in section SC01 of the Supplementary Conditions. **Individuals who do not have the required level of security will not be allowed on site.** It is the responsibility of the successful Offeror to ensure that the security requirements are met throughout the performance of the contract. Canada will not be

held liable or accountable for any delays or additional costs associated with the successful Offerror's non-compliance with the mandatory security requirement.

3. For additional information on security requirements, offerors should consult the "Security Requirements for PWGSC Offer Solicitations - Instructions for Offerors" on the Standard Procurement Documents Web site [Industrial Security Program](#)

SI10 PUBLIC WORKS AND GOVERNMENT SERVICES CANADA APPRENTICE PROCUREMENT INITIATIVE

1. To encourage employers to participate in apprenticeship training, Contractors offering on construction and maintenance contracts by Public Works and Government Services Canada (PWGSC) are being asked to sign a voluntary certification, signaling their commitment to hire and train apprentices.
2. Canada is facing skills shortages across various sectors and regions, especially in the skilled trades. Equipping Canadians with skills and training is a shared responsibility. In Economic Action Plan (EAP) 2013, the Government of Canada made a commitment to support the use of apprentices in federal construction and maintenance contracts. Contractors have an important role in supporting apprentices through hiring and training and are encouraged to certify that they are providing opportunities to apprentices as part of doing business with the Government of Canada.
3. Through the Economic Action Plan 2013 and support for training programs, the Government of Canada is encouraging apprenticeships and careers in the skilled trades. In addition, the government offers a tax credit to employers to encourage them to hire apprentices. Information on this tax measure administered by the Canada Revenue Agency can be found at: www.cra-arc.gc.ca. Employers are also encouraged to find out what additional information and supports are available from their respective provincial or territorial jurisdiction.
4. Signed certifications (Appendix 7) will be used to better understand contractor use of apprentices on Government of Canada maintenance and construction contracts and may inform future policy and program development.
5. The Contractor hereby certifies the following:

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

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

To support this initiative, a voluntary certification signaling the Contractor's commitment to hire and train apprentices is available at APPENDIX 7.

If you accept fill out and sign APPENDIX 7

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

SI11 WEB SITES

The connection to some of the Web sites in the solicitation documents is established by the use of hyperlinks. The following is a list of the addresses of the Web sites:

Buy and Sell <https://www.achatsetventes-buyandsell.gc.ca>

Canadian economic sanctions <http://www.international.gc.ca/sanctions/index.aspx?lang=eng>

Contractor Performance Evaluation Report (Form PWGSC-TPSGC 2913)
<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/2913.pdf>

Standard Acquisition Clauses and Conditions (SACC) Manual
<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R>

PWGSC, Industrial Security Services <Http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>

PWGSC, Code of Conduct and Certifications
<http://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/contexte-context-eng.html>

Construction and Consultant Services Contract Administration Forms Real Property Contracting
<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>

Declaration Form
<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html>

STANDING OFFER PARTICULARS

SOP01 GENERAL

1. The Offeror acknowledges that a standing offer is not a contract and that the issuance of a Standing Offer and Call-up Authority does not oblige or commit Canada to procure or contract for any services listed in the Standing Offer.
2. The Offeror offers to provide and deliver to Canada the services described in the Standing Offer, in accordance with the pricing set out in the Request for Standing Offer if, and when the Contracting Authority may request such services, in accordance with the conditions listed at subsection 3 below.
3. The Offeror understands and agrees that:
 - a. a call-up against the Standing Offer will form a contract only for those services which have been called-up, provided that such call-up is made in accordance with the provisions of the Standing Offer;
 - b. Canada's liability is limited to that which arises from call-ups against the Standing Offer made within the period specified in the Standing Offer;
 - c. Canada has the right to procure the services specified in the Standing Offer by means of any other contract, standing offer or contracting method;
 - d. the Standing Offer cannot be assigned or transferred in whole or in part;
 - e. the Standing Offer may be set aside by Canada at any time.

SOP02 PERIOD OF THE STANDING OFFER

The period for placing call-ups against the Standing Offer shall be for three (3) years with the option to extend for an additional one (1) year period commencing from the start date identified on the Standing Offer.

SOP03 CALL-UP LIMITATION

Each call-up against the Standing Offer will have a maximum limitation of expenditure of \$60,000.00 (Applicable Taxes included).

SOP04 CALL-UP PROCEDURE

1. Services will be called-up as follows:
 - a. The Departmental Representative will establish the scope of services to be performed
 - b. For each individual call-up the Offeror will be provided the scope of work and will submit an offer to the Departmental Representative in accordance with the unit rates established under the Standing Offer. The Contractor's offer shall include all of the work as specified including; mobilizing, sub-trades, materials, labour, tools, administration fees and supervision including building permits as per local regulations.
2. The Offeror will be authorized in writing by the Contracting Authority to proceed with the work by issuance of a Call-up against the Standing Offer using form 2829.
3. Any proposed changes to the scope of work are to be discussed with the Departmental Representative but any resulting changes can only be authorized by an amendment issued by the Contracting Authority.

SOP05 STANDING OFFER RESPONSIBLES

Standing Offer Contracting Authority is:

Name: Janie Leung

Title: A/Supply Specialist

Department: Public Works and Government Services Canada

Division: Real Property Contracting

Telephone: 778-919-3273

E-mail: Janie.Leung@pwgsc.gc.ca

The Contracting Authority is responsible for the establishment and administration of the Standing Offer and it's revision if needed. The Contracting Authority is responsible for all contractual related questions regarding call-ups.

Standing Offer Technical Authority is:

The Technical Authority represents the Department or Organisation for which the works are executed within a call-up. The Technical Authority is responsible for all technical related questions regarding call-ups.

Name : _____

Title : _____

Department : _____

Division : _____

Telephone : ____ - ____ - _____

e-mail : _____

The selected contractor for the standing offer is :

Name : _____

Contact : _____

Address : _____

Telephone : ____ - ____ - _____

e-mail : _____

SUPPLEMENTARY CONDITIONS (SC)

SC01 SECURITY RELATED REQUIREMENTS

The following security requirement (SRCL and related clauses) applies and form part of the Contract.

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance at the level of Secret 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 personnel security screening at the level of SECRET or RELIABILITY STATUS, as required, 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 Checklist and security guide (if applicable), attached at Annex A.
 - (b) Industry Security Manual (Latest Edition).

SC02 LIMITATION OF LIABILITY

GC1.6 of R2810D is deleted and replaced with the following:

GC1.6 Indemnification by the Contractor

1. The Contractor shall indemnify and save Canada harmless from and against all claims, demands, losses, costs, damages, actions, suits, or proceedings whether in respect to losses suffered by Canada or in respect of claims by any third party, brought or prosecuted and in any manner based upon, arising out of, related to, occasioned by, or attributable to the activities of the Contractor in performing the Work, provided such claims are caused by the negligent or deliberate acts or omissions of the Contractor, or those for whom it is responsible at law.
2. The Contractor's obligation to indemnify Canada for losses related to first party liability shall be limited to:
 - a. In respect to each loss for which insurance is to be provided pursuant to the insurance requirements of the Contract, the Commercial General Liability insurance limit for one occurrence, as referred to in the insurance requirements of the Contract.
 - b. In respect to losses for which insurance is not required to be provided in accordance with the insurance requirements of the Contract the greater of the Contract Amount or \$5,000,000, but in no event shall the sum be greater than \$20,000,000.

The limitation of this obligation shall be exclusive of interest and all legal costs and shall not apply to any infringement of intellectual property rights or any breach of warranty obligations.

3. The Contractor's obligation to indemnify Canada for losses related to third party liability shall have no limitation and shall include the complete costs of defending any legal action by a third party. If requested by Canada, the Contractor shall defend Canada against any third party claims.
4. The Contractor shall pay all royalties and patent fees required for the performance of the Contract and, at the Contractor's expense, shall defend all claims, actions or proceedings against Canada charging or claiming that the Work or any part thereof provided or furnished by the Contractor to Canada infringes any patent, industrial design, copyright trademark, trade secret or other proprietary right enforceable in Canada.
5. Notice in writing of a claim shall be given within a reasonable time after the facts, upon which such claim is based, became known.

SC03 INSURANCE TERMS

1) Insurance Contracts

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

2) Period of Insurance

- (a) The policies required in the Certificate of Insurance must be in force and be maintained throughout the duration of the standing offer period.
- (b) The Contractor must be responsible to provide and maintain coverage for Products/Completed Operations hazards on its Commercial General Liability insurance policy, for a period of six (6) years beyond the date of the Certificate of Substantial Performance.

3) Proof of Insurance

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

4) Insurance Proceeds

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

5) Deductible

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

CALL-UPS CLAUSES OR RESULTING CONTRACT DOCUMENTS (CD)

1. The following are the “call up” contract documents:
 - a. Contract Page when signed by Canada;
 - b. Duly completed Price Proposal Form and any Appendices attached thereto;
 - c. Drawings and Specifications;
 - d. General Conditions and clauses

GC1 General Provisions – Construction Services	R2810D	(2016-04-04);
GC2 Administration of the Contract	R2820D	(2016-01-28);
GC3 Execution and Control of the Work	R2830D	(2015-02-25);
GC4 Protective Measures	R2840D	(2008-05-12);
GC5 Terms of Payment	R2550D	R2850D (2016-01-28);
GC6 Delays and Changes in the Work	R2860D	(2016-01-28);
GC7 Default, Suspension or Termination of Contract	R2870D	(2008-05-12);
GC8 Dispute Resolution	R2884D	(2016-01-28);
GC9 Insurance	R2900D	(2008-05-12);
Allowable Costs for Contract Changes under GC6.4.1	R2950D	(2015-02-25);
 - e. Any amendment issued or any allowable offer revision received before the date and time set for solicitation closing;
 - f. Any amendment incorporated by mutual agreement between Canada and the Contractor before acceptance of the offer; and
 - g. Any amendment or variation of the contract documents that is made in accordance with the General Conditions.
2. The documents identified by title, number and date above are incorporated by reference and are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Web site: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>
3. The language of the contract documents is the language of the Price Proposal Form submitted.

APPENDIX 1

INTEGRITY PROVISIONS – LIST OF NAMES

(Text copied from the Ineligibility and Suspension Policy
<http://www.tpsqc-pwgsc.gc.ca/ci-if/politique-policy-eng.html> dated 2016-04-04)

List of names:

All offerors, regardless of their status under the Policy, must submit the following information when participating in a procurement process or real property transaction:

- offerors that are corporate entities, including those offering as joint ventures, must provide a complete list of the names of all current directors or, for a privately owned corporation, the names of the owners of the corporation;
- offerors offering as sole proprietors, including sole proprietors offering as joint ventures, must provide a complete list of the names of all owners; or
- offerors that are a partnership do not need to provide a list of names.

If the list of names has not been received in a procurement process or real property transaction by the time the evaluation of offers is completed, or has not been received in a procurement process or real property transaction where no offer will be submitted, the contracting authority will inform the offeror of a time within which to provide the information. Providing the required names is a mandatory requirement for award of a contract or real property agreement. Failure to provide the list of names within the time specified will render an offer non-responsive, or the offeror otherwise disqualified for award of a contract or real property agreement.

[illegible]

APPENDIX 2 STATEMENT OF WORK

REQUIREMENT: Regional Individual Standing Offer to provide all labour, material, tools, equipment, supervision and transportation required to complete high voltage switching/isolation/grounding services, repair of high voltage switchgear, power factor correction, hypot testing, power quality studies, ground resistance calculations and field testing for all areas of CFB Esquimalt. Work will be on an as and when requested basis for the Department of National Defence, CFB Esquimalt, Victoria, BC during the period specified herein.

Department of National Defence has an immediate requirement for an electrical specialist Engineer 1 Contractor having the following qualifications and abilities to troubleshoot on an as and when basis during the period specified herein.

QUALIFICATIONS:

1. Class A Unrestricted license in the Province of British Columbia.
2. Registered Professional Engineer in the Province of British Columbia.
3. Current Power Safety Protection Trained to Level 5.
4. Experience in:
 - Engineering:
 - Harmonic/Disturbance Modelling
 - Load Flow studies. -Coordination studies
 - Ground grid design and testing.
 - Field Work:
 - Startup Verification services on high voltage breakers, transformers, relays and cables.
 - Ground grid testing, step and touch calculations.
 - Harmonic and disturbance measurements.
 - Equipment specification, procurement and supervision of installations.

SCOPE OF WORK TO BE PERFORMED

1. Provide high voltage switching/isolation/grounding services and assurances.
2. Provide repair services related to High Voltage Switchgear, sensors, devices, automatic harmonic filters, power factor banks, power transformers (oil and dry), high and low voltage distribution systems, components, relays, contactors, current transformers, potential transformers, grounding meters.
3. Provide assessments, analysis and recommendations for: Power factor correction, hypot testing, coordination & short circuit studies, ground resistance calculations and field testing.
4. Provide assessments and analysis of power quality including detailed calculations, harmonics and power factor. Power Quality Modeling -Department of National Defence has a requirement for the mathematical modeling of the electrical system, the ships at the 6 main Jetties, the SCR controlled cranes, the welding equipment, the dry dock de-watering pumps, and the system air compressors/pumps. The calculations need to include as a minimum, modeling of harmonic resonance, switching transients, voltage flicker, loading and switching conditions. The calculations should be of the same format as for coordination and short circuit studies. The standard of format will be ETAP software.
5. Recommend solutions including assessment and analysis of high voltage distribution and power quality problems, including participation and planning, detailed design and preparation of plans and specifications of related projects for implementation by Department of National Defence, and Defence Construction.
6. Power Quality Measurements -Requirements are for the ability to measure power quality around the facility, using unattended continuous measurements. The standard for measurement will be the BMI8800 or equivalent. Power quality measurements must include harmonics up to the 63rd order, transients, being measured in gigahertz, and voltage flicker. Provide high quality of personal testing and measuring equipment to inspect test and access the condition of:

- a. High Voltage distribution equipment,
- b. Low Voltage distribution equipment,
- c. DND SCADA System,
- d. Electronic Sensors and transducers,
- e. Crane DC drives and electronic control devices,

7. To inspect, recommend, rewire, and produce "as built" drawings of DND SCADA systems consisting of;
- a. Update DND spreadsheets for all required metering, alarms, indicators, status labels, nameplates and equipment.
 - b. Check in field for correctness of wiring and components of existing and re-wire as required.
 - c. Add new components and wiring for new SCADA points.
 - d. Check for correct indication on control console in pump house and correct as required.
 - e. Add to program new SCADA points and screens as required.
 - f. Improve speed of the SCADA system including interconnections to the new filter banks, and satellite SCADA points.
 - g. Produce final spreadsheets and detailed wiring diagrams.

8. The tender will be based on the following estimated hours for the above showing costs per hour of the different services covering normal and overtime hours; see pricing section herein.

9. Response Times

Time Type	Time Frame	Call Back Within	On Site Within
Regular	0800 – 1600 Monday – Friday	2 Hours	5 Calendar Days
Overtime	1601-0759 Monday – Friday, Saturday, Sunday and Holidays	To be utilized only in concert with regular time.	
Emergency	24/7/365	2 Hours	2 Hours – Monday – Friday 0800-1600 4 Hours – All Other Times

10. All measurements and analysis need to be completed by a Professional Electrical Engineer registered in BC. A resume of power quality measurements and analysis may be requested by Department of National Defence.

Projects will be located in the lower Vancouver Island areas. This includes, but is not limited to:

ESQUIMALT: Dockyard, Naden, Work Point Barracks

METCHOSIN: Albert Head, Rocky Point

COLWOOD: Belmont Park, Colwood

VICTORIA: Bay Street Armoury

SAANICH: Heals Range, Patricia Bay, Vanalman

Work will be between 08:00 and 16:00, Monday to Friday inclusive. Provisions will be made for emergency callouts and overtime. All such arrangements to work other than normal hours shall be arranged in advance through the Site Authority or his representative.

11. Contractors shall demonstrate that they are fully equipped and capable of performing the work. (No sub-contracting out of work specified)

SECTION 01005 -GENERAL INSTRUCTIONS

Workmanship

.1 All work shall be done by a registered professional engineer or qualified trades people.

.2 The work site shall be left in a neat and clean condition each night.

Contractor's Access to and Use of Site

.1 Use of the site limited to the work areas indicated for work and storage.

.2 Access directly to and from the site as indicated, via the Dockyard Main Gate, subject to:

Traffic regulations established by DND

Security regulations established by DND.

.3 All Contractors, sub-contractors, and supplier employees will be required to obtain passes or identification (ID) cards from the Base Identification Unit located at the main Dockyard gate based on the following:

Persons requiring access not exceeding three (3) days duration: Obtain a daily pass each time of access and hand in to Commissionaire at the end of the day.

.1 Time duration to obtain: 30 minutes.

Persons requiring access not exceeding two (2) weeks duration: Obtain a temporary identification card from the Identification Unit.

.1 Time duration to obtain: 30 minutes.

Persons requiring access for a period exceeding two (2) weeks: Applications to be completed by individuals and submitted through the Contractor to the Person in Charge (P.I.C.) Allow one (1) week processing time.

Contractor/employee will be contacted to arrange time for photographic session and signature.

.1 Time duration: 30 minutes per person.

Upon award of the contract, the Contractor shall provide a typewritten list to the BCEO Representative P.I.C. of all employees, sub-contractors, and suppliers requiring access to the contract work area. The list shall be updated promptly as changes of employees are made.

All identification cards are to be returned to Commissionaires upon termination of employment, completion of work, or expiry of card.

The Base Security Officer may request interviews with employees and retains the right to deny access to the Base to persons on the basis of security risk.

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

.5 Move products or equipment which interfere with operations of P.I.C. other Contractors or building occupant as directed by P.I.C.

.6 Use of DND facility is not permitted unless approved in writing by P.I.C.

.7 Park vehicles where directed by the P.I.C.

Reporting to P.I.C.

.1 The Contractor prior to commencement of any site work shall report the schedule of work to the Engineer, Room 121, Building 575, Dockyard, telephone 363-2917 or 363-2227.

.2 Calls from the P.I.C. shall be answered by the Contractor within two (2) hours.

Safety Requirements

.1 Observe and enforce constructions safety measures required by Canadian Construction Safety Code, Provincial Government, Workers' Compensation Board, and municipal statutes and authorities. The Contractor must ensure compliance on his part and on the part of all his sub-contractors with the standards of part 11, Canada Labour Code and the Occupational Health and Safety Regulations, as well as compliance with the Workers' Compensation Act and any regulations thereunder the said Act having to do with the prevention of accidents, the prevention of diseases, and the provision of safe working conditions including proper safety equipment, lighting and ventilation. In the event of conflict

between the Workers' Compensation Act and regulations, and the Canada Labour Code, Part 11, and Occupational Health and Safety Regulations, the most stringent provision applies.

Contractor shall have experience with the issuing and accepting of guarantee of isolations (GOI) with minimum power systems safety procedures level 6 (PSSP6) Contractor to have a confined space policy in place. Contractors confined space policy to be reviewed by the BCEO Unit General Safety Officer (UGSO).

Schedule of Work

.1 Work to be carried out will commence within time frames identified herein call in and shall be completed no later than five (5) working days after commencement of work unless otherwise specified by requisition.

.2 Prior to commencement of work, the Contractor or his authorized representative will report to the P.I.C. and will be responsible to pick up keys.

.3 Inspections shall be carried out during and at the end of all jobs. Deficiencies noted will be made good immediately after notification by the P.I.C.

.4 The Contractor shall prepare and forward one (1) original and copy of the invoice for each requisition. As-built drawings and a copy of the electrical permit will accompany each invoice. Invoices will be processed only when as-built and electrical permits have been delivered to BCEO Contracts. Invoices will be addressed as below:

ATTENTION: INVOICE SECTION

BCEO Contracts
Building 575, Room 228
CFB Esquimalt -Dockyard
PO Box 17000, Stn Forces
Victoria, BC V9A 7N2

Setting Out of Work

.1 Assume full responsibility for and execute complete layout of work to locations.

.2 Where security has been reduced by work of contractor, provide temporary means to maintain security. Obtain approval of measures by P.I.C.

.3 Provide barriers and/or warning to protect public and occupants in accordance with safety requirements.

Power and Water Supply

.1 DND can provide, free of charge, temporary electric power for construction purposes.

.2 Engineer will determine delivery points and quantitative limits. Engineer's written 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.

Material and Equipment

.1 Use new material and equipment unless otherwise specified.

.2 Provide material and equipment of specified design and quality, performing to published ratings and for which replacement parts are readily available.

.3 Use products of one manufacturer for material and equipment of same type or classification unless otherwise specified.

Clean Up

.1 The Contractor shall clean and tidy up daily. All debris and the like shall be removed from the site at completion of each day's work. On completion of the job, the site shall be left clean and tidy to the complete satisfaction of the P.I.C.

.2 On completion of the work in each area, remove all surplus materials, tools and equipment and leave the site in a clean and tidy condition to the complete satisfaction of the P.I.C.

.3 The P.I.C. or his representative will direct disposal of all surplus material and equipment.

SECTION 01546 -FIRE SAFETY REOUIREMENTS

Fire Safety Plan

.1 Contractors and their personnel will be familiar with this section and its requirements.

Reporting Fires

.1 Know the location of nearest fire alarm box and telephone, including the emergency phone number.

.2 Report immediately all fire incidents to the Fire Department as follows: Activate nearest fire alarm box or Telephone 911 on Base

3. Interior and Exterior Fire Protection and Alarm Systems

.1 Fire protection and alarm systems shall not be:

Obstructed.

Shut-Off.

Left inactive at the end of a working day or shift without notification and authorization from the fire Chief or his representative.

Fire Extinguisher

.1 The Contractor shall supply a fire extinguisher to protect, in an emergency, the work in progress and the Contractor's physical plant on site.

Blockage of Roadways

.1 The Fire Chief shall be advised of any work that would impede fire apparatus response. This includes violation of minimum overhead clearance, as prescribed by the Fire Chief, erecting of barricades and the digging of trenches.

Smoking Precautions

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

Rubbish and Waste Materials

.1 Rubbish and waste materials are to be kept to a minimum.

.2 The burning of rubbish is prohibited unless approved by the fire Chief.

.3 Removal:

All rubbish shall be removed from the worksite at the end of the workday or shift as directed.

Questions and/or Clarification.

.1 Any questions or clarification on Fire Safety in addition to the above requirements shall be directed to and cleared through the Fire Chief.

Fire Inspections

.1 The Base/station Fire Chief shall be allowed unrestricted access to the worksite.

.2 The Contractor shall co-operate with the Fire Chief during routine inspections of the work site.

.3 The Contractor shall immediately remedy all fire situations observed by the Fire Chief.

SECTION 16010 -ELECTRICAL -GENERAL REQUIREMENTS

1. General

.1 This Section covers items common to Sections of division 16. This Section supplements Requirements of Division 1.

Codes and Standards

- .1 Do complete installation in accordance with CSA C22.1 Latest Edition.
- .2 Abbreviations for electrical terms: to CSA 285-1983.

Care, Operation and Start-Up.

- .1 Instruct P.I.C. in the operation, care and maintenance of equipment.

Voltage Ratings

- .1 Operating Voltages: to CAN3-C23 5-83.
- .2 Motors, electrical heating, control and distribution devices and equipment to operate satisfactorily at 60 Hz within normal operating limits established by above standard. Equipment to operate in extreme operating conditions established in above standard without damage to equipment.

Permits, Fees and Inspection

- .1 Submit to BC Safety Engineering Service Division Electrical Safety Branch necessary number of drawings and specifications for examination and approval prior to commencement of work.
- .2 Apply for Permits and pay associated fees.
- .3 P.I.C. will provide Contract drawings and specifications required by BC Safety Engineering Safety Branch Division Electrical Safety Branch at no cost.
- .4 Notify P.I.C. of changes required by BC Safety Engineering Service Division Electrical Safety Branch prior to making changes,
- .5 Furnish Certificates of Acceptance from BC Safety Engineering Service Division Electrical Safety Branch on completion of work to Engineer.

Materials and Equipment

- .1 Provide materials and equipment in accordance with Section 01600 -Material and Equipment.
- .2 Equipment and material to be CSA certified. Where there is no alternative to supplying equipment, which is not CSA certified, obtain special approval from Electrical Inspection Department.
- .3 Factory assemble control panels and component assemblies.

Finishes

- .1 Shop finish metal enclosure surfaces by application of rust resistant primer inside and outside, and at least two coats of finish enamel.

Paint outdoor electrical equipment "electrical green" finish to EEMAC Y 1-1-1955.
Paint indoor switchgear and distribution enclosures light grey to EEMAC 2Y-1-1958.

- .2 Clean and touch up surfaces of shop-painted equipment scratched or marred during shipment or installation, to match original paint.
- .3 Clean and prime exposed non-galvanized hangars, racks and fastenings to prevent rusting.

Equipment Identification

- .1 Identify electrical equipment with nameplates as follows:
- .2 Nameplates:
Lamicaid 3 mm thick plastic engraving sheet, black face, white core, mechanically attached with self-tapping screws.
Nameplate Sizes
Size 1 10x50mm 1 line 3 mm high letters

Size 2 12x70 mm	1 line	5 mm high letters
Size 3 12x70 mm	2 lines	3 mm high letters
Size 4 20x90 mm	1 line	8 mm high letters
Size 5 20x90 mm	2 lines	5 mm high letters
Size 6 25x100 mm	1 line	12 mm high letters
Size 7 15x100 mm	2 lines	6 mm high letters

.3 Wording on nameplates to be approved by P.I.C. prior to manufacture.

.4 Allow for average of twenty-five (25) letters per nameplate.

.5 Identification to be in English.

.6 Nameplates for terminal cabinets and junction boxes to indicate system and/or voltage characteristics.

.7 Disconnects, starters and contractors; indicate equipment being controlled by voltage.

.8 Terminal cabinets and pull boxes; indicate system and voltage.

.9 Transformers; indicate capacity, primary and secondary voltages.

Wiring Identification

.1 Identify wiring with permanent indelible identifying markings, either numbered or coloured plastic tapes, on both ends of phase conductors of feeders and branch circuit wiring.

.2 Maintain phase sequence and colour coding throughout.

.3 Colour code: to CSA C22.1 Latest Edition.

.4 Use colour coded wires in communication cables, matched throughout system.

Wiring Terminations

.1 Lugs, terminals, screws used for termination of wiring to be suitable for either copper or aluminum conductors.

Manufacturers CSA Labels

.1 Visible and legible after equipment is installed.

Warning Signs

.1 As specified and to meet requirements of Electrical Inspection Department and P.I.C. 2 Decal signs, minimum size 175 x 250 mm.

Mounting Heights

.1 Mounting height of equipment is from finished floor or grade to centreline of equipment unless specified or indicated otherwise.

.2 If mounting height of equipment is not specified or indicated, verify before proceeding with installation.

Conduit and Cable Installation

.1 Install conduit and sleeves prior to pouring of concrete. Sleeves through concrete: sized for free passage of conduit and protruding 50 mm.

.2 If plastic sleeves are used in fire rated walls or floors, remove before conduit installation.

.3 Install cables, conduits and fittings to be embedded or plastered over, neatly and close to building structure so furring can be kept to a minimum.

Field Quality Control

.1 Conduct and pay for following tests: Power distribution system including phasing, voltage, grounding and load balancing. Circuits originating from branch distribution panels. Lighting and its control. Systems: fire alarm system, communications, as required.

.2 Furnish manufacturer's certificate or letter confirming that entire installation as it pertains to each system has been installed to manufacturer's instructions.

.3 Insulation resistance testing.

Megger circuits, feeders and equipment up to 350 V with a 500 V instrument.

Megger 350-600 V circuits, feeders and equipment with a 1000 V instrument.

Check resistance to ground before energizing.

Carry out tests in presence of P.I.C.

Provide instruments, meters, equipment and personnel required to conduct tests during and at conclusion of project. Submit test results for P.I.C.'s review.

Co-ordination of Protection Devices

.1 Ensure circuit protective devices such as overcurrent trips, relays and fuses are installed to required values and settings.

Lockout Policy

.1 Ensure all employees adhere to Base Construction Engineering Operating Procedures "Lockout Policy" available on request from BCEO Engineer.

Confined Space

.1 Ensure all employees adhere to Confined Space BCEO Standing Operating Procedure available on request from BCEO Engineer and WCB Regulations.

Dig Permits

.1 BCEO Dig Permits are required before any excavation is started.

CONSTRUCTION SITE HEALTH AND SAFETY

1 References

.1 Canada Labour Code -Part 11, Canada Occupational Health and Safety Health Regulations.

.2 National Building Code of Canada (NBC):

.1 Part 8, Safety Measures at Construction and Demolition Sites.

.3 Fire Commissioner of Canada (FCC):

.1 FCC No. 301-1 982, Standard for Construction Operations.

.2 FCC No. 302-1982, Standard for Welding and Cutting.

.4 Province of British Columbia:

.1 Workers Compensation Act (Occupational Health & Safety), Amendment Act, B.C. Reg. 185199, herein referred to as the Workers Compensation Act (WCA).

.5 Yukon Territory: .1 Occupational Health and Safety Act, R.S.Y. 1986.

.6 Canadian Standards Association (CSA):

.1 CSA S269.1-1975 (R1998), Falsework for Construction Purposes.

.2 CSA S269.2-M87 (R1998), Access Scaffolding for Construction Purposes.

.3 CSA-S350-M1980(R1998), Code of Practice for Safety in Demolition of Structures.

.7 American National Standards Institute (ANSI):

.1 ANSI A10.3, Operations -Safety Requirements for Powder- Actuated Fastening Systems.

2 Workers' Compensation Board Coverage

.1 Comply fully with the Workers' Compensation Act, regulations and orders made pursuant thereto, and any amendments up to the completion of the work.

.2 Maintain Workers' Compensation Board coverage during the term of the Contract, until and including the date that the Certificate of Final Completion is issued.

3 Compliance with Regulations

.1 PWGSC may terminate the Contract without liability to PWGSC where the Contractor, in the opinion of PWGSC, refuses to comply with a requirement of the Workers' Compensation Act or the Occupational Health and Safety Regulations.

.2 It is the Contractor's responsibility to ensure that all workers are qualified, competent and certified to perform the work as required by the Workers' Compensation Act or the Occupational Health and Safety Regulations.

4 Submittals

.1 Make submittals in accordance with instructions or as specified.

.2 Submit the following:

- .1 Health and Safety Plan.
- .2 Copies of reports or directions issued by federal and provincial health and safety inspectors.
- .3 Copies of incident and accident reports.
- .4 Complete set of Material Safety Data Sheets (MSDS), and all other documentation required by Workplace Hazardous Materials Information System (WHMIS) requirements for products used on project.
- .5 Emergency procedures.

.3 The Technical authority will review the Contractor's site-specific project Health and Safety Plan and emergency procedures, and provide comments to the Contractor within 5 days after receipt of the plan. Revise the plan as appropriate and resubmit to the Technical authority for review upon request.

.4 Medical surveillance: where prescribed by legislation, regulation or safety program, submit certification of medical surveillance for site personnel prior to commencement of work, and submit additional certifications for any new site personnel to the Technical authority.

.5 Submission of the Health and Safety Plan, and any revised version, to the Technical authority is for information and reference purposes only. It shall not:

- .1 Be construed to imply approval by the Technical authority.
- .2 Be interpreted as a warranty of being complete, accurate and legislatively compliant.
- .3 Relieve the Contractor of his legal obligations for the provision of health and safety on the project.

5 Responsibility

.1 Be responsible for:

- .1 The safety of persons and property on site; and
- .2 The protection of persons off site, and the environment to the extent that they may be affected by the conduct of the work.

6 General Condition

.1 Provide safety barricades and lights around work site as required to provide a safe working environment for workers and protection for pedestrian and vehicular traffic.

.2 Ensure that non-authorized persons are not allowed to circulate in designated construction areas of the work site.

- .1 Provide appropriate means by use of barricades, fences, warning signs, traffic control personnel, and temporary lighting as required.
- .2 Secure site at night time [or provide security guard] as deemed necessary to protect site against entry.

7 Regulatory Requirements

.1 Comply with specified codes, acts, bylaws, standards and regulations to ensure safe operations at site.

.2 In event of conflict between any provisions of the above authorities, the most stringent provision will apply. Should a dispute arise in determining the most stringent requirement, the Technical authority will advise on the course of action to be followed.

8 Work Permits

.1 Obtain building permit[s] related to project before start of work.

9 Filing of Notice

.1 The General Contractor is to complete and submit a Notice of Project as required by provincial territorial authorities.

10 Health and Safety Plan

.1 Conduct a site-specific hazard assessment based on review of Contract documents, required work, and project site. Identify any known and potential health risks and safety hazards.

.2 Prepare and comply with a site-specific project Health and Safety Plan based on hazard assessment, including, but not limited to, the following:

.1 Primary requirements:

- .1 Contractor's safety policy.
- .2 Identification of applicable compliance obligations.
- .3 Definition of responsibilities for project safety/organization chart for project.
- .4 General safety rules for project.
- .5 Job-specific safe work, procedures.
- .6 Inspection policy and procedures.
- .7 Incident reporting and investigation policy and procedures.
- .8 Occupational Health and Safety Committee/Representative procedures.
- .9 Occupational Health and Safety meetings.
- .10 Occupational Health and Safety communications and record keeping procedures.

.2 Summary of health risks and safety hazards resulting from analysis of hazard assessment, with respect to site and operations which must be performed as part of the work.

.3 List hazardous materials to be brought on site as required by work.

.4 Indicate engineering and administrative control measures to be implemented at the site for managing identified risks and hazards.

.5 Identify personal protective equipment (PPE) to be used by workers.

.6 Identify personnel and alternates responsible for site safety and health.

.7 Identify personnel training requirements and training plan, including site orientation for new workers.

.3 Develop the plan in collaboration with all subcontractors. Ensure that work/activities of subcontractors are included in the hazard assessment and are reflected in the plan.

4 Revise and update Health and Safety Plan as required, and resubmit to the Technical authority.

.5 The review of Health and Safety Plan by the Technical authority shall not relieve the Contractor of responsibility for errors or omissions in final Health and Safety Plan or of responsibility for meeting all requirements of construction and Contract documents.

11 Emergency Procedures

.1 List standard operating procedures and measures to be taken in emergency situations. Include an evacuation plan and emergency contacts (i.e. names and telephone numbers) of

- .1 Designated personnel from own company.
- .2 Regulatory agencies applicable to work and as per legislated regulations.
- .3 Local emergency resources.

.4 Technical authority [site staff].

.2 Include the following provisions in the emergency procedures:

- .1 Notify workers and the first-aid attendant, of the nature and location of the emergency.
- .2 Evacuate all workers safely.
- .3 Check and confirm the safe evacuation of all workers.
- .4 Notify the fire department or other emergency responders.
- .5 Notify adjacent workplaces or residences which may be affected if the risk extends beyond the workplace.
- .6 Notify the Technical authority [site staff].

.3 Provide written rescue/evacuation procedures as required for, but not limited to:

- .1 Work at high angles.
- .2 Work in confined spaces or where there is a risk of entrapment.
- .3 Work with hazardous substances.
- .4 Underground work.
- .5 Work on, over, under and adjacent to water.
- .6 Workplaces where there are persons who require physical assistance to be moved.

.4 Design and mark emergency exit routes to provide quick and unimpeded exit.

.5 At least once each year, emergency drills must be held to ensure awareness and effectiveness of emergency exit routes and procedures, and a record of the drills must be kept.

.6 Revise and update emergency procedures as required, and resubmit to the Technical authority.

12 Hazardous Products

.1 Comply with requirements of Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage and disposal of hazardous materials, and regarding labelling and provision of Material Safety Data Sheets (MSDS) acceptable to the Technical authority and in accordance with the Canada Labour Code.

13 Electrical Safety Requirements

.1 Comply with authorities and ensure that, when installing new facilities or modifying existing facilities, all electrical personnel are completely familiar with existing and new electrical circuits and equipment and their operation.

- .1 Before undertaking any work, coordinate required energizing and de-energizing of new and existing circuits with the Technical authority.
- .2 Maintain electrical safety procedures and take necessary precautions to ensure safety of all personnel working under this Contract, as well as safety of other personnel on site.

14 Electrical Lock-out

.1 Develop, implement and enforce use of established procedures to provide electrical lock-out and to ensure the health and safety of workers for every event where work must be done on any electrical circuit or facility.

.2 Prepare the lock-out procedures in writing, listing step-by-step processes to be followed by workers, including how to prepare and issue the request¹ authorization form. Have procedures available for review upon request by the Technical authority.

.3 Keep the documents and lock-out tags at the site and list in a log book for the full duration of the Contract. Upon request, make such data available for viewing by the Technical authority or by any authorized safety representative.

15 Overloading

.1 Ensure no part of work is subjected to a load which will endanger its safety or will cause permanent deformation.

16 Falsework

.1 Design and construct falsework in accordance with CSA S269.1.

17 Scaffolding

.1 Design, construct and maintain scaffolding in a rigid, secure and safe manner, in accordance with CANJCSA-S269.2.

18 Confined Spaces

.1 Carry out work in confined spaces in compliance with provincial/territorial regulations.

19 Fire Safety and Hot Work

.1 Obtain the Technical authority's authorization before any welding, cutting or any other hot work operations can be carried out on site.

.2 Hot work includes cutting/melting with use of torch, flame heating roofing kettles, or other open flame devices and grinding with equipment which produces sparks.

20 Fire Safety Requirements

.1 Store oily/paint-soaked rags, waste products, empty containers and materials subject to spontaneous combustion in ULC approved, sealed containers and remove from site on a daily basis.

.2 Handle, store, use and dispose of flammable and combustible materials in accordance with the National Fire Code of Canada.

21 Fire Protection and Alarm Systems

.1 Fire protection and alarm systems shall not be:

.1 Obstructed.

.2 Shut off.

.3 Left inactive at the end of a working day or shift.

.2 Do not use fire hydrants, standpipes and hose systems for purposes other than fire fighting.

.3 Be responsible/liable for costs incurred from the fire department, the building owner and the tenants, resulting from false alarms.

22 Unforeseen Hazards

.1 Should any unforeseen or peculiar safety-related factor, hazard or condition become evident during performance of the work, immediately stop work and advise the Technical authority verbally and in writing.

23 Correction of Non-Compliance

.1 Immediately address health and safety non-compliance issues identified by the Technical authority.

.2 Provide the Technical authority with written report of action taken to correct non-compliance with health and safety issues identified.

.3 The Technical authority may issue a "stop work order" if non-compliance of health and safety regulations is not corrected immediately or within posted time. The General Contractor/subcontractors will be responsible for any costs arising from such a "stop work order".

APPENDIX 3 MANDATORY REQUIREMENTS

We _____ (insert company name) certify that we have had a minimum of five (5) years experience in providing these types of Electrical Services. **YES NO**

We certify that we have a current Unrestricted Class "A" Contractors license. **YES NO**
Provide copy with bid or after bid closing.

We certify that we employ a Registered Professional Engineer for BC **YES NO**

Provide name of at least one Registered Professional Engineer who will be available for work on this standing offer.

Name of Registered Professional Engineer

Firm must have experience in the following:

Engineering: Harmonic/Disturbance Modelling	YES	NO
Load Flow Studies	YES	NO
Co-ordination Studies	YES	NO
Ground Grid design and testing	YES	NO

Field Work:

Startup/Verification services on high voltage breakers, transformers, relays and cables **YES NO**

Ground grid testing, step and touch calculations **YES NO**

Harmonic and Disturbance measurements **YES NO**

Equipment specification, procurement and supervision of installations **YES NO**

We have in the past completed the following works which are similar to the work for which the present offer is made:

Identify (2) two projects undertaken in the last (5) five years. Provide Name & Address of Facility, a Brief Description of Work Performed, Contract Dollar Amount and the Name & Phone Number of Project Contact.

PROJECT REFERENCE NO.1	
Name & Address of Facility	Name: Address:
Contract Dollar Amount	\$ _____
Name, telephone and email address of client contact	Name: Phone no.: Email address:
Brief Description of Work Performed:	

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PROJECT REFERENCE NO.2	
Name & Address of Facility	Name: Address:
Contract Dollar Amount	\$ _____
Name, telephone and email address of client contact	Name: Phone no.: Email address:
Brief Description of Work Performed:	

Copies of trade qualifications and certificates are to be provided to the contracting authority either with your bid or after bid closing.

All employees working on high voltage are required to have Current Power Safety Protection - Trained to Level 5
Provide name(s) of personnel who have this training:

Provide name and phone number of person authorized to confirm this at BC Hydro or EITI (Electrical Industry Training Institute)

APPENDIX 4 PRICE PROPOSAL FORM

PRICING

EVALUATION OF PRICE: The price of bids will be evaluated in Canadian dollars, the Goods and Services Tax (GST) or the Harmonized Sales Tax (HST) excluded, FOB destination for goods, shipping charges included, Customs duties and Excise taxes included.

1. Each item specified in the Price Schedules includes wages, allowances, supervision, liabilities as employer, insurance, and the use of all tools, etc., overhead, profit and all other liabilities whatsoever.

2. Unspecified Material shall be reimbursed at net cost, as supported by invoices, plus Markup as established in the Price Schedule of this Offer. "Net Cost" means all amounts reasonably and properly paid by the Offeror in respect of materials required for and used in the Work, and includes packing, handling and delivery charges, less any trade discounts received by the Offeror. The Offeror's Markup on Unspecified Material covers overheads, profit, and all other expenses whatsoever.

3. The prices inserted in the Price Schedules of this Offer include all applicable federal, provincial, and municipal taxes.

1. However, they do not include any amount for the Goods and Services Tax (GST) or Harmonized Sales Tax (HST). The appropriate GST/HST amounts will be paid by Canada to the Offeror in addition to the amounts paid against the amount of the contract. The Offeror shall make appropriate remittances to Revenue Canada in accordance with the legislation.
2. Payment by Canada for the Offeror's own special equipment not covered by the Price Schedules and required at the job site will be no greater than the local going rental rate for such equipment or the rate published by the local construction association for such equipment, whichever is the lower.
3. Pricing:
The hourly rates requested in the offer and acceptance for specific types of service shall be the total cost to perform the work including but not limited to:
 - a. labour including supervision, allowances and liability insurance;
 - b. travel time;
 - c. transportation/vehicle expenses;
 - d. tools and tackle;
 - e. overhead and profit;
 - f. any other incidental expenses other than supply of materials and replacement parts relating to the delivery of labour.

4. PRICES

The Offeror agrees that the following are the prices referred to above:

4.1 Unit Price Schedules – Rates

a) Years 1 & 2

Item	Class Of Labour, Material, Plant	Unit	Estimated Hours/Quantity	Unit Price \$	Estimated Total Price \$
1	Hourly rate, including travel time and all related expenses. A) During Regular Hours: 0800-1630 Hours, Monday through Friday				
	(i) Professional Engineer	per hour	160	\$	\$
	(ii) Technologist	per hour	1500	\$	\$
	(iii) CAD Drafting	per hour	10	\$	\$
	(iv) Electrician	per hour	20	\$	\$

	(v) Apprentice	per hour	10	\$	\$
	(vi) Supervisor	per hour	5	\$	\$
	B) Outside Regular Hours: Monday through Sunday, including all day Saturday, Sunday and holidays.				
	(i) Professional Engineer	per hour	2	\$	\$
	(ii) Technologist	per hour	10	\$	\$
	(iii) CAD Drafting	per hour	1	\$	\$
	(iv) Electrician	per hour	2	\$	\$
	(v) Apprentice	per hour	1	\$	\$
	(vi) Supervisor	per hour	1	\$	\$
2	Contractor's Mark Up on Allowance for unspecified material, replacement parts, required permits and certificates. (\$30,000.00 + % mark up =)	N/A	\$30,000.00	_____ %	\$
3	Rental Equipment Mark Up. Notwithstanding other rental conditions specified herein, equipment rental requirements for other than basic shop and tradespersons tools as specified will be approved IN ADVANCE by the Site Authority and charged at cost supported by invoice documents. (\$500.00 + % mark up =)	N/A	\$500.00	_____ %	\$
Sub Total A): Estimated Total Amount Years 1 & 2 (Applicable Taxes Extra)					\$

b) Year 3

Item	Class Of Labour, Material, Plant	Unit	Estimated Hours/Quantity	Unit Price \$	Estimated Total Price \$
1	Hourly rate, including travel time and all related expenses. A) During Regular Hours: 0800-1630 Hours, Monday through Friday				
	(i) Professional Engineer	per hour	80	\$	\$
	(ii) Technologist	per hour	700	\$	\$
	(iii) CAD Drafting	per hour	3	\$	\$
	(iv) Electrician	per hour	10	\$	\$
	(v) Apprentice	per hour	5	\$	\$
	(vi) Supervisor	per hour	3	\$	\$
	B) Outside Regular Hours: Monday through Sunday, including all day Saturday, Sunday and holidays.				
	(i) Professional Engineer	per hour	1	\$	\$
	(ii) Technologist	per hour	5	\$	\$

	(iii) CAD Drafting	per hour	1	\$	\$
	(iv) Electrician	per hour	1	\$	\$
	(v) Apprentice	per hour	1	\$	\$
	(vi) Supervisor	per hour	1	\$	\$
2	Contractor's Mark Up on Allowance for unspecified material, replacement parts, required permits and certificates. (\$15,000.00 + % mark up =)	N/A	\$15,000.00	_____ %	\$
3	Rental Equipment Mark Up. Notwithstanding other rental conditions specified herein, equipment rental requirements for other than basic shop and tradespersons tools as specified will be approved IN ADVANCE by the Site Authority and charged at cost supported by invoice documents. (\$250.00 + % mark up =)	N/A	\$250.00	_____ %	\$
Sub Total B): Estimated Total Amount Year 3 (Applicable Taxes Extra)					\$

c) Option Year 1

Item	Class Of Labour, Material, Plant	Unit	Estimated Hours/Quantity	Unit Price \$	Estimated Total Price \$
1	Hourly rate, including travel time and all related expenses. A) During Regular Hours: 0800-1630 Hours, Monday through Friday				
	(i) Professional Engineer	per hour	80	\$	\$
	(ii) Technologist	per hour	700	\$	\$
	(iii) CAD Drafting	per hour	3	\$	\$
	(iv) Electrician	per hour	10	\$	\$
	(v) Apprentice	per hour	5	\$	\$
	(vi) Supervisor	per hour	3	\$	\$
	B) Outside Regular Hours: Monday through Sunday, including all day Saturday, Sunday and holidays.				
	(i) Professional Engineer	per hour	1	\$	\$
	(ii) Technologist	per hour	5	\$	\$
	(iii) CAD Drafting	per hour	1	\$	\$
	(iv) Electrician	per hour	1	\$	\$
	(v) Apprentice	per hour	1	\$	\$
	(vi) Supervisor	per hour	1	\$	\$
2	Contractor's Mark Up on Allowance for unspecified material, replacement parts, required permits and certificates.	N/A	\$15,000.00	_____ %	\$

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Buyer ID - Id de l'acheteur
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	(\$15,000.00 + % mark up =)				
3	Rental Equipment Mark Up. Notwithstanding other rental conditions specified herein, equipment rental requirements for other than basic shop and tradespersons tools as specified will be approved IN ADVANCE by the Site Authority and charged at cost supported by invoice documents. (\$250.00 + % mark up =)	N/A	\$250.00	_____ %	\$
Sub Total C): Estimated Total Amount Option Year 1 (Applicable Taxes Extra)					\$

TOTAL EVALUATED PRICE:

Sub Total A): Estimated Total Amount Years 1 & 2	Sub Total B): Estimated Total Amount Year 3	Sub Total C): Estimated Total Amount Option Year 1	Total Evaluated Price (applicable taxes extra)
\$ _____	\$ _____	\$ _____	\$ _____

Cost will be evaluated on the Total Evaluated Price in Column 4. It is anticipated that 1 standing offer will be issued to the lowest compliant offeror.

OFFEROR'S CONTACTS:

The names, titles and telephone numbers of the Offeror's permanent staff members cleared to receive call-ups from Identified Users

NAME	TITLE	TELEPHONE NO.	EMAIL

SIGNATURE

Name and title of person authorized to sign on behalf of Offerer (Type or print)

Signature

Date

APPENDIX 5

EVALUATION PROCEDURES OR BASIS OF SELECTION

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.

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

Bids will be examined to determine their compliance with the following Mandatory Requirements:

- (1) Completion of the Mandatory Requirements Checklist in Appendix 3.
- (2) Completion of the Price Proposal Form in Appendix 4.

2. Basis of selection

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

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APPENDIX 6 PERIODIC REPORTS

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

Return to:

Name	Phone number	E-mail

Name Phone Number E-mail

Department of National Defence
Real Property Operations Branch (Esquimalt)
Postal Box 17000 Station Forces
Victoria, BC, V9A 7N2

BI-ANNUAL REPORT ON THE VOLUME OF BUSINESS

SUPPLIER: _____

REPORT FOR THE PERIOD ENDING: _____

Description of Work	Call-up #:	Total Billing

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

PREPARED BY: _____

NAME: _____

SIGNATURE: _____

TELEPHONE NO.: _____

APPENDIX 7

VOLUNTARY CERTIFICATION TO SUPPORT THE USE OF APPRENTICES

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

Name: _____

Signature: _____

Company Name: _____

Company Legal Name: _____

Solicitation Number: _____

Optional information to provide: _____

Number of apprentices planned to be working on this contract: _____

Trades of those apprentices:

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

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Buyer ID - Id de l'acheteur
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ANNEX A
SECURITY REQUIREMENT CHECK LIST (SRCL)



Government
of Canada

Gouvernement
du Canada

FEB 03 2016

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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		2. Branch or Directorate / Direction générale ou Direction CFB ESQUIMALT	
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 To provide labour, material, tools, equipment, supervision, and transportation to complete high voltage switching/isolation/grounding services, repair of high voltage switchgear, power factor correction, hypot testing, power quality studies, ground resistance calculations and field testing for all areas of CFB Esquimalt.			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>			
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	

TBS/SC1 350-103(2004/12)

Security Classification / Classification de sécurité
Unclassified

Canada



Government
of Canada

Gouvernement
du Canada

Contract Number / Numéro du contrat

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Security Classification / Classification de sécurité
Unclassified

PART A (continued) / PARTIE A (suite)

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

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

☒ No ☐ Yes
Non 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 ☐ Yes
Non Oui

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

Document Number / Numéro du document :

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

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

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

Special comments:

Commentaires spéciaux :

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

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

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

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

☒ No ☐ Yes
Non Oui

If Yes, will unscreened personnel be escorted?

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

☒ No ☐ Yes
Non Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

☒ No ☐ Yes
Non Oui

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

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

☒ No ☐ Yes
Non Oui

PRODUCTION

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

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

☒ No ☐ Yes
Non Oui

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

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

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

☒ No ☐ Yes
Non Oui

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

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

☒ No ☐ Yes
Non Oui



Government
of Canada

Gouvernement
du Canada

Contract Number / Numéro du contrat

W8837-164053

Security Classification / Classification de sécurité
Unclassified

PART C (continued) / PARTIE C (suite)

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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

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

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

☒ No
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).



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unclassified

PART D. AUTHORIZATION / PARTIE D. AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Rick Amot		Title - Titre Contract Supervisor	Signature R O T
Telephone No. - N° de téléphone 250-363-7848	Facsimile No. - N° de télécopieur 250-363-5324	E-mail address - Adresse courriel Richard.Amot@forces.gc.ca	Date 2016-01-25
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Sasa Medjovic - PDSD - Industrial Security Senior Security Analyst Tel: 613-996-0268		Title - Titre Industrial Security	Signature [Signature]
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel E-mail: sasa.medjovic@forces.gc.ca	Date 2016-01-03
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? <input type="checkbox"/> No / <input checked="" type="checkbox"/> Yes / Oui			
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées) Janie Leung		Title - Titre AI Supply Specialist	Signature Janie Leung
Telephone No. - N° de téléphone 604 666 8228	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel Janie.Leung@pwgsc.gc.ca	Date 2016-06-08
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature Maria Mendoza
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date Feb. 18 2016

Maria Mendoza
Contract Security Officer, Contract Security Division
Maria.Mendoza@tpsgc-pwgsc.gc.ca
Tel: 613-948-1618 / Fax/Télé: 613-954-4171

Solicitation No. - N° de l'invitation
W6837-164053/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
PWY031

Client Ref. No. - N° de réf. du client

File No. - N° du dossier
PWY-5-38413

CCC No./N° CCC - FMS No./N° VME

ANNEX B CERTIFICATE OF INSURANCE

(Not required at offer closing)

CERTIFICATE OF INSURANCE Page 1 of 2



Travaux publics et
Services gouvernementaux
Canada

Public Works and
Government Services
Canada

Description and Location of Work	Contract No.
	Project No.

Name of Insurer, Broker or Agent	Address (No., Street)	City	Province	Postal Code
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Name of Insured (Contractor)	Address (No., Street)	City	Province	Postal Code
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Additional Insured

Her Majesty the Queen in Right of Canada as represented by the Minister of Public Works and Government Services

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

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

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

Telephone number

Signature

Date D / M / Y

Solicitation No. - N° de l'invitation
W6837-164053/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
PWY031

Client Ref. No. - N° de réf. du client

File No. - N° du dossier
PWY-5-38413

CCC No./N° CCC - FMS No./N° VME

CERTIFICATE OF INSURANCE Page 2 of 2

General

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

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

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

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

Commercial General Liability

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

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

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

The policy must have the following minimum limits:

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

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

ANNEX C

VOLUNTARY REPORT FOR APPRENTICES EMPLOYED DURING THE CONTRACT (Sample)

(This report is not required at offer closing)

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

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

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

Number of apprentices hired	Trade

ANNEX D LISTING OF SUBCONTRACTORS

- 1) In accordance with GI06 – Listing of Subcontractors and Suppliers of R2410T- General Instructions - Construction Services, the Offeror should provide a list of Subcontractors with his Offer.
- 2) The Offeror should submit the list of Subcontractors and for any portion of the Work valued at 20% or greater of the submitted Offer Price.

	Subcontractor	Division	Estimated value of work
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			