



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada**

**Government of Canada Building
101 - 22nd Street East, Suite 110
Saskatoon
Sask.
S7K 0E1**

Bid Fax: (306) 975-5397

**Request For a Standing Offer
Demande d'offre à commandes**

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

Canada, as represented by the Minister of Public Works and
Government Services Canada, hereby requests a Standing Offer
on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et
Services Gouvernementaux Canada, autorise par la présente,
une offre à commandes au nom des utilisateurs identifiés
énumérés ci-après.

Comments - Commentaires

Vendor/Firm Name and Address

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

Issuing Office - Bureau de distribution

Public Works and Government Services Canada/Réception
des soumissions Travaux publics et Services
gouvernementaux Canada
Government of Canada Building
101 - 22nd Street East
Suite 110
Saskatoon
Saskatche
S7K 0E1

Title - Sujet Kitchen Maintenance	
Solicitation No. - N° de l'invitation W0142-17SC11/A	Date 2016-08-03
Client Reference No. - N° de référence du client W0142-17SC11	GETS Ref. No. - N° de réf. de SEAG PW-\$STN-197-4905
File No. - N° de dossier STN-6-39015 (197)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-09-13	Time Zone Fuseau horaire Central Standard Time CST
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Holt, Judy	Buyer Id - Id de l'acheteur stn197
Telephone No. - N° de téléphone (306)241-6148 ()	FAX No. - N° de FAX (306)975-5397
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE RALSTON AB P.O.BOX 6000 MEDICINE HAT Alberta T1A8K8 Canada	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

Raison sociale et adresse du fournisseur/de l'entrepreneur

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

**Name and title of person authorized to sign on behalf of Vendor/Firm
(type or print)**

**Nom et titre de la personne autorisée à signer au nom du fournisseur/
de l'entrepreneur (taper ou écrire en caractères d'imprimerie)**

Signature

Date

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STN-6-39015

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stn197
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This Standing Offer cannot be used for requirements in locations which fall under the Procurement Strategy for Aboriginal Business, the Set-Aside Program for Aboriginal Business, and Comprehensive Land Claim Agreements.

PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

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

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

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

1.2 Summary

The Department of National Defence, CFB Suffield, Ralston, AB has a requirement for the provision of all travel, labour, equipment, tools, materials and supervision to perform kitchen equipment repairs and maintenance as requested.

All work must be completed in accordance with Annex A – Statement of Work, as and when requested during the period of the Standing Offer from 1 January 2017 – 31 December 2017 with two (2) additional one (1) year option years.

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

1.3 Security Requirements

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

1.4 Debriefings

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

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: 60 days
Insert: 180 days

2.1.1 SACC Manual Clauses

M0222T	Evaluation of Price - Canadian/Foreign Offerors	2016-01-28
M0019T	Firm Price and/or Rates	2007-05-25

2.2 Submission of Offers

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

2.3 Former Public Servant – Competitive - Offer

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

Definitions

For the purposes of this clause,

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Offeror must provide the following information:

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

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

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

2.4 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than fifteen (15) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

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

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

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

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

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

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

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

Section I: Technical Offer

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

Section II: Financial Offer

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

3.1.1 Electronic Payment of Invoices - Offer

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

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

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

3.1.2 Exchange Rate Fluctuation

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

Section III: Certifications Offerors must submit the certifications and additional information required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Financial Evaluation

SACC Manual Clause M0222T (2016-01-28), Evaluation of Price

4.2 Basis of Selection

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

Lowest evaluated price will be calculated as follows:

Item 1.1 a) i + Item 1.1 a) ii + Item 1.1 b) i + Item 1.1 b) ii + Item 1.1 c) i + Item 1.1 c) ii + Item 1.2 a) i + Item 1.2 a) ii + Item 1.2 b) i + Item 1.2 b) ii + Item 1.2 c) i + Item 1.2 c) ii + Item 2.1 a) i + Item 2.1 a) ii + Item 2.1 b) i + Item 2.1 b) ii + Item 2.1 c) i + Item 2.1 c) ii + Item 2.2 a) i + Item 2.2 a) ii + Item 2.2 b) i + Item 2.2 b) ii + Item 2.2 c) i + Item 2.2 c) ii + Item 3.1 a) i + Item 3.1 a) ii + Item 3.1 b) i + Item 3.1 b) ii +

Item 3.1 c) i + Item 3.1 c) ii + Item 3.2 a) i + Item 3.2 a) ii + Item 3.2 b) i + Item 3.2 b) ii + Item 3.2 c) i + Item 3.2 c) ii = Lowest evaluated price

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Offer

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

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

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

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

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

PART 6 - SECURITY AND INSURANCE REQUIREMENTS

6.1 Security Requirements

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

6.2 Insurance Requirements

6.2.1 Insurance Requirements - Proof of Availability - Prior to issuance of a Standing Offer

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

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

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

This Standing Offer cannot be used for requirements in locations which fall under the Procurement Strategy for Aboriginal Business, the Set-Aside Program for Aboriginal Business, and Comprehensive Land Claim Agreements.

A. STANDING OFFER

7.1 Offer

- 7.1.1 The Offeror offers to perform the Work in accordance with the Statement of Work at Annex "X".

7.2 Security Requirements

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

**SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:
PSPC FILE W0142-17SC11**

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

7.3 Standard Clauses and Conditions

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

7.3.1 General Conditions

2005 (2016-04-04) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

7.3.2 Standing Offers Reporting

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

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

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

The quarterly reporting periods are defined as follows:

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

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

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups and providing services against the Standing Offer is from 1 January 2017 to 31 December 2017 inclusive.

7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional two (2) one (1) year periods, from 1 January 2018 to 31 December 2018 and 1 January

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File No. - N° du dossier
STN-6-39015

Buyer ID - Id de l'acheteur
stn197
CCC No./N° CCC - FMS No./N° VME

2019 to 31 December 2019 under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority fifteen (15) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

7.5 Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Judy Holt
Procurement Specialist
Public Works and Government Services Canada
Acquisitions Branch
101 22nd St E, Suite 101
Saskatoon, SK S7K 0E1

Telephone: 306 241 6148
Facsimile: 306 975 5397
E-mail address: judy.holt@pwgsc-tpsgc.gc.ca

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

7.5.2 Project Authority

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

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____ - ____ - ____
Facsimile: ____ - ____ - ____
E-mail address: _____

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

7.5.3 Offeror's Representative

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____ - ____ - ____
Facsimile: ____ - ____ - ____
E-mail address: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: **To be determined**

7.8 Call-up Instrument

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

7.9 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$20,000.00 (Applicable Taxes included).

7.10 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions [2005](#) (2016-04-04), General Conditions - Standing Offers - Goods or Services
- d) the general conditions [2010C](#) (2016-04-04), General Conditions - Services (Medium Complexity);
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex F, Security Requirements Check List;
- h) Annex D, Insurance Requirements;
- i) Annex E, Standing Offer Usage Report;
- j) the Offeror's offer dated _____

7.11 Certifications and Additional Information

7.11.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

7.12 Applicable Laws

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

B. RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

2010C (2016-04-04), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

Section 13 Interest on Overdue Accounts, of 2010C (2016-04-04), General Conditions - Services (Medium Complexity) will not apply to payments made by credit cards.

7.3 Term of Contract

7.3.1 Period of the Contract

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

7.4 Proactive Disclosure of Contracts with Former Public Servants

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

7.5 Payment

7.5.1 Basis of Payment - Firm Unit Price(s)

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price(s), as specified in Annex B - Basis of Payment for a cost of \$ **to be determined**. Customs duties are excluded and Applicable Taxes are extra.

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

7.5.2 Limitation of Price

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

7.5.3 Single Payment

SACC Manual clause H1000C (2008-05-12), Single Payment

7.5.4 Electronic Payment of Invoices – Call-up

To be determined

7.6 Invoicing Instructions

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

2. Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
- b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

7.7 Insurance Requirements

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

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

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

7.8 SACC Manual Clauses

A9006C	Defence Contract	2012-07-16
A9062C	Canadian Forces Site Regulations	2011-05-16
A9117C	T1204-Direct Request by Customer Department	2007-11-30
B7500C	Excess Goods	2006-06-16
C0710C	Time and Contract Price Verification	2007-11-30
C2000C	Taxes- Foreign Based Contractor	2007-11-30

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ANNEX "A"

STATEMENT OF WORK

Attached as Annex A

ANNEX "B"

BASIS OF PAYMENT

FOB - Destination

GST to be excluded from the prices shown herein.

GST will be added as a separate item on the invoice.

1. Year 1 - From 1 January 2017 to 31 December 2017

- .1 **Travel:** All inclusive lump sum price per round trip from place of business and CFB Suffield (non productive time):

	i) Qualified Technician	ii) Helper
a) Regular Working Hours (Mon - Fri: 8 am - 5 pm)	\$ _____ /trip	\$ _____ /trip
b) Outside Regular Working Hours (Monday through Friday)	\$ _____ /trip	\$ _____ /trip
c) Outside Regular Working Hours (Weekends & Stat Holidays)	\$ _____ /trip	\$ _____ /trip

- .2 **Labour:** Direct or Productive for Personnel used exclusively in work as detailed in the call up:

	i) Qualified Technician	ii) Helper
a) Regular Working Hours (Mon - Fri: 8 am - 5 pm)	\$ _____ /hour	\$ _____ /hour
b) Outside Regular Working Hours (Monday through Friday)	\$ _____ /hour	\$ _____ /hour
c) Outside Regular Working Hours (Weekends & Stat Holidays)	\$ _____ /hour	\$ _____ /hour

- .3 **Material and replacement parts** (except free issue) at laid down cost (which includes invoice cost, transportation costs, exchange, customs and brokerage charges) plus a mark up of _____ % (which includes purchasing expenses, internal handling, G & A expenses and profit) and excluding sales tax. Sales tax to be shown as a separate item.

.4 **Service Call**

a) If the job will takes longer than one day, the contractor will be paid the per trip rate at Item 1.1, for the first day the contractor reports to the job.

b) After the first day, the contractor will be paid one hour travel time per day (item 1.2), which includes non productive labour and kilometers. Living expenses will be paid in accordance with Treasury Board Travel Directive.

Travel and Living Expenses

The Contractor will be reimbursed for the authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the meal, private vehicle and incidental expense allowances specified in Appendices B, C and D of the Treasury Board Travel Directive, and with the other

provisions of the directive referring to "travellers", rather than those referring to "employees".

http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/tbm_113/menu-travel-voyage-eng.asp

All travel must have the prior authorization of the Project Authority.

All payments are subject to government audit.

c) If more than one call-up occurs per day, the per trip rate will only apply to the first call-up for that day providing the contractor is on site at the time of the call-up.

2. Option Year 1 - 01 January 2018 to 31 December 2018

.1 **Travel:** All inclusive lump sum price per round trip from place of business and CFB Suffield (non productive time):

	i) Qualified Technician	ii) Helper
a) Regular Working Hours (Mon - Fri: 8 am - 5 pm)	\$ _____ /trip	\$ _____ /trip
b) Outside Regular Working Hours (Monday through Friday)	\$ _____ /trip	\$ _____ /trip
c) Outside Regular Working Hours (Weekends & Stat Holidays)	\$ _____ /trip	\$ _____ /trip

.2 **Labour:** Direct or Productive for Personnel used exclusively in work as detailed in the call up:

	i) Qualified Technician	ii) Helper
a) Regular Working Hours (Mon - Fri: 8 am - 5 pm)	\$ _____ /hour	\$ _____ /hour
b) Outside Regular Working Hours (Monday through Friday)	\$ _____ /hour	\$ _____ /hour
c) Outside Regular Working Hours (Weekends & Stat Holidays)	\$ _____ /hour	\$ _____ /hour

.3 **Material and replacement parts** (except free issue) at laid down cost (which includes invoice cost, transportation costs, exchange, customs and brokerage charges) plus a mark up of _____ % (which includes purchasing expenses, internal handling, G & A expenses and profit) and excluding sales tax. Sales tax to be shown as a separate item.

.4 Service Call

a) If the job will takes longer than one day, the contractor will be paid the per trip rate at Item 1.1, for the first day the contractor reports to the job.

b) After the first day, the contractor will be paid one hour travel time per day (item 1 .2), which includes non productive labour and kilometers. Living expenses will be paid in accordance with Treasury Board Travel Directive.

Travel and Living Expenses

The Contractor will be reimbursed for the authorized travel and living expenses reasonably and

properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the meal, private vehicle and incidental expense allowances specified in Appendices B, C and D of the Treasury Board Travel Directive, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/tbm_113/menu-travel-voyage-eng.asp

All travel must have the prior authorization of the Project Authority.

All payments are subject to government audit.

c) If more than one call-up occurs per day, the per trip rate will only apply to the first call-up for that day providing the contractor is on site at the time of the call-up.

3. Option Year 2 - 01 January 2019 to 31 December 2019

.1 **Travel:** All inclusive lump sum price per round trip from place of business and CFB Suffield (non productive time):

	i) Qualified Technician	ii) Helper
a) Regular Working Hours (Mon - Fri: 8 am - 5 pm)	\$ _____ /trip	\$ _____ /trip
b) Outside Regular Working Hours (Monday through Friday)	\$ _____ /trip	\$ _____ /trip
c) Outside Regular Working Hours (Weekends & Stat Holidays)	\$ _____ /trip	\$ _____ /trip

.2 **Labour:** Direct or Productive for Personnel used exclusively in work as detailed in the call up:

	i) Qualified Technician	ii) Helper
a) Regular Working Hours (Mon - Fri: 8 am - 5 pm)	\$ _____ /hour	\$ _____ /hour
b) Outside Regular Working Hours (Monday through Friday)	\$ _____ /hour	\$ _____ /hour
c) Outside Regular Working Hours (Weekends & Stat Holidays)	\$ _____ /hour	\$ _____ /hour

.3 **Material and replacement parts** (except free issue) at laid down cost (which includes invoice cost, transportation costs, exchange, customs and brokerage charges) plus a mark up of _____ % (which includes purchasing expenses, internal handling, G & A expenses and profit) and excluding sales tax. Sales tax to be shown as a separate item.

.4 **Service Call**

a) If the job will takes longer than one day, the contractor will be paid the per trip rate at Item 1.1, for the first day the contractor reports to the job.

b) After the first day, the contractor will be paid one hour travel time per day (item 1 .2), which includes non productive labour and kilometers. Living expenses will be paid in accordance with Treasury Board Travel Directive.

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Travel and Living Expenses

The Contractor will be reimbursed for the authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the meal, private vehicle and incidental expense allowances specified in Appendices B, C and D of the Treasury Board Travel Directive, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/tbm_113/menu-travel-voyage-eng.asp

All travel must have the prior authorization of the Project Authority.

All payments are subject to government audit.

c) If more than one call-up occurs per day, the per trip rate will only apply to the first call-up for that day providing the contractor is on site at the time of the call-up.

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ANNEX "C" to PART 3 OF THE REQUEST FOR STANDING OFFERS
ELECTRONIC PAYMENT INSTRUMENTS

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

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

ANNEX "D"

INSURANCE REQUIREMENTS

Commercial General Liability Insurance

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

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ANNEX "E"

STANDING OFFER USAGE REPORT

Return to:
Public Works and Government Services Canada
Facsimile: (306) 975-5397
Email: WST-PA-CAL@pwgsc-tpsgc.gc.ca

Quarterly Usage Report Schedule:

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

REPORT ON THE VOLUME OF BUSINESS WITH FEDERAL GOVERNMENT DEPARTMENTS AND AGENCIES

SUPPLIER:
STANDING OFFER NO:
DEPARTMENT OR AGENCY:

REPORTING PERIOD:

Item No.	Call-Up/contract No. Description	Value of the Call-Up/Contract	GST/HST
(A) Total Dollar Value Call-ups for this reporting period:			
(B) Accumulated Call-Up totals to date:			
(A+B) Total Accumulated Call-Ups:			

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

PREPARED BY:

NAME:
TELEPHONE NO.:

SIGNATURE:

DATE

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ANNEX "F"

SECURITY REQUIREMENTS CHECK LIST

Attached as Annex F



National Defence



CANADIAN FORCES BASE SUFFIELD

BASE ENGINEERING

SPECIFICATION

FOR

KITCHEN EQUIPMENT MAINTENANCE

CFB Suffield Job No: L-S381-9901/782

PF No: SC 11

Dated: 03 May 2016

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PART 1 General

1.1 REFERENCES

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

1.2 DESCRIPTION OF WORK

- .1 Provide complete appliance repair services including the supply and installation of new equipment and materials complete with supplementary components as requested by Project Authority under the terms of the Contract on an as and when required basis.
- .2 All work is to be carried out at CFB Suffield, Ralston, Alberta.

1.3 CODES

- .1 Perform work in accordance with National Building Code of Canada (NBC), the Operations Manager, Field Service Dept., and Occupational Health and Safety Division (WCB), provided that in any case of conflict or discrepancy, the more stringent requirements must apply.
- .2 Meet or exceed requirements of:
 - .1 Contract documents;
 - .2 Specified standards, codes, and referenced documents:
 - .1 Canadian Electrical Code.
 - .2 CSA and ULC standards.
 - .3 Installation Code for Natural Gas Burning Appliances and Equipment.
 - .4 Canadian Plumbing Code.

1.4 QUALITY ASSURANCE

- .1 Construction, demolition and replacement of materials and equipment must be performed by Contractor qualified to perform type of work.

1.5 CONTRACTOR'S USE OF SITE

- .1 Use of Site: exclusive and complete for execution of work.
- .2 Obtain and pay for use of additional storage or work areas.

1.6 LOCATION OF EQUIPMENT AND FIXTURES

- .1 Location of equipment, fixtures, and outlets indicated or specified are to be considered as approximate.
- .2 Locate Fire Protection Equipment and distribution systems to provide minimum interference and maximum usable space and in accordance with manufacturer's recommendations for safety, access, and maintenance.
- .3 Inform Project Authority of impending installation and obtain his approval for actual location.
- .4 Submit field drawings to indicate relative position of various services and equipment when required by Project Authority.

1.7 ALTERATIONS, ADDITIONS OR REPAIRS TO EXISTING BUILDING

- .1 Execute work with least possible interference or disturbance to occupants, public and normal use of premises. Arrange with Project Authority to facilitate execution of work.
- .2 Where security has been reduced by work of Contract, provide temporary means to maintain security.
- .3 Provide temporary barriers, warning signs in locations where renovation and alteration work is adjacent to areas used by public or government staff.

1.8 ADDITIONAL DRAWINGS

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

1.9 BUILDING SMOKING ENVIRONMENT

- .1 Comply with smoking restrictions.

1.10 INTENTION

- .1 It is the intention of these specifications to provide for complete appliance repair services to meet the Department of National Defence requirements described herein and in complete accordance with applicable codes and ordinances.
- .2 The work to be done must include the provision of all labour, materials, tools and equipment as well as the application and competent knowledge of kitchen equipment to carry out requisitioned repair work as required on various type of kitchen equipment identified in Annex A through J.
- .3 All work must be done by fully qualified Journeyman with an Alberta Appliance Certification.

1.11 GUARANTEE

- .1 All work under this Contract will be free from defects of materials and workmanship for a period of one (1) year from date of initial acceptance and further, that any defective materials that become evident during the guarantee period will be corrected at no additional cost to DND.

1.12 COMMENCEMENT OF WORK

- .1 Work must commence when Contractor has a signed and approved DSS 942 authorizing him to perform work.
- .2 Work performed as requested by persons other than Project Authority appointed OPI of Contract or work not on an authorized DSS 942 must be done at Contractor's own expense.

1.13 COOPERATION

- .1 The Contractor must familiarize himself with the building in which work was requested and must cooperate with others doing work in this building so that their work will not conflict with his.

1.14 INSTALLATION CLEAN UP

- .1 Thoroughly clean equipment of dirt and other foreign substances. Disconnect, clean and reconnect whenever necessary for the purpose of locating and removing obstructions. Repair work damaged in the course of removing obstructions.
- .2 The Contractor must be responsible for the protection and maintenance of his work until job has been completed and accepted by DND. He must be responsible for the sorting of his material inside and out of the building and must clean up all refuse caused by his work.

PART 2 - Products

2.1 GENERAL

- .1 Equipment to conform to applicable standards.
- .2 Use only new material and equipment.
- .3 Equipment supplied must be the product of a well established manufacturer with local service representation.

2.2 MATERIALS

- .1 All materials used must be new and the best of its respective kind unless otherwise specified. All equipment installed must be in accordance with manufacturer's printed installation directions.

PART 3 - Execution

3.1 INSTALLATION

- .1 General:
 - .1 Installation must always be in accordance with applicable codes and standards.
 - .2 Installation must be in accordance with manufacturer's instructions and to complete satisfaction of Project Authority.

3.2 WORKMANSHIP

- .1 All work must be executed in a workmanlike manner and must present a neat and finished appearance when completed. The Contractor must keep a qualified journeyman and assistant when required on the job during progress of work.

3.3 FINAL CLEANING

- .1 On a daily basis, maintain area of work free from debris and waste material.
- .2 Dispose of waste materials and rubbish at a designated dump site away from DND property.

END OF SECTION

Part 1 General

1.1 FIRE SAFETY PLAN

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

1.2 FIRE DEPARTMENT BRIEFING

- .1 Project Authority will co-ordinate arrangements for contractor for briefing on Fire Safety at pre-work conference by Fire Chief before work is commenced.

1.3 REPORTING FIRES

- .1 Know location of nearest fire alarm box and telephone, including emergency phone number.
 - .1 Base: 4911
 - .2 Cellular Phone: 911 or 1-403-544-4991
- .2 Report immediately fire incidents to Fire Department as follows:
 - .1 Activate nearest fire alarm box; or
 - .2 Telephone.
- .3 Person activating fire alarm box will remain at box to direct Fire Department to scene of fire.
- .4 When reporting fire by telephone, give location of fire, name or number of building and be prepared to verify location.

1.4 INTERIOR AND EXTERIOR FIRE PROTECTION AND ALARM SYSTEMS

- .1 Fire protection and alarm system will not be:
 - .1 Obstructed;
 - .2 Shut-off; and
 - .3 Left inactive at end of working day or shift without authorization from Fire Chief.
- .2 Fire hydrants, standpipes and hose systems will not be used for other than fire-fighting purposes unless authorized by Fire Chief.

1.5 FIRE EXTINGUISHERS

- .1 Supply fire extinguishers, as scaled by Fire Chief, necessary to protect work in progress and contractor's physical plant on site.
- .2 In addition to the requirements mentioned above, the Fire Safety Plan shall include the number and location of Fire Extinguishers, and the location of the Muster Point, in the event of an emergency. Also include measures for controlling fire hazards created during construction, in and around the construction site.

1.6 BLOCKAGE OF ROADWAYS

- .1 Advise Fire Chief of work that would impede fire apparatus response. This includes violation of minimum overhead clearance, as prescribed by Fire Chief, erecting of barricades and digging of trenches.

1.7 FIRE PRECAUTIONS

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

1.8 SMOKING PRECAUTIONS

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

1.9 RUBBISH AND WASTE MATERIALS

- .1 Keep rubbish and waste materials at minimum quantities.
- .2 Burning of rubbish is prohibited.

- .3 Remove rubbish from work site at end of work day or shift or as directed.
- .4 Storage:
 - .1 Store oily waste in approved receptacles to ensure maximum cleanliness and safety.
 - .2 Deposit greasy or oily rags and materials subject to spontaneous combustion in approved receptacles and remove specified.

1.10 FLAMMABLE AND COMBUSTIBLE LIQUIDS

- .1 Handling, storage and use of flammable and combustible liquids must be governed by the current National Fire Code of Canada.
- .2 Keep flammable and combustible liquids such as gasoline, kerosene and naphtha for ready use in quantities not exceeding 45 litres provided they are stored in approved safety cans bearing Underwriters' Laboratory of Canada or Factory Mutual seal of approval. Storage of quantities of flammable and combustible liquids exceeding 45 litres for work purposes requires permission of Fire Chief.
- .3 Transfer of flammable and combustible liquids is prohibited within buildings or jetties.
- .4 Transfer of flammable and combustible liquids will not be carried out in vicinity of open flames or any type of heat-producing devices.
- .5 Do not use flammable liquids having flash point below 38 degrees C such as naphtha or gasoline as solvents or cleaning agents.
- .6 Store flammable and combustible waste liquids, for disposal, in approved containers located in safe ventilated area. Keep quantities minimum and Fire Department is to be notified when disposal is required.

1.11 HAZARDOUS SUBSTANCES/HOT WORK/ TEMPORARY HEAT PERMITS

- .1 Work entailing use of toxic or hazardous materials, chemicals and/or explosives, or otherwise creating hazard to life, safety or health, must be in accordance with National Fire Code of Canada.
- .2 Obtain from Fire Chief a "Hot Work" permit for work involving spark-producing equipment, welding, burning or use of blowtorches, in buildings or facilities. Hot Work permits may be issued between 0800 – 0900 hours daily.
- .3 Temporary Heating – temporary heaters shall be stamped as approved by a recognized testing agency (i.e. CDA, CSA, ULC). Only indirect flame type heaters are to be used. Only in exceptional circumstances are torpedo type heaters to be used and they will require 24 hour on site supervision. Heater permits require 24 hours' notice and can be obtained from the Chief Fire Inspector daily between 0800 – 0900 hours. After normal working hours, callouts for Fire Prevention staff to inspect and issue permits shall be at the Contractor's expense.

- .4 Heaters are to have an original and legible installation plate affixed stating clearances to be maintained from combustible materials. Stated clearances will be maintained at all times.
- .5 Heaters shall be installed by a qualified gas fitter to meet the requirements of the Propane Installation Code or the National Gas Installation Code, whichever is applicable.
- .6 All LPG cylinders shall be supported against upset by non-combustible cable or chain. Cylinders shall be protected against damage.
- .7 A permit becomes invalid if a heater is moved from the original location for which the permit was issued. A new permit must be obtained.
- .8 When Work is carried out in dangerous or hazardous areas involving use of heat, provide fire watchers equipped with sufficient fire extinguishers. Determination of dangerous or hazardous areas along with level of protection necessary for Fire Watch is at discretion of Fire Chief. Contractors are responsible for providing fire watch service for work on scale established and in conjunction with Fire Chief at pre-work conference.
- .9 Provide ventilation where flammable liquids, such as lacquers or urethanes are used, eliminate sources of ignition. Inform Fire Chief prior to and at cessation of such work.

1.12 QUESTIONS AND/OR CLARIFICATION

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

1.13 FIRE INSPECTION

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

END OF SECTION

Part 1 General

1.1 ENVIRONMENTAL RESPONSIBILITY

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

1.2 WORK AREA

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

1.3 FUEL MANAGEMENT

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

1.4 FIRES

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

1.5 SOIL HANDLING

- .1 Remove topsoil before any construction procedures commence to avoid compaction of topsoil.
- .2 Handle topsoil only when it is dry and warm

- .3 Pile topsoil in berms in locations as directed by DND Representative. Stockpile height not to exceed 2.5 - 3m.
- .4 Topsoil is to be replaced as the finish layer over all areas to be reseeded.
- .5 Avoid soil handling activities under high wind or unfavorable weather conditions, as directed by the DND Representative.

1.6 SITE CLEARING AND PLANT PROTECTION

- 1. Minimal surface disturbance techniques are to be employed on prairie landscapes.
- .2 When vegetation or brush removal is required, such activities are to be completed using non-chemical means, unless otherwise authorized by the DND Representative.
- .3 Protect trees and plants on site and adjacent properties where indicated.
- .4 Wrap in burlap, trees and shrubs adjacent to construction work, storage areas and trucking lanes, and encase with protective wood framework from grade level to height of 2 m.
- .5 Protect roots of designated trees to drip line during excavation and site grading to prevent disturbance or damage. Avoid unnecessary traffic, dumping and storage of materials over root zones.
- .6 Minimize stripping of topsoil and vegetation.
- .7 Restrict tree removals to areas indicated or designated by DND Representative.
- .8 Salvage vegetation and store at approved sites for future replacement as required and directed by DND Representative.

1.7 WASTE MANAGEMENT

- .1 Do not bury rubbish and waste materials on site.
- .2 Ensure waste materials, equipment and debris are adequately contained on site.
- .3 Dispose of unused paint, adhesive, caulking material, and volatile materials at official hazardous waste material collections site.
- .4 Provide and use clearly marked separate bins for recycling wherever facilities are available. Dispose of recyclable materials, to appropriate facilities except where otherwise specified, in accordance with authority having jurisdiction.
- .5 Provide on-site containers for collection of waste materials and debris. Locate for least interference with work activities. Remove construction debris, waste materials, packaging material from work site daily, or dispose of as directed by DND Representative.
- .6 Additional requirements in accordance with Section 01 74 20 – Construction/Demolition Waste Management and Disposal.

1.8 DRAINAGE

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

1.9 POLLUTION CONTROL

- .1 Maintain temporary erosion and pollution control features installed under this contract.
- .2 Control emissions from equipment and plant to local authorities' emission requirements.
- .3 Prevent sandblasting and other extraneous materials from contaminating air and waterways beyond application area, by providing temporary enclosures.
- .4 Cover or wet down dry materials and rubbish to prevent blowing dust and debris. Provide dust control for temporary roads.

1.10 STORAGE AND HANDLING

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

1.11 EQUIPMENT

- .1 Use equipment in good working order, free of all leaks which would contaminate site.
- .2 Equipment brought to site is to be clean and well maintained in a manner that will not be detrimental to the environment in compliance with the Canadian Environmental Protection Act (CEPA). Equipment in violation shall be removed from the site until such time as it complies with these requirements.

- .3 Do not add fuel, oils or coolants to machinery on site. Provide properly placed drip pans under all fuel, oil and coolant filled machinery when machinery is left on site overnight and on weekends to contain leaks and drips.
- .4 Equipment and vehicles used on the prairie shall be cleaned to remove weeds and spores prior to arriving on site.
- .5 Store vehicles in designated areas approved by DND Representative.

1.12 CLEAN UP

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

1.13 REPORTING

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

1.14 INSPECTIONS

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

END OF SECTION

Part 1 General

1.1 CONSTRUCTION SAFETY MEASURES

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

1.2 BASE SAFETY OFFICE BRIEFING

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

1.3 FMA SAFETY REQUIREMENTS

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

1.4 EPG AND BASE RANGE AREA

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

1.5 TOOLS AND EQUIPMENT

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

1.6 CONFINED SPACE ENTRY POLICY

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

1.7 FIRE SAFETY REQUIREMENTS

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

1.8 SCAFFOLDING

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

1.9 OVERLOADING

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

1.10 WHMIS

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

1.11 FALL PROTECTION

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

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

1.12 PERSONAL PROTECTIVE EQUIPMENT (PPE)

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

END OF SECTION

Building 83 – Snack Bar (Coyote Grill)

Equipment	Make	Model No.	Serial No.	Utility Connection
Coffee Brewer (2)	Bunn	CWTF 35TS	CWT012803M CWT012803M	Electric
Water Heater	Bunn	HW5-3	13-00121	Electric
Pizza warmer	Hatco	FSDT-2	3864650721	Electric
Microwave (2)	Panasonic	Nf1257cr	6c25140010	Electric
Pizza oven (2)	Lincoln			Gas/Electric
Broiler	Nieco	732	221-20695	Gas/Electric
Grill	Star	636TCHSACC	T6361099	Gas
Fryer (2)	Quest	MV40/130	13634/13635	Gas
Toaster	Belleco	JTI	0803548909	Gas
Weiner Grill	Round up	HDC 35A	04090783	Electric
Convection Oven	Blodgett	Zephys		Gas/Electric
Booster	Super Hot			Electric
6 Burner Stove	Garland			Gas
Dishwasher	Hobart	AM-14	99-126-177	Electric
Pizza Warmer	McCall		S-774304	Electric
Fridge	McCall	L4-4001	S-768502	Electric
Freezer	Foster	QL-48-T	68-95897	Electric

BLDG 523 – WO’S MESS

Equipment	Make	Model No.	Serial No.	Utility Connection
Glass Washer – (to be installed)	TBC	TBC	TBC	Electric

Building 534 – Crowfoot Cafe

Equipment	Make	Model No.	Serial No.	Utility Connection
Convection Oven	Southbend	Sigs / 125c Silverstar	00496918	Gas / Electric
Dishwasher	Blakeslee	D8B	26332	Gas
Fryer (2)	Frymaster	FP247ESC	9705GP0031	Gas
Fryer	Quest	MV40-130	16702	Gas
Fryer	Quest	MV40-130	16706	Gas
Fryer	Quest	MV40-130	12172	Gas
Broiler	Nieco			Gas/Electric
Grill	Keatin	72 BFLD	CN99331A-4E	Gas
Conveyor Oven (2)	Lincoln	Impinger		Gas/Electric
Toaster	Beloco			Electric
Toaster	CTS	DO59169		
Toaster	Hatco			Electric
Altosham	Altosham	Haloheat		Electric
Microwave	Panasonic	NE-1257CR	6C25140010	
Microwave	Amana	Res82olw		Electric
Proofer	McCall	L44001H		Electric
Hot water dispenser	Bunn	HW 5X28		Electric
Pizza Warmer	Hatco	Flavr savr	F00231	Electric
Coffee brewers (3)	Bunn	CWTF35-75		Electric

Building 436 – Combined Mess

Equipment		Make	Model No.	Serial No.	Utility Connection
Front Line					
Hot Wells	12	Cassidy	106	94835-3	Electric
Hot Wells	4	Cassidy	110	94835-4	Electric
Heat Lamps	12				Electric
Plate Holders	4	Hatch			Electric
Grill – Built In		AccuSteam	Egd2083b4800	13705	Electric
Coffee Urn		Curtis	RU60020	10744745	Electric
Toaster	2	Star	QCS 3-1300	212584005-1104 TQ30608A0004	Electric
Pizza Warmer		Hatco	FDWD-1	8030951038	Electric
Main Kitchen					
Hold Ovens		Alto Sham	1200UP/SR	299612-0105	Electric
Grill Portable		AccuSteam	GGF1201A4800	13640	Electric
Fryer	2	Vulcan Power Fry	2VK45CF	481806921 481806922	Gas
Range & Open Tops	2	Garland	--	--	--
Convection Ovens	4	US Range	Summit 20	--	Gas/Electric
Tilt Skillet	2	Cleveland	SGL-40-71	150223056512 150223056513	Gas/Electric
Steam Cooker	2	AccuTemp	AccuSteam	40156/40157/ 40158/40178	Gas
Dishwasher		Hobart	FRC86A	85-1069177	Electric
Oven Combi	2	Rational	61-202		Gas/Electric
Salad Room					
Mixer		Hobart	HL300	31-1482-741	Electric
Mixer		Hobart	HL1400	31-1463-138	Electric
Convection Oven	4	US Range	Summit 20	0805100249302	Electric
Steam Kettle Tabletop		Cleveland	KET3TP	12062353852	Electric
Refrigerator		Traulsen	G20010	T07070/15	Electric
Blast Chiller		Delfield	T14D		Electric
Kitchenette					
Range		Garland	--	--	Electric
Hold Oven		Alto Sham	--	--	Electric
Steam kettle Tabletop		Cleveland	KET-6-T	120623053564	Electric
Refrigerator		Beverage Air	HR2-15	10411694	Electric
Freezer		True	T49-F	6688903	Electric

Equipment		Make	Model No.	Serial No.	Utility Connection
Officers Mess					
Hot Wells	2	Vollrath	3704-00002-AIA	--	Electric
Toaster		Star	QCS-1-350	TQ135100840012	Electric
Refrigerator		Traulsen	G11010	T08531J15	Electric
Salad Bar Portable		Vollrath	37066-00002-AFA	Z258-00394191-001	Electric
Sandwich Bar Portable		Beverage Air	SUR48-18M	4312411	Electric
Sgts Mess					
Hot Wells	8	Cassidy	105	94835-2	Electric
Carving Station		Alto Sham	100-HSL-TMS	733-23-0996	Electric
Toaster		HatCo	T0-10	8227581047	Electric
Coffee Urn		Curtis	RU-150-12	10464598	Electric
Milk Dispenser Single		SilverKing	Majestic		Electric
Salad Bar Built In		Quest			Electric
Refrigerator		Habco	ESM28	28060175	Electric
Plate Holders	4	Hatch			Electric
Junior Ranks					
Salad Bar Built In		Quest			Electric
Milk Dispenser Double		SilverKing	Majestic		Electric
Milk Dispenser Single		SilverKing	Majestic		Electric
Refrigerator		Russel	SE425XG	4400 1960	Electric
Refrigerator		Traulsen	G21010	T11257K15	Electric
Refrigerator		True	T43	7610764	Electric
Sandwich Bar Portable		Beverage Air	SPE60-16	10309913	Electric
Sandwich Bar Portable		SilverKing	SKP4812	SAGE86277A	Electric
Pot Room					
Garburator		Insinkerator	SSC500-1	13089	Electric
Veg Prep Room					
Garburator		Insinkerator	SS200-30	04059008064	Electric
Potator Peeler		Hobart	ML6460T		Electric
Meat Prep Room					
Food Cutter		Hobart	84186	56-1311-349	Electric
Meat Slicer		Globe	3850N	3850N-01714	Electric

Building R35 – Jubilee Arms

Equipment	NBR Of Units	Make	Model No.	Serial No.	Utility Connection
Deep Fryer	1	Garland	H352805C	0304FN0001	Gas
Deep Fryer	1	Frymaster	H352805D	0003FN0009	Gas
Deep Fryer	1	Quest	MV40/130	16807	Gas
Broiler	1	Jade Range	N/A	N/A	Gas
Two Burner Open Top	1	US Range	N/A	N/A	Gas
Grill & Hot Plate	1	Quest			Gas
Salamander	1	Quest			Gas
Convection Ovens	2	Garland	TC3	117180	Gas / Electric
Steam Wells	1	Hatch	HFS 2	40228344716	Electric
Heat Lamps	2	Somers	ESFW48 ESFW36	N/A	Electric
Microwave	1	Panasonic	NE-1257CR	6CD3010004	Electric
Toaster	1	Hatco	TQ800H	710310004	Electric
Coffee Brewer	1	BloomField	N/A	N/A	Electric
Microwave	1	Toaster Combo	LMF124755	N/A	Electric
Microwave	1	Toaster Combo	LMF124755	N/A	Electric
Pizza Oven	1	Lincoln	Impinger300		Electric
Dishwasher	1	Knight	KLE 175 GT		Electric
Disposer	1	Insinkerator	55100-30	09059068761	Electric
Glass washer	1	Moyer	DF	N/A	Electric
Salad Bar	1	True	TSSO-48-18M	1-2220571	Electric
Freezer	1	GE	FUF17SVARWW	VR167873	Electric

Building 241 – Crowfoot Kitchen

Equipment	No. of Units	Make	Model No.	Serial No	Utility Connection
Fryers (New)	4	Frymaster			Gas/Electric
Filters	1	Frymaster			Electric
Tilt Skillet	1	Cleveland			Electric
Range	2	Quest			Gas
Broiler	1	Garland			Gas
Steam Kettles	4	Crown			Steam
Combi	1	Alto Sham	0562020		Gas/Electric
ConvectionNew	2	Duke	613-G2XX	20ABAB0137	Gas/Electric
Steamers	2	Cleveland	PGM 300		Gas/Electric
Mixer	1	Hobart	H600T	1912253	Electric
Tilt Skillet	2	Cleveland			Electric
Broilers	2	Garland			Gas
Ranges	2	Quest	6 tops		Gas
Microwave	1	Sanyo			Electric
Hold ovens	2	Garland	1826-7DBL	68773/68772	Electric
Hold ovens	2	Alto Sham	1000-TH/11	504502-000	Electric
Steam Tables	10	Quest			Gas
Coffee Urn	2	Curtis	RV-600-12	10770587/8	Electric
Coffee Urn	2	Bunn	U3-20500	U30042578T/9T	Electric
Toasters	2	Hatco	TK100		Electric
Dishwasher	1	Hobart	FRCL86E	85-1072173	Electric
Booster	1	Hobart			Electric
Disposer	1	Insinkerator	SS300		Electric
Toaster	1	Holman	T710	053370595	Electric
Convention	2	Duke			Electric
Potato Peeler	2	Hobart			Electric
Disposer	1	Insinkerator	SS200-28	08069057947	Electric
Disposer	1	Insinkerator	SS500-29	10109084197	Electric
Fryer	1	Vulcan	4GR45AF	481803673	
Water Boiler	4	Cleveland	KGL-40SH KGL-40SH KGL-40SH KGL-40SH	151023050032 151023050033 151023050034 151023050035	
Hot Cupboard	4	Alto Sham	1200-UP 1200-UP 1200-UP 1200-UP	1191601-000 1191598-000 1191604-000 1191602-000	
Display Fridge	1	MKE	DO-48PTSC	1411251	
Blast Chiller	1	Alto Sham	QC40C-2M-ADS-HL	8766-11	Electric

Equipment	No. of Units	Make	Model No.	Serial No	Utility Connection
Ice Maker	1	Hoshicaki			
Ice Maker	2	Cleveland			
Hood Vents	3			489/487/486	
Refrigerators	8			373 1504833 1504826 7063161 1504825 5297303 7019310 5193644	Electric

Building 206 – Crowfoot NCO's Mess

Equipment	Make	Model No.	Ser. No.	Utility Connection
Coffee Brewer	Bunn	VPR-B	D-02973	Electric

Building 387 – Equipment List

Equipment	No. of Units	Make	Model No.	Serial No.	Utility Connection
Glass Washer	1	Moyer Diebel	SW400R	ZK 06303	Electric
Coffee Brewer	1	Bloomfield	8785.ca	10x00001948	Electric
Steam Table	2	Valrath	38005	b.97963	Electric

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Annex I
FOOD SERVICE EQUIPMENT LIST
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Building 504 – Crowfoot Sgts Mess

Equipment	No. of Units	Make	Model No.	Serial No.	Utility Connection
Glass Washer	1	Moyer Diebel	DFM40A-12732	--	Electric

Building 588 – EXCON Kitchen

Equipment	Make	Model No.	Serial No.	Utility Connection
Coffee Brewer	Bunn	LCA-2C	LCA008680	Electric
Water Heater	Bunn	H10X-80-208	H10000240R	Electric
Grill 2	Garland	BF280	CS22/CS24	Gas
Hot Wells 14	E-Chef	EHE160L-C	1003150000898	Electric
Dishwasher	Jackson	Tempstar	10B253045	Electric
Ovens 2	Sunfire	--	MEA-Z1-93-E	Gas
Mixer (Floor)	Varimixer	W30	0101040001	Electric
Combo Oven	Garland	--	--	Gas
Steam Kettle	Cleveland	KEL-40	1002230583	Electric
Deep Fryers 2	Frymaster	PMJ1355D	1002FA0155/6	Gas
Steam Oven	Cleveland	PGM2002	1003230000452	Gas
Potato Peeler	Blakeslee	3-15	--	Electric
Toaster	QCS	QCS-1-350	1-Q1350413A0035	
Ice Maker				
Juice Maker				
Salad Table				

Annex F - Security Requirements Check List

Government
of CanadaGouvernement
du Canada

MAY 13 2016

Contract Number / Numéro du contrat

WO142-17SC11

Security Classification / Classification de sécurité
UNCLASSSECURITY 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
DEPT. OF NATIONAL DEFENCE		BASE ENGR, CANADIAN FORCES BASE, SUFFIELD.
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Provide Maintenance Of Kitchen Equipment Throughout CFB Suffield		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Non Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASS

Canada



Government
of Canada

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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

☒ RELIABILITY STATUS
COTE DE FIABILITÉ

☐ CONFIDENTIAL
CONFIDENTIEL

☐ SECRET
SECRET

☐ TOP SECRET
TRÈS SECRET

☐ TOP SECRET - SIGINT
TRÈS SECRET - SIGINT

☐ NATO CONFIDENTIAL
NATO CONFIDENTIEL

☐ NATO SECRET
NATO SECRET

☐ COSMIC TOP SECRET
COSMIC TRÈS SECRET

☐ SITE ACCESS
ACCÈS AUX EMPLACEMENTS

Special comments:

Commentaires spéciaux : This SCRL is being submitted as the contractor requires unescorted access to Controlled Access Zones/Areas.

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

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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	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
				CONFIDENTIEL		TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL		COSMIC TRÈS SECRET	A	B	C	CONFIDENTIEL		TRÈS SECRET
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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Security Classification / Classification de sécurité
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PART D - AUTHORIZATION / PARTIE D - AUTORISATION

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

Name (print) - Nom (en lettres moulées)

Ray Ries

Title - Titre

A. Contracts Inspector

Signature

Ray Ries

Telephone No. - N° de téléphone
403-544-4818

Facsimile No. - N° de télécopieur
403-544-4456

E-mail address - Adresse courriel
ray.ries@forces.gc.ca

Date

3 May 2016

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

Name (print) - Nom (en lettres moulées)

**Tippy Graham - DSDO - Industrial Security
Senior Security Analyst**

Title - Titre

Signature

Tippy Graham

Telephone No. - N° de téléphone
Tel: 613-998-9283

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel
E-mail: tippy.graham@forces.gc.ca

Date

12 May 2016

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?

Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

☐ No
Non

☒ Yes
Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

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

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Anna Kulycka

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel
Anna.Kulycka@tpsgc-pwsc.gc.ca

Date

June 6, 2016

Tel/Tél - 613-957-1258 / Fax/Téléc - 613-954-4171