

RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

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

**1713 Bedford Row
Halifax, N.S./Halifax,(N.E.)
B3J 1T3
Halifax
Bid Fax: (902) 496-5016**

Request For a Standing Offer Demande d'offre à commandes

National Master Standing Offer (NMSO)

Offre à commandes principale et nationale (OCPN)

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

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

Title - Sujet Brush Clearing - CFB Halifax,NS	
Solicitation No. - N° de l'invitation W6837-155521/B	Date 2016-08-23
Client Reference No. - N° de référence du client W6837-15-5521	GETS Ref. No. - N° de réf. de SEAG PW-\$PWA-310-5446
File No. - N° de dossier PWA-5-74074 (310)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-10-04	Time Zone Fuseau horaire Atlantic Daylight Saving Time ADT
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Stevenson, Jacquelyn	Buyer Id - Id de l'acheteur pwa310
Telephone No. - N° de téléphone (902)403-3520 ()	FAX No. - N° de FAX (902)496-5016
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE REAL PROPERTY OPERATIONS UNIT (ATL) BLDG 7, WILLOW PARK STATION FORCES HALIFAX NOVA SCOTIA B3K5X5 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

N° de l'invitation - Solicitation No.
W6837-15521/B
N° de réf. du client - Client Ref. No.
W6837-155521

N° de la modif - Amd. No.
File No. - N° du dossier
PWA-5-74074

Id de l'acheteur - Buyer ID
PWA310
N° CCC / CCC No./ N° VME - FMS

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION	3
1.1 INTRODUCTION	3
1.2 SUMMARY	3
1.3 SECURITY REQUIREMENTS	4
1.4 DEBRIEFINGS	4
PART 2 - OFFEROR INSTRUCTIONS	4
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS	4
2.2 SUBMISSION OF OFFERS	4
2.3 FORMER PUBLIC SERVANT	5
2.4 ENQUIRIES - REQUEST FOR STANDING OFFERS	6
2.5 APPLICABLE LAWS	6
PART 3 - OFFER PREPARATION INSTRUCTIONS	7
3.1 OFFER PREPARATION INSTRUCTIONS	7
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION	8
4.1 EVALUATION PROCEDURES	8
4.2 BASIS OF SELECTION	8
PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION	9
5.1 CERTIFICATIONS REQUIRED WITH THE OFFER	9
5.2 CERTIFICATIONS PRECEDENT TO THE ISSUANCE OF A STANDING OFFER AND ADDITIONAL INFORMATION	9
PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS	10
6.1 SECURITY REQUIREMENTS	10
PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES	11
A. STANDING OFFER	11
7.1 OFFER	11
7.3 STANDARD CLAUSES AND CONDITIONS	11
7.4 TERM OF STANDING OFFER	12
7.5 AUTHORITIES	12
7.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS	13
7.7 IDENTIFIED USERS	13
7.8 CALL-UP INSTRUMENT	13
7.10 LIMITATION OF CALL-UPS	13
7.11 FINANCIAL LIMITATION	13
7.12 PRIORITY OF DOCUMENTS	14
7.14 APPLICABLE LAWS	14
B. RESULTING CONTRACT CLAUSES	15
7.1 STATEMENT OF REQUIREMENT	15
7.2 STANDARD CLAUSES AND CONDITIONS	15
7.3 TERM OF CONTRACT	15
7.4 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS	15
7.5 PAYMENT	15
7.6 INVOICING INSTRUCTIONS	16
7.7 INSURANCE	16

N° de l'invitation - Solicitation No.
W6837-15521/B
N° de réf. du client - Client Ref. No.
W6837-155521

N° de la modif - Amd. No.

File No. - N° du dossier
PWA-5-74074

Id de l'acheteur - Buyer ID
PWA310
N° CCC / CCC No./ N° VME - FMS

ANNEX "A"	17
STATEMENT OF WORK	17
ANNEX "B"	18
BASIS OF PAYMENT	18
ANNEX "C"	21
SECURITY REQUIREMENTS CHECK LIST	21
(SEE ATTACHED)	21

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, Financial and Insurance Requirements: includes specific requirements that must be addressed by Offerors; and |
| Part 7 | 7A, Standing Offer, and 7B, Resulting Contract Clauses: |
- 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
- 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, the Basis of Payment, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification and any other annexes

1.2 Summary

- 1.2.1 Public Works and Government Services Canada (PWGSC) has a requirement on behalf of the Department of National Defence (DND). Work under this requirement comprises the furnishings of all labour, material, equipment, tools, transportation and supervision required to cut trees, chipping and spreading, trimming trees, cutting shrubs, bushes, tall grass, cleaning up and removal of debris at various locations of CFB Halifax specified herein.

The period of this Standing offer is for one-year with an additional two one-year option periods at the discretion of the Department of National Defence.

- 1.2.2 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).

"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 (2016-04-04)** Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: **90 days**

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.

Due to the nature of the Request for Standing Offers, transmission of offers by facsimile to PWGSC **will not be** accepted.

2.3 Former Public Servant

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

Definitions

For the purposes of this clause,

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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 **5 (five)** 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 **NOVA SCOTIA**.

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.

N° de l'invitation - Solicitation No.
W6837-15521/B
N° de réf. du client - Client Ref. No.
W6837-155521

N° de la modif - Amd. No.
File No. - N° du dossier
PWA-5-74074

Id de l'acheteur - Buyer ID
PWA310
N° CCC / CCC No./ N° VME - FMS

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 hard copy

Section II: Financial Offer ONE hard copy

Section III: Certifications ONE hard copy

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 Annex A - **Basis of Payment**. The total amount of Applicable Taxes must be shown separately.

N° de l'invitation - Solicitation No.
W6837-15521/B
N° de réf. du client - Client Ref. No.
W6837-155521

N° de la modif - Amd. No.
File No. - N° du dossier
PWA-5-74074

Id de l'acheteur - Buyer ID
PWA310
N° CCC / CCC No./ N° VME - FMS

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.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

It is mandatory that bidders submit firm prices/rates for ALL items in the cost form, including no cost items.

4.1.2 Financial Evaluation

- 4.1.2.1** The price of the offer will be evaluated in Canadian Dollars, applicable taxes excluded, FOB destination, Canadian customs and duties and excise taxes included.

4.2 Basis of Selection

4.2.1 Mandatory Technical Criteria Only

M0031T (2007-05-25) An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

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.

PART 6 - SECURITY, FINANCIAL 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.
2. 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.

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

7.1.1 The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex "A".

7.2 Security Requirements

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

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

7.3 Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<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 "_____". 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** 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 **30 calendar** days after the end of the reporting period.

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is one-year from date of award.

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-year periods, 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 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:

Name: _____

Title: _____

Public Works and Government Services Canada

Acquisitions Branch

Directorate: _____

Address: _____

Telephone: ____ - ____ - ____

Facsimile: ____ - ____ - ____

E-mail address: _____

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.

N° de l'invitation - Solicitation No.
W6837-15521/B
N° de réf. du client - Client Ref. No.
W6837-15521

N° de la modif - Amd. No.
File No. - N° du dossier
PWA-5-74074

Id de l'acheteur - Buyer ID
PWA310
N° CCC / CCC No./ N° VME - FMS

7.5.2 Project Authority

The Project Authority for the Standing Offer is:

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.

7.6 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: Authorized representative of the Department of National Defence, Formation Construction Engineering, Maritime Forces Atlantic.

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, etc.**

7.10 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed **\$25,000**. (Applicable Taxes included).

7.11 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$_____ unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

7.12 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions **2005 2016-04-04**, General Conditions - Standing Offers - Goods or Services
- e) the general conditions **2010C 2015-09-03** ;
- f) Annex A, Statement of Requirement
- g) Annex B, Basis of Payment
- h) Annex C, Security Requirements Check List
- i) the Offeror's offer dated _____

7.13 Certifications and Additional Information**7.13.1 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.

7.13.2 Federal Contractors Program for Employment Equity - Setting aside

The Offeror understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Offeror and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Standing Offer. If the AIEE becomes invalid, the name of the Offeror will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC may result in the setting aside of the Standing Offer.

7.14 Applicable Laws

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

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 Requirement

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 (2015-09-03) 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

7.3.2 Delivery Date

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

7.4 Proactive Disclosure of Contracts with Former Public Servants

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

7.5 Payment

7.5.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a *firm unit price as specified in Annex B for a cost determined at time of the call-up*. 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 Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed the amount determined at the time of the call-up. Customs duties are excluded and Applicable Taxes are extra.

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

7.5.3 Single Payment

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;

7.6 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions along with the *monthly* maintenance report described in the *Statement of Work* of the Contract.
2. Invoices cannot be submitted until all work identified in the invoice has been completed and that all maintenance service call reports related to the Work identified in the invoice have been received by the Project Authority.
2. The Contractor must distribute the invoices and reports as follows:
The original and two (2) copies of the invoices and *monthly* maintenance reports must be forwarded to the address shown on page 1 of the Contract for certification and payment.

7.7 Insurance

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

N° de l'invitation - Solicitation No.
W6837-15521/B
N° de réf. du client - Client Ref. No.
W6837-155521

N° de la modif - Amd. No.
File No. - N° du dossier
PWA-5-74074

Id de l'acheteur - Buyer ID
PWA310
N° CCC / CCC No./ N° VME - FMS

ANNEX "A"

STATEMENT OF WORK

(see attached)

ANNEX "B"

BASIS OF PAYMENT

HRM Includes – Stadacona, Windsor Park, Halifax Armoury, HMC Dockyard, RA Park, DC School (Purcell's Cove), Dockyard Annex, DRDC Atlantic, Wright's Cove Degaussing Range, 12 Wing Shearwater, Hartlen Point Golf Course, Osbourne Head, CFAD Bedford, Bedford Rifle Range, Ferguson's Cove.

Outside HRM Includes – Mill Cove, Newport Corner, Windsor Armoury, Debert and outlying areas, Truro Armoury, Springhill Armoury, New Glasgow Armoury, Pictou Armoury, Glace Bay Armoury, Sydney Armoury and Cape Breton Areas

Table 1 – Pricing for Year One of Standing Offer		
Class of Labour	Unit of Measurement	Unit Rate
1) The following prices are based on brush clearing under and adjacent to buildings, antennas, guy wires, fencing and other physical obstructions, to include cutting down various types of trees, shrubs, bushes, tall grass to height of 100-150 mm above ground, underbrush lying on the soil and previously cut and uprooted trees or shrubbery.		
a) HRM*	Per acre	\$
b) Outside HRM**	Per acre	\$
2) The following prices are based on disposal of all trees, shrubs and tall grass by chipping and spreading of chips in accordance with section 31 11 00 Brush Clearing of Annex A.		
a) HRM*	Per acre	\$
b) Outside HRM**	Per acre	\$
3) The following prices are based on clearing isolated trees.		
a) HRM*	Per tree	\$
b) Outside HRM**	Per tree	\$
4) The following prices are based on grubbing of isolated tree stumps and roots.		
a) HRM*	Per tree	\$
b) Outside HRM**	Per tree	\$

Table 2 – Pricing for Option Year One of Standing Offer

Class of Labour	Unit of Measurement	Unit Rate
5) The following prices are based on brush clearing under and adjacent to buildings, antennas, guy wires, fencing and other physical obstructions, to include cutting down various types of trees, shrubs, bushes, tall grass to height of 100-150 mm above ground, underbrush lying on the soil and previously cut and uprooted trees or shrubbery.		
c) HRM*	Per acre	\$
d) Outside HRM**	Per acre	\$
6) The following prices are based on disposal of all trees, shrubs and tall grass by chipping and spreading of chips in accordance with section 31 11 00 Brush Clearing of Annex A.		
c) HRM*	Per acre	\$
d) Outside HRM**	Per acre	\$
7) The following prices are based on clearing isolated trees.		
c) HRM*	Per tree	\$
d) Outside HRM**	Per tree	\$
8) The following prices are based on grubbing of isolated tree stumps and roots.		
c) HRM*	Per tree	\$
d) Outside HRM**	Per tree	\$

Table 3 – Pricing for Option Year Two of Standing Offer		
Class of Labour	Unit of Measurement	Unit Rate
9) The following prices are based on brush clearing under and adjacent to buildings, antennas, guy wires, fencing and other physical obstructions, to include cutting down various types of trees, shrubs, bushes, tall grass to height of 100-150 mm above ground, underbrush lying on the soil and previously cut and uprooted trees or shrubbery.		
e) HRM*	Per acre	\$
f) Outside HRM**	Per acre	\$
10) The following prices are based on disposal of all trees, shrubs and tall grass by chipping and spreading of chips in accordance with section 31 11 00 Brush Clearing of Annex A.		
e) HRM*	Per acre	\$
f) Outside HRM**	Per acre	\$
11) The following prices are based on clearing isolated trees.		
e) HRM*	Per tree	\$
f) Outside HRM**	Per tree	\$
12) The following prices are based on grubbing of isolated tree stumps and roots.		
e) HRM*	Per tree	\$
f) Outside HRM**	Per tree	\$

N° de l'invitation - Solicitation No.
W6837-15521/B
N° de réf. du client - Client Ref. No.
W6837-15521

N° de la modif - Amd. No.
File No. - N° du dossier
PWA-5-74074

Id de l'acheteur - Buyer ID
PWA310
N° CCC / CCC No. / N° VME - FMS

ANNEX "C

SECURITY REQUIREMENTS CHECK LIST

(see attached)

Department of National Defence



Specification

Standing Offer Agreement

Brush Clearing

CFB Halifax, NS

Job No.W6837-15-5521

2015-05-19

<u>Section</u>	<u>Title</u>	<u>Pages</u>
<u>Division 01 - General Requirements</u>		
01 11 00	General Instructions	0
01 35 30	Health and Safety Requirements	7
01 35 35	DND Fire Safety Requirements	0
01 35 36	Security, Safety and Fire Regulations CFAD Bedford, NS	0
01 35 37	Access to DRDC Atlantic Complex	0
01 35 43	Environmental Procedures	2
01 74 11	Cleaning	0
<u>Division 31 - Earthwork</u>		
31 11 00	Brush Clearing	0

PART 1 - GENERAL

- 1.1 RELATED SECTIONS .1 Section 31 11 00 Brush Clearing.
- 1.2 DESCRIPTION OF WORK .1 Work under this Standing Offer Agreement comprises the furnishing of all labour, materials, tools, equipment, transportation and supervision required to cut trees, chipping and spreading, trimming trees, cutting shrubs, bushes, tall grass, cleaning up and removal of debris at various areas of CFB Halifax as specified herein.
- 1.3 ENGINEER .1 All reference to the Engineer in this specification refers to the Contract Inspector which is representing the Real Property Operations Unit (Atlantic).
- .2 The Engineer will provide the Contractor with a list of his / her authorized representatives at the pre-job meeting.
- 1.4 WORK INCLUDED .1 Brush clearing under and adjacent to buildings, antennas, guy wires, fencing and other physical obstructions, to include cutting down various types of:
- .1 trees;
- .2 shrubs;
- .3 bushes;
- .4 tall grass to height of 100 - 150 mm above the soil;
- .5 underbrush lying on the soil; and
- .6 previously cut and uprooted trees or shrubbery.
- .2 Disposal of all trees, shrubs and tall grass by chipping and spreading of chips in accordance with section 31 11 00 Brush Clearing.
- .3 Clean up.
- 1.5 LOCATIONS OF JOB SITES .1 Areas covered under this specification include but not limited to the following locations:
- .1 Stadacona - Halifax, NS;
- .2 Windsor Park - Halifax, NS;
- .3 Willow Park - Halifax, NS;

1.5 LOCATIONS OF JOB SITES
(Cont'd)

- (Cont'd)
- .4 HMC Dockyard - Halifax, NS;
 - .5 Halifax Armoury - Halifax, NS;
 - .6 Royal Artillery (RA) Park - Halifax, NS;
 - .7 Damage Control Division - Purcell's Cove, NS;
 - .8 Dockyard Annex (NAD) - Dartmouth, NS;
 - .9 DRDC Atlantic - Dartmouth, NS;
 - .10 Wright's Cove Degaussing Range - Dartmouth, NS;
 - .11 12 Wing Shearwater - Eastern Passage, NS;
 - .12 Hartlen Point Golf Course - Cow Bay, NS;
 - .13 Osbourne Head Gunnery Range - Cow Bay, NS;
 - .14 CFAD Bedford - Bedford, NS;
 - .15 Bedford Rifle Range - Bedford, NS;
 - .16 Ferguson's Cove - Ferguson's Cove, NS;
 - .17 NRS Mill Cove - Mill Cove, NS;
 - .18 NRS Newport Corner - Newport Corner, NS;
 - .19 Windsor Armoury - Windsor, NS;
 - .20 Debert and outlying areas - Debert, NS;
 - .21 Truro Armoury - Truro, NS;
 - .22 Springhill Armoury - Springhill, NS;
 - .23 New Glasgow Armoury - New Glasgow, NS;
 - .24 Pictou Armoury - Pictou, NS;
 - .25 Glace Bay Armoury - Glace Bay, NS; and
 - .26 Sydney Armoury - Sydney, NS.

1.6 SITE ACCESS

- .1 Access to the site is under the direction of the Department of National Defence. All visitors entering areas issuing a daily pass will be aware of the requirement for search as a condition of issue.

-
- | | | |
|--|----|---|
| <u>1.6 SITE ACCESS
(Cont'd)</u> | .2 | While within the confines of CFB Halifax all employees and representatives of the Contractor must comply with all of the Standing Orders as promulgated by Base Authorities. |
|
 | | |
| <u>1.7 PRE-JOB MEETING</u> | .1 | Immediately upon receipt of award of Standing Offer Agreement, the successful Contractor will contact the Engineer to arrange a pre-job meeting prior to commencement of any work. |
|
 | | |
| <u>1.8 CONTRACTOR
QUALIFICATIONS</u> | .1 | The Contractor must satisfy the Engineer that he / she has adequate and qualified staff to perform the service expected. This includes all service calls within an acceptable time period and having adequate parts on hand to meet the requirements of the job, both during silent and normal working hours. |
| | .2 | Whenever the Contractor uses sub-contractors, they too must perform to and comply with all requirements of this Standing Offer. |
|
 | | |
| <u>1.9 WORKMANSHIP</u> | .1 | Workmanship must be the best quality executed by workers experienced and skilled in the respective duties for which they are employed. |
| | .2 | Do not employ any unfit person or anyone unskilled in their required duties. The Engineer reserves the right to require the dismissal from the site, workers deemed incompetent, careless, insubordinate or otherwise objectionable. |
| | .3 | Decisions as to the quality or fitness of workmanship in cases of dispute rest solely with the Engineer whose decision is final. |
| | .4 | The Contractor will employ a competent and experienced supervisor with the authority to speak on his behalf on day-to-day routine matters. |
|
 | | |
| <u>1.10 CONTRACTOR USE
OF SITE</u> | .1 | Contractor will be briefed on use of site by the Engineer. |
| | .2 | Do not unreasonably encumber site with materials or equipment. |
| | .3 | Move stored products or equipment which interferes with operations of Engineer or other Contractors. |
| | .4 | The Engineer will brief the Contractor on access to restricted areas. |
-

1.11 PARKING

- .1 In limited areas, a parking space will be made available on site for Contractor vehicles to drop off equipment and supplies. The Contractor will maintain and administer this space as directed.
- .2 The Contractor will have to pay for parking at the following locations:
 - .1 Stadacona - Halifax, NS;
 - .2 Windsor Park - Halifax, NS;
 - .3 Willow Park - Halifax, NS;
 - .4 RA Park - Halifax, NS;
 - .5 HMC Dockyard - Halifax, NS; and
 - .6 Dockyard Annex (NAD) - Dartmouth, NS.

1.12 NORMAL WORKING HOURS

- .1 Normal working hours will be 0730 to 1600 hours, Monday to Friday. Any work carried out other than normal working hours must be authorized by the Engineer.

1.13 CODES AND STANDARDS

- .1 Perform work in accordance with the latest edition of the National Building Code of Canada (NBC), Canadian Electrical Code Part I, Canada Labour Code Part II and any other provincial and local code applicable. In any case of conflict or discrepancy, the more stringent requirements will apply.
- .2 Meet or exceed requirements of Standing Offer Agreement documents, specified standards, codes and referenced documents.
- .3 Conform to all applicable safety and environmental regulations.

1.14 PROTECTION OF EXISTING FACILITIES

- .1 The Contractor must take all necessary precautions to ensure against damage to existing facilities. Any damage to such facilities as a result of the Contractor's operations must be repaired or replaced by the Contractor at his / her own expense, as soon as is reasonably possible.
- .2 The Contractor must protect all occupant owned furnishings and equipment, plants, shrubs, and buildings from damage during execution of this Standing Offer Agreement.

- 1.15 INSPECTION .1 All work and materials covered by this specification will be subject to inspection at any time by the Engineer or his / her representative.
- 1.16 REPORTING IRREGULARITIES .1 The Contractor must notify the Engineer of irregularities in the work area, such as structural defects, mechanical and / or electrical problems and / or any beyond the scope of work.

PART 2 - PRODUCTS

- 2.1 NOT USED .1 Not used.

PART 3 - EXECUTION

- 3.1 NOT USED .1 Not used.

PART 1 - GENERAL

1.1 WORK SAFETY
MEASURES

- .1 Observe and enforce construction safety measures by complying with the requirements of the following statutes and authorities:
 - .1 Canada Labour Code Part II and the Canada Occupational Health and Safety Regulations;
 - .2 Nova Scotia Occupational Health and Safety Act and supporting Occupational General Safety Regulations
 - .3 most recent amendments to the National Building Code of Canada, Part 8 and National Fire Canada.
- .2 Refer to Section 01 35 35 DND Fire Safety Requirements.
- .3 Engineer will provide a copy of any relevant special written instructions to be followed.
- .4 **Before Work Begins**
 - .1 Bidder / Tender to provide documentation if requested by the Crown, indicating all safety training attained for each person who will be involved with the Standing Offer.
- .5 The following disciplinary measures will be taken for any violations of safety under this Standing Offer Agreement:
 - .1 **First Violation:** Verbal warning issued to the Contractor for the first violation of a safety regulation (Violation will be documented on Standing Offer file, copy to Contractor, DCC or PWGSC).
 - .2 **Second Violation:** Written warning to Contractor for second violation of a safety regulation (Violation will be documented on Standing Offer file, copy to Contractor, DCC or PWGSC).
 - .3 **Third Violation:** A third violation of a safety regulation may result in the termination of the Standing Offer with a recommendation to the Contracting Authority that the Contractor be denied access to Real Property Operations Units (Atlantic) contracts (Documented to Standing Offer file, copies to Contractor, DCC or PWGSC).

1.1 WORK SAFETY
MEASURES
(Cont'd)

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

1.2 HAZARD
ASSESSMENTS

- .1 Contractor must implement and carry out a health and safety hazard assessment program as part of the Work. Program to include:
 - .1 **Initial Hazard Assessment:** Carried out upon notification of Contract award and / or prior to commencement of Work.
 - .2 **On-going Hazard Assessments:** Performed during the progress of Work identifying new or potential health risks and safety hazards not previously known. As a minimum, hazards assessments must be carried out when:
 - .1 new sub-trade work, new sub-contractor (s) or new workers arrive at the site to commence another portion of the Work;
 - .2 the scope of Work has been changed;
 - .3 Work conducted in confined spaces; and / or
 - .4 potential hazard or weakness in current health and safety practices are identified by the Engineer.
- .2 Hazard assessments will be project and site specific, based on review of Standing Offer documents and site.
- .3 Each hazard assessment to be made in writing. Keep copies of all assessments on site for duration of Work. Upon request, make available to Engineer.

1.2 HAZARD
ASSESSMENTS
(Cont'd)

- .4 The Contractor must notify the Engineer of suspected hazardous material during work and not apparent from drawings, specifications, or report pertaining to work (e.g. lead, asbestos etc.). Do not disturb such material pending instructions from the Engineer. The Engineer will make the necessary arrangements for testing the material as required.

1.3 ASBESTOS
PRODUCT AND
ASBESTOS ACTIVITY

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

1.4 HAZARDOUS
MATERIAL SPILL

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

1.4 HAZARDOUS
MATERIAL SPILL
(Cont'd)

- .2 (Cont'd)
.5 (Cont'd)
.2 company; and
.3 telephone number.
.6 contain the spill;
.7 isolate the area as required;
.8 contact the Engineer; and
.9 clean up minor spills using appropriate protective equipment and supplies.

1.5 FASTENING
DEVICES EXPLOSIVE
ACTUATED

- .1 Explosive actuated devices must not be used.

1.6 HOT WORK

- .1 All hot work activity is to take place with Engineer's approval and written permission from the Base Fire Chief (hot work permit). Hot work permits and fire watch requirements will be provided by the Dockyard fire hall at 427-3500.
.2 The ventilation system in the area of any hot work is to be isolated to prevent migration of fumes / smoke and to reduce any possible spread of fire to other areas of the facility.
.3 Contractor is to employ an employee trained in the use of fire extinguishers as fire watch during any hot work for a minimum of 30 minutes after activity has ceased.

1.7 CONFINED SPACES

- .1 All work in confined spaces will be carried out in compliance with the Canada Occupational Safety and Health Regulations, Part XI.
.2 The Contractor to provide and maintain all equipment as required by any person to enter and / or perform work in a safe manner, in compliance with the Canada Occupational Safety and Health Regulations, Part XI.
.3 The Contractor to provide and maintain training, as required by the Canada Occupational Safety and Health Regulations, Part XI.
.1 The Contractor and / or his employees must provide proof of training and qualifications when requested by the Engineer.

1.7 CONFINED SPACES
(Cont'd)

- .4 The Contractor to provide the Engineer with a copy of an "entry permit" for each and every entry into the confined space to ensure compliance with the Canada Occupational Safety and Health Regulations, Part XI.
- .5 The Contractor to have a hazard assessment of the confined space performed.
 - .1 The Contractor to provide the Engineer with a copy of the hazard assessment.

1.8 FALL PROTECTION

- .1 All work carried out above the mandatory height restrictions, from unguarded structure and / or scaffolding, will be done in compliance with the Canada Occupational Safety and Health Regulations, Part XII, Section 12.10.
- .2 The components of a fall protection system must meet the standards as outlined in the Canada Occupational Safety and Health Regulations, Part XII, Section 12.10 (2).
- .3 The Contractor is to ensure fall protection equipment is maintained, inspected and tested by a qualified technician as required by the Canada Occupational Safety and Health Regulations, Part XII, Section 12.3.

1.9 ARC FLASH

- .1 The Contractor is to ensure all electrical equipment such as switchboards, panel boards, motor control centres and meter socket enclosures be marked to warn persons of potential electric shock and arc flash hazards. This labeling is required for all new and modified installations.
- .2 The warning label must also include information regarding "arc flash hazard category (0 to 4)" and the "Flash Protection Boundary" as defined in NFPA 70E. All projects specifications must include short circuit study and flash hazard analysis.
- .3 In accordance with the CSA Standards Z462 Workplace Electrical Safety, electrical Contractors are required to perform a shock and flash hazard analysis to select the appropriate PPE to wear. Electrical Contractors are required arc-rated personal protective equipment while troubleshooting and diagnostic testing that cannot be performed unless the electrical conductor or circuit part is energized. All Contractor work practices must protect each employee from arc flash and from contact with live parts directly with any part of the body or indirectly through some other conductive object.

1.10 SAFETY

- .1 It is the Contractor's responsibility to be familiar with all applicable safety acts, regulations, codes and Standing Offer requirements. These must be identified and addressed in the safety plan, by identifying Standard Operating Procedures (SOP) and safe work practices (SWP) which incorporate clear and specific control measures, applicable rules, procedures and practices, all of which will become mandatory.
- .2 The Contractor must ensure all workers and authorized persons entering the work site are notified of and abide by the posted safety plan, safety rules, procedures, safe work practices and applicable safety acts, regulations, and codes. Any person not complying with these will not be permitted on the site.
- .3 Contractor must ensure that all applicable personal protective equipment (PPE) is used.
 - .1 All personnel are required to wear hard hats, in accordance with CSA Z94.1, Industrial Protective Headwear.
 - .2 All personnel are required to wear safety footwear, in accordance with CSA Z195, Protective Footwear.
 - .3 All personnel are required to wear eye and face protection, in accordance with CSA Z94.3.1, Selection Use, and Care of Protective Eyewear.
 - .4 When and where noise level is above 85 decibels; all personnel are required to wear hearing protection, in accordance with CAN/CSA Z94.2, Hearing Protection Devices - Performance, Selection, Care and Use.
 - .5 Where toxic or noxious gas fumes, or oxygen deficiency or excessive dust may occur, so as to create a hazard to life, safety or health; all personnel are required to wear respiratory protection, in accordance with CSA Z94.4, Selection, Use, and Care of Respirators.
- .4 The Engineer will coordinate arrangements for the Contractor to be briefed on site safety within fourteen (14) days of award of Standing Offer Agreement.

1.11 SITE SIGNS AND NOTICES

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

PART 2 - PRODUCTS

2.1 NOT USED .1 Not used.

PART 3 - EXECUTION

3.1 NOT USED .1 Not used.

PART 1 - GENERAL

1.1 EMERGENCY
REPORTING

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

1.2 FIRE SAFETY
ENFORCEMENT

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

1.3 FIRE SAFETY
BRIEFING

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

1.4 FIRE WATCH

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

1.5 FIRE
EXTINGUISHERS

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

1.6 SMOKING
PRECAUTIONS

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

1.6 SMOKING
PRECAUTIONS
(Cont'd)

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

1.7 REPORTING FIRES

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

1.8 INTERIOR AND
EXTERIOR FIRE
PROTECTION AND
ALARM SYSTEMS

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

1.9 BLOCKAGE OF
ACCESS FOR FIRE
APPARATUS

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

1.10 RUBBISH AND
WASTE MATERIALS

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

1.11 FLAMMABLE AND
COMBUSTIBLE LIQUIDS

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

1.12 HAZARDOUS
SUBSTANCES

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

1.13 FIRE INSPECTION

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

PART 2 - PRODUCTS

2.1 NOT USED

- .1 Not used.

PART 3 - EXECUTION

3.1 NOT USED

- .1 Not used.

PART 1 - GENERAL

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

1.6 SEARCHES

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

1.7 ALARMS

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

1.8 REPORTING OF FIRES

- .1 All fires, regardless of whether they have been extinguished or not, must be reported immediately to the Base Fire Department.
- .2 All Contractors and employees must familiarize themselves with the locations of the nearest fire alarm box or telephone.
- .3 Fires may be reported by ringing the nearest street alarm box or by telephoning 9-1-1. Persons reporting the fire must remain at the alarm box or telephone until the Fire Department arrives and be prepared to direct fire fighters to the scene of the fire.

1.9 PROHIBITED ARTICLES

- .1 The following articles are prohibited and / or controlled from being taken inside the explosive area. Permission by the Superintendent may be granted for certain articles:

1.9 PROHIBITED
ARTICLES
(Cont'd)

- .1 (Cont'd)
 - .1 matches or other flame producing equipment (including vehicle lighters);
 - .2 pipes, smoking appliances, tobacco products, or smoking materials in any form;
 - .3 explosives or chemicals;
 - .4 lights, lamps or electrical devices / tools which are not explosion proof;
 - .5 cameras;
 - .6 food and drink; and
 - .7 radio transmitting devices (e.g., mobile radios, cellular phone phones, remote car starters, and garage door openers, etc).
- .2 No persons will introduce, possess or consume alcoholic beverages, narcotics or any intoxicant within the confines of the Ammunition Depot.
- .3 The site security officers will see and hold at the gate, any such materials found by search.

1.10 SAFETY AND FIRE
REGULATIONS

- .1 **Smoking:** Is strictly prohibited in explosive areas.
- .2 **Buildings:** Smoking is prohibited in all buildings.
- .3 **Safety Precautions Electrical / Electronic Equipment:**
All personnel operating or maintaining electrical / electronic equipment involving the use of voltage higher than 50V must brief the site safety and fire safety officers concerning all safety rules in the operating and instructional manuals covering the equipment.
- .4 **Flammables, Explosives or Chemicals:** As required, may be allowed into the explosive area provided that the Depot Safety Officer and the Depot Fire Department are made aware of this and that approval by the Superintendent is given. These items after approval may be transported by the Contractors provided the transportation route is known by the Depot Fire Department and adequate fire extinguishers are available.

1.10 SAFETY AND FIRE
REGULATIONS
(Cont'd)

- .5 **Open Flame or Welding:** Prior approval must be obtained before commencing any work involving cutting, welding or use of open flame appliances in or around buildings containing explosives. The Fire Safety Officer will check out the work area and ensure that adequate fire extinguishers and first aid appliances are available and that fire watchers have been posted.
- .6 **Fuel Dispensing Containers:** Contractors must ensure that all of their fuel dispensing containers meet or exceed the following standards:
- .1 type II safety container, leakproof, Terne plate construction, UL listed and FM approved;
 - .2 container must have spring-operated spout cap which opens to allow vapours to escape and self closes on release of internal pressures;
 - .3 container must have flexible or rigid built-in metal dispensing nozzle to prevent static sparks;
 - .4 standard of Acceptance: Protectoseal, model nos. 247, 249, 8410 and 8420;
 - .5 other acceptable products: Safe-T-Way; and
 - .6 any other model must be approved by the BFC.
 - .7 Violation of any of the above regulations will result in immediate cancellation of the offender's security pass and expulsion from the site.

1.11 TRAFFIC
REGULATIONS

- .1 **Vehicles:** All operators must adhere strictly to the following rules while proceeding through the Ammunition Depot.
- .1 Drivers must not leave the motors of their vehicles running or leave the vehicles unattended when parked between buildings or traverses.
 - .2 Drivers must not drive vehicles in the direction opposite to that indicated by the "One-way" signs.
 - .3 No one will operate a vehicle within the Depot area at a speed greater than 25 kilometres per hour at any time.
 - .4 No one will operate a vehicle within the Depot area at a speed greater than 8 kilometres per hour at any time, while passing between blast walls and buildings.
 - .5 No one will leave a vehicle unattended within 10 metres of a fire hydrant or within 30 metres of a building containing explosives.

1.11 TRAFFIC
REGULATIONS
(Cont'd)

- .1 (Cont'd)
- .6 All vehicles must be equipped with a fire extinguisher of a suitable size and type so that it may be used to extinguish any fire originating in that vehicle.
- .7 Violation of any of the above regulations will result in immediate cancellation of the offender's vehicle pass and expulsion from the site.
- .2 **Roadways:** In the event of a fire or emergency all roads and buildings within CFAD Bedford must be accessible at all times. Contractors required to disrupt roadways during the course of their work, must ensure that at least one lane of each roadway is passable, at all times. Vehicles not required to transport personnel to the nearest exit gate must be parked on the side of the road and away from the nearest building.
- .3 **Fueling:** Fueling of vehicles within the explosive areas is prohibited. Small equipment (lawn mowers, chainsaws, etc.) may be re-fueled, but only at sites designated by the Safety Officer and Fire Safety Officer. Comply with all safety practices pertaining to re-fueling hot equipment. Provide adequate fire extinguishers of types prescribed by the Fire Safety Officer. Only approved safety dispensing containers, as specified at sub-paragraph 1.10.6, will be permitted within the confines of the Ammunition Depot.
- .4 Violation of any of the above regulations will result in immediate cancellation of the vehicle pass and expulsion of the offender from the site.

PART 2 - PRODUCTS

2.1 NOT USED .1 Not used.

PART 3 - EXECUTION

3.1 NOT USED .1 Not used.

PART 1 - GENERAL

1.1 SITE ACCESS .1 Contractor's personnel are required to report to the main desk each morning, sign the register and obtain an identification badge which must be displayed on their person at all times. Upon leaving the Complex at the end of the day, or at lunch time, the Contractor's personnel must report to the main desk, return the badge and be signed off the register.

1.2 PARKING .1 Contractor's vehicles will be allowed into the inner compound only under the following conditions; namely, for short periods of time, to load or unload equipment and supplies and then remove to the upper parking lot adjacent to Windmill Road or to the street. The site supervisor of the contracting firm will be allowed to park his / her vehicle, for short periods of time, in one of the visitor's parking slots or, if filled, he / she will be permitted to park in the inner compound while making periodic progress visits. It is emphasized that contractors' vehicles entering the inner compound can be subject to search by the Commissionaire on duty upon their departure. DRDC reserves the right to limit the above-mentioned parking privileges if they are being abused.

PART 2 - PRODUCTS

2.1 NOT USED .1 Not used.

PART 3 - EXECUTION

3.1 NOT USED .1 Not used.

PART 1 - GENERAL

- 1.1 DEFINITIONS .1 **Environmental Pollution and Damage:** Presence of chemical, physical, biological elements or agents which adversely affect human health and welfare; unfavourably alter ecological balances of importance to human life; affect other species of importance to humankind; or degrade environment aesthetically, culturally and / or historically.
- .2 **Environmental Protection:** Prevention / control of pollution and habitat or environment disruption during construction. Control of environmental pollution and damage requires consideration of land, water, and air; biological and cultural resources; and includes management of visual aesthetics; noise; solid, chemical, gaseous, and liquid waste; radiant energy and radioactive material as well as other pollutants.
- 1.2 FIRES .1 Fires and burning of rubbish on site not permitted.
- 1.3 SITE CLEARING AND PLANT PROTECTION .1 Protect trees and plants on site and adjacent properties as indicated.
- .2 Protect roots of designated trees to dripline during excavation and site grading to prevent disturbance or damage. Avoid unnecessary traffic, dumping and storage of materials over root zones.
- .3 Minimize stripping of topsoil and vegetation.
- .4 Restrict tree removal to areas indicated or designated by Engineer.
- 1.4 WORK ADJACENT TO WATERWAYS .1 Construction equipment to be operated on land only.
- .2 Do not use waterway beds for borrow material.
- .3 Waterways to be free of excavated fill, waste material and debris.
- .4 Design and construct temporary crossings to minimize erosion to waterways.
- .5 Do not skid logs or construction materials across waterways.
- .6 Avoid indicated spawning beds when constructing temporary crossings of waterways.

1.5 DISPOSAL OF
WASTES

- .1 Do not bury rubbish and waste materials on site unless approved by Engineer.
- .2 Ensure public waterways, storm and sanitary sewers remain free of waste and volatile materials disposal.

PART 2 - PRODUCTS

2.1 NOT USED

- .1 Not used.

PART 3 - EXECUTION

3.1 NOT USED

- .1 Not used.

PART 1 - GENERAL

1.1 PROJECT
CLEANLINESS

- .1 Maintain Work in tidy condition, free from accumulation of waste products and debris, other than that caused by Owner or other Contractors.
- .2 Conduct cleaning and disposal operations to comply with local ordinances and anti-pollution laws.
- .3 Make arrangements with and obtain permits from authorities having jurisdiction for disposal of waste and debris.
- .4 Store volatile waste in covered metal containers, and remove from premises at end of each working day.

1.2 FINAL CLEANING

- .1 When Work is Substantially Performed remove surplus products, tools, construction machinery and equipment not required for performance of remaining Work.
- .2 Remove waste products and debris other than that caused by others, and leave Work clean and suitable for occupancy.
- .3 Prior to final review remove surplus products, tools, construction machinery and equipment.
- .4 Sweep and wash clean paved areas.

PART 2 - PRODUCTS

2.1 NOT USED

- .1 Not used.

PART 3 - EXECUTION

3.1 NOT USED

- .1 Not used.

PART 1 - GENERAL

1.1 RELATED
REQUIREMENTS

- .1 Section 01 11 00 General Instructions.

1.2 MEASUREMENT
PROCEDURES

- .1 Measure following items in acres within limits as indicated:
- .1 clearing;
 - .2 grubbing;
 - .3 close cut clearing;
 - .4 underbrush clearing.
- .2 Measure clearing isolated trees and grubbing isolated tree stumps.
- .3 Fixed price payments will be made for:
- .1 clearing isolated trees; and
 - .2 grubbing isolated stumps and roots.

1.3 DEFINITIONS

- .1 Clearing consists of cutting off trees and brush vegetative growth to a height of 100 - 150 mm above ground and disposing of felled trees, previously uprooted trees and stumps, and surface debris.
- .2 Close-cut clearing consists of cutting off standing trees, brush, scrub, roots, stumps and embedded logs, removing at, or close to, existing grade and disposing of fallen timber and surface debris.
- .3 Clearing isolated trees consists of cutting off to not more than specified height above ground of designated trees, and disposing of felled trees and debris.
- .4 Underbrush clearing consists of removal from treed areas of undergrowth, deadwood, and trees smaller than 50 mm trunk diameter and disposing of fallen timber and surface debris.
- .5 Grubbing consists of excavation and disposal of stumps and roots to not less than specified depth below existing ground surface.

1.4 STORAGE AND
PROTECTION

- .1 Prevent damage to fencing, trees, landscaping, natural features, bench marks, existing buildings, existing pavement, utility lines, site appurtenances, water courses and root systems of trees which are to remain.
 - .1 Repair damaged items to approval of Engineer.
 - .2 Replace trees designated to remain, if damaged, as directed by Engineer.
- .2 Do not cut off grounding mats / wires. In the event of any mats / wires being cut, the supervisor must notify the Engineer immediately.
- .3 Do not allow machinery to touch antennas or guy wires.
- .4 Do not allow machinery to create ruts in soiled areas.
- .5 Do not disturb water courses beds in accordance with environmental laws

1.5 SPECIAL
INSTRUCTIONS

- .1 A large portion of work involves clearing brushes and / or trees along perimeter fence lines. The Contractor will be responsible for clearing on both sides of fence unless otherwise directed by the Engineer.
- .2 Various antenna areas contain wire grounding mats at Mill Cove, Great Village, Osbourne Head, Newport Corner and Masstown, complete with areas around anchors, wires and areas of rough terrain:
 - .1 These areas will be 100% cut by hand. No vehicles allowed over mats. Debris will be carried to an area outside of the antenna footprint, chipped and spread to a depth not to exceed 50 mm.
- .3 Areas under and adjacent to antennas where no grounding mats exist can be cleared by one of the following means:
 - .1 hand cutting, chipping and spreading on site;
 - .2 by machine / Hydro-AX is pre-authorized. Cut / shred / mulch and spread by machine, no debris is to be over 8" or 200 mm long. Ensure an even spread over the soil / no piles of debris.
- .4 Newport Corner:

1.5 SPECIAL
INSTRUCTIONS
(Cont'd)

- .4 (Cont'd)
 - .1 Cutting of trees, shrubs and tall grass will be by hand machine only along top, sides and across creek banks. Do not disturb roots of trees and shrubs. Remove 100% of cleared debris to bank, chip debris and remove chips by vehicle to wooded area approximately 800 mm from creek.
- .5 Radiation Hazards:
 - .1 Brush clearing and movement of all personnel and equipment at antenna sites will only be with the approval of the radar maintenance supervisor.
 - .2 These arrangements will be made in advance by the Engineer and should not hamper the Contractor's requested work.

1.6 SAFETY

- .1 Safety guards and other equipment required for the safe operation of mowers and saws must be in place at all times when the equipment is in operation.
- .2 All brush clearing equipment must be maintained in first class condition, with cutting edges sharpened frequently.
- .3 Extreme care must be taken when filling machines to avoid spills. Drop sheets must be placed under containers to catch possible fuel dripping.

PART 2 - PRODUCTS

2.1 EQUIPMENT

- .1 Contractor Equipment Requirements:
 - .1 Contractor must have appropriate working equipment and staff to provide brush clearing services at all times.
 - .2 Contractor must not rely on rental equipment or sub-contractors to complete brush clearing in a timely manner.

PART 3 - EXECUTION

3.1 PREPARATION

- .1 Inspect site and verify with Engineer, items designated to remain.
 - .2 Notify utility authorities before starting clearing and grubbing.
 - .3 Keep roads and walks free of dirt and debris.
-

3.2 CLEARING

- .1 Clearing includes felling, trimming, and cutting of trees into sections and satisfactory disposal of trees and other vegetation designated for removal, including downed timber, snags, brush, and rubbish occurring within cleared areas.
- .2 Clear as directed by Engineer, by cutting at height of not more than 150 mm above ground. In areas to be subsequently grubbed, height of stumps left from clearing operations to be not more than 300 mm above ground surface.
- .3 Cut off branches and cut down trees overhanging area cleared as directed by Engineer.
- .4 Cut off unsound branches on trees designated to remain as directed by Engineer.

3.3 CLOSE CUT CLEARING

- .1 Close cut clearing to within 100 mm of ground surface.
- .2 Perform close cut clearing by hand in designated areas to prevent damage.
- .3 Cut off branches, down trees overhanging area cleared as directed by Engineer.
- .4 Cut off unsound branches on trees designated to remain as directed by Engineer.

3.4 ISOLATED TREES

- .1 Cut off isolated trees as directed by Engineer at height of not more than 300 mm above ground surface.
- .2 Grub out isolated tree stumps as directed by Engineer.

3.5 UNDERBRUSH CLEARING

- .1 Clear underbrush from areas as indicated to within 100 mm of ground surface.

3.6 GRUBBING

- .1 Remove and dispose of roots larger than 7.5 cm in diameter, matted roots, and designated stumps from indicated grubbing areas.
- .2 Grub out stumps and roots to not less than 200 mm below ground surface.
- .3 Fill depressions made by grubbing with suitable material.

3.7 REMOVAL AND DISPOSAL

- .1 Disposal of all trees, shrubs and tall grass by;
 - .1 chipping and spreading of chips to a depth not to exceed 50 mm;

3.7 REMOVAL AND
DISPOSAL
(Cont'd)

- .1 (Cont'd)
- .2 in areas where machinery is authorized, shred, mulch
and spread by machine.

3.8 FINISHED SURFACE

- .1 Leave ground surface in condition suitable to approval of
Engineer.



Government
of Canada

Gouvernement
du Canada

JUN 27 2016

Contract Number / Numéro du contrat

W6837-16-5541- Amendment#1

Security Classification / Classification de sécurité

UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction Real Property Operations Section (Halifax)
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant

4. Brief Description of Work / Brève description du travail
Work under the SO comprises the furnishing of all labour, material, tools, equipment, transportation and supervision required to perform minor maintenance, repairs and / or replacements to various mechanical systems and associated equipment as per attached specification W6837-16-5541 dated 2015-10-16 (AMENDMENT #1 - required to change security level 22Jun 16)

5. a) Will the supplier require access to Controlled Goods?
Le fournisseur aura-t-il accès à des marchandises contrôlées? ☒ No ☐ 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? ☒ No ☐ 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? ☒ No ☐ Yes
(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) Non Oui

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access
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. ☐ No ☒ 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? ☒ No ☐ 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 : Specify country(ies): / Préciser le(s) pays : <input type="checkbox"/>	Restricted to: / Limité à : Specify country(ies): / Préciser le(s) pays : <input type="checkbox"/>	Restricted to: / Limité à : Specify country(ies): / Préciser le(s) pays : <input type="checkbox"/>

7. c) Level of information / Niveau d'information

PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO RESTRICTED <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO DIFFUSION RESTREINTE <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	NATO CONFIDENTIAL <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>	NATO CONFIDENTIEL <input type="checkbox"/>	TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>
	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat
W6837-16-5541 Amendment#1

Security Classification / Classification de sécurité
UNCLASSIFIED

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :
9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☒ No ☐ Yes
Non Oui

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

Document Number / Numéro du document :

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

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

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

Special comments:

Commentaires spéciaux : On-Site monitoring in place

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

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

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☒ No ☐ Yes
Non Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? ☐ No ☐ Yes
Non Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

PRODUCTION

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

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No ☐ Yes
Non Oui



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat
W6837-16-5541 Amendment#1

Security Classification / Classification de sécurité
UNCLASSIFIED

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

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

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

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

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



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat
6837-16-5541 Amendment#1

Security Classification / Classification de sécurité
UNCLASSIFIED

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

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

Name (print) - Nom (en lettres moulées)
WO S. Alberts

Title - Titre
Contracts 2 I/C

Signature

Telephone No. - N° de téléphone
902-722-4906

Facsimile No. - N° de télécopieur
902-722-1847

E-mail address - Adresse courriel
scott.alberts2@forces.gc.ca

Date
22/06/16

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

Name (print) - Nom (en lettres moulées)

Sasa Medjovic - DDSO - Industrial Security
Senior Security Analyst

Title - Titre

Signature

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel
E-mail: sasa.medjovic@forces.gc.ca

Date
26-June 27 sm

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)
John Stavert

Title - Titre
Real Property Contracting - Team
Leader - PWGSC - Halifax, NS

Signature

Telephone No. - N° de téléphone
902-496-5507

Facsimile No. - N° de télécopieur
902-496-5016

E-mail address - Adresse courriel
john.stavert@pwgsc-
tpsgc.gc.ca

Date

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

Erin O'Neill

Agente à la Sécurité des contrats | Contract Security Officer
Secteur de la Sécurité industrielle | Industrial Security Sector
erin.o'neill@tpsgc-pwgsc.gc.ca
Téléphone : 613 957-1298

Signature

E-mail address - Adresse courriel

Date
July 21 2016