



V6Z 0B9

Date _____

REQUEST FOR STANDING OFFER (RFSO)

IMPORTANT NOTICE TO OFFERORS

THIS DOCUMENT CONTAINS AN INDUSTRIAL SECURITY REQUIREMENT

For further instructions please consult "Special Instruction to Offeror", SI10, "Industrial Security related requirements" and "Supplementary Conditions" SC01 Industrial Security requirements, document safeguarding location.

SUPPORT THE USE OF APPRENTICES

Through Canada's Economic Action Plan 2013, the Government of Canada proposes to support the employment of apprentices in federal construction and maintenance projects. Refer to SI11.

INTEGRITY PROVISIONS - OFFER

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

LISTING of SUBCONTRACTORS

As per GI06 of R2410T you should provide using Annex D at Offer closing a list of Subcontractors that have 20% or more of the tendered price value.

PWGSC UPDATE ON ASBESTOS USE

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

ADDITION OF PERFORMANCE EVALUATION-CONTRACT

Take note of the additional paragraph to be included in clause R2810D identified in SC05.

ADDITION OF TERMINOLOGY

Take note of the additional paragraph to be included in clause R2810D identified in SC06.

TABLE OF CONTENTS

GENERAL INSTRUCTIONS to OFFERORS - CONSTRUCTION SERVICES (GI)

- GI01 Integrity Provisions - Offer
- GI02 Completion of Offer
- GI03 Identity or Legal Capacity of the Offeror
- GI04 Applicable Taxes
- GI05 Capital Development and Redevelopment Charges
- GI06 Listing of Subcontractors and Suppliers
- GI07 Submission of Offer
- GI08 Revision of Offer
- GI09 Rejection of Offer
- GI10 Offer Costs
- GI11 Procurement Business Number
- GI12 Compliance with Applicable Laws
- GI13 Approval of Alternative Materials
- GI14 Performance Evaluation
- GI15 Conflict of Interest-Unfair Advantage
- GI16 Code of Conduct for Procurement – Offer

SPECIAL INSTRUCTIONS TO OFFERORS (SI)

- SI01 Introduction
- SI02 Offer documents
- SI03 Enquiries during the Solicitation Period
- SI04 Contracting authority / Departmental representative
- SI05 Quantity
- SI06 PWGSC obligations
- SI07 Site Visit
- SI08 Revision of Offer
- SI09 Offer Validity Period
- SI10 Industrial Security Related Requirement
- SI11 Public Works and Government Services Canada Apprentice Procurement Initiative
- SI12 Web Sites

STANDING OFFER PARTICULARS (SOP)

- SOP01 General
- SOP02 Period of the Standing Offer
- SOP03 Call-Up Limitation
- SOP04 Call-Up Procedure
- SOP05 Standing Offer Responsibles

SUPPLEMENTARY CONDITIONS (SC)

- SC01 Industrial Security Related Requirements
- SC02 Limitation of Liability
- SC03 Insurance Terms
- SC04 Environmental Impairment Liability Insurance
- SC05 Performance Evaluation-Contract
- SC06 Interpretation

CALL-UPS CLAUSES OR RESULTING CONTRACT DOCUMENTS (CD)

APPENDIX 1 - PRICE PROPOSAL FORM

Solicitation No. - N° de l'invitation
W6837-164062/A
Client Ref. No. - N° de réf. du client

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

Buyer ID - Id de l'acheteur
pwy020
CCC No./N° CCC - FMS No./N° VME

APPENDIX 2 - INTEGRITY PROVISIONS – LIST OF NAMES
APPENDIX 3 - STATEMENT OF WORK
APPENDIX 4 - PERIODIC REPORTS
APPENDIX 5 - VOLUNTARY CERTIFICATION TO SUPPORT THE USE OF APPRENTICES
ANNEX A - SECURITY REQUIREMENT CHECK LIST (SRCL)
ANNEX B - CERTIFICATE OF INSURANCE
ANNEX C - VOLUNTARY REPORTS FOR APPRENTICES EMPLOYED DURING THE CONTRACT
ANNEX D - LISTING OF SUBCONTRACTORS

GENERAL INSTRUCTIONS TO OFFERORS – CONSTRUCTION SERVICES (GI)

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

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

GI02 (2014-03-01) Completion of offer

1. The offer shall be

- a. submitted on the Offer and Acceptance Form provided through the Government Electronic Tendering Service (GETS) or on a clear and legible reproduced copy of such Offer and Acceptance Form that must be identical in content and format to the Offer and Acceptance Form provided through GETS;
 - b. based on the Offer Documents listed in the Special Instructions to Offerors;
 - c. correctly completed in all respects;
 - d. signed by a duly authorized representative of the Offeror; and
 - e. accompanied by any other document or documents specified elsewhere in the solicitation where it is stipulated that said documents are to accompany the offer.
2. Subject to paragraph 6) of GI09, any alteration to the pre-printed or pre-typed sections of the Offer and Acceptance Form, or any condition or qualification placed upon the offer may be cause for disqualification. Alterations, corrections, changes or erasures made to statements or figures entered on the Offer and Acceptance Form by the Offeror shall be initialed by the person or persons signing the offer. Alterations, corrections, changes or erasures that are not initialed shall be deemed void and without effect.
3. Unless otherwise noted elsewhere in the Offer Documents, facsimile copies of offers are not acceptable.
4. Canada will make available Notices of Proposed Procurement (NPP), offer solicitations and related documents for download through the Government Electronic Tendering Service (GETS). Canada is not responsible and will not assume any liabilities whatsoever for the information found on websites of third parties. In the event an NPP, offer solicitation or related documentation would be amended, Canada will not be sending notifications. Canada will post all amendments, including significant enquiries received and their replies, using GETS. It is the sole responsibility of the Offeror to regularly consult GETS for the most up-to-date information. Canada will not be liable for any oversight on the Offeror's part nor for notification services offered by a third party.

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

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

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

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

GI04 (2015-02-25) Applicable Taxes

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

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

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

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

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

GI07 (2014-03-01) Submission of offer

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

GI08 (2010-01-11) Revision of offer

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

GI09 (2014-09-25) Rejection of offer

1. Canada may accept any offer, whether it is the lowest or not, or may reject any or all offers.
2. Without limiting the generality of paragraph 1) of GI11, Canada may reject an offer if any of the following circumstances is present:
 - a. the Offeror's offering privileges are suspended or are in the process of being suspended;
 - b. the offering privileges of any employee or subcontractor included as part of the offer are suspended or are in the process of being suspended, which suspension or pending suspension would render that employee or subcontractor ineligible to offer on the Work, or the portion of the Work the employee or subcontractor is to perform;
 - c. the Offeror is bankrupt, or where for whatever reason, its activities are rendered inoperable for an extended period;

-
- d. evidence, satisfactory to Canada, of fraud, bribery, fraudulent misrepresentation or failure to comply with any law protecting individuals against any manner of discrimination, has been received with respect to the Offeror, any of its employees or any subcontractor included as part of its offer;
 - e. evidence satisfactory to Canada that based on past conduct or behavior, the Offeror, a sub-contractor or a person who is to perform the Work is unsuitable or has conducted himself/herself improperly;
 - f. with respect to current or prior transactions with Canada
 - i. Canada has exercised, or intends to exercise, the contractual remedy of taking the work out of the contractor's hands with respect to a contract with the Offeror, any of its employees or any subcontractor included as part of its offer; or
 - ii. Canada determines that the Offeror's performance on other contracts is sufficiently poor to jeopardize the successful completion of the requirement being offer on.
 3. In assessing the Offeror's performance on other contracts pursuant to subparagraph 2)(f)(ii) of GI11, Canada may consider, but not be limited to, such matters as:
 - a. the quality of workmanship in performing the Work;
 - b. the timeliness of completion of the Work;
 - c. the overall management of the Work and its effect on the level of effort demanded of the department and its representative; and
 - d. the completeness and effectiveness of the Contractor's safety program during the performance of the Work.
 4. Without limiting the generality of paragraphs 1), 2) and 3) of GI11, Canada may reject any offer based on an unfavourable assessment of the
 - a. adequacy of the offer price to permit the work to be carried out and, in the case of a offer providing prices per unit, whether each such price reasonably reflects the cost of performing the part of the work to which that price applies;
 - b. Offeror's ability to provide the necessary management structure, skilled personnel, experience and equipment to perform competently the work under the Contract; and
 - c. Offeror's performance on other contracts.
 5. Where Canada intends to reject an offer pursuant to a provision of paragraphs 1), 2), 3) or 4) of GI11, other than subparagraph 2)(a) of GI11, the contracting Authority will inform the Offeror and provide the Offeror ten (10) days within which to make representations, before making a final decision on the offer rejection.
 6. Canada may waive informalities and minor irregularities in offers received if Canada determines that the variation of the offer from the exact requirements set out in the Offer Documents can be corrected or waived without being prejudicial to other Offerors.

GI10 (2015-02-25) Offer costs

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

GI11 (2015-02-25) Procurement Business Number

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

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

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

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

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

GI14 (2010-01-11) Performance evaluation

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

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

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

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

Solicitation No. - N° de l'invitation
W6837-164062/A
Client Ref. No. - N° de réf. du client

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

Buyer ID - Id de l'acheteur
pwy020
CCC No./N° CCC - FMS No./N° VME

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

SPECIAL INSTRUCTIONS TO OFFEROR'S (SI)

SI01 INTRODUCTION

1. Public Works and Government Services Canada (PWGSC) is inviting Offerors to submit proposals for Standing Offers. The selected offerors shall provide a range of services as identified in the Statement of Work section of this document.
2. It is PWGSC's intention to authorize up to (1) Standing Offer, each for a period of (3) years with one (1) option to extend the Standing Offer for an additional consecutive twelve (12) month period. The total dollar value of the Standing Offer is estimated to be \$100,000.00 (GST or HST included). Individual call-ups will vary, up to a maximum of \$40,000.00 (GST or HST included). Offerors should note that there is no guarantee that the full or any amount of the Standing Offers will be called-up; DND will issue call-ups only when the specific services to be provided under the Standing Offer are needed. Please refer to Section SOP04, CALL-UP PROCEDURE.
3. This procurement is subject to the provisions of the Agreement on Internal Trade (AIT).

SI02 OFFER DOCUMENTS

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

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

SI03 ENQUIRIES DURING THE SOLICITATION PERIOD

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

SI04 CONTRACTING AUTHORITY / DEPARTMENTAL REPRESENTATIVE

1. The Contracting Authority for this Request for Standing Offer is:

Ronny Ly, Supply Specialist
Public Works and Government Services Canada

219 – 800 Burrard Street
Vancouver, B.C. V6Z 0B9
Phone: (604) 318-5750
Fax: (604) 775-6633
Email: ronny.ly@pwgsc.gc.ca

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

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

SI05 QUANTITY

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

SI06 PWGSC OBLIGATION

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

SI07 SITE VISIT

N/A

SI08 REVISION OF OFFER

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

SI09 OFFER VALIDITY PERIOD

1. The offer cannot be withdrawn for the period of (180) days following the RFSO closing date.
2. Canada reserves the right to seek an extension to the offer validity period. Upon notification in writing from Canada, Offerors shall have the option to either accept or reject the proposed extension.
3. If the extension referred to in paragraph 2 of SI09 is accepted, in writing, by all those who submitted offers, then Canada shall continue immediately with the evaluation of the offers and its approvals processes.
4. If the extension referred to in paragraph 2. of SI09 is not accepted in writing by all those who submitted offers then Canada shall, at its sole discretion, either
 - a. continue to evaluate the offers of those who have accepted the proposed extension and seek the necessary approvals; or
 - b. cancel the request for proposal.

5. The provisions expressed herein do not in any manner limit Canada's rights in law or under GI09 "General Instructions to Offerors – Construction Services".

SI10 INDUSTRIAL SECURITY RELATED REQUIREMENTS

1. At time of award, the Offeror must hold a valid Security Clearance as indicated in section SC01 of the Supplementary Conditions. Failure to comply with this requirement will render the offer non-compliant and no further consideration will be given to the offer.
2. The Successful Offerror's personnel, as well as any subcontractor and its personnel, who are required to perform any part of the work pursuant to the subsequent contract must meet the mandatory security requirement as indicated in section SC01 of the Supplementary Conditions. **Individuals who do not have the required level of security will not be allowed on site.** It is the responsibility of the successful Offerror to ensure that the security requirements are met throughout the performance of the contract. Canada will not be held liable or accountable for any delays or additional costs associated with the successful Offerror's non-compliance with the mandatory security requirement.
3. For additional information on security requirements, offerors should consult the "Security Requirements for PWGSC Offer Solicitations - Instructions for Offerors" on the Standard Procurement Documents Web site Industrial Security Program

SI11 PUBLIC WORKS AND GOVERNMENT SERVICES CANADA APPRENTICE PROCUREMENT INITIATIVE

1. To encourage employers to participate in apprenticeship training, Contractors offering on construction and maintenance contracts by Public Works and Government Services Canada (PWGSC) are being asked to sign a voluntary certification, signaling their commitment to hire and train apprentices.
2. Canada is facing skills shortages across various sectors and regions, especially in the skilled trades. Equipping Canadians with skills and training is a shared responsibility. In Economic Action Plan (EAP) 2013, the Government of Canada made a commitment to support the use of apprentices in federal construction and maintenance contracts. Contractors have an important role in supporting apprentices through hiring and training and are encouraged to certify that they are providing opportunities to apprentices as part of doing business with the Government of Canada.
3. Through the Economic Action Plan 2013 and support for training programs, the Government of Canada is encouraging apprenticeships and careers in the skilled trades. In addition, the government offers a tax credit to employers to encourage them to hire apprentices. Information on this tax measure administered by the Canada Revenue Agency can be found at: www.cra-arc.gc.ca. Employers are also encouraged to find out what additional information and supports are available from their respective provincial or territorial jurisdiction.
4. Signed certifications (Appendix 8) will be used to better understand contractor use of apprentices on Government of Canada maintenance and construction contracts and may inform future policy and program development.
5. The Contractor hereby certifies the following:

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

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

To support this initiative, a voluntary certification signaling the Contractor's commitment to hire and train apprentices is available at Appendix 5.

If you accept fill out and sign Appendix 5

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

SI12 WEB SITES

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

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

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

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

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

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

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

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

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

STANDING OFFER PARTICULARS

SOP01 GENERAL

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

SOP02 PERIOD OF THE STANDING OFFER

The period for placing call-ups against the Standing Offer shall be for (3) years commencing from the start date identified on the Standing Offer.

The Contractor hereby grants to Canada one (1) irrevocable option to extend the term of the Standing Offer each for an ADDITIONAL CONSECUTIVE TWELVE (12) MONTH PERIOD, under the same terms and conditions as contained in the Standing Offer. It is to be noted that Canada is not obliged to exercise the option. The exercise of any option will be at Canada's sole discretion, by providing notification in writing to the Contractor at least sixty (60) days prior to the Contract expiry date or the expiry date of an exercised option period.

SOP03 CALL-UP LIMITATION

Each call-up against the Standing Offer will have a maximum limitation of expenditure of \$40,000.00 (Applicable Taxes included).

SOP04 CALL-UP PROCEDURE

1. Services will be called-up as follows:
 - a. The Departmental Representative will establish the scope of services to be performed.
 - b. For each individual call-up the Offeror will be provided the scope of work and will submit an offer to the Departmental Representative in accordance with the unit rates established under the Standing Offer. The Contractor's offer shall include all of the work as specified including; mobilizing, sub-trades, materials, labour, tools, administration fees and supervision including building permits as per local regulations.

2. The Offeror will be authorized in writing by the Departmental Representative to proceed with the work by issuance of a Call-up against the Standing Offer using form 942.
3. Any proposed changes to the scope of work can only be authorized by an amendment issued by the Departmental Representative.

SOP05 STANDING OFFER RESPONSIBLES

Standing Offer Contracting Authority is :

Name : Ronny Ly
Title : Supply Specialist
Department: Public Works and Government Services Canada
Telephone : 604-318-5750
e-mail : ronny.ly@pwgsc.gc.ca

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

Standing Offer Technical Authority is :

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

Name : _____
Title : _____
Department : _____
Division : _____
Telephone : ____ - ____ - _____
e-mail : _____

The selected contractor for the standing offer is :

Name : _____
Contact : _____
Address : _____
Telephone : ____ - ____ - _____
e-mail : _____

SUPPLEMENTARY CONDITIONS (SC)

SC01 INDUSTRIAL SECURITY RELATED REQUIREMENTS

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

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

SC02 LIMITATION OF LIABILITY

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

GC1.6 Indemnification by the Contractor

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

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

3. The Contractor's obligation to indemnify Canada for losses related to third party liability shall have no limitation and shall include the complete costs of defending any legal action by a third party. If requested by Canada, the Contractor shall defend Canada against any third party claims.
4. The Contractor shall pay all royalties and patent fees required for the performance of the Contract and, at the Contractor's expense, shall defend all claims, actions or proceedings against Canada charging or claiming that

the Work or any part thereof provided or furnished by the Contractor to Canada infringes any patent, industrial design, copyright trademark, trade secret or other proprietary right enforceable in Canada.

5. Notice in writing of a claim shall be given within a reasonable time after the facts, upon which such claim is based, became known.

SC03 INSURANCE TERMS

1) Insurance Contracts

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

2) Period of Insurance

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

3) Proof of Insurance

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

4) Insurance Proceeds

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

5) Deductible

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

SC04 ENVIRONMENTAL IMPAIRMENT LIABILITY INSURANCE

1. The Contractor must obtain "Pollution Legal Liability – Fixed Site Coverage" and "Contractors Pollution Liability" insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$1,000,000 per accident or occurrence and in the annual aggregate.
2. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
3. The "Pollution Legal Liability – Fixed Site Coverage" and "Contractors Pollution Liability" policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada as additional insured should read as follows: Canada, represented by Public Works and Government Services Canada.
 - b. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - c. Separation of Insureds: The policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - d. Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - e. Incidental Transit Extension: The policy must extend to losses arising from any waste, products or materials transported, shipped, or delivered via any transportation mode to a location beyond the boundaries of a site at which the Contractor or any entity for which the Contractor is legally liable is performing or has performed the operations described in the contract.

SC05 PERFORMANCE EVALUATION-CONTRACT

R2810D General Condition is modified to include the following GC1.22.

1. Contractors shall take note that the performance of the Contractor during and upon completion of the services shall be evaluated by Canada. The evaluation includes all or some of the following criteria:
 - a. quality of workmanship
 - b. time
 - c. project management
 - d. contract management
 - e. health and safety
2. A weighting factor of 20 points will be assigned to each of the five criteria as follows:
 - a. unacceptable: 0 to 5 points
 - b. not satisfactory: 6 to 10 points
 - c. satisfactory: 11 to 16 points
 - d. superior: 17 to 20 points
3. The consequences resulting from the performance evaluation are as follows:
 - a. For an overall rating of 85% or higher, a congratulation letter is sent to the Contractor.
 - b. For an overall rating of between 51% and 84%, a standard, meets expectations letter, is sent to the Contractor.
 - c. For an overall rating of between 30% and 50%, a warning letter is sent to the Contractor indicating that if, within the next two (2) years, they receive 50% or less on another evaluation, the firm may be suspended from any new PWGSC solicitations for construction services, architectural and engineering services or facility maintenance services, of real property projects, for a period of one year.
 - d. For an overall rating of less than 30%, a suspension letter is sent to the Contractor indicating that the firm is suspended from any new PWGSC solicitations for construction services, architectural and engineering services or facility maintenance services, of real property projects, for a period of one year.

-
- e. For a rating of 5 points or less on any one criterion, a suspension letter is sent to the Contractor indicating that the firm is suspended from any new PWGSC solicitations for construction services, architectural and engineering services or facility maintenance services, of real property projects, for a period of one year.

The form [PWGSC-TPSGC 2913](#), Select - Contractor Performance Evaluation Report (CPERF), is used to record the performance.

SC06 INTERPRETATION

R2810D General Condition GC1.1.2 Terminology is modified to include the following,

“Architectural and Engineering Services ”:

means services to provide a range of investigation and recommendation reports, planning, design, preparation, or supervision of the construction, repair, renovation or restoration of a work and includes contract administration services, for real property projects.

“Construction Services ”:

means construction, repair, renovation or restoration of any work except a vessel and includes; the supply and erection of a prefabricated structure; dredging; demolition; environmental services related to a real property; or, the hire of equipment to be used in or incidentally to the execution of any construction services referred to above.

“Facility Maintenance Services ”:

means services related to activities normally associated with the maintenance of a facility and keeping spaces, structures and infrastructure in proper operating condition in a routine, scheduled, or anticipated fashion to prevent failure and/or degradation including inspection, testing, servicing, classification as to serviceability, repairs, rebuilding and reclamation, as well as cleaning, waste removal, snow removal, lawn care, replacement of flooring, lighting or plumbing fixtures, painting and other minor works.

CALL-UPS CLAUSES OR RESULTING CONTRACT DOCUMENTS (CD)

1. The following are the “call up” contract documents:

- a. Contract Page when signed by Canada;
- b. Duly completed Price Proposal Form and any Appendices attached thereto;
- c. Drawings and Specifications;
- d. General Conditions and clauses

GC1 General Provisions – Construction Services	R2810D	(2016-04-04);
GC2 Administration of the Contract	R2820D	(2016-01-28);
GC3 Execution and Control of the Work	R2830D	(2015-02-25);
GC4 Protective Measures	R2840D	(2008-05-12);
GC5 Terms of Payment	R2550D	(2016-01-28);
GC6 Delays and Changes in the Work	R2860D	(2016-01-28);
GC7 Default, Suspension or Termination of Contract	R2870D	(2008-05-12);
GC8 Dispute Resolution	R2884D	(2016-01-28);
GC9 Insurance	R2900D	(2008-05-12);
Allowable Costs for Contract Changes under GC6.4.1	R2950D	(2015-02-25);
Supplementary Conditions		
- e. Any amendment issued or any allowable offer revision received before the date and time set for solicitation closing;
- f. Any amendment incorporated by mutual agreement between Canada and the Contractor before acceptance of the offer; and
- g. Any amendment or variation of the contract documents that is made in accordance with the General Conditions.

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

3. The language of the contract documents is the language of the Price Proposal Form submitted.

APPENDIX 1 - PRICE PROPOSAL FORM

.1 Each item specified in the Unit Price Schedule includes wages, traveling time and costs, allowances, supervision, liabilities as employer, insurance, and the use of all tools, tackle, etc., overhead, profit and all other liabilities whatsoever.

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

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

.1 However, they do not include any amount for the Goods and Services Tax Goods and Services Tax (GST) or Harmonized Sales Tax (HST). The appropriate GST/HST amounts will be paid by Canada to the Offeror in addition to the amounts paid against the amount of the contract. The Offeror shall make appropriate remittances to Revenue Canada in accordance with the legislation.

.2 Payment by Canada for the Offeror's own special equipment not covered by the Unit Price Schedule and required at the job site will be no greater than the local going rental rate for such equipment or the rate published by the local construction association for such equipment, whichever is the lower.

.3 Pricing

The hourly rates requested in the offer and acceptance for specific types of service shall be the total cost to perform the work including but not limited to:

- .1 labour including supervision, allowances and liability insurance;
- .2 travel time;
- .3 transportation/vehicle expenses;
- .4 tools and tackle;
- .5 overhead and profit;
- .6 any other incidental expenses other than supply of materials and replacement parts relating to the delivery of labour.

DEFINITIONS:

Two categories of individuals are applicable, certified asbestos removal workers (mechanics) and construction labourers (trades helpers).

Labour includes the following equipment:

1. Hand removal equipment, knives, scrapers, brushes, rake, shovels, reservoir sprayers, hoses, nozzles, normal carpentry tools, power tools, lightings, fire extinguishers, HEPA vacuum system and ladders.
2. Protective equipment: respirators and protective suits.

4. PRICES

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

4.1 Unit Price Schedules - Rates

Years 1 & 2

Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6
Item	Class of Labour, material or plant	Unit	Estimated Hours/ Quantity	Unit Price \$	Estimated total price \$
1.	<p>Hourly rate, including travel time and all related expenses.</p> <p>a) During Regular Hours: 0800 - 1600 hours, Monday through Friday</p> <p>i) Mechanic per hour 600</p> <p>ii) Trades Helper (construction labour) per hour 600</p> <p>b) Outside Regular Hours: Monday through Sunday, including all day Saturday, Sunday and holidays.</p> <p>i) Mechanic per hour 16</p> <p>ii) Trades Helper (construction labour) per hour 16</p> <p>C) Emergency Firm Rates: Anytime as requested, on site within maximum of 4 hours from call.</p> <p>I) Mechanic Per hour 10</p> <p>li) Trades helper (construction labour) Per hour 10</p>				
	EQUIPMENT: Firm unit prices for equipment related to work proposed.				
2	Portable Toilet	Days	20		
3	Portable Shower	Days	20		
4	Negative Air Unit including filters and ducting	Days	20		

5	Third Party Air Sampling. Will include: Daily ambient air sampling around the exterior perimeter of the work area. Daily sampling inside the clean room. Daily Occupational sampling inside the work area. Air sample results will be available within 24Hr. or at the start of the next similar shift period. Copies of all air monitoring results shall be provided to the abatement contractor for posting at the worksite, and DND upon request. Review the lab results to determine if they are within regulated permissible fibre concentrations.	Days	40		
6.	Air Clearance Sampling. Will Include: A minimum of two samples shall be collected for an area <5000 Sq. ft. The minimum recommended volume of air clearance samples is 1000 Litres. One additional sample must be collected for every additional 110 Sq. Metres Samples must be analysed within 24Hr.	ea	1		
7.	Contractor's Mark Up on Allowance for unspecified material, replacement parts, required permits and certificates. (\$12,000.00 + % mark up =)		\$12,000.00 + _____%		
8.	Contractor's Mark up on allowance for equipment rentals (\$2,500.00 + % mark up =)		\$2,500.00 + _____%		
Sub Total A): Estimated Total Amount 1st & 2nd Year (GST/HST Extra)					\$

Year 3

Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6
Item	Class of Labour, material or plant	Unit	Estimated Hours/ Quantity	Unit Price \$	Estimated total price \$
1.	<p>Hourly rate, including travel time and all related expenses.</p> <p>a) During Regular Hours: 0800 - 1600 hours, Monday through Friday</p> <p>i) Mechanic per hour 300</p> <p>ii) Trades Helper (construction labour) per hour 300</p> <p>b) Outside Regular Hours: Monday through Sunday, including all day Saturday, Sunday and holidays.</p> <p>i) Mechanic per hour 9</p> <p>ii) Trades Helper (construction labour) per hour 9</p> <p>C) Emergency Firm Rates: Anytime as requested, on site within maximum of 4 hours from call.</p> <p>I) Mechanic Per hour 5</p> <p>li) Trades helper (construction labour) Per hour 5</p>				
	EQUIPMENT: Firm unit prices for equipment related to work proposed.				
2	Portable Toilet	Days	10		
3	Portable Shower	Days	10		
4	Negative Air Unit including filters and ducting	Days	10		

5	Third Party Air Sampling. Will include: Daily ambient air sampling around the exterior perimeter of the work area. Daily sampling inside the clean room. Daily Occupational sampling inside the work area. Air sample results will be available within 24Hr. or at the start of the next similar shift period. Copies of all air monitoring results shall be provided to the abatement contractor for posting at the worksite, and DND upon request. Review the lab results to determine if they are within regulated permissible fibre concentrations.	Days	20		
6.	Air Clearance Sampling. Will Include: A minimum of two samples shall be collected for an area <5000 Sq. ft. The minimum recommended volume of air clearance samples is 1000 Litres. One additional sample must be collected for every additional 110 Sq. Metres Samples must be analysed within 24Hr.	ea	1		
7.	Contractor's Mark Up on Allowance for unspecified material, replacement parts, required permits and certificates. (\$6,000.00 + % mark up =)			\$6,000.00 + _____%	
8.	Contractor's Mark up on allowance for equipment rentals (\$1,500.00 + % mark up =)			\$1,500.00 _____%	
Sub Total B): Estimated Total Amount Year 3 (GST/HST Extra)					\$

Option Year 1

Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6
Item	Class of Labour, material or plant	Unit	Estimated Hours/ Quantity	Unit Price \$	Estimated total price \$
1.	<p>Hourly rate, including travel time and all related expenses.</p> <p>a) During Regular Hours: 0800 - 1600 hours, Monday through Friday</p> <p>i) Mechanic per hour 300</p> <p>ii) Trades Helper (construction labour) per hour 300</p> <p>b) Outside Regular Hours: Monday through Sunday, including all day Saturday, Sunday and holidays.</p> <p>i) Mechanic per hour 9</p> <p>ii) Trades Helper (construction labour) per hour 9</p> <p>C) Emergency Firm Rates: Anytime as requested, on site within maximum of 4 hours from call.</p> <p>I) Mechanic Per hour 5</p> <p>li) Trades helper (construction labour) Per hour 5</p>				
	EQUIPMENT: Firm unit prices for equipment related to work proposed.				
2	Portable Toilet	Days	10		
3	Portable Shower	Days	10		
4	Negative Air Unit including filters and ducting	Days	10		

5	Third Party Air Sampling. Will include: Daily ambient air sampling around the exterior perimeter of the work area. Daily sampling inside the clean room. Daily Occupational sampling inside the work area. Air sample results will be available within 24Hr. or at the start of the next similar shift period. Copies of all air monitoring results shall be provided to the abatement contractor for posting at the worksite, and DND upon request. Review the lab results to determine if they are within regulated permissible fibre concentrations.	Days	20		
6.	Air Clearance Sampling. Will Include: A minimum of two samples shall be collected for an area <5000 Sq. ft. The minimum recommended volume of air clearance samples is 1000 Litres. One additional sample must be collected for every additional 110 Sq. Metres Samples must be analysed within 24Hr.	ea	1		
7.	Contractor's Mark Up on Allowance for unspecified material, replacement parts, required permits and certificates. (\$6,000.00 + % mark up =)			\$6,000.00 + _____%	
8.	Contractor's Mark up on allowance for equipment rentals (\$1,500.00 + % mark up =)			\$1,500.00 _____%	
Sub Total C): Estimated Total Amount Option Year 1 (GST/HST Extra)					\$

Solicitation No. - N° de l'invitation
W6837-164062/A
Client Ref. No. - N° de réf. du client

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

Buyer ID - Id de l'acheteur
pwy020
CCC No./N° CCC - FMS No./N° VME

TOTAL EVALUATED PRICE:

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

WASTE DISPOSAL COSTS:

1. Invoice cost of dump container(s) and applicable transportation cost. Invoice cost of disposal at landfill site plus an allowable percentage markup.
2. Rate per trip for delivery of waste materials to landfill site based on a kilometre rate with a minimum of 5 kilometers. Includes vehicle, fuel, operator and necessary permits.

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

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

Signature

Date

Solicitation No. - N° de l'invitation
W6837-164062/A
Client Ref. No. - N° de réf. du client

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

Buyer ID - Id de l'acheteur
pwy020
CCC No./N° CCC - FMS No./N° VME

APPENDIX 3- STATEMENT OF WORK

1. **REQUIREMENT:** Regional Individual Standing Offer to provide all labour, material, tools, equipment, supervision and transportation required to carry out/complete asbestos abatement projects on an as and when requested basis. Tradesmen tools where applicable as detailed herein are considered to be included in the Labour Rate.
- 1.1. All projects shall be performed in accordance with specifications attached. Due to hazardous nature of Asbestos materials it is MANDATORY that the Contractor and all his personnel fully comply with all aspects of the safety regulations outlined. Should the Contractor or staff fail to comply with safety requirements, DND will issue a stop work order. No subsequent call-ups will be made against this Standing Offer.
2. **PRIME CONTRACTOR:** While performing work under the terms and conditions of this contract the contractor agrees to act as the Prime contractor with all inherent liabilities under the current Work Safe BC Regulations. The contractor will be responsible for all on-site co-ordination including occupational safety and health issues.
 - 2.1. **The successful Contractor must certify to the satisfaction of DND that all personnel utilised on site have been made aware of the potential health hazard and have been properly instructed in safe work methods.** (WCB requires equipment and personnel be tested and results posted on site)
 - 2.2. **NORMAL CALLOUTS:** It is a requirement that in advance of commencing work the Contractor notify the following of intent.
 - 2.3. Work Safe BC
 - 2.4. Real Property Operations Section (Esquimalt)
3. **EMERGENCY CALLOUTS:** For emergency call-outs a maximum of FOUR HOURS response will be required until the Contractor is on site.
4. **WASTE DISPOSAL:** Authority for the final disposal of Asbestos waste is the responsibility of the Provincial Ministry of Environment in conjunction with local, regional, and federal representatives. The Contractor is responsible for the asbestos waste generated at DND sites. Said waste will be removed from DND sites, transported under dangerous goods regulations and deposited in a Class A landfill as determined by the Ministry of Environment.
 - 4.1 It is the responsibility of the Contractor to abide by all local and regional regulations governing Asbestos Abatement, removal, transportation and disposal. In the case of a conflict between any rule or regulation, the most stringent will always apply.

GENERAL REQUIREMENTS

4.1. Definitions

- 4.1.1 The "Departmental Representative" is defined as the Technical Authority named in the Contract or the authorized contract coordinator that signed the call-up instrument.
- 4.1.2 AMP Administrator is defined as the Asbestos Management Program Administrator delegated by RPOP's Risk Management
- 4.1.3 RPOP's- Real Properties Operations Section (Esquimalt)

4.2. Description of Work

4.2.1. Work under this Standing Offer covers the abatement of asbestos from buildings and structures within the CFB Esquimalt area including:

- a. Dockyard, Esquimalt
- b. Naden, Esquimalt
- c. Work Point, Barracks Esquimalt
- d. Munroe Head, Esquimalt
- e. Bay Street Armoury, Victoria
- f. Colwood Area, Colwood
- g. Belmont Park, Colwood
- h. Albert Head, Metchosin
- i. Mary Hill, Metchosin
- j. Rocky Point, Metchosin
- k. Heals Range, Brentwood Bay
- l. Patricia Bay, Sidney
- m. Ashton Armoury, Victoria

4.3. Exact extent and location of work as per the Departmental representative's instructions with each request for abatement services.

4.4. Documents required:

4.4.1. Maintain at job site, one copy of each of the following:

- a. Drawings issued for work
- b. Specifications
- c. Addenda
- d. Copy of approved work schedule
- e. Notice of Project posted
- f. Asbestos Abatement Work Procedures and associated documents (eg. Fit test records, training records, air sample results).

4.5. Work Schedule

4.5.1. Provide prior to commencing the work schedule showing anticipated progress stages and final completion of work.

Interim reviews of work progress based on work schedule will be conducted as decided by the Departmental Representative and schedule updated by the Contractor in conjunction with and to approval of the Departmental representative.

Work may be requested:

- a. During normal working hours, 8:00 am through 4:30 pm on working days, Monday to Friday, except holidays.
- b. Outside normal working hours, 4:30 pm to 8:00 am on working days
- c. All hours during weekends and holidays.
- d. Contractor must be able to provide four hour minimum response time for emergency callouts.

4.6. Contractor's Use of Site

4.6.1. Use of site:

- a. Access directly to and from site subject to:
 - i. Traffic regulations established by DND

- ii. Security regulations established by DND
- 4.6.2. Work and storage area limited as requested by the Departmental representative.
- 4.6.3. Upon award of the Contract the Contractor shall provide a typewritten list to the Departmental Representative of all employees requiring access to the contract work area. This list shall be updated promptly as changes of employees are made.
- 4.6.4. All identification cards are to be returned to Commissionaires upon termination of employment, completion of work or expiry of card.

4.7. Safety

- 4.7.1. Should a safety related hazard or condition become evident during the performance of work, the contractor shall;
 - a.) Immediately take measures to rectify the situation and prevent damage or harm.
 - b.) Advise the SITE AUTHORITY verbally and in writing of the incident.

4.8. Security

- 4.8.1. The contractor will abide by all base security requirements.
- 4.8.2. The Base Security Officer may request interviews with contractor employees and retains the right to deny access to those employees on the basis of security risk.

4.9. Codes and Standards

- 4.9.1. Perform work in accordance with the current Provincial Building Code and any other code of local application provided that in any case of conflict or discrepancy, the more stringent requirements shall apply.
- 4.9.2. Meet or exceed requirements of contract documents, specified standards, codes and referenced documents.

4.10. Cutting Patching

- 4.10.1. Execute cutting and patching required to finish properly.
- 4.10.2. Make cuts with clean, true, smooth edges. Make patches inconspicuous in final finish.

4.11. Control of Work and Procedures

- 4.11.1. Throughout the duration of the contract the departmental representative will advise of personnel who are authorised to issue requisitions for work
- 4.11.2. When service is requested, verify extent of work by site visit and confirm with the departmental representative.
- 4.11.3. Departmental Representative may inspect work during process.
- 4.11.4. Departmental Representative will conduct inspection upon completion of work and note deficiencies.
- 4.11.5. The contractor must correct deficiencies immediately after notification by the Departmental representative.

4.12. Worker Qualifications

- 4.12.1. When work requires the disconnection or reconnection of mechanical or electrical system, work shall be performed by a qualified journeyman.

4.13. Existing Services

- 4.13.1. Submit request to the Departmental representative for any shut-down or closure of active service or facility.

4.14. Work in Existing Buildings

- 4.14.1. Execute work with least possible interference or disturbance to occupants, public and normal use of premises. Arrange with the Departmental Representative to facilitate execution of work.
- 4.14.2. Where security has been reduced by work of Contract, provide temporary means to maintain security.
- 4.14.3. Where elevators or conveyors exist in building, only those assigned for Contractor's use may be used for moving men and material within the building. Protect walls of passenger elevators, to approval of the departmental representative before use. Accept liability for damage, safety of equipment and over-loading of existing equipment.
- 4.14.4. Provide temporary dust screens, barriers, warning signs in locations where work is adjacent to areas used by public or government staff.
- 4.14.5. Protect adjacent surfaces, and make good or replace surfaces and/or equipment damaged by the Contractor in the execution of work at no cost to the Crown.
- 4.14.6. When a key for access has been issued, ensure work area is secured before leaving.
- 4.14.7. Provide pedestrian barricade warning tape to mark perimeter of work area as directed by the Departmental Representative.

4.15. Additional Drawings

- 4.15.1. The Departmental Representative may furnish additional drawings to assist proper execution of work. These drawings will be issued for clarification only.

4.16. Construction Safety Measures

- 4.16.1. Observe and enforce construction safety measures required by the National Building Code, Provincial Government, Workers' Compensation Board and municipal statutes and authorities.
- 4.16.2. The Contractor must ensure compliance on his part and on the part of all his subcontractors with the standards of Part II Canada Labour Code and the Occupational Health and Safety Regulations as well as compliance with the Workers' Compensation Act and any regulations there under the said Act having to do with prevention of accidents, the prevention of diseases and the provision of safe working conditions including proper safety equipment, lighting and ventilation. In the event of conflict between the Workers' Compensation Act and regulations and Canada Labour Code Part 11, the Occupational Health and Safety Regulations, the most stringent provision applies.
- 4.16.3. It is the Contractor's responsibility to provide for the safety of his workers.

4.17. Smoking Restriction

- 4.17.1. Comply with smoking restrictions and municipal by-laws. Smoking is not permitted inside any DND buildings or in personally owned vehicles on DND property. Smoking is only allowed at designated smoking areas outside.

4.18. WHMIS

- 4.18.1. Comply with requirements of Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage and disposal of hazardous materials; and regarding labelling and provision of material safety data sheets acceptable to Labour Canada and Health Canada.
- 4.18.2. Deliver copies of WHMIS data sheets to the Departmental Representative on delivery of materials.

5. TEMPORARY FACILITIES

5.1. Sanitary Facilities

- 5.1.1. Provide sanitary facilities for workforce in accordance with governing regulations and ordinances.
- 5.1.2. Existing facilities may only be used by written approval of the departmental Representative.
- 5.1.3. Post notices and take such precautions as required by local health authorities. Keep area and premises in sanitary condition.

5.2. Parking

- 5.2.1. Parking space will be made available on site by the Departmental Representative for marked Contractors vehicles only.
- 5.2.2. Location as directed by the Departmental Representative.

5.3. Enclosure of Structure

- 5.3.1. Provide temporary weather tight enclosures and protection for exterior openings required for access by work.
- 5.3.2. Erect enclosures to allow access for installation of materials and working inside enclosure.
- 5.3.3. Design enclosures to withstand wind pressure and snow loading.

5.4. Power and Water Supply

- 5.4.1. DND may provide, free of charge temporary electric power and water for construction purposes.
- 5.4.2. Departmental representative will determine delivery points and qualitative limits. Written permission is required before any connection is made. Connect to existing power supply in accordance with Canadian Electrical Code.
- 5.4.3. DND may provide, free of charge equipment and temporary lines to bring these services to the work area.
- 5.4.4. Supply of temporary services by DND is subject to DND requirements and may be discontinued by DND site representative at any time without notice.

5.5. Signs and Notices

- 5.5.1. Only signs and notices for safety or installation are permitted on site.
- 5.5.2. Format, location and quantity of site signs and notices to be approved by the Departmental Representative.
- 5.5.3. Signs and notices for safety or instruction to be in French and English language or commonly understood graphic symbols.

5.6. Scaffolding

- 5.6.1. Construct and maintain scaffolding in rigid, secure and safe manner.
- 5.6.2. Erect scaffolding independent of walls. Remove promptly when no longer required.

5.7. Removal of Temporary Facilities

- 5.7.1. Remove temporary facilities from site when directed by the departmental Representative.

6. FIRE SAFETY REQUIREMENTS

6.1. Fire Safety Plan

- 6.1.1. Contractors and their personnel shall be familiar with this section and its requirements.

6.2. Fire Department Briefing

The Departmental Representative shall coordinate arrangements for the Contractor to be briefed on Fire Safety at their pre-work conference by the Fire Chief before any work is commenced.

6.3. Reporting Fires

- 6.3.1. Know the location of nearest fire alarm box and telephone, including the emergency phone number.
- 6.3.2. Report immediately all fire incidents to the Fire Department as follows:
 - a. Activate nearest fire alarm box, or
 - b. Telephone (911 EMERGENCY ONLY)
- 6.3.3. Person activating fire alarm box shall remain at the box to direct Fire Department to scene of fire.
- 6.3.4. When reporting a fire by telephone, give location of fire, name or number of building and be prepared to verify the location.

6.4. Interior and Exterior Fire Protection and Alarm Systems

- 6.4.1. Fire protection and alarm systems shall not be:
 - a. Obstructed
 - b. Shut-off
 - c. Left inactive at the end of a working day or shift without notification and authorization from the Fire Chief or his representative.

6.5. Fire Extinguishers

- 6.5.1. The Contractor shall supply 20 lbs ABC fire extinguishers, as scaled by the Fire Chief, necessary to protect in an emergency, the work in progress and the Contractor Physical plant on site.

6.6. Rubbish and Waste Materials

- 6.6.1. Rubbish and waste materials are to be kept to a minimum.
- 6.6.2. The burning of rubbish is prohibited.
- 6.6.3. Removal: All rubbish shall be removed from the worksite at the end of the workday or shift or as directed.

6.7. Hazardous Substances:

- 6.7.1. If the work entails the use or close proximity to any toxic or hazardous materials, chemicals and/or explosives, or otherwise creates a hazard to life, safety or health, work shall be in accordance with the National Fire Code of Canada.
- 6.7.2. Wherever work is being carried out in dangerous or hazardous areas involving the use of heat or work is in close proximity to heat producing device, fire watchers, equipped with sufficient fire extinguishers or special precautions shall be provided. The determination of dangerous or hazardous areas along with the level of precaution necessary for Fire Watch shall be at the discretion of the Fire Chief. Contractors are responsible for providing fire watch service for their work on a scale established and in conjunction with the Fire Chief at the pre-work conference.

6.8. Questions and/or Clarification

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

6.9. Fire Inspection

- 6.9.1. The Base Fire Chief shall be allowed unrestricted access to the worksite.
- 6.9.2. The Contractor shall cooperate with the Fire Chief during routine inspections of the worksite.
- 6.9.3. The Contractor shall immediately remedy all unsafe fire situations observed by the Fire Chief.

7. MATERIAL AND EQUIPMENT

7.1. General

- 7.1.1. Use new material unless otherwise specified.
- 7.1.2. Provide material of specified quality.
- 7.1.3. Use products of one manufacturer for material and equipment of same type or classification unless otherwise specified.

7.2. Manufacturers Instruction

- 7.2.1. Unless otherwise specified, comply with manufacturer's latest intended instructions for materials and installation methods.
- 7.2.2. Notify Engineer in writing of any conflict between these specifications and manufacturer's instructions. The Departmental Representative will designate which document is to be followed.

7.3. Delivery and Storage

- 7.3.1. Deliver, store and maintain packaged material with manufacturer's seals and labels intact.
- 7.3.2. Prevent damage, adulteration and soiling of material during delivery, handling and storage. Immediately remove rejected material from site.
- 7.3.3. Store material in accordance with supplier's instructions.

7.4. Conformance

- 7.4.1. When material is specified by standard or performance specifications, upon request of Departmental representative, obtain from manufacturer an independent testing laboratory report, stating that material meets or exceeds specified requirements.

7.5. Construction Equipment and Plant

- 7.5.1. On request, prove to the satisfaction of the Departmental Representative, that the equipment and plant are adequate to perform work to quality requested. If inadequate, replace or provide additional equipment as requested.
- 7.5.2. Maintain construction equipment in good operating order

8. CLEANING

8.1. Materials

- 8.1.1. Use only cleaning materials recommended by manufacturer of surface to be cleaned and as recommended by cleaning material manufacturer.

8.2. Cleaning During Construction

- 8.2.1. Maintain the work, and building systems, at least on a daily basis free from accumulations of waste material and debris.

8.3. Final Cleaning

- 8.3.1. In preparation for acceptance of the project on completion perform final cleaning.
- 8.3.2. Remove grease, dust, dirt, stains, fingerprints and other foreign materials from interior and exterior finished surfaces including glass and other polished surfaces.
- 8.3.3. Clean lighting reflectors, lenses and other lighting surfaces.
- 8.3.4. Hose clean paved surfaces; moisten and rake clean other surfaces of grounds.
- 8.3.5. Remove debris and surplus materials from crawl areas and other accessible concealed spaces.

9. ASBESTOS ABATEMENT

9.1. Regulatory Agencies

- 9.1.1. Comply with the most recent edition of provincial and local regulations pertaining to asbestos, provided that in any case of conflict between those requirements or with these specifications the more stringent requirement shall apply.
- 9.1.2. Comply with current WorkSafe BC regulations
- 9.1.3. Comply with the BC Occupational Health and Safety Regulations
- 9.1.4. Comply with the Transportation of Dangerous Goods Act and regulations
- 9.1.5. Comply with Provincial Ministry of Environment regulations.

9.2. Submittal

- 9.2.1. Before commencing work:
Submit proof satisfactory to that all employees have had instruction on the hazards of asbestos exposure, respirator use, dress, use of showers, entry and exit from work areas and all aspects of work procedures and protective measures.
- 9.2.2. The Contractor's Superintendent shall have attended an asbestos abatement course, of not less than two days duration, approved by the Technical Authority. Submit proof of attendance in the form of a certificate
- 9.2.3. Obtain from the appropriate agency and submit to the departmental representative all necessary permits for transporting and disposal of asbestos waste. Ensure that dump operator is fully aware of hazardous nature of material being dumped and proper methods of disposal are used. Submit proof satisfactory to departmental representative that suitable arrangements have been made to receive and properly dispose of asbestos waste.
- 9.2.4. Submit to the departmental representative a photocopy of Hazardous Waste Manifest with the generator and carrier portion completed for every load of asbestos waste removed from project.
- 9.2.5. Maintain a project log on site, recording:
 - a. Date
 - b. Names of all persons entering the work area, time of entry and exit, type of protection worn.
 - c. Location and description of work proceeding during shift.

9.3. Signs

- 9.3.1. Signage: signs in both official languages shall be displayed in all work areas where access to a sealed area is possible. Such signs in upper case "HELVETICA MEDIUM" letters shall read:

CAUTION, ASBESTOS HAZARD AREA (25mm)

UNAUTHORIZED ENTRY PROHIBITED (19mm)

WEAR PROTECTIVE EQUIPMENT (19mm)

ATTENTION, ZONE DANGEREUSE (25mm)

CONTIENT DE L'AMIANTE (25mm)

ENTREE INTERDITE (19mm)

PROTEZ VOUTRE EQUIPMENT PROTECTIF (19mm)

9.4. Asbestos Work Inspections and Air Monitoring

- 9.4.1. Upon completion of any work involving the removal of asbestos, the work area shall be inspected to verify that all the material has been appropriately removed and that the areas have been thoroughly cleaned to ensure that no debris and/or dust remain within the work area.

- 9.4.2. All High risk abatement projects are subject to final clearance testing. Air monitoring will be performed within the Asbestos Work Area. Any medium risk abatement projects are subject to final air clearance testing as determined by the risk assessment conducted prior to the project.
- 9.4.3. The contractor must obtain an air quality clearance value of 0.01 fibers/cc inside asbestos remediation enclosures after completion of removal activities, to ensure the space is clean and safe for occupancy.
- 9.4.4. The contractor must meet or exceed the most current requirements of the DND Asbestos Management Program, Health Canada recommendations, and Work Safe BC Regulations. If any results come back above the clearance value of 0.01 fibers/cc, the sample will be reanalyzed using NIOSH method 7402 for fiber identification.

9.5. Air Monitoring Results must include:

- 9.5.1. The name and signature of any person collecting any air sample required to be collected. The locations of the samples collected, date of collection, the name and address of the laboratory analyzing the samples, the date of analysis, the results of analysis. The method of analysis, the name and signature of the analyst, and a statement that the laboratory meets the requirements of all appropriate federal, provincial and municipal regulations shall be retained.

10. DOCUMENTATION

10.1. The following will be kept on file and submitted to DND upon request;

- 11.1.1 All waste manifest forms for the disposal of asbestos material.
- 11.1.2 All documentation related to the D.O.P. testing.
- 11.1.3 All correspondence regarding asbestos containing material, with any federal, provincial or municipal agencies.

10.2. Incident Response and Reporting Requirements

- 10.2.1. The Contractor shall take all necessary measures to immediately limit any further exposures or potential for injury, damage or operational impact;
- 10.2.2. The Contractor shall mobilize all equipment and/or personnel necessary to immediately contain and clean up any spilt materials;
- 10.2.3. The Contractor shall take all necessary actions to immediately seal any breach in high risk containment
- 10.2.4. The Contractor shall be responsible to pay all costs associated with the Incident, unless and until the Contractor can demonstrate the Incident was caused by another party;
- 10.2.5. The Contractor shall make immediate notification to the Contract Coordinator and the Real Property Operations, Risk Management AMP Administrator that an Incident has occurred, and shall provide sufficient information for Real Property Operations to ascertain the scope and consequences of the Incident;
- 10.2.6. The Contractor shall prepare an Incident Investigation Report detailing the circumstances of the Incident; identifying the cause(s) of the Incident, and remedial actions to be taken to prevent a re-occurrence;
- 10.2.7. The Contractor shall submit the Incident Investigation Report to the Contract Coordinator or RPOP's AMP Administrator within 72 hours of occurrence

11. GENERAL REQUIREMENTS

The abatement contractor shall be required to meet the following general requirements for all medium and high risk abatement projects;

- 11.1.** Prior to initiating medium or high risk work, complete and submit a Notice Of Project - Asbestos [NOPA] to the WorkSafe BC;
- 11.2.** Submit copy of the NOPA to the AMP Administrator along with specific abatement procedures. The AMP Administrator must approve the procedures prior to authorizing the work to proceed;
- 11.3.** Ensure perimeter barriers are effectively sealed and taped. Any defective or damaged barriers must be immediately replaced;
- 11.4.** Inspect the interior and exterior of the enclosure at the beginning and end of each work shift, or more frequently as necessary to ensure the integrity of the enclosure;
- 11.5.** Use smoke tubes to test effectiveness of barriers and negative air system;
- 11.6.** Negative air units meet WorkSafeBC requirements for DOP testing and adequate air exchange;
- 11.7.** Regularly inspect negative air units to ensure filters are not clogged;
- 11.8.** Respiratory protection equipment meets applicable WorkSafeBC Occupational Health & Safety Regulation;
- 11.9.** All personnel who are anticipated to disturb asbestos containing materials are issued a respirator;
 - 11.9.1.** Respiratory protection training and fit testing is provided to all personnel entering the abatement area;
- 11.10.** Training and fit test records are retained at the site and made available to RPOP's AMP Administrator and/or WorkSafeBC as requested;
- 11.11.** A qualified Supervisor is at the work site during all work periods so as to ensure that work procedures are properly executed;
- 11.12.** Supervisor(s) are knowledgeable and qualified in all aspects of abatement work;
- 11.13.** Supervisors provide instruction to workers on;
 - 11.13.1.** the hazards of asbestos exposure,
 - 11.13.2.** the use and fitting of respirators and protective clothing,
 - 11.13.3.** proper showering out procedures,
 - 11.13.4.** access and egress to the work area, and,
 - 11.13.5.** emergency procedures
- 11.14.** Provide to workers;
 - 11.14.1.** protective full body clothing complete with head covers, elastic cuffs and feet,
 - 11.14.2.** rubber boots or other easily decontaminated footwear,
- 11.15.** Contaminated footwear and equipment is left in the contaminated area until the end of the abatement work, at which time it is disposed of as asbestos waste, or is thoroughly cleaned of all asbestos or asbestos containing materials;
- 11.16.** Contaminated footwear is not be worn outside the work area;

- 11.17. Controlled products used and/or stored on the site are properly labelled and Material Safety Data Sheets [MSDS] are available to all workers;
- 11.18. Employees required to use controlled products are knowledgeable with regard to;
- 11.18.1. The registered names of the materials,
 - 11.18.2. the hazardous nature of the materials,
 - 11.18.3. the required personal protective equipment, and,
 - 11.18.4. Where the MSDS are kept.
- 11.19. Warning signs at appropriate locations have been posted around the work area as required;
- 11.20. Vacuums are equipped with effective DOP tested HEPA filtering systems;
- 11.21. Arrangements for disposal of asbestos containing waste materials are in place prior to commencement of abatement;
- 11.22. That high risk abatement work has a pre-contamination inspection completed prior to start of abatement. The AMP Administrator will designate the person to perform said inspection;
- 11.23. Should a room be used as the high risk containment enclosure, all openings, penetrations, or cracks in the walls, ceilings or floors must be sealed with 6mm polyethylene, 2" wide duct tape and spray glue as necessary;
- 11.24. Electrical panels are locked out and de-energized. If operational constraints prevent lock out of electrical panels, cover and seal with two layers of 6 mil polyethylene sheeting and duct tape, and install warning signage;
- 11.25. HEPA filter negative air exhaust is vented to the exterior of the building, ensuring that recirculation and/or re-entrainment is not possible;
- 11.26. Materials and equipment are properly stored in dry, heated and ventilated areas that provide protection from damage, contamination and exposure to the elements;
- 11.27. Materials and equipment are used in accordance with manufacturer's recommendations;
- 11.28. Damaged or deteriorating materials are not to be used; and,
- 11.29. Contaminated material is properly decontaminated or disposed of as contaminated debris.

12. HIGH RISK CLEAN UP /TEAR DOWN PROCEDURES

After the sealer has been applied and allowed to dry, air sampling will be supervised by CFB Esquimalt or appointed designate. **Note:** The negative air system may not be shut down during air sampling. Final acceptance and approval of the work will require that;

- 12.1. No visible signs of contaminated materials are evident;
- 12.2. Air sample analysis confirms that fibre levels are no greater than 0.01 fibres/mL. See Air Clearance in this section for details;
- 12.3. An approved asbestos consultant provides a written report of the air sample results. Should the levels exceed 0.01 f/mL, additional remedial actions shall be required as stipulated by CFB Esquimalt or approved asbestos consultant with no additional cost to CFB Esquimalt;

- 12.4. Once the contractor has received the written report confirming air sample results at or below 0.01 f/mL, the contractor may proceed with tear down of the containment;
- 12.5. All work areas, decontamination systems etc., shall be included in the tear down; and,

13. AIR MONITORING & AIR CLEARANCE

Throughout the course of Medium or high risk abatement work, the contractor will sub-contract a third party to collect the following air samples;

- 13.1. Daily ambient sampling around the exterior perimeter of the work area. The number of samples collected will be a function of the size of the containment;
- 13.2. Daily inside the clean room. One sample will be collected during each work shift; and,
- 13.3. Occupational sampling inside the work area. One sample will be collected per work shift until the sampling demonstrates the effectiveness of the work procedure. Subsequent occupational sampling may occur at the discretion of CFB Esquimalt or the approved asbestos consultant.

14. AIR SAMPLE RESULTS

- 14.1. Air sample results must be available within 24 hours of sample collection, or at the start of the next similar shift period. Copies of all air monitoring reports shall be provided to the abatement contractor for posting at the worksite; and,
- 14.2. Review the lab results to determine if they are within regulated permissible fibre concentrations. The 8-hour limit permissible fibre concentration is 0.1 fibres/ml. Clean Room and Ambient samples must be below <0.1 fibres/ml. Air Clearance sample fibre concentration is <0.01 fibres/ml. Occupational samples must meet respiratory requirement criteria as per WorkSafe BC Asbestos Respiratory Protection Maximum Use Concentrations

15. AIR SAMPLING ACTION LEVELS

Should the following action levels be reached or exceeded, the RPOP's AMP Administrator or approved asbestos consultant shall instruct the abatement contractor to undertake all remedial actions necessary to lower fibre counts to acceptable levels. The RPOP's AMP Administrator or approved asbestos consultant reserves the right to stop any abatement activities until such times as fibre levels have returned to below action levels, and/or the abatement contractor has satisfactorily demonstrated to the RPOP's AMP Administrator or approved asbestos consultant that the abatement activities will not generate fibre counts above the specified action levels. Real Property Operations shall not be held liable for any costs incurred pursuant to stop work orders issued for exceeding action levels.

Ambient	0.05 f/mL
Clean Room	0.05 f/mL

Occupational- 50% of the maximum allowable exposure level for the type of respirator being worn by workers in the containment area. Occupational sampling established satisfactory worker respiratory protection during abatement activities.

After asbestos removal and final cleaning, a contractor representative and the RPOP's Representative or approved abatement consultant will conduct a final visual inspection of the work site to verify all ACM has been satisfactorily removed and the area is ready for air clearance

- 15.1. Once the final inspection has passed, the inside of the entire enclosure is sprayed with an approved sealant. This sealant acts as an encapsulant, capturing all residual fibres and particulate as they settle and bond them once the glue is dry. The negative air unit operates during the settling time;

- 15.2.** After the area has been encapsulated from the glue-down, air clearance sampling must be conducted to determine safe occupancy. Allow a minimum of four hours settling/drying time before conducting air clearance air sampling. Note: The AMP Administrator may stipulate a longer settling/drying time based on the size of the enclosure area,
- 15.3.** A minimum of two air clearance samples shall be collected for an area < 5000 ft². The minimum recommended volume of air clearance samples is 1000 litres. One additional air clearance sample must be collected for every additional 1200 ft² or 110 m²,
- 15.4.** Samples must be analysed within 24-hours of sampling;
- 15.5.** In order to pass air clearance, the concentration of detectable fibres shall not exceed 0.01 fibres/ml;
- 15.6.** After passing the final air clearance (<0.01 fibres/ml), the containment can be dismantled;
- 15.7.** If air clearance fibre count exceeds 0.01 fibres/ml, air clearance shall not be granted. The abatement contractor shall re-clean and apply a second application of glue encapsulate throughout the containment area. A second 4-hour settling time is required, then the area is re-sampled until a passing air clearance fibre level (<0.02 fibres/ml) is achieved. The additional work to obtain air clearance is at the cost of the abatement contractor; and,
- 15.8.** Once air clearance is attained and granted, tear down may proceed.

APPENDIX 4 - PERIODIC REPORTS

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

Name	Phone Number	E-mail

at:

Dept. Of National Defence
Real Properties- Contracts, CFB Esquimalt
P.O. Box 17000, Station Forces Victoria, BC
V9A 7N2

BI-ANNUAL REPORT ON THE VOLUME OF BUSINESS

SUPPLIER: _____

REPORT FOR THE PERIOD ENDING: _____

Description of Work	Call up #	Total Billing

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

PREPARED BY: _____

NAME: _____

SIGNATURE: _____

TELEPHONE NO.: _____

Solicitation No. - N° de l'invitation
W6837-164062/A
Client Ref. No. - N° de réf. du client

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

Buyer ID - Id de l'acheteur
pwy020
CCC No./N° CCC - FMS No./N° VME

APPENDIX 5 - VOLUNTARY CERTIFICATION TO SUPPORT THE USE OF APPRENTICES

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

Name: _____

Signature: _____

Company Name: _____

Company Legal Name: _____

Solicitation Number: _____

Optional information to provide: _____

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

Trades of those apprentices:

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

Solicitation No. - N° de l'invitation
W6837-164062/A
Client Ref. No. - N° de réf. du client

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

Buyer ID - Id de l'acheteur
pwy020
CCC No./N° CCC - FMS No./N° VME

ANNEX A - SECURITY REQUIREMENT CHECK LIST (SRCL)



Government
of Canada

Gouvernement
du Canada

JAN 25 2016

Contract Number / Numéro du contrat

W6837-164062

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 DND		2. Branch or Directorate / Direction générale ou Direction CFB ESQUIMALT
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
4. Brief Description of Work / Brève description du travail Asbestos abatement at CFB Esquimalt.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Non Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A <input type="checkbox"/>	NATO UNCLASSIFIED <input type="checkbox"/>	PROTECTED A <input type="checkbox"/>
PROTÉGÉ A <input type="checkbox"/>	NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTÉGÉ A <input type="checkbox"/>
PROTECTED B <input type="checkbox"/>	NATO RESTRICTED <input type="checkbox"/>	PROTECTED B <input type="checkbox"/>
PROTÉGÉ B <input type="checkbox"/>	NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTÉGÉ B <input type="checkbox"/>
PROTECTED C <input type="checkbox"/>	NATO CONFIDENTIAL <input type="checkbox"/>	PROTECTED C <input type="checkbox"/>
PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIEL <input type="checkbox"/>	PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	CONFIDENTIAL <input type="checkbox"/>
CONFIDENTIEL <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	CONFIDENTIEL <input type="checkbox"/>
SECRET <input type="checkbox"/>	COSMIC TOP SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
SECRET <input type="checkbox"/>	COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
TOP SECRET <input type="checkbox"/>		TOP SECRET <input type="checkbox"/>
TRÈS SECRET <input type="checkbox"/>		TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) <input type="checkbox"/>
TRÈS SECRET (SIGINT) <input type="checkbox"/>		TRÈS SECRET (SIGINT) <input type="checkbox"/>



Government
of Canada

Gouvernement
du Canada

Contract Number / Numéro du contrat

W6837-164062

Security Classification / Classification de sécurité
unclassified

PART A (continued) / PARTIE A (suite)

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

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

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

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

Document Number / Numéro du document :

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

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

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

Special comments:

Commentaires spéciaux :

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

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

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

PRODUCTION

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

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

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
unclassified

Canada



Government
of Canada

Gouvernement
du Canada

Contract Number / Numéro du contrat

W6837-164062

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

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

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

☒ No ☐ Yes
Non 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 ☐ Yes
Non Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

Solicitation No. - N° de l'invitation
W6837-164062/A
Client Ref. No. - N° de réf. du client

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

Buyer ID - Id de l'acheteur
pwy020
CCC No./N° CCC - FMS No./N° VME

ANNEX B - CERTIFICATE OF INSURANCE (Not required at offer closing)



CERTIFICATE OF INSURANCE

Page 1 of 2

Description and Location of Work	Contract No.
	Project No.

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

Additional Insured

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

Type of Insurance	Insurer Name and Policy Number	Inception Date D / M / Y	Expiry Date D / M / Y	Limits of Liability		
Commercial General Liability Umbrella/Excess Liability				Per Occurrence	Annual General Aggregate	Completed Operations Aggregate
				\$	\$	\$
				\$	\$	\$
				\$		
Environmental Impairment Liability				\$ <input type="checkbox"/> Per Incident <input type="checkbox"/> Per Occurrence		Aggregate \$

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

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

Telephone number

Signature

Date D / M / Y

General

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

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

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

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

Commercial General Liability

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

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

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

The policy must have the following minimum limits:

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

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

ENVIRONMENTAL IMPAIRMENT LIABILITY INSURANCE

1. The Contractor must obtain "Pollution Legal Liability – Fixed Site Coverage" and "Contractors Pollution Liability" insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$1,000,000 per accident or occurrence and in the annual aggregate.

2. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

3. The "Pollution Legal Liability – Fixed Site Coverage" and "Contractors Pollution Liability" policies must include the following:

- a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada as additional insured should read as follows: Canada, represented by Public Works and Government Services Canada.
- b. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- c. Separation of Insureds: The policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
- d. Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- e. Incidental Transit Extension: The policy must extend to losses arising from any waste, products or materials transported, shipped, or delivered via any transportation mode to a location beyond the boundaries of a site at which the Contractor or any entity for which the Contractor is legally liable is performing or has performed the operations described in the contract.

ANNEX C - VOLUNTARY REPORT FOR APPRENTICES EMPLOYED DURING THE CONTRACT (Sample)

(This report is not required at offer deposit)

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

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

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

Number of apprentices hired	Trade

(Add rows as needed)

ANNEX D - LISTING OF SUBCONTRACTORS

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

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

Solicitation No. - N° de l'invitation
W6837-164062/A
Client Ref. No. - N° de réf. du client

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

Buyer ID - Id de l'acheteur
pwy020
CCC No./N° CCC - FMS No./N° VME

NOTE TO TENDERERS: Use the mailing label below and affix it securely to the outside of the envelope or package containing your tender. Always ensure your company name, return address, tender number and closing date appear legibly on the outside of your bid submission.

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

Requisition No.: W6837-164062/A

Tender Closing Date & Time: September 22, 2016 @ 1400 P.D.T.

Project Description: Asbestos Abatement Standing Offer, CFB Esquimalt, Victoria, B.C.

RL