



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

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

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

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

Regional Individual Standing Offer (RISO)  
Offre à commandes individuelle régionale (OCIR)

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

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

**Comments - Commentaires**

**Vendor/Firm Name and Address  
Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

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

<b>Title - Sujet</b> Industrial Cleaning	
<b>Solicitation No. - N° de l'invitation</b> W6837-175202/A	<b>Date</b> 2016-12-01
<b>Client Reference No. - N° de référence du client</b> W6837-17-5202	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$PWA-122-5495
<b>File No. - N° de dossier</b> PWA-6-76090 (122)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2017-01-12</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Atlantic Standard Time AST	
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Chinye (PWA), Chukwudi	<b>Buyer Id - Id de l'acheteur</b> pwa122
<b>Telephone No. - N° de téléphone</b> (902)496-5476 ( )	<b>FAX No. - N° de FAX</b> (902)496-5016
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE SEE HEREIN OTTAWA ONTARIO K1A0K2 Canada	
<b>Security - Sécurité</b> This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

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

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

### **1.2 Summary**

Department of National Defence has a requirement for the supply of all labour, materials, tools, Equipment, and transportation required for the collection and disposal of waste oil, waste water, sludge or other petroleum products, hazardous waste and sewage throughout various areas of CFB Halifax, on as when requested basis in accordance with Annex A- Statement of Work -Job No.W6837-17-5202.

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

### **1.3 Security Requirements**

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

#### **1.4 Debriefings**

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

### **PART 2 - OFFEROR INSTRUCTIONS**

#### **2.1 Standard Instructions, Clauses and Conditions**

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

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

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

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

Delete: 60 days  
Insert: 90 days

#### **2.2 Submission of Offers**

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

#### **2.3 Former Public Servant**

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

#### **Definitions**

For the purposes of this clause,

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

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or

- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

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

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

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

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

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

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

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

#### **Work Force Adjustment Directive**

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

If so, the Offeror must provide the following information:

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

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

## **2.4 Enquiries - Request for Standing Offers**

All enquiries must be submitted in writing to the Standing Offer Authority no later than five (5) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

## **2.5 Applicable Laws**

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

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

## **PART 3 - OFFER PREPARATION INSTRUCTIONS**

### **3.1 Offer Preparation Instructions**

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

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

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

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

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

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

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File No. - N° du dossier  
PWA-6-76090

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

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

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

### **Section I: Technical Offer**

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

### **Section II: Financial Offer**

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

#### **3.1.1 Electronic Payment of Invoices - Offer**

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

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

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

#### **3.1.2 Exchange Rate Fluctuation**

[C3011T](#) (2013-11-06), Exchange Rate Fluctuation,

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

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

### **4.1 Evaluation Procedures**

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.

#### **4.1.1 Financial Evaluation**

#### 4.1.1.1

SACC Manual Clause [M0220T](#) (2016-01-28), Evaluation of Price.

### 4.2 Basis of Selection

4.2.1 SACC Manual Clause (M0069T) (2007-05-25),( Basis of Selection)

## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

### 5.1 Certifications Required with the Offer

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

#### 5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

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

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

#### 5.2.1 Integrity Provisions – Required Documentation

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

#### 5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

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

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

### 5.2.3 Additional Certifications Precedent to Issuance of a Standing Offer

#### 5.2.3.1 Workers Compensation Certification- Letter of Good Standing

The offeror must have an account in good standing with the applicable provincial or territorial Worker's Compensation Board.

The Offeror must provide, within seven (7) working days following a request from the Contracting Authority, a **certificate or letter from the applicable Workers' Compensation Board** confirming the Offeror's good standing account. Failure to comply with the request will result in the offer being declared non-responsive.

#### 5.2.3.2 Certification/Permit

i) Offeror's must hold a Certification of Qualification for Septic Tank Cleaner issued by Nova Scotia Environment for the Province of Nova Scotia.

The Offeror must provide a **Certification of Qualification for Septic Tank Cleaner** issued by Nova Scotia Environment for the Province of Nova Scotia within seven (7) working days following a request from the Contracting Authority. Failure to comply with the request will result in the bid being declared non-responsive.

ii) In accordance with Nova Scotia Environmental Act, Used Oil Regulations, the offeror must be approved by Nova Scotia Environment to collect waste oil. All waste oil must be processed in compliance with:

- Nova Scotia Environmental Act, Used Oil Regulations.
- Nova Scotia Environmental Act, Dangerous Goods Management Regulations
- The transportation of Dangerous Goods Act.

Offeror must hold a **valid Used Oil Collectors License approved by Nova Scotia Environment**. The offeror must provide, within seven (7) working days following a request from the Contracting Authority, a valid Used Oil Collectors license approved by Nova Scotia Environment. Failure to comply with the request will result in the bid being declared non-responsive.

## PART 6 - SECURITY AND INSURANCE REQUIREMENTS

### 6.1 Security Requirements

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

### 6.3 Insurance Requirements

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

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

## PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 7.1 Offer

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

#### 7.2 Security Requirements

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

#### **SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PSPC FILE # W6837-17-5202**

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Services and Procurement Canada (PSPC).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must **EACH** hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PSPC.
3. Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of CISD/PSPC.

4. The Contractor/Offeror must comply with the provisions of the:
- a. Security Requirements Check List and security guide (if applicable), attached at Annex C;
  - b. Industrial Security Manual (Latest Edition).

### 7.3 Standard Clauses and Conditions

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

#### 7.3.1 General Conditions

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

#### 7.3.2 Standing Offers Reporting

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

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

The data must be submitted on a "[quarterly basis](#)" to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

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

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

### 7.4 Term of Standing Offer

#### 7.4.1 Period of the Standing Offer

The period for making call-ups and providing services against the Standing Offer is from \_\_\_\_\_ to \_\_\_\_\_ inclusive (To be determined at contract award).

#### 7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional two (2) year period, under the same conditions and at the rates or prices specified in

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the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority thirty (30) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

## 7.5 Authorities

### 7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Chukwudi Chinye  
Title: Real Property Contracting Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
Address: 1713 Bedford Row, Halifax, NS B3J 3C9  
Telephone: 902-496-5476  
Facsimile: 902-496-5016

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

### 7.5.2 Project Authority

The Project Authority for the Standing Offer is:

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

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

### 7.5.3 Offeror's Representative

Name: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Cellular Number: \_\_\_\_\_  
Facsimile Number: \_\_\_\_\_  
Email: \_\_\_\_\_

## 7.6 Proactive Disclosure of Contracts with Former Public Servants

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

## 7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Real Operation Section (Halifax), Contracts Section.

## 7.8 Call-up Procedures

The Identified User will provide the offeror with statement of work required and the Offeror must provide the identified User with an estimate of the cost of performing the specified work in accordance with the pricing provision of the standing offer. The offeror must not undertake any of the specified work unless and until a call-up is issued by the identified User. The estimated cost stated in the call-up must not be exceed without the specific written authorization of the Identified User.

## 7.9 Call-up Instrument

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

## 7.10 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$60,000.00 (Applicable Taxes included).

## 7.11 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of **\$350,000.00** (Applicable Taxes excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 3 months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

## 7.12 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions [2005](#) (2016-04-04), General Conditions - Standing Offers - Goods or Services
- e) the general conditions; (2010C,2016-04-04- General Conditions - Services)
- f) Annex A, Statement of Work;
- g) Annex B, Basis of Payment;

- 
- h) Annex C, Security Requirements Check List;
  - i) Annex D, Insurance Requirements;
  - j) the Offeror's offer dated \_\_\_\_\_ (*insert date of offer*),

## **7.13 Certifications and Additional Information**

### **7.13.1 Compliance**

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

### **7.14 Applicable Laws**

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

## **B. RESULTING CONTRACT CLAUSES**

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

### **7.1 Statement of Work**

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

### **7.2 Standard Clauses and Conditions**

#### **7.2.1 General Conditions**

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

Section (13) Interest on Overdue Accounts, of (2010C-2016-4-04) will not apply to payments made by credit cards.

### **7.3 Term of Contract**

#### **7.3.1 Period of the Contract**

The Work is to be performed during the period of \_\_\_\_\_ to \_\_\_\_\_ (**To be determined at contract award**).

#### **7.3.2 Delivery Date**

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

#### **7.4 Proactive Disclosure of Contracts with Former Public Servants**

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

#### **7.5 Payment**

##### **7.5.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a *"firm unit price (s), as specified in in Annex B"*. Customs duties are included" and Applicable Taxes are extra.

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

##### **7.5.2 Limitation of Price**

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

##### **7.5.3 Single Payment**

Single Payment-H1000C-2008-05-12

##### **7.5.4 SACC Manual Clauses**

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

##### **7.5.5 Electronic Payment of Invoices – Call-up**

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

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

#### **7.6 Invoicing Instructions**

- (a) The original and two (2) copies must be forwarded to the following address for certification and Payment no later than seven days after the end of the service.

Attn: Accounts  
Real Property Operation (Halifax)  
Willow Park, Building #7  
P.O Box 99000, Station Forces  
Halifax, N.S. B3B 1S9

#### **7.7 Insurance Requirements**

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

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

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

## **7.8 SACC Manual Clauses**

Time Verification-C0711C-2008-05-12  
Estimates-M3800C- 2006-08-15

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**ANNEX "A"**

**STATEMENT OF WORK**  
Attached.

**ANNEX "B"**

**BASIS OF PAYMENT**

**Year One:**

Travel to and from job sites within and outside Halifax Regional Municipality must be included in the per call-up unit rates below. Contractor agrees that the following are the unit prices referred to herein:

**Normal working hours:**

0730-1600, Monday to Friday

Column A Description of Work	Column B Unit of Measurement	Column C Estimated Amount or Usage	Column D Unit Price	Column E Estimated Total
<b>Pumping of septic tank (Includes pumping equipment, operator, transportation, disposal and all other associated costs including travel to and from all sites within and outside HRM). Refer to Annex "A" of specification Job Number W6837-16-5202 for description of septic tank.</b>				
1) Degaussing Range	per pump out	12	\$ _____	\$ _____
2) NRS Mill Cove	per pump out	1	\$ _____	\$ _____
3) NRS Newport Corner	per pump out	1	\$ _____	\$ _____
4) Ferguson's Cove	per pump out	1	\$ _____	\$ _____
5) 12 Wing Shearwater SH47	per pump out	4	\$ _____	\$ _____
<b>Cleaning of sewer lift station (Includes pumping equipment, operator, transportation, disposal and all other associated costs including travel to and from all sites within and outside HRM). Refer to Annex "A" of specification Job Number W6837-16-5202 for description of sewer lift station.</b>				
6) HMC Dockyard - Rainbow Gate	per clean out	2	\$ _____	\$ _____
7) HMC Dockyard - Admiral's Gate	per clean out	2	\$ _____	\$ _____
8) HMC Dockyard - Jetty NB	per clean out	2	\$ _____	\$ _____
9) Albacore Place, Eastern Passage, NS (Lift station no.1)	per clean out	2	\$ _____	\$ _____
10) Shearwater – SH4	per clean out	2	\$ _____	\$ _____
11) Shearwater - HGR Y	per clean out	2	\$ _____	\$ _____
12) HMC Dockyard – D20	per clean out	2	\$ _____	\$ _____
13) HMC Dockyard – D108	per clean out	2	\$ _____	\$ _____
14) Dockyard Annex (NAD) – W7	per clean out	2	\$ _____	\$ _____

15) Dockyard Annex (NAD) – W21	per clean out	2	\$ _____	\$ _____
16) Dockyard Annex (NAD) – W64	per clean out	2	\$ _____	\$ _____
17) Shearwater – HGR 3	per clean out	2	\$ _____	\$ _____
18) NRS Newport Corner	per clean out	2	\$ _____	\$ _____
19) HMC Dockyard – North CSO Chamber	per clean out	2	\$ _____	\$ _____
20) HMC Dockyard – South CSO Chamber	per clean out	2	\$ _____	\$ _____
21) CFAD Bedford – BM130	per clean out	2	\$ _____	\$ _____
22) CFAD Bedford – BM153	per clean out	2	\$ _____	\$ _____
23) CFAD Bedford Sewage Treatment Plant	per clean out	2	\$ _____	\$ _____
24) CFAD Bedford – BM190	per clean out	2	\$ _____	\$ _____
25) CFAD Bedford – BM212	per clean out	2	\$ _____	\$ _____
<b>Cleaning manholes, catch basins, sanitary and sewer lines and includes pumping, disposal and cleaning out of septic / sludge tanks, grease pits, fuel tanks, waste oil tanks, and glycol tanks. Vacuum truck volume to be measured by dipping truck tank prior to and after pumping. Measurement to be converted to volume using conversion chart appropriate for that truck tank. Pumping and disposal to meet requirements of Nova Scotia Used Oil Regulations.</b>				
26. grease	per litre	2,000	\$ _____	\$ _____
27. oily waste water	per litre	60,000	\$ _____	\$ _____
28. petroleum products (e.g. bunker C fuel, light oil #2, aviation fuel, diesel, gasoline)	per litre	180,000	\$ _____	\$ _____
29. sludge	per tonne	10	\$ _____	\$ _____
30. glycol	per litre	5,000	\$ _____	\$ _____
31. sewage	per litre	20,000	\$ _____	\$ _____
32. contaminated liquids	per litre	5,000	\$ _____	\$ _____
33. CREDIT for non-contaminated fuel	per litre	5,000	\$ _____	\$ _____
<b>Service calls (Includes vacuum truck and operator). Unit rates below must include travel to and from all sites within and outside HRM.</b>				
34. Regular working hours (Monday to Friday)	per hour	200	\$ _____	\$ _____
35. Outside working hours (Monday-Friday,	per hour	100	\$ _____	\$ _____

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weekend & holidays)				
<b>Service calls (Includes jet-rod truck and operator). Unit rates below must include travel to and from all sites within and outside HRM.</b>				
36. Regular working hours (Monday to Friday)	per hour	100	\$ _____	\$ _____
37. Outside working hours (Monday-Friday, weekend & holidays)	per hour	20	\$ _____	\$ _____
<b>Service calls (Includes steam / power wash unit truck and operator). Unit rates below must include travel to and from all sites within and outside HRM.</b>				
38. Regular working hours (Monday to Friday)	per hour	100	\$ _____	\$ _____
39. Outside working hours (Monday-Friday, weekend & holidays)	per hour	20	\$ _____	\$ _____
<b>Service calls (Includes combination truck for residential type work). Unit rates below must include travel to and from all sites within and outside HRM.</b>				
40. Regular working hours (Monday to Friday)	per hour	100	\$ _____	\$ _____
41. Outside working hours (Monday-Friday, weekend & holidays)	per hour	20	\$ _____	\$ _____
<b>Service calls (Includes hydro-excavation). Unit rates below must include travel to and from all sites within and outside HRM.</b>				
42. Regular working hours (Monday to Friday)	per hour	100	\$ _____	\$ _____
43. Outside working hours (Monday-Friday, weekend & holidays)	per hour	20	\$ _____	\$ _____
<b>Other services required.</b>				
44. Labourer (as requested by Engineer)				
.1 normal working hours	per hour	200	\$ _____	\$ _____
.2 outside normal working hours	per hour	100	\$ _____	\$ _____

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45. Disposal fee when analysis is required (disposal site invoice required)	per tonne	20	\$	\$
46. Video inspection (sewer line, fuel tanks, etc.)	per hour	100	\$	\$
47. Confined spaces equipment and labour	per certification	10	\$	\$
Total Year 1				\$

**OPTION Year One:**

Travel to and from job sites within and outside Halifax Regional Municipality must be included in the per call-up unit rates below. Contractor agrees that the following are the unit prices referred to herein:

**Normal working hours:**

0730-1600, Monday to Friday

Column A Description of Work	Column B Unit of Measurement	Column C Estimated Amount or Usage	Column D Unit Price	Column E Estimated Total
<b>Pumping of septic tank (Includes pumping equipment, operator, transportation, disposal and all other associated costs including travel to and from all sites within and outside HRM). Refer to Annex "A" of specification Job Number W6837-16-5202 for description of septic tank.</b>				
1. Degaussing Range	per pump out	12	\$ _____	\$ _____
2. NRS Mill Cove	per pump out	1	\$ _____	\$ _____
3. NRS Newport Corner	per pump out	1	\$ _____	\$ _____
4. Ferguson's Cove	per pump out	1	\$ _____	\$ _____
5. 12 Wing Shearwater SH47	per pump out	4	\$ _____	\$ _____
<b>Cleaning of sewer lift station (Includes pumping equipment, operator, transportation, disposal and all other associated costs including travel to and from all sites within and outside HRM). Refer to Annex "A" of specification Job Number W6837-16-5202 for description of sewer lift station.</b>				
6. HMC Dockyard - Rainbow Gate	per clean out	2	\$ _____	\$ _____
7. HMC Dockyard - Admiral's Gate	per clean out	2	\$ _____	\$ _____
8. HMC Dockyard - Jetty NB	per clean out	2	\$ _____	\$ _____
9. Albacore Place, Eastern Passage, NS (Lift station no.1)	per clean out	2	\$ _____	\$ _____
10. Shearwater – SH4	per clean out	2	\$ _____	\$ _____
11. Shearwater - HGR Y	per clean out	2	\$ _____	\$ _____
12. HMC Dockyard – D20	per clean out	2	\$ _____	\$ _____
13. HMC Dockyard – D108	per clean out	2	\$ _____	\$ _____
14. Dockyard Annex (NAD) – W7	per clean out	2	\$ _____	\$ _____
15. Dockyard Annex (NAD) – W21	per clean out	2	\$ _____	\$ _____
16. Dockyard Annex (NAD) – W64	per clean out	2	\$ _____	\$ _____

17. Shearwater – HGR 3	per clean out	2	\$ _____	\$ _____
18. NRS Newport Corner	per clean out	2	\$ _____	\$ _____
19. HMC Dockyard – North CSO Chamber	per clean out	2	\$ _____	\$ _____
20. HMC Dockyard – South CSO Chamber	per clean out	2	\$ _____	\$ _____
21. CFAD Bedford – BM130	per clean out	2	\$ _____	\$ _____
22. CFAD Bedford – BM153	per clean out	2	\$ _____	\$ _____
23. CFAD Bedford Sewage Treatment Plant	per clean out	2	\$ _____	\$ _____
24. CFAD Bedford – BM190	per clean out	2	\$ _____	\$ _____
25. CFAD Bedford – BM212	per clean out	2	\$ _____	\$ _____
<b>Cleaning manholes, catch basins, sanitary and sewer lines and includes pumping, disposal and cleaning out of septic / sludge tanks, grease pits, fuel tanks, waste oil tanks, and glycol tanks. Vacuum truck volume to be measured by dipping truck tank prior to and after pumping. Measurement to be converted to volume using conversion chart appropriate for that truck tank. Pumping and disposal to meet requirements of Nova Scotia Used Oil Regulations.</b>				
26. grease	per litre	2,000	\$ _____	\$ _____
27. oily waste water	per litre	60,000	\$ _____	\$ _____
28. petroleum products (e.g. bunker C fuel, light oil #2, aviation fuel, diesel, gasoline)	per litre	180,000	\$ _____	\$ _____
29. sludge	per tonne	10	\$ _____	\$ _____
30. glycol	per litre	5,000	\$ _____	\$ _____
31. sewage	per litre	20,000	\$ _____	\$ _____
32. contaminated liquids	per litre	5,000	\$ _____	\$ _____
33. CREDIT for non-contaminated fuel	per litre	5,000	\$ _____	\$ _____
<b>Service calls (Includes vacuum truck and operator). Unit rates below must include travel to and from all sites within and outside HRM.</b>				
34. Regular working hours (Monday to Friday)	per hour	200	\$ _____	\$ _____
35. Outside working hours (Monday-Friday, weekend & holidays)	per hour	100	\$ _____	\$ _____

<b>Service calls (Includes jet-rod truck and operator). Unit rates below must include travel to and from all sites within and outside HRM.</b>				
36. Regular working hours (Monday to Friday)	per hour	100	\$ _____	\$ _____
37. Outside working hours (Monday-Friday, weekend & holidays)	per hour	20	\$ _____	\$ _____
<b>Service calls (Includes steam / power wash unit truck and operator). Unit rates below must include travel to and from all sites within and outside HRM.</b>				
38. Regular working hours (Monday to Friday)	per hour	100	\$ _____	\$ _____
39. Outside working hours (Monday-Friday, weekend & holidays)	per hour	20	\$ _____	\$ _____
<b>Service calls (Includes combination truck for residential type work). Unit rates below must include travel to and from all sites within and outside HRM.</b>				
40. Regular working hours (Monday to Friday)	per hour	100	\$ _____	\$ _____
41. Outside working hours (Monday-Friday, weekend & holidays)	per hour	20	\$ _____	\$ _____
<b>Service calls (Includes hydro-excavation). Unit rates below must include travel to and from all sites within and outside HRM.</b>				
42. Regular working hours (Monday to Friday)	per hour	100	\$ _____	\$ _____
43. Outside working hours (Monday-Friday, weekend & holidays)	per hour	20	\$ _____	\$ _____
<b>Other services required.</b>				
44. Labourer (as requested by Engineer)				
.1 normal working hours	per hour	200	\$ _____	\$ _____
.2 outside normal working hours	per hour	100	\$ _____	\$ _____
45. Disposal fee when analysis is required			\$ _____	\$ _____

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(disposal site invoice required)	per tonne	20		
46. Video inspection (sewer line, fuel tanks, etc.)	per hour	100	\$	\$
47. Confined spaces equipment and labour	per certification	10	\$	\$
Total Option Year 1				\$

**OPTION Year Two:**

Travel to and from job sites within and outside Halifax Regional Municipality must be included in the per call-up unit rates below. Contractor agrees that the following are the unit prices referred to herein:

**Normal working hours:**

0730-1600, Monday to Friday

Column A Description of Work	Column B Unit of Measurement	Column C Estimated Amount or Usage	Column D Unit Price	Column E Estimated Total
<b>Pumping of septic tank (Includes pumping equipment, operator, transportation, disposal and all other associated costs including travel to and from all sites within and outside HRM). Refer to Annex "A" of specification Job Number W6837-16-5202 for description of septic tank.</b>				
1. Degaussing Range	per pump out	12	\$ _____	\$ _____
2. NRS Mill Cove	per pump out	1	\$ _____	\$ _____
3. NRS Newport Corner	per pump out	1	\$ _____	\$ _____
4. Ferguson's Cove	per pump out	1	\$ _____	\$ _____
5. 12 Wing Shearwater SH47	per pump out	4	\$ _____	\$ _____
<b>Cleaning of sewer lift station (Includes pumping equipment, operator, transportation, disposal and all other associated costs including travel to and from all sites within and outside HRM). Refer to Annex "A" of specification Job Number W6837-16-5202 for description of sewer lift station.</b>				
6. HMC Dockyard - Rainbow Gate	per clean out	2	\$ _____	\$ _____
7. HMC Dockyard - Admiral's Gate	per clean out	2	\$ _____	\$ _____
8. HMC Dockyard - Jetty NB	per clean out	2	\$ _____	\$ _____
9. Albacore Place, Eastern Passage, NS (Lift station no.1)	per clean out	2	\$ _____	\$ _____
10. Shearwater – SH4	per clean out	2	\$ _____	\$ _____
11. Shearwater - HGR Y	per clean out	2	\$ _____	\$ _____
12. HMC Dockyard – D20	per clean out	2	\$ _____	\$ _____
13. HMC Dockyard – D108	per clean out	2	\$ _____	\$ _____
14. Dockyard Annex (NAD) – W7	per clean out	2	\$ _____	\$ _____
15. Dockyard Annex (NAD) – W21	per clean out	2	\$ _____	\$ _____
16. Dockyard Annex (NAD) – W64	per clean out	2	\$ _____	\$ _____

17. Shearwater – HGR 3	per clean out	2	\$ _____	\$ _____
18. NRS Newport Corner	per clean out	2	\$ _____	\$ _____
19. HMC Dockyard – North CSO Chamber	per clean out	2	\$ _____	\$ _____
20. HMC Dockyard – South CSO Chamber	per clean out	2	\$ _____	\$ _____
21. CFAD Bedford – BM130	per clean out	2	\$ _____	\$ _____
22. CFAD Bedford – BM153	per clean out	2	\$ _____	\$ _____
23. CFAD Bedford Sewage Treatment Plant	per clean out	2	\$ _____	\$ _____
24. CFAD Bedford – BM190	per clean out	2	\$ _____	\$ _____
25. CFAD Bedford – BM212	per clean out	2	\$ _____	\$ _____
<b>Cleaning manholes, catch basins, sanitary and sewer lines and includes pumping, disposal and cleaning out of septic / sludge tanks, grease pits, fuel tanks, waste oil tanks, and glycol tanks. Vacuum truck volume to be measured by dipping truck tank prior to and after pumping. Measurement to be converted to volume using conversion chart appropriate for that truck tank. Pumping and disposal to meet requirements of Nova Scotia Used Oil Regulations.</b>				
26. grease	per litre	2,000	\$ _____	\$ _____
27. oily waste water	per litre	60,000	\$ _____	\$ _____
28. petroleum products (e.g. bunker C fuel, light oil #2, aviation fuel, diesel, gasoline)	per litre	180,000	\$ _____	\$ _____
29. sludge	per tonne	10	\$ _____	\$ _____
30. glycol	per litre	5,000	\$ _____	\$ _____
31. sewage	per litre	20,000	\$ _____	\$ _____
32. contaminated liquids	per litre	5,000	\$ _____	\$ _____
33. CREDIT for non-contaminated fuel	per litre	5,000	\$ _____	\$ _____
<b>Service calls (Includes vacuum truck and operator). Unit rates below must include travel to and from all sites within and outside HRM.</b>				
34. Regular working hours (Monday to Friday)	per hour	200	\$ _____	\$ _____
35. Outside working hours (Monday-Friday, weekend & holidays)	per hour	100	\$ _____	\$ _____

<b>Service calls (Includes jet-rod truck and operator). Unit rates below must include travel to and from all sites within and outside HRM.</b>				
36. Regular working hours (Monday to Friday)	per hour	100	\$ _____	\$ _____
37. Outside working hours (Monday-Friday, weekend & holidays)	per hour	20	\$ _____	\$ _____
<b>Service calls (Includes steam / power wash unit truck and operator). Unit rates below must include travel to and from all sites within and outside HRM.</b>				
38. Regular working hours (Monday to Friday)	per hour	100	\$ _____	\$ _____
39. Outside working hours (Monday-Friday, weekend & holidays)	per hour	20	\$ _____	\$ _____
<b>Service calls (Includes combination truck for residential type work). Unit rates below must include travel to and from all sites within and outside HRM.</b>				
40. Regular working hours (Monday to Friday)	per hour	100	\$ _____	\$ _____
41. Outside working hours (Monday-Friday, weekend & holidays)	per hour	20	\$ _____	\$ _____
<b>Service calls (Includes hydro-excavation). Unit rates below must include travel to and from all sites within and outside HRM.</b>				
42. Regular working hours (Monday to Friday)	per hour	100	\$ _____	\$ _____
43. Outside working hours (Monday-Friday, weekend & holidays)	per hour	20	\$ _____	\$ _____
<b>Other services required.</b>				
44. Labourer (as requested by Engineer)				
.1 normal working hours	per hour	200	\$ _____	\$ _____
.2 outside normal	per hour	100	\$ _____	\$ _____

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working hours				
45. Disposal fee when analysis is required (disposal site invoice required)	per tonne	20	\$ _____	\$ _____
46. Video inspection (sewer line, fuel tanks, etc.)	per hour	100	\$ _____	\$ _____
47. Confined spaces equipment and labour	per certification	10	\$ _____	\$ _____
Option Total Year 2				\$ _____

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

**Grand Total Amount: The Grand total amount will be considered during evaluation of all Offers tendered.**

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**ANNEX "C"**

**SECURITY REQUIREMENTS CHECK LIST**

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## **ANNEX "D" to PART 3 OF THE REQUEST FOR STANDING OFFERS**

### **ELECTRONIC PAYMENT INSTRUMENTS**

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

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

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## ANNEX "E"

### INSURANCE REQUIREMENTS

#### Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
  - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
  - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
  - m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
  - n. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.
  - o. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.

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

*Director Business Law Directorate,  
Quebec Regional Office (Ottawa),*

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*Department of Justice,  
284 Wellington Street, Room SAT-6042,  
Ottawa, Ontario, K1A 0H8*

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

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

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

**Automobile Liability Insurance**

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

**Environmental Impairment Liability Insurance**

1. The Contractor must obtain 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 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.

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

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

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

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

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

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



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pwa122  
CCC No./N° CCC - FMS No./N° VME

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**ANNEX "G"**

**LIST OF DIRECTORS**

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

**Directors:** (Please print clearly)

NAME	NAME	NAME	NAME

Attach additional names on a separate sheet if required.

Department of National Defence



Specification

Standing Offer Agreement

## **Industrial Cleaning Services**

CFB Halifax, NS

Job No.W6837-17-5202

2016-01-28

<u>Section</u>	<u>Title</u>	<u>Pages</u>
<u>Division 01</u>		
01 11 00	General Instructions	7
01 35 30	Health and Safety Requirements	7
01 35 35	DND Fire Safety Requirements	4
01 35 36	Security, Safety and Fire Regulations CFAD Bedford, NS	6
01 35 37	Access to DRDC Atlantic Complex	1
01 35 43	Environmental Procedures	2
01 35 73	Confined Spaces Requirements	9
01 74 11	Cleaning	2
<u>Division 33</u>		
33 00 00	Industrial Cleaning Services	5
33 00 01	Annex A List of Sewage Lift Stations	2

PART 1 - GENERAL

- 1.1 RELATED SECTIONS .1 Section 01 35 73 Confined Spaces Requirements.
- .2 Section 33 00 00 Industrial Cleaning Services.
- .3 Section 33 00 01 Annex A List of Sewage Lift Stations.
- 1.2 DESCRIPTION OF WORK .1 Work under this Standing Offer Agreement comprises the furnishing of all labour, material, tools, equipment, transportation, and supervision required for the collection and disposal of waste oil, waste water, sludge or other petroleum products, hazardous waste and sewage throughout various areas of CFB Halifax when required.
- 1.3 ENGINEER .1 All reference to the Engineer in this specification, who is the Contract Inspector which is representing the Real Property Operations Section - Halifax.
- .2 The Engineer will provide the Contractor with a list of his / her authorized representatives at the pre-job meeting.
- 1.4 WORK INCLUDED .1 Work included in this Standing Offer Agreement includes but will not be limited to the following services and as per Section 33 00 00 Industrial Cleaning Services.
- .1 provide vacuum truck for the collection, transfer / treatment and / or disposal of:
- .1 waste oil;
- .2 petroleum products;
- .3 sludge;
- .4 oily waste water;
- .5 sewage;
- .6 grease pits and baffles products; and
- .7 various hazardous waste (e.g. glycol).
- .2 provide vacuum truck for the collection and cleaning of sewage lift stations and septic tanks.
-

- 
- |                                       |    |  |
|---------------------------------------|----|--|
| <u>1.4 WORK INCLUDED<br/>(Cont'd)</u> | .1 | (Cont'd)   |
|                                       |    | .3 conduct cleaning of:  |
|                                       |    | .1 tanks;  |
|                                       |    | .2 grease traps and baffles;   |
|                                       |    | .3 storm sewers and catch basins.  |
|                                       |    | .4 confined space entry including:   |
|                                       |    | .1 gas free certification for the tank;  |
|                                       |    | .2 ventilation requirements;   |
|                                       |    | .3 safety equipment for safe entry and monitoring.   |
|                                       |    | .5 high pressure washing;  |
|                                       |    | .6 provide video inspection as requested by Engineer;  |
|                                       |    | .7 hydro excavation; and   |
|                                       |    | .8 clean up.   |
| <br>                                  |    |  |
| <u>1.5 WORK NOT<br/>INCLUDED</u>      | .1 | Petroleum products tanks opening and closing will be done by Real Property Operations Section - Halifax, Water, Fuels and Environment (WFE) section. |
| <br>                                  |    |  |
| <u>1.6 LOCATIONS OF JOB<br/>SITES</u> | .1 | Areas covered under this specification include but not limited to the following locations:   |
|                                       |    | .1 Stadacona - Halifax, NS;  |
|                                       |    | .2 Windsor Park - Halifax, NS;   |
|                                       |    | .3 Willow Park - Halifax, NS;  |
|                                       |    | .4 Halifax Armoury - Halifax, NS;  |
|                                       |    | .5 HMC Dockyard - Halifax, NS;   |
|                                       |    | .6 Royal Artillery (RA) Park - Halifax, NS;  |
|                                       |    | .7 Damage Control Division - Herring Cove, NS;   |
|                                       |    | .8 Dockyard Annex (NAD) - Dartmouth, NS;   |
|                                       |    | .9 DRDC Atlantic - Dartmouth, NS;  |
-

1.6 LOCATIONS OF JOB SITES  
(Cont'd)

- (Cont'd)
- .10 Wright's Cove Degaussing Range - Dartmouth, NS;
  - .11 CFAD Bedford - Bedford, NS;
  - .12 Bedford Rifle Range - Bedford, NS;
  - .13 12 Wing Shearwater - Eastern Passage, NS;
  - .14 McDonald's Beach - Eastern Passage, NS;
  - .15 Osbourne Head Gunnery Range - Cow Bay, NS;
  - .16 Ferguson's Cove - Ferguson's Cove, NS;
  - .17 NRS Mill Cove - Mill Cove, NS;
  - .18 NRS Newport Corner - Newport Corner, NS;
  - .19 Windsor Armoury - Windsor, NS;
  - .20 Truro Armoury - Truro, NS;
  - .21 Debert area - Debert, NS;
  - .22 Springhill Armoury - Springhill, NS;
  - .23 Amherst Armoury - Amherst, NS;
  - .24 New Glasgow Armoury - New Glasgow, NS;
  - .25 Pictou Armoury - Pictou, NS;
  - .26 Glace Bay Armoury - Glace Bay, NS; and
  - .27 Sydney Armoury - Sydney, NS.

1.7 SITE ACCESS

- .1 Access to the site is under the direction of the Department of National Defence. All visitors entering areas issuing a daily pass will be aware of the requirement for search as a condition of issue.
- .2 While within the confines of CFB Halifax all employees and representatives of the Contractor must comply with all of the Standing Orders as promulgated by Base Authorities.

1.8 PRE-JOB MEETING

- .1 Immediately upon receipt of award of Standing Offer Agreement, the successful Contractor will contact the Engineer to arrange a pre-job meeting prior to commencement of any work.

1.9 CONTRACTOR  
QUALIFICATIONS

- .1 The Contractor must satisfy the Engineer that he / she has adequate and qualified staff to perform the service expected. This includes all service calls within an acceptable time period and having adequate parts on hand to meet the requirements of the job, both during silent and normal working hours.
- .2 Whenever the Contractor uses sub-contractors, they too must perform to and comply with all requirements of this Standing Offer Agreement.

1.10 WORKMANSHIP

- .1 Workmanship must be the best quality executed by workers experienced and skilled in the respective duties for which they are employed.
- .2 Do not employ any unfit person or anyone unskilled in their required duties. The Engineer reserves the right to require the dismissal from the site, workers deemed incompetent, careless, insubordinate or otherwise objectionable.
- .3 Decisions as to the quality or fitness of workmanship in cases of dispute rest solely with the Engineer whose decision is final.
- .4 The Contractor will employ a competent and experienced supervisor with the authority to speak on his behalf on day-to-day routine matters.

1.11 NORMAL WORKING  
HOURS

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

1.12 CONTRACTOR'S  
USE OF SITE

- .1 Contractor will be briefed on use of site by the Engineer.
- .2 Do not unreasonably encumber site with materials or equipment.
- .3 Move stored products or equipment which interferes with operations of Engineer or other Contractors.
- .4 The Engineer will brief the Contractor on access to restricted areas.

1.13 PARKING

- .1 In limited areas, a parking space will be made available on site for Contractor vehicles to drop off equipment and supplies. Maintain and administer this space as directed.

1.13 PARKING

(Cont'd)

- .2 The Contractor will have to pay for parking at the following locations:
- .1 Stadacona - Halifax, NS;
  - .2 Windsor Park - Halifax, NS;
  - .3 Willow Park - Halifax, NS;
  - .4 Halifax Armoury - Halifax, NS;
  - .5 Royal Artillery (RA) Park - Halifax, NS;
  - .6 HMC Dockyard - Halifax, NS; and
  - .7 Dockyard Annex (NAD) - Dartmouth, NS.

1.14 CODES AND  
STANDARDS

- .1 Perform work in accordance with the Federal, Provincial and municipal regulations and by-laws. The Contractor will be responsible for any charges imposed by such regulations and by-laws.
- .2 Meet or exceed requirements of Standing Offer documents, specified standards, codes and referenced documents.

1.15 LICENSES AND  
PERMITS

- .1 The Contractor will be responsible for obtaining and paying for all licenses and permits required to perform the Work.

1.16 PROTECTION OF  
EXISTING FACILITIES

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

1.17 EMERGENCY AND  
SERVICE CALL-UPS

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

.1 Emergency:

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

.1 Standard response times:

.1 Urban / rural: ASAP - maximum 2 hours.

.2 Routine:

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

.1 Standard response times:

.1 Urban / rural: 4 hours.

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

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

1.18 INSPECTION

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

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

PART 2 - PRODUCTS

2.1 NOT USED .1 Not used.

PART 3 - EXECUTION

3.1 NOT USED .1 Not used.

PART 1 - GENERAL

1.1 WORK SAFETY  
MEASURES

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

1.1 WORK SAFETY  
MEASURES  
(Cont'd)

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

1.2 HAZARD  
ASSESSMENTS

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

1.2 HAZARD  
ASSESSMENTS  
(Cont'd)

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

1.3 ASBESTOS  
PRODUCT AND  
ASBESTOS ACTIVITY

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

1.4 HAZARDOUS  
MATERIAL SPILL

- .1 The Contractor or sub-contractors must report to the DND Fire Hall and the Engineer for any incident or spill involving hazardous materials (HAZMAT).
- .2 In the event of a hazardous material spill, the following procedures for initial actions must be followed:
  - .1 ensure safety of all personnel;
  - .2 assess spill hazards and risks;
  - .3 ventilate area if release is indoors and remove all sources of ignition;
  - .4 stop the spill if safely possible (e.g. shut off pump, replace cap, tip drum upward, patch leaking hole etc.).

1.4 HAZARDOUS  
MATERIAL SPILL  
(Cont'd)

- .2 (Cont'd)
- .5 no matter the volume is, contact the DND Fire Hall and provide the following information:
- .1 time of the spill;
  - .2 location;
  - .3 special considerations:
    - .1 personal safety;
    - .2 environmental.
  - .4 type and amount of spill;
  - .5 person reporting the spill:
    - .1 name;
    - .2 company; and
    - .3 telephone number.
  - .6 contain the spill;
  - .7 isolate the area as required;
  - .8 contact the Engineer; and
  - .9 clean up minor spills using appropriate protective equipment and supplies.

1.5 FASTENING  
DEVICES EXPLOSIVE  
ACTUATED

- .1 Explosive actuated devices must not be used without the approval of the Engineer.
- .2 Operator must have the appropriate training before using the explosive actuated device.
- .3 Follow the manufacturer's safety guidelines and ensure the applicable personal protective equipment is used.

1.6 HOT WORK

- .1 All hot work activity is to take place with Engineer's approval and written permission from the Base Fire Chief (hot work permit). Hot work permits and fire watch requirements will be provided by the Dockyard Fire Hall at 427-3500.
- .2 The ventilation system in the area of any hot work is to be isolated to prevent migration of fumes / smoke and to reduce any possible spread of fire to other areas of the facility.

1.6 HOT WORK  
(Cont'd)

- .3 Contractor is to employ an employee trained in the use of fire extinguishers as fire watch during any hot work for a minimum of 30 minutes after activity has ceased.

1.7 CONFINED SPACES

- .1 All work in confined spaces will be carried out in compliance with the Canada Occupational Safety and Health Regulations, Part XI.
- .2 The Contractor to provide and maintain all equipment as required by any person to enter and / or perform work in a safe manner, in compliance with the Canada Occupational Safety and Health Regulations, Part XI.
- .3 The Contractor to provide and maintain training, as required by the Canada Occupational Safety and Health Regulations, Part XI.
  - .1 The Contractor and / or his employees must provide proof of training and qualifications when requested by the Engineer.
- .4 The Contractor to provide the Engineer with a copy of an "entry permit" for each and every entry into the confined space to ensure compliance with the Canada Occupational Safety and Health Regulations, Part XI.
- .5 The Contractor to have a hazard assessment of the confined space performed.
  - .1 The Contractor to provide the Engineer with a copy of the hazard assessment.

1.8 FALL PROTECTION

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

1.9 ARC FLASH

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

1.10 SAFETY

- .1 It is the Contractor's responsibility to be familiar with all applicable safety acts, regulations, codes and Standing Offer requirements. These must be identified and addressed in the safety plan, by identifying Standard Operating Procedures (SOP) and safe work practices (SWP) which incorporate clear and specific control measures, applicable rules, procedures and practices, all of which will become mandatory.
- .2 The Contractor must ensure all workers and authorized persons entering the work site are notified of and abide by the posted safety plan, safety rules, procedures, safe work practices and applicable safety acts, regulations, and codes. Any person not complying with these will not be permitted on the site.
- .3 Contractor must ensure that all applicable personal protective equipment (PPE) is used.
  - .1 All personnel are required to wear hard hats, in accordance with CSA Z94.1, Industrial Protective Headwear.
  - .2 All personnel are required to wear safety footwear, in accordance with CSA Z195, Protective Footwear.
  - .3 All personnel are required to wear eye and face protection, in accordance with CSA Z94.3.1, Selection, Use, and Care of Protective Eyewear.

- 1.10 SAFETY (Cont'd) .3 (Cont'd)
- .4 When and where noise level is above 85 decibels; all personnel are required to wear hearing protection, in accordance with CAN/CSA Z94.2, Hearing Protection Devices - Performance, Selection, Care and Use.
  - .5 Where toxic or noxious gas fumes, or oxygen deficiency or excessive dust may occur, so as to create a hazard to life, safety or health; all personnel are required to wear respiratory protection, in accordance with CSA Z94.4, Selection, Use, and Care of Respirators.
- .4 The Engineer will coordinate arrangements for the Contractor to be briefed on site safety within fourteen (14) days of award of Standing Offer Agreement.

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

PART 2 - PRODUCTS

- 2.1 NOT USED .1 Not used.

PART 3 - EXECUTION

- 3.1 NOT USED .1 Not used.

PART 1 - GENERAL

- |                                    |    |  |
|------------------------------------|----|--|
| <u>1.1 EMERGENCY REPORTING</u>     | .1 | Telephone number:<br><br>.1 from Base phone: Dial 9-1-1;<br><br>.2 from cell phone: 902-427-3333.  |
| <u>1.2 FIRE SAFETY ENFORCEMENT</u> | .1 | Within the confines the Base, the prescription and enforcement of mandatory fire safety measures will be exercised under the authority of the Base Fire Chief.   |
|                                    | .2 | Comply with and enforce compliance by all Contractor personnel with all requirements of this specification section, and with the most recent edition of the National Building Code of Canada (NBC) and the National Fire Code of Canada (NFC), including all subsequent revisions issued by the National Research Council of Canada. |
| <u>1.3 FIRE SAFETY BRIEFING</u>    | .1 | Prior to commencement of work under this Standing Offer Agreement, the Engineer will arrange a meeting of all parties concerned to review and clarify requirements for fire safety measures. This may involve a briefing by the Base Fire Chief.   |
| <u>1.4 FIRE WATCH</u>              | .1 | For hot work activity, the Contractor will provide the service of fire-watch persons on a scale and schedule as prescribed by the Dockyard Fire Hall at the time of issuance of the hot work permit.   |
| <u>1.5 FIRE EXTINGUISHERS</u>      | .1 | Supply fire extinguishers, as scaled by the Base Fire Chief, necessary to protect work in progress and Contractor's physical plant on site.  |
| <u>1.6 SMOKING PRECAUTIONS</u>     | .1 | Smoking not permitted on DND property except in designated smoking areas. This includes smoking in passenger motor vehicles.   |
|                                    | .2 | In accordance with these fire safety requirements particular to the work area and site, the Engineer and Base Fire Chief will designate hazardous areas as well as non-restricted areas where smoking may be permitted.  |
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- 1.6 SMOKING PRECAUTIONS  
(Cont'd)
- .3 Smoking is prohibited in all buildings.
- .4 In all other areas, exercise care and comply with written or oral directives of the Engineer for the use of smoking materials.
- 1.7 REPORTING FIRES
- .1 Report immediately all fire incidents as follows:
- .1 activate nearest fire alarm box; or
  - .2 dial 9-1-1 or designated number given at the time of briefing; and
  - .3 telephone the Engineer.
- .2 Person activating fire alarm must remain at the alarm to direct the Fire Department to the scene of the fire.
- .3 When reporting fire by telephone, give location of fire, name and number of building and be prepared to direct the Fire Department to the scene of the fire.
- 1.8 INTERIOR AND EXTERIOR FIRE PROTECTION AND ALARM SYSTEMS
- .1 Notify Base Fire Chief at least 48 hours prior to scheduling any work that may require fire alarm and / or protection systems to be:
- .1 obstructed in any way;
  - .2 shut-off; and / or
  - .3 left inactive at end of working day or shift without authorization from Base Fire Chief.
- .2 Do not commence any such work until Engineer confirms approval and direction by the Base Fire Chief.
- .3 Fire hydrants, standpipes and hose systems will not be used for other than fire fighting purposes unless authorized by the Engineer and the Base Fire Chief.
- 1.9 BLOCKAGE OF ACCESS FOR FIRE APPARATUS
- .1 Advise Fire Chief of work that would impede fire apparatus response. This includes violation of minimum overhead clearance, as prescribed by the Base Fire Chief, erecting of barricades and digging of trenches.
-

1.10 RUBBISH AND  
WASTE MATERIALS

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

1.11 FLAMMABLE AND  
COMBUSTIBLE LIQUIDS

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

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

PART 2 - PRODUCTS

- 2.1 NOT USED
- .1 Not used.

PART 3 - EXECUTION

- 3.1 NOT USED
- .1 Not used.

PART 1 - GENERAL

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

1.5 FIRE SERVICE CFAD .1  
BEDFORD

Fire service at CFAD Bedford is provided by the DND Fire Service from 0730 until 1600 hours, Monday to Friday. All Contract work will be ended by 1530 hours daily. Fire response at all other times is provided by HRM. Before any work is carried out during silent hours, the Dockyard Platoon Chief must be contacted at 427-0550, local 3500.

1.6 SEARCHES .1

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

1.7 ALARMS .1

Depot Alarms:

.1 A siren is sounded only in the event of an emergency such as a fire, explosion, thunderstorm or evacuation. A siren is also sounded to signify "All Clear".

.2 Fire Emergency:

.1 A series of "Hi-Lo" sounds on the Depot alarm system signifies an emergency in the explosive area. Contractors must cease operations and proceed in their own vehicles to the nearest exit gate out of the explosive area. If no vehicle available proceed to the nearest "Fire Assembly Point" at buildings 169 or 143.

.3 Thunder and Lightning:

.1 A series of "Beeps" on the Depot alarm system signifies a thunder / lightning storm warning. Contractors must cease operations and proceed in their own vehicles to the nearest exit gate out of the explosive area. If no vehicle available proceed to the nearest "Fire Assembly Point" at buildings 169 or 143.

.4 Evacuation:

.1 A series of "Slow Whoops" on the Depot alarm system signifies that evacuation in the explosive area has been ordered by the Superintendent. The evacuation could be extended to include the non-explosive area as well as so ordered by the Superintendent.

.5 All Clear:

.1 A continuous blast on the Depot alarm system signifies that the emergency situation is "All Clear".

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1.8 REPORTING OF  
FIRES

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

1.9 PROHIBITED  
ARTICLES

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

1.10 SAFETY AND FIRE  
REGULATIONS

- .1 Smoking:
    - .1 Is strictly prohibited in explosive areas.
  - .2 Buildings:
    - .1 Smoking is prohibited in all buildings.
-

1.10 SAFETY AND FIRE  
REGULATIONS  
(Cont'd)

- .3 Safety Precautions Electrical / Electronic Equipment:
    - .1 All personnel operating or maintaining electrical / electronic equipment involving the use of voltage higher than 50 V must brief the site safety and fire safety officers concerning all safety rules in the operating and instructional manuals covering the equipment.
  - .4 Flammables, Explosives or Chemicals:
    - .1 As required, may be allowed into the explosive area provided that the Depot Safety Officer and the Depot Fire Department are made aware of this and that approval by the Superintendent is given. These items after approval may be transported by the Contractors provided the transportation route is known by the Depot Fire Department and adequate fire extinguishers are available.
  - .5 Open Flame or Welding:
    - .1 Prior approval must be obtained before commencing any work involving cutting, welding or use of open flame appliances in or around buildings containing explosives. The Fire Safety Officer will check out the work area and ensure that adequate fire extinguishers and first aid appliances are available and that fire watchers have been posted.
  - .6 Fuel Dispensing Containers:
    - .1 Contractors must ensure that all of their fuel dispensing containers meet or exceed the following standards:
      - .1 type II safety container, leakproof, Terne plate construction, UL listed and FM approved;
      - .2 container must have spring-operated spout cap which opens to allow vapours to escape and self closes on release of internal pressures;
      - .3 container must have flexible or rigid built-in metal dispensing nozzle to prevent static sparks;
      - .4 standard of Acceptance: Protectoseal, model nos. 247, 249, 8410 and 8420;
      - .5 other acceptable products: Safe-T-Way; and
      - .6 any other model must be approved by the BFC.
-



1.11 TRAFFIC  
REGULATIONS  
(Cont'd)

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

PART 2 - PRODUCTS

2.1 NOT USED .1 Not used.

PART 3 - EXECUTION

3.1 NOT USED .1 Not used.

PART 1 - GENERAL

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

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

PART 2 - PRODUCTS

2.1 NOT USED .1 Not used.

PART 3 - EXECUTION

3.1 NOT USED .1 Not used.

PART 1 - GENERAL

- 1.1 DEFINITIONS .1 Environmental Pollution and Damage:
- .1 Presence of chemical, physical, biological elements or agents which adversely affect human health and welfare; unfavourably alter ecological balances of importance to human life; affect other species of importance to humankind; or degrade environment aesthetically, culturally and / or historically.
- .2 Environmental Protection:
- .1 Prevention / control of pollution and habitat or environment disruption during construction. Control of environmental pollution and damage requires consideration of land, water, and air; biological and cultural resources; and includes management of visual aesthetics; noise; solid, chemical, gaseous, and liquid waste; radiant energy and radioactive material as well as other pollutants.
- 1.2 FIRES .1 Fires and burning of rubbish on site not permitted.
- 1.3 DISPOSAL OF WASTES .1 Do not bury rubbish and waste materials on site.
- .2 Do not dispose of waste or volatile materials, such as mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers.
- 1.4 DRAINAGE .1 Ensure pumped water into waterways, sewer or drainage systems is free of suspended materials.
- .2 Control disposal or runoff of water containing suspended materials or other harmful substances in accordance with local authority requirements.

PART 2 - PRODUCTS

- 2.1 NOT USED .1 Not used.
-

PART 3 - EXECUTION

3.1 NOT USED .1 Not used.

PART 1 - GENERAL

- 1.1 RELATED REQUIREMENTS
- .1 Section 01 11 00 General Instructions.
  - .2 Section 33 00 00 Industrial Cleaning Services.
  - .3 Section 33 00 01 Annex A List of Sewage Lift Stations.
- 1.2 REFERENCES
- .1 Canada Occupational Health and Safety Regulations, Part XI (latest edition including all amendments).
  - .2 Nova Scotia Occupational Health and Safety Regulations, Part 12 (latest edition including all amendments).
  - .3 American Conference of Governmental Industrial Hygienists publication "Threshold Limit Values For Chemical Substances and Physical Agents and Biological Indices" (latest edition including all amendments).
- 1.3 DESCRIPTION
- .1 This section outlines the mandatory regulations which must be followed to ensure safe operations in and around potentially hazardous confined spaces and the emergency procedures that are to be followed.
  - .2 The safety standards in this section are applicable to Contractors and consultants, their employees (including sub-contractors), materials, works and buildings throughout Canadian Forces Base Halifax.
  - .3 All personnel entering a confined space, acting as an observer, or as a rescuer will be thoroughly trained in all procedures in accordance with above reference, No.1.
  - .4 The Contractor will be responsible for and ensure compliance with the provisions of this Section and of the Standards in above reference, No.1.
- 1.4 RESTRICTIONS
- .1 No Contractor, sub-contractor, consultant, or their employee will:
    - .1 Be permitted to enter a hazardous confined space without receiving an evaluation, written in language which is understood by the employee / Contractor, concerning the level of hazard in the confined space. Entry must be made in compliance with this Section and with the requirements in reference, No.1.
-

1.4 RESTRICTIONS

(Cont'd)

.1

(Cont'd)

- .2 Enter a hazardous confined space without a safe entry permit posted at the site of work and a copy on file.

1.5 DEFINITIONS

.1

For the purpose of this section the following definitions will apply:

.1 Confined space:

.1 A tank, process vessel, underground vault, tunnel or other enclosure not designed or intended for human occupancy, except for the purpose of performing work:

- .1 that has limited number of openings for entry and exit;
- .2 that has poor natural ventilation;
- .3 in which there may be an oxygen deficient atmosphere; or
- .4 in which there may be an airborne dangerous substance.

.2 Dangerous substance:

.1 A hazardous substance or a chemical, physical or biological agent that, because of a property it possesses, is hazardous to the safety or health of a person exposed to it.

.3 Qualified person:

.1 In respect to a specified duty, a person who, because of their knowledge, training and experience is qualified to perform that duty safely and properly.

.4 Class of confined space:

.1 A group of at least two confined spaces that are likely, by reason of their similarity, to present the same hazards to persons entering, exiting or occupying them. Confined spaces are identified as Class A, B, or C by DND depending on hazard assessment.

.1 Class A - Hazardous confined space:

1.5 DEFINITIONS  
(Cont'd)

- .1 (Cont'd)
- .4 (Cont'd)
- .1 Any confined space that cannot be made safe by ventilation and maintained in this safe condition even when lock-out, blank and bleed, and all other actions have been taken.
- .2 Class B - Confined space:
- .1 Hazards exist but can be eliminated by ventilation, lock-out, and blank and bleed.
- .3 Class C - Considered confined space:
- .1 Conditions could arise to make the area a confined space.

1.6 COMMON HAZARDS

- .1 Hazards common to confined spaces that Contractors must watch for are:
- .1 toxic vapours from sludge or leakage into the space;
- .2 flammable gases and vapours with potential fire or explosion hazards;
- .3 oxygen below 19.5 % or over 23 % (normal 20.9 %);
- .4 electric shock from tools, lights or other electrical equipment;
- .5 chemical burns from corrosives or injury from dermatitis producing materials;
- .6 burns from high pressure steam, hot water or fuel oil;
- .7 high pressure air;
- .8 physical hazards from slips, falls, protruding objects or falling objects; and
- .9 excess corrosion on metal components.

1.7 SAFE ENTRY  
PERMIT

- .1 Where the Contractor must enter a confined space, a safe entry permit must be provided to the Engineer, completed in triplicate and returned to the Engineer before access will be permitted. One copy must be posted at site of work. Original copy must be sent to the Unit General Safety Officer.

1.8 VERIFICATIONS

- .1 Prior to entering a confined space the Contractor must provide a qualified person to ensure / verify:
- .1 That there are openings for entry and exit from the confined space of sufficient size to allow the safe passage of a person using protective equipment. This opening can be:
    - .1 a manhole; or
    - .2 other clear opening.
  - .2 That the entry of any liquid or free flowing solid or hazardous material has been prevented by secure means of disconnection or by blanking off the flanges from any source of these materials. In addition, that any liquid in which the person could drown, or free flowing solid in which they could be entrapped, has been removed.
  - .3 That all electrical / mechanical equipment which may present a hazard to the person has been disconnected from it's power source, either real or residual, and has been locked out in the off position by the person entering the space. Note: The key must be held by the person who locked out the equipment until such time as the work is complete and the lock out is removed by the individual. As well, the removal of fuses is encouraged.
  - .4 Tests for oxygen levels, combustibility, and toxicity of hazardous substances (in that order) are conducted and evaluated (e.g. oxygen, explosive gases or vapours, hydrogen sulfide, and then carbon monoxide).
    - .1 Tests for oxygen levels and combustibility and toxicity must be made with a probe at the point of entry to the confined space with cover in place. If no hazard is detected the cover will then be removed.
    - .2 If oxygen deficient, combustible atmosphere, or toxic substances are detected, the space must not be entered until such time as the space is rendered safe through appropriate purging and ventilation.
-

1.8 VERIFICATIONS  
(Cont'd)

- .1 (Cont'd)
- .4 (Cont'd)
- .3 The entire space will then be tested for oxygen deficiency, combustibility and toxicity. Note: In the event the possibility exists for oxygen deficiency, combustible atmosphere or the presence of hazardous substances which could exceed allowable limits, despite purging and ventilation, these tests will only be conducted by a person who is wearing the required personal protective equipment (PPE) such as air supplied respirator, gloves/hand protection, harness, etc. (if tests are to be done in the confined space).
- .5 That verification, by means of tests, is conducted to ensure that the following specifications can be achieved and maintained during the duration of time the person will be in the confined space, namely:
  - .1 The concentration of any chemical agent, or combination of chemical agents in the confined space to which the person is likely to be exposed:
    - .1 will not result in a value exceeding the value for that chemical agent, or for any chemical agent in the combination of chemical agents, other than grain dust, as prescribed by reference No.2;
    - .2 will not result in an airborne grain dust, respirable and non respirable, in excess of 10 mg/m<sup>3</sup>, subject to para. 1.8.1.5.2; and
    - .3 is less than 50 percent of the lower explosive limit of the chemical agent or combination of chemical agents, subject to para. 1.8.1.5.2.
  - .2 Where a source of ignition exists the concentration does not exceed 10 percent of the lower explosive limit of the airborne chemical agent or combination of airborne chemical agents.
  - .3 The concentration of airborne hazardous substances, other than chemical agents, in the confined space is not hazardous to the safety or health of the person.

1.8 VERIFICATIONS  
(Cont'd)

- .1 (Cont'd)
- .5 (Cont'd)
  - .4 The percentage of oxygen in the air in the confined space is not less than 19.5 percent by volume and not more than 23 percent by volume, at normal temperature.
  - .6 The space has been purged and ventilated to provide and continue to provide a safe working atmosphere, and that in the event of ventilation equipment failure there is:
    - .1 Sufficient time available for the employee to escape the confined space hazard before contamination of the atmosphere.
    - .2 The ventilation equipment is either equipped with an approved alarm or monitored by an employee who is in constant attendance on the ventilation equipment and in constant contact with the worker (s) in the confined space.
  - .7 The qualified person must, in a signed report, set out the results of the preceding sections, including any test results and a list of test equipment used and must ensure these results are given to the Engineer and Safety Officer.

PART 2 - PRODUCTS

2.1 EQUIPMENT

- .1 All PPE identified on the area work permit must be utilized during entry into the confined space. The appropriate PPE depends upon the nature of the exposure, and may include goggles, hardhats, safety footwear, a complete body covering or suitable breathing apparatus. It is stressed that PPE is not a substitute for proper ventilation. Where the Hazard Assessment form deems it necessary, workers must wear an emergency five minute constant air flow self contained breathing apparatus (SKAT-PAK by SCOTT) and must have an air monitoring device with them at all times while in the confined space. Contractor will supply appropriate PPE for their employees.

2.1 EQUIPMENT  
(Cont'd)

- .2 A safety harness with an attached lifeline must be worn by all workers, entering a confined space: with only one manhole or opening at the top or where rescue may be difficult; or where dangerous gases, vapours, mists, fumes, dusts, oxygen deficiency or extremes of temperature are likely to be present; or where respiratory protection is necessary. The free end of the lifeline attached must be secured outside the enclosed space. The lifeline must be of sufficient length to reach from an outside support to any point of work inside the confined space, and must be of sufficient strength to bear the weight of the worker. A tripod hoist and lifting device (vertical use only) must be in place prior to and during work in the confined space. Appropriate positive pressure air supplied respiratory protection must be available at the site for use in the rescue / extraction of persons working in the space. Contractor will supply all required rescue equipment.
- .3 Minimum equipment requirement:
  - .1 Class A confined space:
    - .1 Ventilator, multi-gas detector, communication system, safety harness, retrieval system, SCBA or air line system (to be worn at all times), and duplicate equipment above kept at entrance of confined space for emergency rescue.
  - .2 Class B confined space:
    - .1 Ventilator, multi-gas detector, communication system, safety harness, retrieval system, and SCBA or air line system on hand at entrance of confined space for emergency rescue.
  - .3 Class C confined space:
    - .1 Multi-gas detector, communication system, and SCAT-PAK.

PART 3 - EXECUTION

3.1 CONDITIONS OF  
ENTRY

- .1 The following conditions must be met, prior to entry, so that response to any emergency can be made in the shortest time frame:
  - .1 A minimum of one person must be posted outside a confined space as an observer and must:

3.1 CONDITIONS OF  
ENTRY  
(Cont'd)

- .1 (Cont'd)
- .1 (Cont'd)
- .1 have no other tasking which would detract from his function of observing the person (s) in the space;
- .2 control the lifeline (s) attached to the person (s) in the space and ensure that the lifeline is attached to a solid object;
- .3 be equipped with a safety harness;
- .4 ensure continuous radio contact with the persons in the space or be able to observe the person (s) in the space (Note: radios are not to be used if combustible atmosphere is present);
- .5 have a means of summoning assistance (qualified personnel) in case of an emergency situation;
- .6 be trained in rescue procedures and Standard First Aid.
- .2 In addition to the observer, for Class A confined spaces, an additional individual (a rescuer) must be present at the entrance to the confined space. The individual must:
- .1 be wearing all required PPE including harness, lifeline and positive pressure air supplied respiratory protection (where required);
- .2 be present at all times when person (s) are working in the confined space;
- .3 be trained in rescue procedures and Standard First Aid; and
- .4 must not enter the space unless to rescue the person (s) working in the space and only after additional assistance has been summoned and all required protective equipment is worn.
- .3 In the event that the observer or the additional person (rescuer, if present) is required to leave the entrance to the space, the space must be vacated by those working in it until such time as the observer and the additional person return. Before re-entering the confined space, the conditions set out in para 1.7 and 1.8 must be followed.

3.1 CONDITIONS OF ENTRY (Cont'd)

- .1 (Cont'd)
- .4 The minimum number of persons present during entry into and work in a confined space must be three (3) for Class A confined spaces (worker, observer, and rescuer) and two (2) for Class B and C confined spaces (the worker and the observer). Where conditions warrant, an additional person to respond in emergencies is required.
  - .5 The contact for additional assistance will be DND Fire Department at local 427-3333.
  - .6 No person will enter any confined space for the purpose of rescuing an individual until they are wearing all required PPE including positive pressure air supplied respiratory protection and an observer is on site.

3.2 TESTING & MAINTENANCE OF EQUIPMENT

- .1 All testing equipment, safety harnesses, lifelines, breathing apparatus, ventilation equipment and any other equipment used in connection with entry into a confined space by the Contractor will be inspected, maintained and tested by a qualified person as frequent as is necessary to ensure that it is in safe condition for use at all times, but not less frequent than is recommended by the manufacturer or as directed in writing by the Engineer or Safety Officer.

3.3 REGULATIONS

- .1 In the event of conflict or discrepancy between this Section and the source documents (Canada Occupational Health and Safety Regulations, Part XI, and NS Health and Safety Regulations, Part 12, including all amendments) the more stringent requirements will apply.

PART 1 - GENERAL

1.1 PROJECT  
CLEANLINESS

- .1 Maintain Work in tidy condition, free from accumulation of waste products and debris, other than that caused by Owner or other Contractors.
- .2 Remove waste materials from site at daily regularly scheduled times or dispose of as directed by Engineer. Do not burn waste materials on site.
- .3 Make arrangements with and obtain permits from authorities having jurisdiction for disposal of waste and debris.
- .4 Solid waste materials that are generated within Halifax Regional Municipality (HRM) and do not require specialized out of county disposal sites must be disposed of within the boundaries of the HRM at a licensed or approved facility as per bylaw S-600.
- .5 Clean interior areas prior to start of finishing work, and maintain areas free of dust and other contaminants during finishing operations.
- .6 Store volatile waste in covered metal containers, and remove from premises at end of each working day.
- .7 Provide adequate ventilation during use of volatile or noxious substances. Use of building ventilation systems is not permitted for this purpose.
- .8 Use only cleaning materials recommended by manufacturer of surface to be cleaned, and as recommended by cleaning material manufacturer.
- .9 Schedule cleaning operations so that resulting dust, debris and other contaminants will not fall on wet, newly painted surfaces nor contaminate building systems.

1.2 FINAL CLEANING

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

1.2 FINAL CLEANING

(Cont'd)

- .5 Remove stains, spots, marks and dirt from decorative work, electrical and mechanical fixtures, furniture fitments, walls, and floors.
- .6 Clean lighting reflectors, lenses, and other lighting surfaces.
- .7 Remove dirt and other disfiguration from exterior surfaces.

PART 2 - PRODUCTS

2.1 NOT USED

- .1 Not used.

PART 3 - EXECUTION

3.1 NOT USED

- .1 Not used.

PART 1 - GENERAL

- 1.1 RELATED SECTIONS .1 Section 01 11 00 General Instructions.
- .2 Section 01 35 73 Confined Spaces Requirements.
- .3 Section 33 00 01 Annex A List of Sewage Lift Stations.
- 1.2 REFERENCES .1 Canadian Federal Legislation
- .1 Canadian Environmental Protection Act (CEPA).
- .2 Canadian Environmental Assessment Act (CEAA).
- .3 Canada Labour Code Part II.
- .4 Transportation of Dangerous Goods Act (TDGA).
- .2 Canadian Council of Ministers of the Environment (CCME)
- .1 CCME PN 1326-2003, Environmental Code of Practice for Underground Storage Tank Systems Containing Petroleum Products and Allied Petroleum Products.
- .3 National Fire Code of Canada.
- .4 Provincial Storage Regulations made pursuant to the Nova Scotia Environment Act, 1995.
- .5 Dangerous Goods Transportation Act (NS) 1989.
- .6 Nova Scotia Motor Vehicle Act.
- .7 American Petroleum Institute
- .1 API Std 2015, Requirements for Safe Entry and Cleaning of Petroleum Storage Tanks.
- .2 API RP 2016, Guidelines and Procedures for Entering and Cleaning Petroleum Storage Tanks.
- .8 MARLANT SEMS Directive E #6 - Storage Tank Management.
- 1.3 GENERAL .1 Removal of hazardous and non hazardous materials, including liquids, sludges and solids from the site for disposal at a suitable area approved by the Nova Scotia Department of the Environment.
-

1.4 LICENSES

- .1 The Contractor / operator must be appropriately licensed by Provincial / Territorial Environment Agency having jurisdiction to transport and dispose of hazardous and non hazardous waste in accordance with current procedures approved by Environment Canada and the Nova Scotia Department of Environment.
- .2 The Contractor must assume all legal liability for any mishap and will incur all costs associated with the cleanup process for any spills caused by work / service being performed as part of a call-up against this Standing Offer Agreement.

1.5 EQUIPMENT

- .1 The Contractor must use equipment that is suitably designed for the performance of the prescribed work and must be capable of safely handling and transporting hazardous and non hazardous waste taken from site.
  - .2 Equipment used for work on this Standing Offer Agreement must be first line combination of high velocity jetting and vacuum waste removal system providing simultaneous high pressure flushing and vacuum pickup of solids and liquids.
  - .3 The Contractor must have the appropriate equipment to perform but not limited to the following services:
    - .1 tank cleaning;
    - .2 lift stations and septic tanks;
    - .3 storm sewers and catch basin;
    - .4 sanitary sewers;
    - .5 grease traps and baffles;
    - .6 transportation of hazardous and non hazardous materials;
    - .7 video inspection of tanks and lines;
    - .8 high pressure washing or steam cleaning;
    - .9 confined space entry; and
    - .10 hydro excavation.
  - .4 DND will not be responsible for damage or loss of Contractor's equipment resulting from normal operation.
  - .5 The Engineer reserves the right to reject those equipment deemed unsuitable to the prescribed work.
-

- 
- 1.6 HAZARD ASSESSMENT
- .1 The Contractor must prepare a hazard assessment as per Section 01 35 30 Health and Safety Requirements.
  - .2 The Contractor must prepare a hazard assessment before performing any tank cleaning.
  - .3 A copy of the hazard assessment must be forwarded to the Engineer.
- 1.7 CONFINED SPACES
- .1 Refer to Section 01 35 73 Confined Spaces.
  - .2 All personnel entering a tank must be trained and qualified for confined space entry as per Part 12 of the Occupational General Safety Regulations.
- 1.8 TANK OPENING AND CLOSING
- .1 The opening and closing of petroleum products tanks will be performed by the owner.
  - .2 Contractor will be responsible for removing and replacing access covers for:
    - .1 septic and holding tanks covered by gravel or debris;
    - .2 grease pits and baffles covers; and
    - .3 storm sewers and catch basins covers.
- 1.9 TANK CLEANING
- .1 All work for petroleum storage tanks to be done in accordance with API 2015, Safe Entry and Cleaning of Petroleum Storage Tanks.
  - .2 Bunker tanks (no. 6 fuel): The timing for the removal and cleaning of fuel and residue will be coordinated with the Engineer and the heating plant operator so the work is done while the fuel is still warm / hot.
  - .3 Flush down and remove any accumulation of scum or grease deposits from tank walls and top.
  - .4 Gather up and remove any inert materials such as plastic, metal, glass, wood, scraps, or gravel, etc., which may have accumulated in the bottom of the tanks and which normal pumping cannot remove.
  - .5 If by nature of call-up or equipment scheduling, secondary equipment which requires manual pickup of waste material is necessary, the Contractor must give notice to the Engineer enabling him time to procure backup equipment.
-

1.10 LIFT STATIONS AND SEPTIC TANKS .1

Contractor will provide a fixed price for pumping out each sewage lift station and septic tank detailed in Annex A List of Sewage Lift Stations.

1.11 LINE WASTE .1

At times these lines could contain hydrocarbon or contaminated sludge at levels higher than landfills will accept. The Engineer must be notified immediately when the levels are higher. Sludge must be tested to tell what levels of hydrocarbons are in the sludge. From there, the Contractor must dispose of it at an approved site in accordance with the Nova Scotia Department of Environment.

1.12 AUTHORIZED VOLUMES .1

The actual quantities of sludge / sewage / waste oil, etc., to be removed and the order in which they are to be pumped will be specified by the Engineer on the PWGSC-TPSGC 942 "Call-up Against a Standing Offer".

.2 The Contractor must not exceed quantities directed by the Engineer.

.3 On completion of each job, the Contractor must provide time sheets with the following information:

.1 work order number;

.2 location;

.3 number of people and hour (s) worked; and

.4 actual quantity pumped out.

1.13 METHOD OF PRICING - LARGE TANK .1

Pricing for cleaning tanks 43,000 liters and greater must be based on size of tank, type of tank, and type of product.

.2 Pricing to include but not limited to:

.1 cleaning tank interior;

.2 continuous air monitoring by qualified technician;

.3 gas extraction;

.4 oily water / sludge / sewage removal and disposal; and

.5 confined space entry qualifications, equipment and procedures.

---

1.14 METHOD OF  
PRICING - SMALL TANK

- .1 Pricing for cleaning tanks less than 43,000 liters but greater than 2,250 liters that do not require confined space entry or continuous air monitoring will be determined on a time and material basis. The size of tank may not require confined space entry and can be internally cleaned from the outside with tools inserted into the tank.
- .2 Pricing to include but not limited to:
  - .1 cleaning tank interior; and
  - .2 oily water / sludge / sewage removal and disposal.

1.15 DISPOSAL OF  
HAZARDOUS AND NON  
HAZARDOUS WASTE

- .1 Disposal of all contaminated and non contaminated waste will be the Contractor's responsibility when removed from sites of CFB Halifax for treatment.

1.16 CLEANING

- .1 Proceed in accordance with Section 01 74 11 - Cleaning.
- .2 On completion of all Work, the Contractor must remove all surplus materials, tools, equipment and debris and leave the area in a clean and tidy condition to the complete satisfaction of the Engineer.

PART 2 - PRODUCTS

2.1 NOT USED

- .1 Not used.

PART 3 - EXECUTION

3.1 NOT USED

- .1 Not used.

## Annex A – Sewage Lift Stations and Septic Tanks

Sewage Lift Stations (2 per year pump out (Fall and Spring))					
Item #	Location	Dimensions (m)	Volume	Comments	
1	Rainbow Gate – HMC Dockyard, Halifax, NS	4m x 4m x 3m depth	12,000 L		
2	Admiral's Gate – HMC Dockyard, Halifax, NS	4m x 4m x 3m depth	12,000 L		
3	On jetty NB – HMC Dockyard, Halifax, NS	1.5m dia. x 5m depth	1,300 L	heavy duty access cover	
4	D20 - HMC Dockyard, Halifax, NS	2m dia. x 3m depth	1,200 L		
5	D108 - HMC Dockyard, Halifax, NS	2m dia. x 3m depth	1,200 L		
6	W7 Dockyard Annex(NAD) - Dartmouth, NS	2m dia. x 3m depth	1,200 L		
7	W21 Dockyard Annex(NAD) – Dartmouth, NS	1m dia. x 1m depth	800 L	inside main building	
8	W64 Dockyard Annex(NAD) – Dartmouth, NS	2m dia. x 3m depth	1,200 L		
9	Albacore Place, Eastern Passage, NS (Lift Station #1)	1.8m dia. x 3m depth 2.1m dia. x 3m depth	2,800 L 3,500 L	manhole manhole	
10	SH4 - 12 Wing Shearwater, Eastern Passage, NS (Lift Station #2)	1.8m dia. x 3m depth 2.1m dia. x 3m depth	2,800 L 3,500 L	manhole manhole	
11	HGR Y - 12 Wing Shearwater, Eastern Passage, NS (Lift Station #3)	1.8m dia. x 3m depth	2,800 L	manhole	
12	HGR 3 – 12 Wing Shearwater	1m dia. x 1m depth	800 L	inside main building	
13	Newport Corner PMQ Lift Station	2m dia. x 4m depth	1,500 L	new	
14	North CSO chamber, HMC Dockyard, Halifax, NS	4m x 6m x 6m	20,000 L		
15	South CSO chamber, HMC Dockyard, Halifax, NS	4m x 6m x 6m	20,000 L		
16	BM130 – CFAD Bedford	2m x 2m x 3m depth	6,000 L		
17	CFAD Bedford Sewage Treatment Plant	2m x 2m x 3m depth	6,000 L		

18	BM190 – CFAD Bedford		2m x 2m x 4m depth	7,500 L	
19	BM212 – CFAD Bedford		2m x 6m x 2m depth	1,500L	
20	BM153 – CFAD Bedford			200L	
<b>Septic Tanks</b>					
Item #	Location	Estimated Usage	Volume	Comments	
1	Wright's Cove Degaussing Range - Dartmouth	12 pump outs	7,500 L		
2	NRS Mill Cove	1 pump out	4,000 L		
3	NRS Newport Corner	1 pump out	9,000 L		
4	Ferguson's Cove	1 pump out	4,000 L		
5	12 Wing Shearwater SH47	4 pump outs	4,000 L		



Government of Canada

Gouvernement du Canada

JUN 08 2016

Contract Number / Numéro du contrat

W6837-17-5202

Security Classification / Classification de sécurité

UNCLASSIFIED

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine NATIONAL DEFENCE
2. Branch or Directorate / Direction générale ou Direction RPOS(H)

3. a) Subcontract Number / Numéro du contrat de sous-traitance
3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant

4. Brief Description of Work / Brève description du travail
Work under the SO comprises the furnishing of all labour, material, tools, equipment, transportation and supervision required for the collection and disposal of waste oil, waste water, sludge or other petroleum products, hazardous waste and sewage thru-out various areas of CFB Halifax as per attached specification W6837-17-5202 dated 2016-01-28.

5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées? [X] No / [ ] Yes

5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? [X] No / [ ] Yes

6. Indicate the type of access required / Indiquer le type d'accès requis

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? [X] No / [ ] Yes

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? [ ] No / [X] Yes

6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? [X] No / [ ] Yes

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès
Canada [ ] NATO / OTAN [ ] Foreign / Étranger [ ]

7. b) Release restrictions / Restrictions relatives à la diffusion
No release restrictions / Aucune restriction relative à la diffusion [ ]
Not releasable / À ne pas diffuser [ ]
Restricted to: / Limité à: Specify country(ies) / Préciser le(s) pays: [ ]

7. c) Level of information / Niveau d'information
PROTECTED A / PROTÉGÉ A [ ]
PROTECTED B / PROTÉGÉ B [ ]
PROTECTED C / PROTÉGÉ C [ ]
CONFIDENTIAL / CONFIDENTIEL [ ]
SECRET [ ]
TOP SECRET / TRÈS SECRET [ ]
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) [ ]



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

No / Non  Yes / Oui

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

No / Non  Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel:  
Document Number / Numéro du document:

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

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

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

Special comments:  
Commentaires spéciaux: On-Site Monitoring in Place

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.  
REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  
If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?

No / Non  Yes / Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

No / Non  Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

No / Non  Yes / Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

No / Non  Yes / Oui

**INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF 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 / Non  Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

No / Non  Yes / Oui



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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

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

No / Non  Yes / Oui

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

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

No / Non  Yes / Oui

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



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat W6837-17-5202
Security Classification / Classification de sécurité UNCLASSIFIED

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

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

Name (print) - Nom (en lettres moulées) WO S. Alberts	Title - Titre CONTRACTS 2IC	Signature <i>Scott Alberts</i>
--	--------------------------------	-----------------------------------

Telephone No. - N° de téléphone 902-722-1811	Facsimile No. - N° de télécopieur 902-722-1847	E-mail address - Adresse courriel scott.alberts@forces.gc.ca	Date 21/04/16
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**14. Organization Security Authority / Responsable de la sécurité de l'organisme**

Name (print) - Nom (en lettres moulées) <b>Tippy Graham - DDSO - Industrial Security Senior Security Analyst</b>	Title - Titre DPM SEC NDHQ OTTAWA	Signature <i>Tippy Graham</i>
---	---	----------------------------------

Telephone No. - N° de téléphone (613) 949-1000	Facsimile No. - N° de télécopieur Tel: 613-996-0283	E-mail address - Adresse courriel E-mail: tippy.graham@forces.gc.ca	Date 07 June 2016
---	--	--	----------------------

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?  
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

No / Non  Yes / Oui

**16. Procurement Officer / Agent d'approvisionnement**

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
---	---------------	-----------

Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
---------------------------------	-----------------------------------	-----------------------------------	------

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

**Erin O'Neill**

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

Signature <i>Erin O'Neill</i>
E-mail address - Adresse courriel
Date June 29 2016