



**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 PROPOSAL DEMANDE DE PROPOSITION

**Proposal To: Public Works and Government  
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**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> Stack Cleaning	
<b>Solicitation No. - N° de l'invitation</b> W6837-185214/A	<b>Date</b> 2017-03-02
<b>Client Reference No. - N° de référence du client</b> W6837-18-5214	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$PWA-122-5534	
<b>File No. - N° de dossier</b> PWA-6-77197 (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 2017-04-13</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Atlantic Standard Time AST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<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 HALIFAX NOVA SCOTIA B3K5X5 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Delivery Required - Livraison exigée</b> See Herein	<b>Delivery Offered - Livraison proposée</b>
<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 bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, 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 Other Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, and Security Requirements, the Security Requirements Checklist, the Electronic Payment Instruments, the Insurance Requirements, the DND 626 Task Authorization Form and any other annexes.

### 1.2 Summary

Work under this Service Contract comprises the furnishing of all labour, materials, tools, equipment, transportation and Supervision required to conduct the annual cleaning, inspection, provision of videos and reports, repairs and possibly carry out masonry repairs of stacks at various locations within CFB Halifax as specified herein and identified in Annex A- Statement of work

"There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders 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".

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)."

"There is a *Optional Pre Bid* site visit associated with this requirement where personnel security screening is required prior to gaining access to\_ sites. Consult Part 2 – Bidder Instructions."

### 1.3 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation 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.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The [2003](#) 2016-04-04 Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 90 days

### 2.2 Submission of Bids

Bids 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 bid solicitation.

### 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 FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder 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 bid 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 Bidder a FPS in receipt of a pension? Yes ( ) No ( )

If so, the Bidder must provide the following information, for all FPSs 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, Bidders agree that the successful Bidder'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 Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? Yes ( ) No ( )

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;

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

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

## **2. Bid Enquiries**

All enquiries must be submitted in writing to the Contracting Authority no later than 5 calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders 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 the Bidder do so, so that the proprietary nature of the question(s) is eliminated and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

## **2.4 Applicable Laws**

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Nova Scotia.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, 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 Bidders.

## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

Canada requests that Bidders provide their bid in separately bound sections as follows:

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

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

Canada requests that Bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

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, Bidders 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 color printing, printing double sided/duplex, using staples or clips instead of cerlox, duo tangs or binders.

### **Section I: Technical Bid**

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

### **Section II: Financial Bid**

**3.1.1** Bidders must submit their financial bid in accordance with the Basis of Payment in Annex "B". The total amount of Applicable Taxes must be shown separately.

#### **3.1.2 Electronic Payment of Invoices – Bid**

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

If Annex "D" 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.

### **Section III: Certifications**

Bidders must submit the certifications and additional information required under Part 5.

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

### **4.1 Evaluation Procedures**

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the \_technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.



#### 4.1.1 Technical Evaluation

##### 4.1.1.1. Mandatory Technical Criteria

The Bidders' must have a minimum of five (5) years' experience in the cleaning, inspection and repairs of stacks in similar projects in size and nature. The Bidders' MUST use the tables below to list three (3) major projects/ contracts (one for each project). Wherein the scope of work are comparable to those described in this Request for Proposal (RFP).

<b>PROJECT/CONTRACT NO. 1</b>	
Name of client organization or Company Name: _____	
Name and title of client contact	Name: _____ Title: _____
Telephone and facsimile number of client contact	Phone No.: _____ Fax No.: _____
Start date of Project/Contract	Month _____ Year _____
Completion date of Project/Contract	Month _____ Year _____
Brief Description of Project or Contract: _____ _____ _____ _____ _____ _____ _____	

<b>PROJECT/CONTRACT NO. 2</b>	
Name of client organization or Company Name: _____	
Name and title of client contact	Name: _____ Title: _____
Telephone and facsimile number of client contact	Phone No.: _____ Fax No.: _____
Start date of Project/Contract	Month _____ Year _____
Completion date of Project/Contract	Month _____ Year _____
Brief Description of Project or Contract: _____ _____ _____ _____ _____ _____ _____	

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<b>PROJECT/CONTRACT NO. 3</b>	
<b>Name of client organization or Company</b> Name: _____	
<b>Name and title of client contact</b>	Name: _____ Title: _____
<b>Telephone and facsimile number of client contact</b>	Phone No.: _____ Fax No.: _____
<b>Start date of Project/Contract</b>	Month _____ Year _____
<b>Completion date of Project/Contract</b>	Month _____ Year _____
<b>Brief Description of Project or Contract:</b> _____ _____ _____ _____ _____ _____ _____	

#### 4.1.2 Financial Evaluation

SACC Manual Clause [A0220T](#) (2014-06-26), Evaluation of Price

#### 4.2 Basis of Selection

##### 4.2.1 Basis of Selection - Mandatory Technical Criteria

SACC Manual Clause (A0031T 2010-08-16), Basis of Selection - Mandatory Technical Criteria)

### PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

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## 5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

### 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 Bidder must provide with its bid the required documentation, as applicable, to be given further consideration in the procurement process.

## 5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder 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 specified will render the bid 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 Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

### 5.2.2 Additional Certifications Precedent to Contract Award

#### Welding Certification – Bid

1. Welding must be performed by a welder certified by the Canadian Welding Bureau (CWB) for the following Canadian Standards Association (CSA) standards:
  - a. CSA W47.1 (current version), Certification of Companies for Fusion Welding of Steel division level 1;
2. Before contract award and within 7 calendar days of the written request by the Contracting Authority, the successful Bidder must submit evidence demonstrating “its and its subcontractor's” certification by CWB in accordance with the CSA welding standards.

#### Bricklayer

The bidder must provide a minimum of one certified Bricklayer journey person.

The Bidder must provide within seven (7) working days following the request from the contracting authority, a Bricklayer Certificate. Failure to comply with the request will result in the offer being declared non-responsive.

#### Workers Compensation Coverage

The Bidder must have an account in good standing with the applicable provincial or territorial Workers' Compensation Board.

The Bidder 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 Bidder's good-standing account. Failure to comply with the request will result in the bid being declared non-responsive.

### 5.2.2.1 Status and Availability of Resources

SACC Manual clause A3005T-2010-08-16

## PART 6 – SECURITY AND OTHER REQUIREMENTS

### 6.1 Security Requirements

1. Before award of a contract, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
  - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
  - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, Bidders 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.

### 6.5 Insurance Requirements

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex D.

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

## PART 7 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

### 7.1 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

#### 7.1.1 Task Authorization

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

##### 7.1.2.1 Task Authorization Process

1. The Project Authority will provide the Contractor with a description of the task using the "DND 626, Task Authorization Form" specified in Annex F .
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within 5 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

#### **7.1.2.2 Task Authorization Limit**

The Project Authority may authorize individual task authorizations up to a limit of **\$25,000.00** Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Project authority and Contracting Authority before issuance.

#### **7.1.2.3 Canada's Obligation - Portion of the Work - Task Authorizations**

Canada's obligation with respect to the portion of the Work under the Contract that is performed through task authorizations is limited to the total amount of the actual tasks performed by the Contractor.

#### **7.1.2.4 Periodic Usage Reports - Contracts with Task Authorizations**

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below or in Annex "G". If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

The data must be submitted on a "quarterly basis" to the Contracting Authority.

The quarterly 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; and

4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than (5) calendar days after the end of the reporting period.

#### **Reporting Requirement- Details**

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

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**For each authorized task:**

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

**For all authorized tasks:**

- i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

**7.1.2.5 Task Authorization - Department of National Defence**

The administration of the Task Authorization process will be carried out by (RPOps) Real Property Operations Unit (Atlantic). This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

**7.2 Standard Clauses and Conditions**

All clauses and conditions identified in the Contract 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.

**7.2.1 General Conditions**

[2035](#) 2016-04-04, General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

**7.3 Security Requirements**

**7.3.1** The following security requirements (*SRCL and related clauses provided by ISP*) apply and form part of the Contract.

**SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:  
PWGSC FILE W6837-18-5214**

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid **Designated Organization Screening (DOS)**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.

3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISC/PWGSC.
4. The Contractor/Offeree 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).

## **7.4 Term of Contract**

### **7.4.1 Period of the Contract**

The period of the Contract is from May 01, 2017 to April 30, 2018 inclusive.

### **7.4 Term of Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 30 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

## **7.5 Authorities**

### **7.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Chukwudi Chinye  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Address: 1713 Bedford Row, Halifax, NS B3J 3C9  
Telephone: 902-496-5476  
Facsimile: 902-496-5016  
Email: chukwudi.chinye@pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

### **7.5.2 Project Authority**

The Project Authority for the Contract is:

Name: \_\_\_\_\_

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Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_  
Cell: \_\_\_\_-\_\_\_\_-\_\_\_\_  
E-mail address: \_\_\_\_\_

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### 7.5.3 Contractor's Representative (To be completed by Supplier)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Email: \_\_\_\_\_  
Telephone: \_\_\_\_\_

### 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 Payment

#### 7.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid the firm unit price(s) in accordance with the basis of payment, in Annex B, as specified in the authorized TA. 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 authorized, in writing, by the Contracting Authority before their incorporation into the Work.

#### 7.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$\_\_\_\_\_ (to be determined at award contract). Customs duties are included and Applicable Taxes are extra.



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

#### **7.7.3 Limitation of Expenditure - Cumulative Total of all Task Authorizations**

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of **\$40,000.00**. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75 percent committed, or
  - b. four (4) months before the contract expiry date, or
  - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

#### **7.7.4 Electronic Payment of Invoices – Contract**

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)

#### **7.7.5 Discretionary Audit**

Discretionary Audit- C0705C- 2010-01-11

#### **7.7.6 Time Verification**

Time Verification-C0711C- 2008-05-12

#### **7.8 Invoicing Instructions**

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

(a) The original and two (2) copies must be forwarded to the following address for certification and payment.

Real Property Operations Unit (Atlantic)  
Department of National Defence  
Building 7, Willow Park,  
P.O.Box 99000, Station Forces  
Halifax, NS  
B3K 5X5

Each TA invoice must be supported by:

- a) Task Authorization invoices must show the reference Contract and Task numbers.
- (b) a list of all expenses, in accordance with the TA;
- (c) a copy of time sheets to support the time claimed;
- (d) a copy of the invoices, receipts, vouchers for all direct expenses, travel and living expenses;

#### **7.9 Certifications and Additional Information**

##### **7.9.1 Compliance**

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

#### **7.10 Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Nova Scotia.

#### **7.11 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 Articles of Agreement;
- (b) the general conditions (2035-2016-04-04, Higher Complexity - Services);
- (c) Annex A, Statement of Work ;

- 
- (d) Annex B, Basis of Payment;
  - (e) Annex C, Security Requirements Check List;
  - (f) Annex D, Insurance Requirements;
  - (g) the signed Task Authorizations (including all of its annexes, if any);
  - (h) the Contractor's bid dated \_\_\_\_\_, (*insert date of bid*)

#### **7.12 Foreign Nationals (Canadian Contractor *OR* Foreign Contractor)**

SACC Manual clause [A2000C](#) (2006-06-16) Foreign Nationals (Canadian Contractor)

*OR*

SACC Manual clause [A2001C](#) (2006-06-16) Foreign Nationals (Foreign Contractor)

#### **7.13 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.

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.

#### **7.14 SACC Manual clause**

SACC Manual clause- A9062C- Canadian Forces Site Regulations

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**ANNEX “A”**

**STATEMENT OF WORK**

(Attached)

## ANNEX "B"

### BASIS OF PAYMENT

Year One: May 01, 2017 to Apr 30, 2018

<b>Table 1A</b> <b>Pricing Table for Service Contract - Year 1</b> <b>May 01, 2017 to Apr 30, 2018</b>					
Column A Location	Column B Description	Column C Unit of Measurement	Column D Estimated Number of Inspection	Column E Price per inspection	Column F Extended Price
I. Perform annual cleaning and inspection of the stacks. Fixed price per location includes all associated costs to perform work at each location including the provision of the reports.					
1. D62, HMC Dockyard, Halifax, NS	Annual cleaning/inspection 2 stacks	Per inspection	1	\$_____	\$_____
2. WP62, Windsor Park, Halifax, NS	Annual cleaning/inspection 1 stack	Per inspection	1	\$_____	\$_____
3. S11, Stadacona, Halifax, NS	Annual cleaning/inspection 1 stack	Per inspection	1	\$_____	\$_____
4. W29, Dockyard Annex, Dartmouth, NS	Annual cleaning/inspection 1 stack	Per inspection	1	\$_____	\$_____
5. DA1, DRDC Atlantic, Dartmouth, NS	Annual cleaning/inspection 1 stack	Per inspection	1	\$_____	\$_____
6. SH349 12 Wing Shearwater, Eastern Passage, NS	Annual cleaning/inspection 3 stacks	Per inspection	1	\$_____	\$_____
<b>Total Cost Year One Table 1A</b>					\$_____ HST extra

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**Table 1B- Unscheduled Work Task Authorization**  
**Year 1--May 01, 2017 to Apr 30, 2018**

<b>Column A Item Description</b>	<b>Column B Unit of Measurement</b>	<b>Column C Estimated Quantity</b>	<b>Column D Price Per Unit</b>	<b>Column E Extended Price (Col C* Col D)</b>
Service calls to perform various types of repair work as requested by the Engineer with the issue of a DND 626 "Task Authorization" form on an "as and when requested basis".				
Welder	Per Hour	150	\$ _____	\$ _____
Bricklayer	Per Hour	200	\$ _____	\$ _____
Labourer	Per Hour	350	\$ _____	\$ _____
Year one total Table 1B Total				\$ _____ HST extra

Materials and replacement parts will be at the contractors net cost plus a mark up of 10% with supporting documentation's such as invoice and receipts

Total amount Year 1= Year one Total (Table 1A) + Year one Total (Table 1B)= \$ \_\_\_\_\_

**Option Year 1: May 01, 2018 to Apr 30, 2019**

<b>Table 2A</b> <b>Pricing Table for Service Contract - Option Year 1</b> <b>May 01, 2018 to Apr 30, 2019</b>					
<b>Column A</b> <b>Location</b>	<b>Column B</b> <b>Description</b>	<b>Column C</b> <b>Unit of Measurement</b>	<b>Column D</b> <b>Estimated Number of Inspection</b>	<b>Column E</b> <b>Price per inspection</b>	<b>Column F</b> <b>Extended Price</b>
1. Perform annual cleaning and inspection of the stacks. Fixed price per location includes all associated costs to perform work at each location including the provision of the reports.					
1. D62, HMC Dockyard, Halifax, NS	Annual cleaning/inspection 2 stacks	Per inspection	1	\$ _____	\$ _____
2. WP62, Windsor Park, Halifax, NS	Annual cleaning/inspection 1 stack	Per inspection	1	\$ _____	\$ _____
3. S11, Stadacona, Halifax, NS	Annual cleaning/inspection 1 stack	Per inspection	1	\$ _____	\$ _____
4. W29 Dockyard Annex, Dartmouth, NS	Annual cleaning/inspection 1 stack	Per inspection	1	\$ _____	\$ _____
5. DA1, DRDC Atlantic, Dartmouth, NS	Annual cleaning/inspection 1 stack	Per inspection	1	\$ _____	\$ _____
6. SH349, 12 Wing Shearwater, Eastern Passage, NS	Annual cleaning/inspection 3 stacks	Per inspection	1	\$ _____	\$ _____
<b>Total Cost Option Year 1 Table 2A</b>					<b>\$ _____</b>

**Table 2B- Unscheduled Work Task Authorization**  
**Option Year 1-May 01, 2018 to Apr 30, 2019**

<b>Column A</b> <b>Item Description</b>	<b>Column B</b> <b>Unit of Measurement</b>	<b>Column C</b> <b>Estimated Quantity</b>	<b>Column D</b> <b>Price Per Unit</b>	<b>Column E</b> <b>Extended Price (Col C* Col D)</b>
Service calls to perform various types of repair work as requested by the Engineer with the issue of a DND 626 "Task Authorization" form on an "as and when requested basis".				
Welder	Per Hour	150	\$ _____	\$ _____
Bricklayer	Per Hour	200	\$ _____	\$ _____
Labourer	Per Hour	350	\$ _____	\$ _____
<b>Option Year one total Table 2B Total</b>				<b>\$ _____ HST extra</b>

Materials and replacement parts will be at the contractors net cost plus a mark up of 10% with supporting documentation's such as invoice and receipts

Total amount Option Year 1= Option Year one Total (Table 2A) + Option Year one Total (Table 2B)=  
\$ \_\_\_\_\_

**Option Year 2: May 01, 2019 to Apr 30, 2020**

<b>Table 3A</b> <b>Pricing Table for Service Contract - Option Year 2</b> <b>May 01, 2019 to Apr 30, 2020</b>					
<b>Column A</b> <b>Location</b>	<b>Column B</b> <b>Description</b>	<b>Column C</b> <b>Unit of Measurement</b>	<b>Column D</b> <b>Estimated Number of Inspection</b>	<b>Column E</b> <b>Price per inspection</b>	<b>Column F</b> <b>Extended Price</b>
I. Perform annual cleaning and inspection of the stacks. Fixed price per location includes all associated costs to perform work at each location including the provision of the reports.					
1. D62, HMC Dockyard, Halifax, NS	Annual cleaning/inspection 2 stacks	Per inspection	1	\$ _____	\$ _____
2. WP62, Windsor Park, Halifax, NS	Annual cleaning/inspection 1 stack	Per inspection	1	\$ _____	\$ _____
3. S11, Stadacona, Halifax, NS	Annual cleaning/inspection 1 stack	Per inspection	1	\$ _____	\$ _____
4. W29, Dockyard Annex, Dartmouth, NS	Annual cleaning/inspection 1 stack	Per inspection	1	\$ _____	\$ _____
5. DA1, DRDC Atlantic, Dartmouth, NS	Annual cleaning/inspection 1 stack	Per inspection	1	\$ _____	\$ _____
6. SH349, 12 Wing Shearwater, Eastern Passage, NS	Annual cleaning/inspection 3 stacks	Per inspection	1	\$ _____	\$ _____
<b>Total Cost Option Year 2 Table 3A</b>					<b>\$ _____</b>

**Table 3B- Unscheduled Work Task Authorization**  
**Option Year 1- May 01, 2019 to Apr 30, 2020**

<b>Column A</b> <b>Item Description</b>	<b>Column B</b> <b>Unit of Measurement</b>	<b>Column C</b> <b>Estimated Quantity</b>	<b>Column D</b> <b>Price Per Unit</b>	<b>Column E</b> <b>Extended Price (Col C* Col D)</b>
Service calls to perform various types of repair work as requested by the Engineer with the issue of a DND 626 "Task Authorization" form on an "as and when requested basis".				
Welder	Per Hour	150	\$ _____	\$ _____
Bricklayer	Per Hour	200	\$ _____	\$ _____
Labourer	Per Hour	350	\$ _____	\$ _____
<b>Option Year one total Table 3B Total</b>				<b>\$ _____ HST extra</b>

Materials and replacement parts will be at the contractors net cost plus a mark up of 10% with supporting documentation's such as invoice and receipts



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Total amount Option Year 2= Option Year one Total (Table 3A) + Option Year one Total (Table 3B)=  
\$ \_\_\_\_\_

**Grand Total= Year 1 + Option Year 1 + Option Year 2= \$\_\_\_\_\_HST Extra**  
**The Grand Total amount will be the amount that will be considered during evaluation of all bids tendered.**

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## **ANNEX “C”**

### **SECURITY REQUIREMENTS CHECK LIST**

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## **ANNEX “D”**

### **ELECTRONIC PAYMENT INSTRUMENTS**

The Bidder 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

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 Insured: 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 endeavor 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.

**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*

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.

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**ANNEX "F"**

**DND 626 TASK AUTHORIZATION FORM**

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## ANNEX G

### Periodic Usage Reports - Contracts with Task Authorizations

The Contractor must provide quarterly Task Authorization (TA) usage reports . The Contractor agrees that it is their responsibility to implement a system for tracking TAs under this Contract for the purposes of providing usage reports. This is to ensure that the Limitation of Expenditure indicated for "as and when requested" Work under this Contract is not exceeded.

Each Task Authorization Usage Report must include all the completed TAs for goods and services supplied under this Contract.

Task Authorization Usage Report Submission Schedule:

REPORT DUE	WORK PERIOD START DATE	WORK PERIOD END DATE
15 January	01 October	31 December
15 April	01 January	31 March
15 July	01 April	30 June
15 October	01 July	30 September

The Contractor must provide information on each completed TA using the following format:

TA NUMBER	TA DOLLAR VALUE (GST INCLUDED)	CUMULATIVE TA DOLLAR VALUE (GST INCLUDED)	COMMENTS
<b>Total Dollar Value of TAs for this Period:</b>			
<b>Accumulated TAs to Date (Cumulative Dollar Value + Period Dollar Value):</b>			

[ ] Check this box if you are submitting a NIL **REPORT** ( We have not done any business with Canada under this Contract, for this period).

#### SEND TO:

Chukwudi.chinye@pwgsc.gc.ca

Or

Facsimile: (902)496-5016

Department of National Defence



Specification

Service Contract

## **Stacks Cleaning, Inspection and Repairs**

CFB Halifax, NS



<u>Section</u>	<u>Title</u>	<u>Pages</u>
Division 01 - General Requirements		
01 11 00	General Instructions	7
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PART 1 - GENERAL

1.1 RELATED SECTIONS

- .1 Section 01 35 73 Confined Spaces Requirements.
- .2 Section 04 05 00 Brick and Masonry Repairs.
- .3 Section 23 51 00 Stacks.
- .4 Section 23 51 00.01 Annex A List of Stacks.

1.2 DESCRIPTION OF WORK

- .1 Work under this Service Contract comprises the furnishing of all labour, materials, tools, equipment, transportation and supervision required to conduct the annual cleaning, inspection, provision of videos and reports, repairs and possibly carry out masonry repairs of stacks at various locations within CFB Halifax as specified herein and identified in Annex A.

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 (RPOS (H)).
- .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 under this Service Contract comprises the following:
  - .1 perform the annual cleaning and inspection of the stacks listed in Annex A and as specified in Section 23 51 00 Stacks; and
  - .2 provide written reports supported with digital videos as specified in Section 23 51 00 Stacks.
- .2 The Contractor will be notified of additional work as requested by the Engineer with the issue of a DND 626 "Task Authorization" form for the following:
  - .1 repairs identified during the annual cleaning and inspection;
  - .2 service calls as required by the Engineer; and
  - .3 clean up.

1.5 LOCATIONS OF JOB  
SITES

- .1 Areas covered under this specification include but not limited to the following locations:
- .1 Stadacona - Halifax, NS;
  - .2 Windsor Park - Halifax, NS;
  - .3 HMC Dockyard - Halifax, NS;
  - .4 Dockyard Annex (NAD) - Dartmouth, NS;
  - .5 DRDC Atlantic - Dartmouth, NS; and
  - .6 12 Wing Shearwater - Eastern Passage, NS.

1.6 SITE ACCESS

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

1.7 PRE-JOB MEETING

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

1.8 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 Service Contract.

1.9 WORKMANSHIP

- .1 Workmanship must be the best quality executed by workers experienced and skilled in the respective duties for which they are employed.

1.9 WORKMANSHIP  
(Cont'd)

- .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.

1.10 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.

1.11 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.
- .2 The Contractor may have to pay for parking at the following locations:
  - .1 Stadacona - Halifax, NS;
  - .2 Windsor Park - Halifax, NS;
  - .3 HMC Dockyard - Halifax, NS; and
  - .4 Dockyard Annex (NAD) - Dartmouth, NS.

1.12 NORMAL WORKING  
HOURS

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

1.13 CODES AND  
STANDARDS

- .1 Perform work in accordance with the latest edition of National Building Code of Canada (NBC), Canadian Electrical Code Part 1, Canada Labour Code Part II, National Fire Code of Canada, NS Fall Protection and Scaffolding Regulations, and any other federal, provincial or local code applicable. In any case of conflict or discrepancy, the more stringent requirements will apply.
- .2 Meet or exceed requirements of Contract documents, specified standards, codes and referenced documents.

1.14 PROTECTION OF  
EXISTING FACILITIES

- .1 The Contractor must take all necessary precautions to ensure against damage to existing facilities. Any damage to such facilities as a result of the Contractor's operations must be repaired or replaced by the Contractor at his 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 the Contract.
- .4 Where the Engineer considers it necessary, provide and erect warning signs and barriers.

1.15 ALTERATIONS,  
ADDITIONS OR  
REPAIRS TO EXISTING  
BUILDING

- .1 Execute work with least possible interference or disturbance to building operations, occupants, public and normal use of premises. Arrange with Engineer to facilitate execution of work.
- .2 Where security has been reduced by work of Contract, provide temporary means to maintain security.
- .3 Provide temporary dust screens, barriers, warning signs in locations where renovation and alteration work is adjacent to areas used by public or government staff.
- .4 Use only elevators existing in building for moving workers and material.
  - .1 Protect walls of passenger elevators, to approval of Engineer prior to use.
  - .2 Accept liability for damage, safety of equipment and overloading of existing equipment.

1.16 EXISTING SERVICES

- .1 Notify Engineer of intended interruption of services and obtain required permission.
- .2 Where Work involves breaking into or connecting to existing services, give 48 hours notice for necessary interruption of mechanical or electrical service throughout course of work. Minimize duration of interruptions. Carry out work at times as directed by governing authorities with minimum disturbance to pedestrian and tenant operations.
- .3 Establish location and extent of service lines in area of work before starting Work. Notify Engineer of findings.
- .4 Submit schedule to and obtain approval from Engineer for any shut-down or closure of active service or facility including power and communications services. Adhere to approved schedule and provide notice to affected parties.
- .5 Provide temporary services when directed by Engineer to maintain critical building and tenant systems.
- .6 Where unknown services are encountered, immediately advise and confirm findings in writing.

1.17 CUTTING, FITTING AND PATCHING

- .1 Execute cutting, fitting and patching required to make work fit properly.
- .2 Where new work connects with existing and where existing work is altered, or cut, patch and make good to match existing work.
- .3 Obtain Engineer's approval before cutting, boring or sleeving load-bearing members.
- .4 Make cuts with clean, true, smooth edges. Make patches inconspicuous in final assembly.

1.18 POWER AND WATER SUPPLY

- .1 DND may provide, free of charge, temporary electric power and water for construction purposes.
- .2 Engineer will determine delivery points and quantitative limits. Engineer's written permission is required before any connection is made. Connect to existing power supply in accordance with Canadian Electrical Code.
- .3 Provide, at no cost to DND, all equipment and temporary lines to bring these services to project site.

1.18 POWER AND WATER  
SUPPLY  
(Cont'd)

- .4 Supply of temporary services by DND is subject to DND requirements and may be discontinued by DND site representative at any time without notice, without acceptance of any liability for damage or delay caused by such withdrawal of temporary services.
- .5 After the temporary service lines are no longer required, the Contractor must remove all lines and equipment, restore the connection points to their original condition and return the land to its original contour.

1.19 HEATING AND  
VENTILATING

- .1 Provide temporary heat and ventilation as required to:
  - .1 facilitate progress of work;
  - .2 protect work and products against dampness and cold;
  - .3 prevent moisture condensation on surfaces;
  - .4 provide ambient temperatures and humidity levels for storage, installation and curing of materials; and
  - .5 provide adequate ventilation to meet health regulations for safe working environment.
- .2 Maintaining strict supervision of operation of temporary heating and ventilating equipment to:
  - .1 conform with applicable codes and standards;
  - .2 enforce safe practices;
  - .3 prevent abuse of services;
  - .4 prevent damage to finishes;
  - .5 vent direct-fired combustion units to outside.

1.20 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.

1.21 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 work 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 RELATED  
REQUIREMENTS

- .1 Precedence:
  - .1 Division 1 sections take precedence over technical specifications in other Divisions of this specification.

1.2 DEFINITIONS

- .1 Canadian Industrial Security Directorate (CISD):
  - .1 A government agency that developed the Industrial Security Manual.
- .2 Company Security Officer (CSO):
  - .1 The CSO is the organization's official point of contact with the Industrial Security Program (ISP). He or she is responsible for monitoring the organization's security profile, addressing security issues, and is accountable to the ISP and to the organization's designated Key Senior Official on all industrial security matters.
- .3 Contractor CSO:
  - .1 The employee of the Contractor's company who is the CSO.
- .4 Industrial Security Manual (ISM):
  - .1 The ISM is a ready and simple reference which tells Company Security Officers what they must know about Canadian government security standards and procedures and how to ensure that their organization meets these security requirements.
- .5 Industrial Security Program (ISP):
  - .1 The Industrial Security Program (ISP) helps industry to participate in Government of Canada and foreign government contracts. CISD provide security screening services needed for contractors before their employees can work with Protected or Classified information and assets.
- .6 Visit Clearance Request (VCR):

1.2 DEFINITIONS  
(Cont'd)

- .6 (Cont'd)
- .1 Is a form that is required to be filled out by an individual who requires access to sensitive DND property, personnel, information, assets and resources so they must be security screened at the appropriate level before commencement of their duties.
- .7 Restricted:
- .1 Refers to a situation where authorized persons only are allowed access to an area or information.
- .8 Security Requirements Check List (SRCL):
- .1 The Security Requirements Check List (SRCL) is a Treasury Board Secretariat (TBS) form used to define the security requirements for a contract. The SRCL represents an evaluation of security threats and risks that may arise through the contracting process.
- .9 Sensitive:
- .1 Records that are sensitive contain information that can cause different degrees of injury to an individual, a company, or the country if the information were disclosed in an unauthorized manner.

1.3 REFERENCE SITES

- .1 Public Works and Government Services Canada (PWGSC) Industrial Security:
- .1 <http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>

1.4 GENERAL

- .1 Security requirements must form part of the Contract between DND and industry when defined by a Security Requirement Check List (SRCL).
- .2 A Security Requirement Check List (SRCL) is a form that is used to define the security requirements associated with all contracts. The SRCL ensures that the appropriate security clauses are identified so they may be incorporated into the contract, thereby legally binding the parties to meet the contract's security requirements.
- .1 The SRCL must accompany all Contract documents including subcontracts that contain security requirements.

1.4 GENERAL  
(Cont'd)

- .3 If multiple levels of screening are required, a Security Classification Guide may have been provided along with the SRCL as a contractual document. This document will provide further information related to security requirements when dealing with multiple levels of clearances within the Contract.

1.5 PRIVATE SECTOR  
ORGANIZATION  
SCREENING AND  
CLEARANCES

- .1 Companies who will need access to or who will retain controlled goods, Protected or Classified property, information, assets or resources must be cleared as follows:
- .1 Companies must be cleared to safeguard the highest level of information and asset to be retained.
- .1 Designated Organization Screening (DOS) is required for access to Protected information, assets and secure work sites, as part of a Contract, and as long they need-to-know. (Reliability Status).
- .2 Facility Security Clearance (FSC) is required for access to Protected or Classified information, assets, and secure worksites, as part of a contract, and as long as they have a need-to-know (Secret status).
- .3 Document Safeguarding Capability (DSC) is required by contract to work on Protected and / or Classified information at their own worksite.
- .4 Companies who will electronically process and / or transmit sensitive electronic data on their information technology systems must have the Authority to Process IT and must obtain the mandatory IT written approval letter from the ISP for the level of security requested.

1.6 PERSONNEL SECURITY  
SCREENING

- .1 Contracts with DND may require employees of the Contractor to access Protected and / or Classified information, assets or work sites. In these cases, the personnel who must have access to information and / or work site must have their personnel security screening completed. Please refer to PWGSC website for more information.
- .2 Refer to PWGSC website for the process to obtain a security screening.

1.7 VISIT CLEARANCE  
REQUESTS (VCR)  
APPROVAL

- .1 All individuals (including subcontractors) who will have access to sensitive DND information, assets, resources, or work sites must be security screened before submitting a visit clearance request (VCR).
- .2 The VCR process verifies that those who are permitted access onto DND property have the required clearance level as outlined within the Security Requirement Check List (SRCL) for the Contract.
- .3 All employees of the successful bidder who will be working on the contract require a VCR. The Contractor's CSO must forward the completed form to the Engineer for processing.

1.8 RESPONSIBILITY

- .1 It is the responsibility of the Contractor to have no security breaches while undertaking the work for this Contract.

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 Service Contract.
- .5 The following disciplinary measures will be taken for any violations of safety under this Service Contract:
  - .1 First Violation:
    - .1 Verbal warning issued to the Contractor for the first violation of a safety regulation (Violation will be documented on Contract 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 Contract 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 Service Contract with a recommendation to the Contracting Authority that the Contractor be denied access to Real Property Operations Unit - Atlantic (RPOU (A)) contracts (Documented to Contract 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 Contract file, copy 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;

1.2 HAZARD ASSESSMENTS  
(Cont'd)

- .1 (Cont'd)
- .2 (Cont'd)
  - .1 new sub-trade work, new sub-contractor (s) or new workers arrive at the site to commence another portion of the Work;
  - .2 the scope of Work has been changed;
  - .3 Work conducted in confined spaces; and / or
  - .4 potential hazard or weakness in current health and safety practices are identified by the Engineer.
- .2 Hazard assessments will be project and site specific, based on review of Contract 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;

1.4 HAZARDOUS MATERIAL  
SPILL  
(Cont'd)

- .2 (Cont'd)
  - .2 assess spill hazards and risks;
  - .3 ventilate area if release is indoors and remove all sources of ignition;
  - .4 stop the spill if safely possible (e.g. shut off pump, replace cap, tip drum upward, patch leaking hole etc.).
  - .5 no matter the volume is, contact the DND Fire Hall and provide the following information:
    - .1 time of the spill;
    - .2 location;
    - .3 special considerations:
      - .1 personal safety;
      - .2 environmental.
    - .4 type and amount of spill;
    - .5 person reporting the spill:
      - .1 name;
      - .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.



1.5 FASTENING DEVICES  
EXPLOSIVE ACTUATED  
(Cont'd)

- .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.
- .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 Service Contract 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.

1.10 SAFETY  
(Cont'd)

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

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.
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PART 1 - GENERAL

1.1 EMERGENCY REPORTING

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

1.2 FIRE SAFETY  
ENFORCEMENT

- .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.

1.3 FIRE SAFETY BRIEFING

- .1 Prior to commencement of work under this Service Contract, 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.

1.4 FIRE WATCH

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

1.5 FIRE EXTINGUISHERS

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

1.6 SMOKING PRECAUTIONS

- .1 Smoking not permitted on DND property except in designated smoking areas. This includes smoking in passenger motor vehicles.
- .2 In accordance with these fire safety requirements particular to the work area and site, the Engineer and Base Fire Chief will designate hazardous areas as well as non-restricted areas where smoking may be permitted.
- .3 Smoking is prohibited in all buildings.

- 
- |  |    |   |
|--|----|---|
| <u>1.6 SMOKING PRECAUTIONS<br/>(Cont'd)</u>                                    | .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.  |
| <br>   |    |   |
| <u>1.7 REPORTING FIRES</u>   | .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.  |
| <br>   |    |   |
| <u>1.8 INTERIOR AND<br/>EXTERIOR FIRE<br/>PROTECTION AND<br/>ALARM SYSTEMS</u> | .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.  |
| <br>   |    |   |
| <u>1.9 BLOCKAGE OF ACCESS<br/>FOR FIRE APPARATUS</u>                           | .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 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.

1.11 FLAMMABLE AND  
COMBUSTIBLE LIQUIDS  
(Cont'd)

- .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 3 - EXECUTION

3.1 NOT USED	.1	Not used.
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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 humans; or degrade environment aesthetically, culturally and / or historically.
- .2 Environmental Protection:
  - .1 Prevention / control of pollution and habitat or environment disruption during construction.

1.2 FIRES

- .1 Fires and burning of rubbish on site is not permitted.

1.3 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.

1.4 SITE CLEARING AND  
PLANT PROTECTION

- .1 Protect trees and plants on site and adjacent properties as indicated.
- .2 Protect trees and shrubs adjacent to construction work, storage areas and trucking lanes, and encase with protective wood framework from grade level to height of 2 m minimum.
- .3 Protect roots of designated trees to dripline during excavation and site grading to prevent disturbance or damage.
  - .1 Avoid unnecessary traffic, dumping and storage of materials over root zones.
- .4 Minimize stripping of topsoil and vegetation.
- .5 Restrict tree removal to areas indicated or designated by Engineer.

1.5 WORK ADJACENT TO  
WATERWAYS

- .1 Construction equipment to be operated on land only.
- .2 Waterways to be kept free of excavated fill, waste material and debris.

1.6 POLLUTION CONTROL

- .1 Maintain temporary erosion and pollution control features installed under this Contract.
- .2 Control emissions from equipment and plant in accordance with local authorities' emission requirements.
- .3 Cover or wet down dry materials and rubbish to prevent blowing dust and debris.

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 04 05 00 Brick and Masonry Repairs.
- .3 Section 23 51 00 Stacks.
- .4 Section 23 51 00.01 Annex A List of Stacks.

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 subcontractors), 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, Subcontractor, Consultant, or their employee will:

1.4 RESTRICTIONS  
(Cont'd)

- .1 (Cont'd)
  - .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.
  - .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:

1.5 DEFINITIONS  
(Cont'd)

- .1 (Cont'd)
- .4 (Cont'd)
  - .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 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;

1.6 COMMON HAZARDS

(Cont'd)

- .1 (Cont'd)
- .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).



1.8 VERIFICATIONS  
(Cont'd)

- .1 (Cont'd)
- .4 (Cont'd)
  - .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.
  - .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.

## 1.8 VERIFICATIONS

(Cont'd)

- .1 (Cont'd)
  - .5 (Cont'd)
    - .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.
    - .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 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.

2.1 EQUIPMENT  
(Cont'd)

- .3 (Cont'd)
  - .2 (Cont'd)
  - .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:
    - .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; and
    - .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;

### 3.1 CONDITIONS OF ENTRY

#### (Cont'd)

- .1 (Cont'd)
- .2 (Cont'd)
- .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.
- .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 final review remove surplus products, tools, construction machinery and equipment.

- |  |    |  |
|--|----|--|
| <u>1.2 FINAL CLEANING<br/>(Cont'd)</u> | .4 | Broom clean and wash exterior walks, steps and surfaces; rake clean other surfaces of grounds. |
|  | .5 | Remove dirt and other disfiguration from exterior surfaces.                                    |
|  | .6 | Sweep and wash clean paved areas.  |

PART 2 - PRODUCTS

- |                     |    |           |
|---------------------|----|-----------|
| <u>2.1 NOT USED</u> | .1 | Not used. |
|---------------------|----|-----------|

PART 3 - EXECUTION

- |                     |    |           |
|---------------------|----|-----------|
| <u>3.1 NOT USED</u> | .1 | Not used. |
|---------------------|----|-----------|



PART 1 - GENERAL

1.1 RELATED  
REQUIREMENTS

- .1 Section 01 11 00 General Instructions.
- .2 Section 01 35 73 Confined Spaces Requirements.
- .3 Section 23 51 00 Stacks.
- .4 Section 23 51 00.01 Annex A List of Stacks.

1.2 REFERENCES

- .1 Canadian Standards Association
  - .1 CAN/CSA-A165 Series-14, CSA Standards on Concrete Masonry Units (Consists of A165.1, A165.2 and A165.3).
  - .2 CAN/CSA-A179, Mortar and Grout for Unit Masonry.
  - .3 CAN/CSA-A371, Masonry Construction for Buildings.
  - .4 CAN/CSA A82, Fired Masonry Brick Made from Clay or Shale.
  - .5 CSA S304, Design of Masonry Structures.

1.3 WORK INCLUDED

- .1 Replace broken, cracked, spalled, loose and deteriorated brick, concrete block, stone and tile.
- .2 Rout/clean and repoint loose and deteriorated mortar joints in brick, stone, tile and brick sills.
- .3 Clean caulking from mortar joints, clean joint and repoint.
- .4 Cleaning of glazed and unglazed clay masonry and brick.

1.4 DELIVERY, STORAGE  
AND HANDLING

- .1 Deliver, store and handle materials in accordance with manufacturer's written instructions.
- .2 Storage and Handling Requirements:
  - .1 Keep materials dry until use except where wetting of bricks is specified.
  - .2 Store under waterproof cover on pallets or plank platforms held off ground by means of plank or timber skids.

1.4 DELIVERY, STORAGE  
AND HANDLING  
(Cont'd)

- .2 (Cont'd)
  - .2 Store under waterproof cover on pallets or plank platforms held off ground by means of plank or timber skids.
  - .3 Replace defective or damaged materials with new.

1.5 SITE CONDITIONS

- .1 Ambient Conditions:
  - .1 Assemble and erect components when temperatures are above 4 degrees C.
- .2 Weather Requirements: to CAN/CSA A371.
- .3 Cold weather requirements:
  - .1 To CAN/CSA A371 with following requirements:
    - .1 Maintain temperature of mortar between 5 degrees C and 50 degrees C until batch is used or becomes stable.
    - .2 Maintain ambient temperature of masonry work and it's constituent materials between 5 degrees C and 50 degrees C and protect site from windchill.
    - .3 Maintain temperature of masonry above 0 degrees C for minimum of 3 days, after mortar is installed.
    - .4 Preheat unheated wall sections in enclosure for minimum 72 hours above 10 degrees C, before applying mortar.
- .4 Hot weather requirements:
  - .1 Protect freshly laid masonry from drying too rapidly, by means of waterproof, non-staining coverings.

PART 2 - PRODUCTS

2.1 MASONRY UNITS

- .1 Burn clay brick: to CAN/CSA A82.

<u>2.1 MASONRY UNITS (Cont'd)</u>	.1	(Cont'd)
	.1	Utilize burned clay face brick and clay back-up brick. Type, grade, compressive strength, size, color and texture to match (as close as possible) to the existing brick.
	.2	Standard concrete block units: to CAN/CSA A165 Series-14.
	.1	Classification: H/10/A/M.
<u>2.2 MORTAR</u>	.1	Mortar: to CSA A179.
	.1	Mortar for exterior masonry above grade:
	.1	Type N based on property specifications, non-staining type.
<u>2.3 ACCESSORIES</u>	.1	Weep hole vents:
	.1	Purpose-made PVC designed to drain cavities to exterior.
	.2	Ties:
	.1	Stainless steel wall ties.
	.3	Flashings:
	.1	Sheet metal: to match existing.
	.2	Thickness: Minimum 0.75 mm.
<u>PART 3 - EXECUTION</u>		
<u>3.1 INSTALLERS</u>	.1	Experienced and qualified masons to carry out erection, assembly and installation of masonry work.
<u>3.2 EXAMINATION</u>	.1	Examine conditions, substrates and work to receive work of this Section.
	.2	Verification of Conditions:
	.1	Verify that:

<u>3.2 EXAMINATION (Cont'd)</u>	.2	(Cont'd)
	.1	(Cont'd)
	.1	Substrate conditions which have been previously installed under other sections or contracts, are acceptable for product installation in accordance with manufacturer's instructions prior to installation of brick and concrete block.
	.2	Field conditions are acceptable and are ready to receive work.
	.3	Built-in items are in proper location, and ready for roughing into masonry work.
	.2	Commencing installation means acceptance of existing substrates.
<u>3.3 PREPARATION</u>	.1	Establish and protect lines, levels, and coursing.
	.2	Protect adjacent materials from damage and disfiguration.
<u>3.4 INSTALLATION</u>	.1	Do masonry work in accordance with CAN/CSA A371 except where specified otherwise.
	.2	Build masonry plumb, level, and true to line, with vertical joints in alignment, respecting construction tolerances permitted by CAN/CSA A371.
	.3	Layout coursing and bond to achieve correct coursing heights, and continuity of bond above and below openings, with minimum of cutting.
<u>3.5 CONSTRUCTION</u>	.1	Exposed masonry:
	.1	Remove chipped, cracked, and otherwise damaged units, in accordance with CAN/CSA A165, in exposed masonry and replace with undamaged units.
	.2	Jointing:
	.1	To match existing complete with toning mortar.
	.2	Allow joints to set just enough to remove excess water, then rake joints uniformly to 6 mm depth and compress with square tool to provide smooth, compressed, rake joints of uniform depth where rake joints are indicated.

3.5 CONSTRUCTION  
(Cont'd)

- .2 (Cont'd)
  - .2 Allow joints to set just enough to remove excess water, then rake joints uniformly to 6 mm depth and compress with square tool to provide smooth, compressed, rake joints of uniform depth where rake joints are indicated.
- .3 Repointing:
  - .1 Repoint deteriorated mortar joints in areas as directed by Engineer.
  - .2 Deteriorated mortar joints in brick, precast concrete, must be cut out full width and to a depth of 25 mm in brick and 19 mm in tile. Brush free of loose material and dust and must be washed. Repoint to full depth with mortar, coloured to match the existing.
- .4 Cutting:
  - .1 Cutting out of joints will be by hand and power tools. Care must be taken not to damage surrounding brick, stone or tile work during the cutting process.
  - .2 Make cuts straight, clean, and free from uneven edges.
- .5 Wetting of bricks:
  - .1 Except in cold weather, wet bricks having initial rate of absorption exceeding 1 g/minute/1000 mm<sup>2</sup>: wet to uniform degree of saturation, 3 to 24 hours before laying, and do not lay until surface dry.
- .6 Control joints:
  - .1 Install control joints at required locations. Use oversized backer rod and caulking designed for control or expansion joints.
- .7 Weep hole vents:
  - .1 Install weep hole vents in vertical joints immediately over flashings, in exterior wythes of cavity wall and masonry veneer wall construction, at maximum horizontal spacing of 600 mm on centre.
- .8 Wall ties:
  - .1 Use ample wall ties when building or replacing brick walls, space as per CSA S304.

3.5 CONSTRUCTION  
(Cont'd)

.8

(Cont'd)

- .1 Use ample wall ties when building or replacing brick walls, space as per CSA S304.

PART 1 - GENERAL

1.1 RELATED SECTIONS

- .1 Section 01 11 00 General Instructions.
- .2 Section 01 35 73 Confined Spaces Requirements.
- .3 Section 04 05 00 Brick and Masonry Repairs.
- .4 Section 23 51 00.01 Annex A List of Stacks.

1.2 ANNUAL CLEANING

- .1 Cleaning provided by a negative air system in combination with a compressed air to "blow down" the insides of the stacks and breeching.
- .2 Cleaning of the stack bases to include all breeching, back to the furthest boiler.
- .3 Containment of fly ash:
  - .1 Contain in tight-woven polyethylene bags, supplied by the Contractor.
  - .2 Place bags into 45 gallon drums provided by CFB Halifax, HAZMAT. Contractor must arrange with HAZMAT at local 427-2297 for pickup and delivery to the hazardous material facility, building D207.

1.3 INSPECTION AND REPORTS

- .1 Perform the complete inspection of the interior and exterior surfaces of the stacks including, but not limited to:
  - .1 mortar joints, concrete tops and bases and all masonry surfaces;
    - .1 inspection must be conducted by a certified journeyman bricklayer;
  - .2 steel bands, caps, fly ash screens, ladders, lights, grounds, brackets and fasteners, breeching, and clean-out doors;
  - .3 all metal lined stacks will have the metal thickness measured, in each location identified by Engineer.
- .2 Reports:

1.3 INSPECTION AND  
REPORTS  
(Cont'd)

- .2 (Cont'd)
- .1 Provide separate reports and videos, three copies per stack. Contractor must provide the reports and videos within 14 days of completion of the inspection of each stack. Reports to be submitted on DVD and written format in a binder.
  - .2 On completion of annual cleaning and inspection, Contractor must submit a written report, supported by a digital video with soundtrack for each stack. Special attention given to areas of concern to be provided to DND on DVD. DVD to include confined space entry forms or any forms completed on site and safety procedures to scope (s) of work per stack. The report will outline required scopes of work, indicating extent, estimated quantities, costs and prioritized timelines.
  - .3 Any stack defects revealed during cleaning and inspection requiring immediate repair due to health or safety reasons, must be reported verbally, and within 24 hours, in writing to the Engineer and must provide a detailed scope of work and cost estimate supported by photographs showing affected areas.
    - .1 No repairs will be started or carried out without written permission from the Engineer with the issue of a "DND 626 "Task Authorization" form.

PART 2 - PRODUCTS

- 2.1 NOT USED .1 Not used.

PART 3 - EXECUTION

- 3.1 MANUFACTURER'S  
INSTRUCTIONS .1 Compliance: Comply with manufacturer's written recommendations or specifications, including product technical bulletins, handling, storage and installation instructions, and datasheet.

- 3.2 CLEANING .1 Progress Cleaning: clean in accordance with Section 01 74 11 - Cleaning.
  - .1 Leave Work area clean at end of each day.



### List of Stacks and Locations

Building #	Location	# of Stacks
D62 Central Heating Plant	HMC Dockyard, Halifax, NS	1
W29 Heating Plant	Dockyard Annex (NAD), Dartmouth, NS	1
DA1	DRDC Atlantic, Dartmouth, NS	1
WP62 Heating Plant	Windsor Park, Halifax, NS	1
S11 Central Heating Plant	Stadacona, Halifax, NS	1
SH349 Heating Plant	12 Wing Shearwater, Eastern Passage, NS	3

Total number of stacks: 8

DEC 09 2016



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

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Security Classification / Classification de sécurité

UNCLASSIFIED

## SECURITY REQUIREMENTS CHECK LIST (SRCL)

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

## PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction Real Property Operations Section(Hfx)	
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 this Service Contract comprises the furnishing of all labour, materials, tools, equipment, transportation and supervision required to conduct the annual cleaning, inspection, provision of videos and reports, repairs and possibly carry out masonry repairs of stacks at various locations withing CFB Halifax - as per attached Spec W6837-18-5214 dated 2016-09-30.			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input type="checkbox"/>		NATO / OTAN <input type="checkbox"/>	
Foreign / Étranger <input type="checkbox"/>			
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>		All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>			
Restricted to: / Limité à: Specify country(ies) / Préciser le(s) pays: <input type="checkbox"/>		Restricted to: / Limité à: Specify country(ies) / Préciser le(s) pays: <input type="checkbox"/>	
Restricted to: / Limité à: Specify country(ies) / Préciser le(s) pays: <input type="checkbox"/>		Restricted to: / Limité à: Specify country(ies) / Préciser le(s) pays: <input type="checkbox"/>	
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	





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**PART A (continued) / PARTIE A (suite)**

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

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

☒ No ☐ Yes  
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

☒ No ☐ Yes  
Non Oui

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

Document Number / Numéro du document :

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

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

☒ RELIABILITY STATUS  
COTE DE FIABILITÉ

☐ CONFIDENTIAL  
CONFIDENTIEL

☐ SECRET  
SECRET

☐ TOP SECRET  
TRÈS SECRET

☐ TOP SECRET - SIGINT  
TRÈS SECRET - SIGINT

☐ NATO CONFIDENTIAL  
NATO CONFIDENTIEL

☐ NATO SECRET  
NATO SECRET

☐ COSMIC TOP SECRET  
COSMIC TRÈS SECRET

☐ SITE ACCESS  
ACCÈS AUX EMPLACEMENTS

Special comments:

Commentaires spéciaux : CEAL provided for access control to DND site. Occasional ACE (Access Control Escort)

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

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

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

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

☒ No ☐ Yes  
Non Oui

If Yes, will unscreened personnel be escorted?

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

☐ No ☐ Yes  
Non Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

☒ No ☐ Yes  
Non Oui

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

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

☒ No ☐ Yes  
Non Oui

**PRODUCTION**

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

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

☒ No ☐ Yes  
Non Oui

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

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

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

☒ No ☐ Yes  
Non Oui

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

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

☒ No ☐ Yes  
Non Oui





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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ		NATO					COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens Production	<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 indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).





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

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

Name (print) - Nom (en lettres moulées)  
WO Scott Alberts

Title - Titre  
Contracts 2 I/C

Signature

Telephone No. - N° de téléphone  
902-722-1811

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

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

Date  
23 Nov 16

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

Name (print) - Nom (en lettres moulées)

Sasa Medjovic - DDSO - Industrial Security  
Senior Security Analyst

Signature

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date  
206-Dec 09

sm

Do you have additional instructions (e.g. Security Guide, Security Classification Guide) attached?

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

☐ No  
Non ☒ Yes  
Oui

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

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

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

Name (print) - Nom (en lettres moulées)

Anna Kulycka  
Contract Security Officer, Contract Security Division  
Contract Security Division  
E-mail: anna.kulycka@forces.gc.ca  
Tel: 613-954-4171

Signature

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date  
Jan 7, 2017

# TASK AUTHORIZATION AUTORISATION DES TÂCHES

All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.		Contract no. – N° du contrat	
		Task no. – N° de la tâche	
Amendment no. – N° de la modification		Increase/Decrease – Augmentation/Réduction	
		Previous value – Valeur précédente	
To – À		<b>TO THE CONTRACTOR</b> You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task. Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract. <b>À L'ENTREPRENEUR</b> Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande. Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.	
Delivery location – Expédiez à			
Delivery/Completion date – Date de livraison/d'achèvement			
		_____ Date for the Department of National Defence pour le ministère de la Défense nationale	
Contract item no. N° d'article du contrat	Services		Cost Prix
	<b>GST/HST TPS/TVH</b>		
	<b>Total</b>		
<b>APPLICABLE ONLY TO PWGSC CONTRACTS:</b> The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract. <b>NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC :</b> La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.			
_____ for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux			

## Instructions for completing DND 626 - Task Authorization

### Contract no.

Enter the PWGSC contract number in full.

### Task no.

Enter the sequential Task number.

### Amendment no.

Enter the amendment number when the original Task is amended to change the scope or the value.

### Increase/Decrease

Enter the increase or decrease total dollar amount including taxes.

### Previous value

Enter the previous total dollar amount including taxes.

### To

Name of the contractor.

### Delivery location

Location where the work will be completed, if other than the contractor's location.

### Delivery/Completion date

Completion date for the task.

### for the Department of National Defence

Signature of the DND person who has delegated **Authority** for signing DND 626 (level of authority based on the dollar value of the task and the equivalent signing authority in the PAM 1.4). **Note:** the person signing in this block ensures that the work is within the scope of the contract, that sufficient funds remain in the contract to cover this task and that the task is affordable within the Project/Unit budget.

### Services

Define the requirement briefly (attach the SOW) and identify the cost of the task using the contractor's quote on the level of effort. The Task must use the basis of payment stipulated in the contract. If there are several basis of payment then list here the one(s) that will apply to the task quote (e.g. milestone payments; per diem rates/labour category hourly rates; travel and living rates; firm price/ceiling price, etc.). All the terms and conditions of the contract apply to this Task Authorization and cannot be ignored or amended for this task. Therefore it is not necessary to restate these general contract terms and conditions on the DND 626 Task form.

### Cost

The cost of the Task broken out into the individual costed items in **Services**.

### GST/HST

The GST/HST cost as appropriate.

### Total

The total cost of the task. The contractor may not exceed this amount without the approval of DND indicated on an amended DND 626. The amendment value may not exceed 50% (or the percentage for amendments established in the contract) of the original value of the task authorization. The total cost of a DND 626, including all amendments, may not exceed the funding limit identified in the contract.

### Applicable only to PWGSC contracts

This block only applies to those Task Authorization contracts awarded by PWGSC. The contract will include a specified threshold for DND sole approval of the DND 626 and a percentage for DND to approve amendments to the original DND 626. Tasks that will exceed these thresholds must be passed to the PWGSC Contracting Authority for review and signature prior to authorizing the contractor to begin work.

### Note:

Work on the task may not commence prior to the date this form is signed by the DA Authority - for tasks within the DND threshold; and by both DND and PWGSC for those tasks over the DND threshold.

## Instructions pour compléter le formulaire DND 626 - Autorisation des tâches

### N° du contrat

Inscrivez le numéro du contrat de TPSGC en entier.

### N° de la tâche

Inscrivez le numéro de tâche séquentiel.

### N° de la modification

Inscrivez le numéro de modification lorsque la tâche originale est modifiée pour en changer la portée.

### Augmentation/Réduction

Inscrivez le montant total de l'augmentation ou de la diminution, y compris les taxes.

### Valeur précédente

Inscrivez le montant total précédent, y compris les taxes.

### À

Nom de l'entrepreneur.

### Expédiez à

Endroit où le travail sera effectué, si celui-ci diffère du lieu d'affaires de l'entrepreneur.

### Date de livraison/d'achèvement

Date d'achèvement de la tâche.

### pour le ministère de la Défense nationale

Signature du représentant du MDN auquel on a délégué le **pouvoir d'approbation** en ce qui a trait à la signature du formulaire DND 626 (niveau d'autorité basé sur la valeur de la tâche et le signataire autorisé équivalent mentionné dans le MAA 1.4). **Nota** : la personne qui signe cette attache de signature confirme que les travaux respectent la portée du contrat, que suffisamment de fonds sont prévus au contrat pour couvrir cette tâche et que le budget alloué à l'unité ou pour le projet le permet.

### Services

Définissez brièvement le besoin (joignez l'ET) et établissez le coût de la tâche à l'aide de la soumission de l'entrepreneur selon le niveau de difficulté de celle-ci. Les modalités de paiement stipulées dans le contrat s'appliquent à la tâche. Si plusieurs d'entre elles sont prévues, énumérez ici celle/celles qui s'appliqueront à la soumission pour la tâche à accomplir (p.ex. acompte fondé sur les étapes franchies; taux quotidien ou taux horaire établi selon la catégorie de main-d'œuvre; frais de déplacement et de séjour; prix fixe ou prix plafond; etc.). Toutes les modalités du contrat s'appliquent à cette autorisation de tâche et ne peuvent être négligées ou modifiées quant à la tâche en question. Il n'est donc pas nécessaire de répéter ces modalités générales afférentes au contrat sur le formulaire DND 626.

### Prix

Mentionnez le coût de la tâche en le répartissant selon les frais afférents à chaque item mentionné dans la rubrique **Services**.

### TPS/TVH

Mentionnez le montant de la TPS/TVH, s'il y a lieu.

### Total

Mentionnez le coût total de la tâche. L'entrepreneur ne peut dépasser ce montant sans l'approbation du MDN, formulaire DND 626 modifié à l'appui. Le coût de la modification ne peut pas être supérieur à 50 p. 100 du montant initial prévu dans l'autorisation de tâche (ou au pourcentage prévu dans le contrat pour les modifications). Le coût total spécifié dans le formulaire DND 626, y compris toutes les modifications, ne peut dépasser le plafond de financement mentionné dans le contrat.

### Ne s'applique qu'aux contrats de TPSGC

Le présent paragraphe s'applique uniquement aux autorisations de tâche accordées par TPSGC. On inscrira dans le formulaire DND 626 un plafond précis qui ne pourra être approuvé que par le MDN et un pourcentage selon lequel le MDN pourra approuver des modifications au formulaire DND 626 original. Les tâches dont le coût dépasse ces plafonds doivent être soumises à l'autorité contractante de TPSGC pour examen et signature avant qu'on autorise l'entrepreneur à débiter les travaux.

### Nota :

Les travaux ne peuvent commencer avant la date de signature de ce formulaire par le responsable du MDN, pour les tâches dont le coût est inférieur au plafond établi par le MDN, et par le MDN et TPSGC pour les tâches dont le coût dépasse le plafond établi par le MDN.