



**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada**  
**Pacific Region**  
**401 - 1230 Government Street**  
**Victoria, B.C.**  
**V8W 3X4**  
**Bid Fax: (250) 363-3344**

**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**

<b>Title - Sujet</b> Gas Detection Systems Maintenance	
<b>Solicitation No. - N° de l'invitation</b> W6837-174139/A	<b>Date</b> 2017-03-23
<b>Client Reference No. - N° de référence du client</b> W6837-174139	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$VIC-249-7222	
<b>File No. - N° de dossier</b> VIC-6-39013 (249)	<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 2017-05-19</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Pacific Daylight Saving Time PDT
<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> Cress, Christine	<b>Buyer Id - Id de l'acheteur</b> vic249
<b>Telephone No. - N° de téléphone</b> (250) 514-9294 ( )	<b>FAX No. - N° de FAX</b> (250) 363-0395
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

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

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada - Pacific  
Region  
401 - 1230 Government Street  
Victoria, B. C.  
V8W 3X4

<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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**THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT.**

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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, Security Requirements, the Security Requirements Checklist, the Electronic Payment Instruments, the Insurance Requirements, and the DND Task Authorization Form 626 and all other annexes.

### **1.2 Summary**

The Department of National Defence at CFB Esquimalt, Victoria BC has a requirement for periodic calibration and inspection of existing gas detection sensors, to ensure that units alarm to manufacturer specifications.

The requirement also includes repair and maintenance of gas detection sensors on an "as and when requested" basis to included but not be limited to: inspection, testing, installation and commissioning, servicing and maintenance, calibration, repair and upgrades, and replacement of gas alarm systems.

The period of Contract is from date of contract award to June 30, 2020 inclusive, with options to extend for two (2) additional one-year periods.

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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) 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 Agreement on Internal Trade (AIT).

The requirement is limited to Canadian goods and/or services.

### **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>) 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.

#### **2.2.1 List of Proposed Subcontractors**

SACC Manual Clause A7035T (2007-05-25), List of Proposed Subcontractors

### **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.

## **2.4 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) working 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.

## **2.5 Applicable Laws**

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

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.

## **2.6 Mandatory Site Visit**

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at CFB Esquimalt with everyone meeting at the Dockyard main gate which is located at the end of the road travelling West on Esquimalt Road, Victoria, BC, on Wednesday May 3<sup>rd</sup> 2017. The site visit will begin at 10:00AM.

Bidders must communicate with the Contracting Authority no later than 12:00PM on Monday May 1<sup>st</sup> 2017 to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders will be required to sign an attendance sheet. Bidders should confirm in their bid that they have attended the site visit. Bidders who do not attend the mandatory site visit or do not send a representative will not be given an alternative appointment and their bid will be declared non-responsive. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

## **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 (2 hard copies)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 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.

#### **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.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

#### **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.

#### **3.1.3 Exchange Rate Fluctuation**

C3011T (2013-11-06) Exchange Rate Fluctuation

#### **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

To be responsive, a bid must meet all of the following mandatory evaluation criteria. If your supporting documentation is not enclosed with your bid at solicitation closing, your documentation must be received within three (3) working days of a request by the Contracting Authority. Failure to comply with the request may result in the bid being found non-responsive.

Item	Mandatory Technical Criteria (APPLY TO ALL STREAMS OF WORK UNLESS OTHERWISE STATED.)	Comply (Y/N)	Page or ref # in your bid
M1	The Bidder must provide a minimum of (2) current and valid Red Seal electrician certificates for proposed personnel.		
M2	Bidders must provide a list of any other personnel who can perform the Work, together with copies of valid and current Certificates of Qualification.		
M3	<p>(a) The Bidder must have experience in the field of servicing and maintenance of industrial gas detection sensors within an industrial setting.</p> <p>(b) Experience must be demonstrated by providing details of at least 2 projects of similar size, scope and complexity within the last 5 years. (Similar size is defined as worth at least \$50K GST included per year per project.)</p> <p>The bidder must provide the following:</p> <ul style="list-style-type: none"> <li>– Name of client organization or company;</li> <li>– Brief description of work;</li> <li>– Location of work;</li> <li>– Total value of project or contract;</li> <li>– In what capacity was the Work performed;</li> <li>– Type of materials worked on;</li> <li>– Number of resources assigned and estimated volume in labour-hours;</li> </ul>		

	<ul style="list-style-type: none"> <li>- Project start and end dates, and duration;</li> <li>- Name, title, telephone number and fax no. of contact person.</li> </ul>		
M4	<p><b>(APPLIES ONLY TO STREAM OF WORK # 2 IN ANNEX "B")</b></p> <p>(a) The Bidder must be able to provide Original Equipment Manufacturer (OEM) Honeywell Industrial Controls Proprietary Equipment Service to equipment listed in Inventory at Annex "A". Service must be performed by a factory-authorized technician with a Honeywell Analytics endorsements to service specific units that are exclusive to Industrial Controls, such Chem cassettes, XNX oxygen lines, and other systems exclusive to Industrial Controls. The Work includes onsite repairs, programming, and upgrades.</p> <p>(b) The Bidder must provide current and valid certificate(s) for technician(s) from Honeywell Analytics University in High Tech Product Training with specific training in the following areas: SPM, Vertex, ACM-150, CM4, Midas.</p> <p>(c) The Bidder must also provide written confirmation indicating the name of technician(s) authorized by the OEM and confirming their availability to perform the Work under a resulting contract.</p>		
M5	<p>The Bidder must be able to facilitate or perform any non-basic repairs through the OEM for all the manufacturers listed in Annex A. Non-basic repairs include but are not limited to: inspection, installation and commissioning, service and maintenance, calibration, repair and upgrades, and replacement of existing units.</p>		

#### 4.1.2 Financial Evaluation

- (a) For each year, the firm unit prices quoted for Sections 1 to 4 in Annex "B" will be multiplied by the estimated annual usages shown.
- (b) For each year, the percentage markup/discount quoted in Section 5 in Annex "B" will be applied to \$25,000.00 per year.
- (c) The resulting amounts will be added together to obtain a total evaluated aggregate bid price for all years.
- (d) Specified items that are not individually priced will be given the following values for evaluation purposes only:

The greater of \$1.00 or the highest price proposed for that item by any vendor.

(e) A percentage mark-up on parts and materials must be provided otherwise it will be taken as zero.

#### **4.1.2.1 SACC Manual Clause A0220T (2014-06-26), Evaluation of Price**

### **4.2 Basis of Selection**

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price on a Stream-by-Stream basis will be recommended for award of a contract.

## **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.

### **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>), 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>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

##### **5.2.2 Federal Contractors Program for Employment Equity - Bid Certification**

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for

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employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the Employment and Social Development Canada (ESDC) - Labour's website ([http://www.esdc.gc.ca/en/jobs/workplace/human\\_rights/employment\\_equity/federal\\_contractor\\_program.page?&\\_ga=1.229006812.1158694905.1413548969#afed](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969#afed)).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

## **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) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

### **6.2 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 "E".

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. Task Authorization Process**

##### **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.

##### **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 2 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.

##### **7.1.2.1 Task Authorization Limit**

The Project Authority may authorize individual task authorizations up to a limit of \$50,000.00, 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.

##### **7.1.2.2 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.

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### 7.1.2.3 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. 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 fifteen (15) 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 (contracting authority to edit the text as applicable):

##### 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.

### 7.1.2.4 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by the Project Authority. 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>) 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:

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

### 7.4 Term of Contract

#### 7.4.1 Period of the Contract

The period of the Contract is from date of Contract to June 30, 2020 inclusive.

#### 7.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 2 additional one-year 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 thirty (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:

Christine Cress  
Pacific Region, Acquisitions  
Public Services and Procurement Canada  
401 – 1230 Government St  
Victoria, BC  
Cellular: 250-514-9294  
Facsimile: 250-363-0395  
E-mail address: Christine.Cress@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 (*to be determined at contract award*)

The Project Authority for the Contract is:

Real Property Operations Section (CFB Esquimalt)  
Real Property Operations Unit (Pacific)  
Victoria, BC V9A 7N2

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 (*Fill in or delete as applicable.*)

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

## 7.6 Proactive Disclosure of Contracts with Former Public Servants

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

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## **7.7 PAYMENT**

### **7.7.1 Basis of Payment – FIRM PRICE (INSPECTIONS)**

For the Work described at SECTION 1 in the Basis of Payment in Annex “B”:

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid a firm price in accordance with the basis of payment in Annex “B”. Customs duties are included and Applicable Taxes are extra.

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

### **7.7.2 Basis of Payment – Limitation of Expenditure - TASK AUTHORIZATIONS (“AS AND WHEN REQUESTED” WORK)**

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment in Annex “B”, to the limitation of expenditure specified in the authorized TA.

Canada's liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA 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 authorized, in writing, by the Contracting Authority before their incorporation into the Work.

### **7.7.3 Method of Payment**

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

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

### **7.7.4 Payment Period (From General Conditions 2035 – 16)**

1. Canada's standard payment period is 30 days. The payment period is measured from the date an invoice in acceptable form and content is received in accordance with the Contract or the date the Work is delivered in acceptable condition as required in the Contract, whichever is later. A payment is considered overdue on the 31st day following that date and interest will be paid automatically in accordance with the section 17.
2. If the content of the invoice and its substantiating documentation are not in accordance with the Contract or the Work is not in acceptable condition, Canada will notify the Contractor within 15 days of receipt. The 30-day payment period begins upon receipt of the revised invoice or the replacement or corrected Work. Failure by Canada to notify the Contractor within 15 days will only result in the date specified in subsection 1 to apply for the sole purpose of calculating interest on overdue accounts.

### **7.7.5 SACC Manual clauses**

A9117C (2007-11-30), T1204 - Direct Request by Customer Department

### **7.7.6 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)

### **7.7.7 Time Verification**

C0711C (2008-05-12), Time Verification

## **7.8 Invoicing Instructions**

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

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
- b. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses.

2. Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

## **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.

### **7.9.2 SACC Manual Clauses**

A3060C (2008-05-12), Canadian Content Certification

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### 7.10 Applicable Laws

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

### 7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2016-04-04), General Conditions - Higher Complexity – Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) Annex E, Insurance Requirements;
- (g) the signed Task Authorizations (including all of its annexes, if any);
- (h) the Contractor's bid dated \_\_\_\_\_.

### 7.12 SACC Manual clauses

A9062C (2011-05-16), Canadian Forces Site Regulations  
B1501C (2006-06-16), Electrical Equipment

### 7.13 Specific Person(s)

The Contractor must provide the services of the following person(s) to perform the Work as stated in the Contract:

\_\_\_\_\_ (*insert name(s) of person(s)*)

\_\_\_\_\_

\_\_\_\_\_

### 7.14 Insurance – Specific 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.

## ANNEX "A" - STATEMENT OF WORK

### TABLE OF CONTENTS

1. Summary of Work
2. Repairs to Hazardous Gas Monitors
3. Equipment List
4. DND Fire Safety Requirements
5. Temporary Utilities
6. Safety Requirements
7. Environmental Protection

#### 1.0SUMMARY OF WORK

To maintain and repair gas detection systems for CFB Esquimalt.

#### 1.1DESCRIPTION OF WORK

.1 Work under this Task Contract covers the supply of all labour, materials, equipment, tools and supervision to repair, calibrate, inspect, replace and install Hazardous Gas Monitors in various Buildings at CFB Esquimalt, on an as and when requested basis, by Department of National Defence.

.2 This Task Contract takes care of, but is not limited to the equipment listed in Section 3 - Equipment List.

#### 1.2REFERENCES

National Building Code of Canada (NBC) 2005 including all amendments up to the solicitation closing date.

#### 1.3CODES

.1 Perform work in accordance with the latest edition of National Building Code of Canada (NBC) and any other code of provincial or local application provided that in any case of conflict or discrepancy, the more stringent requirements will apply.

.2 Meet or exceed requirements of:

- .1 Contract documents;
- .2 Specified standards, codes and referenced documents.

#### 1.4QUALIFICATIONS

.1 Tradesperson conducting repairs and installations must have applicable training and knowledge to complete repairs in accordance with all codes relevant in the maintenance and inspection of Hazardous Gas Monitors in the Province of British Columbia. This includes a requirement for two red seal electricians as needed. All technicians must have valid qualifications as outlined in the mandatory requirements. All certifications must be for technicians that will be working onsite.

.2 Contractor will employ at least one (2) Certified Electrician in the Province of British Columbia with experience in Hazardous Gas Monitors repairs, maintenance and installation.

## 1.5SUB-CONTRACTING

.1 No part of this type of work in the maintenance and inspection of Hazardous Gas Monitors shall be sub-contracted without written authorization from the Technical Authority and at a cost no greater than 110% of the amount charged to the Contractor.

## 1.6CONTRACTOR'S USE OF SITE

.1 Use of site, exclusive and complete for execution of work as set by security personnel or building occupants.

.2 Do not unreasonably encumber site with materials and equipment.

.3 All planned maintenance work will be performed during normal working hours from 0800 hours to 1630 hours, Monday to Friday inclusive. Contractor's employees will report to the Technical Authority at 0800 each day unless otherwise arranged by Technical Authority.

.4 Move stored products or equipment which interfere with operations.

## 1.7CONTRACTOR USE OF PREMISES

.1 Co-ordinate use of premises, movement around the site and access to the site is under the direction of Technical Authority.

.2 Obtain and pay for use of additional storage or work areas needed for operations under this Contract.

.3 Remove or alter existing work under the direction of Technical Authority to prevent injury or damage to portions of existing work which remain.

.4 Repair or replace portions of existing work which have been altered during construction operations to match existing or adjoining work, as directed by the Technical Authority.

.5 At completion of operations condition of existing work: equal to or better than that which existed before new work started.

## 1.8COMMENCEMENT OF WORK

.1 Work will commence when Contractor has a signed and approved PWGSC-DND626 form authorizing him to perform work.

.2 Work performed as requested by persons other than Technical authority, or work not on an authorized PWGSC-DND 626 form will be done at Contractor's own expense.

.3 Emergency work/call up:

.1 For emergency work only, the request will be made by telephone with the DND 626 Call-Up submitted in arrears.

.2 The Technical authority will provide the names of personnel authorized to request an emergency call-up immediately after the Task Contract is received.

## 1.9 LOCATION OF EQUIPMENT AND FIXTURES

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

## 1.10 CUTTING AND PATCHING

- .1 Cut and patch as required to make work fit.
- .2 Make cuts with clean, true, smooth edges.
- .3 Where new work connects with existing and where existing work is altered, cut, patch and make good to match existing work.

## 1.11 EXISTING SERVICES

- .1 Where work involves breaking into or connecting to existing services, carry out work at times directed by authorities having jurisdiction, with minimum of disturbance to pedestrian and vehicular traffic.
- .2 Submit schedule to and obtain approval from Technical Authority for any shut down or closure of active service or facility. Adhere to approved schedule and provide notice to affected parties.

## 1.12 BUILDING SMOKING ENVIRONMENT

Comply with smoking restrictions.

## 1.13 WORK REPORTS AND INVOICES

- .1 Work report conditions:
  - .1 Contractor is to submit a copy of reports at the end of each inspection period for building and location. These to be submitted on a Task 626 form.
- .2 Work reports will consist of:
  - Date
  - Brief description of work completed that day
  - Building or area work was completed in
  - DND work order number
  - Hours worked for each Journeyman and Helper
  - List of material used
  - Any problems found or foreseen
  - Work report number
- .3 When submitting invoices, show repair cost breakdown, labour and materials in detail,

Invoice is to reference the work report number(s)

## 1.14 SERVICE CALLS

.1 Maintenance service calls when so requested or ordered by the Technical authority or his/her representative will be as follows:

.1 Emergency services will be available on a 24 hour basis "including Saturdays, Sundays, and Holidays" when so requested or ordered either by signed requisition or verbally from authorized personnel.

Any request for routine repair and service will be available within two normal working days.

.2 All requests for services will be confirmed by a PWGSC-DND 626 form before payment can be claimed.

.3 The Contractor will advise the Technical authority of the telephone number at which the Contractor's representative, may be contacted at all times.

.4 Contractor will have a truck and man on Base within 4 hours of notification of an emergency call out situation unless otherwise agreed upon.

## 1.15 CALL-UP CONDITIONS

.1 Service call "Call-up" conditions:

.1 If the job will take longer than one day, the contractor will be paid the service call rate thoroughly clean equipment of dirt and other foreign substances. Disconnect, clean and reconnect whenever necessary for the purpose of location and removing obstructions. Repair work damaged in the course of removing obstructions.

## 2.0 REPAIRS TO HAZARDOUS GAS MONITORS

### 2.1 GENERAL REQUIREMENTS

.1 Testing and inspection as per manufacturer's instructions.

.2 Contractor will not place any identification stickers, company logo's, maintenance stickers, etc., on any equipment without Technical authority's authorization.

### 2.2 REPLACEMENT PARTS

Use manufacturer suggested replacement parts. Any change from original must have Technical Authority's approval.

### 2.3 EXECUTION

.1 All shut down of equipment must be arranged by Technical Authority 48 hours in advance.

.2 Permanent replacement of components: will be factory approved parts and of the same brand same as the defective ones being removed.

.3 Any components replaced in a temporary emergency situation having a brand name other than the original defective component will be replaced as soon as possible with the required name component.

.4 Perform work in accordance with the National Building Code of Canada (NBC) and any other code of provincial or local application.

#### 2.4TEMPORARY STRUCTURES

.1 The Contractor will furnish and maintain all equipment such as temporary stairs, ramps, ladders, scaffolds, hoists, chutes, etc., as may be required for the proper execution of the work.

.2 Temporary structures erected by the Contractor will remain his property and will be removed by him from the site on completion of the work.

#### 2.5REMOVAL OF MATERIAL AND EQUIPMENT

The Contractor will not remove any salvageable materials or equipment from the job site without permission from the Technical Authority.

#### 2.6INSPECTION REPORT

.1 Upon completion of a call out repair, the serviceman will prepare the report which will indicate the checks made, condition of the equipment, adjustments made, and parts replaced. Recommendations as to additional maintenance work if required will also be made in the report.

.2 Calibration will be according to manufacturer's specifications.

.3 Preventative maintenance and inspections will be done as per attached schedule included in inventory list. Parts will not be replaced without Technical Authority's authorization.

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**vic249**  
 CCC No./N° CCC - FMS No./N° VME

**3. EQUIPMENT LIST - HAZARDOUS GAS MONITORS VARIOUS BUILDINGS**

Hazardous gas equipment installed on Base becomes part of this Task Contract as installation warranty expires. This is an incomplete list and is for reference only.

The total Work is divided into the following Streams of Work:

**STREAM 1 – ALL BUILDINGS, EXCLUDING Signal Hill 597 (Hazmat building)**

Ashton Armoury  
 724 Vanalman Ave.

SERVICE ROUTINE		SITE NOTES					COMMENTS
September Calibration		On site DDC verification required					
UNIT ID	LOCATION	MFG.	MODEL # SERIAL #	TEST GAS REQUIRED	TEST GAS LOT #	ALARM LEVEL SETPOINTS	
CONT-1	Mechanical Mezzanine Room 201		Delta DDC System	N/A		DDC Program	Computer location – mechanical room #2
CO-1	Maintenance Bay Room 41-1	QEL	M#M-5 S#1305-10127	Carbon Monoxide 50ppm Balance Air V/E		DDC Controlled	
CO-2	Maintenance Bay Room 37	QEL	M#M-5 S#1305-10128	Carbon Monoxide 50ppm Balance Air V/E		DDC Controlled	

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CO-3	Maintenance Bay Room 41-2	QEL	M#M-5 S#200009707	Carbon Monoxide 50ppm Balance Air V/E	DDC Controlled	
CO-4	Classroom Room 41-3	QEL	M#M-5 S#1305- 10129	Carbon Monoxide 50ppm Balance Air	DDC Controlled	

Bldg. 250  
 Plating Shop

SERVICE ROUTINE		SITE NOTES					
June Calibration December Calibration							
UNIT ID	LOCATION	MFG.	MODEL # SERIAL #	TEST GAS REQUIRED	TEST GAS LOT #	ALARM LEVEL SETPOINTS	COMMENTS
Sensor #1	Floor Area Middle Plating Shop	Honeywell	M#3011RFS S#534ORF S11120036	R407C	981457	200ppm	
Main Controller	Mid Plant Wall Mounts	Honeywell	M#VA301E- AFSA-20 S#534ORF S11120049	N/A	N/A	200ppm	

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Remote Annunciator or	Hallway Entry	Honeywell	M#301EMRP S#301EMR P08100409	N/A	N/A	N/A
Remote Annunciator or	Exterior Stairwell	Honeywell	M#301EMRP S#301EMR P07100397	N/A	N/A	N/A
Remote Annunciator or	Wastewater Plant Entry	Honeywell	M#301EMRP S#301EMRP 09000446	N/A	N/A	N/A

Building 56  
 Colwood Vehicle Storage

SERVICE ROUTINE		SITE NOTES	
July Calibration			
January Calibration			

UNIT ID	LOCATION	MFG.	MODEL # SERIAL #	TEST GAS REQUIRED	TEST GAS LOT #	ALARM LEVEL SETPOINTS	COMMENTS
#1 East	#1 East	QEL	M#M-5 S#13569	50ppm Balance Air		40ppm On 5ppm Off	
#2 West	#2 West	QEL	M#M-5 S#13568	50ppm Balance Air		40ppm On 5ppm Off	
#3	Garage	QEL	M#CTSM- 5Q0R00D S#400011807	5ppm NO <sub>2</sub> Balance Nitrogen		3ppm On 2.5ppm Off	

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**Building 112  
 Colwood**

SERVICE ROUTINE		SITE NOTES					SERVICE DATE: _____
August Calibration	February Calibration	Manlift required					TECHNICIAN: _____
UNIT ID	LOCATION	MFG.	MODEL # SERIAL #	TEST GAS REQUIRED	TEST GAS LOT #	ALARM LEVEL SETPOINTS	COMMENTS
Sensor 2	South Ceiling	QEL	M#Q4CH4100L S#S-A/1212-1460	Methane Bal. Air		25% LEL	
Sensor 3	North Ceiling	QEL	M#Q5CH4100L S#S-A/1212-1459	Methane Bal. Air		25% LEL	
Controller	Elec. Wall	QEL	M#Q4CAR00 S#1212-553	N/A	N/A	N/A	
F/A	Above Gas Controller	N/A	N/A	N/A	N/A	N/A	

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**Building 149**

SERVICE ROUTINE -- ON CALL		SITE NOTES					
August Calibration							
UNIT ID	LOCATION	MFG.	MODEL # SERIAL #	TEST GAS REQUIRED	TEST GAS LOT #	ALARM LEVEL SETPOINTS	COMMENTS
CO-1	Behind Paint Booth	Honeywell	M#E3POINT S#SA231200123	200ppm CO Balance Air		Low-50 ppm High-100 ppm	
Sample Pump	Behind Paint Booth	QEL	M#SCS-1 S#0904-003	N/A	N/A	N/A	

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DKYD 209

SERVICE ROUTINE		SITE NOTES							
January Calibration July Calibration									
UNIT ID	LOCATION	MFG.	MODEL # SERIAL #	TEST GAS REQUIRED	TEST GAS LOT #	ALARM LEVEL SETPOINTS	COMMENTS		
Address 1	Main Floor Central	Honeywell	M# S#NM5010000023	50ppm Balance Air		25ppm 100ppm			
Address 2	Main Floor S/W	Honeywell	M#E3SM S#NM5010000037	50ppm Balance Air		25ppm 100ppm			
Address 3	Main Floor S/E	Honeywell	M#E3SM S#NM5010000024	50ppm Balance Air		25ppm 100ppm			
Address 4	Top Level Central	Honeywell	M#E3SM S#NM5010000022	50ppm Balance Air		25ppm 100ppm			
Address 5	Main Level Central	Honeywell	M#E3SM S#NM5010000015	50ppm Balance Air		25ppm 100ppm			
Address 6	Pit	Honeywell E3 Point	M#E3 Point S#NM5010000046	50ppm Balance Air		25ppm 100ppm			
Address 7	Sub Basement N/E	Honeywell E3 Point	M#E3SM S#NM5010000038	50ppm Balance Air		25ppm 100ppm			
Address 8	Sub Basement N/W	Honeywell E3 Point	M#E3SM S#NM5010000014	50ppm Balance Air		25ppm 100ppm			
Address 9	East Ceiling	Honeywell E3 Point	M#E3 Point S# Inaccessible	Combustible 50% LEL Methane		25% LEL			
Address 10	East Ceiling	Honeywell E3 Point	M#E3 Point S# Inaccessible	Combustible 50% LEL Methane		25% LEL			

Address 11	East Ceiling	Honeywell E3 Point	M#E3 Point S# Inaccessible	Combustible 50% LEL Methane	25% LEL	
Address 12	East Ceiling	Honeywell E3 Point	M#E3 Point S#NM131200109	Combustible 50% LEL Methane	25% LEL	
N/A	Front Entry	Honeywell	M#301C/CW Data Logger S#5340VA334130030	N/A	Above	
Address 13	Central Mezzanine	Honeywell	M#E3 Point S#NM131200086	Combustible 50% LEL Methane	25% LEL	
Address 14	Central Mezzanine	Honeywell	M#E3Point S# Inaccessible	Combustible 50% LEL Methane	25% LEL	
Address 15	West Mezzanine	Honeywell	M#XCD C/W 705 S#K0179513270465	Combustible 50% LEL Methane	25% LEL	
Address 16	West Mezzanine	Honeywell	M#XCD C/W 705 S#K0179513350128	Combustible 50% LEL Methane	25% LEL	
Address 17	West Mezzanine	Honeywell	M#XCD C/W 705 S#K0179513350135	Combustible 50% LEL Methane	25% LEL	
Address 18	West Mezzanine	Honeywell	M#XCD C/W 705 S#K0179513270467	Combustible 50% LEL Methane	25% LEL	
Address 19	Lower Level	Honeywell	M#E3Point S#NM30120048	20.9% Oxygen Nitrogen	Hi Low	

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**DKYD 215**  
**Weapons Shop**

SERVICE ROUTINE		SITE NOTES					
April Calibration							
August Calibration							
December Calibration							
UNIT ID	LOCATION	MFG.	MODEL # SERIAL #	TEST GAS REQUIRED	TEST GAS LOT #	ALARM LEVEL SETPOINTS	COMMENTS
1	Bunker	Honeywell	M#E3Point S#NM30120045	50ppm Bal Air		40ppm	
2	Bunker	Honeywell	M#E3Point S#NM30120046	20% LEL Propane		20% LEL	
3	Bunker	Honeywell	M#E3Point S#NM30120047	Oxygen 20.9			
Controller	Bunker	Honeywell	M#301-C	N/A	N/A	N/A	

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Dockyard 199

SERVICE ROUTINE -- ON CALL		SITE NOTES					
September Calibration							
UNIT ID	LOCATION	MFG.	MODEL # SERIAL #	TEST GAS REQUIRED	TEST GAS LOT #	ALARM LEVEL SETPOINTS	COMMENTS
Sensor 1	Building Basement	Arjay Engineering	M#9830-HCF	N/A	N/A	6mm of hydrocarbon	
Alarm Panel	Building Basement		N/A	N/A	N/A	N/A	

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Dockyard 243 – 245  
 Scrubber

SERVICE ROUTINE		SITE NOTES						
August Calibration December Calibration April Calibration								
UNIT ID	LOCATION	MFG.	MODEL # SERIAL #	TEST GAS REQUIRED	TEST GAS LOT #	ALARM LEVEL SETPOINTS	COMMENTS	
AD002	Operation Building	Honeywell	M#SPXCDULNTXTM S#K035391390167	H25 25ppm Bal Air		Low 10ppm Hiyah 20ppm		
AD003	Under Catwalk	Honeywell	M#XCD S#K0353913190166	H25 25ppm Bal Air		Low 10ppm Hiyah 20ppm		
AD004	Sandfilter	Honeywell	M#XCD S#K0353913220193	H25 25ppm Bal Air		Low 10ppm Hiyah 20ppm		
AD005	South Exterior	Honeywell	M#XCD S#K0353913210091	H25 25ppm Bal Air		Low 10ppm Hiyah 20ppm		
AD006	Top of Hill UV Filter	Honeywell	M#XCD S#K0353913220199	H25 25ppm Bal Air		Low 10ppm Hiyah 20ppm		
AD007	East Oil Storage #2	Honeywell	M#XCD S#K0353913220197	H25 25ppm Bal Air		Low 10ppm Hiyah 20ppm		
2	New Scrubber	Honeywell	M#SPXCDDLNTXTM S#40153912220184	Hydrogen Sulphide		Low - 10 ppm		
3	New Scrubber	Honeywell	M#SPXCDDLNTXTM S#40153912220183	Hydrogen Sulphide		Low - 10 ppm		
4	New Scrubber	Honeywell	M#SPXCDDLNTXTM S#40153912220182	Hydrogen Sulphide		Low - 10 ppm		
#1 CONT	Operation Building	Honeywell	M#301C S#5340VA3221130021	N/A	N/A	N/A		
#2 CONT	Outdoors	Honeywell	M#AirAlert 96D S#410033R3086	N/A	N/A	N/A		

**Dockyard 250**

SERVICE ROUTINE – ON CALL		SITE NOTES						
March Calibration								
July Calibration								
November Calibration								
UNIT ID	LOCATION	MFG.	MODEL # SERIAL #	TEST GAS REQUIRED	TEST GAS LOT #	ALARM LEVEL SETPOINTS	COMMENTS	
CONT-1	Metal Shop Office	Honeywell	M#301C S#5340VA3H612020	N/A		N/A		
Sensor AD 001	Crawlspace	Honeywell	M#SensepointXCD S#40154012390103	50% LEL Methane		Low 20% LEL		
Sensor AD 002	Crawlspace	Honeywell	M#SensepointXCD S#40160212390089	50% LEL Methane		Low 20% LEL		
Sensor AD 003	Crawlspace	Honeywell	M#SensepointXCD S#88100511835104	Oxygen		Low 23% LEL		
Sensor AD 004	Crawlspace	Honeywell	M#SensepointXCD S#40154012390090	50% LEL Methane		Low 20% LEL		
Sensor AD 005	Crawlspace	Honeywell	M#SensepointXCD S#40154012390094	50% LEL Methane		Low 20% LEL		
Sensor AD 006	Crawlspace	Honeywell	M#SensepointXCD S#58100511835104	Oxygen		Low 23% LEL		
Sensor AD 007	Crawlspace	Honeywell	M#SensepointXCD S#98100511835104	Oxygen		Low 23% LEL		
Sensor AD 008	Crawlspace	Honeywell	M#SensepointXCD S#4016021390092	50% LEL Methane		Low 20% LEL		
Sensor AD 009	Stack	Honeywell	M#SensepointXCD S#4016021390091	50% LEL Methane		Low 20% LEL		
Sensor AD 011	Stack	Honeywell	M#SensepointXCD S#40153811500187	Oxygen		Low 23% LEL		
Sensor AD 012	Stack	Honeywell	M#SensepointXCD S#40153811500188	Oxygen		Low 23% LEL		
Sensor AD17	Crawlspace	Honeywell	M#XCD-XFM S#12180396	50% LEL Methane		20% LEL		

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Sensor AD18	Crawlspace	Honeywell	M#XCD-XOM S#15020237	20.9 Ambient	23% LEL	
Sensor AD19	Crawlspace	Honeywell	M#XCD-XOM S#15020235	20.9 Ambient	23% LEL	
Sensor AD20	Crawlspace	Honeywell	M#XCD-XFM M#12180392	50% LEL Methane	Low 20% LEL	
Sensor AD21	Above Bottle	Honeywell	M#XCD-XFM S#15180403	50% LEL Methane	Low 20% LEL	
Sensor AD22	Above Bottle	Honeywell	M#XCD-XOM S#15020234	Ambient		
Sensor AD23	Above Bottle	Honeywell	M#XCD-XFM S#15180400	50% LEL Methane	Low 23% LEL	
Relay Module	Shop wall South	Honeywell	M#301R S#5340VA346120007	N/A	N/A	
Relay Module	Crawlspace	Honeywell	M#301-R8 S#5340PAR03150052			
4-20 MA	Shop wall South	Honeywell	M#VA201 S#5340VA346120032	N/A	N/A	
4-20 MA	Shop wall South	Honeywell	M#VA201 S#5340VA346120033	N/A	N/A	
CONT 2	Room 112	Thermo Electron	M#SAFE-T-MET-210 S#WEY2914	N/A	N/A	
Sensor 1	Battery Charging Room	Honeywell	M#SPXCDULNFX S#K0260214390629	50% LEL Hydrogen	Low 25% LEL High 75% LEL	Sensor replaced Dec/14

Signal Hill 585/586

SERVICE ROUTINE – ON CALL		SITE NOTES					
August Calibration							
UNIT ID	LOCATION	MFG.	MODEL # SERIAL #	TEST GAS REQUIRED	TEST GAS LOT #	ALARM LEVEL SETPOINTS	COMMENTS
CO2-1	AHU-2 C & PO's Mess	Vulcan	M#90DM3A S#VG04181219	Zero only Nitrogen		N/A	
CO2-2	AHU-3 C & PO's Mess	Vulcan	M#90DM3A S#VG04131200	Zero only Nitrogen		N/A	
CO2-3	AHU-4 C & PO's Mess	Vulcan	M#90DM3A S#VG04191193	Zero only Nitrogen		N/A	
CO2-4	AHU-1 Blower Mech. Room Wardroom	Honeywell	M#C7232B1006 S#0338	2500 ppm Balance Air Nitrogen		N/A	
CO2-5	AHU-5 2 <sup>nd</sup> Floor Roof Wardroom	QEL	M#M20	2500 ppm Balance Air Nitrogen		N/A	
CO2-6	AHU-3 2 <sup>nd</sup> Floor Roof Wardroom	QEL	M#M20	2500 ppm Balance Air Nitrogen		N/A	

CO2-7	AHU-4 2 <sup>nd</sup> Floor Roof Wardroom	Honeywell	M#C7232B1006 S#0338	2500 ppm Balance Air Nitrogen	N/A
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Signal Hill 596

SERVICE ROUTINE – ON CALL		SITE NOTES					
June Calibration		Manlift required					
October Calibration							
February Calibration							
UNIT ID	LOCATION	MFG.	MODEL # SERIAL #	TEST GAS REQUIRED	TEST GAS LOT #	ALARM LEVEL SETPOINTS	COMMENTS
CP-1 Control Panel	Upper Mech. Room	Honeywell	301-C	N/A	N/A	N/A	
S-1 AD-002	Charging Area	Honeywell	XCD-RFD K0179514290307	Hydrogen 50% LEL		Above 50% LEL	
S-2 AD-003	Charging Area	Honeywell	XCD-RFD K0179514290310	Hydrogen 50% LEL		Above 50% LEL	
S-3 AD-004	Charging Area	Honeywell	XCD-RFD K0179514240197	Hydrogen 50% LEL		Above 50% LEL	
S-4 AD-005	Charging Area	Honeywell	XCD-RFD K0179514210602	Hydrogen 50% LEL		Above 50% LEL	
S-5 AD-006	Charging Area	Honeywell	XCD-RFD K0179514240198	Hydrogen 50% LEL		Above 50% LEL	
S-6 AD-007	Charging Area	Honeywell	XCD-RFD K0179514250379	Hydrogen 50% LEL		Above 50% LEL	

S-7 AD-008	Scrubber Room	Honeywell	XDC-RFD K0179514240196	Hydrogen 50% LEL	Above 50% LEL
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Workpoint 1127

SERVICE ROUTINE		SITE NOTES					
August Calibration		On site DDC verification required					
UNIT ID	LOCATION	MFG.	MODEL # SERIAL #	TEST GAS REQUIRED	TEST GAS LOT #	ALARM LEVEL SETPOINTS	COMMENTS
CO-1	Upper Mech.	QEL	M#CTSM5160B S#09036622	Carbon Monoxide		Low-25 ppm	
NO2-2	NE Garage	QEL	M#CTSM5150A S#09036624	Nitrogen Dioxide		Low 0.7 ppm	
CO-3	SE Garage	QEL	M#CTSM5160B S#0903662	Carbon Monoxide		Low-25 ppm	
NO2-4	SE Garage	QEL	M#CTSM5150A S#09036625	Nitrogen Dioxide		Low 0.7 ppm	
CO-5	NW	QEL	M#CTSM5160B S#09036619	Carbon Monoxide		Low-25 ppm	
NO2-6	NW	QEL	M#CTSM5150A S#09036626	Nitrogen Dioxide		Low 0.7 ppm	
CO-7	SW	QEL	M#CTSM5160B S#09036621	Carbon Monoxide		Low-25 ppm	
NO2-8	SW	QEL	M#CTSM5150A S#09036623	Nitrogen Dioxide		Low 0.7 ppm	
CO-9	Outboard Shop	Honeywell	M#E3SAH S#SA231200087	200 ppm Bal Air		35% ppm Low	
NO2-10	Outboard Shop	Honeywell	M#E3SRMN02 S#01C39122008	5% NO2 Bal Air		.7 ppm Low 2 ppm High	
Main Controller	Upper Mech.	Critical Environment	M#MCS80700 SEC990101	N/A	N/A	N/A	DDC monitored

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WP 1367

SERVICE ROUTINE		SITE NOTES					
August Calibration		On site DDC verification required					
UNIT ID	LOCATION	MFG.	MODEL # SERIAL #	TEST GAS REQUIRED	TEST GAS LOT #	ALARM LEVEL SETPOINTS	COMMENTS
CO2-1	T-Bar Ceiling Bar Server Area	QEL	M#M-20 S#3779	CO <sub>2</sub> 2000 ppm Bal Nitrogen		1000 ppm DDC	Sensor replaced December 2012
CO2-2	T-Bar Ceiling Weight Room	QEL	M#M-20 S#3701	CO <sub>2</sub> 2000 ppm Bal Nitrogen		1000 ppm DDC	Sensor replaced December 2012
Controller	Mechanical Room	Delta	ICP015	N/A	N/A	N/A	

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**STREAM 2 – Signal Hill 597 (Hazmat building):**

Signal Hill 597

SERVICE ROUTINE		MODEL #	CALIBRATION SPECIFICATIONS	TEST GAS LOT #	COMMENTS
UNIT ID	LOCATION	MFG.			
Controller	Main Electrical Room 2 <sup>nd</sup> Floor	Honeywell	N/A	N/A	
Annunciator Panel	North Cross Docking Area Entrance	Honeywell	N/A	N/A	
Air Compressor	Hazardous Waste Processing Area	Ingersoll Rand	N/A	N/A	
Motor/Pump	Hazardous Waste Processing Area	Ingersoll Rand	N/A	N/A	
Fire Alarm Panel	Electrical Room	Siemens	N/A	N/A	
1	Cross Docking Room 114	Honeywell	2302D0754 CO2 2% .375 lpm 1226A0411		
2	Hazardous Waste Process Room 135	Honeywell	2302D0754 CO2 2% .375 lpm 1226A0411		

3	Hazardous Waste Process Room 135	Honeywell	M#XNX-UTAV-NN-NNN	2302D0754 CO2 2% .375 lpm 1226A0411	
4	Administration Room 110	Honeywell	M#XNX-UTAV-NN-NNN	2302D0754 CO2 2% .375 lpm 1226A0411	
5	Cross Docking Room 114	Honeywell	M#XNX-UTAV-NN-NNN S#Sensor4313002	2302D0754 CO2 2% .375 lpm 1226A0411	
6	Cross Docking Room 114	Honeywell	M#XNX-UTAV-NN-NNN	2302D0754 CO2 2% .375 lpm 1226A0411	
7	Flammable and Combustible Liquid Room 116	Honeywell	M#301D2 GasPoint II VA310D2COMB- NET0	998-012-001 CH4 24: LEL/Air .5 lpm	
8	Flammable and Combustible Liquid Room 116	Honeywell	M#301D2 GasPoint II VA310D2COMB- NET0	998-012-001 CH4 24: LEL/Air .5 lpm	
9	Flammable and Combustible Liquid Room 116	Honeywell	M#301D2 GasPoint II VA310D2COMB- NET0	998-012-001 CH4 24: LEL/Air .5 lpm	
10	Flammable and Combustible Liquid Room 116	Honeywell	M#301D2 GasPoint II VA310D2COMB- NET0	998-012-001 CH4 24: LEL/Air .5 lpm	
11	Oxidizer Storage Room 119	Honeywell	M#SPM Z-Purge 870850	N/A	
12	Inventory Storage Room 117	Honeywell	M#301D2 GasPoint II VA310D2COMB- NET0	998-012-001 CH4 24: LEL/Air .5 lpm	

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13	Hazardous Waste Process Room 135	Honeywell	M#XNX-UTAE-NN-NNN	25ppm, .375 kpm S3KCAL Ammonia		
14	Cross Docking Room 115	Honeywell	M#XNX-UTAV-NN-NNN	2302D0754 CO2 2% .375 lpm 1226A0411		
15	Oxidizer Storage Room 120	Honeywell	M#SPM Z-Purge 870850	N/A		

DND Signal Hill 597  
 File No. 660-M-A

UNIT ID	LOCATION	MFG.	MODEL #	CALIBRATION SPECIFICATIONS	TEST GAS LOT #	COMMENTS
16	Oxidizer Storage Room 121	Honeywell	M#SPM Z-Purge 870850	N/A	N/A	Not in service
17	Inventory Storage Room 117	Honeywell	M#301D2 GasPoint II VA310D2COMB-NET0	998-012-001 CH4 24: LEL/Air .5 lpm Don't zero unless using N2		
18	Inventory Storage Room 117	Honeywell	M#301D2 GasPoint II VA310D2COMB-NET0	998-012-001 CH4 24: LEL/Air .5 lpm Don't zero unless using N2		
19	Inventory Storage Room 117	Honeywell	M#301D2 GasPoint II VA310D2COMB-NET0	998-012-001 CH4 24: LEL/Air .5 lpm Don't zero unless using N2		
20	Filter and Barrel Room 123	Honeywell	M#XNX-UTAV-NN-NNN	2302D0754 CO2 2% .375 lpm 1226A0411		

21	Filter and Barrel Room 123	Honeywell	M#XNX-UTAV-NN- NNN	2302D0754 CO2 2% .375 lpm 1226A0411		
22	Filter and Barrel Room 123	Honeywell	M#XNX-UTAV-NN- NNN	2302D0754 CO2 2% .375 lpm 1226A0411		New sensor May 2014
23	Inventory Storage Room 117	Honeywell	M#301D2 GasPoint II VA310D2COMB- NETO	998-012-001 CH4 24: LEL/Air .5 lpm		
24	Misc. Storage Room 1 Room 126	Apex		Bump only CO 50ppm 1 lpm 2110B2140PE		
25	Fork Charge Room Room 124	Honeywell	M#XNX-UTA-NN- NNN Hydrogen S#33137786	50%LEL H2		
26	Aerosol Storage Room 118	Honeywell	M#301D2 GasPoint II VA310D2COMB- NETO	998-012-001 CH4 24: LEL/Air .5 lpm		
27	Misc. Storage Room 1 Room 126	Honeywell	M#XNX-UTAE-NN- NNN	Oxygen		
28	Cross Docking Room 115	Honeywell	M#301D2 GasPoint II VA310D2COMB- NETO	500988, CO 200 ppm N2, .5 lpm, M- 501080		
29	Misc. Storage Room 2 Room 125	Apex		Bump only CO 50ppm 1 lpm 2110B2140PE		
30	Misc. Storage Room 1 Room 126	Honeywell	M#XNX-UTAE-NN- NNN Hydrogen	500ppm, .375 lpm S3KCAL		

31	Cross Docking Room 115	Honeywell	M#301D2 GasPoint II VA310D2COMB- NET0	998-012-001 CH4 24: LEL/Air .5 lpm Don't zero unless using N2	
32	Misc. Storage Room 2 Room 125	Honeywell	M#XNX-UTAE-NN- NNN	Oxygen Ambient Air	
33	Filter and Barrel Room 123	Honeywell	M#301D2 GasPoint II VA310D2COMB- NET0	998-012-001 CH4 24: LEL/Air .5 lpm Don't zero unless using N2	
34	Hazardous Waste Process Room 135	Honeywell	M#XNX-UTAE-NN- NNN Ammonia	25ppm, .375 lpm S3KCAL Ammonia	
35	Cross Docking Room 115	Honeywell	M#XNX-UTAV-NN- NNN	2302D0754 CO2 2% .375 lpm 1226A0411	
36	Filter and Barrel Room 123	Honeywell	M#301D2 GasPoint II VA310D2COMB- NET0	998-012-001 CH4 24: LEL/Air .5 lpm	
37	Filter and Barrel Room 123	Honeywell	M#301D2 GasPoint II VA310D2COMB- NET0	998-012-001 CH4 24: LEL/Air .5 lpm	
38	Misc. Storage Room 1 Room 126	Honeywell	M#301D2 GasPoint II VA310D2COMB- NET0	25 ppm .5 lpm H2S	
39	Misc. Storage Room 1 Room 125	Honeywell	M#301D2 GasPoint II VA310D2COMB- NET0	25 ppm .5 lpm H2S	
40	Quarantine Room 131/2/3	Honeywell	M#XNX-02UTAE- NN-NNN	Oxygen	

41	Quarantine Room 131/2/3	Honeywell	M#XNX-02UTAE-NN-NNN	Oxygen	
42	Quarantine Room 131/2/3	Honeywell	M#XNX-02UTAE-NN-NNN	Oxygen	
43	Quarantine Room 131/2/3	Honeywell	M#XNX-02UTAE-NN-NNN	Oxygen	

DND Signal Hill 597  
 File No. 660-M-A

UNIT ID	LOCATION	MFG.	MODEL #	CALIBRATION SPECIFICATIONS	TEST GAS LOT #	COMMENTS
44	Misc. Storage Room 2 Room 125	Honeywell	M#301D2 GasPoint II VA310D2COMB-NET0	998-012-001 CH4 24: LEL/Air .5 lpm Don't zero unless using N2		
45	Hazardous Waste Process Room 135	Honeywell	M#XNX-UTAE-NN-NNN Ammonia	25ppm, .375 lpm S3KCAL NH3 Ammonia		
46	Hazardous Waste Process Room 135	Honeywell	M#XNX-UTAV-NN-NNN	2302D0754 CO2 2% .375 lpm 1226A0411		New sensor May 2014
47	Hazardous Waste Process Room 135		SPM Z-Purge 870850	N/A		
48	Cross Docking Room 114	Honeywell	M#301D2 GasPoint II VA310D2COMB-NET0	500988, CO 200 ppm N2, .5 lpm, M-501080		
49	Hazardous Waste Process Room 135	Honeywell	M#XNX-UTAV-NN-NNN	25ppm, .375 kpm S3KCAL Ammonia		
50	Hazardous Waste Process Room 135	Honeywell	M#XNX-UTAV-NN-NNN	2302D0754 CO2 2% .375 lpm 1226A0411		

51	Hazardous Waste Process Room 135	Honeywell	SPM Z-Purge 870850	N/A	
52	Cross Docking Room 114	Honeywell	M#301D2 GasPoint II VA310D2COMB- NET0	998-012-001 CH4 24: LEL/Air .5 lpm	
53	Administration Room 110	Honeywell	M#301D2 GasPoint II VA310D2COMB- NET0	500988, CO 200 ppm N2, .5 lpm, M- 501080	
54	Quarantine Back Room Room 131/2/3	Honeywell	M#301D2 GasPoint II VA310D2COMB- NET0	998-012-001 CH4 24: LEL/Air .5 lpm Don't zero unless using N2	
55	Quarantine First Room Room 131/2/3	Honeywell	M#301D2 GasPoint II VA310D2COMB- NET0	998-012-001 CH4 24: LEL/Air .5 lpm Don't zero unless using N2	
56	Quarantine Middle Room Room 131/2/3	Honeywell	M#301D2 GasPoint II VA310D2COMB- NET0	998-012-001 CH4 24: LEL/Air .5 lpm	
57	Hazardous Waste Process Room 135	Honeywell	M#301D2 GasPoint II VA310D2COMB- NET0	998-012-001 CH4 24: LEL/Air .5 lpm	
58	Hazardous Waste Process Room 135	Honeywell	M#301D2 GasPoint II VA310D2COMB- NET0	998-012-001 CH4 24: LEL/Air .5 lpm	See notes to customer
59	Hazardous Waste Process Room 135	Honeywell	M#301D2 GasPoint II VA310D2COMB- NET0	998-012-001 CH4 24: LEL/Air .5 lpm	

60	Hazardous Waste Process Room 135	Honeywell	SPM Z-Purge 870850	N/A	N/A
61	Cross Docking Room 115	Honeywell	M#301D2 GasPoint II VA310D2COMB- NET0	500988, CO 200 ppm .5 lpm, M-501080	
62	Danger When Wet Room 130	Honeywell	M#301D2 GasPoint II VA310D2COMB- NET0	998-012-001 CH4 24: LEL/Air .5 lpm Don't zero unless using N2	
63	Hazardous Waste Process Room 135	Honeywell	M#301D2 GasPoint II VA310D2COMB- NET0	998-012-001 CH4 24: LEL/Air .5 lpm Don't zero unless using N2	
64	Cross Docking Room 115	Honeywell	M#301D2 GasPoint II VA310D2COMB- NET0	998-012-001 CH4 24: LEL/Air .5 lpm	
65	Cross Docking Room 115	Honeywell	M#301D2 GasPoint II VA310D2COMB- NET0	500988, CO 200 ppm .5 lpm, M-501080	
66	Cross Docking Room 114	Honeywell	M#301D2 GasPoint II VA310D2COMB- NET0	500988, CO 200 ppm N2, .5 lpm, M- 501080	
67	Cross Docking Room 114	Honeywell	M#301D2 GasPoint II VA310D2COMB- NET0	998-012-001 CH4 24: LEL/Air .5 lpm	
68	Dock Man Door	Honeywell	M#301AP Annunciator	N/A	N/A

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 File No. 660-M-A

UNIT ID	LOCATION	MFG.	MODEL #	CALIBRATION SPECIFICATIONS	TEST GAS LOT #	COMMENTS
69	Quarantine Hallway Room 131/2/3	Honeywell	M#301D2 GasPoint II VA310D2COMB-NET0	998-012-001 CH4 24: LEL/Air .5 lpm		
70	Misc. Storage Room 1 Room 126	Honeywell	M#301D2 GasPoint II VA310D2COMB-NET0	998-012-001 CH4 24: LEL/Air .5 lpm		
71	Cross Docking Room 115	Honeywell	M#301D2 GasPoint II VA310D2COMB-NET0	998-012-001 CH4 24: LEL/Air .5 lpm		
72	Spare					
73	Administration Room 101	Honeywell	M#301D2 GasPoint II VA310D2CO-NET0	200ppm CO Bal Air CO Carbon Monoxide		
74	Administration Room 101	Honeywell	M#XNX-UTAV-NN- NNN	2302D0754 CO2 2% .375 lpm 1226A0411		
75	Spare					
76	Misc. Storage Room 2 Room 125	Honeywell	M#XNX-UTAE-NN- NNN Hydrogen	500ppm, .375 kpm S3KCAL		

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Signal Hill 597  
 Chem Cassettes

SERVICE ROUTINE - MONTHLY		SITE NOTES					SERVICE DATE: _____	
January, February, March, April, May, June, July, August, September, October, November, December							TECHNICIAN: _____	
UNIT ID	LOCATION	MFG.	MODEL # SERIAL #	TEST GAS REQUIRED	TEST GAS LOT #	ALARM LEVEL SETPOINTS	COMMENTS	
H <sub>2</sub> O <sub>2</sub> Address 11	Room 119 Oxidizer Storage	Honeywell	M#SPM-2 Purge S#870850	N/A	N/A	Honeywell 301-C		
H <sub>2</sub> O <sub>2</sub> Address 15	Room 120 Oxidizer Storage	Honeywell	M#SPM-2 Purge S#870850	N/A	N/A	Honeywell 301-C		
H <sub>2</sub> SO <sub>4</sub> Address 47	Room 135 Hazardous Waste Process	Honeywell	M#SPM-2 Purge S#870850	N/A	N/A	Honeywell 301-C		
H <sub>2</sub> SO <sub>4</sub> Address 51	Room 135 Hazardous Waste Process	Honeywell	M#SPM-2 Purge S#870850	N/A	N/A	Honeywell 301-C		
H <sub>2</sub> SO <sub>4</sub> Address 60	Room 135 Hazardous Waste Process	Honeywell	M#SPM-2 Purge S#870850	N/A	N/A	Honeywell 301-C		

#### 4.0 FIRE DND FIRE SAFETY REQUIREMENTS

##### 4.1 FIRE SAFETY PLAN

Contractor's and their personnel will be familiar with this Section and its requirements.

##### 4.2 FIRE DEPARTMENT BRIEFING

Technical Authority will coordinate arrangements for contractor to be briefed on Fire Safety at their pre work conference by the Fire Chief before any work is commenced.

##### 4.3 REPORTING FIRES

- .1 Know location of nearest fire alarm box and telephone, including emergency phone number.
- .2 Report immediately all fire incidents to Fire Department as follows:
  - .1 activate nearest fire alarm box; or
  - .2 telephone.
- .3 Person activating fire alarm box will remain at box to direct Fire Department to scene of fire.
- .4 When reporting fire by telephone, give location of fire, name or number of building and be prepared to verify the location.

##### 4.4 INTERIOR AND EXTERIOR FIRE PROTECTION AND ALARM SYSTEMS

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

##### 4.5 FIRE EXTINGUISHERS

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

##### 4.6 INSTALLATION AND/OR REPAIR OF ROOF TO INCLUDE CONTRACTORS PHYSICAL PLANT AT SITE

- .1 Notify Fire Chief of location of any asphalt kettles and dates that kettles will be in use. Ensure personnel use and take precautions as follows:
  - .1 Use kettles equipped with thermometers or gauges in good working order.
  - .2 Locate kettles in safe place outside of building or, if approved by Fire Chief, on non combustible roof. Locate to avoid danger of igniting combustible material below.
  - .3 Maintain continuous supervision while kettles are in operation and provide metal covers for kettles to smother any flames in case of fire. Fire extinguishers will be provided as required in 1.5.
  - .4 Prior to start of work, demonstrate container capacities to Fire Chief.
  - .5 Use only glass fibre roofing mops.

.6 Used roofing mops will not be left unattended on roof and will be stored away from building and combustible materials.

.7 All roofing materials will be stored in location no closer than 3 m to any structures.

#### 4.7 BLOCKAGE OF ROADWAYS

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

#### 4.8 FIRE PRECAUTIONS

.1 Private Contractors are responsible for providing a Fire Watcher service on a scale established in conjunction with the Base Fire Chief prior to job start up.

.2 Base Fire Chief is to be advised of all cases involving the use of flame or spark producing devices including heating equipment in or around buildings.

.3 Appropriate permits must be obtained prior to job start up.

#### 4.9 SMOKING PRECAUTIONS

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

.2 Smoking is not permitted in DND buildings.

#### 4.10 RUBBISH AND WASTE MATERIALS

.1 Rubbish and waste materials are to be kept to a minimum.

.2 Burning of rubbish is prohibited.

.3 Removal:

.1 Remove all rubbish from work site at end of work day or shift or as directed.

4 Storage:

.1 Store oily waste in approved receptacles to ensure maximum cleanliness and safety.

.2 Deposit greasy or oily rags and materials subject to spontaneous combustion in approved receptacles and remove as required in 4.10.3.1.

#### 4.11 FLAMMABLE AND COMBUSTIBLE LIQUIDS

.1 Handling, storage and use of flammable and combustible liquids are to be governed by the current National Fire Code of Canada.

.2 Flammable and combustible liquids such as gasoline, kerosene and naphtha will be kept for ready use in quantities not exceeding 45 litres provided they are stored in approved safety cans bearing Underwriters' Laboratory of Canada or Factory Mutual seal of approval. Storage of quantities of flammable and combustible liquids exceeding 45 litres for work purposes requires permission of Fire Chief.

.3 Transfer of flammable and combustible liquids is prohibited within buildings or jetties.

.4 Transfer of flammable and combustible liquids will not be carried out in vicinity of open flames or any type of heat producing devices.

.5 Flammable liquids having a flash point below 38 C such as naphtha or gasoline will not be used as solvents or cleaning agents.

.6 Flammable and combustible waste liquids, for disposal, will be stored in approved containers located in a safe ventilated area. Quantities are to be kept to a minimum and Fire Department is to be notified when disposal is required.

#### 4.12 HAZARDOUS SUBSTANCES

.1 Work entailing use of toxic or hazardous materials, chemicals and/or explosives, or otherwise creating hazard to life, safety or health, will be in accordance with National Fire Code of Canada.

.2 Obtain from Fire Chief a "Hot Work" permit for work involving spark producing equipment, welding, burning or use of blow torches and salamanders, in buildings or facilities. Hot work permits may be issued between 0800 - 0900 hours daily.

.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 the Fire Chief. Contractors are responsible for providing fire watch service for work on a scale established and in conjunction with Fire Chief at pre work conference.

.4 Where flammable liquids, such as lacquers or urethanes are to be used, proper ventilation will be assured and all sources of ignition are to be eliminated. Fire Chief is to be informed prior to and at cessation of such work.

#### 4.13 QUESTIONS AND/OR CLARIFICATION

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

#### 4.14 FIRE INSPECTION

.1 Site inspections by Fire Chief will be coordinated through Technical Authority.

.2 Allow Fire Chief unrestricted access to work site.

.3 Co operate with Fire Chief during routine fire safety inspection of work site.

.4 Immediately remedy all unsafe fire situations observed by Fire Chief.

#### 5.0 TEMPORARY UTILITIES

##### 5.1 POWER AND WATER SUPPLY

.1 DND can provide, free of charge, temporary electric power and water for construction purposes.

.2 Technical Authority will determine delivery points and quantitative limits. Technical Authority'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.

.4 Supply of temporary services by DND is subject to DND requirements and may be discontinued by DND site representative at any time without acceptance of liability for damage or delay caused by withdrawal of temporary services.

## 6.0 SAFETY REQUIREMENTS

### 6.1 CONSTRUCTION SAFETY MEASURES

.1 Contractor's and their personnel will be familiar and comply with this section and its requirements.

.2 Observe construction safety measures of National Building Code latest edition, National Fire Code of Canada latest edition, provincial Government, Workers'/Workmen's Compensation Board, Canada Labour Code Part II, and municipal authority provided that in any case of conflict or discrepancy, more stringent requirements will apply.

### 6.5 TOOLS AND EQUIPMENT

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

### 6.6 CONFINED SPACE ENTRY POLICY

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

### 6.7 FIRE SAFETY REQUIREMENTS

Comply with requirements of Fire Safety Requirements section.

### 6.8 SCAFFOLDING

Design and construct scaffolding in accordance with CSA S269.2.

### 6.9 OVERLOADING

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

### 6.10 WHMIS

.1 Comply with requirements of Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage, and disposal of hazardous materials and regarding labelling and provision of material safety data sheets acceptable to Labour Canada and Health and Welfare Canada.

.2 All employees who handle or are exposed to hazardous materials as defined under the Hazardous Product Act (WHMIS Legislation) will be WHMIS trained in accordance with the act.

.3 Material Safety Data Sheets (MSDS) for all materials falling under the WHMIS program will be supplied to the work site by the Contractor or user(s), and readily accessible to all on-site personnel.

.4 Deliver copies of WHMIS data sheets to Technical Authority on delivery of materials.

#### 6.11 FALL PROTECTION

.1 Approved fall protection equipment and methods will be used in accordance with Canada Labour Code Part II.

.2 Safety belts and lifelines will be worn where falling hazards exist. Contractor and their personnel will ensure they adhere to and strictly enforce the applicable provincial/federal regulations where it is impractical to provide adequate work platforms or staging.

.3 All elevated work sites will have the area underneath cordoned off to prevent injuries from falling objects.

#### 6.12 PERSONAL PROTECTIVE EQUIPMENT (PPE)

.1 Contractors and their personnel will comply with all Provincial and Federal Safety Standards.

.2 Hard hats and safety boots will be worn at all times at construction sites and when operating mobile equipment.

.3 Eye and/or face protection will be worn when handling materials liable to injure or irritate eyes when engaging in any work, producing hazard from flying objects or when operating power lawn equipment or tools.

.4 Hearing protection will be worn when entering or working in a noise hazardous area. This includes, but not limited to, constructions sites, shop operations, lawn care and operators of equipment or vehicles, which produce noise levels above 85 decibels.

.5 Respirators will be worn when a workers is or may be exposed to an oxygen deficient area or to harmful concentration of gas, vapours, smoke, fumes, mists, dusts or as recommended by the Material Safety Data Sheets (MSDS).

.6 Protective clothing will be worn at all times in all stores and industrial environments, construction sites and while performing any type of landscaping/lawn care activity. No shorts or non-safety footwear allowed.

## 7.0 ENVIRONMENTAL PROTECTION

### 7.1 ENVIRONMENTAL RESPONSIBILITY

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

### 7.2 WORK AREA

.1 Under the direction of the Technical Authority, define and mark the construction area work limits prior to work commencing.

.2 All work is to be restricted to designated work area, designated access roads and designated ancillary worksites.

### 7.3 FUEL MANAGEMENT

.1 Ensure that any fuel storage and transfer areas on site are designed, operated and maintained in accordance with the requirements of current applicable federal, provincial and municipal legislation, guidelines and codes, including the 2003 Environmental Code of Practice for Aboveground and Underground Storage Tank Systems Containing Petroleum and Allied Petroleum Products, published by the Canadian Council for Ministers of the Environment (CCME), and the most current version of the National Fire Code of Canada (NFCC), from the National Research Council (NRC).

.2 Fuel storage and handling areas must be completely contained to prevent spills or leaks from migrating outside the designated storage or handling area, per the requirements of the NFCC according to Storage Tank Systems for Petroleum Products and Allied Petroleum Products Regulations 2008 Version.

.3 Appropriate clean-up materials will be readily available to deal with spills or leaks.

### 7.4 FIRES

.1 Fires and burning of rubbish on site are not permitted.

.2 Additional requirements in accordance with DND Fire Safety Policy Section.

### 7.5 WASTE MANAGEMENT

.1 Do not bury rubbish and waste materials on site.

.2 Ensure that all waste materials, equipment and debris are adequately contained on site.

.3 Remove from DND property for disposal all wastes or volatile materials, such as mineral spirits, oil or paint thinner.

.4 Ensure that sufficient numbers of waste and recycling containers are located on site and properly maintained and emptied to prevent overloading.

.5 Minimize amount of waste to landfills by segregating recyclable materials from the waste stream into appropriate recycling containers. Ensure separation of materials into appropriate recycling or waste bins.

.6 Additional requirements in accordance with Waste Management and Disposal section.

## 7.6 DRAINAGE

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

## 7.7 SOIL HANDLING

- .1 Remove topsoil before any construction procedures commence to avoid compaction of topsoil.
- .2 Handle topsoil only when it is dry and warm
- .3 Pile topsoil in berms in locations as directed by Technical Authority. Stockpile height not to exceed 2.5 - 3m.
- .4 Topsoil is to be replaced as the finish layer over all areas to be reseeded.
- .5 Avoid soil handling activities under high wind or unfavorable weather conditions, as directed by the Technical Authority.

## 7.8 SITE CLEARING AND PLANT PROTECTION

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

## 7.9 WORK ADJACENT TO WATERWAYS

- .1 Do not operate construction equipment in waterways.
- .2 Do not use waterway beds for borrow material.
- .3 Do not dump excavated fill, waste material or debris in waterways.
- .4 Design and construct temporary crossings to minimize erosion to waterways.
- .5 Do not skid logs or construction materials across waterways.
- .6 Avoid indicated spawning beds when constructing temporary crossings of waterways.
- .7 Do not blast under water or within 100 m of indicated spawning beds.

.8 Enclose entire work area that is adjacent to waterway with an approved silt barrier to prevent addition of suspended sediments into the waterway.

.9 In cases where silt barriers are not sufficient install additional erosion control devices as required to prevent any sediment from entering waterways.

#### 7.10 POLLUTION CONTROL

.1 Maintain temporary erosion and pollution control features installed under this contract.

.2 Control emissions from equipment and plant to local authorities emission requirements.

.3 Prevent sandblasting and other extraneous materials from contaminating air beyond application area, by providing temporary enclosures.

.4 Cover or wet down dry materials and rubbish to prevent blowing dust and debris. Provide dust control for temporary roads.

#### 7.11 EQUIPMENT

.1 Equipment that is to be used in the execution of the work will be maintained in a manner that will not be detrimental to the environment and in compliance with the Canadian Environmental Protection Act (CEPA). Equipment that is in violation will be removed from the site until such time as it does comply with the above requirements.

.2 Equipment and vehicles used on the prairie will be cleaned to remove weeds and spores prior to arriving on site.

.3 Construction equipment will be well maintained, free from leaks and mechanical defects.

.4 When equipment and vehicles are not in use, they must be stored in designated areas approved by the Technical Authority.

#### 7.12 STORAGE AND HANDLING

.1 All hazardous substances (any substance that is poisonous or exhibits flammability, corrosivity, reactivity or toxicity) will be stored and handled in a manner that is not harmful to human life and will not pollute the environment.

.2 All hazardous substances stored outdoors will be situated in or on a secondary containment device capable of fully containing 1.5 times the quantity of the largest container stored in or on it. Storage sites will be consolidated to the greatest extent possible to reduce the number of hazardous sites.

.3 Where hazardous substances are stored indoors in quantities that cannot be contained safely by the building structure in the event of a leak, the Technical Authority may direct that such substances be stored in or on proper secondary containment devices.

#### 7.13 RESTORATION

.1 Disturbed vegetated areas must be reclaimed to reestablish vegetative cover.

.2 All destabilized areas must be restabilized and restored to pre-work conditions.

.3 Reseed using only native seeds and plants approved by the Technical Authority for site restoration, unless otherwise approved by the Technical Authority. No exceptions to native seeds will be considered for reclamation of prairie areas.

.4 Areas to be restored must be maintained and monitored to ensure successful restoration as determined in consultation with the Technical Authority prior to work commencing. Areas where revegetation efforts were not successful must be reseeded, or replanted at no extra cost to the crown.

#### 7.14 CLEAN UP

.1 Leaks or spills of hazardous substances, regardless of the quantity of whether indoors or outdoors, will be stopped and cleaned up immediately and be prevented from entering storm or sanitary sewer systems or contaminating soil or water.

.2 All spilled substances and materials contaminated by the spill will be collected in leak proof containers or double bagged for disposal off DND property. Disposal will be in a manner, which is acceptable to the local authority having jurisdiction over disposal of such substances.

#### 7.15 REPORTING

All releases of hazardous substances into the environment (e.g., ground, water, drains, sewer systems, ditches, roads, parking areas, etc.) will be reported to the Technical Authority as soon as possible.

#### 7.16 INSPECTIONS

.1 The project site from time to time may be inspected to ensure compliance with federal, provincial and local environmental requirements.

.2 All spills reported under paragraph 7.15.1 of this Section are subject to inspection by the Base Environmental Officer and the Technical Authority to confirm cleanup and disposal have been carried out satisfactorily.

## ANNEX "B" - BASIS OF PAYMENT

### Breakdown of pricing periods:

Contract Period (YEAR 1): From date of contract award to June 30, 2018;  
Contract Period (YEAR 2): From July 1, 2018 to June 30, 2019;  
Contract Period (YEAR 3): From July 1, 2019 to June 30, 2020;  
Option Period (YEAR 4): From July 1, 2020 to June 30, 2021 (CANADA OPTION);  
Option Period (YEAR 5): From July 1, 2021 to J, 2022 (CANADA OPTION).

### Basis of pricing:

- 1) Firm unit prices quoted are to include ALL applicable expenses, including travel time and personnel expenses, to perform the work and are to remain firm for the period of the Standing Offer. No other charges will be accepted.
- 2) Service call rates will be paid only on the initial call-out. Should the work carry over to subsequent days, the labour rates only will apply and accommodations and meals will be reimbursed as per Treasury Board Travel Directive. The current Travel Directive Policy is available at the following website: [Http://www.tbs-sct.gc.ca/pubs\\_pol/hrpubs/tbm\\_113/menu-travel-voyage\\_e.asp](Http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/tbm_113/menu-travel-voyage_e.asp)
- 3) All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.
- 4) Overtime must be authorized in advance by the Project Authority.
- 5) GST/HST is not to be included in the unit prices but will be added as a separate item to any invoice issued against the Contract.
- 6) Estimated usages are provided for evaluation purposes only; actual usages will vary.
- 7) SUB-CONTRACTING:  
No part of this type of work in the maintenance and inspection of Gas Detection Sensors and Panels shall be sub-contracted without written authorization from the Project Authority and at a cost no greater than 110% of the firm rates/prices approved for provision of the contracted services.
- 8) ESTIMATES:  
Where a cost estimate has been submitted and accepted by the Site Authority, fully completed work or services will be provided or performed at a cost no greater than 100% of such estimate.
- 9) NO SHOW // ACCESS:  
The Contractor shall pre-arrange the date and time of service prior to visit. Where onsite service has been scheduled and confirmed but either DND has denied access or the Contractor is unable to access the building due to DND error, then the Contractor will be paid an amount equal to 100% of the applicable service call-out rate under (2) below. The Contractor will reschedule the visit.

Item	Description	Est. annual usage	FIRM LOT PRICE (YEAR 1)	FIRM LOT PRICE (YEAR 2)
<b>SECTION 1. INSPECTIONS: An all-inclusive, firm lot price per round trip to and from CFB Esquimalt, travel and productive labour to perform the Work conforming to Annex "A" as follows:</b>				
<b>Annual Inspection*:</b>				
a.	During Regular Working Hours (Monday to Friday 0800 - 1600h)	30 trips	\$ _____/trip	\$ _____/trip
b.	Outside Regular Working Hours (Monday to Friday after 1600h)	4 trips	\$ _____/trip	\$ _____/trip
c.	Outside Regular Working Hours (Weekends and Statutory Holidays)	1 trip	\$ _____/trip	\$ _____/trip
<b>Semi-annual Inspection* :</b>				
a.	During Regular Working Hours (Monday to Friday 0800 – 1600h)	30 trips	\$ _____/trip	\$ _____/trip
b.	Outside Regular Working Hours (Monday to Friday after 1600h)	4 trips	\$ _____/trip	\$ _____/trip
c.	Outside Regular Working Hours (Weekends and Statutory Holidays)	1 trip	\$ _____/trip	\$ _____/trip
<b>Quarterly Inspection* :</b>				
a.	During Regular Working Hours (Monday to Friday 0800 – 1600h)	30 trips	\$ _____/trip	\$ _____/trip
b.	Outside Regular Working Hours (Monday to Friday after 1600h)	4 trips	\$ _____/trip	\$ _____/trip
c.	Outside Regular Working Hours (Weekends and Statutory Holidays)	1 trip	\$ _____/trip	\$ _____/trip
<b>Monthly Inspection* :</b>				
a.	During Regular Working Hours (Monday to Friday 0800 – 1600h)	30 trips	\$ _____/trip	\$ _____/trip
b.	Outside Regular Working Hours (Monday to Friday after 1600h)	4 trips	\$ _____/trip	\$ _____/trip
c.	Outside Regular Working Hours (Weekends and Statutory Holidays)	1 trip	\$ _____/trip	\$ _____/trip

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\* The frequency of inspection to be coordinated with the Project Authority.

**SECTION 2. SERVICE CALL RATES:** An all-inclusive firm price per device, travel and living expenses extra\*\*, includ Annex "A":

Item	Description	Est. annual usage	FIRM HOURLY RATE (YEAR 1)		FIRM HOURLY RATE (YEAR 2)		FIRM HC (YI
			Technician	Helper	Technician	Technician	Helper
a.	During Regular Working Hours (Monday through Friday 0800 to 1600h)	200 hours	\$_____ /per hour	\$_____ /per hour	\$_____ /per hour	\$_____ /per hour	\$_____ /per hour
b.	Outside Regular Working Hours (Monday to Friday after 1600h)	30 hours	\$_____ /per hour	\$_____ /per hour	\$_____ /per hour	\$_____ /per hour	\$_____ /per hour
c.	Weekends and Statutory Holidays	30 hours	\$_____ /per hour	\$_____ /per hour	\$_____ /per hour	\$_____ /per hour	\$_____ /per hour

**SECTION 3. HOURLY LABOUR RATES** only in addition to above in SECTION 2, Direct or Productive, for Personnel u expenses extra\*\*, as follows:

Item	Description	Est. annual usage	FIRM HOURLY RATE (YEAR 1)		FIRM HOURLY RATE (YEAR 2)		FIRM HO (YE
			Technician	Helper	Technician	Technician	Helper
a.	During Regular Working Hours (Monday through Friday 0800 to 1600h)	200 hours	\$_____ /per hour	\$_____ /per hour	\$_____ /per hour	\$_____ /per hour	\$_____ /per hour
b.	Outside Regular Working Hours (Monday to Friday after 1600h)	30 hours	\$_____ /per hour	\$_____ /per hour	\$_____ /per hour	\$_____ /per hour	\$_____ /per hour
c.	Weekends and Statutory Holidays	30 hours	\$_____ /per hour	\$_____ /per hour	\$_____ /per hour	\$_____ /per hour	\$_____ /per hour

\*\* Where Travel and Living Expenses will be charged directly to the Contract under SECTIONS 2 and 3 above, the Tre reimbursed for the authorized travel and living expenses reasonably and properly incurred in the performance of the Wc with the meal, private vehicle and incidental expense allowances specified in Appendices B, C and D of the Travel Dire rather than those referring to "employees". All travel must have the prior authorization of the Project Authority.

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**SECTION 4. INITIAL ON-SITE KICKOFF MEETING:**

Bidders must quote the cost of an initial on-site kickoff meeting including all applicable costs if successful in their bid. (If applicable if meeting is conducted by teleconference or videoconference.) Any questions regarding the kick-off meeting must be directed to the Contracting Authority.

Item	Description	Est. annual usage	FIRM LOT PRICE
a.	Initial kick-off meeting after contract award, travel and living expenses INCLUDED.	1 Lot	\$ _____

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**SECTION 5. MATERIAL AND REPLACEMENT PARTS:**

Material and replacement parts (except free issue), either parts alone or parts installed, at laid down cost, which includes invoice cost, transportation costs, exchange, customs and brokerage charges) plus a firm mark-up of \_\_\_\_\_% (which includes purchasing expenses, internal handling, general and administrative expenses and profit, excluding sales tax.) Sales tax to be shown as a separate item. Confirmation of Contractor's laid-down cost to be provided with invoice.

<OR>

Material and replacement parts (except free issue), either parts alone or parts installed, shall be charged in accordance with the manufacturer's suggested retail price list, as last amended/published, less a discount of \_\_\_\_\_%, excluding sales tax. Sales tax to be shown as a separate item.

**EVALUATED PRICE:**

<b>Pricing Period:</b>	<b>EXTENDED PRICE</b>
Contract Period (YEAR 1)	\$ _____
Contract Period (YEAR 2)	\$ _____
Contract Period (YEAR 3)	\$ _____
Option Period (YEAR 4) (CANADA OPTION):	\$ _____
Option Period (YEAR 5) (CANADA OPTION):	\$ _____
<b>TOTAL EVALUATED AGGREGATE BID PRICE (ALL YEARS):</b>	<b>\$ _____</b>

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File No. - N° du dossier

VIC-6-39013

Buyer ID - Id de l'acheteur

vic249

CCC No./N° CCC - FMS No./N° VME

**ANNEX "C" - SECURITY REQUIREMENTS CHECK LIST  
AND SECURITY CLASSIFICATION GUIDE**

See attached PDF documents Security Requirements Checklist and Security Classification Guide.

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Client Ref. No. - N° de réf. du client  
W6837-174139

Amd. No. - N° de la modif.  
File No. - N° du dossier  
VIC-6-39013

Buyer ID - Id de l'acheteur  
vic249  
CCC No./N° CCC - FMS No./N° VME

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<b>ANNEX "D" to PART 3 OF THE BID SOLICITATION - ELECTRONIC PAYMENT INSTRUMENTS</b>
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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)

## ANNEX "E" - INSURANCE REQUIREMENTS

### Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
  - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program).
  - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
  - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
  - m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
  - n. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
  - o. 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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File No. - N° du dossier  
VIC-6-39013

Buyer ID - Id de l'acheteur  
vic249  
CCC No./N° CCC - FMS No./N° VME

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**ANNEX "F" - DND 626 TASK AUTHORIZATION FORM**

See attached document.

**ANNEX "G" - INFORMATION REQUESTED WITH YOUR BID**

All of the following items should be submitted with your bid to facilitate evaluation of bids:

- 1) A Procurement Business Number (PBN) in accordance with the details included herein.  
The Bidder's PBN: \_\_\_\_\_
- 2) A completed and signed copy of front page of this Request for Proposal.
- 3) 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 "E" <OR> the certificate of insurance containing details of the insurance coverage and confirming that the insurance is in force to meet the insurance requirements specified at Annex "E" herein.
- 4) A completed Former Public Servant certification as included at Article 2.3 herein.
- 5) For the STREAMS OF WORK #1 and #2 that bidding on, compliance with the mandatory requirements specified at Article 4.1.1.1 – Mandatory Evaluation Criteria herein, including all supporting documentation. INABILITY TO DO SO WILL DISQUALIFY ANY BIDDER FROM FURTHER CONSIDERATION. Please address these criteria in your proposal as proposals will be evaluated based on all the mandatory requirements at 4.1.1.1.
- 6) Only if applicable, a Declaration of Convicted Offences specified at Articles 5.1.1 Integrity Provisions herein.
- 7) In accordance with Article 5.2.1, a complete list of the names of all current directors or, for a privately owned corporation, the names of the owners of the corporation.
- 8) A completed copy of the Canadian Content certification as included herein at Article 5.2.3.1.
- 9) A valid Facility Security Clearance at the level of SECRET, issued by the Canadian Industrial Security Directorate (CISD), Public Services and Procurement Canada (PSPC), specified at Article 7.3 herein.

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. For additional information on security requirements, Bidders should refer to the Industrial Security Program (ISP) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

- 10) For all personnel requiring access to sensitive work site(s), a valid personnel security screening at the level of RELIABILITY or SECRET as required.

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. For additional information on security requirements, Bidders should refer to the Industrial Security Program (ISP) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

- 11) The Contractor's Representative(s) contact information specified at Article 7.5.3:

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

- 12) Confirmation of attendance at Mandatory Site Visit on Wednesday May 3<sup>rd</sup> 2017 at 10:00AM PDT.
- 13) A completed Annex "D" Electronic Payment Instruments, as applicable.
- 14) A completed Basis of Payment as specified in Annex "B". To ensure consistency of information provided, all cost information should be submitted according to the format provided in Annex "B" herein.
- 15) List of Proposed Subcontractors –  
Knowledge of potential subcontracts is desirable before contract award. If the bid includes the use of subcontractors, the Bidder should provide a list of all subcontractors including a description of the things to be purchased, a description of the work to be performed and the location of the performance of that work. The list should not include the purchase of off-the-shelf items, software and such standard articles and materials as are ordinarily produced by manufacturers in the normal course of business, or the provision of such incidental services as might ordinarily be subcontracted in performing the Work.



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

<b>PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE</b>		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine DND	2. Branch or Directorate / Direction générale ou Direction CFB ESQUIMALT	
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Maintain, service, upgrade and repair the Gas detection systems at CFB Esquimalt end area.		
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? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input type="checkbox"/> No / 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"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>



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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 / Non  Yes / 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 / Non  Yes / Oui

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

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

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

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

Special comments:  
Commentaires spéciaux : Annex A Security Classification Guide attached

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 / Non  Yes / Oui

If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?  No / Non  Yes / Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?  No / Non  Yes / Oui

**PRODUCTION**

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

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?  No / Non  Yes / Oui



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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

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

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

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



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat W6837-174139
Security Classification / Classification de sécurité unclassified

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

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

Name (print) - Nom (en lettres moulées) R. Amot	Title - Titre Contract Supervisor	Signature <i>RAMOT</i>
--	--------------------------------------	---------------------------

Telephone No. - N° de téléphone 250-363-7648	Facsimile No. - N° de télécopieur 250-363-5324	E-mail address - Adresse courriel Richard.Amot@forces.gc.ca	Date APR 19 2016
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**14. Organization Security Authority / Responsable de la sécurité de l'organisme**

Name (print) - Nom (en lettres moulées) Sasa Medjovic - Senior Security Analyst	Title - Titre DDSO - Industrial Security	Signature <i>Sasa Medjovic</i>
--	---	-----------------------------------

Telephone No. - N° de téléphone Tel: 613-996-0228	Facsimile No. - N° de télécopieur Tel: 613-996-0228	E-mail address - Adresse courriel E-mail: sasa.medjovic@forces.gc.ca	Date 216 - May 05
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15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? / Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

No / Non  Yes / Oui

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

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

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

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

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

Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
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Annex A  
 Security Requirements Check List (SRCL)  
 Security Classification Guide, Part B, para 10.a)

UNCLASSIFIED

Real Property Operations Unit (Pacific)  
 Canadian Forces Base Esquimalt  
 Post Office Box 17000 Station Forces  
 Victoria, BC. V9A 7N2  
 Canada

For Contract No.

- The following locations and facilities identified in the table below require the contractor and staff be screened to level II in order to gain access to some of the areas or facilities.
- This list is subject to change in order to comply with Departmental security regulations, directives and operational priorities.

Location	Building	Requirement	Use		Comments
Victoria Airport	PB126	Reliable & Secret	Multi use; Operations area, Admin offices, training classrooms, messing facility and helicopter maintenance areas.	Has a Security Zone	Controlled access; limited to authorized personnel.
Dockyard Victoria,	DY100	Secret	HQ, Operations area & offices	Is a Security Zone	Controlled access; limited to authorized personnel.
Dockyard Victoria, BC	DY199	Reliable & Secret	Offices	Has a Security Zone	Controlled access; limited to authorized personnel.
Dockyard Victoria, BC	DY34	Reliable & Secret	Offices	Has a Security Zone	Controlled access; limited to authorized personnel.
Dockyard Victoria, BC	DY211	Reliable & Secret	Offices and workshop	Has a Security Zone	Controlled access; limited to authorized personnel.
CFAD Victoria, BC	RP137	Secret	Maintenance shop	Is a Security Zone	Controlled access; limited to screened, authorized and properly-escorted personnel.
CFAD Victoria, BC	RP33	Secret	Maintenance shop	Is a Security Zone	Controlled access; limited to screened, authorized and properly-escorted personnel.
CFAD Victoria, BC	RP33B	Secret	Fuel/Defuel shop	Is a Security Zone	Controlled access; limited to screened, authorized and properly-escorted personnel.
CFAD Victoria, BC	RP34	Secret	Mag	Is a Security Zone	Controlled access; limited to screened, authorized and properly-escorted personnel.
CFAD Victoria, BC	RP35	Secret	Mag	Is a Security Zone	Controlled access; limited to screened, authorized and properly-escorted personnel.
CFAD Victoria, BC	RP43	Secret	Work shop	Is a Security Zone	Controlled access; limited to screened, authorized and properly-escorted personnel.
CFAD Victoria, BC	RP45	Secret	Machine shop	Is a Security Zone	Controlled access; limited to screened, authorized and properly-escorted personnel.
CFAD Victoria, BC	RP46	Secret	Repair shop	Is a Security Zone	Controlled access; limited to screened, authorized and properly-escorted personnel.

## Security Requirements Check List (SRCL)

## Security Classification Guide, Part B, para 10.a)

CFAD Victoria, BC	RP48	Secret	Maintenance shop	Is a Security Zone	Controlled access; limited to screened, authorized and properly-escorted personnel.
CFAD Victoria, BC	RP49	Secret	Maintenance shop	Is a Security Zone	Controlled access; limited to screened, authorized and properly-escorted personnel.
CFAD Victoria, BC	RP50	Secret	Maintenance shop	Is a Security Zone	Controlled access; limited to screened, authorized and properly-escorted personnel.
CFAD Victoria, BC	RP58	Secret	Lab	Is a Security Zone	Controlled access; limited to screened, authorized and properly-escorted personnel.
CFAD Victoria, BC	RP59	Secret	Lab	Is a Security Zone	Controlled access; limited to screened, authorized and properly-escorted personnel.
CFAD Victoria, BC	RP61	Secret	Lab	Is a Security Zone	Controlled access; limited to screened, authorized and properly-escorted personnel.
CFAD Victoria, BC	RP62	Secret	Lab	Is a Security Zone	Controlled access; limited to screened, authorized and properly-escorted personnel.
CFAD Victoria, BC	RP63	Secret	Lab	Is a Security Zone	Controlled access; limited to screened, authorized and properly-escorted personnel.
Naden Victoria, BC	NAD2	Reliable & Secret	Base Military Police HQ	Has a Security Zone	Controlled access; limited to screened & authorized personnel.
Naden Victoria, BC	NAD141	Reliable & Secret	Base Operations and Fire Hall	Has a Security Zone	Controlled access; limited to screened & authorized personnel.
CFMTR Nanaimo, BC	Winchelsea Isle	Reliable & Secret	Operations area and Admin offices	Has a Security Zone	Controlled access; limited to screened & authorized personnel. Escorts may be required as an additional security measure.
CFMTR Nanaimo, BC	TB231	Reliable & Secret	Offices	Has a Security Zone	Controlled access; limited to screened & authorized personnel. Escorts may be required as an additional security measure.
Masset Haida Gwaii, BC	MASS50	Secret	Multi use; Operations area, Admin offices and Maintenance area	Has a Security Zone	Controlled access; limited to screened & authorized personnel. Escorts may be required in some areas as an additional security measure.
CFB Esquimalt All Areas	All Buildings	Secret	Departmental communication closets	Secure system	Controlled access; limited to screened & authorized personnel. Escorts may be required as an additional security measure.

Multiple levels screening requirement:

The contracts being used are in place from 3 to 5 years, they provide the Base and Real Property Operations with the ability

Security Requirements Check List (SRCL)  
Security Classification Guide, Part B, para 10.a)

to react to maintenance necessities, equipment breakdowns, servicing requirements and infrastructure emergencies within a reasonable time frame.

During the life of the contract, it is anticipated that for approximately 95% of the time the contractor and his personnel will provide the service in an operations area and will only require RELIABLE in order to meet the access requirement.

The Multi-level SRCL, allows us to build a tool into the contract that ensures the contractor will meet the access requirements for the 5% of the work that occurs within a security zone and requires SECRET. The contractual language embedded within the document compels them to get their personnel screened to the appropriate level required without bogging down the system and wasting scarce resources by forcing the contractor and Industrial Security to unnecessary screen personal to a level higher than what's required for each individual job.

The contractor will not have uncontrolled access to any equipment, area or information system that is classified Secret or higher.

END

## TASK AUTHORIZATION AUTORISATION DES TÂCHES

<p>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.</p>		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	<p><b>TO THE CONTRACTOR</b></p> <p>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.</p> <p>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.</p> <p><b>À L'ENTREPRENEUR</b></p> <p>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.</p> <p>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.</p>	
Delivery location – Expédié à		
Delivery/Completion date – Date de livraison/d'achèvement	<p>_____</p> <p>Date for the Department of National Defence pour le ministère de la Défense nationale</p>	
Contract item no. N° d'article du contrat	Services	Cost Prix
	<b>GST/HST TPS/TVH</b>	
	<b>Total</b>	
<p><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.</p> <p><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.</p>		
<p>_____</p> <p>for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux</p>		

## 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.

### Expédié 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'appliquera/ront 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.