

RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

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

800 Burrard Street, Room 219

800, rue Burrard, pièce 219

Vancouver

British Columbia

V6Z 0B9

Bid Fax: (604) 775-9381

Request For a Standing Offer Demande d'offre à commandes

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

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

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

Comments - Commentaires

THIS DOCUMENT CONTAINS A SECURITY
REQUIREMENT.

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

800 Burrard Street, Room 219

800, rue Burrard, pièce 219

Vancouver

British C

V6Z 0B9

Title - Sujet RISO - Flooring	
Solicitation No. - N° de l'invitation W0103-156026/A	Date 2017-05-30
Client Reference No. - N° de référence du client W0103-156026	GETS Ref. No. - N° de réf. de SEAG PW-\$PWY-034-8061
File No. - N° de dossier PWY-6-39210 (034)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-06-19	Time Zone Fuseau horaire Pacific Daylight Saving Time PDT
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Huchzermeyer, Chris(PWY)	Buyer Id - Id de l'acheteur pwy034
Telephone No. - N° de téléphone (604)365-2956 ()	FAX No. - N° de FAX (604)775-6633
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE CFB ESQUIMALT BASE CONSTRUCTION ENG. OFFICER STN FORCES P.O.BOX 17000 VICTORIA BRITISH COLUMBIA V9A7N2 CANADA	
Security - Sécurité This request for a Standing Offer includes provisions for security. Cette Demande d'offre à commandes comprend des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

Solicitation No. - N° de l'invitation
W0103-156026/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
pwy034

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

File No. - N° du dossier CCC No./N°
pwy-6-39210

CCC - FMS No./N° VME

REQUEST FOR STANDING OFFER (RFSO)

Floor Coverings

IMPORTANT NOTICE TO OFFERORS

THIS DOCUMENT CONTAINS AN INDUSTRIAL SECURITY REQUIREMENT

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

SUPPORT THE USE OF APPRENTICES

The Government of Canada proposes to support the employment of apprentices in federal construction and maintenance projects. Refer to SI11.

INTEGRITY PROVISIONS – OFFER

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

LISTING of SUBCONTRACTORS

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

PWGSC UPDATE ON ASBESTOS USE

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

ADDITION OF PERFORMANCE EVALUATION-CONTRACT

Take note of the additional paragraph to be included in clause R2810D identified in SC03.

ADDITION OF TERMINOLOGY

Take note of the additional paragraph to be included in clause R2810D identified in SC04.

Solicitation No. - N° de l'invitation
W0103-156026/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
pwy034

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

File No. - N° du dossier CCC No./N°
pwy-6-39210

CCC - FMS No./N° VME

TABLE OF CONTENTS

GENERAL INSTRUCTIONS to OFFERORS - CONSTRUCTION SERVICES (GI)

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

SPECIAL INSTRUCTIONS TO OFFERORS (SI)

- SI01 Introduction
- SI02 Offer documents
- SI03 Enquiries during the Solicitation Period
- SI04 Contracting authority / Departmental representative
- SI05 Quantity
- SI06 PWGSC obligations
- SI07 Site Visit
- SI08 Revision of Offer
- SI09 Offer Validity Period
- SI10 Industrial Security Related Requirement
- SI11 Public Works and Government Services Canada Apprentice Procurement Initiative
- SI12 British Columbia Provincial Sales Tax Act - Real Property Contractors
- SI13 Web Sites

STANDING OFFER PARTICULARS (SOP)

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

SUPPLEMENTARY CONDITIONS (SC)

- SC01 Industrial Security Related Requirements
- SC02 Insurance Terms
- SC03 Performance Evaluation-Contract
- SC04 Interpretation

CALL-UPS CLAUSES OR RESULTING CONTRACT DOCUMENTS (CD)

- APPENDIX 1 PRICE PROPOSAL FORM**
- APPENDIX 2 INTEGRITY PROVISIONS – LIST OF NAMES**
- APPENDIX 3 STATEMENT OF WORK**
- APPENDIX 4 TECHNICAL OFFER**
- APPENDIX 5 PERIODIC REPORTS**
- APPENDIX 6 VOLUNTARY CERTIFICATION TO SUPPORT THE USE OF APPRENTICES**

- ANNEX A SECURITY REQUIREMENT CHECK LIST (SRCL)**
- ANNEX B CERTIFICATE OF INSURANCE**
- ANNEX C VOLUNTARY REPORTS FOR APPRENTICES EMPLOYED DURING THE CONTRACT**
- ANNEX D LISTING OF SUBCONTRACTORS**

GENERAL INSTRUCTIONS TO OFFERORS – CONSTRUCTION SERVICES (GI)

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

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

award of the Contract that the Offeror provided a false or misleading certification or declaration, Canada may terminate the Contract for default. Pursuant to the Policy, Canada may also determine the Offeror to be ineligible for award of a contract for providing a false or misleading certification or declaration.

GI02 (2014-03-01) Completion of offer

1. The offer shall be
 - a. submitted on the Offer and Acceptance Form provided through the Government Electronic Tendering Service (GETS) or on a clear and legible reproduced copy of such Offer and Acceptance Form that must be identical in content and format to the Offer and Acceptance Form provided through GETS;
 - b. based on the Offer Documents listed in the Special Instructions to Offerors;
 - c. correctly completed in all respects;
 - d. signed by a duly authorized representative of the Offeror; and
 - e. accompanied by
 - i. any other document or documents specified elsewhere in the solicitation where it is stipulated that said documents are to accompany the offer.
2. Subject to paragraph 6) of GI11, any alteration to the pre-printed or pre-typed sections of the Offer and Acceptance Form, or any condition or qualification placed upon the offer may be cause for disqualification. Alterations, corrections, changes or erasures made to statements or figures entered on the Offer and Acceptance Form by the Offeror shall be initialed by the person or persons signing the offer. Alterations, corrections, changes or erasures that are not initialed shall be deemed void and without effect.
3. Unless otherwise noted elsewhere in the Offer Documents, facsimile copies of offers are not acceptable.
4. Canada will make available Notices of Proposed Procurement (NPP), offer solicitations and related documents for download through the Government Electronic Tendering Service (GETS). Canada is not responsible and will not assume any liabilities whatsoever for the information found on websites of third parties. In the event an NPP, offer solicitation or related documentation would be amended, Canada will not be sending notifications. Canada will post all amendments, including significant enquiries received and their replies, using GETS. It is the sole responsibility of the Offeror to regularly consult GETS for the most up-to-date information. Canada will not be liable for any oversight on the Offeror's part nor for notification services offered by a third party.

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

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

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

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

GI04 (2015-02-25) Applicable Taxes

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

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

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

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

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

GI07 (2014-03-01) Submission of offer

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

GI08 (2010-01-11) Revision of offer

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

4. Failure to comply with any of the above provisions may result in the rejection of the non-compliant revision(s) only. The offer shall be evaluated based on the original offer submitted and all other compliant revision(s).

GI09 (2014-09-25) Rejection of offer

1. Canada may accept any offer, whether it is the lowest or not, or may reject any or all offers.
2. Without limiting the generality of paragraph 1) of GI11, Canada may reject an offer if any of the following circumstances is present:
 - a. the Offeror's offering privileges are suspended or are in the process of being suspended;
 - b. the offering privileges of any employee or subcontractor included as part of the offer are suspended or are in the process of being suspended, which suspension or pending suspension would render that employee or subcontractor ineligible to offer on the Work, or the portion of the Work the employee or subcontractor is to perform;
 - c. the Offeror is bankrupt, or where for whatever reason, its activities are rendered inoperable for an extended period;
 - d. evidence, satisfactory to Canada, of fraud, bribery, fraudulent misrepresentation or failure to comply with any law protecting individuals against any manner of discrimination, has been received with respect to the Offeror, any of its employees or any subcontractor included as part of its offer;
 - e. evidence satisfactory to Canada that based on past conduct or behavior, the Offeror, a subcontractor or a person who is to perform the Work is unsuitable or has conducted himself/herself improperly;
 - f. with respect to current or prior transactions with Canada
 - i. Canada has exercised, or intends to exercise, the contractual remedy of taking the work out of the contractor's hands with respect to a contract with the Offeror, any of its employees or any subcontractor included as part of its offer; or
 - ii. Canada determines that the Offeror's performance on other contracts is sufficiently poor to jeopardize the successful completion of the requirement being offer on.
3. In assessing the Offeror's performance on other contracts pursuant to subparagraph 2)(f)(ii) of GI11, Canada may consider, but not be limited to, such matters as:
 - a. the quality of workmanship in performing the Work;
 - b. the timeliness of completion of the Work;
 - c. the overall management of the Work and its effect on the level of effort demanded of the department and its representative; and
 - d. the completeness and effectiveness of the Contractor's safety program during the performance of the Work.
4. Without limiting the generality of paragraphs 1), 2) and 3) of GI11, Canada may reject any offer based on an unfavourable assessment of the
 - a. adequacy of the offer price to permit the work to be carried out and, in the case of a offer providing prices per unit, whether each such price reasonably reflects the cost of performing the part of the work to which that price applies;
 - b. Offeror's ability to provide the necessary management structure, skilled personnel, experience and equipment to perform competently the work under the Contract; and
 - c. Offeror's performance on other contracts.
5. Where Canada intends to reject an offer pursuant to a provision of paragraphs 1), 2), 3) or 4) of GI11, other than subparagraph 2)(a) of GI11, the contracting Authority will inform the Offeror and

provide the Offeror ten (10) days within which to make representations, before making a final decision on the offer rejection.

6. Canada may waive informalities and minor irregularities in offers received if Canada determines that the variation of the offer from the exact requirements set out in the Offer Documents can be corrected or waived without being prejudicial to other Offerors.

GI10 (2015-02-25) Offer costs

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

GI11 (2015-02-25) Procurement Business Number

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

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

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

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

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

GI14 (2010-01-11) Performance evaluation

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

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

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

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

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

SPECIAL INSTRUCTIONS TO OFFEROR'S (SI)

SI01 INTRODUCTION

1. Public Works and Government Services Canada (PWGSC) is inviting Offerors to submit proposals for Standing Offers. The selected offerors shall provide a range of services as identified in the Statement of Work section of this document.
2. It is PWGSC's intention to authorize up to (2) Standing Offers, each for a period of (3) years. The total dollar value of all Standing Offers is estimated to be (\$1,500,000.00) (GST included). Individual call-ups will vary, up to a maximum of (\$60,000.00) (GST included). Offerors should note that there is no guarantee that the full or any amount of the Standing Offers will be called-up; PWGSC will issue call-ups only when the specific services to be provided under the Standing Offer are needed. Please refer to Section SOP04, CALL-UP PROCEDURE.

SI02 OFFER DOCUMENTS

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

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

SI03 ENQUIRIES DURING THE SOLICITATION PERIOD

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

SI04 CONTRACTING AUTHORITY / DEPARTMENTAL REPRESENTATIVE

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

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

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

SI05 QUANTITY

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

SI06 PWGSC OBLIGATION

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

SI07 SITE VISIT N/A

SI08 REVISION OF OFFER

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

SI09 OFFER VALIDITY PERIOD

1. The offer cannot be withdrawn for the period of (180) days following the RFSO closing date.
2. Canada reserves the right to seek an extension to the offer validity period. Upon notification in writing from Canada, Offerors shall have the option to either accept or reject the proposed extension.
3. If the extension referred to in paragraph 2 of SI09 is accepted, in writing, by all those who submitted offers, then Canada shall continue immediately with the evaluation of the offers and its approvals processes.
4. If the extension referred to in paragraph 2 of SI09 is not accepted in writing by all those who submitted offers then Canada shall, at its sole discretion, either
 - a. continue to evaluate the offers of those who have accepted the proposed extension and seek the necessary approvals; or
 - b. cancel the request for proposal.
5. The provisions expressed herein do not in any manner limit Canada's rights in law or under G109 "General Instructions to Offerors – Construction Services".

SI10 INDUSTRIAL SECURITY RELATED REQUIREMENTS

1. At offer closing, the Offeror must hold a valid Security Clearance as indicated in section SC01 of the Supplementary Conditions. Failure to comply with this requirement will render the offer non compliant and no further consideration will be given to the offer.

2. The Successful Offerror's personnel, as well as any subcontractor and its personnel, who are required to perform any part of the work pursuant to the subsequent contract must meet the mandatory security requirement as indicated in section SC01 of the Supplementary Conditions. **Individuals who do not have the required level of security will not be allowed on site.** It is the responsibility of the successful Offerror to ensure that the security requirements are met throughout the performance of the contract. Canada will not be held liable or accountable for any delays or additional costs associated with the successful Offerror's non-compliance with the mandatory security requirement.
3. For additional information on security requirements, offerors should consult the "Security Requirements for PWGSC Offer Solicitations - Instructions for Offerors" on the Standard Procurement Documents Web site Industrial Security Program

SI11 PUBLIC WORKS AND GOVERNMENT SERVICES CANADA APPRENTICE PROCUREMENT INITIATIVE

1. To encourage employers to participate in apprenticeship training, Contractors offering on construction and maintenance contracts by Public Works and Government Services Canada (PWGSC) are being asked to sign a voluntary certification, signaling their commitment to hire and train apprentices.
2. Canada is facing skills shortages across various sectors and regions, especially in the skilled trades. Equipping Canadians with skills and training is a shared responsibility. The Government of Canada made a commitment to support the use of apprentices in federal construction and maintenance contracts. Contractors have an important role in supporting apprentices through hiring and training and are encouraged to certify that they are providing opportunities to apprentices as part of doing business with the Government of Canada.
3. The Government of Canada is encouraging apprenticeships and careers in the skilled trades. In addition, the government offers a tax credit to employers to encourage them to hire apprentices. Information on this tax measure administered by the Canada Revenue Agency can be found at: www.cra-arc.gc.ca. Employers are also encouraged to find out what additional information and supports are available from their respective provincial or territorial jurisdiction.
4. Signed certifications (Appendix 6) will be used to better understand contractor use of apprentices on Government of Canada maintenance and construction contracts and may inform future policy and program development.
5. The Contractor hereby certifies the following:

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

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

To support this initiative, a voluntary certification signaling the Contractor's commitment to hire and train apprentices is available at APPENDIX 6.

If you accept fill out and sign APPENDIX 6

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

SI 12 British Columbia Provincial Sales Tax Act - Real Property Contractors

Real property contractors in the Province of British Columbia who have contracts with the Federal Government may make purchases for use in real property contracts exempt of Provincial Sales Tax (PST) by providing their suppliers with a completed Certificate of Exemption – Contractors (FIN 491) and, if necessary a completed Certification of Exemption – Subcontractor (FIN 493).

Upon request, Canada will provide the General Contractor with a duly signed exemption form, FIN 491 and if applicable FIN 493.

For additional information, please refer to the link noted below:

http://www.sbr.gov.bc.ca/documents_library/bulletins/pst_501.pdf

SI 13 WEB SITES

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

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

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

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

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

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

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

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

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

STANDING OFFER PARTICULARS

SOP01 GENERAL

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

SOP02 PERIOD OF THE STANDING OFFER

The period for placing call-ups against the Standing Offer shall be for a period of (3) years commencing from the start date identified on the Standing Offer with two options to extend the term of the Standing Offer, for an additional two (2) consecutive twelve (12) month period.

The Contractor hereby grants to Canada two (2) irrevocable option to extend the term of the Contract each for an ADDITIONAL CONSECUTIVE TWELVE (12) MONTH PERIOD, under the same terms and conditions as contained in the Contract. It is to be noted that Canada is not obliged to exercise these two (2) option. The exercise of any option will be at Canada's sole discretion, by providing notification in writing to the Contractor at least thirty (30) days prior to the Contract expiry date or the expiry date of an exercised option period.

SOP03 CALL-UP LIMITATION

Each call-up against the Standing Offer will have a maximum limitation of expenditure of (\$60,000.00) (Applicable Taxes included).

SOP04 CALL-UP PROCEDURE

1. Services will be called-up as follows:

Solicitation No. - N° de l'invitation
W0103-156026/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
pwy034

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

File No. - N° du dossier CCC No./N°
pwy-6-39210

CCC - FMS No./N° VME

- a. The Departmental Representative will establish the scope of services to be performed. For each individual Call-Up, offerors will be considered using a computerized distribution system. This system will track all Call-ups assigned to each offeror and will maintain a running total of the dollar value of business distributed. The system will contain for each offeror an ideal business distribution percentage which has been established as follows; 60% of the business for the top ranked offeror, 40% for the 2nd ranked offeror.
 - b. For each individual call-up the Offeror will be provided the scope of work and will submit an offer to the Departmental Representative in accordance with the unit rates established under the Standing Offer. The Contractor's offer shall include all of the work as specified including; mobilizing, sub-trades, materials, labour, tools, administration fees and supervision including building permits as per local regulations.
2. The Offeror will be authorized in writing by the Contracting Authority to proceed with the work by issuance of a Call-up against the Standing Offer using form 2829.
3. Any proposed changes to the scope of work are to be discussed with the Departmental Representative but any resulting changes can only be authorized by an amendment issued by the Contracting Authority.

Solicitation No. - N° de l'invitation
W0103-156026/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
pwy034

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

File No. - N° du dossier CCC No./N°
pwy-6-39210

CCC - FMS No./N° VME

SOP05 STANDING OFFER RESPONSIBLES

Standing Offer Contracting Authority is :

Name : Chris Huchzermeyer
Title : A/Supply Officer
Department : Public Services and Procurement Canada
Division : Real Property Contracting
Telephone : 604-365-2956
e-mail : Chris.Huchzermeyer@pwgsc-tpsgc.gc.ca

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

Standing Offer Technical Authority is :

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

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

The selected contractor for the standing offer is :

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

SUPPLEMENTARY CONDITIONS (SC)

SC01 INDUSTRIAL SECURITY RELATED REQUIREMENTS

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

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE # W0103-156026 – Revision 1

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

SC02 INSURANCE TERMS

1) Insurance Contracts

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

2) Period of Insurance

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

3) Proof of Insurance

- (a) Before commencement of the Work, and no later than thirty (30) days after acceptance of its offer, the Contractor must deposit with Canada a Certificate of Insurance on the form attached herein.

- (b) Upon request by Canada, the Contractor must provide originals or certified true copies of all contracts of insurance maintained by the Contractor pursuant to the Certificate of Insurance.

4) Insurance Proceeds

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

5) Deductible

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

SC03 PERFORMANCE EVALUATION-CONTRACT

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

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

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

SC04 INTERPRETATION

Solicitation No. - N° de l'invitation
W0103-156026/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
pwy034

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

File No. - N° du dossier CCC No./N°
pwy-6-39210

CCC - FMS No./N° VME

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

“Architectural and Engineering Services ”:

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

“Construction Services ”:

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

“Facility Maintenance Services ”:

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

CALL-UPS CLAUSES OR RESULTING CONTRACT DOCUMENTS (CD)

1. The following are the "call up" contract documents:
 - a. Contract Page when signed by Canada;
 - b. Duly completed Price Proposal Form and any Appendices attached thereto;
 - c. Drawings and Specifications;
 - d. General Conditions and clauses

GC1 General Provisions – Construction Services	R2810D	(2016-04-04);
GC2 Administration of the Contract	R2820D	(2016-01-28);
GC3 Execution and Control of the Work	R2830D	(2015-02-25);
GC4 Protective Measures	R2840D	(2008-05-12);
GC5 Terms of Payment	R2550D	(2016-01-28);
GC6 Delays and Changes in the Work	R2860D	(2016-01-28);
GC7 Default, Suspension or Termination of Contract	R2870D	(2008-05-12);
GC8 Dispute Resolution	R2884D	(2016-01-28);
GC10 Insurance	R2900D	(2008-05-12);
Allowable Costs for Contract Changes under GC6.4.1	R2950D	(2015-02-25);
Supplementary Conditions		
 - e. Any amendment issued or any allowable offer revision received before the date and time set for solicitation closing;
 - f. Any amendment incorporated by mutual agreement between Canada and the Contractor before acceptance of the offer; and
 - g. Any amendment or variation of the contract documents that is made in accordance with the General Conditions.
2. The documents identified by title, number and date above are incorporated by reference and are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Web site: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>
3. The language of the contract documents is the language of the Price Proposal Form submitted.

Solicitation No. - N° de l'invitation
W0103-156026/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
pwy034

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

File No. - N° du dossier CCC No./N°
pwy-6-39210

CCC - FMS No./N° VME

APPENDIX 1 - PRICE PROPOSAL FORM

BA01 IDENTIFICATION

Floor Coverings

BA02 BUSINESS NAME AND ADDRESS OF OFFEROR

Name: _____

Address: _____

Telephone: _____ Fax: _____ PBN: _____

E-mail address: _____

Industrial Security Program Organisation Number (ISP ORG#) _____
(when required)

BA03 PRICES

Year 1

Call out Rates: All-inclusive firm call out rates shall be based only on direct travel from contractor's plant to the sites of work specified below and direct return to contractor's plant (direct return trip). Full rates shall be charged only once for each call out.

Call out rates DO NOT include productive labour, See next table. If call out rates do not apply, please fill in rate as zero (0).

Item	Firm call out rates	ETT*	Firm Unit Price
3	Nanoose, BC area		

ETT - Estimated Travel Time (in minutes) is one way from suppliers' base to the job site above.

Flooring, Supply and Install, Regular Firm Prices			
Item	Description	Unit	Firm Unit Price
	Carpet Glue Down - Standard of Acceptance: Kraus Regiment Pro 28 or better		
4	Broadloom	Sq. Metre	

Solicitation No. - N° de l'invitation
W0103-156026/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
pwy034

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

File No. - N° du dossier CCC No./N°
pwy-6-39210

CCC - FMS No./N° VME

5	Carpet Tile 24" x 24"	Sq. Metre	
	Baseboard - Supply and Install		
6	100mm rubber, colour to suit	Lineal metre	
7	150mm rubber, colour to suit	Lineal metre	
	Resilient Sheet and Vinyl Tile Flooring		
8	Vinyl composition tile 12" x 12"	Sq. Metre	
9	Homogeneous Sheet Vinyl 2.mm	Sq. Metre	
10	Linoleum Sheet Flooring 2.5 mm	Sq. Metre	
11	Underpad, 55 mm thick	Sq. Metre	

	Labour		
	Hourly rate including travel time and all related expenses During Regular Hours 7:30 - 16:00 hours Monday through Friday		
12	Journeyman Floor Covering Installer	Per Hour	
13	Helper	Per Hour	
	Hourly rate including travel time and all related expenses Outside Regular Hours Monday through Sunday including all day Saturday, Sunday and holidays.		
14	Journeyman Floor Covering Installer	Per Hour	
15	Helper	Per Hour	
	Contractor's Mark Up on Allowance for unspecified material and replacement parts.		

Solicitation No. - N° de l'invitation
W0103-156026/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
pwy034

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

File No. - N° du dossier CCC No./N°
pwy-6-39210

CCC - FMS No./N° VME

Year 2

Call out Rates: All-inclusive firm call out rates shall be based only on direct travel from contractor's plant to the sites of work specified below and direct return to contractor's plant (direct return trip). Full rates shall be charged only once for each call out.

Call out rates DO NOT include productive labour, See next table. If call out rates do not apply, please fill in rate as zero (0).

Item	Firm call out rates	ETT*	Firm Unit Price
3	Nanoose, BC area		

ETT - Estimated Travel Time (in minutes) is one way from suppliers' base to the job site above.

Flooring, Supply and Install, Regular Firm Prices			
Item	Description	Unit	Firm Unit Price
	Carpet Glue Down - Standard of Acceptance: Kraus Regiment Pro 28 or better		
4	Broadloom	Sq. Metre	
5	Carpet Tile 24" x 24"	Sq. Metre	
	Baseboard - Supply and Install		
6	100mm rubber, colour to suit	Lineal metre	
7	150mm rubber, colour to suit	Lineal metre	
	Resilient Sheet and Vinyl Tile Flooring		
8	Vinyl composition tile 12" x 12"	Sq. Metre	

Solicitation No. - N° de l'invitation
W0103-156026/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
pwy034

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

File No. - N° du dossier CCC No./N°
pwy-6-39210

CCC - FMS No./N° VME

9	Homogeneous Sheet Vinyl 2.mm	Sq. Metre	
10	Linoleum Sheet Flooring 2.5 mm	Sq. Metre	
11	Underpad, 55 mm thick	Sq. Metre	
	Labour		
	Hourly rate including travel time and all related expenses During Regular Hours 7:30 - 16:00 hours Monday through Friday		
12	Journeyman Floor Covering Installer	Per Hour	
13	Helper	Per Hour	
	Hourly rate including travel time and all related expenses Outside Regular Hours Monday through Sunday including all day Saturday, Sunday and holidays.		
14	Journeyman Floor Covering Installer	Per Hour	
15	Helper	Per Hour	
	Contractor's Mark Up on Allowance for unspecified material and replacement parts.		

Solicitation No. - N° de l'invitation
W0103-156026/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
pwy034

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

File No. - N° du dossier CCC No./N°
pwy-6-39210

CCC - FMS No./N° VME

Year 3

Call out Rates: All-inclusive firm call out rates shall be based only on direct travel from contractor's plant to the sites of work specified below and direct return to contractor's plant (direct return trip). Full rates shall be charged only once for each call out.

Call out rates DO NOT include productive labour, See next table. If call out rates do not apply, please fill in rate as zero (0).

Item	Firm call out rates	ETT*	Firm Unit Price
3	Nanoose, BC area		

ETT - Estimated Travel Time (in minutes) is one way from suppliers' base to the job site above.

Flooring, Supply and Install, Regular Firm Prices			
Item	Description	Unit	Firm Unit Price
	Carpet Glue down - Standard of Acceptance: Kraus Regiment Pro28 or better		
4	Broadloom	Sq. Metre	
5	Carpet Tile 24" x 24"	Sq. Metre	
	Baseboard - Supply and Install		
6	100mm rubber, colour to suit	Lineal metre	
7	150mm rubber, colour to suit	Lineal metre	
	Resilient Sheet and Vinyl Tile Flooring		

Solicitation No. - N° de l'invitation
W0103-156026/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
pwy034

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

File No. - N° du dossier CCC No./N°
pwy-6-39210

CCC - FMS No./N° VME

8	Vinyl composition tile 12" x 12"	Sq. Metre	
9	Homogeneous Sheet Vinyl 2.mm	Sq. Metre	
10	Linoleum Sheet Flooring 2.5 mm	Sq. Metre	
11	Underpad, 55 mm thick	Sq. Metre	
	Labour		
	Hourly rate including travel time and all related expenses During Regular Hours 07:30 - 16:00 hours Monday through Friday		
12	Journeyman Floor Covering Installer	Per Hour	
13	Helper	Per Hour	
	Hourly rate including travel time and all related expenses Outside Regular Hours Monday through Sunday including all day Saturday, Sunday and holidays.		
14	Journeyman Floor Covering Installer	Per Hour	
15	Helper	Per Hour	
16	Contractor's Mark Up on Allowance for unspecified material and replacement parts.		

Solicitation No. - N° de l'invitation
W0103-156026/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
pwy034

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

File No. - N° du dossier CCC No./N°
pwy-6-39210

CCC - FMS No./N° VME

1st Option Year

Call out Rates: All-inclusive firm call out rates shall be based only on direct travel from contractor's plant to the sites of work specified below and direct return to contractor's plant (direct return trip). Full rates shall be charged only once for each call out.

Call out rates DO NOT include productive labour, See next table. If call out rates do not apply, please fill in rate as zero (0).

Item	Firm call out rates	ETT*	Firm Unit Price
3	Nanoose, BC area		

ETT - Estimated Travel Time (in minutes) is one way from suppliers' base to the job site above.

Flooring, Supply and Install, Regular Firm Prices			
Item	Description	Unit	Firm Unit Price
	Carpet Glue down - Standard of Acceptance: Kraus Regiment Pro 28 or better		
4	Broadloom	Sq. Metre	
5	Carpet Tile 24" x 24"	Sq. Metre	
	Baseboard - Supply and Install		
6	100mm rubber, colour to suit	Lineal metre	
7	150mm rubber, colour to suit	Lineal metre	
	Resilient Sheet and Vinyl Tile Flooring		

Solicitation No. - N° de l'invitation
W0103-156026/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
pwy034

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

File No. - N° du dossier CCC No./N°
pwy-6-39210

CCC - FMS No./N° VME

8	Vinyl composition tile 12" x 12"	Sq. Metre	
9	Homogeneous Sheet Vinyl 2.mm	Sq. Metre	
10	Linoleum Sheet Flooring 2.5 mm	Sq. Metre	
11	Underpad, 55 mm thick	Sq. Metre	
	Labour		
	Hourly rate including travel time and all related expenses During Regular Hours 07:30 - 16:00 hours Monday through Friday		
12	Journeyman Floor Covering Installer	Per Hour	
13	Helper	Per Hour	
	Hourly rate including travel time and all related expenses Outside Regular Hours Monday through Sunday including all day Saturday, Sunday and holidays.		
14	Journeyman Floor Covering Installer	Per Hour	
15	Helper	Per Hour	
16	Contractor's Mark Up on Allowance for unspecified material and replacement parts.		

Solicitation No. - N° de l'invitation
W0103-156026/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
pwy034

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

File No. - N° du dossier CCC No./N°
pwy-6-39210

CCC - FMS No./N° VME

2nd Option Year

Call out Rates: All-inclusive firm call out rates shall be based only on direct travel from contractor's plant to the sites of work specified below and direct return to contractor's plant (direct return trip). Full rates shall be charged only once for each call out.

Call out rates DO NOT include productive labour, See next table. If call out rates do not apply, please fill in rate as zero (0).

Item	Firm call out rates	ETT*	Firm Unit Price
3	Nanoose, BC area		

ETT - Estimated Travel Time (in minutes) is one way from suppliers' base to the job site above.

Flooring, Supply and Install, Regular Firm Prices			
Item	Description	Unit	Firm Unit Price
	Carpet Glue down - Standard of Acceptance: Kraus Regiment Pro28 or better		
4	Broadloom	Sq. Metre	
5	Carpet Tile 24" x 24"	Sq. Metre	
	Baseboard - Supply and Install		
6	100mm rubber, colour to suit	Lineal metre	
7	150mm rubber, colour to suit	Lineal metre	
	Resilient Sheet and Vinyl Tile Flooring		

Solicitation No. - N° de l'invitation
W0103-156026/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
pwy034

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

File No. - N° du dossier CCC No./N°
pwy-6-39210

CCC - FMS No./N° VME

8	Vinyl composition tile 12" x 12"	Sq. Metre	
9	Homogeneous Sheet Vinyl 2.mm	Sq. Metre	
10	Linoleum Sheet Flooring 2.5 mm	Sq. Metre	
11	Underpad, 55 mm thick	Sq. Metre	
	Labour		
	Hourly rate including travel time and all related expenses During Regular Hours 07:30 - 16:00 hours Monday through Friday		
12	Journeyman Floor Covering Installer	Per Hour	
13	Helper	Per Hour	
	Hourly rate including travel time and all related expenses Outside Regular Hours Monday through Sunday including all day Saturday, Sunday and holidays.		
14	Journeyman Floor Covering Installer	Per Hour	
15	Helper	Per Hour	
16	Contractor's Mark Up on Allowance for unspecified material and replacement parts.		

BA04 OFFER VALIDITY PERIOD

The offer shall not be withdrawn for a period of thirty (180) days following the date of solicitation closing.

BA05 SIGNATURE

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

Signature

Date

[illegible]

Solicitation No. - N° de l'invitation
W0103-156026/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
pwy034

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

File No. - N° du dossier CCC No./N°
pwy-6-39210

CCC - FMS No./N° VME

APPENDIX 3 - SCOPE OF WORK

Regional Individual Standing Offer for the supply and installation, and repair and replacement of carpet, hardwood, linoleum, vinyl sheet goods, vinyl composite tile and other flooring products at the Department of National Defence, Canadian Forces Base Esquimalt, Victoria, British Columbia, Canada for the period specified herein. .

Department of National Defence, CFB Esquimalt and areas as listed below.

Site of Work The site of the work is, but not restricted to the following areas of CFB Esquimalt known as Work Point Barracks, Dockyard, Naden, Patricia Bay, Bay Street Armoury, Ashton Armoury, Belmont Park, Rocky Point, Colwood, HMCS MALAHAT, Albert Head Metchosin, Heals Range Saanich, and CFMETER Nanoose.

- (a) CFB Esquimalt (Work Point Barracks) is located west of the City of Victoria, approximately 5 kilometres via Esquimalt Rd and Head St. South on Head St approximately 1 kilometre to the gates of Work Point Barracks - Head St at Lyall Street.
- (b) CFB Esquimalt (Dockyard) is located west of the City of Victoria approximately 8 kilo metres at the western terminus of Esquimalt Rd.
- (c) CFB Esquimalt (Naden) is located at Admirals Rd approximately 1 kilometre north of the junction of Esquimalt Rd and Admirals Rd.
- (d) CFB Esquimalt (Bay Street Armoury) is located at 715 Bay St at the corner of Bay and Douglas Sts, Victoria, BC. Entrance via Field St.
- (e) CFB Esquimalt (Ashton Armoury) is located at 724 Vanalman St which is east of the junction of Glanford and Vanalman Sts, Victoria, BC
- (f) CFB Esquimalt (Patricia Bay) is north of the City of Victoria via the Pat Bay Highway to McTavish Rd west to Willingdon Rd; follow approximately 3 kilometres to Kitty Hawk Rd.
- (g) CFB Esquimalt (Colwood) is west of the City of Victoria via Highways 1 and 1A to Wilfert Rd. Then go left for approximately 1/2 kilometre to a controlled gate.
- (h) CFB Esquimalt (Belmont Park) is west of the City of Victoria via Highways 1 and 1A to Ocean Blvd then left for approximately 1 kilometre.
- (i) CFB Esquimalt (Rocky Point) is south and west of the City of Victoria via Highways 1 and 1A to Sooke Rd left at Happy Valley Rd to Rocky Point Rd then right to East Sooke Rd and left to controlled gate.
- (j) CFB Esquimalt (HMCS Malahat) is located in the James Bay area of the City of Victoria at 20 Huron St.

Solicitation No. - N° de l'invitation
W0103-156026/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
pwy034

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

File No. - N° du dossier CCC No./N°
pwy-6-39210

CCC - FMS No./N° VME

- (k) Albert Head is located in Metchosin approximately 5km west of Colwood on Metchosin Rd. Left on Duke Rd to the Cadet Camp.
- (l) Heals Range is located Saanich. West Saanich Road to Wallace Drive
- (m) Canadian Forces Maritime Experimental and Test Ranges (C.F.M.E.T.R.) is located at Nanoose Bay approx. 1.5 hours north of Victoria

1. DEFINITION OF TERMS

In the Contract, the

"Departmental Representative" is interchangeable with "Engineer" and means any person authorized by the Minister for the purpose of any contract resulting from a Call-up against this Standing Offer.

"Engineer" means such person as may be specifically designated by or on behalf of the Minister upon the award of this contract and includes a person specially authorized by the Engineer to act on his behalf,

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

"Minister" includes a person acting for, or if the office is vacant, in place of the Minister and his successors in the office, and his or their lawful deputy and any of his or their representatives appointed for the purpose of the contract,

"Canada", "Crown", or "Her Majesty" means Her Majesty the Queen in right of Canada;

"Call-up" means the action of calling up against the Standing Offer as confirmed by a Call-up against a Standing Offer form (PWGSC 942), duly signed and issued by the Departmental Representative and accepted by the Offeror.

"person" includes, unless there is an express stipulation in the contract to the contrary, any partnership, proprietorship, firm, joint venture, consortium, corporation.

"herein", "hereby", "hereof", "hereunder" and similar expressions refer to the Contract as a whole and not to any particular subdivision or part thereof; "material" includes all materials, commodities, articles and things required to be furnished under the Contract for incorporation in the Work;

"plant" includes all animals, tools, implements, machinery, vehicles, buildings, structures, equipment, articles and things required for the execution of the Work;

"subcontractor" means a person, firm or corporation to whom or to which the Contractor has, pursuant to section 4 of these General Conditions and with the consent of the Engineer, subcontracted the whole or any portion of the Work;

"superintendent" means the employee of the Contractor who is designated by the Contractor as being in full charge of the field operations of the Contractor for the purposes of the Contract; and

"Work" includes the whole of the works, materials, matters and things required to be done, furnished and performed by the Contractor under the Contract.

2. Cleaning the work

The Contractor will upon completion of the work, clear and clean the work and its site to the satisfaction of and in accordance with any directions of the Engineer. Tools, surplus materials and adhesives are to be removed and disposed of off of DND property unless previously arranged in writing with the Engineer

3. Certification

Floor covering installers working under this contract will hold a valid floor installer ticket with a Red Seal, Inter Provincial or BC designation.

Trades helpers can be a floor installer apprentice or a laborer but must be skilled in the work being performed and supervised by a fully qualified floor installer.

RFSO (02-2017)

4. Work Schedule

Provide work schedule showing progress stages and completion of work when requested.

Interim reviews of work progress will be conducted by Engineer and schedule adjusted by Contractor with approval of Engineer.

Work time: normal working hours, 07:30 to 16:00 Monday to Friday except holidays unless otherwise requested by Engineer.

6. Contractors Use of Site

Use of site and access directly to and from site subject to:

- a. Traffic regulations established by DND.
- b. Security regulations established by DND - Provide a list of all employees and suppliers, when requested.

Work and storage area are limited, consult Engineer.

Do not unreasonably encumber site with materials or equipment.

Move stored products or equipment, which interfere with operations of Engineer or other contractors. Use of DND facilities not permitted unless otherwise indicated or approved in writing by Engineer.

No smoking allowed in DND buildings.

GENERAL REQUIREMENTS GENERAL

INSTRUCTIONS

1. Description of Work

For the supply and installation, and repair and replacement of carpet, hardwood, linoleum, vinyl sheet goods, vinyl composite tile and other flooring products at the Department of National Defence, Canadian Forces Base Esquimalt, Victoria, British Columbia, Canada.

Work to include but not limited to the following:

Surface preparation, filling and sanding

Inspect, measure and mark surfaces to be covered Measure, cut and fasten underlay and underpadding

Measure, cut and install carpeting using hand or machine equipment, seaming iron, bonding tape or other bonding materials

Stretch carpeting using knee-kicker or power stretcher and secure carpeting to floor or other surfaces using staple gun or other devices

Measure, cut and install vinyl and linoleum floor covering using adhesive, rollers and other hand tools Install hardwood floors, such as strip floors, block floors or plank floors, using glue, staples, nails or other means

Estimate material and labour costs

Remove and replace wood and rubber baseboards

Exact type of material, quality and location of work as per Engineer's instructions with each request for services. Under this agreement, the contractor will not be authorized to do any work on board Her Majesty's Ships.

2. Documents Required

Maintain at job site, one copy of each of the following: Drawings issued for work

MSDS for products being used.

3. Work Schedule

The contractor will be required, when requested by the site authority, to provide a work schedule showing a start time, anticipated progress and an estimated time the work will be completed. (A schedule will be requested if required.) Interim reviews of work progress based on work schedule will be conducted as decided by the Engineer and schedule updated by Contractor in conjunction with and to the approval of the Engineer.

Work time:

During normal working hours, 07:30 AM through 16:00 PM on working days, Monday to Friday, except holidays. Outside normal hours only if requested by DND.

4. Contractor's Use of Site

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

Security regulations established by DND.

Provide a list of all employees and suppliers, when requested, to the Base Security Officer. Work and storage area limited as designated by the Engineer.

Do not unreasonably encumber site with materials or equipment.

Move stored products or equipment which interferes with operations of the Engineer or other contractors. Use of DND facilities not permitted unless otherwise indicated or approved in writing by the Engineer.

NO SMOKING POLICY: Smoking is not permitted DND buildings. Smoking is only permitted in designated smoking areas.

5. Codes and Standards

Perform work in accordance with National Building Code of Canada (NBC) 2010 and any other code of provincial or local application provided that in any case of conflict or discrepancy the more stringent requirement shall apply. Meet or exceed requirements of contract documents, specified standards, codes and referenced documents and manufactures product installation instructions.

6. Location of Equipment and Fixtures

Location of materials and equipment indicated or specified are to be considered approximate. Inform Engineer of impending installation and obtain his approval for actual location.

7. Cutting, Fitting and Patching

Execute cutting, fitting and patching to make work fit properly.

Where new work connects with existing work, and where existing work is altered, cut, patch and make good to match existing work. Use only new metal or rubber transition strips were required.

Make cuts with clean, true, smooth edges. Make patches inconspicuous in final assembly.

8. Existing Services

Submit request to and obtain approval from Engineer for any shut-down or closure of active service or facility.

9. Work in Existing Building or Access Areas

Execute work with least possible interference or disturbance to occupants, public and normal use of premises.

Arrange with Engineer to facilitate execution of work.

Where elevators, dumbwaiters, conveyors, or escalators exist in buildings, only those assigned for Contractor's use may be used for moving men and material within building. Protect walls of passenger elevators to approval of Engineer before use. Accept liability for damage, safety of equipment, and overloading of existing equipment.

Provide temporary dust screens, barriers, warning signs in locations where renovation and alteration work is adjacent

to areas used by public or Government staff.

Provide pedestrian barricade warning tape to mark perimeter of work area as directed by Engineer.

10. Construction Safety Measures

Observe and enforce construction safety measures required by the National Building Code 2010, Provincial Government, Workers' Compensation Board, Work Safe BC and Municipal Statutes and authorities.

In event of conflict between any provisions of above authorities, the most stringent provision governs.

11. Engineer

All work is to be done for, and to the complete satisfaction of, the Base Engineering Officer or his authorized representatives, herein referred to as "the Engineer".

TEMPORARY FACILITIES

1. Sanitary Facilities

Permanent facilities may be used on approval of Engineer.

2. Parking

Parking space will be made available on site for marked contractors' vehicles only. Location and number of spaces as directed by Engineer.

3. Power and Water Supply

DND can provide, free of charge, temporary electric power and water for construction purposes except at housing units. Engineer will determine delivery points and quantitative limits. Engineer's written permission is required before any connection is made. Connect to existing power supply in accordance with the Canadian Electrical Code. Provide, at no cost to DND, all equipment and temporary lines to bring these services to work area. Supply of temporary services by DND is subject to DND requirements and may be discontinued by DND site representative at any time without notice.

4. Signs and Notices

Only signs and notices for hazard, safety, or instruction are permitted on site.

Format, location, and quantity of site signs and notices to be approved by the Engineer.

5. Removal of Temporary Facilities

Remove temporary facilities from site when directed by Engineer.

FIRE SAFETY REQUIREMENTS

1. Fire Safety Plan

Contractors and their personnel will be familiar with this section and its requirements.

2. Fire Department Briefing

When required, the Engineer shall coordinate arrangements for the contractor to be briefed on Fire Safety at their pre-work conference by the Fire Chief before any work is commenced. Any open flame work will require a Hot Work Permit issued by the Base Fire Chief.

3. Reporting Fires

Know the location of nearest fire alarm box and telephone, including the emergency telephone number. Report immediately all fire incidents to the Fire Department as follows: Activate nearest fire alarm box: or Telephone 89-911 (Emergency only on Base telephones), or 911 (Emergency only on non-Base telephones).

Person activating fire alarm box shall remain at the box to direct Fire Department to scene of fire. When reporting a fire by telephone, give location of fire, name or number of building, and be prepared to verify the location.

4. Interior and Exterior Fire Protection and Alarm Systems

Fire protection and alarm systems shall not be: Obstructed.

Shut off.

Left inactive at the end of a working day or shift without notification and authorization from the Fire Chief or his representative.

Minimum 48 hours' notice for alarm disconnection whenever possible.

Fire hydrants, standpipes, and hose systems shall be not used for other than fire-fighting purposes unless authorized by the Fire Chief.

5. Blockage of Roadways

The Fire Chief shall be advised of any work that would impede fire apparatus response. This includes violation of minimum overhead clearance, erecting of barricades, and the digging of trenches.

6. Smoking Precautions

Smoking is only permitted in designated smoking area throughout the base. No matches, lighters, or smoking materials are permitted within the restricted areas of Rocky Point.

7. Rubbish and Waste Materials

Rubbish and waste materials are to be kept to a minimum. The burning of rubbish is prohibited. All rubbish and surplus materials shall be removed from the work site at the end of the work day or shift.

Storage:

Extreme care is required where it is necessary to store oily waste in work areas to ensure maximum possible cleanliness and safety. Greasy or oily rags or materials subject to spontaneous combustion shall be deposited and kept in an approved receptacle and removed as required in above.

8. Flammable Liquids

The handling, storage and use of flammable liquids are to be governed by the current National Fire Code of Canada. Flammable liquids such as gasoline, kerosene, and naphtha shall not be kept within buildings. Quantities not exceeding 45 litres may be stored in approved safety cans bearing the Underwriter's Laboratory of Canada or Factory Mutual seal of approval. Storage of quantities of flammable liquids exceeding 45 litres for work purposes requires the permission of the Fire Chief.

Transfer of flammable liquids is prohibited within buildings or in the vicinity of open flames or any type of heat producing devices.

Flammable liquids having a flashpoint below 38oC such as naphtha or gasoline shall not be used as solvents or cleaning agents.

9. Questions and/or Clarification

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

MATERIAL AND EQUIPMENT

1. General

Use new material unless otherwise specified.

Provide material and equipment of specified quality.

Use products of one manufacturer for material and equipment of same type of classification unless otherwise specified.

2. Manufacturer's Instruction

Unless otherwise specified, comply with manufacturer's latest printed instructions for materials and installation methods.

Notify Engineer in writing of any conflict between these specifications and manufacturer's instructions. Engineer will designate which document is to be followed.

3. Fastenings - General

Provide metal fasteners and accessories in same texture, colour, and finish as base metal in which they occur. Prevent electrolyte action between dissimilar metals.

Fastenings which cause spalling or cracking of material to which anchorage is made is not acceptable.

4. Delivery and Storage

Deliver, store, and maintain packaged material and equipment with manufacturer's seals and labels intact. Store material in accordance with suppliers instructions.

5. Conformance

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

6. Construction Equipment and Plant

Maintain construction equipment and plant in good operating order.

Contractor is responsible for all tools normally associated with the trade. The Contractor is also responsible for tools and equipment for the associated work listed such as 1/4 round installation and clean-up. These items are to be included in the hourly rates.

CLEANING

1. General

Conduct cleaning and disposal operations to comply with local ordinances and anti-pollution laws.

Store volatile waste in covered metal containers and remove from premises at end of each working day. Prevent accumulation of waste which creates hazardous conditions.

Provide adequate ventilation during use of volatile or noxious substances. Use of building ventilation systems is not permitted for this purpose.

Materials

Use only cleaning materials recommended by manufacturer of surfaces to be cleaned and as recommended by cleaning material manufacturers.

2. Cleaning During Construction

Maintain the work at least on a daily basis free from accumulation of waste material and debris. When requested by Engineer, provide on-site dump containers for collection of waste materials and debris.

Remove waste materials and debris from DND property.

3. Final Cleaning

In preparation for acceptance of the project, perform final cleaning. Vacuum clean carpets and remove all debris and surplus material.

SHEET AND TILE FLOORING

1. Description of Work

The work includes the removal and installation of sheet and tile in various base buildings.

2. Warranty

Provide a written guarantee, signed and issued in the name of Canada stating that flooring work of this section is guaranteed against deterioration of the backing, delamination, failure of seams, stretching or wrinkling, fading, or other defects, or workmanship detrimental to appearance of performance for a period of five years from the date of Final Certificate of Completion.

3. Submittals

A copy of the flooring manufacturer's manual, for the execution of work, shall be made available to the Engineer for the duration of the contract.

PRODUCTS

1. Materials

Vinyl Composition Tiles:

Institutional/commercial use: to National Building Code 2010 Section 9.30. Pattern: Smooth

Colour As selected by Engineer Size: 30mm X 30mm (12" X 12")

Gauge: 3.2mm (1/8")

Standard of Acceptance: Armstrong Excelon or better

Linoleum sheet flooring:

To ASTM F2034, National Building Code 2010 Section 9.30.5

Pattern: Solid, uni-coloured, or marbled as selected by Engineer

Thickness: 2.5 mm

Staples.

Type recommended by resilient flooring material manufacturer for material, type, and location.

Colour: As selected by Engineer

Standard of Acceptance: Johnsonite Tackett Collection or better

Homogeneous Polyvinyl Chloride (PVC) sheet flooring:

To ASTM F1913, National Building Code 2010 Section 9.30.5 Pattern: Solid, uni-coloured, or marbled as selected by Engineer Thickness: 2.5 mm

Colour: As selected by Engineer

Standard of Acceptance: Johnsonite Granit Tackett Collection or better

Welding rods for commercial sheet flooring and linoleum:

As recommended by flooring manufacturer.

Resilient Base: CAN/CSA A126.5, Continuous, Top Set:

Type: 1-rubber Style: A-straight and B-cove

Height: 101.6 and 152.4 mm

Colour: Style and height as selected by Engineer.

Resilient Stair Tread:

Rubber, 30 mm vertical face, square nose, full thread deep, 5 mm thick, metal reinforced nose, diamond or disc surface solid or marbled pattern, colour selected by Engineer.

Resilient Stair Riser:

Top set rubber, 3.2 mm thick, full riser height, solid or marbled pattern, colour selected by Engineer.

Primers and Adhesives:

Waterproof, of types recommended by resilient flooring manufacturer for specific material on applicable substrate, above, on, or below grade. Low VOC and environmental greener products used where possible

Sub-Floor Filler and Leveller:

Cement based filler with acrylic additive only to produce cementitious paste as recommended by flooring manufacturer for use with their product.

Metal Edge Strips:

Aluminum extruded, smooth, mill finish with lip to extend under floor finish, shoulder flush with top of adjacent floor finish.

Sealer and Wax:

Type recommended by resilient flooring material manufacturer for material, type, and location.

Floor Underlay Acceptable materials:

3/8" good-one-side plywood

Underlay Attachments: to CSA B111-1974:

38 mm (1") 12.5 ga heat-treated ring-thread nails

Staples.

Type recommended by resilient flooring material manufacturer for material, type, and location.

Painting Materials:

Any paint required for touch ups shall match existing paints.

SHEET AND TILE FLOORING EXECUTION

1. Removals

The Contractor shall be responsible for moving furniture and replacement of same at completion of flooring installation. Care shall be taken that furniture and electrical appliances are not marred in any way.

2. Preparation

Before laying new plywood underlay, remove ridges and bumps from existing sub-floor. Fill low spots, cracks, joints, holes, and other defects with sub-floor filler.

3. Underlay

The face grain of the underlay shall be at right angles to the floor joists. Nail along edges of each underlay panel at not

more than 152 mm (6") centres, and space nails at not more than 304 mm (12") apart in the field of each panel. Pneumatically-fastened staples are acceptable (min. 1 1/4" length). Fill all depressions with water putty or other equal filler compatible with the flooring adhesive. Test underlay for deflection and squeaks, re-nail all such areas, and make solid. Remove debris, vacuum to remove all dust.

Before laying new flooring, remove ridges and bumps. Fill low spots, cracks, joints, holes, and other defects with sub-floor filler. Trowel and float to leave smooth, flat, hard surface. Prohibit traffic until filler cured.

Clean and vacuum the floor areas thoroughly.

4. Workmanship

Install all flooring in strict accordance with manufacturer's recommendations.

5. Flooring Application

Apply adhesive uniformly by using recommended spreader trowel in accordance with manufacturer's instructions. Cut flooring accurately, fit and seal neatly around fixed objects.

Install metal or rubber transition strips at unprotected and exposed edges where flooring terminates. Remove excess adhesive from floor, base, and wall surfaces without damage.

The Contractor shall inform the Engineer when a water closet is to be lifted. The Engineer shall arrange for the reinstallation of the water closet by others.

Apply clear silicone sealant around door jambs or other cut ins where base will not be used.

CARPETING

1. Samples

When requested, submit pieces of carpet specified, pieces of under pad, carpet gripper, and binder bars.

2. Shop Drawings

When requested, submit shop drawings indicating locations and lengths of seams and cross joints for carpeted areas, nap, open edges, and other details required by Engineer to clarify work.

3. Maintenance Data

When requested, provide maintenance data for carpet maintenance.

PART 2 - PRODUCTS

1. Materials

Broadloom

To conform to CGSB 4-GP-129 and CAN 4-S102.2 (generic per NBC supplement) Top effect: Interlocking Level loop, colour, and pattern as selected. Standard backing system: ZipperLock dual bonding Fibre type: Nylon OR polypropylene (supply only Fibre Type ordered) Pile height: Min. 4.0 mm to 5.5 mm maximum Tuft bind: Stitch count: Min. 51.6 per 10 cm Rows: Min. 39.4/10 cm Total pile yarn weight: 950g/m² (28 oz.) Pile density: min. 14.7 kilotex/cm² Product must have an anti-microbial protection and be eligible for a recycling program.

Standard of Acceptance: Kraus Regiment Pro 28 or better.

Carpet Tile (Modular)

24 oz. 100% BCF Ultrel nylon Modular Tile

carpet tile to contain a minimum of 30% pre-consumer recycled content in face fiber and 10% pre-consumer recycled content in the backing system

Carpet tile must be 100% recyclable.

Standard of Acceptance: Kraus ecoFUSION Modular with 40% post-consumer recycled content or better

Underpad:

Cellular rubber to CGSB-20-GP-23M, Type 1, min. 55 mm thick, to CAN4S102-M80. Carpet grippers:

Types recommended by carpet manufacturer. Seaming tape:

Types recommended by carpet manufacturer for purpose intended. Binder bars:

Aluminum mill finish, colour as selected by Engineer, or type recommended by carpet manufacturer. Plastic cap:

Purpose made vinyl cap strip, colour as selected, to accommodate carpet base thickness. Adhesive:

Release type of brand recommended by carpet manufacturer. Carpet protection:

Non-staining heavy duty Kraft paper or 0.15 mm thick polyethylene film. Concrete floor sealer:

To CGSB 25-GP-20M, Type 1.

Sub-floor filler:

White premix latex requiring only water to produce cementitious paste. Resilient base:

Top set coved, vinyl wraparound, min. 1200 mm length, height as specified, 100 mm or 150 mm, 3 mm thick, colour as selected.

CARPETING EXECUTION

1. Workmanship

Install glue-down carpet in accordance with CGSB 4-GP-156 and manufacturer's printed instructions. Install carpeting and underpad in accordance with manufacturer's printed instructions.

Finish installation to present smooth-wearing surface free from conspicuous seams, burring and other faults.

Use materials from same dye lot and ensure colour, pattern, and texture match within any one area.

2. Preparation

Prepare floor surfaces in accordance with CGSB 4-GP-156 and manufacturer's printed instructions.

3. Carpet Grippers and Binder Bars

Install carpet grippers to conform to high and low spots in floor, using carpet gripper cement, concrete nails, or approved stud driver.

Use carpet grippers at walls and vertical surfaces.

Use metal binder bars at exposed carpet edges and centre under door in door openings.

4. Underpad Installation

Lay underpad using minimum number of pieces. Secure underpad to prevent shifting.

Butt edges firmly together. Lay up to edge of gripper and tape joints. Remove bubbles and slightly stretch.

Offset underpad seams at least 300 mm from carpet seams.

Where underpad is to be installed on below-grade slabs, lay polyethylene film over entire area. Lap joints 150 mm

and tape to prevent shifting.

5. Carpet Installation

Install carpet over underpad in accordance with shop drawings. Hot melt at seams and crossjoints. Maintain constant pile direction.

Pre-condition, stretch, and install carpet following manufacturer's printed instructions. Fit neatly around architectural, mechanical, electrical, and telephone outlets and furniture fitments, around perimeter of rooms into recesses, and around projections.

Seal edges of cut-outs with latex.

Lay carpet on stairs with provision for future shifting at nose of treads.

6. Protection of Finished Work

Vacuum carpets clean. Protect traffic areas of carpeted floors with carpet protection. Tape edges and joints to prevent shifting.

APPENDIX 4 - TECHNICAL OFFER

Mandatory Requirement

MANDATORY REQUIREMENT	Where in your Offer can this information be found?
The Offeror must ensure that the flooring installer(s) possess a valid designated Red Seal Journeyperson qualification, Inter Provincial or BC designation for the trade title of Floor Covering Installer. The Offeror must provide a photocopy of one of the flooring installer's Red Seal license/certification before bid closing.	

MANDATORY: In order to be considered compliant, **the bid must meet the MANDATORY requirement stated above.** Bids not meeting all of the mandatory requirements will be given no further consideration.

APPENDIX 5 - PERIODIC REPORTS

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

Return to:

Name	Phone Number	E-mail
Chris Huchzermeyer	604-365-2956	Chris.Huchzermeyer@pwgsc-tpsgc.gc.ca

at:

Public Works and Government Services Canada
219-800 Burrard Street
Vancouver, BC
V6Z 0B9

BI-ANNUAL REPORT ON THE VOLUME OF BUSINESS

SUPPLIER: _____

REPORT FOR THE PERIOD ENDING: _____

Description of Work	Call-up #	Total Billing (includes taxes)

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

PREPARED BY: _____

NAME: _____

SIGNATURE: _____

TELEPHONE NO.: _____

APPENDIX 6 - VOLUNTARY CERTIFICATION TO SUPPORT THE USE OF APPRENTICES

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

Name: _____

Signature: _____

Company Name: _____

Company Legal Name: _____

Solicitation Number: _____

Optional information to provide: _____

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

Trades of those apprentices:

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

Solicitation No. - N° de l'invitation
W0103-156026/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
pwy034

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

File No. - N° du dossier CCC No./N°
pwy-6-39210

CCC - FMS No./N° VME

ANNEX A - SECURITY REQUIREMENT CHECK LIST (SRCL)



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

WD103-198025 (AMENDMENT #1)

Security Classification / Classification de sécurité
UNCLASSIFIED

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

1. Originating Government Department or Organisation / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction	
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			
Flooring repairs and installation.			
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"/>	
Not releasable / À ne pas diffuser <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:	
7. c) Level of information / Niveau d'information			
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO NON CLASSIFIED <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO RESTRICTED <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	
CONFIDENTIAL <input type="checkbox"/>	NATO DIFFUSION RESTREINTE <input type="checkbox"/>	CONFIDENTIAL <input type="checkbox"/>	
CONFIDENTIAL <input type="checkbox"/>	NATO CONFIDENTIAL <input type="checkbox"/>	CONFIDENTIAL <input type="checkbox"/>	
SECRET <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>	
SECRET <input type="checkbox"/>	COSMIC TOP SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>	
TOP SECRET <input type="checkbox"/>	COSMIC TRÈS SECRET <input type="checkbox"/>	TOP SECRET <input type="checkbox"/>	
TRÈS SECRET <input type="checkbox"/>		TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) <input type="checkbox"/>	
TRÈS SECRET (SIGINT) <input type="checkbox"/>		TRÈS SECRET (SIGINT) <input type="checkbox"/>	

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada



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du Canada

Contract Number / Numéro du contrat

W0103-100026 (AMENDMENT) 1

Security Classification / Classification de sécurité
UNCLASSIFIED

9. 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?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> 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?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
Short Title(s) of material / Titre(s) abrégé(s) du matériel: Document Number / Numéro du document:			
10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis			
<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input checked="" type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET-- SIGINT TRÈS SECRET -- SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COMINT TOP SECRET COMINT TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			
Special comments: Commentaires spéciaux: Revision for the existing contract. Some work will occur in areas that require personnel to be screened Secret.			
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?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
If Yes, will unscreened personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté?		<input type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
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?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> 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?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> 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?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> 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?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? Existera-t-il d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

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Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat

W0103-168026 (AMENDMENT) 1

Security Classification / Classification de sécurité
UNCLASSIFIED

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTRICTÉE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COMSEC TOP SECRET COMSEC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Appels Personnels / Sites Production																
IT Assets / Système TI IT LIA / 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

W0103-156026 (AMENDMENT) 2

Security Classification / Classification de sécurité
UNCLASSIFIED

13. Organization Project Authority / Charge de projet de l'organisme			
Name (print) - Nom (en lettres moulées) R. Arnot		Title - Titre Contract Supervisor, RP Ops [P]	Signature <i>R. Arnot</i>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date 15-01-2016
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Dawn Murray - DDBO - Industrial Security SRCL Team Lead		Title - Titre	Signature <i>Dawn Murray</i>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date 19 January 2016
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui			
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées) Chris Hutchermyer		Title - Titre Supply Officer	Signature <i>Chris Hutchermyer</i>
Telephone No. - N° de téléphone 604-365-2956	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel Chris.Hutchermeyer@Crest.gc.ca	Date May 02/2017
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées) Chris Langle Contract Security Officer Chris.Langle@pssc.gc.ca Tel: 613-941-4835 / Tel/Fax: 613-941-4771		Title - Titre	Signature <i>Chris Langle</i>
Telephone No. - N° de téléphone 5154	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date Feb. 3/16

Solicitation No. - N° de l'invitation
W0103-156026/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
pwy034

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

File No. - N° du dossier CCC No./N°
pwy-6-39210

CCC - FMS No./N° VME

ANNEX B - CERTIFICATE OF INSURANCE



Travaux publics et
Services gouvernementaux
Canada

Public Works and
Government Services
Canada

CERTIFICATE OF INSURANCE

Page 1 de 2

Floor Coverings Department of National Defence, CFB Esquimalt The site of the work is, but not restricted to the following areas of CFB Esquimalt known as: Work Point Barracks, Dockyard, Naden, Patricia Bay, Bay Street Armoury, Ashton Armoury, Belmont Park, Rocky Point, Colwood, HMCS MALAHAT, Albert Head Metchosin, Heals Range Saanich, CFMETER Nanoose.	Contract No. W0103-156026
	Project No.

Name of Insurer, Broker or Agent	Address (No., Street)	City	Province	Postal Code
Name of Insured (Contractor)	Address (No., Street)	City	Province	Postal Code
Additional Insured				
<i>Her Majesty the Queen in Right of Canada as represented by the Minister of Public Works and Government Services</i>				

Type of Insurance	Insurer Name and Policy Number	Inception Date D / M / Y	Expiry Date D / M / Y	Limits of Liability		
Commercial General Liability Umbrella/Excess Liability				Per Occurrence	Annual General Aggregate	Completed Operations Aggregate
				\$	\$	\$
				\$	\$	\$
Builder's Risk / Installation Floater				\$		

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

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

Telephone number

Signature

Date D / M / Y

CERTIFICATE OF INSURANCE Page 2 of 2

General

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

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

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

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

Commercial General Liability

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

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

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

The policy must have the following minimum limits:

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

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

Builder's Risk / Installation Floater

The insurance coverage provided must not be less than that provided by the latest edition of IBC Forms 4042 and 4047.

The policy must permit use and occupancy of any of the projects, or any part thereof, where such use and occupancy is for the purposes for which a project is intended upon completion.

The policy may exclude or be endorsed to exclude coverage for loss or damage caused by asbestos, fungi or spores, cyber and terrorism.

The policy must have a limit that is **not less than the sum of the contract value** plus the declared value (if any) set forth in the contract documents of all material and equipment supplied by Canada at the site of the project to be incorporated into and form part of the finished Work. If the value of the Work is changed, the policy must be changed to reflect the revised contract value.

The policy must provide that the proceeds thereof are payable to Canada or as Canada may direct in accordance with GC10.2, "Insurance Proceeds" (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R/R2900D/2>).

ANNEX C - VOLUNTARY REPORT FOR APPRENTICES EMPLOYED DURING THE CONTRACT

(This report is not required at offer deposit)

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

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

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

Number of apprentices hired	Trade

ANNEX D - LISTING OF SUBCONTRACTORS

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

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