

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Bid Receiving Public Works & Government
Services Canada/Réception des souissions Travaux
publics et Services gouvernementaux Canada
1713 Bedford Row
Halifax, N.S./Halifax,(N.E.)
B3J 1T3
Halifax
Bid Fax: (902) 496-5016

Request For a Standing Offer
Demande d'offre à commandes

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

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

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

Comments - Commentaires

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

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

Title - Sujet Masonry Work	
Solicitation No. - N° de l'invitation E0225-171632/A	Date 2017-11-03
Client Reference No. - N° de référence du client E0225-17-1632	GETS Ref. No. - N° de réf. de SEAG PW-\$PWA-309-5672
File No. - N° de dossier PWA-7-78058 (309)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-12-19	Time Zone Fuseau horaire Atlantic Standard Time AST
Delivery Required - Livraison exigée	
Address Enquiries to: - Adresser toutes questions à: MacNeil (PWA), Blaine	Buyer Id - Id de l'acheteur pwa309
Telephone No. - N° de téléphone (902)403-3918 ()	FAX No. - N° de FAX (902)496-5016
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	
<div></div>	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

Part 1 General Information: provides a general description of the requirement;

Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;

Part 3 Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;

Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;

Part 5 Certifications: includes the certifications to be provided;

Part 6 Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and

Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:

7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, the Basis of Payment, the Federal Contractors Program for Employment Equity - Certification and any other annexes

1.2 Summary

Standing Offer for Masonry work at BIO including the provision of all labour, material, tools, test equipment, supervision and equipment necessary to perform minor construction and/or minor repairs and maintenance to buildings and building equipment for masonry and bricklaying.

See Annex "A" Statement of Work for full details.

1.3 Security Requirements

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

1.4 Debriefings

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

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The [2006](#) (2017-04-27) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

2.2 Submission of Offers

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

2.3. Former Public Servant

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

Definitions

For the purposes of this clause,

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

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

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

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

the *Royal Canadian Mounted Police Superannuation Act*, R.S., 1985, c. R-11, the *Members of Parliament Retiring Allowances Act*, R.S. 1985, c. M-5, and that portion of pension payable to the *Canada Pension Plan Act*, R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Offeror must provide the following information:

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

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

2.4. Enquiries - Request for Standing Offers

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

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

2.5. Applicable Laws

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

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1. Offer Preparation Instructions

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

Section I: Technical Offer – two (2) hard copies, void of any financial information

Section II: Financial Offer – one (1) hard copy

Section III: Certifications – one (1) hard copy

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

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

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

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

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

Section I: Technical Offer

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

Section II: Financial Offer

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

3.1.1 Payment by Credit Card

Canada requests that offerors complete one of the following:

- (a) () Government of Canada Acquisition Cards (credit cards) will be accepted for payment of call-ups against the standing offer.

The following credit card(s) are accepted:

VISA _____

Master Card _____

- (b) () Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of call-ups against the standing offer.

The Offeror is not obligated to accept payment by credit card.

Acceptance of credit cards for payment of call-ups will not be considered as an evaluation criterion.

Section III: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- b) An evaluation team composed of representatives of Canada will evaluate the offers.

4.1.1 Financial Evaluation

4.1.1.1 Evaluation of Price - Offer

The price of the offer will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

4.2 Basis of Selection

An offer must comply with the requirements of the Request for Standing Offers to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Offer

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

5.1.1 Declaration of Convicted Offences

As applicable, pursuant to subsection Declaration of Convicted Offences of section 01 of the Standard Instructions, the Offeror must provide with its offer, a completed [Declaration Form](http://www.tpsgc-) (<http://www.tpsgc->

pwgsc.gc.ca/ci-if/formulaire-form-eng.html), to be given further consideration in the procurement process.

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

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

5.2.1 Integrity Provisions – List of Names

Offerors who are incorporated, including those submitting offers as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Offeror.

Offerors submitting offers as sole proprietorship, as well as those submitting offers as a joint venture, must provide the name of the owner(s).

Offerors submitting offers as societies, firms or partnerships do not need to provide lists of names.

5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from [Employment and Social Development Canada-Labour's](#) website.

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

Canada will also have the right to terminate the Call-up for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

The Offeror must provide the Standing Offer Authority with a completed annex [Federal Contractors Program for Employment Equity - Certification](#), before the issuance of a Standing Offer. If the Offeror is a Joint Venture, the Offeror must provide the Standing Offer Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

5.3. Additional Certifications Precedent to Issuance of a Standing Offer

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

5.3.1 Bricklayer Certification

Bricklayers must be a Certified Bricklayer Journeyperson with the Province of Nova Scotia.

A minimum of **three (3)** bricklayer trade proficiency certificates must be submitted to the contracting Authority when requested prior to issuance of a Standing offer, one certificate per Bricklayer Journey Person. The Offeror must provide, within **seven (7) days** following a request from the Contracting Authority. Bricklayer certification for each journeyperson. Failure to comply with the request will result in the bid being declared non-responsive

5.3.2 Proof of an Independent Safety Audit

Bidders are to provide documentation indicating that the bidder has successfully completed a recognized safety audit, and the company/person performing the audit are approved by a regulatory authority to conduct safety audit.

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

5.3.3 Confirmation of Workers Compensation Coverage

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

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

5.3.4 Workers Compensation Certification- Letter of Good Standing

Signed statement by Owner of company that the company will maintain Worker's Compensation Board coverage for the life of the Standing Offer Agreement (SOA) / Service Contract (SC), including Sub-contractor.

The Offeror must provide, within **seven (7) days** following a request from the Contracting Authority, a compliance letter stating that Worker's Compensation Board coverage will be maintained throughout the duration of the Standing Offer Agreement (SOA) / Service Contract (SC), including Sub-contractor. Failure to comply with the request will result in the bid being declared non-responsive.

5.3.5 Status and Availability of Resources

The Offeror certifies that, should it be issued a standing offer as a result of the Request for Standing Offer, every individual proposed in its offer will be available to perform the Work resulting from a call-up against the Standing Offer as required by Canada's representatives and at the time specified in a call-up or agreed to with Canada's representatives. If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Offeror has proposed any individual who is not an employee of the Offeror, the Offeror certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Offeror must, upon request from the Standing Offer Authority, provide a written confirmation, signed by the individual, of the permission given to the

Offeror and of his/her availability. Failure to comply with the request may result in the offer being declared non-responsive.

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

6.1 Security Requirements

1. At the Request for Standing Offers closing date, the following conditions must be met:
 - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
 - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicate in Part 7A - Standing Offer;
 - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. For additional information on security requirements, Offerors should refer to the Industrial Security Program (ISP) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

6.2 Insurance Requirements

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

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

7.2 Security Requirements

7.2.1 SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE # E0225-17-1632

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

7.3 Standard Clauses and Conditions

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

7.3.1 General Conditions

2005 (2017-06-21) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

7.3.2 Standing Offers Reporting

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

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

The data must be submitted on a quarterly basis to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

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

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

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is for one year from the date of issuance.

7.4.2 Option to extend the Standing Offer

Canada reserves the right to extend the Standing Offer by two additional twelve month periods.

7.5. Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Blaine MacNeil

Title: Supply Specialist

Public Works and Government Services Canada

Acquisitions Branch
Directorate: Atlantic Region Acquisitions

Telephone: 902-496-5180
Facsimile: 902-496-5016
E-mail address: blaine.macneil@pwgsc.gc.ca

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

7.5.2 Project Authority

The Project Authority for the Standing Offer is: (to be named upon issuance of Standing Offer)

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____ - ____ - _____
Facsimile: ____ - ____ - _____
E-mail address: _____

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

7.5.3 Offeror's Representative

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____ - ____ - _____
Facsimile: ____ - ____ - _____
E-mail address: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Identified Users

The identified user authorized to make call-ups against this Standing Offer is the Project Authority as identified herein or designated alternate.

7.8 Call-up Procedures

The identified user will issue a call-up against a Standing Offer each time services are required.

7.9 Call-up Instrument

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

7.10 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$100,000.00 (Applicable Taxes included).

7.11 Financial Limitation

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

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

7.12 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2017-06-21), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010C (2016-04-04), General Conditions, Services – Medium Complexity
- e) Annex A, Statement of Work
- f) Annex B, Basis of Payment
- g) the Offeror's offer dated _____ and as amended on _____

7.13 Certifications

7.13.1 Compliance

The continuous compliance with the certifications provided by the Offeror with its offer and the ongoing cooperation in providing associated information are conditions of issuance of the Standing Offer (SO). Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO. If the Offeror does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

7.14 Applicable Laws

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

B. RESULTING CONTRACT CLAUSES

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

8.1 Statement of Work

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

8.2 Standard Clauses and Conditions

8.2.1 General Conditions

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

8.3 Term of Contract

8.3.1 Period of the Contract

The contract timelines are defined in Annex A Section 6 Work Schedule or will otherwise be defined at time of call-up.

8.4 Proactive Disclosure of Contracts with Federal Public Servants

SACC Manual Clause A3025C Former Public Servant – Competitive Bid (2014-06-26)

8.5 Payment

8.5.1 Basis of Payment

See Annex B, Basis of Payment.

8.5.2 Limitation of Price

SACC Manual Clause C6000C (2017-08-17) Limitation of Price

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

8.5.3 Payment by Credit Card

The following credit cards are accepted: _____ and _____.

8.6 Invoicing Instructions

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

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
 - b. a copy of the release document and any other documents as specified in the Contract;
 - c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
 - d. a copy of the monthly progress report.
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
 3. There are additional invoicing instructions at 6.10 and 6.11 in the Statement of Requirement.

8.7 Insurance – Commercial General Liability Insurance

SACC Manual Clause **G1005C** (2008-05-12) Insurance

8.8 SACC Manual Clauses

C0711C Time Verification (2008-05-12)

D5328C Inspection et acceptation (2014-06-26)

A1009C Work Site Access (2008-05-12)

ANNEX A

STATEMENT OF WORK

Please see attachment entitled **MASONRY AND BRICKLAYING SERVICES STANDING OFFER AGREEMENT SPECIFICATION.**

ANNEX B**BASIS OF PAYMENT****MASONRY AND BRICKLAYING SERVICES****1st year**

Contractor agrees that the following are the unit prices referred to herein:

Class of Labour, Plant or Material	Unit of Measure	Estimated Quantity *	Price Per Hour	Total
1 <u>FIRST HOUR</u> Labour hours including travel time and all related expenses.				
a) During Regular Hours: 0800 -1700 Hours Monday through Friday Licensed Masonry/Bricklayer	Per Hour	200	\$	\$
Excavator & Operator	Per Hour	100	\$	\$
b) Outside Regular Hours: Monday through Friday and all day on Saturdays, Sundays and holidays Licensed Masonry/Bricklayer	Per Hour	80	\$	\$
Excavator & Operator	Per Hour	20	\$	\$
2. <u>SUBSEQUENT HOURS</u> Labour only, in addition to (1) above				
a) During Regular Hours: 0800-1700 Hours Monday through Friday Licensed Masonry/Bricklayer	Per Hour	2000	\$	\$
Excavator & Operator	Per Hour	500		
b) Outside Regular Hours: Monday through Friday and all day on Saturdays, Sundays and holidays Licensed Masonry/Bricklayer	Per Hour	150	\$	\$
Excavator & Operator	Per Hour	200		
2. Allowance for materials, replacement parts, required permits, certificates, assessments, special equipment, and security at net cost, plus a markup of 10% applied to the net cost.	Allowance	N/A	N/A	\$100,000.00 maximum
TOTAL - Year (SOA)			\$ _____	

1st Option Year

Contractor agrees that the following are the unit prices referred to herein:

Class of Labour, Plant or Material	Unit of Measure	Estimated Quantity *	Price Per Hour	Total
1 <u>FIRST HOUR</u> Labour hours including travel time and all related expenses.				
a) During Regular Hours: 0800 -1700 Hours Monday through Friday Licensed Masonry/Bricklayer	Per Hour	200	\$	\$
Excavator & Operator	Per Hour	100	\$	\$
b) Outside Regular Hours: Monday through Friday and all day on Saturdays, Sundays and holidays Licensed Masonry/Bricklayer	Per Hour	80	\$	\$
Excavator & Operator	Per Hour	20	\$	\$
2. <u>SUBSEQUENT HOURS</u> Labour only, in addition to (1) above				
a) During Regular Hours: 0800-1700 Hours Monday through Friday Licensed Masonry/Bricklayer	Per Hour	2000	\$	\$
Excavator & Operator	Per Hour	500		
b) Outside Regular Hours: Monday through Friday and all day on Saturdays, Sundays and holidays Licensed Masonry/Bricklayer	Per Hour	150	\$	\$
Excavator & Operator	Per Hour	200		
2. Allowance for materials, replacement parts, required permits, certificates, assessments, special equipment, and security at net cost, plus a markup of 10% applied to the net cost.	Allowance	N/A	N/A	\$100,000.00 maximum
TOTAL - Year (SOA)			\$ _____	

2nd Option Year

Contractor agrees that the following are the unit prices referred to herein:

Class of Labour, Plant or Material	Unit of Measure	Estimated Quantity *	Price Per Hour	Total
1 <u>FIRST HOUR</u> Labour hours including travel time and all related expenses.				
a) During Regular Hours: 0800 -1700 Hours Monday through Friday Licensed Masonry/Bricklayer	Per Hour	200	\$	\$
Excavator & Operator	Per Hour	100	\$	\$
b) Outside Regular Hours: Monday through Friday and all day on Saturdays, Sundays and holidays Licensed Masonry/Bricklayer	Per Hour	80	\$	\$
Excavator & Operator	Per Hour	20	\$	\$
2. <u>SUBSEQUENT HOURS</u> Labour only, in addition to (1) above				
a) During Regular Hours: 0800-1700 Hours Monday through Friday Licensed Masonry/Bricklayer	Per Hour	2000	\$	\$
Excavator & Operator	Per Hour	500		
b) Outside Regular Hours: Monday through Friday and all day on Saturdays, Sundays and holidays Licensed Masonry/Bricklayer	Per Hour	150	\$	\$
Excavator & Operator	Per Hour	200		
2. Allowance for materials, replacement parts, required permits, certificates, assessments, special equipment, and security at net cost, plus a markup of 10% applied to the net cost.	Allowance	N/A	N/A	\$100,000.00 maximum
TOTAL - Year (SOA)			\$ _____	

- NOTES 1. The Estimated Quantity entered in column three for each item is an estimate only for service as and when required and does not infer that all the quantities for that item will be utilized or that the quantities may not be exceeded.
2. Prices must be for all items in all three years. Prices must not decline from year-to-year. i.e. the rate for 1(a) in the first option year must not be less than 1(a) in the initial year.

SUMMARY

1 st Year	\$ _____
1st Option Year	\$ _____
2nd Option Year	\$ _____
Evaluated Total:	\$ _____

**PUBLIC WORKS AND
GOVERNMENT SERVICES CANADA**

Property and Facilities Management

MASONRY AND BRICKLAYING SERVICES

**STANDING OFFER AGREEMENT
SPECIFICATION**

Description : Standing Offer - Masonry and Bricklaying Services

Locations : **Bedford Institute of Oceanography**
1 Challenger Drive
Dartmouth, Nova Scotia
&
Marine Communication Traffic Services (Shannon Hill)
10 Hudson Way (adjacent BIO)
Dartmouth, Nova Scotia
&
Shearwater Helicopter Hangar
101 Magnificent Ave
Shearwater, Nova Scotia

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1.1 DEFINITIONS AND INTERPRETATIONS

In the Contract, unless the context otherwise requires:

"Add"	means to make an addition to;
"Adjust"	means to bring components to a more effective relative position;
"Annual Maintenance Plan"	as described in Statement of Work item 1.2.17 ABP-Project Plan;
"Assemble"	means to take apart and put together again;
"Base Building Equipment"	means architectural, mechanical and electrical items that are required to provide the intended building interior and exterior environments or to satisfy legislation or other government objectives such as tenant health and safety, accessibility, or energy conservation;
"Building Operational Equipment"	means items such as tools, appliances, instruments, or other apparatus used in operating or maintaining "Base Building Equipment";
"Check/Inspect"	means to view closely for dirt, foreign substance, lack of lubricant, wear, damage, tightness, tension, alignment, leaks, cracks, spalling, deformation, overloading and settings. Make a critical appraisal of equipment, component and parts' ability to fulfill their function to a high degree of efficiency until next maintenance service date. Examine to determine that the device or system will apparently perform in accordance with its intended function;
"Clean"	means to scrape, brush, flush and vacuum as required to remove dust, dirt and foreign matter;
"Commissioning"	means a quality-focused process for enhancing the delivery of a project. The process focuses on verifying and documenting that the facility and all of its systems and assemblies are planned, designed, installed, tested, operated and maintained to meet the owner's project requirements.
"Document Safeguarding Capability"	means the level of safeguarding required by the Industrial Security Division of the Department of Public Works and Government Services to safeguard designated information;
"Energy Source"	means any electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other source of energy of potential harm to workers;
"Excusable Delay"	means a delay in the performance of the Contractor of any obligation under the Contract which is caused by the events;
"Facility"	a physical plant, building or installation used in the performance of a function including the material resources needed to facilitate any action or operation;

"Government Issue"	all materials, parts, components, equipment, specifications, articles and things which may be supplied to a contractor by the Government for purposes of the Work;
"herein", "hereby", "hereof", "hereunder"	and similar expressions refer to the Contract as a whole and not to any particular subdivision or part thereof;
"Hot Work"	means any welding, cutting or material by use of torch or other open flame devices and grinding which produces sparks;
"Instruct"	means to inform Departmental Representative of any new operating procedures. Demonstrate and explain purpose, benefit and method of implementing new procedures;
"Isolate"	means to physically prevent the transmission or release of an energy source to machinery or equipment;
"Lubricate"	means to apply oil or grease to joints between moving parts and joints between fixed and moving parts;
"Measure"	means to determine capacity or amount in standard units using an appropriate instrument. Measure condenser and evaporator pressure drop with differential pressure meter or "U" tube manometer. Measure motor overload with instrument approved by overload manufacturer;
"Operational Baseline"	means the annual value of the Work in terms of disbursements, direct labour and fees;
"Operation and Maintenance Baseline"	means operations, maintenance, utilities and repair work up to \$10,000 in terms of units and value of Work to be performed by the Contractor over twelve (12) consecutive months;
"Paint"	means to clean, prepare and paint surfaces to paint manufacturer's recommendations with paint and primer recommended by paint manufacturer for applicable surface and use;
"Plant"	includes all tools, implements, machinery, vehicles, buildings, structures, equipment, articles and things required for the execution of the Work;
"Project Authority" or "Work Authority"	means the person designated in the Contract, or by notice to the Contractor, as the Property Manager, who shall act as the representative of the Minister in matters concerning the technical aspects of the Work;
"Prove"	means to operate and determine if operation produces intended response;
"Quality Assurance Authority"	means the person designated as such in the Contract;
"Remove"	means to take off or away from;
"Repack"	means to fill with packing again;

"Repair"	means to restore to a sound state;
"Replace"	means to restore by removing old components and replacing with new components;
"Report"	means to report to Departmental Representative on-site and include in work report, results of inspection and proving, note problems encountered, services required, services performed and readings taken;
Request For Isolation	Authorization form to be complete (PWGSC-TPSCGC13) Equipment is to be isolated and re-energized using Procedures for Isolation Form (PWGSC-TPSCGC12) following the written process for the correct sequence.
Representations"	means any or all covenants, promises, assurances, agreements, representations, conditions, warranties, statements and understandings expressed or implied, collateral or otherwise;
"Shut Down"	means to take out of service;
"Start Up"	means to return to service;
"Testing"	means to conduct periodic physical checks on the sprinkler system such as water flow tests, alarm tests, or dry-pipe valve trip tests; (See N.F.P.A. 1673A)
"Tighten"	means to securely fix in place;
"Treat"	means to act upon with agent.

In the Contract, words importing the singular number include the plural and vice versa, and words importing the masculine gender include the feminine gender and the neuter.

- 1. Scope of Work**
 - .1 Scope of work under this Standing Offer Agreement (SOA) comprises (but shall not be limited to) the provisions of all labour, material, tools, equipment, supervision and equipment necessary to perform minor construction and/or minor repairs and maintenance to buildings and building equipment for masonry and bricklaying, as specified herein, and as shown on any additional drawings.
 - .2 PWGSC reserves the right to add or delete a facility from this SOA. Contractor shall be given prior notice of such addition or deletion.
- 2. Location**
 - .1 Work site for this Standing Offer Agreement (SOA) include the following:

Bedford Institute of Oceanography (BIO)
Marine Control Traffic Services,(MCTS)
Canadian Coast Guard Hangar
 - .2 Contact person for each location is as follows:
 - .1 Craig Sanford, telephone number (902) 222-4731.
- 3. Work Included**
 - .1 On an as requested basis, bricklaying, concrete repairs and mortar repair including minor construction, maintenance and repair. Excavation, asphalt paving, installation of concrete slabs, infill and repair of drainage systems.
- 4. Use of Site**
 - .1 Limited to areas of work and storage.
 - .2 Do not unreasonably encumber site with materials or equipment.
 - .3 Move stored products or equipment which interfere with operations of building or other Contractors.
- 5. Contact and Reporting**
 - .1 The Contractor shall maintain and provide to the Departmental Representative, current telephone and fax numbers to ensure the provision of acceptable response to requests for service of all priorities from the local Departmental Representative. Service is to be provided on a twenty-four (24) hour, seven (7) days per week basis.
 - .2 The Contractor shall maintain a staffed office at all times during normal working hours. The Contractor's office shall be equipped to receive and respond to requests for service during the hours that fall outside the designated normal working hours.

- .3 When a request for emergency service is originated from the Departmental Representative, the Contractor shall immediately proceed to the site, and repair or protect the system or equipment from further damage. When the system or equipment has been made safe, the Contractor shall provide within one (1) working day, a detailed quotation to the requesting authority for the complete repairs required to put the system or equipment into proper working order.
- .4 The Contractor shall contact the Departmental Representative, on the first working day following an “after normal working hours” emergency or urgent request for service to obtain a requisition number.
- .5 Where required, the Contractor shall register with the on-site Representative or his/her designated official upon entering and leaving the premises.

**6. Priorities and
Response Times**

- .1 The Contractor shall comply to the following Work Priorities and Response Times:

- .1 **Emergency Priority**

- A priority of “Emergency” is defined as a deficiency or breakdown that requires immediate attention to reduce the potential for damage and/or danger to the occupants, the general public, the environment and/or the facility. Work identified to be of an emergency priority shall be responded to and reported on, without delay to the appropriate authority.

- Emergency Response Times**

- On-site Immediate (travel-time considered)**

- .2 **Routine Priority**

- A priority of “Routine” is defined as essential maintenance requirements which shall be rectified at the earliest possible opportunity, within the standard response times noted. A routine priority is considered to be a deficiency or breakdown that will not impair current operations or pose any potential for damage and/or danger to the occupants, the general public, the environment and/or the facility.

- Routine Response Times**

- On-site Within 24 hours**

- 7. Contractor Responsibilities**
- .1 The Contractor must have a staffed office at all times during normal business hours and a demonstrated ability to receive and respond to calls for service, during other than normal business hours.
 - .2 On award of Standing Offer Agreement (SOA), the Contractor must provide names of personnel performing work on this contract complete with proof of their qualifications.
 - .3 The Contractor must report to the site with a service vehicle which is reasonably well stocked with replacement parts to carry out repairs on the systems in use in these facilities.
 - .4 Electrical lock out and tag out procedures are to be strictly adhered to. Records of tags are to be made available for viewing upon request by the departmental representative or local authority.
- 8. Log Books**
- .1 The Contractor shall complete all applicable log books outlining all work performed in the facility. Payment may be withheld until such time that all log entries have been made.
- 9. Invoicing**
- .1 The Contractor shall submit Job Slip(s) signed by the Departmental Representative with an invoice. No invoice will be considered for payment unless accompanied by signed Job Slip(s), as detailed in Appendix "A", Page ____.
 - .2 Invoice must show:
 - .1 Contract number.
 - .2 Work location.
 - .3 Date.
 - .4 Purchase order number.
 - .5 Name of person who authorized call.
 - .6 Hours broken down as per Unit Price Table.
 - .7 Material net cost and % mark-up.
 - .8 Tradeperson's name(s) and license number(s).
 - .3 In the event of a dispute, the Contractor is to make any and all records available to the Department to substantiate time and/or materials spent on any one job.
 - .4 The Contractor must submit a completed "Request For Isolation" form, when applicable before any invoice can be processed. See Index.
 - .5 All invoices for the fiscal year must be submitted for payment before 31 March of each year.
- 10. Site Visits**
- .1 The Departmental Representative may, without prior notification, visit the site.
- 11. Departmental Representative(s)**
- .1 On award of the Standing Offer Agreement (SOA), the Contractor will be notified of the names and phone numbers of the

Authorized Personnel

PWGSC Departmental Representative.

12. Codes and Legislated Requirements

- .1 The following codes and standards in effect at the time of award are subject to change/revision. The latest editions of each shall be enforced during the term of the contract:
- .1 National Building Code of Canada.
 - .2 National Fire Code.
 - .3 Part II of the Canada Labour Code.
 - .4 Canada Occupational Safety and Health Section of Part II of the Canada Labour Code.
 - .5 Canadian Environmental Protection Act.
 - .6 Fire Commission of Canada #301 Standard for Building Construction Operations.
 - .7 Provincial / Territorial Acts and Regulations.
 - .8 Canadian Construction and Canada Labour Safety Codes; Provincial Government, Workers' Compensation Board; and Municipal Statutes and Authorities.
 - .9 Materials and workmanship must conform to or exceed applicable standards of Canadian Government Specifications Board (CGSB), Canadian Standards Association (CSA), American Society for Testing Materials (ASTM) and referenced organizations.
 - .10 The Contractor can obtain addresses for codes and standards from Departmental Representative upon request.
 - .11 In the event of a conflict between any of the above codes or standards the most stringent shall apply.
 - .12 These standards shall be considered an integral part of the specifications and shall be read in conjunction with the drawings and specifications. The Contractor shall be fully familiar with their contents and requirements as related to the work and materials specified.

13. Licences, Permits and Fees

- .1 Provide the authorities having jurisdiction with all information requested.
- .2 Pay all fees and obtain certificates and permits required.
- .3 Furnish these certificates and permits when requested.

14. Taxes

- .1 Pay applicable Federal, Provincial and Municipal taxes.

15. Examination

- .1 Examine the existing conditions and determine those conditions affecting the work.

16. Existing Services

- .1 Protect and maintain existing active services.
- .2 Connect to existing services with minimum disturbance to occupants and building operation.

- .3 Use existing services at no cost.
 - .4 Use designated sanitary facilities.
 - .5 Any shutdown to execute service or repair must first be approved by Departmental Representative or his designate. Normal working hours shall be construed as 0800 hours to 1700 hours, Monday through Friday, inclusive excluding holidays.
 - .6 Ensure that capacity of services is adequate prior to imposing additional loads. Connecting and disconnecting is the Contractor's expense and responsibility.
 - .7 Inform the Departmental Representative immediately of any code violations or required repairs which could pose a hazard to employees or building occupants.
 - .8 When connecting to or disconnecting from an existing electrical system, ensure there is a balanced load upon completion of work.
 - .9 It shall be the sole responsibility of the Contractor to ensure that all distribution panel directories are brought up to date upon completion of any modifications or alterations to the electrical distribution system.
- 17. Cleaning**
- .1 Maintain work area free of accumulated waste and rubbish.
 - .2 Remove and dispose of debris, used and obsolete material on a daily basis.
 - .3 Remove grease, dust, dirt, stains, fingerprints and other foreign materials from sight-exposed interior and exterior finished surfaces affected by SOA work.
 - .4 All materials, system components, used equipment, etc., removed or replaced in any facility remains the property of the Crown until such time as permission is given by the Departmental Representative to dispose of such.
- 18. Cutting, Fitting and Patching**
- .1 Cut, fit and patch where required for work under this contract. Make good all disturbed surfaces to original condition.
 - .2 All fire wall penetrations shall be properly sealed using approved fire rated patching material.
- 19. Co-ordination and Protection**
- .1 Execute work with minimum disturbance to occupants, public, and normal use of building. Make arrangements with Department to facilitate execution of work. Maintain access and exits as work area could be occupied during execution of work.
 - .2 Movement of office furniture is the Contractor's responsibility.

- .3 Furniture including desks, file cabinets, shelving units, chairs, and cabinets which are moved because of the work requirements will be moved back at the end of each work day.
- .4 Protect existing work from damage.
- .5 Where necessary, cover all building contents, materials and fittings in work areas prior to commencing work, remove covers on completion of work.
- .6 Obtain Departmental Representative's approval before cutting, boring or sleeving load bearing members.
- .7 Replace damaged existing work with material and finish to match original.
- .8 All possible safety precautions are to be taken to ensure the protection of employees, occupants and the general public during the course of the work.
- .9 The Contractor shall coordinate work with all trades in liaison with the Departmental Representative.
- .10 Prearranged work schedules shall be strictly adhered to unless otherwise approved by the Departmental Representative.
- .11 Asbestos assessment drawings, where available, are to be referenced before any interior finished surface is disturbed.
- .12 Obtain Departmental Representative's approval prior to isolating any security, monitoring or audible alerting devices.
- .13 In the event the Fire Alarm System has to be isolated due to ongoing work by the Contractor, a trained sentry / rounds person will be employed to carry out the functions of fire watch until such time as the system is restored.
- .14 At no time will the Fire Alarm system be made inoperable by the Contractor without written permission from the Departmental Representative.

20. Product Approvals

- .1 The Contractor shall ensure that all controlled products used in the performance of the work are classified and labelled according to the Workplace Hazardous Materials Information System (WHMIS).
- .2 The Contractor shall submit for approval the Material Safety Data Sheets (MSDS) for all controlled products that will be used in the performance of this work.
- .3 No controlled products are to be brought on-site without prior approved Material Safety Data Sheets (MSDS).
- .4 Material Safety Data Sheets (MSDS) to remain on-site at all times.

21. Materials and Equipment

- .1 Equipment and materials to be new, CSA certified, and manufactured to standard quoted.
- .2 Where there is no alternative to supplying equipment which is not CSA certified, obtain special approval from an independent testing agency recognized by the provincial Department of Labour.
- .3 Use products of one manufacturer or same type as existing, including classification, unless otherwise specified.
- .4 Request direction from Departmental Representative prior to replacing any component.
- .5 Unless otherwise specified, comply with manufacturer's latest printed instructions for materials and installation methods.
- .6 Deliver, store and maintain materials with manufacturer's seals and labels intact.
- .7 Store materials in accordance with manufacturer's and supplier's instructions.
- .8 Do not store materials on-site without Departmental Representative's approval.
- .9 Public Works and Government Services Canada accepts no responsibility for materials or equipment stored on-site.
- .10 When an equipment inventory numbering system exists, identify to the appropriate Departmental contact all pertinent data relative to the new piece of equipment upon installation.
- .11 The Contractor to supply shop drawings and manufacturer's instructions and specifications on all new installation for inclusion in the building inventory file.
- .12 Where the Contractor supplies equipment purchased from a supplier or manufacturer, the Contractor shall obtain from the manufacturer or supplier, a warranty for the manufacturer's normal warranty period and such warranty shall be made out to Her Majesty the Queen in right of Canada.

22. Workforce Qualifications

- .1 The Contractor will provide only journeymen personnel with a valid Provincial Department of Labour Licence for applicable trades required for this Standing Offer. PWGSC may at any time during this Standing Offer request to inspect a work person's certification.
- .2 Licenced tradespersons required for this Standing Offer are:
 - .1 2- journeymen, masonry/bricklayers.

- .2 1 - certified excavation operator.
- .3 The Contractor will provide the Departmental Representative with a list of all qualified trades people working on or in Federal facilities, complete with copies of their journey person license(s). Copies of WHMIS, First Aid, CPR and any other required safety or work related training certificates are to be forwarded to the Departmental Representative. The Contractor is to ensure this list is updated immediately upon change in personnel, and personnel qualifications are to be kept current.
- .4 All Contractor's employees working with controlled products on Federal property and/or in Federal facilities will require WHMIS certification.
- .5 The PWGSC Departmental Representative shall coordinate arrangements for the Contractor to be briefed on site safety within 14 days of award of contract.
- 23. Work Done by Other Means**
- .1 This SOA does not create an exclusive right of the Contractor to perform all minor masonry or bricklaying which may be required. The Department reserves the right to have any work done by other means.
- 24. Workmanship**
- .1 All equipment panels and control covers must be replaced and properly fitted utilizing all fastening screws and/or bolts according to equipment design. All workmanship is subject to inspection and approval.
- .2 All work shall be performed by skilled tradespeople and supervised by a competent supervisor at all times.
- .3 All work deemed unsatisfactory by the Departmental Representative will be redone/replaced at no extra cost to the Department.
- 25. Site Security**
- .1 Site security is the responsibility of the Contractor who shall erect temporary site enclosures, barricades and fencing to prevent unauthorized entry, pilferage and vandalism.
- .2 Any work that may disrupt the operations of the occupying clients will be carried out after normal building operational hours. For all work carried out after normal building operational hours, the Departmental Representative will determine acceptable building security.
- .3 After normal business hours, security at some or all facilities may require the presence of an officer from the Canadian Corps of Commissionaires.
- .4 All security requirements deemed necessary by PWGSC and/or by the client at the facility, will be the responsibility of the Contractor.

- 26. Security Clearance**
- .1 The required security clearance level for this Contract is **Reliability Status**.
 - .2 It is the Contractor's responsibility to initiate the security screening process required for the personnel. The Contractor shall not have access to the work site until his/her resources (i.e., his/her "Personnel") have the necessary clearance.
 - .3 The Canadian Industrial Security Directorate (CISD) of PWGSC is responsible for administering the Industrial Security Program in Canada.
 - .4 The Contractor shall follow the instructions at the website: <http://www.ciisd.gc.ca/text/ps/pss-e.asp>, which includes all necessary forms.
- 27. Meetings**
- .1 Attend meetings at site when notified by Public Works and Government Services Canada.
- 28. Drawings and Maintenance Manuals**
- .1 Where available, Maintenance Manuals and drawings for new work are to be accessible for viewing by the Departmental Representative when required. Maintenance Manuals and drawings for existing work are available for viewing from the Departmental Representative, when required.
 - .2 Additions, relocation or removal of equipment are to be recorded, dated and initialled by the Contractor or the Departmental Representative on the "as-built" prints where applicable.
 - .3 As-built drawings are to be revised accordingly to indicate any deviations to the originals.

- 1. Compliance Requirements**
 - .1 Comply with the Canada Labour Code Part II and the Canada Occupational Health and Safety Regulations.
 - .2 Comply with the Provincial Occupational Health and Safety Act and supporting Occupational General Safety Regulations as amended from time to time.
 - .3 Observe and enforce construction safety measures required by the following statutes and authorities:
 - .1 The National Building Code of Canada, Part 8.
 - .2 The National Fire Code of Canada.
 - .3 Provincial Workers Compensation Board.
 - .4 Municipal Statutes and Ordinances.
 - .4 The Contractor and his/her personnel must adhere to the Federal Government 'NO SMOKING' Policy while in Federal facilities and/or Scent Free Policy if applicable.
 - .5 All sub-contractors shall adhere to the above qualifications.
- 2. Submittals**
 - .1 Prior to Award Contractors are to provide (within seven (7) calendar days of being requested):
 - .1 Documentation indicating that the Contractor has successfully completed a recognized current (within the last 3 yrs.) **EXTERNAL SAFETY AUDIT**. This audit to be performed by an independent company/person qualified to conduct safety audits.
 - .2 A letter of good standing from Worker's Compensation Board.
 - .3 Signed statement by Owner of company that the company will maintain Worker's Compensation Board coverage for the life of the Standing Offer Agreement (SOA) / Service Contract (SC), including sub-contractor.
 - .4 Before Work Begins Contractors shall provide :
 - .1 The Contractor has prepared, through a risk assessment, a site-specific health and safety management plan.
- 3. Training**
 - .1 Before Work Begins, the contractor must provide the following documentation:
 - .1 Certification of training for safety for all personnel that will be involved with the Standing Offer Agreement/Service Contract. Updated list complete with licenses shall be kept on site including personnel changes.
 - .2 Training for workers shall include (but not limited to)
 - .1 Safe operation of tools and equipment.
 - .2 Proper use and maintenance of personal protective equipment (PPE).
 - .3 Safe work practices and procedures for their given work tasks or function.
 - .4 Site conditions and minimum site safety rules.
- 4. Disciplinary Procedures for**
 - .1 Contractors shall have their own written disciplinary procedures for violation or non-compliance of work site safety rules and

Safety Violations		regulations.
	.2	Contractor shall immediately address and correct any health and safety violations and non-compliance issues.
	.3	Disciplinary Procedures applied by PWGSC Departmental Representative for non-compliance and safety violations shall be as follows:
	.1	First Violation: Verbal warning issued to the Contractor for the first violation of a safety regulation, rules, policy and procedures. (Violation will be documented on contract file, copy to Contractor and PWGSC).
	.2	Second Violation: Written warning to Contractor for second violation of a safety regulation, rules, policy and procedures. (Violation will be documented on contract file, copy to Contractor and PWGSC).
	.3	Third Violation: A third violation of a safety regulation, rules, policy and procedures may result in the termination of the contract with a recommendation to the Contracting Authority that the Contractor be denied access to future SOA/SC(s). (Documented to contract file, copies to Contractor and PWGSC).
	.4	Serious Violation: For a serious violation of a safety regulation, rules, policy and procedures as deemed by a Regulator, Project Manager or Safety Officer a recommendation will be made to the Contracting Authority to immediately terminate the SOA/SC(s). (Violation documented on contract file, copies to Contractor and PWGSC).
	.5	Charges Laid or Guilty Determination by Courts: Infractions of safety regulations, rules, policy and procedures that result in charges being laid by a Regulator against the Contractor or the Contractor being found guilty by the courts may result in that Contractor being denied access to future contracts.
5. Asbestos	.1	Within the confines of the site, the provision of products containing fibrous asbestos materials is prohibited.
		NOTE: This facility MAY contain fibrous Asbestos. All copies of the Hazard Assessments conducted by the Contractor should contain a notation to this fact, and attention paid throughout the duration of the work. The Contractor must familiarize themselves and their employees with the latest edition of the Asbestos Management Plan for the area being worked in.
	.2	Demolition or disturbance of spray or trowel-applied asbestos can be hazardous to health. Should material resembling spray or trowel-applied asbestos be encountered in course of work, stop work and notify Departmental Representative immediately. Do not proceed until written instructions have been received from Departmental Representative.
6. Fastening Devices Explosive Actuated	. 1	Explosive actuated devices shall not be used, until approved by Departmental Representative.

Public Works and Government Services Canada Atlantic Region		Standing Offer Agreement E0225-171632 Masonry and Bricklaying Services		Section 3 Safety Requirements Page 16
7. Hot Work	.1	All hot work activity, as defined in "Service Definitions" of this specification, is to take place with written permission from the Departmental Representative and requires a Hot Work Permit.		
	.2	The ventilation system in the area of any Hot Work activity is to be isolated to prevent migration of fumes/smoke and to reduce any possible spread of fire to other areas of the facility.		
	.3	Contractor is to employ an employee trained in the use of fire extinguishers as fire watch during any Hot Work for a minimum of 60 minutes after activity has ceased.		
8. Confined Spaces	.1	All work in confined spaces will be carried out in compliance with the Canada Occupational Safety and Health Regulations, Part XI.		
	.2	The Contractor to provide and maintain all equipment as required by any person to enter and/or perform work in a safe manner, in compliance with the Canada Occupational Safety and Health Regulations, Part XI.		
	.3	The Contractor to provide and maintain training, as required by the Canada Occupational Safety and Health Regulations, Part XI.		
	.1	The Contractor and/or his employees shall provide proof of training and qualifications when requested by the Departmental Representative.		
	.4	The Contractor to provide the Departmental Representative with a copy of an "Entry Permit" for each and every entry into the confined space to ensure compliance with the Canada Occupational Safety and Health Regulations, Part XI.		
	.5	The Contractor to have a hazard assessment of the confined space performed.		
9. Fall Protection	.1	The Contractor to provide the Departmental Representative with a copy of the hazard assessment.		
	.1	All work carried out above the mandatory height restrictions, from unguarded structure or vehicle and/or from ladders, staging and scaffolding, will be done in compliance with the Canada Occupational Safety and Health Regulations, Part XII, Section 12.10.		
	.2	The components of a fall protection system shall meet the standards as outlined in the Canada Occupational Safety and Health Regulations, Part XII, Section 12.10 (2).		
10. Safety Plan	.3	The Contractor is to ensure fall protection equipment is maintained, inspected and tested by a qualified person as required by the Canada Occupational Safety and Health Regulations, Part XII, Section 12.3.		
	.1	The Contractor shall provide a copy of their company's Occupational Health and Safety Policy and Program. It shall meet the requirements of the Provincial Occupational Health and		

Safety Acts. The Departmental Representative shall advise the Contractor where the Federal Standards apply.

- .2 The Contractor shall perform site hazard assessments to establish site specific safe work practices/procedures for the safety and well being of their employees. Copies shall be made available to Departmental Representative upon request.
- .3 All copies of the formal Hazard Assessments conducted by the Contractor throughout the duration of the work shall be retained and made available to the Departmental Representative immediately upon request.
- .4 It is the Contractor's responsibility to be familiar with all applicable Safety Acts, Regulations, Codes and contract requirements. These must be identified and addressed in the Safety Plan, by identifying Standard Operating Procedures (SOP) and safe work practices (SWP) which incorporate clear and specific control measures, applicable rules, procedures and practices, all of which shall become mandatory.
- .5 Post the Safety Plan at a common location on the site visible to all workers and persons accessing the site. Ensure that all employees, including sub-contractors' personnel, are advised of such Safety Plan and of the posted location.
- .6 The Contractor shall ensure all workers and authorized persons entering the work site are notified of and abide by the posted Safety Plan, safety rules, procedures, safe work practices and applicable Safety Acts, Regulations, and codes. Any non-compliance person shall be subject to disciplinary procedures.
- .7 Shall ensure that all applicable personal protective equipment (PPE) is used.
- .8 The Departmental Representative shall coordinate arrangements for the Contractor to be briefed on site safety within fourteen (14) days of award of Standing Offer Agreement/Service Contract.

11. Product Approvals

- .1 The Contractor shall ensure that all controlled products used in the performance of the work are classified and labeled according to the Workplace Hazardous Materials Information System (WHMIS).
- .2 The Contractor shall submit for approval the Material Safety Data Sheets (MSDS) for all controlled products that will be used in the performance of this work.
- .3 No controlled products are to be brought on-site without prior approved Material Safety Data Sheets (MSDS).
- .4 Material Safety Data Sheets (MSDS) to remain on-site at all times.

- 12. Lockouts** .1 Prepare Lockout Procedures in writing. Describe safe work practices, work functions and sequence of activities to be followed on site to safely isolate all potential energy sources and lockout/tag out facilities and equipment.

Public Works and Government Services Canada Atlantic Region		Standing Offer Agreement E0225-171632 Masonry and Bricklaying Services		Section 4 Environmental Requirements Page 19
1.	Environmental	.1	All work is to be performed in accordance with the Federal Environmental Protection Act and the Provincial Environmental Acts and Regulations.	
2.	Disposal of Wastes	.1	Do not bury rubbish and waste materials on site unless approved by Departmental Representative.	
		.2	Do not dispose of waste or volatile materials, such as mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers.	
3.	Drainage	.1	Provide temporary drainage and pumping as necessary to keep excavations and site free from water.	
		.2	Do not pump water containing suspended materials into waterways, sewer or drainage systems.	
		.3	Control disposal or runoff of water containing suspended materials or other harmful substances in accordance with local authority requirements.	
4.	Site Clearing and Plant Protection	.1	Protect trees and plants on site and adjacent properties where indicated.	
		.2	Wrap in burlap, trees and shrubs adjacent to construction work, storage areas and trucking lanes, and encase with protective wood framework from grade level to height of 2 m.	
		.3	Protect roots of designated trees to drip line during excavation and site grading to prevent disturbance or damage. Avoid unnecessary traffic, dumping and storage of materials over root zones.	
		.4	Minimize stripping of topsoil and vegetation.	
		.5	Restrict tree removal to areas indicated or designated by Departmental Representative.	
5.	Work Adjacent to Waterways	.1	Do not operate construction equipment in waterways.	
		.2	Do not use waterway beds for borrow material.	
		.3	Do not dump excavated fill, waste material or debris in waterways.	
		.4	Design and construct temporary crossings to minimize erosion to waterways.	
		.5	Do not skid logs or construction materials across waterways.	
		.6	Avoid indicated spawning beds when constructing temporary crossings of waterways.	
		.7	Do not blast under water or within 100 m of indicated spawning beds.	

- 6. Pollution Control**
- .1 Maintain temporary erosion and pollution control features installed under this contract.
 - .2 Control emissions from equipment and plant to local authority's emission requirements.
 - .3 Prevent sandblasting and other extraneous materials from contaminating air beyond application area, by providing temporary enclosures.
 - .4 Cover or wet down dry materials and rubbish to prevent blowing dust and debris. Provide dust control for temporary roads.
- 7. Open Fire**
- .1 Fires on site are not permitted.

- 1. Journeyperson**
 - .1 The journeyperson shall:
 - .1 Conduct and assist in various types of building maintenance as requested by Public Works and Government Services Canada. Maintenance types defined in Section 1 Paragraph 11, Service Definitions.
 - .2 Relocate, install, repair or test equipment as requested by the Departmental Representative.
 - .3 Produce all certificates and permits upon request of the Departmental Representative.
 - .4 Instruct the Departmental Representative on-site of any new operating procedures when installing or modifying new or existing equipment.
- 2. Masonry and Concrete General**
 - .1 Do masonry work to CAN3-S304 standards, except where specified elsewhere.
 - .2 Build masonry plumb, level and true to line, with vertical joints in proper alignment.
 - .3 Mix and place concrete in accordance with CSA A23.1 standards.
- 3. Warranty and Guarantees**
 - .1 Where the Contractor supplies equipment purchased from supplier or manufacturer, the Contractor shall obtain a warranty for the manufacturer's normal warranty period and such warranty shall be made out to Her Majesty the Queen in Right of Canada.
 - .2 The Contractor shall provide a written guarantee against defects in workmanship and materials for a period of one year. Such guarantee shall be made out to Her Majesty the Queen in Right of Canada. Guarantee to be dated from date of acceptance of work performed.
- 4. Concrete Forms and Accessories**

For concrete work use the following:

 - .1 CAN/CSA-A23.1-M90 Concrete Materials and Methods of Concrete Construction
 - .2 CAN3-086-M84 Design in wood (Working Stress Design)
 - .3 CAN/CSA-086.1-M89 Design in wood (Limit States Design)
 - .4 CAN/CSA-S269.3-M92 Concrete Formwork
 - .5 CSAG30.3- M1983(R1991) Cold Drawn Steel Wire for Concrete Reinforcement
 - .6 CSA G30.5- M1983(R1991) Welded Steel Wire Fabric for Concrete Reinforcement
 - .7 CSA W186-M1990 Welding of Reinforcing Bars in Reinforced Concrete Reinforcement.
 - .8 CAN/CGSB-51.34-M86 Vapour Barrier, Polyethylene for use in building construction.
 - .9 CAN/CSA-A5-93 Portland Cement
 - .10 CAN/CSA-A23.2 -M90, Methods of Test for Concrete
 - .11 CAN3-A266.2-M78 Chemical Admixtures for Concrete

1	Description of Work	.1	This section pertains to miscellaneous items which are related or form part of each concrete repair or replacement:
		.1	Concrete or masonry lintels, sills, caps, etc., in conjunction to replacing or repairing concrete.
		.2	Saw cutting of concrete surfaces.
		.3	Dowelling, complete with epoxy grouting.
		.4	Lead, aluminum and copper flashings when replaced in conjunction to concrete repairs.
		.5	Replacement or new expansion and control joints in concrete walls, floors and slabs.
		.6	Sandblasting/hydroblasting of concrete surfaces or embedded steel rebar.
		.7	Replacement of small sets of concrete steps complete with hand railings.
		.8	Bricklaying, repairing or repointing.
2	Product Delivery, Storage & Handling	.1	Deliver materials to job site in dry condition.
		.2	Keep materials dry until use except where wetting of bricks is specified.
		.3	Store under waterproof cover on pallets or plank platforms held off ground by means of plank or timber skids.
3	Materials Cost	.1	All materials for this section will be identified on each requisition and will be costed as per material and replacement parts at distributor's list price plus a mark of a percentage as per contract.
4	Labour Cost	.1	Labour for this section will be costed as per contract under miscellaneous labour - by the hour, depending on trades persons utilized.
5	Method of Work	.1	The miscellaneous scope of work complete with materials to be utilized on each concrete job will be clearly identified on each requisition raised by the Engineer.
		.2	In locations where new concrete is dowelled to existing work, drill holes in existing concrete. Place steel dowels of deformed steel reinforcing bars and pack solidly with non-shrinking compensating grout or epoxy to positively position and anchor dowels.
		.3	Build work plumb, level, and true to line, with vertical joints in alignment.
		.4	Clean and remove loose and spalling concrete.
		.5	Clean and prepare deteriorated concrete surface, reinforcing steel, using approved method.
		.6	Approved bonding agent may be used on existing concrete prior to new topping.
		.7	Resurface concrete or masonry using products as specified on the requisition.

- | | | | |
|----------|-----------------|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | .8 | The protection of surrounding surfaces and workmanship shall be of the same quality. |
| 6 | Removals | .1 | Remove concrete as directed by Engineer. Neatly saw cut area to limits as directed by Engineer. Protect adjacent surfaces from damage. |
| | | .2 | Remove existing equipment, services, and obstacles where required for refinishing or making good of existing surfaces, and replace as work progresses. |
| | | .3 | Dispose of demolished materials in accordance with Provincial environmental regulations. |
| | | .4 | At end of each day's work, leave work in a safe condition so that no part is in fear of toppling or falling. |
| | | .5 | Demolition must be carried out in a manner which minimizes dusting. Keep dusty materials wetted. |
| | | .6 | Demolish concrete sections into small sections. Protect personnel and property from damage. |
| | | .7 | Remove contaminated or dangerous materials from site and dispose of in accordance with Provincial Health and Safety and environmental regulations. |
| 7 | Flashing | .1 | Install flashing in masonry/concrete in accordance with CAN3 A371. |
| | | .2 | Lap joints 150 mm and seal with adhesive. |
| | | .3 | Replace flashing on chimneys. |
| 8 | Inserts | .1 | As specified and/or directed by Engineer. All materials to be purpose made and able to be cast or grouted into concrete. Ensure metals do not set up a reaction. Ensure wood is protected from concrete. |
| 9 | Flashing | .1 | Masonry flashing: |
| | | .1 | Lead: 0.2 mm thick sheet layer. |
| | | .2 | Lap adhesive: as recommended by manufacturer of flashing material. |

JOB SLIP

CALL UP NUMBER

Electrical	<input type="text"/>
Energy Management	<input type="text"/>
General Maintenance	<input type="text"/>
Masonry	<input type="text"/>
Plumbing	<input type="text"/>
Refrigeration	<input type="text"/>

DATE:

LOCATION
Building Name

DESCRIPTION OF WORK

WORK DETAILS

START TIME	<input type="text"/>
COMPLETION TIME	<input type="text"/>
TOTAL HOURS WORKED	<input type="text"/>
NUMBER OF TRADESMEN	<input type="text"/>
PROVINCIAL LICENSE NUMBER:	<input type="text"/>

SIGNATURES:

Contractor

Company Name

PSPC – Departmental Representative

**** NOTE:** Use a separate job slip for each day

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
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Canada



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PART A (continued) / PARTIE A (suite)

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

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

☒ No ☐ Yes
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

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

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

☒ No ☐ Yes
Non Oui

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

Document Number / Numéro du document :

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

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

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

Special comments:

Commentaires spéciaux :

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

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

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

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

☒ No ☐ Yes
Non Oui

If Yes, will unscreened personnel be escorted?

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

☒ No ☐ Yes
Non Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

☒ No ☐ Yes
Non Oui

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

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

☒ No ☐ Yes
Non Oui

PRODUCTION

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

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

☒ No ☐ Yes
Non Oui

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

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

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

☒ No ☐ Yes
Non Oui

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

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

☒ No ☐ Yes
Non Oui



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

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

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

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

☒ No ☐ Yes
Non Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No ☐ Yes
Non Oui

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

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



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PART D - AUTHORIZATION / PARTIE D - AUTORISATION

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

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Sanford, Craig	Technical Facility Manager	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
902-426-4487	902-244-6058	Craig.sanford@pwgsc.gc.ca
		Date
		2017/06/09

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

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
St-Pierre, David	SO	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
902-496-5630	902-496-5077	David.St-Pierre@pwgsc-tpsgc.gc.ca
		Date
		2017-06-09

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?

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

☒ No
Non

☐ Yes
Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
		Date

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

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
DV		
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
		Date
		13 June 2017

David Vrooman
Contract Security Officer, Contract Security Division
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Tel/Tél - 613-957-1261