



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

**REQUEST FOR PROPOSAL**  
**DEMANDE DE PROPOSITION**

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

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

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

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

**Comments - Commentaires**

<b>Title - Sujet</b> Vehicle Barrier Maintenance	
<b>Solicitation No. - N° de l'invitation</b> W6837-175205/B	<b>Date</b> 2017-11-09
<b>Client Reference No. - N° de référence du client</b> W6837-17-5205	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$HAL-218-10247	
<b>File No. - N° de dossier</b> HAL-6-77165 (218)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2017-11-24</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Atlantic Standard Time AST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Conrad, Darren	<b>Buyer Id - Id de l'acheteur</b> hal218
<b>Telephone No. - N° de téléphone</b> (902) 403-8584 ( )	<b>FAX No. - N° de FAX</b> (902) 496-5016
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE SEE HEREIN HALIFAX NOVA SCOTIA B3K5X5 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**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.É.)  
B3J 3C9  
Nova Scot

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

This bid solicitation cancels and supersedes previous bid solicitation number W6837-175205/A dated 18 September 2017 with a closing of 3 November 2017 at 2:00 pm ADT. A debriefing or feedback session will be provided upon request to bidders/offerors/suppliers who bid on the previous solicitation.

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W6837-175205/B  
Client Ref. No. - N° de réf. du client  
W6837-175205

Amd. No. - N° de la modif.  
File No. - N° du dossier  
HAL-6-77165

Buyer ID - Id de l'acheteur  
HAL218  
CCC No./N° CCC - FMS No./N° VME

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

1. At the date of bid closing, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
  - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
  - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. For additional information on security requirements, Bidders should refer to the [Contract Security Program of Public Works and Government Services Canada \(http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html\)](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) website.

### **1.2 Statement of Work**

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

### **1.3 Debriefings**

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

### **1.4 Trade Agreements**

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

## **PART 2 - BIDDER INSTRUCTIONS**

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

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

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

The [2003](#) (2017-04-27) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: 60 days  
Insert: 90 days

## **2.2 Submission of Bids**

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

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

### **2.2.1 Improvement of Requirement During Solicitation Period**

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least 15 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

## **2.3 Former Public Servant**

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

### **Definitions**

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

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

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

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

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

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

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes ( ) No ( )**

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

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

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

### **Work Force Adjustment Directive**

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes ( ) No ( )**

If so, the Bidder must provide the following information:

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

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

## 2.4 Enquiries - Bid Solicitation

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

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

## 2.5 Applicable Laws

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

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

## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

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

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

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green](#)

**Procurement** (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, Bidders should:

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

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

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

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

Bidders must submit their financial bid in accordance with the Basis of Payment in Annex B. The total amount of applicable tax must be shown separately.

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

C3011T 2013-11-06) Exchange Rate Fluctuation

#### **Section III: Certifications**

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

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

#### **4.1 Evaluation Procedures**

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

##### **4.1.1 Technical Evaluation**

###### **4.1.1.1 Mandatory Technical Criteria**

To be considered responsive, a bid must meet all of the following mandatory evaluation criteria. Bids not meeting all of the mandatory requirements will be given no further consideration.

Bidders MUST list a minimum of two (2) technicians that will be assigned to carry out this work. Each technician must have a minimum of five (5) years experience in maintenance and repair of hydraulic operated equipment and associated equipment. Bidders must provide resumes for each of the proposed technician's qualifications and experience in the last five (5) years as it relates to maintenance and repairs of hydraulic equipment and associated equipment.

#### 4.1.2 Financial Evaluation

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

#### 4.2 Basis of Selection

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

### PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

#### 5.1 Certifications Required with the Bid

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

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

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

#### 5.2 Certifications Precedent to Contract Award and Additional Information

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

##### 5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

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

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

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

## **5.2.3 Additional Certifications Precedent to Contract Award**

The certifications listed below should be completed and submitted with the bid but may be submitted afterwards. If any of these required certifications are not completed and submitted as requested, the Contracting Authority will inform the Bidder of a timeframe within which to provide the information. Failure to comply with the request of the Contracting Authority and to provide the certifications within the timeframe provided will render the bid-non-responsive.

### **5.2.3.1 Workers Compensation Certification – Letter of Good Standing**

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

The Bidder must provide, within seven (7) 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 may result in the bid being declared non-responsive.

### **5.2.3.2 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 audits.

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

### **5.2.3.3 Industrial Electrician Trade Certification**

All tradespersons must be journeymen in possession of a valid trade proficiency certificate acceptable to the Nova Scotia Department of Labour.

The Bidder must provide, within seven (7) following a request from the Contracting Authority, a valid Nova Scotia Labour and Advanced Education Certified Industrial Electrician Card or a valid Nova Scotia Labour

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and Workforce Development Certified Industrial Electrician Card. Failure to comply with the request will result in the bid being declared non-responsive.

#### **5.2.3.4 Industrial Mechanic Millwright Trade Certification**

All tradespersons must be journeymen in possession of a valid trade proficiency certificate acceptable to the Nova Scotia Department of Labour.

The Bidder must provide, within seven (7) following a request from the Contracting Authority, a valid Nova Scotia Labour and Advanced Education Certified Industrial Mechanic Millwright Card or a valid Nova Scotia Labour and Workforce Development Certified Industrial Mechanic Millwright Card. Failure to comply with the request will result in the bid being declared non-responsive.

#### **5.2.3.5 Status and Availability of Resources**

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting 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 Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder 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 Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

#### **5.2.3.6 Education and Experience**

*SACC Manual* clause [A3010T](#) (2010-08-16) Education and Experience

### **PART 6 - RESULTING CONTRACT CLAUSES**

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

#### **6.1 Security Requirements**

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

1. The Contractor must, at all times during the performance of the Contract, 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 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 **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) .

## 6.2 Statement of Work **OR** Requirement

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

## 6.3 Task Authorization

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

### 6.3.1 Task Authorization Process

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

### 6.3.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$10,000.00, Applicable Taxes included, inclusive of any revisions. Any task authorization to be issued in excess of that limit must be authorized by the Project Authority *and* Contracting Authority before issuance.

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

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

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

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

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

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

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31; and

4th quarter: January 1 to March 31.

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

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

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

#### **For each authorized task:**

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

#### **For all authorized tasks:**

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

### **6.3.5 Task Authorization - Department of National Defence**

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

## **6.4 Standard Clauses and Conditions**

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

### **6.4.1 General Conditions**

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

## **6.5 Term of Contract**

### **6.5.1 Period of the Contract**

The period of the Contract is from \_\_\_\_\_ to \_\_\_\_\_ inclusive. (one year)

### **6.5.2 Option to Extend the Contract**

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

Canada may exercise this option at any time by sending a written notice to the Contractor at least five (5) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

### **6.5.3 Delivery Points**

Delivery of the requirement will be made to delivery point(s) specified at Annex A of the Contract.

## **6.6 Authorities**

### **6.6.1 Contracting Authority**

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The Contracting Authority for the Contract is:

Darren Conrad  
Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Directorate  
Address: 1713 Bedford Row, Halifax, NS B3J 3C9

Telephone: (902) 496-5353  
Facsimile: (902) 496-5016  
E-mail address: [Darren.Conrad@pwgsc-tpsgc.gc.ca](mailto:Darren.Conrad@pwgsc-tpsgc.gc.ca)

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

### 6.6.2 Project Authority

The Project Authority for the Contract is: (To be determined at Contract award)

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

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

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

### 6.6.3 Contractor's Representative

(To be competed by bidder)

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

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

### 6.7 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.

## 6.8 Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price, as specified in Annex B. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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.

### 6.8.1 Limitation of Expenditure – Scheduled Service Table A – Annex B Basis of Payment

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

### 6.8.2 Basis of Payment - Firm Unit Price(s) - Task Authorizations

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid firm unit price in accordance with the basis of payment, in Annex B, as specified in the authorized TA. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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

### 6.8.3 Limitation of Expenditure - Cumulative Total of all Task Authorizations

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

#### **6.8.4 Single Payment**

SACC Manual Clause H1000C (2008-05-12) Single Payment

#### **6.8.5 Time Verification**

SACC Manual Clause C0711C (2008-05-12), Time Verification

### **6.9 Invoicing Instructions**

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

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

Accounts Payable Section  
Real Property Operations Unit (Atlantic)  
Maritime Forces Atlantic  
P.O Box 99000  
Station Forces,  
Willow Park,  
Halifax, NS B3K 5X5

Each TA invoice must be supported by:

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

### **6.10 Certifications and Additional Information**

#### **6.10.1 Compliance**

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

### 6.11 Applicable Laws

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

### 6.12 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 Articles of Agreement;
- (b) the general conditions 2010C (2016-04-04) General Conditions – Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) Annex D, Insurance Requirement;
- (g) Annex E, DND 626, Task Authorization Form;
- (h) Annex F, Integrity Provisions – Associated Information
- (i) Annex G, Periodic Usage Reports – Contracts With Task Authorizations;
- (i) the Contractor's bid dated \_\_\_\_\_. (*insert date of bid*)

### 6.13 SACC Manual Clauses

SACC Manual Clause A9062C (2011-05-16), Canadian Forces Site Regulations  
SACC Manual Clause D5328C (2014-06-26), Inspection and Acceptance  
SACC Manual Clause A0285C (2007-05-25), Workers Compensation

### 6.14 Insurance – Specific Requirements

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

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

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

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than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

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## **ANNEX A**

### **STATEMENT OF WORK**

(attached)

**ANNEX B**

**BASIS OF PAYMENT**

**Initial Contract Period: Scheduled Work/Service (Tables A, B, C, D and E)**

**The unit rates in Table A must contain all costs associated with Maintenance for all ten (10) Vanguard Crash Barrier Systems in HMC Dockyard as specified in Annex A - Statement of Work (SOW) of the Request for Proposal (RFP).**

Table A - Contract Period - Year One				
Column A	Column B	Column C	Column D	Column E
Class of Labour	Unit of Measurement	Estimated Quantity	Unit Rate	Extended Price Column C * Column D
Phase 1 - Provide Baseline Maintenance for all locations	Per Occurance	1	\$ _____	\$ _____
Phase 2 - Provide Minor Maintenance for all locations	Per Occurance	2	\$ _____	\$ _____
Phase 3 - Provide Major Maintenance for all locations	Per Occurance	1	\$ _____	\$ _____
Total Bid Price				\$ _____ HST Extra

**The unit rates in Table B must contain all costs associated with the maintenance for all Vehicle Crash Barrier Systems located at CFAD Bedford as specified in Annex A - Statement of Work (SOW) of the Request for Proposal (RFP)**

Table B - Contract Period - Year One				
Column A	Column B	Column C	Column D	Column E
Class of Labour	Unit of Measurement	Estimated Quantity	Unit Rate	Extended Price Column C * Column D
Phase 1 - Provide Baseline Maintenance for all locations	Per Occurance	1	\$ _____	\$ _____
Phase 2 - Provide Minor Maintenance for all locations	Per Occurance	1	\$ _____	\$ _____
Phase 3 - Provide Major Maintenance for all locations	Per Occurance	1	\$ _____	\$ _____
Total Bid Price				\$ _____ HST Extra

**The unit rates in Table C must contain all costs associated with maintenance for various Vehicle Barriers as specified in Annex A - Statement of Work (SOW) of the Request for Proposal (RFP).**

Table C - Contract Period - Year One				
Column A	Column B	Column C	Column D	Column E
Class of Labour	Unit of Measurement	Estimated Quantity	Unit Rate	Extended Price Column C * Column D
Phase 1 - Provide Baseline Maintenance for all locations	Per Occurance	1	\$ _____	\$ _____
Phase 2 - Provide Minor Maintenance for all locations	Per Occurance	1	\$ _____	\$ _____
Phase 3 - Provide Major Maintenance for all locations	Per Occurance	1	\$ _____	\$ _____
Total Bid Price				\$ _____ HST Extra

**The unit rates in Table D must contain all costs associated with maintenance for the B&B ARM R Sliding Gate Vehicle Barrier System located at Tribute Tower, Stadacona as specified in Annex A - Statement of Work (SOW) of the Request for Proposal (RFP).**

Table D - Contract Period - Year One				
Column A	Column B	Column C	Column D	Column E
Class of Labour	Unit of Measurement	Estimated Quantity	Unit Rate	Extended Price Column C * Column D
Phase 1 - Provide Baseline Maintenance for all locations	Per Occurance	1	\$ _____	\$ _____
Phase 2 - Provide Minor Maintenance for all locations	Per Occurance	1	\$ _____	\$ _____
Phase 3 - Provide Major Maintenance for all locations	Per Occurance	1	\$ _____	\$ _____
Total Bid Price				\$ _____ HST Extra

**The unit rates in Table E must contain all costs associated with maintenance for the three (3) Tymetal Vehicle Arm Barrier Systems located at Stadacona as specified in Annex A - Statement of Work (SOW) of the Request for Proposal (RFP).**

Table E - Contract Period - Year One				
Column A	Column B	Column C	Column D	Column E
Class of Labour	Unit of Measurement	Estimated Quantity	Unit Rate	Extended Price Column C * Column D
Phase 1 - Provide Baseline Maintenance for all locations	Per Occurance	1	\$ _____	\$ _____
Phase 2 - Provide Minor Maintenance for all locations	Per Occurance	1	\$ _____	\$ _____
Phase 3 - Provide Major Maintenance for all locations	Per Occurance	1	\$ _____	\$ _____
Total Bid Price				\$ _____ HST Extra

**Table F - Phase 4 - Unscheduled Work/Service**

Table F - Contract Period - Year One				
Column A	Column B	Column C	Column D	Column E
Class of Labour	Unit of Measurement	Estimated Quantity	Unit Rate	Extended Price Column C * Column D
Certified Industrial Electrician	Per Hour	50	\$ _____	\$ _____
Certified Industrial Mechanic Millwright	Per Hour	50	\$ _____	\$ _____
Helper	Per Hour	50	\$ _____	\$ _____
Total Bid Price				\$ _____ HST Extra

**Material: Allowance for materials, specialty equipment at new cost, plus a mark-up of 10% with supporting documents such as invoice and receipts.**

**Total Year 1 = Table A (Total Bid Price) + Table B (Total Bid Price) + Table C (Total Bid Price) + Table D (Total Bid Price) + Table E (Total Bid Price) + Table F (Total Bid Price)=  
\$ \_\_\_\_\_ HST Extra**

**Option Year One: Scheduled Work/Service (Tables A, B, C, D and E)**

**The unit rates in Table A must contain all costs associated with Maintenance for all ten (10) Vanguard Crash Barrier Systems in HMC Dockyard as specified in Annex A - Statement of Work (SOW) of the Request for Proposal (RFP).**

Table A - Contract Period - Option Year One				
Column A	Column B	Column C	Column D	Column E
Class of Labour	Unit of Measurement	Estimated Quantity	Unit Rate	Extended Price Column C * Column D
Phase 2 - Provide Minor Maintenance for all locations	Per Occurance	2	\$ _____	\$ _____
Phase 3 - Provide Major Maintenance for all locations	Per Occurance	2	\$ _____	\$ _____
Total Bid Price				\$ _____ HST Extra

**The unit rates in Table B must contain all costs associated with the maintenance for all Vehicle Crash Barrier Systems located at CFAD Bedford as specified in Annex A - Statement of Work (SOW) of the Request for Proposal (RFP)**

Table B - Contract Period - Option Year One				
Column A	Column B	Column C	Column D	Column E
Class of Labour	Unit of Measurement	Estimated Quantity	Unit Rate	Extended Price Column C * Column D
Phase 2 - Provide Minor Maintenance for all locations	Per Occurance	1	\$ _____	\$ _____
Phase 3 - Provide Major Maintenance for all locations	Per Occurance	1	\$ _____	\$ _____
Total Bid Price				\$ _____ HST Extra

**The unit rates in Table C must contain all costs associated with maintenance for various Vehicle Barriers as specified in Annex A - Statement of Work (SOW) of the Request for Proposal (RFP).**

Table C - Contract Period - Option Year One				
Column A	Column B	Column C	Column D	Column E
Class of Labour	Unit of Measurement	Estimated Quantity	Unit Rate	Extended Price Column C * Column D
Phase 2 - Provide Minor Maintenance for all locations	Per Occurance	1	\$ _____	\$ _____
Phase 3 - Provide Major Maintenance for all locations	Per Occurance	1	\$ _____	\$ _____
Total Bid Price				\$ _____ HST Extra

**The unit rates in Table D must contain all costs associated with maintenance for the B&B ARMR Sliding Gate Vehicle Barrier System located at Tribute Tower, Stadacona as specified in Annex A - Statement of Work (SOW) of the Request for Proposal (RFP).**

Table D - Contract Period - Option Year One				
Column A	Column B	Column C	Column D	Column E
Class of Labour	Unit of Measurement	Estimated Quantity	Unit Rate	Extended Price Column C * Column D
Phase 2 - Provide Minor Maintenance for all locations	Per Occurance	1	\$ _____	\$ _____
Phase 3 - Provide Major Maintenance for all locations	Per Occurance	1	\$ _____	\$ _____
Total Bid Price				\$ _____ HST Extra

**The unit rates in Table E must contain all costs associated with maintenance for the three (3) Tymetal Vehicle Arm Barrier Systems located at Stadacona as specified in Annex A - Statement of Work (SOW) of the Request for Proposal (RFP).**

Table E - Contract Period - Year One				
Column A	Column B	Column C	Column D	Column E
Class of Labour	Unit of Measurement	Estimated Quantity	Unit Rate	Extended Price Column C * Column D
Phase 2 - Provide Minor Maintenance for all locations	Per Occurance	3	\$ _____	\$ _____
Phase 3 - Provide Major Maintenance for all locations	Per Occurance	1	\$ _____	\$ _____
Total Bid Price				\$ _____ HST Extra

**Table F - Phase 4 - Unscheduled Work/Service**

Table F - Contract Period - Option Year One				
Column A	Column B	Column C	Column D	Column E
Class of Labour	Unit of Measurement	Estimated Quantity	Unit Rate	Extended Price Column C * Column D
Certified Industrial Electrician	Per Hour	50	\$ _____	\$ _____

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Certified Industrial Mechanic Millwright	Per Hour	50	\$ _____	\$ _____
Helper	Per Hour	50	\$ _____	\$ _____
Total Bid Price				\$ _____ HST Extra

**Material: Allowance for materials, specialty equipment at new cost, plus a mark-up of 10% with supporting documents such as invoice and receipts.**

**Total Option Year 1 = Table A (Total Bid Price) + Table B (Total Bid Price) + Table C (Total Bid Price) + Table D (Total Bid Price) + Table E (Total Bid Price) + Table F (Total Bid Price)=  
 \$ \_\_\_\_\_ HST Extra**

**Option Year Two: Scheduled Work/Service (Tables A, B, C, D and E)**

**The unit rates in Table A must contain all costs associated with Maintenance for all ten (10) Vanguard Crash Barrier Systems in HMC Dockyard as specified in Annex A - Statement of Work (SOW) of the Request for Proposal (RFP).**

Table A - Contract Period - Option Year Two				
Column A	Column B	Column C	Column D	Column E
Class of Labour	Unit of Measurement	Estimated Quantity	Unit Rate	Extended Price Column C * Column D
Phase 2 - Provide Minor Maintenance for all locations	Per Occurance	2	\$ _____	\$ _____
Phase 3 - Provide Major Maintenance for all locations	Per Occurance	2	\$ _____	\$ _____
Total Bid Price				\$ _____ HST Extra

**The unit rates in Table B must contain all costs associated with the maintenance for all Vehicle Crash Barrier Systems located at CFAD Bedford as specified in Annex A - Statement of Work (SOW) of the Request for Proposal (RFP)**

Table B - Contract Period - Option Year Two				
Column A	Column B	Column C	Column D	Column E

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Class of Labour	Unit of Measurement	Estimated Quantity	Unit Rate	Extended Price Column C * Column D
Phase 2 - Provide Minor Maintenance for all locations	Per Occurance	1	\$ _____	\$ _____
Phase 3 - Provide Major Maintenance for all locations	Per Occurance	1	\$ _____	\$ _____
Total Bid Price				\$ _____ HST Extra

**The unit rates in Table C must contain all costs associated with maintenance for various Vehicle Barriers as specified in Annex A - Statement of Work (SOW) of the Request for Proposal (RFP).**

Table C - Contract Period - Option Year Two				
Column A	Column B	Column C	Column D	Column E
Class of Labour	Unit of Measurement	Estimated Quantity	Unit Rate	Extended Price Column C * Column D
Phase 2 - Provide Minor Maintenance for all locations	Per Occurance	1	\$ _____	\$ _____
Phase 3 - Provide Major Maintenance for all locations	Per Occurance	1	\$ _____	\$ _____
Total Bid Price				\$ _____ HST Extra

**The unit rates in Table D must contain all costs associated with maintenance for the B&B ARMR Sliding Gate Vehicle Barrier System located at Tribute Tower, Stadacona as specified in Annex A - Statement of Work (SOW) of the Request for Proposal (RFP).**

Table D - Contract Period - Option Year Two				
Column A	Column B	Column C	Column D	Column E
Class of Labour	Unit of Measurement	Estimated Quantity	Unit Rate	Extended Price Column C * Column D
Phase 2 - Provide Minor Maintenance for all locations	Per Occurance	1	\$ _____	\$ _____
Phase 3 - Provide Major Maintenance for all locations	Per Occurance	1	\$ _____	\$ _____
Total Bid Price				\$ _____ HST Extra

**The unit rates in Table E must contain all costs associated with maintenance for the three (3) Tymetal Vehicle Arm Barrier Systems located at Stadacona as specified in Annex A - Statement of Work (SOW) of the Request for Proposal (RFP).**

Table E - Contract Period - Year Two				
Column A	Column B	Column C	Column D	Column E
Class of Labour	Unit of Measurement	Estimated Quantity	Unit Rate	Extended Price Column C * Column D
Phase 2 - Provide Minor Maintenance for all locations	Per Occurance	3	\$ _____	\$ _____
Phase 3 - Provide Major Maintenance for all locations	Per Occurance	1	\$ _____	\$ _____
Total Bid Price				\$ _____ HST Extra

**Table F - Phase 4 - Unscheduled Work/Service**

Table F - Contract Period - Option Year Two				
Column A	Column B	Column C	Column D	Column E
Class of Labour	Unit of Measurement	Estimated Quantity	Unit Rate	Extended Price Column C * Column D
Certified Industrial Electrician	Per Hour	50	\$ _____	\$ _____
Certified Industrial Mechanic Millwright	Per Hour	50	\$ _____	\$ _____
Helper	Per Hour	50	\$ _____	\$ _____
Total Bid Price				\$ _____ HST Extra

**Material: Allowance for materials, specialty equipment at new cost, plus a mark-up of 10% with supporting documents such as invoice and receipts.**

**Total Option Year 2 = Table A (Total Bid Price) + Table B (Total Bid Price) + Table C (Total Bid Price) + Table D (Total Bid Price) + Table E (Total Bid Price) + Table F (Total Bid Price)=**  
**\$ \_\_\_\_\_ HST Extra**

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

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**The Grand Total amount will be the amount that will be considered during evaluation of all bids tendered.**

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## **ANNEX C**

### **SECURITY REQUIREMENTS CHECK LIST**

(attached)

## ANNEX D

### INSURANCE REQUIREMENTS

#### Commercial General Liability Insurance

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

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

Solicitation No. - N° de l'invitation  
W6837-175205/B  
Client Ref. No. - N° de réf. du client  
W6837-175205

Amd. No. - N° de la modif.  
File No. - N° du dossier  
HAL-6-77165

Buyer ID - Id de l'acheteur  
HAL218  
CCC No./N° CCC - FMS No./N° VME

---

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

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

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

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

Solicitation No. - N° de l'invitation  
W6837-175205/B  
Client Ref. No. - N° de réf. du client  
W6837-175205

Amd. No. - N° de la modif.  
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---

**ANNEX E**

**DND 626 TASK AUTHORIZATION FORM**

(attached)

Solicitation No. - N° de l'invitation  
W6837-175205/B  
Client Ref. No. - N° de réf. du client  
W6837-175205

Amd. No. - N° de la modif.  
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HAL218  
CCC No./N° CCC - FMS No./N° VME

## ANNEX F

### INTEGRITY

#### LIST OF NAMES

In accordance with Part 5, Article 5.2.1 – Integrity Provision – List of Names, please complete the Form below.

Complete Legal Name of Company	
Company's address	
Company's Procurement Business Number (PBN)	
Solicitation number	
Board of Directors (Use Format – first name last name) Or put the list as an attachment	
1. Director	
2. Director	
3. Director	
4. Director	
5. Director	
6. Director	
7. Director	
8. Director	
9. Director	
10. Director	
Other members	
Comments	

Solicitation No. - N° de l'invitation  
W6837-175205/B  
Client Ref. No. - N° de réf. du client  
W6837-175205

Amd. No. - N° de la modif.  
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HAL-6-77165

Buyer ID - Id de l'acheteur  
HAL218  
CCC No./N° CCC - FMS No./N° VME

## ANNEX G

### USAGE REPORTS

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

Each Task Authorization Usage Report must include all of the completed TA's for goods and services supplied under this Contract.

Task Authorization Usage Report Submission Schedule:

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

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

TA NUMBER	TA DOLLAR VALUE (HST INCLUDED)	CUMULATIVE TA DOLLAR VALUE (HST INCLUDED)	COMMENTS
Total Dollar Value of TA's for this period:			
Accumulated TA's to Date (CumulativeDollar Value + Period Dollar Value):			

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

Solicitation No. - N° de l'invitation  
W6837-175205/B  
Client Ref. No. - N° de réf. du client  
W6837-175205

Amd. No. - N° de la modif.  
File No. - N° du dossier  
HAL-6-77165

Buyer ID - Id de l'acheteur  
HAL218  
CCC No./N° CCC - FMS No./N° VME

---

**SEND TO:**

[Darren.Conrad@pwgsc.tpsgc.gc.ca](mailto:Darren.Conrad@pwgsc.tpsgc.gc.ca)

Department of National Defence



Specification

Service Contract

## **Maintenance of Vehicle Barrier Systems**

CFB Halifax, NS

<u>Section</u>	<u>Title</u>	<u>Pages</u>
<u>Division 01 - General Requirements</u>		
01 11 00	General Instructions	11
01 35 15	Industrial Security	4
01 35 30	Health and Safety Requirements	8
01 35 35	DND Fire Safety Requirements	5
01 35 36	Security, Safety and Fire Regulations CFAD Bedford, NS	6
01 35 37	Access to DRDC Atlantic Complex	1
01 61 00	Common Product Requirements	4
01 74 11	Cleaning	2
<u>Division 11 - Equipment</u>		
11 12 10	Annex A Maintenance Schedule for the Vanguard Vehicle Crash Barriers	5
11 12 11	Annex B Maintenance Schedule for the CFAD Vehicle Crash Barriers	7
11 12 12	Annex C Maintenance Schedule for the Various Models of Vehicle Arm Barrier Syst	5
11 12 13	Annex D Maintenance Schedule for the B&B ARMR Sliding Gate Vehicle Barrier	5
11 12 14	Annex E Maintenance Schedule for Tymetal Vehicle Arm Barrier	4

PART 1 - GENERAL

1.1 RELATED SECTIONS

- .1 Section 11 12 10 Annex A Maintenance Schedule for the Vanguard Vehicle Crash Barriers.
- .2 Section 11 12 11 Annex B Maintenance Schedule for the CFAD Vehicle Crash Barriers.
- .3 Section 11 12 12 Annex C Maintenance Schedule for the Various Models of Vehicle Arm Barrier Systems.
- .4 Section 11 12 13 Annex D Maintenance Schedule for the B&B ARMR Sliding Gate Vehicle Barrier.
- .5 Section 11 12 14 Annex E Maintenance Schedule for Tymetal Vehicle Arm Barriers.

1.2 DESCRIPTION OF WORK

- .1 Work under this Service Contract comprises the furnishing of all labour, materials, tools, equipment, transportation and supervision required to perform the preventive maintenance and repairs to the various types of vehicle barriers located within various areas of CFB Halifax in accordance with this specification.

1.3 ENGINEER

- .1 All reference to the Engineer in this specification, who is the Contract Inspector which is representing the Real Property Operations Section - Halifax (RPOS(H)).
- .2 The Engineer will provide the Contractor with a list of his / her authorized representatives at the pre-job meeting.

1.4 WORK INCLUDED

- .1 Work under this Service Contract comprises the following:
    - .1 perform the scheduled maintenance program for 10 Vanguard vehicle crash barrier systems as specified in Section 11 12 10 Annex A Maintenance Schedule for the Vanguard Vehicle Crash Barriers;
    - .2 perform the scheduled maintenance program for two (2) vehicle crash barrier systems as specified in Section 11 12 11 Annex B Maintenance Schedule for the CFAD Vehicle Crash Barriers;
-

- 
- 1.4 WORK INCLUDED  
(Cont'd)
- .1 (Cont'd)
- .3 perform the scheduled maintenance program for 25 various models of vehicle arm barrier systems as specified in Section 11 12 12 Annex C Maintenance Schedule for the Various Models of Vehicle Arm Barrier Systems;
- .4 perform the scheduled maintenance program for one (1) vehicle barrier system as specified in Section 11 12 13 Annex D Maintenance Schedule for the B&B ARMR Sliding Gate Vehicle Barrier;
- .5 perform the scheduled maintenance program for three (3) vehicle arm barrier systems as specified in Section 11 12 14 Annex E Maintenance Schedule for Tymetal Vehicle Arm Barriers; and
- .6 provide written reports.
- .2 The Contractor will be notified of additional work as requested by the Engineer with the issue of a DND 626 "Task Authorization" form for the following:
- .1 repairs identified during the maintenance program;
- .2 emergency and operational service calls as required by the Engineer; and
- .3 clean up.
- 1.5 LOCATIONS OF JOB  
SITES
- .1 Work sites covered under this Service Contract are as follows:
- .1 HMC Dockyard - Halifax, NS (14 in total)
- .1 D262 Admiral's Gate (6):
- .1 inbound inner Vanguard crash barrier serial 21826-8;
- .2 outbound inner Vanguard crash barrier serial 21826-9;
- .3 outbound outer Vanguard crash barrier serial 21826-10;
- .4 inbound outer Vanguard crash barrier serial 21826-7;
-

1.5 LOCATIONS OF JOB  
SITES

(Cont'd)

- .1 (Cont'd)
  - .1 (Cont'd)
    - .5 inbound vehicle arm barrier (Magnetic Autocontrol); and
    - .6 outbound vehicle arm barrier (Magnetic Autocontrol).
  - .2 D192 Rainbow Gate (8):
    - .1 outbound inner Vanguard crash barrier serial 21826-4;
    - .2 outbound outer Vanguard crash barrier serial 21826-3;
    - .3 inbound outer Vanguard crash barrier serial 21826-2;
    - .4 inbound inner Vanguard crash barrier serial 21826-5;
    - .5 truck lane inbound outer Vanguard crash barrier serial 21826-1;
    - .6 truck lane inbound inner Vanguard crash barrier serial 21826-6;
    - .7 inbound vehicle arm barrier (Magnetic Autocontrol); and
    - .8 outbound vehicle arm barrier (Magnetic Autocontrol).
  - .2 CFAD Bedford - Bedford, NS (10 in total)
    - .1 X Area (6):
      - .1 outbound crash barrier;
      - .2 inbound crash barrier;
      - .3 two (2) inbound vehicle arm barriers (Magnetic Autocontrol); and
      - .4 two (2) outbound vehicle arm barriers (Magnetic Autocontrol).

1.5 LOCATIONS OF JOB  
SITES

(Cont'd)

- .1 (Cont'd)
  - .2 (Cont'd)
    - .2 Building BM247 (2):
      - .1 inbound vehicle arm barrier (Magnetic Autocontrol); and
      - .2 outbound vehicle arm barrier (Magnetic Autocontrol).
    - .3 Building BM155 (1):
      - .1 vehicle arm barrier (Canadian Parking Equipment).
    - .4 Building BM241 (1):
      - .1 vehicle arm barrier (Amano).
  - .3 Shearwater - Eastern Passage, NS (2 in total)
    - .1 Boundary Road Gate (2):
      - .1 inbound vehicle arm barrier (HySecurity); and
      - .2 outbound vehicle arm barrier (HySecurity).
  - .4 Dockyard Annex (NAD) - Dartmouth, NS (3 in total)
    - .1 Building W72 (1):
      - .1 vehicle arm barrier (Amano).
    - .2 Building W74 (2):
      - .1 inbound vehicle arm barrier (Amano); and
      - .2 outbound vehicle arm barrier (Amano).
  - .5 Stadacona - Halifax, NS (8 in total)
    - .1 Main Gate (2):
      - .1 inbound vehicle arm barrier (Automatic Systems); and

1.5 LOCATIONS OF JOB  
SITES  
(Cont'd)

- .1 (Cont'd)
- .5 (Cont'd)
  - .2 outbound vehicle arm barrier (Automatic Systems).
  - .2 Lorne Terrace Gate (2):
    - .1 inbound vehicle arm barrier (HySecurity); and
    - .2 outbound vehicle arm barrier (HySecurity).
  - .3 Building S117 (4):
    - .1 sliding gate vehicle barrier (B&B ARMR); and
    - .2 three (3) vehicle arm barriers (Tymetal).
- .6 Willow Park - Halifax, NS (2 in total)
  - .1 TEME Gate (2):
    - .1 inbound vehicle arm barrier (Global Parking Systems); and
    - .2 outbound vehicle arm barrier (Global Parking Systems).
- .7 Windsor Park - Halifax, NS (2 in total)
  - .1 WP109 (2):
    - .1 inbound vehicle arm barrier (Magnetic Autocontrol); and
    - .2 outbound vehicle arm barrier (Magnetic Autocontrol).

1.6 SITE ACCESS

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

- 
- 1.7 PRE-JOB MEETING .1 Immediately upon receipt of award of Service Contract, the successful Contractor will contact the Engineer to arrange a pre-job meeting prior to commencement of any work.
- 1.8 CONTRACTOR QUALIFICATIONS .1 The Contractor must satisfy the Engineer that he / she has adequate and qualified staff to perform the service expected. This includes all service calls within an acceptable time period and having adequate parts on hand to meet the requirements of the job, both during silent and normal working hours.
- .2 Whenever the Contractor uses sub-contractors, they too must perform to and comply with all requirements of this Service Contract.
- 1.9 WORKMANSHIP .1 Workmanship must be the best quality executed by workers experienced and skilled in the respective duties for which they are employed.
- .2 Do not employ any unfit person or anyone unskilled in their required duties. The Engineer reserves the right to require the dismissal from the site, workers deemed incompetent, careless, insubordinate or otherwise objectionable.
- .3 Decisions as to the quality or fitness of workmanship in cases of dispute rest solely with the Engineer whose decision is final.
- .4 The Contractor will employ a competent and experienced supervisor with the authority to speak on his behalf on day-to-day routine matters.
- 1.10 CONTRACTOR'S USE OF SITE .1 Contractor will be briefed on use of site by the Engineer.
- .2 Do not unreasonably encumber site with materials or equipment.
- .3 Move stored products or equipment which interferes with operations of Engineer or other Contractors.
- .4 The Engineer will brief the Contractor on access to restricted areas.
- .5 Obtain a properly completed excavation permit from the Engineer prior to carrying out any excavations on site.
-

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- 1.11 PARKING
- .1 In limited areas, a parking space will be made available on site for Contractor vehicles to drop off equipment and supplies. Maintain and administer this space as directed.
  - .2 The Contractor may have to pay for parking at the following locations:
    - .1 Stadacona - Halifax, NS;
    - .2 Windsor Park - Halifax, NS;
    - .3 Willow Park - Halifax, NS;
    - .4 Royal Artillery (RA) Park - Halifax, NS;
    - .5 Halifax Armoury - Halifax, NS;
    - .6 HMC Dockyard - Halifax, NS; and
    - .7 Dockyard Annex (NAD) - Dartmouth, NS.
- 1.12 NORMAL WORKING HOURS
- .1 Normal working hours will be 0730 to 1600 hours, Monday to Friday. Any work carried out other than normal working hours must be authorized by the Engineer.
- 1.13 CODES AND STANDARDS
- .1 Perform work in accordance with the latest edition of National Building Code of Canada (NBC), Canadian Electrical Code Part 1, Canada Labour Code Part II, National Fire Code of Canada, NS Fall Protection and Scaffolding regulations, and any other federal, provincial or local code applicable. In any case of conflict or discrepancy, the more stringent requirements will apply.
  - .2 Meet or exceed requirements of Contract documents, specified standards, codes and referenced documents.
- 1.14 PROTECTION OF EXISTING FACILITIES
- .1 The Contractor must take all necessary precautions to ensure against damage to existing facilities. Any damage to such facilities as a result of the Contractor's operations must be repaired or replaced by the Contractor at his own expense, as soon as is reasonably possible.
  - .2 Special coverings and protection must be provided to protect plants, walls, projections and adjacent work where materials are being removed, installed or hoisted.
-

- 
- |  |    |   |
|--|----|---|
| <u>1.14 PROTECTION OF EXISTING FACILITIES (Cont'd)</u>             | .3 | The Contractor must protect all occupant owned furnishings and equipment, and the building from damage during execution of the Contract.  |
|  | .4 | Where the Engineer considers it necessary, provide and erect warning signs and barriers.  |
| <u>1.15 ALTERATIONS, ADDITIONS OR REPAIRS TO EXISTING BUILDING</u> | .1 | Execute work with least possible interference or disturbance to building operations, occupants, public and normal use of premises. Arrange with Engineer to facilitate execution of work.   |
|  | .2 | Where security has been reduced by work of Contract, provide temporary means to maintain security.  |
|  | .3 | Provide temporary dust screens, barriers, warning signs in locations where renovation and alteration work is adjacent to areas used by public or government staff.  |
| <u>1.16 EXISTING SERVICES</u>                                      | .1 | Where Work involves breaking into or connecting to existing services, give 48 hours notice for necessary interruption of mechanical or electrical service throughout course of work. Minimize duration of interruptions. Carry out work at times as directed by governing authorities with minimum disturbance to pedestrian and tenant operations. |
|  | .2 | Provide alternative routes for personnel, pedestrian and vehicular traffic.   |
|  | .3 | Establish location and extent of service lines in area of work before starting Work. Notify Engineer of findings.   |
|  | .4 | Submit schedule to and obtain approval from Engineer for any shut-down or closure of active service or facility including power and communications services. Adhere to approved schedule and provide notice to affected parties.  |
|  | .5 | Provide temporary services when directed by Engineer to maintain critical building and tenant systems.  |
|  | .6 | Where unknown services are encountered, immediately advise and confirm findings in writing.   |
|  | .7 | Protect, relocate or maintain existing active services. When inactive services are encountered, cap off in manner approved by authorities having jurisdiction.  |
-

1.17 CUTTING, FITTING AND  
PATCHING

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

1.18 CONCEALMENT

- .1 Conceal pipes, ducts and wiring in floor, wall and ceiling construction of finished areas except where directed otherwise by the Engineer.

1.19 POWER AND WATER  
SUPPLY

- .1 DND may provide, free of charge, temporary electric power and water for construction purposes.
- .2 Engineer will determine delivery points and quantitative limits. Engineer's written permission is required before any connection is made. Connect to existing power supply in accordance with Canadian Electrical Code.
- .3 Provide, at no cost to DND, all equipment and temporary lines to bring these services to project site.
- .4 Supply of temporary services by DND is subject to DND requirements and may be discontinued by DND site representative at any time without notice, without acceptance of any liability for damage or delay caused by such withdrawal of temporary services.
- .5 After the temporary service lines are no longer required, the Contractor must remove all lines and equipment, restore the connection points to their original condition and return the land to its original contour.

1.20 HEATING AND  
VENTILATING

- .1 Provide temporary heat and ventilation as required to:
  - .1 facilitate progress of work;
  - .2 protect work and products against dampness and cold;

1.20 HEATING AND  
VENTILATING  
(Cont'd)

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

1.21 EMERGENCY AND  
SERVICE CALL-UPS

- .1 The Contractor must maintain and provide the Engineer with contact numbers to be able to provide response to request for service from the Engineer or representative on a 24 hour, 7 day per week basis. If the request for service from the after hours Departmental Representative, the Contractor must, immediately upon completion of the service, report back to the Engineer describing the action taken to correct the problem. The following Work priorities and response time will apply:
  - .1 Emergency:
    - .1 A priority of "Emergency" is defined as a deficiency or breakdown that require immediate attention to reduce the potential for danger to occupants, the general public, the environment, or the facility. Maintenance and minor construction identified with this priority must be responded to immediately and must be reported without delay to designated manager.
    - .1 Standard response times:
      - .1 Urban / rural: ASAP - maximum 2 hours.

1.21 EMERGENCY AND  
SERVICE CALL-UPS  
(Cont'd)

- .1 (Cont'd)
- .1 (Cont'd)
- .1 Urban / rural: ASAP - maximum 2 hours.
- .2 Routine:
- .1 A priority of "Routine" is defined as essential maintenance and minor construction which should be rectified at the earliest possible opportunity. It is considered as deficiencies or breakdowns that do not impair current operations or pose any danger to the occupants, the general public, the environment, or the facility.
- .1 Standard response times:
- .1 Urban / rural: 4 hours.
- .2 The Contractor will be advised of the personnel authorized to request emergency service. Services undertaken at the request of unauthorized persons will be done at the Contractor's risk, with regards to payment.
- .3 Report service calls executed outside normal working hours to the Engineer, immediately on the next working day.

1.22 INSPECTION

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

1.23 REPORTING  
IRREGULARITIES

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

PART 2 - PRODUCTS

2.1 NOT USED

- .1 Not used.

PART 3 - EXECUTION

3.1 NOT USED

- .1 Not used.

PART 1 - GENERAL

1.1 RELATED  
REQUIREMENTS

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

1.2 DEFINITIONS

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

1.2 DEFINITIONS  
(Cont'd)

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

1.3 REFERENCE SITES

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

1.4 GENERAL

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

1.4 GENERAL  
(Cont'd)

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

1.5 PRIVATE SECTOR  
ORGANIZATION  
SCREENING AND  
CLEARANCES

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

1.6 PERSONNEL SECURITY  
SCREENING

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

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

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

PART 2 - PRODUCTS

- 2.1 NOT USED
- .1 Not used.

PART 3 - EXECUTION

- 3.1 NOT USED
- .1 Not used.

PART 1 - GENERAL

1.1 WORK SAFETY  
MEASURES

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

1.1 WORK SAFETY  
MEASURES  
(Cont'd)

.5

(Cont'd)

.3 (Cont'd)

.1 A third violation of a safety regulation may result in the termination of the Service Contract with a recommendation to the Contracting Authority that the Contractor be denied access to Real Property Operations Section - Halifax (RPOS(H)) contracts (Documented to Contract file, copies to Contractor and PSPC.).

.4 Serious Violation:

.1 For a serious violation of a safety regulation as deemed by a regulator, project manager or safety officer a recommendation will be made to the Contracting Authority to immediately terminate the Contract / Standing Offer (Violation documented on Contract file, copies to Contractor and PSPC.).

.5 Charges Laid or Guilty Determination by Courts:

.1 Infractions of safety regulations that result in charges being laid by a regulator against the Contractor or the Contractor being found guilty by the courts may result in that Contractor being denied access to RPOS(H) contracts.

1.2 HAZARD ASSESSMENTS

.1

Contractor must implement and carry out a health and safety hazard assessment program as part of the Work. Program to include:

.1 Initial Hazard Assessment:

.1 Carried out upon notification of Contract award and / or prior to commencement of Work.

.2 On-going Hazard Assessments:

.1 Performed during the progress of Work identifying new or potential health risks and safety hazards not previously known. As a minimum, hazards assessments must be carried out when:

.1 new sub-trade work, new sub-contractor (s) or new workers arrive at the site to commence another portion of the Work;

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1.2 HAZARD ASSESSMENTS  
(Cont'd)

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

1.3 ASBESTOS PRODUCT  
AND ASBESTOS ACTIVITY

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

1.4 HAZARDOUS MATERIAL  
SPILL

- .1 The Contractor or sub-contractors must report to the DND fire hall and the Engineer for any incident or spill involving hazardous materials (HAZMAT).
- .2 In the event of a hazardous material spill, the following procedures for initial actions must be followed:
  - .1 ensure safety of all personnel;
  - .2 assess spill hazards and risks;

1.4 HAZARDOUS MATERIAL  
SPILL  
(Cont'd)

- .2 (Cont'd)
- .3 ventilate area if release is indoors and remove all sources of ignition;
- .4 stop the spill if safely possible (e.g. shut off pump, replace cap, tip drum upward, patch leaking hole etc.).
- .5 no matter the volume is, contact the DND Fire Hall and provide the following information:
- .1 time of the spill;
- .2 location;
- .3 special considerations:
- .1 personal safety;
- .2 environmental.
- .4 type and amount of spill;
- .5 person reporting the spill:
- .1 name;
- .2 company; and
- .3 telephone number.
- .6 contain the spill;
- .7 isolate the area as required;
- .8 contact the Engineer; and
- .9 clean up minor spills using appropriate protective equipment and supplies.

1.5 FASTENING DEVICES  
EXPLOSIVE ACTUATED

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

1.6 HOT WORK

- .1 All hot work activity is to take place with Engineer`s approval and written permission from the Base Fire Chief (hot work permit). Hot work permits and fire watch requirements will be provided by the Dockyard Fire Hall at 902-427-3500.
- .2 The ventilation system in the area of any hot work is to be isolated to prevent migration of fumes / smoke and to reduce any possible spread of fire to other areas of the facility.
- .3 Contractor is to employ an employee trained in the use of fire extinguishers as fire watch during any hot work for a minimum of 30 minutes after activity has ceased.

1.7 CONFINED SPACES

- .1 All work in confined spaces will be carried out in compliance with the Canada Occupational Safety and Health Regulations, Part XI.
  - .2 The Contractor to provide and maintain all equipment as required by any person to enter and / or perform work in a safe manner, in compliance with the Canada Occupational Safety and Health Regulations, Part XI.
  - .3 The Contractor to provide and maintain training, as required by the Canada Occupational Safety and Health Regulations, Part XI.
    - .1 The Contractor and / or his employees must provide proof of training and qualifications when requested by the Engineer.
  - .4 The Contractor to provide the Engineer with a copy of an "entry permit" for each and every entry into the confined space to ensure compliance with the Canada Occupational Safety and Health Regulations, Part XI.
  - .5 The Contractor to have a hazard assessment of the confined space performed.
    - .1 The Contractor to provide the Engineer with a copy of the hazard assessment.
  - .6 The Contractor must have a written rescue plan posted on site.
  - .7 Contractor must inform DND Fire Hall and Central Heating Plant before entering any service tunnel.
-

1.8 FALL PROTECTION

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

1.9 ARC FLASH

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

1.10 SAFETY

- .1 It is the Contractor's responsibility to be familiar with all applicable safety acts, regulations, codes and Service Contract requirements. These must be identified and addressed in the safety plan, by identifying Standard Operating Procedures (SOP) and safe work practices (SWP) which incorporate clear and specific control measures, applicable rules, procedures and practices, all of which will become mandatory.

1.10 SAFETY  
(Cont'd)

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

1.11 SITE SIGNS AND  
NOTICES

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

PART 2 - PRODUCTS

2.1 NOT USED

- .1 Not used.

PART 3 - EXECUTION

3.1 NOT USED .1 Not used.

PART 1 - GENERAL

- 1.1 EMERGENCY REPORTING .1 Telephone numbers:
- .1 from Base phone: Dial 9-1-1;
  - .2 from cell phone: 902-427-3333.
- 1.2 FIRE SAFETY ENFORCEMENT .1 Within the confines the Base, the prescription and enforcement of mandatory fire safety measures will be exercised under the authority of the Base Fire Chief.
- .2 Comply with and enforce compliance by all Contractor personnel with all requirements of this specification section, and with the most recent edition of the National Building Code of Canada (NBC) and the National Fire Code of Canada (NFC), including all subsequent revisions issued by the National Research Council of Canada.
  - .3 The Engineer reserves the right to require the dismissal from the site of persons deemed careless or otherwise in violation of the fire safety requirements.
- 1.3 FIRE SAFETY BRIEFING .1 Prior to commencement of work under this Service Contract, the Engineer will arrange a meeting of all parties concerned to review and clarify requirements for fire safety measures. This may involve a briefing by the Base Fire Chief.
- 1.4 FIRE WATCH .1 For hot work activity, the Contractor will provide the service of fire-watch persons on a scale and schedule as prescribed by the Dockyard Fire Hall at the time of issuance of the hot work permit.
- 1.5 FIRE EXTINGUISHERS .1 Supply fire extinguishers, as scaled by the Base Fire Chief, necessary to protect work in progress and Contractor's physical plant on site.
- 1.6 SMOKING PRECAUTIONS .1 Smoking not permitted on DND property except in designated smoking areas. This includes smoking in passenger motor vehicles.
-

1.6 SMOKING PRECAUTIONS  
(Cont'd)

- .2 In accordance with these fire safety requirements particular to the work area and site, the Engineer and Base Fire Chief will designate hazardous areas as well as non-restricted areas where smoking may be permitted.
- .3 Smoking is prohibited in all buildings.
- .4 In all other areas, exercise care and comply with written or oral directives of the Engineer for the use of smoking materials.

1.7 REPORTING FIRES

- .1 Report immediately all fire incidents as follows:
  - .1 activate nearest fire alarm box; or
  - .2 dial 9-1-1 or designated number given at the time of briefing; and
  - .3 telephone the Engineer.
- .2 Person activating fire alarm must remain at the alarm to direct the Fire Department to the scene of the fire.
- .3 When reporting fire by telephone, give location of fire, name and number of building and be prepared to direct the Fire Department to the scene of the fire.

1.8 INTERIOR AND  
EXTERIOR FIRE  
PROTECTION AND  
ALARM SYSTEMS

- .1 Notify Base Fire Chief at least 48 hours prior to scheduling any work that may require fire alarm and / or protection systems to be:
  - .1 obstructed in any way;
  - .2 shut-off; and / or
  - .3 left inactive at end of working day or shift without authorization from Base Fire Chief.
- .2 Do not commence any such work until Engineer confirms approval and direction by the Base Fire Chief.
- .3 Fire hydrants, standpipes and hose systems will not be used for other than fire fighting purposes unless authorized by the Engineer and the Base Fire Chief.

1.9 BLOCKAGE OF ACCESS  
FOR FIRE APPARATUS

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

1.10 RUBBISH AND WASTE  
MATERIALS

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

1.11 FLAMMABLE AND  
COMBUSTIBLE LIQUIDS

- .1 Handling, storage and use of flammable and combustible liquids governed by current National Fire Code of Canada and guided by the requirements established by the Base Fire Chief.
- .2 Keep flammable and combustible liquids such as gasoline, kerosene and naphtha for ready use in quantities not exceeding 30 litres provided they are stored in approved safety cans bearing Underwriters' Laboratory of Canada or Factory Mutual seal of approval. Storage of quantities of flammable and combustible liquids exceeding 30 litres for work purposes requires permission of Base Fire Chief.
- .3 The Engineer reserves the right to require removal from the site any storage containers not acceptable to the Base Fire Chief.
- .4 Transfer of flammable and combustible liquids is prohibited within buildings or jetties.
- .5 Transfer of flammable and combustible liquids will not be carried out in vicinity of open flames or any type of heat producing devices.

1.11 FLAMMABLE AND  
COMBUSTIBLE LIQUIDS  
(Cont'd)

- .6 Do not use flammable liquids having flash point below 38 degrees C such as naphtha or gasoline as solvents or cleaning agents.
- .7 Store flammable and combustible waste liquids, for disposal, in approved containers located in safe ventilated area. Keep quantities minimum and Base Fire Department is to be notified when disposal is required.

1.12 HAZARDOUS  
SUBSTANCES

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

1.13 FIRE INSPECTION

- .1 Co-ordinate site inspections by Base Fire Chief through Engineer.
- .2 Allow Base Fire Chief unrestricted access to work site.
- .3 Co-operate with Base Fire Chief during routine fire safety inspection of work site.
- .4 Immediately remedy unsafe fire situations observed by Base Fire Chief.

PART 2 - PRODUCTS

2.1 NOT USED

- .1 Not used.

PART 3 - EXECUTION

3.1 NOT USED .1 Not used.

PART 1 - GENERAL

1.1 GENERAL

- .1 The Contractor must ensure that all their personnel are familiar with these regulations and requirements.
- .2 The following is a summary the security, safety and fire regulations Canadian Forces Ammunition Depot (CFAD) Bedford, as promulgated by the Base Commander of CFB Halifax and administered by the Superintendent CFAD Bedford, NS.
- .3 Contractor's personnel will be subject to all of the regulations while working within confines of CFAD Bedford.

1.2 PRE JOB SECURITY AND SAFETY MEETING

- .1 Prior to commencement of Work, the Contractor must meet with the site security, safety and fire regulations officers. In accordance with direction of Engineer and these site officers, ensure that all employees of the Contractor are given thorough instructions on security, safety and fire precautions peculiar to an ammunition depot and that the regulations are fully compiled with, at all times, by all Contractor personnel.

1.3 SECURITY PASSES

- .1 Contractors must report to the NCO I / C Commissionaires at building 153; submit names of all their personnel and description of all their vehicles to arrange the issue of the required temporary passes prior to proceeding to work within the confines of the Depot.

1.4 CONDITIONS FOR ACCESS

- .1 All visitors will be issued a daily and will be required to sign acknowledgement that they are aware of and consent to the following conditions for access.
  - .2 The person to whom this pass is issued agrees to return the pass to the security guard at the gate when the Contract or employment at CFAD Bedford expires.
  - .3 All vehicles entering and leaving CFAD Bedford may be searched to ensure that no prohibited articles are taken into nor contraband articles are taken out of the ammunition depot.
-

1.5 FIRE SERVICE CFAD  
BEDFORD

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

1.6 SEARCHES

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

1.7 ALARMS

- .1 Depot Alarms:
- .1 A siren is sounded only in the event of an emergency such as a fire, explosion, thunderstorm or evacuation. A siren is also sounded to signify "All Clear".
- .2 Fire Emergency:
- .1 A series of "Hi-Lo" sounds on the Depot alarm system signifies an emergency in the explosive area. Contractors must cease operations and proceed in their own vehicles to the nearest exit gate out of the explosive area. If no vehicle available proceed to the nearest "Fire Assembly Point" at buildings 169 or 143.
- .3 Thunder and Lightning:
- .1 A series of "Beeps" on the Depot alarm system signifies a thunder / lightning storm warning. Contractors must cease operations and proceed in their own vehicles to the nearest exit gate out of the explosive area. If no vehicle available proceed to the nearest "Fire Assembly Point" at buildings 169 or 143.
- .4 Evacuation:
- .1 A series of "Slow Whoops" on the Depot alarm system signifies that evacuation in the explosive area has been ordered by the Superintendent. The evacuation could be extended to include the non-explosive area as well as so ordered by the Superintendent.
- .5 All Clear:
-

1.7 ALARMS  
(Cont'd)

- .5 (Cont'd)  
.1 A continuous blast on the Depot alarm system signifies that the emergency situation is "All Clear".

1.8 REPORTING OF FIRES

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

1.9 PROHIBITED ARTICLES

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

1.10 SAFETY AND FIRE  
REGULATIONS

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

1.10 SAFETY AND FIRE  
REGULATIONS  
(Cont'd)

- .6 (Cont'd)
  - .1 (Cont'd)
    - .3 container must have flexible or rigid built-in metal dispensing nozzle to prevent static sparks;
    - .4 standard of Acceptance: Protectoseal, model nos. 247, 249, 8410 and 8420;
    - .5 other acceptable products: Safe-T-Way; and
    - .6 any other model must be approved by the BFC.
  - .7 Violation of any of the above regulations will result in immediate cancellation of the offender's security pass and expulsion from the site.

1.11 TRAFFIC REGULATIONS

- .1 Vehicles:
  - .1 All operators must adhere strictly to the following rules while proceeding through the Ammunition Depot:
    - .1 drivers must not leave the motors of their vehicles running or leave the vehicles unattended when parked between buildings or traverses;
    - .2 drivers must not drive vehicles in the direction opposite to that indicated by the "One-way" signs;
    - .3 no one will operate a vehicle within the Depot area at a speed greater than 25 kilometres per hour at any time;
    - .4 no one will operate a vehicle within the Depot area at a speed greater than 8 kilometres per hour at any time, while passing between blast walls and buildings;
    - .5 no one will leave a vehicle unattended within 10 metres of a fire hydrant or within 30 metres of a building containing explosives; and
    - .6 all vehicles must be equipped with a fire extinguisher of a suitable size and type so that it may be used to extinguish any fire originating in that vehicle.

1.11 TRAFFIC REGULATIONS  
(Cont'd)

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

PART 2 - PRODUCTS

- 2.1 NOT USED .1 Not used.

PART 3 - EXECUTION

- 3.1 NOT USED .1 Not used.

PART 1 - GENERAL

- 1.1 SITE ACCESS .1 Contractor's personnel are required to report to the main desk each morning, sign the register and obtain an identification badge which must be displayed on their person at all times. Upon leaving the Complex at the end of the day, or at lunch time, the Contractor's personnel must report to the main desk, return the badge and be signed off the register.
- 1.2 PARKING .1 Contractor's vehicles will be allowed into the inner compound only under the following conditions; namely, for short periods of time, to load or unload equipment and supplies and then remove to the upper parking lot adjacent to Windmill Road or to the street. The site supervisor of the contracting firm will be allowed to park his / her vehicle, for short periods of time, in one of the visitor's parking slots or, if filled, he / she will be permitted to park in the inner compound while making periodic progress visits. It is emphasized that contractors' vehicles entering the inner compound can be subject to search by the Commissionaire on duty upon their departure. DRDC Atlantic reserves the right to limit the above-mentioned parking privileges if they are being abused.

PART 2 - PRODUCTS

- 2.1 NOT USED .1 Not used.

PART 3 - EXECUTION

- 3.1 NOT USED .1 Not used.

PART 1 - GENERAL

1.1 QUALITY

- .1 Products, materials, equipment and articles incorporated in Work must be new, not damaged or defective, and of best quality for purpose intended. If requested, furnish evidence as to type, source and quality of products provided.
- .2 Defective products, whenever identified prior to completion of Work, will be rejected, regardless of previous inspections. Inspection does not relieve responsibility, but is precaution against oversight or error. Remove and replace defective products at own expense and be responsible for delays and expenses caused by rejection.
- .3 Should disputes arise as to quality or fitness of products, decision rests strictly with Engineer based upon requirements of Contract Documents.
- .4 Unless otherwise indicated in specifications, maintain uniformity of manufacture for any particular or like item throughout building.
- .5 Permanent labels, trademarks and nameplates on products are not acceptable in prominent locations, except where required for operating instructions, or when located in mechanical or electrical rooms.

1.2 AVAILABILITY

- .1 Immediately upon signing Contract, review product delivery requirements and anticipate foreseeable supply delays for items. If delays in supply of products are foreseeable, notify Engineer of such, in order that substitutions or other remedial action may be authorized in ample time to prevent delay in performance of Work.
- .2 In event of failure to notify Engineer at commencement of Work and should it subsequently appear that Work may be delayed for such reason, Engineer reserves right to substitute more readily available products of similar character, at no increase in Contract Price or Contract Time.

1.3 STORAGE, HANDLING  
AND PROTECTION

- .1 Handle and store products in manner to prevent damage, adulteration, deterioration and soiling and in accordance with manufacturer's instructions when applicable.

1.3 STORAGE, HANDLING  
AND PROTECTION  
(Cont'd)

- .2 Store packaged or bundled products in original and undamaged condition with manufacturer's seal and labels intact. Do not remove from packaging or bundling until required in Work.
- .3 Store products subject to damage from weather in weatherproof enclosures.
- .4 Store cementitious products clear of earth or concrete floors, and away from walls.
- .5 Store and mix paints in heated and ventilated room. Remove oily rags and other combustible debris from site daily. Take every precaution necessary to prevent spontaneous combustion.
- .6 Remove and replace damaged products at own expense and to satisfaction of Engineer.
- .7 Touch-up damaged factory finished surfaces to Engineer's satisfaction. Use touch-up materials to match original. Do not paint over name plates.

1.4 TRANSPORTATION

- .1 Pay costs of transportation of products required in performance of Work.
- .2 Transportation cost of products supplied by Owner will be paid for by Engineer. Unload, handle and store such products.

1.5 MANUFACTURER'S  
INSTRUCTIONS

- .1 Unless otherwise indicated in specifications, install or erect products in accordance with manufacturer's instructions. Do not rely on labels or enclosures provided with products. Obtain written instructions directly from manufacturers.
- .2 Notify Engineer in writing, of conflicts between specifications and manufacturer's instructions, so that Engineer will establish course of action.
- .3 Improper installation or erection of products, due to failure in complying with these requirements, authorizes Engineer to require removal and re-installation at no increase in Contract Price or Contract Time.

1.6 REMEDIAL WORK

- .1 Perform remedial work required to repair or replace parts or portions of Work identified as defective or unacceptable. Co-ordinate adjacent affected Work as required.

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<u>1.6 REMEDIAL WORK (Cont'd)</u>	.2	Perform remedial work by specialists familiar with materials affected. Perform in a manner to neither damage nor put at risk any portion of Work.
<u>1.7 LOCATION OF FIXTURES</u>	.1	Consider location of fixtures, outlets, and mechanical and electrical items indicated as approximate.
	.2	Inform Engineer of conflicting installation. Install as directed.
<u>1.8 FASTENINGS</u>	.1	Provide metal fastenings and accessories in same texture, colour and finish as adjacent materials, unless indicated otherwise.
	.2	Prevent electrolytic action between dissimilar metals and materials.
	.3	Use non-corrosive hot dip galvanized steel fasteners and anchors for securing exterior work, unless stainless steel or other material is specifically requested in affected specification Section.
	.4	Space anchors within individual load limit or shear capacity and ensure they provide positive permanent anchorage. Wood, or any other organic material plugs are not acceptable.
	.5	Keep exposed fastenings to a minimum, space evenly and install neatly.
	.6	Fastenings which cause spalling or cracking of material to which anchorage is made are not acceptable.
<u>1.9 FASTENINGS - EQUIPMENT</u>	.1	Use fastenings of standard commercial sizes and patterns with material and finish suitable for service.
	.2	Use heavy hexagon heads, semi-finished unless otherwise specified. Use No. 304 stainless steel for exterior areas.
	.3	Bolts may not project more than one diameter beyond nuts.
	.4	Use plain type washers on equipment, sheet metal and soft gasket lock type washers where vibrations occur. Use resilient washers with stainless steel.
<u>1.10 ACCEPTABILITY OF MATERIALS</u>	.1	After award of Work, requests for "acceptance" of materials in addition to those presently established as "acceptable" by Contract documents need be provided to the Engineer.

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1.10 ACCEPTABILITY OF  
MATERIALS  
(Cont'd)

.2 Requests must be supported with sufficient project information to enable an assessment to be made for approval.

PART 2 - PRODUCTS

2.1 NOT USED

.1 Not used.

PART 3 - EXECUTION

3.1 NOT USED

.1 Not used.

PART 1 - GENERAL

1.1 PROJECT CLEANLINESS

- .1 Maintain Work in tidy condition, free from accumulation of waste products and debris, other than that caused by Owner or other Contractors.
- .2 Remove waste materials from site at daily regularly scheduled times or dispose of as directed by Engineer. Do not burn waste materials on site.
- .3 Make arrangements with and obtain permits from authorities having jurisdiction for disposal of waste and debris.
- .4 Dispose of waste materials and debris off site.
- .5 Store volatile waste in covered metal containers, and remove from premises at end of each working day.
- .6 Use only cleaning materials recommended by manufacturer of surface to be cleaned, and as recommended by cleaning material manufacturer.
- .7 Schedule cleaning operations so that resulting dust, debris and other contaminants will not fall on wet, newly painted surfaces nor contaminate building systems.

1.2 FINAL CLEANING

- .1 When Work is Substantially Performed remove surplus products, tools, construction machinery and equipment not required for performance of remaining Work.
  - .2 Remove waste products and debris other than that caused by others, and leave Work clean and suitable for occupancy.
  - .3 Prior to final review remove surplus products, tools, construction machinery and equipment.
  - .4 Remove waste products and debris other than that caused by Owner or other Contractors.
  - .5 Inspect finishes, fitments and equipment and ensure specified workmanship and operation.
  - .6 Broom clean and wash exterior walks, steps and surfaces; rake clean other surfaces of grounds.
  - .7 Remove dirt and other disfiguration from exterior surfaces.
-

1.2 FINAL CLEANING  
(Cont'd)

- .8 Sweep and wash clean paved areas.
- .9 Clean equipment and fixtures to sanitary condition; clean or replace filters of mechanical equipment.
- .10 Remove debris and surplus materials from crawl areas and other accessible concealed spaces.

PART 2 - PRODUCTS

2.1 NOT USED

- .1 Not used.

PART 3 - EXECUTION

3.1 NOT USED

- .1 Not used.

**Maintenance Services for the Vanguard Crash Barrier Systems Located at  
HMC Dockyard, Halifax, Nova Scotia**

**1.0 Introduction**

- 1.1 This requirement is for supply of the maintenance support for the ten (10) Vehicle Crash Barrier Systems at HMC Dockyard, manufactured by Vanguard Protective Technologies Inc. ((VPTI) formerly Bosik Technologies Ltd.) for the Canadian Department of National Defence.

<b>Table 1.1 Maintenance Schedule Initial Contract Period</b>		
Date: From date of Contract award for a one year period (Resultant Contract will identify actual dates based on Contract award date)		
<b>Month</b>	<b>Phase</b>	<b>Event</b>
Within 1 month from Contract award	1	Baseline maintenance schedule
3 month later	2	Minor maintenance schedule
3 months later	3	Major maintenance schedule
3 months later	2	Minor maintenance schedule

<b>Table 1.2 Maintenance Schedule First Option Year Period</b>		
Date: Next 12 month period (Resultant Contract will identify actual dates based on Contract award date)		
<b>Month</b>	<b>Phase</b>	<b>Event</b>
3 months later	3	Major maintenance schedule
3 months later	2	Minor maintenance schedule
3 months later	3	Major maintenance schedule
3 months later	2	Minor maintenance schedule

<b>Table 1.3 Maintenance Schedule Second Option Year Period</b>		
Date: Next 12 month period (Resultant Contract will identify actual dates based on Contract award date)		
<b>Month</b>	<b>Phase</b>	<b>Event</b>
3 months later	3	Major maintenance schedule
3 months later	2	Minor maintenance schedule
3 months later	3	Major maintenance schedule
3 months later	2	Minor maintenance schedule

**2.0 Scope of Work**

- 2.1 The Contractor will conduct the following scope of Work as defined in the following phases. A summary of the specific tasks to be conducted during each phase is provided in the Table 2.
- 2.2 The Contractor must not proceed with maintenance activities requiring cost beyond those forming part of the scheduled maintenance without written approval from the Engineer.

2.3 The Contractor in consultation with the Technical Authority will do all scheduling of the maintenance activities.

<b>Table 2 – Maintenance Requirements – Vanguard Crash Barrier Systems</b>			
<b>Task</b>	<b>Phase 1 - Baseline Maintenance</b>	<b>Phase 2 - Minor Maintenance</b>	<b>Phase 3 - Major Maintenance</b>
		<b>(Every 3 months, also included in major maintenance)</b>	<b>(Every 6 months)</b>
• Remove dirt accumulation on motor.	X	X	X
• Check hydraulic power unit, piping and cabinet for leaks.	X	X	X
• Check electrical cabinet for leaks, deterioration, debris etc.	X	X	X
• Check drive ends for leaks (remove shrouds, examine accumulators, hoses).	X	X	X
• Check oil level in the hydraulic power unit.	X	X	X
• Check for rust of components.	X	X	X
• Check for wear of components.	X	X	X
• Check piping for debris, snow build-up.	X	X	X
• Check for excess movement of components (shake manually) and tighten as required.	X	X	X
• Check for loose fasteners and tighten as required.	X	X	X
• Check end stop rubber pads for excessive wear.	X	X	X
• Check actuator pins for wear.	X		X
• Inspect control system components to ensure no sign of loose connections or damage.	X	X	X
• Inspect electrical distribution system components to ensure no sign of loose connections or damage.	X	X	X
• Lubricate actuator pins as required.	X		X
• Lubricate actuator clevises as required.	X		X
• Lubricate main barrier bearings as required.	X		X
• Check limit switch functionality (make sure contact is made at the appropriate position of the barrier arm travel).	X		X
• Change the oil filter.	X		X
• Change oil to appropriate seasonal grade (winter - DEXRON-III, summer - AW 32).	X		X
• Clean debris/dirt from the oil suction strainer (remove hydraulic power unit reservoir cover).	X		X
• Check all hoses and tubing connections for leakage – tighten as appropriate.	X		X
• Check hydraulic actuators for leakage at the hose fittings (remove drive end shrouds) – tighten as appropriate.	X		X

Task	Phase 1 - Baseline Maintenance	Phase 2 - Minor Maintenance	Phase 3 - Major Maintenance
		(Every 3 months, also included in major maintenance)	(Every 6 months)
• Lubricate/grease all locations.	X		X
• Touch up paint as required using epoxy paint.	X		X

### 3.0 Phase 1 – Baseline Maintenance Program (One time)

3.1 Under Phase 1 of this maintenance program the Contractor will conduct a major maintenance review of the barriers consisting of the tasks identified under “Phase 1” in Table 2. The objective of the Baseline Maintenance Program is to establish a baseline for all future maintenance activities and ensure:

- the barriers are fully functional;
- the barriers have been adjusted to ensure optimum operation;
- all components requiring lubrication have been lubricated;
- any components displaying signs of significant wear are replaced; and
- all factory upgrades, that have been identified for this type of barrier, have been implemented.

3.2 The Contractor will provide labour for this phase of the maintenance program. Consumables and components/material required as a result of the maintenance assessment will be purchased and supplied by the Contractor under the terms and conditions defined in the as defined in the Contract. The work required under Phase 1 is to be completed within 1 month following the Contract award.

3.3 Any parts of the barrier that require paint will also receive touchup paint as necessary. Painting in the field will consist of:

- preparation of the surface to be painted (sanding/grinding as necessary);
- priming (1 coat); and
- top coat (1 coat).

### 4.0 Phase 2 – Scheduled Maintenance - Minor (Periodic – every three months, also included in major maintenance)

4.1 Under Phase 2 of this maintenance program the Contractor will conduct a minor maintenance review of the barriers consisting of the tasks identified under “Phase 2” in Table 2. Under Phase 2 of this maintenance program the Contractor will inspect the vehicle barriers and conduct maintenance as required to ensure that:

- the barriers are fully functional;
- the barriers have been adjusted to ensure optimum operation;
- there are no loose components; and
- there is no excessive wear that might go undetected between major maintenance activities.

4.2 It is anticipated that only minor maintenance activities will be required during this phase of the barrier maintenance program.

4.3 In the event that a repair is required:

- the Contractor must submit a written quote to the Engineer indicating the amount of additional labour required (above and beyond what was scheduled for this Scheduled Minor Maintenance) and the cost of materials required to undertake the repair;
- the Engineer must approve the repair in writing; and
- the part will be obtained by the Contractor and the customer will be invoiced for the price of the part.

#### 5.0 **Phase 3 – Scheduled Maintenance - Major (Periodic – every six months)**

5.1 Under Phase 3 of this maintenance program the Contractor will conduct a major maintenance review of the barriers consisting of the tasks identified under “Phase 3” in Table 2. Under Phase 3 of this maintenance program, the Contractor will inspect the vehicle barriers and conduct maintenance as required to ensure that:

- the barriers are fully functional;
- the barriers have been adjusted to ensure optimum operation;
- all components requiring lubrication have been lubricated; and
- any components displaying signs of significant wear are replaced.

5.2 Any parts of the barrier that require paint will also receive touchup paint as necessary. Painting in the field will consist of:

- preparation of the surface to be painted (sanding/grinding as necessary);
- priming (1 coat); and
- top coat (1 coat).

5.3 In the event that a repair is required:

- the Contractor must submit a written quote to the Engineer indicating the amount of additional labour required (above and beyond what was scheduled for this Scheduled Minor Maintenance) and the cost of materials required to undertake the repair;
- the Engineer must approve the repair in writing; and
- the part will be obtained by the Contractor and the customer will be invoiced for the price of the part.

## 6.0 **Phase 4 – Unscheduled Maintenance**

- 6.1 Phase 4, Unscheduled maintenance is for work required outside of the scheduled maintenance activities. All unscheduled maintenance is to be authorized by a completed DND 626 form. Upon contact from DND, all phone calls are to be returned within 4hrs and firms must have a service response time of 24hrs.

## **Maintenance Services for the Vehicle Crash Barrier Systems Located at Canadian Forces Ammunition Depot (CFAD), Bedford, Nova Scotia**

### **1.0 References**

- 1.1 SW 1900-H ASTM M50 P1 Active Wedge Barrier, Owner / Operator & Maintenance Manual.

### **2.0 Introduction**

- 2.1 This requirement is for supply of the maintenance support for the two (2) vehicle crash barrier systems, model SW 1900-H, manufactured by Smith & Wesson.

**Table 1.1 Maintenance Schedule Initial Contract Period**

Date: From date of Contract award for a one year period

(Resultant Contract will identify actual dates based on Contract award date)

<b>Month</b>	<b>Phase</b>	<b>Event</b>
Within 1 month from Contract award	1	Baseline maintenance schedule
6 month later	2	Minor maintenance schedule
6 months later	3	Major maintenance schedule

**Table 1.2 Maintenance Schedule First Option Year Period**

Date: Next 12 month period

(Resultant Contract will identify actual dates based on Contract award date)

<b>Month</b>	<b>Phase</b>	<b>Event</b>
6 months later	2	Minor maintenance schedule
6 months later	3	Major maintenance schedule

**Table 1.3 Maintenance Schedule Second Option Year Period**

Date: Next 12 month period

(Resultant Contract will identify actual dates based on Contract award date)

<b>Month</b>	<b>Phase</b>	<b>Event</b>
6 months later	2	Minor maintenance schedule
6 months later	3	Major maintenance schedule

### **3.0 Scope of Work**

- 3.1 The Contractor will conduct the following scope of Work as defined in the following phases. A summary of the specific tasks to be conducted during each phase is provided in the Table 2.
- 3.2 The Contractor must not proceed with maintenance activities requiring cost beyond those forming part of the scheduled maintenance without written approval from the Engineer.

3.3 The Contractor in consultation with the Technical Authority will do all scheduling of the maintenance activities.

<b>Table 2 – Maintenance Requirements – Vehicle Crash Barrier Systems – CFAD Bedford</b>			
<b>Task</b>	<b>Phase 1 – Baseline Maintenance</b>	<b>Phase 2 – Minor Maintenance</b>	<b>Phase 3 - Major Maintenance</b>
		<b>Semi-annual</b>	<b>(12 monthly)</b>
<ul style="list-style-type: none"> <li>Coordinate with the facility representative to close traffic in the lane in which the SW1900-H is located. Ensure appropriate cones are placed in the roadway per local requirements.</li> </ul>	X	X	X
<ul style="list-style-type: none"> <li>Visually inspect the SW1900-H for any loose or missing hardware.</li> </ul>	X	X	X
<ul style="list-style-type: none"> <li>Remove all 3 access panels.</li> </ul>	X	X	X
<ul style="list-style-type: none"> <li>After ensuring the areas is clear, cycle the SW1900-H and visually inspect all components during operation for any problems (i.e. hydraulic hoses surging or chafing, binding, unusual noises, or other indications of binding components, visible leaks).</li> </ul>	X	X	X
<ul style="list-style-type: none"> <li>Cycle the SW1900-H and visually inspect the HPU during operation for any problems (i.e. hydraulic hoses surging or chafing, any signs of hydraulic leaks, pump and pressure switch operation, proper valve operation).</li> </ul>	X	X	X
<ul style="list-style-type: none"> <li>Record all observations to ensure that repairs are completed later in this procedure or during follow-up scheduled repairs.</li> </ul>	X	X	X
<ul style="list-style-type: none"> <li>Place SW1900-H in the full up position.</li> </ul>	X	X	X
<ul style="list-style-type: none"> <li>Install safety support brace in accordance with safety brace installation found in the maintenance introduction.</li> </ul>	X	X	X

**Table 2 – Maintenance Requirements – Vehicle Crash Barrier Systems – CFAD Bedford**

Task	Phase 1 – Baseline Maintenance	Phase 2 – Minor Maintenance	Phase 3 - Major Maintenance
		Semi-annual	(12 monthly)
<ul style="list-style-type: none"> <li>Remove and secure electrical power at the disconnect within the HPU. Drain hydraulic pressure completely from the accumulators and hydraulic hoses by triggering the manual dump valve. Comply with applicable lock-out tag-out procedures to ensure that power is not advertently restored or that the SW1900-H is not activated from any operator station.</li> </ul>	X	X	X
<ul style="list-style-type: none"> <li>Clean and remove any debris from the HPU enclosure and the surrounding area.</li> </ul>	X	X	X
<ul style="list-style-type: none"> <li>Inspect all hydraulic hoses, fittings, and other components for wear, cracking or damage in the Vault area and HPU enclosure. Ensure that there is no pressure indicated on the system before repairing any leaks, reinforcing or replacing damaged hoses, or adjusting fittings.</li> </ul>	X	X	X
<ul style="list-style-type: none"> <li>Once proper spill prevention measures are in place, drain the hydraulic fluid from the reservoir.</li> </ul>	X		X
<ul style="list-style-type: none"> <li>Inspect internal components of the HPU for signs of wear or damage.</li> </ul>	X		X
<ul style="list-style-type: none"> <li>Remove and replace suction screen.</li> </ul>	X		X
<ul style="list-style-type: none"> <li>Remove and replace hydraulic filter.</li> </ul>	X		X
<ul style="list-style-type: none"> <li>Fill hydraulic reservoir tank with an approved hydraulic fluid (see list of approved hydraulic fluids on the manual) to proper level.</li> </ul>	X		X
<ul style="list-style-type: none"> <li>Clean and remove any debris from the vault area, including the drain screens.</li> </ul>	X		X

**Table 2 – Maintenance Requirements – Vehicle Crash Barrier Systems – CFAD Bedford**

Task	Phase 1 – Baseline Maintenance	Phase 2 – Minor Maintenance	Phase 3 - Major Maintenance
		Semi-annual	(12 monthly)
<ul style="list-style-type: none"> <li>Open electrical junction box cover, inspect and repair any loose wiring connections in the vault area, including heating element connections (if installed). Inspect proximity switches and cables.</li> </ul>	X	X	X
<ul style="list-style-type: none"> <li>Inspect for any water penetration inside the junction box.</li> </ul>	X	X	X
<ul style="list-style-type: none"> <li>Properly secure all covers when inspection and repairs or adjustments are complete.</li> </ul>	X	X	X
<ul style="list-style-type: none"> <li>Inspect all straps, retaining pins, and cotter pins for security, unusual wear, abrasion or damage.</li> </ul>	X	X	X
<ul style="list-style-type: none"> <li>Inspect all cylinder pins and cotter pins for security, unusual wear, abrasion or damage.</li> </ul>	X	X	X
<ul style="list-style-type: none"> <li>Inspect hydraulic cylinder, hoses, and fittings for sign of leakage, unusual wear, abrasion or damage.</li> </ul>	X	X	X
<ul style="list-style-type: none"> <li>Inspect the bearing blocks for signs of unusual wear. Document any residue on the bearing block that could indicate wear of the bearing surface.</li> </ul>	X	X	X
<ul style="list-style-type: none"> <li>Check integrity of sump pump discharge connection and remove any debris from the area.</li> </ul>	X	X	X
<ul style="list-style-type: none"> <li>Install all three (3) access cover plates and verify all hardware is properly tightened.</li> </ul>	X	X	X
<ul style="list-style-type: none"> <li>Inspect vault area to verify that all components, hardware, hoses, and wiring is properly secured. Verify that the area is clear of all tools, cleaning materials, and any other debris.</li> </ul>	X	X	X
<ul style="list-style-type: none"> <li>Before removing lock-out tag-out devices, make sure all personnel are clear of the wedge area.</li> </ul>	X	X	X

**Table 2 – Maintenance Requirements – Vehicle Crash Barrier Systems – CFAD Bedford**

Task	Phase 1 – Baseline Maintenance	Phase 2 – Minor Maintenance	Phase 3 - Major Maintenance
		Semi-annual	(12 monthly)
<ul style="list-style-type: none"> <li>Remove lock-out tag-out devices in accordance with applicable regulations.</li> </ul>	X	X	X
<ul style="list-style-type: none"> <li>Restore electrical power at the disconnect and battery backup (if provided), verify the pump and motor run to restore hydraulic pressure in the accumulators, and allow pump to run until it automatically stops when pressure reaches the proper level. Note pressures during on/off cycle in the service report for future reference and trend analysis.</li> </ul>	X	X	X
<ul style="list-style-type: none"> <li>Place the SW1900-H in the up position to pressurize the hydraulic cylinder in the full open position.</li> </ul>	X	X	X
<ul style="list-style-type: none"> <li>Remove the safety support brace.</li> </ul>	X	X	X
<ul style="list-style-type: none"> <li>Test all barrier modes, operator panels, and safety interlocks provided.</li> </ul>	X	X	X
<ul style="list-style-type: none"> <li>Note and document SW1900-H cycle count in service report.</li> </ul>	X	X	X
<ul style="list-style-type: none"> <li>Verify proper operation of vehicle presence detection loops, signal lights, barrier caution lights, alarm horns, if provided, and/or all other safety devices integrated with the SW1900-H control system.</li> </ul>	X	X	X
<ul style="list-style-type: none"> <li>Return SW1900-H control system to normal operating mode as directed by the installation standard operating procedures.</li> </ul>	X	X	X
<ul style="list-style-type: none"> <li>Ensure all tools, equipment, and materials are accounted for and removed from the roadway. With client permission, remove traffic control and resume normal operation.</li> </ul>	X	X	X

#### 4.0 **Phase 1 – Baseline Maintenance Program (One time)**

4.1 Under Phase 1 of this maintenance program the Contractor will conduct a major maintenance review of the barriers consisting of the tasks identified under “Phase 1” in Table 2. The objective of the Baseline Maintenance Program is to establish a baseline for all future maintenance activities and ensure:

- the barriers are fully functional;
- the barriers have been adjusted to ensure optimum operation;
- all electrical and hydraulic components have been checked;
- any components requiring lubrication have been lubricated;
- any components displaying signs of significant wear are replaced; and
- all factory upgrades, that have been identified for this type of barrier, have been implemented.

4.2 The Contractor will provide labour for this phase of the maintenance program. Consumables and components/material required as a result of the maintenance assessment will be purchased and supplied by the Contractor under the terms and conditions defined in the as defined in the Contract. The work required under Phase 1 is to be completed within 1 month following award of the Service Contract.

4.3 Any parts of the barrier that require paint will also receive touchup paint as necessary. Painting in the field will consist of:

- preparation of the surface to be painted (sanding / grinding as necessary);
- priming (1 coat); and
- top coat (1 coat).

#### 5.0 **Phase 2 – Scheduled Maintenance - Minor (6 monthly)**

5.1 Under Phase 2 of this maintenance program the Contractor will conduct a minor maintenance review of the barriers consisting of the tasks identified under “Phase 2” in Table 2. Under Phase 2 of this maintenance program the Contractor will inspect the vehicle barriers and conduct maintenance as required to ensure that:

- the barriers are fully functional;
- the barriers have been adjusted to ensure optimum operation;
- there is no deterioration of the system;
- there are no loose components; and
- there is no excessive wear that might go undetected between major maintenance activities.

5.2 It is anticipated that only minor maintenance activities will be required during this phase of the barrier maintenance program.

5.3 In the event that a repair is required:

- the Contractor must submit a written quote to the Engineer indicating the amount of additional labour required (above and beyond what was scheduled for this Scheduled Minor Maintenance) and the cost of materials required to undertake the repair;

- the Engineer must approve the repair in writing; and
- the part will be obtained by the Contractor and the customer will be invoiced for the price of the part.

#### 6.0 **Phase 3 – Scheduled Maintenance - Major (12 monthly)**

6.1 Under Phase 3 of this maintenance program the Contractor will conduct a major maintenance review of the barriers consisting of the tasks identified under “Phase 3” in Table 2. Under Phase 3 of this maintenance program, the Contractor will inspect the vehicle crash barriers and conduct maintenance as required to ensure that:

- the barriers are fully functional;
- the barriers have been adjusted to ensure optimum operation;
- all hydraulic fluid have been drained and refilled;
- there is no deterioration of the electrical system;
- there is no deterioration of the system;
- all components requiring lubrication have been lubricated; and
- any components displaying signs of significant wear are replaced.

6.2 Any parts of the barrier that require paint will also receive touchup paint as necessary. Painting in the field will consist of:

- preparation of the surface to be painted (sanding/grinding as necessary);
- priming (1 coat); and
- top coat (1 coat).

6.3 In the event that a repair is required:

- the Contractor must submit a written quote to the Engineer indicating the amount of additional labour required (above and beyond what was scheduled for this Scheduled Minor Maintenance) and the cost of materials required to undertake the repair;
- the Engineer must approve the repair in writing; and
- the part will be obtained by the Contractor and the customer will be invoiced for the price of the part.

#### 7.0 **Phase 4 – Unscheduled Maintenance**

7.1 Phase 4, Unscheduled maintenance is for work required outside of the scheduled maintenance activities. All unscheduled maintenance is to be authorized by a completed DND 626 form. Upon contact from DND, all phone calls are to be returned within 4hrs and firms must have a service response time of 24hrs.

## Maintenance Schedule for Various Models of Vehicle Barrier

### 1.0 References

- 1.1 Operating Instructions MAGSTOP Traffic Barrier MIB 20/30/40 MLC Controller Unit, Magnetic Autocontrol.
- 1.2 AGP-1700 Parking Gate, Installation and Operation Manual, Amano.
- 1.3 BL229 Rising Barrier, Automatic Systems America.
- 1.4 Strong Arm Park DC Programming and Operations Manual, HySecurity.

### 2.0 Introduction

- 2.1 This requirement is for supply of the maintenance support for 25 vehicle arm barrier systems. The various models include 12 Magnetic Autocontrol, 4 Amano, 1 Canadian Parking Equipment, 4 HySecurity, 2 Global Parking Systems, and 2 Automatic Systems.

<b>Table 1.1 Maintenance Schedule Initial Contract Period</b>		
Date: From date of Contract award for a one year period (Resultant Contract will identify actual dates based on Contract award date)		
Month	Phase	Event
Within 1 month from Contract award	1	Baseline maintenance schedule
6 month later	2	Minor maintenance schedule
6 months later	3	Major maintenance schedule

<b>Table 1.2 Maintenance Schedule First Option Year Period</b>		
Date: Next 12 month period (Resultant Contract will identify actual dates based on Contract award date)		
Month	Phase	Event
6 months later	2	Minor maintenance schedule
6 months later	3	Major maintenance schedule

<b>Table 1.3 Maintenance Schedule Second Option Year Period</b>		
Date: Next 12 month period (Resultant Contract will identify actual dates based on Contract award date)		
Month	Phase	Event
6 months later	2	Minor maintenance schedule
6 months later	3	Major maintenance schedule

### 3.0 Scope of Work

- 3.1 The Contractor will conduct the following scope of Work as defined in the following phases. A summary of the specific tasks to be conducted during each phase is provided in the Table 2.

3.2 The Contractor must not proceed with maintenance activities requiring cost beyond those forming part of the scheduled maintenance without written approval from the Engineer.

3.3 The Contractor in consultation with the Technical Authority will do all scheduling of the maintenance activities.

<b>Table 2 – Maintenance Requirements – Various Vehicle Barrier Systems</b>			
<b>Task</b>	<b>Phase 1 – Baseline Maintenance</b>	<b>Phase 2 – Minor Maintenance</b>	<b>Phase 3 - Major Maintenance</b>
		<b>Semi-annual</b>	<b>(12 monthly)</b>
• Coordinate with the facility representative to close traffic in the lane in which the barriers are located. Ensure appropriate cones are placed in the roadway per local requirements.	X	X	X
• Visually inspect the unit for any loose or missing hardware.	X	X	X
• Visually inspect the housing for vehicular damage.	X	X	X
• Remove access covers / panels.	X	X	X
• Inspect internal components of the system for signs of wear or damage.	X	X	X
• Inspect the barrier arm and attachment kit.	X	X	X
• Check the frequencies of the loops.	X	X	X
• Check the loop sealant and replace if needed.			X
• Check gate arm alignment and adjust as required.	X	X	X
• Adjust drive belt tension as required per manufacturer (Amano).	X	X	X
• Lubricate link bearings, coil springs and crank arm with SAE #10 oil (Amano).	X	X	X
• Lubricate pillow block bearings on the gate shaft with 20 or 30 weight non-detergent oil (Amano).	X	X	X
• Properly secure all covers when inspection and repairs or adjustments are complete.	X	X	X
• Inspect all straps, retaining pins, and cotter pins for security, unusual wear, abrasion or damage.	X	X	X

<b>Table 2 – Maintenance Requirements – Various Vehicle Barrier Systems</b>			
<b>Task</b>	<b>Phase 1 – Baseline Maintenance</b>	<b>Phase 2 – Minor Maintenance</b>	<b>Phase 3 - Major Maintenance</b>
		<b>Semi-annual</b>	<b>(12 monthly)</b>
• Check rubber end stop.	X	X	X
• Replace rubber end stop.			X
• Ensure all tools, equipment, and materials are accounted for and removed from the roadway. With client permission, remove traffic control and resume normal operation.	X	X	X

#### 4.0 **Phase 1 – Baseline Maintenance Program (One time)**

4.1 Under Phase 1 of this maintenance program the Contractor will conduct a major maintenance review of the barriers consisting of the tasks identified under “Phase 1” in Table 2. The objective of the Baseline Maintenance Program is to establish a baseline for all future maintenance activities and ensure:

- the barriers are fully functional;
- the barriers have been adjusted to ensure optimum operation;
- all components requiring lubrication have been lubricated;
- all electrical and mechanical components have been checked;
- any components displaying signs of significant wear are replaced; and
- all factory upgrades, that have been identified for this type of barrier, have been implemented.

4.2 The Contractor will provide labour for this phase of the maintenance program. Consumables and components / material required as a result of the maintenance assessment will be purchased and supplied by the Contractor under the terms and conditions defined in the as defined in the Contract. The work required under Phase 1 is to be completed within 1 month following award of the Service Contract.

4.3 Any parts of the barrier that require paint will also receive touchup paint as necessary. Painting in the field will consist of:

- preparation of the surface to be painted (sanding / grinding as necessary);
- priming (1 coat); and
- top coat (1 coat).

#### 5.0 **Phase 2 – Scheduled Maintenance - Minor (6 monthly)**

5.1 Under Phase 2 of this maintenance program the Contractor will conduct a minor maintenance review of the barriers consisting of the tasks identified under “Phase 2” in Table 2. Under Phase 2 of this maintenance program the Contractor will inspect the vehicle barriers and conduct maintenance as required to ensure that:

- the barriers are fully functional;
  - the barriers have been adjusted to ensure optimum operation;
  - there is no deterioration of the system;
  - there are no loose components; and
  - there is no excessive wear that might go undetected between major maintenance activities.
- 5.2 It is anticipated that only minor maintenance activities will be required during this phase of the barrier maintenance program.
- 5.3 In the event that a repair is required:
- the Contractor must submit a written quote to the Engineer indicating the amount of additional labour required (above and beyond what was scheduled for this Scheduled Minor Maintenance) and the cost of materials required to undertake the repair;
  - the Engineer must approve the repair in writing; and
  - the part will be obtained by the Contractor and the customer will be invoiced for the price of the part.
- 6.0 **Phase 3 – Scheduled Maintenance - Major (12 monthly)**
- 6.1 Under Phase 3 of this maintenance program the Contractor will conduct a major maintenance review of the barriers consisting of the tasks identified under “Phase 3” in Table 2. Under Phase 3 of this maintenance program, the Contractor will inspect the vehicle barriers and conduct maintenance as required to ensure that:
- the barriers are fully functional;
  - the barriers have been adjusted to ensure optimum operation;
  - there is no deterioration of the electrical system;
  - there is no deterioration of the system;
  - all components requiring lubrication have been lubricated; and
  - any components displaying signs of significant wear are replaced.
- 6.2 Any parts of the barrier that require paint will also receive touchup paint as necessary. Painting in the field will consist of:
- preparation of the surface to be painted (sanding/grinding as necessary);
  - priming (1 coat); and
  - top coat (1 coat).
- 6.3 In the event that a repair is required:
- the Contractor must submit a written quote to the Engineer indicating the amount of additional labour required (above and beyond what was scheduled for this Scheduled Minor Maintenance) and the cost of materials required to undertake the repair;
  - the Engineer must approve the repair in writing; and
  - the part will be obtained by the Contractor and the customer will be invoiced for the price of the part.

## 7.0 **Phase 4 – Unscheduled Maintenance**

- 7.1 Phase 4, Unscheduled maintenance is for work required outside of the scheduled maintenance activities. All unscheduled maintenance is to be authorized by a completed DND 626 form. Upon contact from DND, all phone calls are to be returned within 4 hrs and firms must have a service response time of 24 hrs.

## Maintenance Services for the B&B ARMR Sliding Gate Vehicle Barrier System Located at Stadacona, Halifax, Nova Scotia

### 1.0 References

- 1.1 B&B ARMR Model 450AE Series Sliding Gate Vehicle Barrier / Operations & Maintenance Manual.

### 2.0 Introduction

- 2.1 This requirement is for supply of the maintenance support for one (1) sliding gate vehicle barrier system, model 450AE, manufactured by B&B ARMR. Sliding gate vehicle barrier is located at Stadacona by building S117 Tribute Tower.

<b>Table 1.1 Maintenance Schedule Initial Contract Period</b>		
Date: From date of Contract award for a one year period (Resultant Contract will identify actual dates based on Contract award date)		
Month	Phase	Event
within 1 month from Contract award	1	baseline maintenance schedule
monthly	2	minor maintenance schedule
bi-annual	3	major maintenance schedule

<b>Table 1.2 Maintenance Schedule First Option Year Period</b>		
Date: Next 12 month period (Resultant Contract will identify actual dates based on Contract award date)		
Month	Phase	Event
monthly	2	minor maintenance schedule
bi-annual	3	major maintenance schedule

<b>Table 1.3 Maintenance Schedule Second Option Year Period</b>		
Date: Next 12 month period (Resultant Contract will identify actual dates based on Contract award date)		
Month	Phase	Event
monthly	2	minor maintenance schedule
bi-annual	3	major maintenance schedule

### 3.0 Scope of Work

- 3.1 The Contractor will conduct the following scope of Work as defined in the following phases. A summary of the specific tasks to be conducted during each phase is provided in the Table 2.
- 3.2 The Contractor must not proceed with maintenance activities requiring cost beyond those forming part of the scheduled maintenance without written approval from the Engineer.

3.3 The Contractor in consultation with the Technical Authority will do all scheduling of the maintenance activities.

<b>Table 2 – Maintenance Requirements – Sliding Gate Vehicle Barrier System – Tribute Tower</b>			
<b>Task</b>	<b>Phase 1 – Baseline Maintenance</b>	<b>Phase 2 – Minor Maintenance</b>	<b>Phase 3 - Major Maintenance</b>
		<b>monthly</b>	<b>6 monthly</b>
<ul style="list-style-type: none"> <li>Coordinate with the facility representative to close traffic in the lane in which the barrier is located. Ensure appropriate cones are placed in the roadway per local requirements.</li> </ul>	X	X	X
<ul style="list-style-type: none"> <li>Verify the gate operates smoothly and does not bind. Adjust the guide wheels as necessary to eliminate binding.</li> </ul>	X	X	X
<ul style="list-style-type: none"> <li>Inspect the motor pinion gear for wear, and verify that the proper spacing is present between the spur gear and gear rack. Ensure all bolts are tight.</li> </ul>	X	X	X
<ul style="list-style-type: none"> <li>Verify gate limit switches and locking pin limit switches are in the proper position and operational. Adjust and tighten if necessary.</li> </ul>	X	X	X
<ul style="list-style-type: none"> <li>Verify locking pin is aligned with beam assembly.</li> </ul>	X	X	X
<ul style="list-style-type: none"> <li>Grease 3" drive wheels.</li> </ul>	X	X	X
<ul style="list-style-type: none"> <li>Grease pillow block bearings on motor assembly.</li> </ul>	X	X	X
<ul style="list-style-type: none"> <li>Inspect cradle pivot drive assembly components for wear, and adjust assembly if needed. Ensure all bolts are tight.</li> </ul>	X	X	X
<ul style="list-style-type: none"> <li>Verify chain tension and adjust as needed.</li> </ul>	X	X	X
<ul style="list-style-type: none"> <li>Verify the safety devices are functioning correctly.</li> </ul>	X	X	X
<ul style="list-style-type: none"> <li>Verify electrical connections are tight.</li> </ul>	X	X	X
<ul style="list-style-type: none"> <li>Visually inspect the condition of the finish. If corrosion is present, wire brush and sand the area then repaint with primer and matching colour.</li> </ul>	X	X	X

<b>Table 2 – Maintenance Requirements – Sliding Gate Vehicle Barrier System – Tribute Tower</b>			
<b>Task</b>	<b>Phase 1 – Baseline Maintenance</b>	<b>Phase 2 – Minor Maintenance</b>	<b>Phase 3 - Major Maintenance</b>
		<b>monthly</b>	<b>6 monthly</b>
<ul style="list-style-type: none"> <li>Verify the fluid level in the transmission by removing the oil level plug. If fluid is not present, fill with Mobil SHC 629 or equivalent.</li> </ul>	X		X
<ul style="list-style-type: none"> <li>Inspect the guide wheels. Check for proper adjustment and wear on wheels or gate.</li> </ul>	X		X
<ul style="list-style-type: none"> <li>Inspect roller wheels, grease fittings. Make sure oil seals (on side of wheels) are still tight and no grease is coming out the sides of them. Make sure that the wheels and nuts are still tight, and the wheels are turning freely.</li> </ul>	X		X
<ul style="list-style-type: none"> <li>Return system to normal operating mode as directed by the installation standard operating procedures.</li> </ul>	X	X	X
<ul style="list-style-type: none"> <li>Ensure all tools, equipment, and materials are accounted for and removed from the roadway. With client permission, remove traffic control and resume normal operation.</li> </ul>	X	X	X

**4.0 Phase 1 – Baseline Maintenance Program (One time)**

4.1 Under Phase 1 of this maintenance program the Contractor will conduct a major maintenance review of the barrier consisting of the tasks identified under “Phase 1” in Table 2. The objective of the Baseline Maintenance Program is to establish a baseline for all future maintenance activities and ensure:

- the barrier is fully functional;
- the barrier has been adjusted to ensure optimum operation;
- all electrical and hydraulic components have been checked;
- any components requiring lubrication have been lubricated;
- any components displaying signs of significant wear are replaced; and
- all factory upgrades, that have been identified for this type of barrier, have been implemented.

4.2 The Contractor will provide labour for this phase of the maintenance program. Consumables and components / material required as a result of the maintenance assessment will be purchased and supplied by the Contractor under the terms and conditions defined in the as defined in the Contract. The work required under Phase 1 is to be completed within 1 month following award of the Service Contract.

4.3 Any parts of the barrier that require paint will also receive touchup paint as necessary. Painting in the field will consist of:

- preparation of the surface to be painted (sanding / grinding as necessary);
- priming (1 coat); and
- top coat (1 coat).

#### 5.0 **Phase 2 – Scheduled Maintenance - Minor (monthly)**

5.1 Under Phase 2 of this maintenance program the Contractor will conduct a minor maintenance review of the barrier consisting of the tasks identified under “Phase 2” in Table 2. Under Phase 2 of this maintenance program the Contractor will inspect the vehicle barriers and conduct maintenance as required to ensure that:

- the barrier is fully functional;
- the barrier has been adjusted to ensure optimum operation;
- there is no deterioration of the system;
- there are no loose components; and
- there is no excessive wear that might go undetected between major maintenance activities.

5.2 It is anticipated that only minor maintenance activities will be required during this phase of the barrier maintenance program.

5.3 In the event that a repair is required:

- the Contractor must submit a written quote to the Engineer indicating the amount of additional labour required (above and beyond what was scheduled for this Scheduled Minor Maintenance) and the cost of materials required to undertake the repair;
- the Engineer must approve the repair in writing; and
- the part will be obtained by the Contractor and the customer will be invoiced for the price of the part.

#### 6.0 **Phase 3 – Scheduled Maintenance - Major (6 monthly)**

6.1 Under Phase 3 of this maintenance program the Contractor will conduct a major maintenance review of the barrier consisting of the tasks identified under “Phase 3” in Table 2. Under Phase 3 of this maintenance program, the Contractor will inspect the vehicle crash barrier and conduct maintenance as required to ensure that:

- the barrier is fully functional;
- the barrier has been adjusted to ensure optimum operation;
- verify fluid levels and refill as necessary;
- there is no deterioration of the electrical system;
- there is no deterioration of the system;
- all components requiring lubrication have been lubricated; and
- any components displaying signs of significant wear are replaced.

6.2 Any parts of the barrier that require paint will also receive touchup paint as necessary. Painting in the field will consist of:

- preparation of the surface to be painted (sanding/grinding as necessary);
- priming (1 coat); and
- top coat (1 coat).

6.3 In the event that a repair is required:

- the Contractor must submit a written quote to the Engineer indicating the amount of additional labour required (above and beyond what was scheduled for this Scheduled Minor Maintenance) and the cost of materials required to undertake the repair;
- the Engineer must approve the repair in writing; and
- the part will be obtained by the Contractor and the customer will be invoiced for the price of the part.

#### 7.0 **Phase 4 – Unscheduled Maintenance**

7.1 Phase 4, Unscheduled maintenance is for work required outside of the scheduled maintenance activities. All unscheduled maintenance is to be authorized by a completed DND 626 form. Upon contact from DND, all phone calls are to be returned within 4hrs and firms must have a service response time of 24hrs.

**Maintenance Services for Tymetal Vehicle Arm Barrier Systems Located at Stadacona, Halifax, Nova Scotia**

**1.0 References**

- 1.1 TYM-FI-031 Rev 0 Maintenance recommendations for Tymetal vehicle arm barrier model Tymetal TCRB-12EM.

**2.0 Introduction**

- 2.1 This requirement is for supply of the maintenance support for three (3) Tymetal vehicle arm barrier systems, model TCRB-12EM, manufactured by Tymetal Corp. The vehicle barriers are located at Stadacona by building S117 Tribute Tower.

<b>Table 1.1 Maintenance Schedule Initial Contract Period</b>		
Date: From date of Contract award for a one year period (Resultant Contract will identify actual dates based on Contract award date)		
<b>Month</b>	<b>Phase</b>	<b>Event</b>
within 1 month from Contract award	1	baseline maintenance schedule
quarterly	2	minor maintenance schedule
quarterly	2	minor maintenance schedule
quarterly	2	minor maintenance schedule

<b>Table 1.2 Maintenance Schedule First Option Year Period</b>		
Date: Next 12 month period (Resultant Contract will identify actual dates based on Contract award date)		
<b>Month</b>	<b>Phase</b>	<b>Event</b>
annual	3	major maintenance schedule
quarterly	2	minor maintenance schedule
quarterly	2	minor maintenance schedule
quarterly	2	minor maintenance schedule

<b>Table 1.3 Maintenance Schedule Second Option Year Period</b>		
Date: Next 12 month period (Resultant Contract will identify actual dates based on Contract award date)		
<b>Month</b>	<b>Phase</b>	<b>Event</b>
annual	3	major maintenance schedule
quarterly	2	minor maintenance schedule
quarterly	2	minor maintenance schedule
quarterly	2	minor maintenance schedule

**3.0 Scope of Work**

- 3.1 The Contractor will conduct the following scope of Work as defined in the following phases. A summary of the specific tasks to be conducted during each phase is provided in the Table 2.

3.2 The Contractor must not proceed with maintenance activities requiring cost beyond those forming part of the scheduled maintenance without written approval from the Engineer.

3.3 The Contractor in consultation with the Technical Authority will do all scheduling of the maintenance activities.

<b>Table 2 – Maintenance Requirements – Sliding Gate Vehicle Barrier System – Tribute Tower</b>			
<b>Task</b>	<b>Phase 1 – Baseline Maintenance</b>	<b>Phase 2 – Minor Maintenance</b>	<b>Phase 3 - Major Maintenance</b>
		<b>quarterly</b>	<b>annually</b>
<ul style="list-style-type: none"> <li>Coordinate with the facility representative to close traffic in the lane in which the barrier is located. Ensure appropriate cones are placed in the roadway per local requirements.</li> </ul>	X	X	X
<ul style="list-style-type: none"> <li>Verify the gate operates smoothly and does not bind.</li> </ul>	X	X	X
<ul style="list-style-type: none"> <li>Check for wear in the clevis pins.</li> </ul>	X	X	X
<ul style="list-style-type: none"> <li>Check for oil leaks or contamination. Check for condensation build up during climate changes and remove as necessary.</li> </ul>			
<ul style="list-style-type: none"> <li>Inspect axle shafts and locking collars</li> </ul>	X	X	X
<ul style="list-style-type: none"> <li>Grease all fittings with GL-2 grease.</li> </ul>	X		X
<ul style="list-style-type: none"> <li>Change gearbox oil. Fill with Mobil SHC 634 or equivalent.</li> </ul>	X		X
<ul style="list-style-type: none"> <li>Return system to normal operating mode as directed by the installation standard operating procedures.</li> </ul>	X	X	X
<ul style="list-style-type: none"> <li>Ensure all tools, equipment, and materials are accounted for and removed from the roadway. With client permission, remove traffic control and resume normal operation.</li> </ul>	X	X	X

#### 4.0 Phase 1 – Baseline Maintenance Program (One time)

4.1 Under Phase 1 of this maintenance program the Contractor will conduct a major maintenance review of the barriers consisting of the tasks identified under “Phase 1” in Table 2. The objective of the Baseline Maintenance Program is to establish a baseline for all future maintenance activities and ensure:

- the barriers are fully functional;
  - the barriers have been adjusted to ensure optimum operation;
  - all electrical and fluid components have been checked;
  - any components requiring lubrication have been lubricated;
  - any components displaying signs of significant wear are replaced; and
  - all factory upgrades, that have been identified for this type of barrier, have been implemented.
- 4.2 The Contractor will provide labour for this phase of the maintenance program. Consumables and components / material required as a result of the maintenance assessment will be purchased and supplied by the Contractor under the terms and conditions defined in the as defined in the Contract. The work required under Phase 1 is to be completed within 1 month following award of the Service Contract.
- 4.3 Any parts of the barriers that require paint will also receive touchup paint as necessary. Painting in the field will consist of:
- preparation of the surface to be painted (sanding / grinding as necessary);
  - priming (1 coat); and
  - top coat (1 coat).
- 5.0 **Phase 2 – Scheduled Maintenance - Minor (quarterly)**
- 5.1 Under Phase 2 of this maintenance program the Contractor will conduct a minor maintenance review of the barriers consisting of the tasks identified under “Phase 2” in Table 2. Under Phase 2 of this maintenance program the Contractor will inspect the vehicle barriers and conduct maintenance as required to ensure that:
- the barriers are fully functional;
  - the barriers have been adjusted to ensure optimum operation;
  - there is no deterioration of the system;
  - there are no loose components; and
  - there is no excessive wear that might go undetected between major maintenance activities.
- 5.2 It is anticipated that only minor maintenance activities will be required during this phase of the barrier maintenance program.
- 5.3 In the event that a repair is required:
- the Contractor must submit a written quote to the Engineer indicating the amount of additional labour required (above and beyond what was scheduled for this Scheduled Minor Maintenance) and the cost of materials required to undertake the repair;
  - the Engineer must approve the repair in writing; and
  - the part will be obtained by the Contractor and the customer will be invoiced for the price of the part.

## 6.0 Phase 3 – Scheduled Maintenance - Major (annual)

6.1 Under Phase 3 of this maintenance program the Contractor will conduct a major maintenance review of the barrier consisting of the tasks identified under “Phase 3” in Table 2. Under Phase 3 of this maintenance program, the Contractor will inspect the vehicle crash barrier and conduct maintenance as required to ensure that:

- the barriers are fully functional;
- the barriers have been adjusted to ensure optimum operation;
- gearbox oil has been replaced;
- there is no deterioration of the electrical system;
- there is no deterioration of the system;
- all components requiring lubrication have been lubricated; and
- any components displaying signs of significant wear are replaced.

6.2 Any parts of the barrier that require paint will also receive touchup paint as necessary. Painting in the field will consist of:

- preparation of the surface to be painted (sanding/grinding as necessary);
- priming (1 coat); and
- top coat (1 coat).

6.3 In the event that a repair is required:

- the Contractor must submit a written quote to the Engineer indicating the amount of additional labour required (above and beyond what was scheduled for this Scheduled Minor Maintenance) and the cost of materials required to undertake the repair;
- the Engineer must approve the repair in writing; and
- the part will be obtained by the Contractor and the customer will be invoiced for the price of the part.

## 7.0 Phase 4 – Unscheduled Maintenance

7.1 Phase 4, Unscheduled maintenance is for work required outside of the scheduled maintenance activities. All unscheduled maintenance is to be authorized by a completed DND 626 form. Upon contact from DND, all phone calls are to be returned within 4hrs and firms must have a service response time of 24hrs.

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AUG 17 2016



Government of Canada

Gouvernement du Canada

Contract Number / Numéro du contrat

W6837-17-5205

Security Classification / Classification de sécurité  
UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL)

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction
NATIONAL DEFENCE		Real Property Operations Section (Hfx)
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
4. Brief Description of Work / Brève description du travail Services to be Performed: Work under this Service Contract comprises the furnishings of all labour, material, equipment, tools and supervision required to perform the preventative maintenance and repairs to the various types of vehicle barriers located in various areas of CFB Halifax.		
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: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>	Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>	Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>



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

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  No / Non  Yes / Oui

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

Document Number / Numéro du document :

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

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

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

Special comments:

Commentaires spéciaux : On-site monitoring in Place

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

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

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  No / Non  Yes / Oui

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

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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



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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

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

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

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

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



**Instructions for completing  
DND 626 - Task Authorization**

**Contract no.**  
Enter the PWGSC contract number in full.

**Task no.**  
Enter the sequential Task number.

**Amendment no.**  
Enter the amendment number when the original Task is amended to change the scope or the value.

**Increase/Decrease**  
Enter the increase or decrease total dollar amount including taxes.

**Previous value**  
Enter the previous total dollar amount including taxes.

**To**  
Name of the contractor.

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

**Delivery/Completion date**  
Completion date for the task.

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

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

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

**GST/HST**  
The GST/HST cost as appropriate.

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

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

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

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

**N° du contrat**  
Inscrivez le numéro du contrat de TPSGC en entier.

**N° de la tâche**  
Inscrivez le numéro de tâche séquentiel.

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

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

**Valeur précédente**  
Inscrivez le montant total précédent, y compris les taxes.

**À**  
Nom de l'entrepreneur.

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

**Date de livraison/d'achèvement**  
Date d'achèvement de la tâche.

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

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

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

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

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

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

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