



## 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 a Standing Offer Demande d'offre à commandes

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

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

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

### Comments - Commentaires

### Vendor/Firm Name and Address

Raison sociale et adresse du  
fournisseur/de l'entrepreneur

### Issuing Office - Bureau de distribution

Atlantic Region Acquisitions/Région de l'Atlantique  
Acquisitions  
1713 Bedford Row  
Halifax, N.S./Halifax, (N.É.)  
B3J 3C9  
Nova Scot

<b>Title - Sujet</b> SO - Roofing Repairs - Hfx & Debert	
<b>Solicitation No. - N° de l'invitation</b> W010C-180116/A	<b>Date</b> 2017-11-15
<b>Client Reference No. - N° de référence du client</b> W010C-18-0116	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$HAL-122-5683
<b>File No. - N° de dossier</b> HAL-7-78077 (122)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2017-11-24</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Atlantic Standard Time AST	
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Chinye (HAL), Chukwudi	<b>Buyer Id - Id de l'acheteur</b> hal122
<b>Telephone No. - N° de téléphone</b> (902)401-7604 ( )	<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 WILLOW PARK BLDG 7 STN FORCES P.O.BOX 99000 HALIFAX NOVA SCOTIA B3K5X5 Canada	
<b>Security - Sécurité</b> This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire FOB/FAM Destination	Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
1	SO - Roofing Repairs - Hfx & Deber t	W010C	W010C	1	Each	\$	XXXXXXXXXXXX	See Herein	

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

- |        |   |
|--------|---|
| Part 1 | General Information: provides a general description of the requirement;   |
| Part 2 | Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;   |
| Part 3 | Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;   |
| Part 4 | Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;   |
| Part 5 | Certifications and Additional Information: includes the certifications and additional information to be provided;   |
| Part 6 | Security and Insurance Requirements: includes specific requirements that must be addressed by offerors; and   |
| Part 7 | 7A, Standing Offer, and 7B, Resulting Contract Clauses:<br><br>7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;<br><br>7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer. |

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

### **1.2 Summary**

Work under this standing offer comprises the furnishing of all labour, materials, tools, equipment, transportation and supervision required to perform repairs and installation to various types of roofing systems on various buildings of CFB Halifax in the Debert Area in accordance with Annex A Statement of work (specification Job No. W010C-180116). The period of standing offer is one year plus two option year period. The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA)."

### **1.3 Security Requirements**

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

#### 1.4 Debriefings

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

## PART 2 - OFFEROR INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

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

Subsection 5.4 of [2006](#), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 90 days

### 2.2 Submission of Offers

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

### 2.3 Former Public Servant

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

#### Definitions

For the purposes of this clause,

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

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

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

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

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

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

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

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

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

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

#### **Work Force Adjustment Directive**

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

If so, the Offeror must provide the following information:

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

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

## **2.4 Enquiries - Request for Standing Offers**

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

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

## **2.5 Applicable Laws**

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

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

# **PART 3 - OFFER PREPARATION INSTRUCTIONS**

## **3.1 Offer Preparation Instructions**

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

Section I: Technical Offer (one hard copy)

Section II: Financial Offer (one hard copy)

Section III: Certifications ( one hard copy)

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

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

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

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



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

### **Section I: Technical Offer**

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

### **Section II: Financial Offer**

Offerors must submit their financial offer in accordance with the "Annex B, Basis of Payment".

#### **3.1.1 Electronic Payment of Invoices - Offer**

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

If Annex "D" Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

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

C3011T (2013-11-06), Exchange Rate Fluctuation

**Section III: Certifications** Offerors must submit the certifications and additional information required under Part 5.

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

### **4.1 Evaluation Procedures**

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

#### **4.1.1 Technical Evaluation**

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

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

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HAL-7-78077

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

The offeror must provide evidence of its experience and past performance by referencing three (3) projects or contracts satisfactorily rendered for a minimum of five (5) years within the last eight (8) years in the repairs and installation of various types of roofing systems, wherein the range of services provided are comparable to those described in this Request for Standing Offer. Merely stating that the offeror has been in business or performing roofing contracts/projects within the last 8 years does not constitute evidence nor past performance. The offeror's start and completion date for all referenced project or contract must total five years. The Start and completion dates for each project must be completed by each offeror. For evaluation purposes, Projects on or after October 01, 2009 constitutes past 8 years.

Please provide the information in the format shown below and submit a separate table for each Project.

<b>PROJECT/CONTRACT NO. 1</b>	
<b>Name of client organization or Company</b> Name: _____	
<b>Name and title of client contact</b>	<b>Name:</b> _____ <b>Title:</b> _____
<b>Telephone and facsimile number of client contact</b>	<b>Phone No.:</b> _____ <b>Fax No.:</b> _____
<b>Start date of Project/Contract</b>	<b>Month</b> _____ <b>Year</b> _____
<b>Completion date of Project/Contract</b>	<b>Month</b> _____ <b>Year</b> _____
<b>Brief Description of Project or Contract:</b> _____ _____ _____ _____ _____ _____	
<b>PROJECT/CONTRACT NO. 2</b>	
<b>Name of client organization or Company</b> Name: _____	
<b>Name and title of client contact</b>	<b>Name:</b> _____ <b>Title:</b> _____
<b>Telephone and facsimile number of client contact</b>	<b>Phone No.:</b> _____ <b>Fax No.:</b> _____
<b>Start date of Project/Contract</b>	<b>Month</b> _____ <b>Year</b> _____
<b>Completion date of Project/Contract</b>	<b>Month</b> _____ <b>Year</b> _____
<b>Brief Description of Project or Contract:</b> _____ _____ _____ _____	

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

#### 4.1.2 Financial Evaluation

##### 4.1.2.1

SACC Manual Clause [M0220T](#) (2016-01-28), Evaluation of Price.

#### 4.2 Basis of Selection

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

SACC Manual Clause (M0031T) (2007-05-25), (Basis of Selection - Mandatory Technical Criteria Only)

### PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

## **5.1 Certifications Required with the Offer**

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

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

In accordance with the Integrity Provisions of the Standard Instructions, all offerors must provide with their offer, **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 the Issuance of a Standing Offer and Additional Information**

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

### **5.2.1 Integrity Provisions – 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 Offeror 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 - Standing Offer Certification**

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list ) available at the bottom of the page of the [Employment and Social Development Canada-Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4>).

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

### **5.2.3 Additional Certifications Precedent to Issuance of a Standing Offer**

#### **5.2.3.1 Status and Availability of Resources**

Status of Availability of Resources – Offer-M3020T-2016-01-28

#### **5.2.4. 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) working days following a request from the Contracting Authority, a certificate or letter from the applicable Workers' Compensation Board confirming the Bidder's good standing account. Failure to comply with the request will result in the bid being declared non-responsive.

#### **5.2.5 Trade Certificate (Sheet Metal Worker)**

All Trade persons engaged in sheet metal work for this Standing Offer must be **Journey persons** and must hold a valid trade proficiency certificate(s) certified by the Nova Scotia Apprenticeship Agency.

The Offeror must provide within **seven (7) working days** following a request from the Contracting Authority, the above trade certificate for each Sheet metal worker Journey person. Failure to comply with the request will result in the bid being declared non-responsive.

#### **5.2.6 Trade Certificate (Roofer)**

All roofing supervisor engaged in the work for this Standing Offer must be **Journey persons** and must hold a valid trade proficiency certificate(s) certified by the Nova Scotia Apprenticeship Agency.

The Offeror must provide within **seven (7) working days** following a request from the Contracting Authority, the above trade certificate for one roofing supervisor (Journey person). Failure to comply with the request will result in the bid being declared non-responsive.

## **PART 6 - SECURITY AND INSURANCE REQUIREMENTS**

### **6.1 Security Requirements**

1. Before issuance of a standing offer, the following conditions must be met:
  - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
  - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7A - Standing Offer;
  - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful Offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.
3. For additional information on security requirements, offerors should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

## 6.2 Insurance Requirements

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a standing offer as a result of the request for standing offer, can be insured in accordance with the Insurance Requirements specified in Annex E .

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

## PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 7.1 Offer

7.1.1 The Offeror offers to perform the Work in accordance with the Statement of Work at Annex "A".

#### 7.2 Security Requirements

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

### SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE# W010C-180116

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

#### 7.3 Standard Clauses and Conditions

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

##### 7.3.1 General Conditions

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

### 7.3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods and services to Canada under contracts resulting from the Standing Offer. This data must include all purchases done by Canada, including those acquired and paid for by Canada acquisition cards.

The Offeror must provide this data in accordance with the reporting requirements detailed in annex entitled "F" (*Dollar Usage Report Form*). If some data is not available, the reason must be indicated in the report. If no goods or services is provided during a given period, the Offeror must provide a "nil" report.

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

The quarterly reporting periods are defined as follows:

- first quarter: April 1 to June 30
- second quarter: July 1 to September 30
- third quarter: October 1 to December 31
- fourth quarter: January 1 to March 31

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

## 7.4 Term of Standing Offer

### 7.4.1 Period of the Standing Offer

The period for making call-ups and providing services against the Standing Offer is from \_\_\_\_\_ to \_\_\_\_\_ inclusive. (One year from Issuance of standing offer).

### 7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional two (2) year period under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority thirty (30) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

### 7.4.3 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Annex "X" of the Standing Offer.

## 7.5 Authorities

### 7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Chukwudi Chinye

Solicitation No. - N° de l'invitation  
W010C-180116/A  
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W010C-180116

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Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Address: 1713 Bedford Row, Halifax, NS B3J 3C9  
Telephone: 902-401-7604  
Facsimile: 902-496-5016  
Email: chukwudi.chinye@pwgsc.gc.ca

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

### 7.5.2 Project Authority

The Project Authority for the Standing Offer is: (To be completed by the contracting authority at Issuance of the standing offer)

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

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

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

### 7.5.3 Offeror's Representative (To be completed by the Offeror)

Name: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Cellular Number: \_\_\_\_\_  
Facsimile Number: \_\_\_\_\_  
Email: \_\_\_\_\_

### 7.6 Proactive Disclosure of Contracts with Former Public Servants

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

### 7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Real Property Operations Section (Halifax) -RPOS.



## 7.8 Call-up Procedures

Work arising from this standing offer will be distributed as follows: Highest ranked or lowest offeror will receive 60% of the total value. Second highest ranked or second lowest Offeror will receive 40% of the total value.

The total value will be calculated as the total estimated cost for services over a three year period (one year plus two option years) for all services under this requirement. Work will be distributed in aim of achieving the target value associated with each standing offer.

The estimated work distribution percentages for the above roofing repairs, CFB Halifax (Debert Area) standing offer is an estimate of the value for the required services that will be used when selecting the firm and does not infer that the value of the required services for each standing offer will be utilized or that the quantities may not be exceeded.

If fewer than two responsive offers are received, then the standing offer will be distributed with 100% of the value to the highest ranked or lowest offeror.

If fewer than two responsive offers are received, then the standing offer will be issued to the single responsive offeror.

### Services will be called-up as follows:

a) The Department of National Defence Project Authority will establish the scope of services to be performed. For each individual Call-Up, offerors will be considered using a computerized distribution system. This system will track all call-ups assigned to each successful offeror and will maintain a running total of the dollar value of business distributed. The system will contain for each offeror an ideal business distribution percentage which has been established as follows; [60]% of the business for the top ranked offeror or lowest bidder, [40]% for the 2nd ranked or second lowest offeror.

If fewer than two responsive offers are received, then the standing offer will be distributed with 100% of the value to the highest ranked or lowest offeror.

If fewer than two responsive offers are received, then the standing offer will be issued to the single responsive offeror.

The Offeror who is furthest under their respective ideal business distribution percentage in relation to the other offerors will be selected for the next call-up.

b) The Offeror shall include the category of personnel, name of personnel and the number of hours estimated/required to perform the services.

The offeror will be authorized in writing by the Project Authority to proceed with the services by issuance of a Call-up against the Standing Offer.

## 7.9 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the duly completed forms or their equivalents as identified in paragraphs 1 and 2 below, or by using Canada acquisition cards (Visa or MasterCard) for low dollar value requirements.

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.

2. Any of the following forms could be used which are available through [PWGSC Forms Catalogue](#) website:

- PWGSC-TPSGC 942 Call-up Against a Standing Offer
- PWGSC-TPGSC 942-2 Call-up Against a Standing Offer - Multiple Delivery
- PWGSC-TPSGC 944 Call-up Against Multiple Standing Offers (English version)
- PWGSC-TPSGC 945 Commande subséquente à plusieurs offres à commandes (French version)

#### **7.10 Limitation of Call-ups**

Individual call-ups against the Standing Offer must not exceed \$60,000.00 (Applicable Taxes included).

#### **7.11 Financial Limitation**

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of **\$100,000.00** Applicable Taxes excluded *unless* otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or three (3) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

#### **7.12 Priority of Documents**

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions [2005](#) (2017-06-21), General Conditions - Standing Offers - Goods or Services
- e) the general conditions ; (2010C, 2016-04-04- Services (Medium Complexity)
- f) Annex A, Statement of Work;
- g) Annex B, Basis of Payment;
- h) Annex C, Security Requirements Check List;
- i) Annex D, Insurance Requirements;
- j) the Offeror's offer dated \_\_\_\_\_ (*insert date of offer*),

#### **7.13 Certifications and Additional Information**

##### **7.13.1 Compliance**

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

##### **7.13.2 SACC Manual Clauses**

Status of Availability of Resources - Standing Offer-M3020C-2016-01-28  
Workers Compensation-A0285C-2007-05-25

## **7.14 Applicable Laws**

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

## **B. RESULTING CONTRACT CLAUSES**

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

### **7.1 Statement of Work**

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

## **7.2 Standard Clauses and Conditions**

### **7.2.1 General Conditions**

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

Section (13) Interest on Overdue Accounts, of ([2010C](#), 2016-04-04-Services (Medium Complexity)) will not apply to payments made by credit cards.

### **7.3 Term of Contract**

#### **7.3.1 Period of the Contract**

The period of the Contract is from \_\_\_\_\_ to \_\_\_\_\_ inclusive. **(To be determined at issuance of standing offer for a one year period)**

### **7.4 Proactive Disclosure of Contracts with Former Public Servants**

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

### **7.5 Payment**

#### **7.5.1 Basis of 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 Applicable Taxes are extra.

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

#### **7.5.2 Limitation of Price**

SACC Manual clause [C6000C](#) (2017-08-17) Limitation of Price

### **7.5.3 Single Payment**

Single Payment-2008-05-12-H1000C

### **7.5.4 SACC Manual Clauses**

T1204 - Direct Request by Customer Department-A9117C-2007-11-30  
Discretionary Audit- 2010-01-11- C0705

### **7.5.5 Electronic Payment of Invoices – Call-up**

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

### **7.6 Invoicing Instructions**

(a) The original and two (2) copies must be forwarded to the following address for certification and Payment no later than seven days after the end of the service.

Real Property Ops Section (Halifax)  
P.O Box 99000 Stn Forces,  
Willow Park, Halifax,  
Nova Scotia  
B3B 1S9

Each invoice must be supported by:

- a. Contract number
- b Work Order/Serial Number;
- c Requisition/Order Offer number
- d Building number and location
- e Dates during which work was accomplished.
- f A detailed description of work performed, with itemized list of materials and labour (a copy of the contractors invoice from their material supplier will also be included plus any other costs being charged), labour, overhead, profit and applicable taxes will be included separately on the invoice.
- f Labour costs are to be broken down by trade and sub trade. Labour time sheets will also be provided upon request

### **7.7 Insurance Requirements**

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

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors,

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coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

#### **7.8 SACC Manual Clauses**

Time Verification	C0711C-	2008-05-12
Canadian Forces Site Regulations	A9062C	A9062C
Excess Goods	B7500C	2006-06-16
Work Site Access	A1009C-	2008-05-12

#### **7.9 SACC Manual clause**

##### **Inspection and Acceptance**

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

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## **ANNEX "A"**

### **STATEMENT OF WORK**

(See attached)

**ANNEX "B"**  
**BASIS OF PAYMENT**

Unit prices and subsequent extended prices are to include labour as well as related Materials.

Year 1:

**Table A**

Column A	Column B Description	Column C Estimated annual usage	Column D Unit of measurement (per hour)	Column E Price per unit	Column G Extended total (Column D*Column E)
	<b>Labour rates – Service calls during regular working hours</b> Includes travel time to and from the work site within and outside Halifax Regional Municipality.as specified in Annex A-specification				
.1	On-site supervisor (certified roofer)	150	Per hour	\$_____	\$_____
.2	Certified roofer	600	Per hour	\$_____	\$_____
.3	Apprentice / labourer	600	Per hour	\$_____	\$_____
.4	Sheet Metal worker	20	Per hour	\$_____	\$_____
	Year 1 Total Cost Table A				\$_____+HST

Year 1:

**Table B**

Column A	Column B Description	Column C Estimated annual usage	Column D Unit of measurement (per hour)	Column E Price per unit	Column G Extended total (Column D*Column E)
	<b>Labour rates – Service calls outside regular working hours</b> Includes travel time to and from the work site within and outside Halifax Regional Municipality.as specified in Annex A-specification				
.1	On-site supervisor (certified roofer)	20	Per hour	\$_____	\$_____
.2	Certified roofer	80	Per hour	\$_____	\$_____
.3	Apprentice / labourer	80	Per hour	\$_____	\$_____
	Year 1 Total Cost Table B				\$_____+HST

An allowance for materials and replacement parts, required permits, certificates, assessments, specialty equipment, subcontractors and security will be at net cost plus 10% mark-up (Includes invoice costs, transportation costs, exchange, customs and brokerage charges). Supporting documentation such as invoice and receipts must be provided.

Note: The roofing contractor will ensure that he/she assigns a minimum of two people while working on any DND roof.

Total Year 1= Table A (total Cost) + Table B (Total Cost)=\$\_\_\_\_\_+HST

**Unit prices and subsequent extended prices are to include labour as well as related Materials.**

Option Year 1:

**Table A**

Column A	Column B Description	Column C Estimated annual usage	Column D Unit of measurement (per hour)	Column E Price per unit	Column G Extended total (Column D*Column E)
	<b>Labour rates – Service calls during regular working hours</b> Includes travel time to and from the work site within and outside Halifax Regional Municipality.as specified in Annex A-specification				
.1	On-site supervisor (certified roofer)	150	Per hour	\$ _____	\$ _____
.2	Certified roofer	600	Per hour	\$ _____	\$ _____
.3	Apprentice / labourer	600	Per hour	\$ _____	\$ _____
.4	Sheet Metal worker	20	Per hour	\$ _____	\$ _____
	Option Year 1 Total Cost Table A				\$ _____+HST

Option Year 1:

**Table B**

Column A	Column B Description	Column C Estimated annual usage	Column D Unit of measurement (per hour)	Column E Price per unit	Column G Extended total (Column D*Column E)
	<b>Labour rates – Service calls outside regular working hours</b> Includes travel time to and from the work site within and outside Halifax Regional Municipality.as specified in Annex A-specification				
.1	On-site supervisor (certified roofer)	20	Per hour	\$ _____	\$ _____
.2	Certified roofer	80	Per hour	\$ _____	\$ _____
.3	Apprentice / labourer	80	Per hour	\$ _____	\$ _____
	Option Year 1 Total Cost Table B				\$ _____+HST

An allowance for materials and replacement parts, required permits, certificates, assessments, specialty equipment, subcontractors and security will be at net cost plus 10% mark-up (Includes invoice costs, transportation costs, exchange, customs and brokerage charges). Supporting documentation such as invoice and receipts must be provided.

Note: The roofing contractor will ensure that he/she assigns a minimum of two people while working on any DND roof.

Option Total Year 1= Table A (total Cost) + Table B (Total Cost)=\$ \_\_\_\_\_+HST



**Unit prices and subsequent extended prices are to include labour as well as related Materials.**

Option Year 2:

**Table A**

Column A	Column B Description	Column C Estimated annual usage	Column D Unit of measurement (per hour)	Column E Price per unit	Column G Extended total (Column D*Column E)
	<b>Labour rates – Service calls during regular working hours</b> Includes travel time to and from the work site within and outside Halifax Regional Municipality.as specified in Annex A-specification				
.1	On-site supervisor (certified roofer)	150	Per hour	\$ _____	\$ _____
.2	Certified roofer	600	Per hour	\$ _____	\$ _____
.3	Apprentice / labourer	600	Per hour	\$ _____	\$ _____
.4	Sheet Metal worker	20	Per hour	\$ _____	\$ _____
	Option Year 2 Total Cost Table A				\$ _____+HST

Option Year 2:

**Table B**

Column A	Column B Description	Column C Estimated annual usage	Column D Unit of measurement (per hour)	Column E Price per unit	Column G Extended total (Column D*Column E)
	<b>Labour rates – Service calls outside regular working hours</b> Includes travel time to and from the work site within and outside Halifax Regional Municipality.as specified in Annex A-specification				
.1	On-site supervisor (certified roofer)	20	Per hour	\$ _____	\$ _____
.2	Certified roofer	80	Per hour	\$ _____	\$ _____
.3	Apprentice / labourer	80	Per hour	\$ _____	\$ _____
	Option Year 2 Total Cost Table B				\$ _____+HST

An allowance for materials and replacement parts, required permits, certificates, assessments, specialty equipment, subcontractors and security will be at net cost plus 10% mark-up (Includes invoice costs, transportation costs, exchange, customs and brokerage charges). Supporting documentation such as invoice and receipts must be provided.

Note: The roofing contractor will ensure that he/she assigns a minimum of two people while working on any DND roof.

Option Total Year 2= Table A (total Cost) + Table B (Total Cost)=\$ \_\_\_\_\_+HST

Grand Total = Total (Year 1) + Total (Option Year 1) + Total (Option Year 2)= \$ \_\_\_\_\_+HST

**The Grand total amount will be considered during the evaluation of all offers received.**

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## **ANNEX "C"**

### **SECURITY REQUIREMENTS CHECK LIST**

(See attached))

## **ANNEX “D” to PART 3 OF THE REQUEST FOR STANDING OFFERS**

### **ELECTRONIC PAYMENT INSTRUMENTS**

The Offeror accepts to be paid by any of the following Electronic Payment Instrument(s):

- ☐ ( ) VISA Acquisition Card;
- ☐ ( ) MasterCard Acquisition Card;
- ☐ ( ) Direct Deposit (Domestic and International);
- ☐ ( ) Electronic Data Interchange (EDI);
- ☐ ( ) Wire Transfer (International Only);
- ☐ ( ) Large Value Transfer System (LVTS) (Over \$25M)

## ANNEX "E"

### INSURANCE REQUIREMENTS

#### Commercial General Liability Insurance

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

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

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

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

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

m.

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

**Automobile Liability Insurance**

1. The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.
2. The policy must include the following:
  - a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
  - b. Accident Benefits - all jurisdictional statutes
  - c. Uninsured Motorist Protection
  - d. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

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Department of National Defence



Specification

Standing Offer Agreement

**Roofing Repairs  
for  
Debert Area**

CFB Halifax, NS

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PART 1 - GENERAL

1.1 RELATED SECTIONS

- .1 Section 01 61 00 Common Product Requirements.
- .2 Section 07 50 00 Roofing.

1.2 DESCRIPTION OF WORK

- .1 Work under this Standing Offer Agreement comprises the furnishing of all labour, materials, tools, equipment, transportation and supervision required to perform repairs and installation to various types of roofing systems on various buildings of CFB Halifax in the Debert area, as specified herein.

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 The Work included in this Standing Offer Agreement includes but will not be limited to the following:
  - .1 conduct repairs or replacement to various types of roofing systems such as:
    - .1 asphalt shingles;
    - .2 modified bitumen roofing:
      - .1 SBS polymer-modified;
      - .2 APP polymer-modified.
    - .3 inverted roof membrane assembly (IRMA);
    - .4 protected membrane roof (PMR);
    - .5 ethylene propylene diene monomer (EPDM ) roofing;
    - .6 various metal roofing;
    - .7 polyvinyl chloride (PVC) roofing;
    - .8 thermoplastic polyolefin (TPO) roofing; and

- 
- |                               |    |   |
|-------------------------------|----|---|
| 1.4 WORK INCLUDED<br>(Cont'd) | .1 | (Cont'd)  |
|                               | .1 | (Cont'd)  |
|                               | .8 | thermoplastic polyolefin (TPO) roofing; and   |
|                               | .9 | built-up (BUR) roofing.   |
|                               | .2 | miscellaneous repairs, maintenance, replacement or fabrication of:  |
|                               | .1 | flashings;  |
|                               | .2 | edgings;  |
|                               | .3 | fascias; and  |
|                               | .4 | soffit.   |
|                               | .3 | repair, replace or install various roof drainage systems including:   |
|                               | .1 | low slope roof drains;  |
|                               | .2 | gutter and downspout systems; and   |
|                               | .3 | scupper systems.  |
|                               | .4 | repair, replace or install various curbs for roof mounted mechanical systems, roof access ladders and various other mounted hardware; |
|                               | .5 | cleaning of debris on roofs, gutters and downspouts;  |
|                               | .6 | snow and ice clearing operations on roofs;  |
|                               | .7 | installation of temporary leak diverters;   |
|                               | .8 | inspection of roofing systems in aid of expected repairs;   |
|                               | .9 | clean up.   |
| 1.5 LOCATIONS OF JOB<br>SITES | .1 | Work sites included in this Standing Offer Agreement include but not limited to the following areas:                                  |
|                               | .1 | Debert area to include:   |
|                               | .1 | Truro Armoury - Truro, NS;  |
|                               | .2 | Debert Rifle Range - Debert, NS;  |
-

1.5 LOCATIONS OF JOB  
SITES  
(Cont'd)

- .1 (Cont'd)
- .1 (Cont'd)
- .2 Debert Rifle Range - Debert, NS;
- .3 Masstown Rx Site - Masstown, NS;
- .4 Great Village Tx Site - Great Village, NS;
- .5 Amherst Armoury - Amherst, NS;
- .6 Springhill Armoury - Springhill, NS; and
- .7 Pictou Armoury - Pictou, NS.

1.6 SITE ACCESS

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

1.7 PRE-JOB MEETING

- .1 Immediately upon receipt of award of Standing Offer Agreement, 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 Standing Offer Agreement.

1.9 CONTRACTOR'S  
RESPONSIBILITIES

- .1 Notify Engineer of the telephone at which Contractor or his / her representative may be contacted at all times.
- .2 The Contractor, prior to commencement of work, must report to the Engineer for the appropriate location. Authorized representatives of the Engineer for each location will be discussed at the pre-job meeting.

1.9 CONTRACTOR'S  
RESPONSIBILITIES  
(Cont'd)

- .2 The Contractor, prior to commencement of work, must report to the Engineer for the appropriate location. Authorized representatives of the Engineer for each location will be discussed at the pre-job meeting.
- .3 The Contractor must contact the Engineer on the first working day following and "after normal working hours" emergency or urgent call and obtain a requisition number.
- .4 On award of the Standing Offer Agreement, the Contractor must provide names of personnel performing work on this Standing Offer Agreement complete with proof of their qualifications.

1.10 CONTRACTOR'S  
PERSONNEL

- .1 The Contractor must provide a qualified roofer on site at all times assisted by safety trained helper or apprentice.
- .2 The Contractor will provide the Engineer with a list of all people working on Department of National Defence premises, complete with a copy of their licences, where applicable, and will update the list immediately when personnel changes.

1.11 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.

1.12 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.

<u>1.12 CONTRACTOR'S USE OF SITE (Cont'd)</u>	.4	The Engineer will brief the Contractor on access to restricted areas.
<u>1.13 PARKING</u>	.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.
<u>1.14 NORMAL WORKING HOURS</u>	.1	Normal working hours will be 0730 to 1600 hours, Monday to Friday inclusive excluding holidays. Any work carried out other than normal working hours must be authorized by the Engineer. Work outside of normal working hours can be arranged in consultation with the Engineer.
	.2	After normal working hours and weekend work may be required from time to time but this work will be pre-scheduled by the Engineer as needed.
<u>1.15 WORK SCHEDULE</u>	.1	At each normal service call, the Contractor must have personnel on-site providing the service continuously on every working day until the work is completed.
	.2	Contractor must inform the Engineer of any delays because of availability of material to complete the work.
<u>1.16 CODES AND STANDARDS</u>	.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 and any other federal, provincial or local code applicable. In any case of conflict or discrepancy, the more stringent requirements will apply.
	.2	Canadian Roofing Contractor's Association (CRCA) Manual will be followed in all cases.
	.3	Meet or exceed requirements of Standing Offer Agreement documents, specified standards, codes and referenced documents.
<u>1.17 LICENSES AND PERMITS</u>	.1	The Contractor will be responsible for obtaining and paying for all licenses and permits required to perform the Work.

1.18 ADDITIONAL  
DRAWINGS

- .1 Engineer may furnish additional drawings or sketches to assist proper execution of work. These drawings will be issued for clarification as part of the general scope of work.

1.19 PROTECTION OF  
EXISTING FACILITIES

- .1 The Contractor must take all necessary precautions to ensure against damage to existing facilities. Any damage to such facilities as a result of the Contractor's operations must be repaired or replaced by the Contractor at his own expense, as soon as is reasonably possible.
- .2 Special coverings and protection must be provided to protect plants, walls, projections and adjacent work where materials are being removed, installed or hoisted.
- .3 The Contractor must protect all occupant owned furnishings and equipment, and the building from damage during execution of the Contract.
- .4 Where the Engineer considers it necessary, provide and erect warning signs and barriers.

1.20 ALTERATIONS,  
ADDITIONS OR REPAIRS TO  
EXISTING BUILDING

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

1.21 PROTECTION OF WORK  
IN PROGRESS

- .1 Prevent overloading of parts of building. Do not cut, drill or sleeve load bearing structural member, unless specifically indicated without written approval of Engineer.

1.22 EXISTING SERVICES

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

1.23 CUTTING, FITTING AND PATCHING

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

1.24 CONCEALMENT

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

1.25 POWER AND WATER SUPPLY

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

1.25 POWER AND WATER  
SUPPLY  
(Cont'd)

- .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.

1.26 HEATING AND  
VENTILATING

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



1.27 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 priority 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 repairs 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.

.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.

1.28 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.

<u>1.29 WORK DONE BY OTHER MEANS</u>	.1	This Standing Offer Agreement does not create an exclusive right of the Contractor to perform all work which might be required. The Engineer reserves the right to have any work done by other means.
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<u>1.30 REPORTING IRREGULARITIES</u>	.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.
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PART 2 - PRODUCTS

<u>2.1 NOT USED</u>	.1	Not used.
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PART 3 - EXECUTION

<u>3.1 NOT USED</u>	.1	Not used.
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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 Standing Offer Agreement.
- .5 The following disciplinary measures will be taken for any violations of safety under this Standing Offer Agreement:
  - .1 First Violation:
    - .1 Verbal warning issued to the Contractor for the first violation of a safety regulation (Violation will be documented on Standing Offer 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 Standing Offer 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 Standing Offer Agreement with a recommendation to the Contracting Authority that the Contractor be denied access to Real Property Operations Section - Halifax (RPOS (H)) contracts (Documented to Standing Offer 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 Agreement (Violation documented on Standing Offer 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:



1.2 HAZARD ASSESSMENTS  
(Cont'd)

- .1 (Cont'd)
- .2 (Cont'd)
  - .1 new sub-trade work, new sub-contractor (s) or new workers arrive at the site to commence another portion of the Work;
  - .2 the scope of Work has been changed;
  - .3 Work conducted in confined spaces; and / or
  - .4 potential hazard or weakness in current health and safety practices are identified by the Engineer.
- .2 Hazard assessments will be project and site specific, based on review of Standing Offer Agreement 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 / Unit, the provision of new products containing fibrous asbestos materials is prohibited.
- .2 Demolition or disturbance of spray or trowel-applied asbestos can be hazardous to health. Should material resembling spray or trowel-applied asbestos be encountered in course of work, stop work and notify Engineer immediately. Do not proceed until written instructions have been received from Engineer.

1.4 HAZARDOUS MATERIAL  
SPILL

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

1.4 HAZARDOUS MATERIAL  
SPILL  
(Cont'd)

.2

(Cont'd)

- .2 assess spill hazards and risks;
- .3 ventilate area if release is indoors and remove all sources of ignition;
- .4 stop the spill if safely possible (e.g. shut off pump, replace cap, tip drum upward, patch leaking hole etc.).
- .5 no matter the volume is, contact the DND Fire Hall Station Fire Chief 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 provide Material Safety Data Sheets (MSDS) to DND Fire Hall and Engineer;
  - .9 contact the Engineer; and
  - .10 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.

1.5 FASTENING DEVICES  
EXPLOSIVE ACTUATED  
(Cont'd)

- .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 / Unit Fire Chief (hot work permit). Hot work permits and fire watch requirements will be provided by the Dockyard Fire Hall.
- .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.

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 Standing Offer Agreement 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 Standing Offer Agreement.

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

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

- 1.1 EMERGENCY REPORTING .1 Telephone numbers for emergency reporting will be provided by the Engineer at the fire safety briefing.
- 1.2 FIRE SAFETY ENFORCEMENT .1 Within the confines the Base / Unit, the prescription and enforcement of mandatory fire safety measures will be exercised under the authority of the Base / Unit 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 (NFCC), including all subsequent revisions issued by the National Research Council of Canada.
- 1.3 FIRE SAFETY BRIEFING .1 Prior to commencement of work under this Standing Offer Agreement, 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 / Unit 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 DND Fire Chief at the time of issuance of the hot work permit.
- 1.5 FIRE EXTINGUISHERS .1 Supply fire extinguishers, as scaled by the Base / Unit Fire Chief, necessary to protect work in progress and Contractor's physical plant on site.
- 1.6 SMOKING PRECAUTIONS .1 Smoking not permitted on DND property except in designated smoking areas. This includes smoking in passenger motor vehicles.
- .2 In accordance with these fire safety requirements particular to the work area and site, the Engineer and Base / Unit 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;
    - .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 / Unit 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 / Unit Fire Chief.
  - .2 Do not commence any such work until Engineer confirms approval and direction by the Base / Unit 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 / Unit 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 / Unit 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.
-



1.10 RUBBISH AND WASTE  
MATERIALS  
(Cont'd)

- .2 (Cont'd)
  - .2 Deposit greasy or oily rags and materials subject to spontaneous combustion in approved receptacles approved by the Base / Unit Fire Chief and removed as directed by the Engineer.
- .3 Burning of rubbish is prohibited.
- .4 Removal:
  - .1 Remove rubbish from work site at end of work day or shift or as directed by the Engineer.

1.11 FLAMMABLE AND  
COMBUSTIBLE LIQUIDS

- .1 Handling, storage and use of flammable and combustible liquids governed by current National Fire Code of Canada and guided by the requirements established by the Base / Unit 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 / Unit Fire Chief.
- .3 The Engineer reserves the right to require removal from the site any storage containers not acceptable to the Base / Unit Fire Chief.
- .4 Transfer of flammable and combustible liquids is prohibited within buildings or jetties.
- .5 Transfer of flammable and combustible liquids will not be carried out in vicinity of open flames or any type of heat producing devices.
- .6 Do not use flammable liquids having flash point below 38 degrees C such as naphtha or gasoline as solvents or cleaning agents.
- .7 Store flammable and combustible waste liquids, for disposal, in approved containers located in safe ventilated area. Keep quantities minimum and Base / Unit 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 / Unit Fire Chief.
- .2 Obtain from Base / Unit 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 / Unit Fire Chief. Contractors are responsible for providing fire watch service for work on scale established and in conjunction with Base / Unit 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 / Unit Fire Chief prior to and at cessation of such work.

1.13 FIRE INSPECTION

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

- .1 Environmental Pollution and Damage:
  - .1 Presence of chemical, physical, biological elements or agents which adversely affect human health and welfare; unfavourably alter ecological balances of importance to human life; affect other species of importance to humankind; or degrade environment aesthetically, culturally and / or historically.
- .2 Environmental Protection:
  - .1 Prevention / control of pollution and habitat or environment disruption during construction.

1.2 FIRES

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

1.3 DRAINAGE

- .1 Control disposal or runoff of water containing suspended materials or other harmful substances in accordance with local authority requirements.

1.4 POLLUTION CONTROL

- .1 Control emissions from equipment and plant in accordance with local authorities' emission requirements.
- .2 Cover or wet down dry materials and rubbish to prevent blowing dust and debris. Provide dust control for temporary roads.

1.5 NOTIFICATION

- .1 Engineer will notify the Contractor in writing of observed noncompliance with Federal, Provincial or Municipal environmental laws or regulations, permits, and other elements of Contractor's Environmental Protection plan.
- .2 Contractor: After receipt of such notice, inform Engineer of proposed corrective action and take such action for approval by Engineer.
  - .1 Take action only after receipt of written approval by Engineer.
- .3 Engineer will issue stop order of work until satisfactory corrective action has been taken.

1.5 NOTIFICATION (Cont'd) .4 No time extensions granted or equitable adjustments allowed to Contractor for such suspensions.

PART 2 - PRODUCTS

2.1 NOT USED .1 Not used.

PART 3 - EXECUTION

3.1 CLEANING .1 Progress Cleaning: Clean in accordance with Section 01 74 11 - Cleaning.

.1 Leave Work area clean at end of each day.

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

.3 Ensure public waterways, storm and sanitary sewers remain free of waste and volatile materials disposal.

.4 Waste disposal must be in accordance with Section 01 74 11 - Cleaning.

3.2 FUMES .1 Asphalt kettles must be carefully placed to ensure no smoke or fumes enter buildings through windows, doors or vents, especially air intake vents on roofs or walls.

.2 Location of kettles must be determined by the layout of buildings, the prevailing winds, the availability of space and as directed by the Engineer and the DND Fire Chief.

PART 1 - GENERAL

1.1 RELATED SECTIONS

- .1 Section 01 11 00 General Instructions.
- .2 Section 07 50 00 Roofing.

1.2 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.

1.3 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.

1.4 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.
- .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 sheet materials, lumber on flat, solid supports and keep clear of ground. Slope to shed moisture.
- .5 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.

1.5 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.

1.6 MANUFACTURER'S  
INSTRUCTIONS

- .1 Unless otherwise indicated in specifications, install or erect products in accordance with manufacturer's instructions.
- .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.

1.7 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.
- .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.

1.8 FASTENINGS

- .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.

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 Provide on-site containers for collection of waste materials and debris.
- .5 Solid waste materials and debris that are generated within the work location and do not require specialized out of county disposal sites must be disposed of within the boundaries of the area at a licensed or approved facility.
- .6 Store volatile waste in covered metal containers, and remove from premises at end of each working day.
- .7 Provide adequate ventilation during use of volatile or noxious substances. Use of building ventilation systems is not permitted for this purpose.
- .8 Use only cleaning materials recommended by manufacturer of surface to be cleaned, and as recommended by cleaning material manufacturer.
- .9 Schedule cleaning operations so that resulting dust, debris and other contaminants will not fall on wet, newly painted surfaces nor contaminate building systems.

1.2 FINAL CLEANING

- .1 When Work is Substantially Performed remove surplus products, tools, construction machinery and equipment not required for performance of remaining Work.
- .2 Remove waste products and debris other than that caused by others, and leave Work clean and suitable for occupancy.
- .3 Prior to final review remove surplus products, tools, construction machinery and equipment.



1.2 FINAL CLEANING  
(Cont'd)

- .4 Remove waste products and debris other than that caused by Owner or other Contractors.
- .5 Broom clean and wash exterior walks, steps and surfaces; rake clean other surfaces of grounds.
- .6 Remove dirt and other disfiguration from exterior surfaces.
- .7 Clean and sweep roofs, gutters, areaways, and sunken wells.
- .8 Sweep and wash clean paved areas.
- .9 Clean roofs, downspouts, and drainage systems.
- .10 Remove debris and surplus materials from crawl areas and other accessible concealed spaces.

1.3 WASTE DISPOSAL

- .1 On completion of the work under this Standing Offer Agreement, all surplus material including materials declared surplus by DND, plant, tools, equipment and debris must be removed from the job site.
- .2 Disposal of debris will be the Contactor's responsibility and must be off DND property. The fees charged for the disposal of debris by outside agencies +10 % will be paid for by DND. These charges must be supported by invoices.

PART 2 - PRODUCTS

2.1 NOT USED

- .1 Not used.

PART 3 - EXECUTION

3.1 NOT USED

- .1 Not used.

PART 1 - GENERAL

1.1 RELATED SECTIONS

- .1 Section 01 11 00 General Instructions.
- .2 Section 01 61 00 Common Product Requirements.

1.2 REFERENCES

- .1 Aluminum Association (AA)
  - .1 AA DAF-45, Designation System for Aluminum Finishes.
- .2 ASTM International
  - .1 ASTM A240, Standard Specification for Chromium and Chromium-Nickel Stainless Steel Plate, Sheet, and Strip for Pressure Vessels and for General Applications.
  - .2 ASTM A606/A606M, Standard Specification for Steel, Sheet and Strip, High-Strength, Low-Alloy, Hot-Rolled and Cold-Rolled, with Improved Atmospheric Corrosion Resistance.
  - .3 ASTM A653/A653M, Standard Specification for Steel Sheet, Zinc-Iron Alloy-Coated (Galvannealed) by Hot-Dip Process.
  - .4 ASTM A792/A792M, Standard Specification for Steel Sheet, 55% Aluminum-Zinc Alloy-Coated by the Hot-Dip Process.
  - .5 ASTM B32, Standard Specification for Solder Metal.
  - .6 ASTM B370, Standard Specification for Copper Sheet and Strip for Building Construction.
  - .7 ASTM C726, Standard Specification for Mineral Wool Roof Insulation Board.
  - .8 ASTM C728, Standard Specification for Perlite Thermal Insulation Board.
  - .9 ASTM C1177/C1177M, Standard Specification for Glass Mat Gypsum Substrate for Use as Sheathing.
  - .10 ASTM C1396/C1396M, Standard Specification for Gypsum Board.

1.2 REFERENCES  
(Cont'd)

.2

(Cont'd)

- .11 ASTM D41 / D41M, Standard Specification for Asphalt Primer Used in Roofing, Dampproofing, and Waterproofing.
- .12 ASTM D226/D226M, Standard Specification for Asphalt-Saturated Organic Felt Used in Roofing and Waterproofing.
- .13 ASTM D312/D312M, Standard Specification for Asphalt Used in Roofing.
- .14 ASTM D450/D450M, Standard Specification for Coal-Tar Pitch Used in Roofing, Dampproofing, and Waterproofing.
- .15 ASTM D1863/D1863M, Standard Specification for Mineral Aggregate Used on Built-Up Roofs.
- .16 ASTM D2178/D2178M, Standard Specification for Glass Felt Used in Roofing and Waterproofing.
- .17 ASTM 4439/D4439M, Standard Specification for Poly (Vinyl Chloride) Sheet Roofing.
- .18 ASTM D4601/D4601M, Standard Specification for Asphalt-Coated Glass Fiber Base Sheet Used in Roofing.
- .19 ASTM D4637/D4637M, Standard Specification for EPDM Sheet Used in Single-Ply Roof Membrane.
- .20 ASTM D6162/D6162M, Standard Specification for Styrene Butadiene Styrene (SBS) Modified Bituminous Sheet Materials Using a Combination of Polyester and Glass Fiber Reinforcements.
- .21 ASTM D6163/D6163M, Standard Specification for Styrene Butadiene Styrene (SBS) Modified Bituminous Sheet Materials Using Glass Fiber Reinforcements.
- .22 ASTM D6164/D6164M, Standard Specification for Styrene Butadiene Styrene (SBS) Modified Bituminous Sheet Materials Using Polyester Reinforcements.
- .23 ASTM D6222/D6222M, Standard Specification for Atactic Polypropylene (APP) Modified Bituminous Sheet Materials Using Polyester Reinforcements.

1.2 REFERENCES  
(Cont'd)

- .2 (Cont'd)
  - .24 ASTM D6223/D6223M, Standard Specification for Atactic Polypropylene (APP) Modified Bituminous Sheet Materials Using a Combination of Polyester and Glass Fiber Reinforcements.
  - .25 ASTM D6380/D6380M, Standard Specification for Asphalt Roll Roofing (Organic Felt).
  - .26 ASTM D6509/D6509M, Standard Specification for Atactic Polypropylene (APP) Modified Bituminous Sheet Materials Using Glass Fiber Reinforcements.
- .3 Canadian General Standards Board (CGSB)
  - .1 CGSB 51.32, Sheating, Membrane, Breather Type.
  - .2 CGSB 51.33, Vapour Barrier Sheet, Excluding Polyethylene, for Use in Building Construction.
  - .3 CGSB 51.34, Vapour Barrier Polyethylene Sheet, for Use in Building Construction.
- .4 Canadian Roofing Contractors' Association (CRCA)
  - .1 CRCA Roofing Specifications Manual, latest edition.
- .5 CSA International
  - .1 CSA A123.1/A123.5, Asphalt Shingles Made from Organic Felt and Surfaced with Mineral Granules / Asphalt Shingles Made from Glass Felt and Surfaced with Mineral Granules.
  - .2 CAN/CSA A123.2, Asphalt-Coated Roofing Sheets.
  - .3 CSA A123.3, Asphalt Saturated Organic Roofing Felt.
  - .4 CAN/CSA A123.4, Asphalt for Constructing Built-Up Roof Coverings and Waterproofing Systems.
  - .5 CAN/CSA A123.16, Asphalt-Coated Glass-Base Sheets.
  - .6 CSA A123.17, Asphalt Glass Felt Used in Roofing and Waterproofing.
  - .7 CSA A123.21, Standard Test Method for the Dynamic Wind Uplift Resistance of Membrane-Roofing Systems.

1.2 REFERENCES  
(Cont'd)

- .5 (Cont'd)
- .8 CSA A123.51, Asphalt Shingle Application on Roof Slopes 1:6 and Steeper.
- .9 CSA B111, Wire Nails, Spikes and Staples.
- .10 CSA O121, Douglas Fir Plywood.
- .11 CSA O151, Canadian Softwood Plywood.
- .6 Department of Justice Canada (Jus)
  - .1 Canadian Environmental Protection Act (CEPA), 1999.
  - .2 Transportation of Dangerous Goods Act (TDGA), 1992.
- .7 Factory Mutual (FM Global)
  - .1 FM Approvals - Roofing Products.
- .8 Health Canada / Workplace Hazardous Materials Information System (WHMIS)
  - .1 Material Safety Data Sheet (MSDS).
- .9 National Research Council Canada (NRC) / Institute for Research in Construction (IRC) - Canadian Construction Materials Centre (CCMC)
  - .1 CCMC Registry of Construction Product Evaluations.
- .10 Nova Scotia Workplace Health and Safety Regulations
- .11 Underwriters' Laboratories of Canada (ULC)
  - .1 CAN/ULC S701, Standard for Thermal Insulation, Polystyrene, Boards and Pipe Covering.
  - .2 ULC S702.2, Mineral Fibre Thermal Insulation for Buildings, Part 2: Application Guidelines.
  - .3 CAN/ULC S704, Standard for Thermal Insulation, Polyurethane and Polyisocyanurate Boards, Faced.
  - .4 CAN/ULC S706, Standard for Wood Fibre Insulating Boards for Buildings.

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- 1.3 GENERAL .1 All roofing work, including repairs, removal or install must be performed in accordance with appropriate reference standard to suit project requirements, the manufacturer's instructions and the scope of work provided by Engineer.
- 1.4 WORK INCLUDED .1 This Section pertains to roofing in general and Work carried out in this Standing Offer Agreement includes but not limited to the following:
- .1 repairs, replacement or partial replacement of various types of roofing systems;
  - .2 repairs, maintenance, replacement and fabrication of flashings, edgings, fascias, soffit and other associated roofing elements;
  - .3 repairs, replacement, or installation of low slope roof drains, vents, jacks, gutter and scupper systems;
  - .4 repairs, replacement, or installation of various curbs for roof mounted mechanical systems, roof access ladders and various other mounted hardware;
  - .5 cleaning of debris on roofs, gutters and downspouts;
  - .6 clearing of snow and ice on roofs;
  - .7 installation of temporary leak diverters; and
  - .8 inspection of roofing systems in aid of expected repairs.
- 1.5 TIME SHEETS .1 Contractor must maintain daily time sheets for the work that they are performing against each requisition and provide to the Engineer when requested.
- 1.6 PLANT AND EQUIPMENT .1 Use only kettles equipped with thermometers or gauges in good working order.
- .2 Locate kettles in a safe place outside of building.
- .1 When locating kettles, give consideration to direction of prevailing winds, building fans and air handling units to minimize possibility of smoke and fumes entering surrounding occupied buildings.
-

1.6 PLANT AND EQUIPMENT  
(Cont'd)

- .3 Maintain continuous supervision while kettles are in operation and provide metal covers for kettles to smother flames in case of fire. Provide suitable fire extinguishers.
- .4 Maintain efficiency of kettles and equipment by frequent cleaning.
  - .1 Remove all carbonized bitumen.
- .5 Prior to start of work, demonstrate container capacities and spread rate of machines to Engineer.
- .6 Use only fiberglass roofing mops.
- .7 Used roofing mops must not be left unattended on roof and must be stored away from building and combustible materials.

1.7 TORCH AND HEAT  
WELDING

- .1 The Contractor will have a minimum of two (2) fire extinguishers handy each time torch welding mod membranes, heat welding single plies and / or using tiger torch to dry areas.
- .2 Only personnel with a minimum of five (5) years experience using a torch will be used to weld mod membranes and heat weld single ply membranes.

1.8 LIGHTNING ARRESTORS

- .1 Existing lightning arrestor systems must be maintained in working order at all times and permanently reinstalled after construction or repairs are carried out.

1.9 STORAGE AND  
HANDLING

- .1 Provide and maintain dry, off-ground weather-proof storage.
- .2 Store rolls of felt and membrane in upright position.
- .3 Remove only in quantities required for same day use.
- .4 Avoid throwing or dropping felts as impact may fracture materials.

1.10 SCAFFOLDING

- .1 All scaffolding must be in accordance with the provincial Workplace Health and Safety Regulations.

1.11 REPORTING  
IRREGULARITIES

- .1 During roof work, the Contractor must notify the Engineer of any irregularities other than work included on the requisition, such as structural defects, defective roof appurtenances, plugged roof drains, plugged roof drains, safety and fire hazards in work area.

PART 2 - PRODUCTS

2.1 COMPATIBILITY OF  
MATERIALS

- .1 Compatibility between components of system and adjacent materials is essential. Bituminous adhesives, felts, and surface coatings which are to be incorporated into the system must be compatible with each other and with the existing roofing systems.
- .2 The Contractor will be responsible for ensuring that all items he / she elects to use are compatible with each other.

PART 3 - EXECUTION

3.1 QUALITY OF WORK

- .1 Compliance:
  - .1 Comply with manufacturer's written recommendations, including product technical bulletins, handling, storage and installation instructions, and datasheets.
  - .2 Do examination, preparation and roofing work in accordance with Roofing Manufacturer's Specification Manual, CRCA Roofing Specification Manual, and Provincial Roofing Association Manual particularly for fire safety precautions, and to FM and ULC.

3.2 EXAMINATION OF ROOF  
DECKS

- .1 Verification of Conditions:
  - .1 Inspect with Engineer deck conditions including parapets, construction joints, roof drains, plumbing vents and ventilation outlets to determine readiness to proceed.
- .2 Evaluation and Assessment:
  - .1 Prior to beginning of work ensure:
    - .1 Substrates are firm, straight, smooth, dry, free of snow, ice or frost, and swept clean of dust and debris. Do not use calcium or salt for ice or snow removal.



3.2 EXAMINATION OF ROOF  
DECKS  
(Cont'd)

- .2 (Cont'd)
- .1 (Cont'd)
- .2 Curbs have been built.
- .3 Roof drains have been installed at proper elevations relative to finished roof surface.
- .4 Plywood and lumber nailer plates have been installed to deck, walls and parapets as indicated.
- .3 Do not install roofing materials during rain or snowfall.

3.3 PROTECTION OF  
IN-PLACE CONDITIONS

- .1 Contractor must conduct installation of roofing materials only when weather conditions and ambient temperatures are within manufacturers' prescribed limits.
- .2 Protect all materials from adverse weather.
- .3 Only undertake work that can be completed and / or weather sealed in same day.
- .4 Work may only be done in adverse weather with the use of suitable enclosures approved by Engineer.
- .5 Cover walls, walks, sloped roofs and adjacent work where materials hoisted or used.
- .6 Use warning signs and barriers. Maintain in good order until completion of work.
- .7 Clean off drips and smears of bituminous materia immediately.
- .8 Dispose of rain water off roof and away from face of building until roof drains or hoppers installed and connected.
- .9 Protect roof from traffic and damage. Comply with precautions deemed necessary by Engineer.
- .10 At end of each day's work or when stoppage occurs due to inclement weather, provide protection for completed work and material out of storage.
- .11 Metal connectors and decking will be treated with rust proofing or galvanization.

3.4 WARRANTY

- .1 For complete roof replacement work, the Contractor must provide a warranty period of one year which covers the installation and materials.
- .2 Replacement costs incurred by remedial work during the warranty period will come at no additional cost to DND.

3.5 CLEANING

- .1 Remove bituminous markings from finished surfaces.
- .2 In areas where finished surfaces are soiled caused by work of this section, consult manufacturer of surfaces for cleaning advice and complying with their instructions.
- .3 Repair or replace defaced or disfigured finishes caused by work of this section.



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

W010C-180116

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 CFB Halifax, RPOS(H)	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Work under this Supply Arrangement comprises the furnishing of all labour, materials, tools, equipment, transportation and supervision required to perform repairs and installations to various types of roofing systems on various buildings of CFS Debert and surrounding areas as per attached specification W010C-180116 dated 2017-07-12			
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? (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? Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input type="checkbox"/>		NATO / OTAN <input type="checkbox"/>	
Foreign / Étranger <input type="checkbox"/>			
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>		All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>			
Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>		Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>	
7. c) Level of Information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input type="checkbox"/>		NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input type="checkbox"/>		NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>		NATO SECRET NATO SECRET <input type="checkbox"/>	
SECRET SECRET <input type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>			
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
		PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
		PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
		CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	
		SECRET SECRET <input type="checkbox"/>	
		TOP SECRET TRÈS SECRET <input type="checkbox"/>	
		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	





Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

W010C-180116

Security Classification / Classification de sécurité

Unclassified

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

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

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

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

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

Document Number / Numéro du document :

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

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

- |   |   |   |  |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS<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 : Escort will be provided as required IAW site USS security protocols

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

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

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☒ No ☐ Yes  
Non Oui  
If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté? ☐ No ☐ Yes  
Non Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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



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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
				CONFIDENTIEL		TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL		COSMIC TRÈS SECRET	A	B	C	CONFIDENTIEL		TRÈS SECRET
Information / Assets Renseignements / Biens Production	<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).





Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat  
W010C-180116

Security Classification / Classification de sécurité  
Unclassified

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

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

Name (print) - Nom (en lettres moulées)

WO Denis Raymond

Title - Titre

CFB Halifax. RPOS(H) 2I/C contracts

Signature

WO DENIS RAYMOND  
RPOS(H) CONTRACTS  
216 722-4906

Telephone No. - N° de téléphone

902 722-4906

Facsimile No. - N° de télécopieur

902 722-1847

E-mail address - Adresse courriel

denis.raymond@forces.gc.ca

Date

AUG 29 2017

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

Name (print) - Nom (en lettres moulées)

Sasa Medjovic - DDSO - Industrial Security  
Senior Security Analyst

Title - Titre

Signature

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

Tel: 613-996-6286

E-mail address - Adresse courriel

E-mail: sasa.medjovic@forces.gc.ca

Date

2017-Aug 31

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

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

☒ Yes  
Oui

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

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

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

Name (print) - Nom (en lettres moulées)

Andree Francis

Title - Titre

Contract Security  
officer

Signature

Andree Francis

Telephone No. - N° de téléphone

613-957-9365

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

andree.francis@tpsgc-pwgsc.gc.ca

Date

15/09/2017