



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Public Works and Government Services Canada
ATB Place North Tower
10025 Jasper Ave./10025 ave. Jaspe
5th floor/5e étage
Edmonton
Alberta
T5J 1S6
Bid Fax: (780) 497-3510

Revision to a Request for a Standing Offer

Révision à une demande d'offre à commandes

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

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Offer remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'offre demeurent les mêmes.

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Public Works and Government Services Canada
ATB Place North Tower
10025 Jasper Ave./10025 ave Jasper
5th floor/5e étage
Edmonton
Alberta
T5J 1S6

Title - Sujet Electrical Services	
Solicitation No. - N° de l'invitation W6837-174233/A	Date 2017-12-12
Client Reference No. - N° de référence du client W6837-174233	Amendment No. - N° modif. 001
File No. - N° de dossier PWU-7-40143 (023)	CCC No./N° CCC - FMS No./N° VME
GETS Reference No. - N° de référence de SEAG PW-\$PWU-023-11272	
Date of Original Request for Standing Offer Date de la demande de l'offre à commandes originale	
2017-12-07	
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-01-09	
Time Zone Fuseau horaire Mountain Standard Time MST	
Address Enquiries to: - Adresser toutes questions à: Taylor (RPC), Ian	Buyer Id - Id de l'acheteur pwu023
Telephone No. - N° de téléphone (780) 566-9487 ()	FAX No. - N° de FAX (780) 497-3510
Delivery Required - Livraison exigée	
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	
Security - Sécurité This revision does not change the security requirements of the Offer. Cette révision ne change pas les besoins en matière de sécurité de la présente offre.	

Instructions: See Herein

Instructions: Voir aux présentes

Acknowledgement copy required Accusé de réception requis	Yes - Oui <input type="checkbox"/>	No - Non <input type="checkbox"/>
The Offeror hereby acknowledges this revision to its Offer. Le proposant constate, par la présente, cette révision à son offre.		
Signature	Date	
Name and title of person authorized to sign on behalf of offeror. (type or print) Nom et titre de la personne autorisée à signer au nom du proposant. (taper ou écrire en caractères d'imprimerie)		
For the Minister - Pour le Ministre		

SECURITY

Prior to issuance of a Standing Offer the successful firm must hold a valid organization security clearance as indicated in PART 6, item 1, and contained in the SRCL.

This notice is to advise ALL interested offerors that in order to be awarded a standing offer which contains a security requirement, all offerors MUST hold a valid Security Clearance granted or approved by PWGSC Canadian Industrial Security Directorate (CISD) at the level indicated in this solicitation document. Should the offeror not currently hold a valid Security Clearance or require the level to be upgraded, PWGSC will sponsor the offeror. Please submit your written request with the following information to Ian Taylor by facsimile 780-497-3510 or by e-mail to

Ian.Taylor@pwgsc-tpsgc.gc.ca.

- Legal Company Name
- Mailing address
- Surname and given name of contact person
- Telephone number of contact person
- Title of contact person
- Facsimile number
- E-mail address of contact person
- Procurement Business Number
- Preferred Language of correspondence
- Level of Security Required

Additional information on PWGSC security can be found on the following website:

<http://ssi-iss.tpsgc-pwgsc.gc.ca> or by dialing 1-866-368-4646 (Toll free).

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IMPORTANT NOTICE TO OFFERORS

SUPPORT THE USE OF APPRENTICES

The Government of Canada proposes to support the employment of apprentices in federal construction and maintenance projects. To support this initiative, a voluntary certification signaling the Bidder's commitment to hire and train apprentices is available on Appendix 2.

INTEGRITY PROVISIONS - OFFER

Changes have been made to the Integrity Provisions - Offer as of 2017-04-27 See 01, Integrity Provision – Offer, of 2006 Standard Instructions - Request for Standing Offers for more information.

PART 1 - GENERAL INFORMATION

1. Introduction

The Request for Standing Offers (RFSO) template 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, if applicable, and the basis of selection;

Part 5, Certifications: includes the certifications to be provided;

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

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

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

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

The Annexes include the Statement of Work, the Basis of Payment, Health & Safety, Usage Reports, Offer, SRCL, and any other annexes.

2. Summary

Work under this standing offer includes the provision of all labour, equipment, tools, material, transportation and supervision required to complete minor electrical projects and maintenance in various buildings as well as corrective and preventative maintenance to the Building Management Systems (BMS) on an "as required" basis for the Department of National Defence, Garrison Wainwright, Alberta.

It is anticipated that one firm will be issued a standing offer.

The standing offer will be issued for a term of three (3) years.

This procurement contains MANDATORY requirements. See Part 4 and 5 of the RFSO for details.

There is a security requirement associated with this requirement. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7A - Standing Offer. Offerors should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" document

(<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) on the Departmental Standard Procurement Documents Web site.

The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA).

3. Health & Safety Requirements

There are Health & Safety requirements associated with this requirement. See Annex C.

4. Debriefing

After issuance of a standing offer, offerors may request a debriefing on the results of the request for standing offers. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of notification that their offer was unsuccessful. The debriefing may be provided in writing, by telephone or in person. The debriefing will include an outline of the reasons the submission was not successful, making reference to the evaluation criteria. The confidentiality of information relating to other submissions will be protected.

5. Security Requirement

There is a security requirement 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.

PART 2 - STANDING OFFER - INSTRUCTIONS TO OFFERORS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers RFSO by title, number and date are set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada (PWGSC). The Manual is available on the PWGSC Web site: <http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the terms 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 sixty (60) days and **INSERT** ninety (90) days

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.

2.1 Revision of Offer:

An offer submitted in accordance with these instructions may be revised by letter or facsimile, provided that the revision is received at the office designated for the receipt of offers on or before the date and time set for the closing of the RFSO. The facsimile shall be on the offeror's letterhead or bear a signature that identifies the offeror.

A revision to the unit price schedule must clearly identify the change(s) in the unit price(s) and the specific item(s) to which each change applies.

A letter or facsimile submitted to confirm an earlier revision shall be clearly identified as a confirmation.

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

Facsimile number for receipt of revisions: **(780) 497-3510**

2.2 Firm Price and/or Rates:

The Offeror is required to submit firm prices, rates or both that will apply for the entire period of the Standing Offer.

2.3 Form: Offers not submitted on the prescribed Offer Form will not be considered.

2.4 Alterations: Any alteration to the pre-printed or pre-typed sections of the Offer Form, or any condition or qualification placed upon the offer may be cause for disqualification of the offer. Alterations, corrections, changes or erasures made to statements or figures entered on the Offer Form by the offeror shall be initialed by the person or persons signing the offer. Initials shall be original(s). Alterations, corrections, changes or erasures that are not initialed shall be deemed void and without effect.

2.5 Incomplete Offers: Incomplete offers may be rejected.

2.6 Taxes

The offeror is responsible for all applicable taxes.

Offerors are not to include any amounts for the Goods and Services Tax (GST) or Harmonized Sales Tax (HST), whichever is applicable. Any amount levied in respect of the GST/HST shall be billed as a separate item on invoices submitted by the contractor, and shall be paid in addition to the amount approved by Canada for work performed under any resulting Contract. The Contractor shall be required to remit the appropriate amount to the Canada Revenue Agency in accordance with the applicable legislation.

The Federal Government is exempt from the Quebec Sales Tax (QST). Offerors shall not include in their prices any amount that is intended to cover the QST on goods and services performed in the execution of the Work except for such amounts for which an Input Tax Refund is not available. The successful Offeror should make arrangements directly with the Province of Quebec to recover any QST paid by it in performing the Work under the resulting Contract.

2.7 Performance Evaluation

Offerors shall take note that the performance of the Contractor during and upon completion of the work shall be evaluated by Canada. The evaluation shall be based on the quality of workmanship; timeliness of completion of the work; project management, contract management and management of health and safety. Should the Contractor's performance be considered unsatisfactory, the Contractor's bidding privileges on future work may be suspended indefinitely.

An electronic version of the form PWGSC-TPSGC 2913, SELECT - Contractor Performance Evaluation Report Form, used to record the performance is available on the Public Works and Government Services Canada (PWGSC) Web site.

3. Enquiries - Request for Standing Offers

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

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

4. 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 the province of work.

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. General

- 1.1 Insert the hourly rate or unit price against each class of labour, plant, or item of specified material listed on the Unit Price Schedule of the Offer form. Insert the percentage mark-up for Unspecified Material, if any; mathematical extensions against all items including the Contractor's Mark-up on Unspecified Material if applicable, and Total Estimated Amount, GST/HST extra.
- 1.2 Submit the Offer, duly completed, to the office designated on page 1 of the RFSO in accordance with the Standard Instructions.
- 1.3 Sign and date the Offer in accordance with the RFSO.

2. Offer Preparation Instructions

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

- Section I: Annex E - Financial Offer (1 hard copy)
- Section II: Certifications (1 hard copy)

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

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

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

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

To assist Canada in reaching its objectives, offerors are encouraged to:

- 1) use paper containing fibre certified as originating from a sustainably-managed forest and/or 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: Financial Offer

Offerors must submit their financial offer in accordance with the Annex B, Basis of Payment. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

Section II: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

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.

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

a) MANDATORY REQUIREMENTS - Required as part of the Offer

- i) Pursuant to the General Instructions, submission of Request for Standing Offer (RFSO), offers must be submitted to the office designated for the receipt of offers, and must be received on or before the date and time set for solicitation closing shown on page 1 of the RFSO. A rate must be entered for each item listed in the unit price schedule of the offer.

b) MANDATORY REQUIREMENTS - Precedent to issuance of a Standing Offer

- i) Health & Safety Requirements
- ii) Code of Conduct Certifications (*see Part 5 - Certifications*)
- iii) Proof of Insurance - *upon request*
- iv) Former Public Servant – Competitive Requirements
- v) Security Requirements

1.2. Financial Evaluation

1.2.1 Price Schedule - A rate must be entered for each item.

1.2.2 Offers retained pursuant to Part 4, will be evaluated on the basis of the total estimated amount quoted, GST/HST extra. It is anticipated that one standing offer will be issued to the lowest compliant offeror.

2. Basis of Selection

2.1 Basis of Selection - Lowest Evaluated Price

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

3. Ranking

3.1 Only 1 firm will be issued a standing offer.

3.2 The firm submitting the lowest price compliant submission will be issued a Standing Offer.

PART 5 - CERTIFICATIONS

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

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default in carrying out any of its obligations under any resulting contracts, if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly 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 may render the Offer non-responsive, may result in the setting aside of the Standing Offer or constitute a default under the Contract.

1. Mandatory Certifications Required Precedent to Issuance of a Standing Offer

1.1 Code of Conduct and Certifications - Related documentation

By submitting an offer, the Offeror certifies, for itself and its affiliates, to be in compliance with the Code of Conduct and Certifications clause of the 2006 (2017-04-27) Standard Instructions. The related documentation therein required will help Canada in confirming that the certifications are true.

2. Additional Certifications Precedent to Issuance of a Standing Offer

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

2.1 Health & Safety Requirements - per attached Annex C.

2.2 Insurance, (Annex F - Insurance Certificate)

2.3 Former Public Servant – Competitive Requirements M3025T (2014-11-27)

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 Reduction Program

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of a work force reduction program?

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 reduction 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 the Goods and Services Tax or Harmonized Sales Tax.

2.4 Security Requirement - per article 1 of Part 6.

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

1. Security Requirement

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 site(s) must meet the security requirement 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, bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders"
<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31> document on the Departmental Standard Procurement Documents Web site.

2. Financial Capability

Financial Statements: In order to confirm an offeror's financial capability to perform the Contract, the Standing Offer Authority may during the RFSO evaluation phase, request from that offeror current financial information. The requested financial information may include, but is not limited to, an offeror's most recent audited financial statements or financial statements certified by an offeror's chief financial officer. The information provided will be considered in the offer evaluation and selection process. If an offer is found to be non-responsive on the basis that an offeror is considered financially incapable of performing the Work, that offeror will receive a written notification from the Standing Offer Authority.

Should an offeror provide the requested information to Canada in confidence while indicating that the disclosed information is confidential, Canada will treat the information in a confidential manner in accordance with the Access to Information Act, R.S. 1985, c.A-1.

3. Insurance Terms

The Offeror must provide a certificate 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 SACC Manual clause R2900D GC10 – Insurance.

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.

Certificate of Insurance attached at Annex F.

1) Insurance Contracts

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

2) Period of Insurance

- (a) The policies required in the Certificate of Insurance must be in force from the date of contract award and be maintained throughout the duration of the Contract.

3) Proof of Insurance

- (a) Before commencement of the Work the Contractor must deposit with Canada a Certificate of Insurance on the form attached herein.
- (b) Upon request by Canada, the Contractor must provide originals or certified true copies of all contracts of insurance maintained by the Contractor pursuant to the Certificate of Insurance.

4) Insurance Proceeds

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

5) Deductible

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

PART 7 - CLAUSES & CONDITIONS

PART 7(A) - STANDING OFFER

1. Offer - attached at Annex E

- .1 General Provisions
- .2 Financial Terms
- .3 Prices

2. Security Requirement

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 G;
 - b. Industrial Security Manual (Latest Edition).

For additional information on security requirements, proponents should consult the Industrial Security web site at: <http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>.

3. Standard Clauses and Conditions

- 1) .1 General Conditions - Standing Offer, 2005 (2017-06-21)
- 2) The documents identified by title, number and date in paragraph 1) are incorporated by reference and are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Web site: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R>

4. Term of Standing Offer

4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from date of issue to "to be determined".

The standing offer will be issued for a term of three (3) years.

5. Authorities

5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: *see front page of Standing Offer for details*
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Real Property Contracting

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, they are responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

5.2 Project Authority

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

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

6. Identified users

The Identified User authorized to make call-ups against the Standing Offer is: Department of National Defence (DND), CFB/ASU Wainwright, Alberta.

7. Call-up Procedures

1. Best Standing Offer: the offer that provides best value (lowest prices) will be retained.

The Project Authority will establish the scope of work to be performed by the successful firm and negotiate the level of effort required to perform the work based on the hourly rates contained in the Standing Offer.

2. Estimates

Where an estimate of the cost of performing specific work is required, the Identified User will provide the Offeror with a statement of the work required and the Offeror must provide the Identified User with an estimate of the cost of performing the specified work in accordance with the pricing provision of the Standing Offer. The Offeror must not undertake any of the specified work unless and until a call-up is issued by the Identified User. The estimated cost stated in the call-up must not be exceeded without the specific written authorization of the Identified User.

9. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$60,000.00 (Goods and Services Tax or Harmonized Sales Tax included).

10. Priority Documents

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

- a) the call up against the Standing Offer, including any annexes and any amendments;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2017-06-21), General Conditions - Standing Offers - Goods or Services
- d) any amendment or variation in the Standing Offer that is made in accordance with the terms and conditions of the Standing Offer;
- e) the general conditions dated and listed in Part 7B, Resulting Contract Clauses;
- f) the Supplemental general conditions;
- g) Annexes:
 - Annex A, Statement of Work / Specifications, and any amendment to the solicitation document incorporated in the Standing Offer before the date of the Standing Offer;
 - Annex B, Basis of Payment;
 - Annex C, Health & Safety Requirements – Alberta;
 - Annex D, Periodic Usage Report Form; and
 - Annex F, Insurance
 - Annex G; Security Requirement Check List (SRCL)
 - Annex H; Voluntary Report for Apprentices Employed During the Contract.
- h) the Offeror's offer Annex E, dated _____ (insert date of offer);

11. Certifications

11.1 Compliance

Compliance with the certifications provided by the Offeror is a condition of authorization of the Standing Offer and subject to verification by Canada during the term of the Standing Offer and of any resulting contract that would continue beyond the period of the Standing Offer. In the event that the Offeror does not comply with any certification or it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

12. 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 the province of work.

13. Proactive Disclosure of Contracts with Former Public Servants A3025C (2013-03-21)

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.

PART 7 (B) - RESULTING CONTRACT CLAUSES

- 1) The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer:
 - (a) Statement of Work - The Contractor must perform the Work described in the call-up against the Standing Offer;
 - (b) General Conditions:
 - (i) GC1 General Provisions R2810D (2017-11-28);
 - (ii) GC2 Administration of the Contract R2820D (2016-01-28);
 - (iii) GC3 Execution and Control of the Work R2830D (2017-11-28);
 - (iv) GC4 Protective Measures R2840D (2008-05-12);
 - (v) GC5 Terms of Payment R2550D (2016-01-28);
 - (vi) GC6 Delays and Changes in the Work R2865D (2016-01-28);
 - (vii) GC7 Default, Suspension or Termination of Contract R2870D (2008-05-12);
 - (viii) GC8 Dispute Resolution R2884D (2016-01-28);
 - (ix) GC10 Insurance R2900D (2008-05-12);
 - (c) Supplementary Conditions, if any;
 - (d) Allowable Costs for Contract Changes Under GC6.4.1 R2950D (2015-02-25);
 - (e) Any amendment issued or any allowable bid revision received before the date and time set for solicitation closing;
 - (f) Any amendment incorporated by mutual agreement between Canada and the Contractor before acceptance of the bid; and
 - (g) Any amendment or variation of the contract documents that is made in accordance with the General Conditions.
- 2) The documents identified by title, number and date in paragraph 1) are incorporated by reference and are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Website: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R>
- 3) The language of the contract documents shall be the language of the Bid and Acceptance Form submitted.
- 4) A contract is formed between Canada and the Offeror only when a Call-up duly signed is issued by the Departmental Representative and accepted by the Offeror*. The Offeror shall then be referred to as "the Contractor" and the Contract includes the Offer, the Specifications referred to in the Unit Price Schedule, the General Conditions, and the Call-up .
- 5) Interpretation

"Accepted by the Offeror" * means that the Offeror has agreed to, and commenced performance of the work.

"Minister" includes a person acting for the Minister, the Minister's successor in office, their lawful deputy and their representatives appointed for the purpose of the Standing Offer.

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

"Superintendent" or "Supervisor" means the employee or representative of the Contractor designated by the Contractor to act as Superintendent;

"Unit Price Table" means the table of prices per unit set out in the Offer; and

"Work" means, subject only to any express stipulation in the Contract to the contrary, everything that is necessary to be done, furnished or delivered by the Contractor to perform the Contract in accordance with the work as described in each Call-up, and in the technical specifications or statement of work.

SUPPLEMENTAL CONDITIONS

SC01 INSERT the following supplementary conditions in the resulting General Conditions:

1.1. T1204 - Direct Request by Customer Department

- 1.1.1 Pursuant to paragraph 221 (1)(d) of the Income Tax Act, R.S. 1985, c.1 (5th Supp.), payments made by departments and agencies to contractors under applicable services contracts (including contracts involving a mix of goods and services) must be reported on a T1204 Government Service Contract Payments slip.
- 1.1.2 To enable departments and agencies to comply with this requirement, the Contractor must provide Canada, upon request, its business number or Social Insurance Number, as applicable. (These requests may take the form of a general call-letter to contractors, in writing or by telephone).

1.2. Periodic Reports

- 1.2.1 The Offeror shall provide to the Standing Offer Authority biannual reports on usage of the Standing Offer, showing the number and total value of call-ups by each consignee. Reports shall be submitted in the format shown on the attached Annex D "Periodic Usage Report Form" and forwarded to the Standing Offer Authority no later than fifteen (15) days after the designated reporting period.
- 1.2.2 The Offeror understands that failure to comply may result in the setting aside of the Standing Offer.

SC02 TERM OF CONTRACT

2.1 Period of the Contract

The Work must be completed in accordance with the call-up against the Standing Offer.

SC03 PAYMENT

3.1 CHANGES TO GC5 R2550D - TERMS OF PAYMENT

DELETE GC5.4, GC5.5, and GC5.6 and **INSERT** the following:

GC5.4 Payment

.1 Terms of Payment

1. Where the duration of the work identified in a call-up is greater than 30 days, the Contractor may submit monthly progress claims, and shall be entitled to receive progress payments at monthly or other agreed intervals. Subject to verification by the Departmental Representative, payment of the Contractor's invoice for work satisfactorily completed shall be made not later than 30 days after receipt thereof. The due date shall be the 30th day following receipt of a properly submitted invoice.
2. The Contractor shall submit a separate invoice for each Call-up to the Departmental Representative in accordance with any invoicing instructions set out herein. The properly submitted invoice shall be delivered to the Departmental Representative in the agreed format with sufficient detail, information, and backup to permit verification.

The Contractor's invoice shall show the following, as separate items:

- (a) the amount of the progress payment being claimed for Work satisfactorily performed excluding GST/HST;
- (b) the amount for any tax calculated (GST/HST) in accordance with the applicable federal tax legislation; and
- (c) the total amount which shall be the sum of the amounts referred to in (a) and (b) above.

3. The amount of the tax shown on the invoice shall be paid by Canada to the Contractor in addition to the amount of the progress payment for Work satisfactorily performed.
4. If, within 15 days of receipt of the invoice, additional information is requested by the Departmental Representative for the purpose of verification, the 30 day payment period shall commence upon receipt of the requested information. Payment shall be made prior to or on the thirtieth (30) day after receipt of the corrected invoice or the required information.
 - .1 Any monthly progress payment made to the Contractor may be subject to a 10% holdback which shall be released to the Contractor with the final payment unless the amount held back is required by Canada to remedy any defect in the Contractor's work.
 - .2 Where the duration of the Work identified in a call-up is equal to or less than thirty (30) days, the Contractor may receive a single payment as full consideration for the Work performed.
5. Upon completion of the Work in the progress claim, the Contractor maybe requested to provide a completed and signed statutory declaration containing a declaration that, up to the date of the progress claim, the Contractor has complied with all lawful obligations with respect to the Labour Conditions and that, in respect of the Work, all lawful obligations of the Contractor to its Subcontractors and Suppliers, referred to collectively in the declaration as "subcontractors and suppliers", have been fully discharged before any further payment is made.
6. Upon written notice by a Sub-Contractor, with whom the Contractor has a direct contract, of an alleged non payment to the Sub-Contractor, the Departmental Representative may provide the Sub-Contractor with a copy of the latest approved progress payment made to the Contractor for the Work.
7. Upon the satisfactory completion of all Work, the amount due, less any payments already made, shall be paid to the Contractor not later than thirty (30) days after receipt of a properly submitted invoice, and upon request, with a Statutory Declaration in accordance with paragraph 5 above.

3.2 Basis of Payment - see Annex B

3.3 Limitation of Price

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

3.4 Supplemental Invoicing Instructions

- .1 Invoices
 - .1 All invoices submitted for payment shall show:
 - .1 Construction Engineering Work Order Number,
 - .2 Construction Engineering File Number,
 - .3 Requisition Number, DSS 942 (Requisition on Contract),
 - .4 Public Works and Government Services Canada (PWGSC) Standing Offer Number, and
 - .5 same address as on PWGSC contract.
 - .2 Invoices are to include a breakdown as follows:
 - .1 Hourly rate per the Offer and hours of work for each tradesperson.
 - .2 An itemized list of materials used, by cost, shall be shown on all invoices submitted for payment.
 - .3 Extended total.
 - .4 Good and Services Tax (GST/HST) shall be shown as a separate item.
 - .5 Where subcontracting is involved a copy of subcontractor's invoice shall accompany the invoice against the requisition.
 - .6 Where discount or markup is applicable, indicate separately.
 - .3 Invoices submitted for payment against this contract that are not properly identified will be returned to the Contractor for proper annotation before certification for payment is made.

ANNEXES

Annex A	Statement of Work
Annex B	Basis of Payment
Annex C	Health & Safety Requirements
Annex D	Periodic Usage Report Form
Annex E	Offer
	Appendix 1 – Integrity Provisions
	Appendix 2 - Voluntary Certification to Support the Use of Apprentices
Annex F	Insurance Certificate
Annex G	Security Requirements Checklist
Annex H	Voluntary Reports for Apprentices Employed During the Contract

Solicitation No. - N° de l'invitation
W6837-174233/A
Client Ref. No. - N° de réf. du client
W6837-174233

Amd. No. - N° de la modif.
File No. - N° du dossier
PWU-7-40143

Buyer ID - Id de l'acheteur
PWU023
CCC No./N° CCC - FMS No./N° VME

ANNEX A

STATEMENT OF WORK

REFER TO ATTACHED DOCUMENT



**Real Property Operations Unit
RPOU (W) Det Wx
ELECTRICAL SERVICES
STATEMENT OF WORK**

**LOCATION: 3DSG Det Wainwright, AB
DATE: 30 Jan 17**

Electrical Services
SOW
Index to Specifications

Section No.	Title	Pages
	Division 01- General Requirements	
01	General Instructions	3
02	Summary of Work	3
03	Submittals	4
04	DND Fire Safety Requirements	5
05	Environmental Protection	2
06	Temporary Facilities	2
07	Temporary Barriers and Enclosures	1
08	Material and Equipment	2
09	Safety Requirements	4
10	Cleaning	2
11	Closeout Submittals	2

1. WORK REQUIREMENTS

.1 Required Documents

- .1 The Contractor should submit a cost breakdown of the required work for each call-up under this Standing Offer Agreement (SOA).
- .2 Maintain at the job site, one copy each of the following:
 - .1 Signed Commitment of Services for each call-up
 - .2 Copy of approved schedule for each call-up
 - .3 Any drawings issued with the call-up
 - .4 Specifications
 - .5 Addenda

.2 Work Execution

- .1 Work Preparation
 - .1 The Contractor should assess the work required in the call-up and proceed to carry out the work in a logical and efficient manner.
 - .2 The Contractor should coordinate work plan with DND Contract Officer / Inspector.
- .2 Existing Services
 - .1 Protect and maintain all existing services unless otherwise noted.
 - .2 Report any damage to services immediately to the DND Contract Officer / Inspector.
- .3 Documents Records
 - .1 The Contractor should record accurately, deviations from contract documents if used for the call-up. Record changes in red and mark one set of prints during work. At completion of project and prior to final inspection, neatly transfer markings to second print set and submit both sets to DND Contract Officer / Inspector.

.3 Acceptance Criteria

- .1 Upon completion of all work, the Contractor should provide a task completion report or check list. DND Contract Officer / Inspector should inspect all work carried out by the contractor against all deliverables listed in the call-up and other contract documents. Satisfactory acceptance of the completion task list will acknowledge acceptance of all project deliverables. The DND Contract Officer / Inspector will then proceed to close-out the call up.

2. OPERATIONAL REQUIREMENTS

- .1 Co-ordinate all tests with the DND Contract Officer / Inspector. Schedule tests so as not to unduly disrupt the operations of the workplace.
- .2 Ensure all safety requirements of the area are strictly adhered to.

3. WORK SCHEDULE(S)

- .1 Submit to the DND Contract Officer / Inspector a schedule for each call-up, identifying all required tasks.
- .2 Normal hours of work at CFB/ASU Wainwright are from 0800-1600, weekdays. Any work outside of these times must be requested or approved by the DND Contract Officer / Inspector.

4. CONTRACTOR'S USE OF SITE

- .1 Contractor should comply with Garrison regulations. Movement around the site is subject to the following restrictions:
 - .1 All posted signs to be strictly adhered to.
 - .2 Parking of Contractor's vehicles on the Base to be as authorized by the DND Contract Officer / Inspector.
 - .3 Contractor's vehicles and equipment may be subject to search due to heightened security.
- .2 Contractor to schedule and perform work to minimize interference with DND operations. The Contractor shall consult with the DND Contract Officer / Inspector to coordinate the work with any DND operations scheduled.
- .3 Use of site is limited to following areas for work and storage:
 - .1 Storage areas will only be authorized by the DND Contract Officer / Inspector.
- .4 Do not unreasonably encumber site with materials or equipment.

5. ADDITIONAL DRAWINGS / DOCUMENTS

- .1 DND Contract Officer / Inspector may provide additional drawings and/or documents to assist proper execution of work. These drawings and/or documents will be issued for clarification only.

6. CODES AND STANDARDS

- .1 Must meet the requirements of contract documents and applicable to the latest standards, codes and referenced documents, as revised to date of this specifications document.
- .2 Perform work in accordance with National Building Code of Canada (NBC), Canadian Electrical Code Part I, other relevant Canadian and Provincial Standards and statutory regulations. Observe and enforces Worker's Compensations Board Rules and Regulations as well as all regulations of the National Fire Prevention Code.
- .3 In the case of conflict or discrepancy, the more stringent requirements shall apply.
- .4 Materials and workmanship must conform to or exceed applicable standards of National Building Code, Canadian Standards Association (CSA), American Society for Testing and Materials (ASTM) and other referenced organizations.

7. CONSTRUCTION SAFETY MEASURES

- .1 Observe all construction safety measures of the National Building Code and Alberta Occupational Health and Safety. In any case of conflict or discrepancy, the more stringent requirements shall apply.

8. COORDINATION

- .1 Contractor to be responsible for the satisfactory completion of the entire Call-up and shall be responsible for the coordination of work by all sub-contractors if required. Contractor shall track time on site of all project personnel.

9. CLEANING

- .1 Maintain Work areas in tidy condition, free from accumulation of waste and debris. Comply with local ordinances and anti-pollution laws.
 - .2 Remove all construction debris and unsuitable material from site and properly dispose of such
-

material.

- .3 Provide on-site containers for collection of waste materials and debris, when and where required.
- .4 When Work is complete, broom-clean the immediate area and leave area in clean and tidy condition.

10. BASE ACCESS / CONTRACTOR ESCORTS

- .1 All Contractors, Sub-Contractors, Suppliers and project personnel need to have a SRCL approved before any work can start and may be required to be escorted while performing job activities in restricted areas. The Contractor will not have unescorted access to any restricted areas, controlled goods or protected documents. Escorts will be provided by the Crown, at no cost to the Contractor.
- .2 When escorts are required, the contractor will coordinate scheduling with the DND Contract Officer / Inspector to ensure escort availability. Failure to provide an updated construction schedule in accordance with the contract documents, or within a reasonable timeframe as requested by the DND Contract Officer / Inspector or Commissionaires, may affect the Crown's ability to provide escorts and impact the Contractor's ability to perform the work. Any delays and/or impacts to the overall construction schedule as a result of this will not be borne by Canada.

END OF SECTION

1. GENERAL DESCRIPTION

- .1 Work under this Standing Offer Agreement (SOA) covers the supply of all labor, equipment, transportation, materials, and supervision required to complete minor electrical projects and maintenance in various buildings as well as corrective and preventative maintenance to the Building Management Systems (BMS) on an "as required" requested basis for the Department of National Defence, Garrison Wainwright, Alberta.

2. SCOPE

- .1 The services under this contract will be conducted under specific call-ups, including but not limited to the following systems:
 - .1 Minor Electrical
 - .1 Includes but is not limited to:
 - 1. Installation and removal of circuits;
 - 2. Repairs and modifications to new and old electrical wiring; and
 - 3. Troubleshooting.
 - .2 High Voltage/Overhead Work:
 - 1. Resetting or replacing line fuses;
 - 2. Line repair above and below ground;
 - 3. Pole replacement; and
 - 4. Transformer replacement.
 - .2 Building Management System (BMS). A control and monitoring system incorporating a controller device, programmable, to give the ability of diagnosis, commands, fault diagnosis, calibration, interface of transmitters, transducers and control and interface of software. With the ability of signal identification, fully commented source listing of applicable driver/handler devices, co-ordination of hardware and software functionality, data link with printable message format and on-screen graphic display of systems. Provides control and monitoring of devices such as, but not limited to; boiler/heating systems, exhaust and fresh air fans, valves, dampers, flow measuring stations, air compressors, pilot sensors, refrigeration systems, alarm and detector devices, water systems, energy optimization programs etc.
 - .1 These call-ups incorporate general services which include but are not limited to the following:
 - 1. Inspections and preventative maintenance on BMS;
 - 2. Repairs and modifications to BMS controller devices;
 - 3. Repairs, replacement of electrical actuators, solenoids and other control devices;
 - 4. Repair, replacement and upgrade of software with required programming;
 - 5. Verification and testing of I/O functions;
 - 6. Troubleshoot and repair of miscellaneous electric equipment.
 - .2 Automatic Controls
 - 1. There are 18 Buildings using Automatic Controls Systems;
 - 2. Programming must be conducted by approved Automatic Controls personnel;
 - 3. Equipment must comply to Automatic Controls approved systems;
 - .3 Johnson Controls
 - 1. There are 3 Buildings using Johnson Controls Systems;
 - 2. Programming must be conducted by approved Johnson Controls personnel;
 - 3. Equipment must comply to Johnson Controls approved systems;
 - .4 Seimens Controls
 - 1. There are 5 Buildings using Seimens Controls Systems;
 - 2. Programming must be conducted by approved Seimens Controls personnel;

3. Equipment must comply to Seimens Controls approved systems;

3. TECHNICIAN'S QUALIFICATIONS

- .1 All electrical work is to be carried out by qualified, licensed electricians who hold valid journeyman electrical license or apprentices, certified in the province of Alberta or with an interprovincial red seal, as per the conditions of the Provincial Act. Apprentices must work only in the continual presence of a licensed journeyman.
- .2 For Automatic Controls, Johnson Controls and Seimens Controls, the technician performing this work must hold a valid journeyman controls certificate and be an experienced and certified "building controls technologist" using Automatic Controls, Johnson Controls and Seimens Controls approved components and equipment, respectively.

4. CONTRACTOR'S RESPONSIBILITIES

.1 Call-ups

- .1 The Contractor should respond to an authorized request by the DND Contract Officer / Inspector within eight (8) hours of a call up, in addition, the actual work will be performed within forty-eight (48) Hours or within a time frame mutually agreed to by both parties and as stated on the authorization form.
- .2 In the case of an emergency situation, the Contractor shall reply to an authorized request from the DND Contract Officer / Inspector within four (4) hours and work will commence immediately thereafter.
- .3 The Contractor shall submit a site specific safety plan to DND Contract Officer / Inspector for each call-up and prior to starting work.

.2 Estimates, Provision of:

Where an estimate of the cost of performing specific work is required, the DND Contract Officer / Inspector will provide the Contractor with a statement of the work (SOW) required and the contractor shall provide the DND Contract Officer / Inspector with an estimate of the cost of performing the specified work in accordance with the pricing provision of the contract. This estimate will be provided in a timely manner, with a maximum time of seven (7) working days. The Contractor must not undertake any of the specified work unless and until the estimate has been approved and an authorized request has been issued by the DND Contract Officer / Inspector, to proceed with the work. The estimated cost shall not be exceeded without the specific written authorization of the DND Contract Officer / Inspector.

If the Sub-Contractor is used for the same services outlined in the SO, they need to comply with the same rates in the SO.

.3 Manufacturer's Instructions

It shall be the Contractor's responsibility to follow the manufacturer's instructions for application or installation of all materials or products.

.4 Reporting Deterioration or Damage

Any damage or deterioration discovered during the contract, but not included in the scope of work, shall be reported to the DND Contract Officer / Inspector.

.5 Permits and Licenses

It shall be the Contractor's responsibility where applicable and required to obtain and abide by the Provincial permits and licenses, and to ensure all instructions on the permits are understood and carried out accordingly. Ensure all other applicable licenses and permits are obtained.

5. QUALITY CONTROL

.1 Inspection Of Work

The Contractor shall allow sufficient time to notify the DND Contract Officer / Inspector and have the work inspected.

.2 Testing

- .1 Testing requirements will be stated in the scope of work of each call-up;
- .2 Conduct all tests in the presence of DND Contract Officer / Inspector;
- .3 Provide instruments, meters, equipment, and personnel required to conduct tests during and at conclusion of work;
- .4 Where applicable, obtain report from manufacturer verifying compliance of work, in handling, installing, applying, protecting and cleaning of product.

6. TEMPORARY SERVICES

- 1 Temporary electric power may be supplied free of charge at existing points of delivery subject to the discretion and approval of DND Contract Officer / Inspector.

7. SALVAGED MATERIALS

- .1 All salvaged or scrap materials shall become the property of the Contractor unless otherwise specified by the DND Contract Officer / Inspector.

END OF SECTION

1. GENERAL

- .1 Submit to DND Contract Officer / Inspector submittals for review. Submit with reasonable promptness and in orderly sequence so as to not cause delay in Work. Failure to submit in ample time is not considered sufficient reason for an extension of Contract Time and no claim for extension by reason of such default will be allowed.
- .2 Work affected by submittal shall not proceed until review is complete.
- .3 Present shop drawings, product data, etc. in SI Metric units. Exception is given to anchor bolt diameters.
- .4 Where items or information is not produced in SI Metric units, converted values are acceptable.
- .5 Contractor to review submittals prior to submission to DND Contract Officer / Inspector. This review must verify that all necessary requirements have been determined and that each submittal has been checked and coordinated with requirements of the Work and Contract Documents. Submittals not stamped, signed, dated and identified as to specific project will be returned without being examined and shall be considered rejected.
- .6 Notify DND Contract Officer / Inspector, in writing at time of submission, of any deviations from requirements of Contract Documents and stating reasons for such deviations.
- .7 Verify field measurements and impact on affected adjacent Work.
- .8 Contractor's responsibility for errors and omissions in submission is not relieved by DND Contract Officer / Inspector review of submittals.
- .9 Contractor's responsibility for deviations in submission from requirements of Contract Documents is not relieved by DND Contract Officer / Inspector review.
- .10 Keep one reviewed copy of each submission on site.

2. SHOP DRAWINGS

- .1 The term "shop drawings" means drawings, diagrams, illustrations, schedules, performance charts, brochures and other data which are to be provided by Contractor to illustrate details of a portion of Work.
- .2 Indicate materials, methods of construction and attachment or anchorage, erection diagrams, connections, explanatory notes and other information necessary for completion of Work. Where articles or equipment attach or connect to other articles or equipment, indicate that such items have been coordinated, regardless of Section under which adjacent items will be supplied and installed. Indicate cross references to design drawings and specifications.
- .3 Allow 10 working days for DND Contract Officer / Inspector review of each submission.
- .4 Adjustments made on shop drawings by DND Contract Officer / Inspector is not intended to change Contract Price. If adjustments affect value of Work, notify in writing to DND Contract Officer / Inspector prior to proceeding with Work.

Electrical Services
Submittal

- .5 Make amendments to shop drawings as DND Contract Officer / Inspector may require, consistent with Contract Documents. When resubmitting, notify DND Contract Officer / Inspector in writing of any revisions other than those requested.
- .6 Accompany submissions with transmittal letter, containing:
 - .1 Date;
 - .2 Project title and number;
 - .3 Contractor's name and address;
 - .4 Identification and quantity of each shop drawing, product data and sample;
 - .5 Other pertinent data.
- .7 Submissions shall include:
 - .1 Date and revision dates;
 - .2 Project title and number;
 - .3 Contractor's stamp, signed by Contractor's authorized representative certifying approval of submissions, verification of field measurements and compliance with Contract Documents;
 - .5 Details of appropriate portions of Work as applicable:
 - .1 Fabrication;
 - .2 Layout, showing dimensions, including identified field dimensions, and clearances;
 - .3 Setting or erection details;
 - .4 Standards;
 - .5 Relationship to adjacent work.
- .8 Submit 3 prints of shop drawings or 1 electronic copy for each requirement requested in specification and as DND Contract Officer / Inspector may reasonably request.
- .9 Supplement standard information to provide details applicable to project.
- .10 If upon review by DND Contract Officer / Inspector, no errors or omissions are discovered or if only minor corrections are made, copies will be returned and fabrication and installation of Work may proceed. If shop drawings are rejected, drawings will be returned noted as such and resubmission of corrected shop drawings, through same procedure indicated above, must be performed before fabrication and installation of Work may proceed.

- .11 The review of shop drawings by the DND Contract Officer / Inspector is for sole purpose of ascertaining conformance with general design intent. This review shall not mean that the DND Contract Officer / Inspector approves detail design inherent in shop drawings, responsibility for which shall remain with Contractor submitting same, and such review shall not relieve Contractor of responsibility for errors or omissions in shop drawings or of responsibility for meeting all requirements of construction and Contract Documents. Without restricting generality of foregoing, Contractor is responsible for dimensions to be confirmed and correlated at job site, for information that pertains solely to fabrication processes or to techniques of construction and installation and for co-ordination of Work of all sub-trades.

END OF SECTION

General
DND Fire Safety

Part 1 General

1.1 CONSTRUCTION FIRE SAFETY

- .1 The Contractor shall provide construction fire safety in accordance with the National Fire Code of Canada, Canadian Forces Fire Marshall (CFFM) and Fire Marshall Directive (FMD 4006)

1.2 FIRE DEPARTMENT BRIEFING

- .1 DND Contracts Officer/Inspector will co-ordinate arrangements for Pre-Commencement Meeting before any work commences. Contractors will be briefed on Fire Safety by the Fire Hall or his designated representative before work starts.

1.3 REPORTING FIRES

- .1 The Contractor shall inform the DND Contracts Officer/Inspector and Fire Hall of all fire incidents at the construction site, regardless of size.
- .2 Know location of nearest fire alarm pull station and telephone, including emergency phone number.
- .3 Report immediately fire incidents to Fire Department as follows:
 - .1 Activate nearest fire alarm pull station.
 - .2 Telephone 911 or Base Fire hall Ext# 3333
- .4 Person activating fire alarm pull station will remain at the front entrance to direct Fire Department to scene of fire.
- .5 When reporting fire by telephone, give location of fire, name or number of building and be prepared to verify location.

1.4 FIRE SAFETY PLAN

- .1 Submit a fire safety plan prior to commencement of work. The fire safety plan shall conform to the Canadian Forces Fire Marshall (CFFM) and Fire Marshall Directive (FMD 4006)
- .2 The fire safety plan shall be submitted to the DND Contracts Officer/Inspector for review by local fire department. Any comments by local fire department shall be implemented by the Contractor.
- .3 The fire safety plan shall be limited to the area of construction only. Contractor is not responsible for amending fire safety plans in existing buildings.

1.5 INTERIOR AND EXTERIOR FIRE PROTECTION AND ALARM SYSTEMS

- .1 Fire protection and alarm system will not be:
 - .1 Obstructed.
 - .2 Shut-off.
 - .3 Left inactive at end of working day or shift without prior written authorization from the Fire Hall.
- .2 Do not use Fire hydrants, standpipes or hose systems for other than fire-fighting purposes unless authorized by the Fire Hall.

1.6 FIRE PROTECTION SYSTEM IMPAIRMENT

- .1 Notify the DND Contracts Officer/Inspector and the Fire Hall 48 hours prior to Working on any active fire protection system, including water supply, fire suppression, fire detection and life safety systems.
- .2 Where a fire protection system that provides fire alarm monitoring is impaired in an existing building, a fire watch may be required at the discretion of the Fire Hall.
- .3 Implement all fire protection system impairments in accordance with the Canadian Forces Fire Marshall (CFFM) and Fire Marshall Directive (FMD 4006). Fire Orders will be provided at the Pre-Commencement Meeting.

1.7 FIRE EXTINGUISHERS

- .1 In addition to other requirements of this specification, supply fire extinguishers, as scaled by the Fire Hall, necessary to protect work in progress and contractor's physical plant on site.

1.8 ACCESS FOR FIRE FIGHTING

- .1 Access for firefighting shall be provided in accordance with the Canadian Forces Fire Marshall (CFFM) and Fire Marshall Directive (FMD 4006)
- .2 Advise the Fire Hall of work that would impede fire apparatus response. This includes violation of minimum horizontal and overhead clearance, as prescribed by the Fire Hall, erecting of barricades and digging of trenches.
- .3 Minimum horizontal clearance: clear width of not less than 5m, or as defined by the Fire Hall.
- .4 Minimum vertical clearance: overhead height of not less than 6m, or as defined by the Fire Hall.

1.9 SMOKING PRECAUTIONS

- .1 Smoking is prohibited in all buildings. Observe posted smoking restrictions near existing buildings.

1.10 RUBBISH AND WASTE MATERIALS

- .1 Keep rubbish and waste materials at minimum quantities.
- .2 Burning of rubbish is prohibited.
- .3 Remove rubbish from work site at end of work day or shift or as directed.
- .4 Storage:
 - .1 Store oily waste in approved receptacles to ensure maximum cleanliness and safety.
 - .2 Deposit greasy or oily rags and materials subject to spontaneous combustion in approved receptacles and remove as specified.

1.11 FLAMMABLE AND COMBUSTIBLE LIQUIDS

- .1 Handle, store and use of flammable and combustible liquids in accordance with the National Fire Code of Canada.
- .2 Keep flammable and combustible liquids such as gasoline, kerosene and naphtha for ready use in quantities not exceeding 45 litres provided they are stored in approved safety cans bearing Underwriters' Laboratory of Canada or Factory Mutual seal of approval. Obtain written authorization from Fire Hall for storage of quantities of flammable and combustible liquids exceeding 45 litres.
- .3 Do not transfer flammable or combustible liquids inside buildings or on jetties.
- .4 Do not transfer flammable or combustible liquids in vicinity of open flames or any type of heat-producing devices.
- .5 Do not use flammable liquids having flash point below 38 degrees C such as naphtha or gasoline as solvents or cleaning agents.
- .6 Store flammable and combustible waste liquids, for disposal, in approved containers located in safe ventilated area. Keep quantities to a minimum and notify Fire Hall when disposal is required.

1.12 HOT WORKS

- .1 The Contractor shall implement a hot works program in accordance with the National Fire Code of Canada and NFPA 51 Standard for Fire Prevention during Welding, Cutting and Other Hot Work. Canadian Forces Fire Marshall (CFFM) and Fire Marshall Directive (FMD 4006)
- .2 The Contractor shall obtain from the Fire Hall a "Hot Work" permit for all hot works in the construction area. Frequency of renewal for hot works permits is at the discretion of the Fire Hall.

- .3 When Work is carried out in dangerous or hazardous areas involving use of heat, provide fire watchers equipped with sufficient fire extinguishers. Determination of dangerous or hazardous areas along with level of protection necessary for Fire Watch is at discretion of the Fire Hall.
- .4 Provide fire watch service for work on scale established and in conjunction with the Fire Hall as defined in the Fire Department Briefing. Fire watchers shall be trained in the use of fire extinguishing equipment.
- .5 Area of hot works
 - .1 Hot works shall be carried out in an area free of combustible and flammable content.
 - .2 Where 1.12.5.1 is not possible,
 - .1 All flammable and combustible materials within 15m of the hot works shall be protected in accordance with the National Fire Code of Canada, Canadian Forces Fire Marshall (CFFM) and Fire Marshall Directive (FMD 4006)
 - .3 Where there is a possibility of sparks leaking onto combustible materials in areas adjacent to the areas where the hot work is carried out
 - .1 Openings in walls, floors or ceilings shall be covered or closed to prevent the passage of sparks to such adjacent areas, or
- .6 Protection of flammable and combustible materials
 - .1 Any combustible or flammable material, dust or residue shall be
 - .1 Removed from the area where hot works is carried out; or
 - .2 Protected from ignition by non-combustible materials
- .7 Fire extinguisher
 - .1 A fire extinguisher shall be provided within 3 m of all hot works. Minimum size shall be 20lbs ABC unless otherwise directed by Fire Hall.

1.13 HAZARDOUS SUBSTANCES

- .1 Work entailing use of toxic or hazardous materials, chemicals and/or explosives, or otherwise creating hazard to life, safety or health, shall be in accordance with National Fire Code of Canada.
- .2 Provide ventilation where flammable liquids, such as lacquers or urethanes are used. Eliminate all sources of ignition. Inform the Fire Hall prior to and at completion of such work

1.14 PARTIAL OCCUPANCY

- .1 Implement partial occupancy procedures as defined in the drawings and specifications. Partial occupancy is where construction occurs

adjacent to work areas occupied by Departmental or Canadian Forces personnel. This includes Canadian Forces Fire Marshall (CFFM) and Fire Marshall Directive (FMD 4006):

- .1 Phased new construction
 - .2 Early or partial occupancy of new construction
 - .3 New construction being added onto an existing building
 - .4 Renovation or recapitalization of an existing building
 - .5 Phased renovation or recapitalization of an existing building
- .2 Where partial occupancy occurs, Contractor shall implement requirements as found in the drawings and specifications. This may include construction of a rated fire separation between occupied and construction areas as required by the National Fire Code, Canadian Forces Fire Marshall (CFFM) and Fire Marshall Directive (FMD 4006).

1.15 QUESTIONS AND/OR CLARIFICATION

- .1 Direct questions or clarification on Fire Safety in addition to above requirements to the DND Contracts Officer/Inspector.
- .2 DND Contracts Officer/ Inspector, is responsible to obtain clarifications from the Fire Hall. The Contractor is not to liaise directly with the Fire Hall for notification, authorization or any requests unless the situation constitutes an immediate emergency.

1.16 FIRE INSPECTION

- .1 Co-ordinate site inspections by the Fire Hall through DND Contracts Officer/Inspector.
- .2 Allow the Fire Hall unrestricted access to work site.
- .3 Co-operate with the Fire Hall during routine fire safety inspection of work site.
- .4 Immediately remedy unsafe fire situations observed by the Fire Hall.

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 NOT USED

- .1 Not Used.

END OF SECTION

1. PART 1 - GENERAL

1.1 FIRES

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

1.2 DISPOSAL OF WASTES

- .1 Do not bury rubbish and waste materials on site.
- .2 Do not dispose of waste or volatile materials, such as mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers.

1.3 SITE CLEARING AND PLANT PROTECTION

- .1 Store equipment and machinery as designated by the DND Contract Officer or Inspector and minimize disturbance of vegetation and soil and store on existing hard packed areas where possible.

1.4 ENVIRONMENTAL EMERGENCY RESPONSE PROCEDURE

- .1 If a spill occurs follow the requirements for spill response and reporting from Environmental Directive ED 4003 - 1/2003 Spill Reporting.
- .2 Disposal of spill materials to be off DND property and at approved locations for this type of materials to be disposed of.
- .3 When parking of equipment on site, the equipment is to be secured from entry, inspected for leaks and the ground under the equipment protected by catch basins to prevent soil contaminations.
- .4 Contractor to protect all wells, catch basins, dry wells, drains and water courses from contamination in the event of a spill.
- .5 All equipment to be used for the Work of the Contract is to be inspected by the DND Contract Officer / Inspector for leaks. Equipment not in good repair to be removed/repared when directed by the DND Contract Officer / Inspector.
- .6 The following spills must be reported to the Base Fire Hall and the DND Contract Officer / Inspector:
 - .1 Any Petroleum (POL) products.
 - .2 Any glycol spill.
 - .3 Any battery acid spill.
 - .4 Any other hazardous/deleterious substance.
 - .5 Any release of halocarbons, including releases from refrigerators, chillers, air conditioner (vehicles or equipment).
 - .6 Any spill that enters a drain, ditch or water body.

Electrical Services
Environmental

- .7 For spills occurring, the Contractor is to immediately remove as much or all of the contaminated soils.
 - .8 Contaminated soils/materials to be placed in containers compatible to the contaminants.
 - .9 Any remaining clean-up to be performed at no extra cost to DND. Clean-ups to be completed to the satisfaction of the DND Contract Officer / Inspector.
- .7 In the event of an environmental incident or emergency such as:
- .1 Chemical spill or petroleum spill,
 - .2 Poisonous or caustic gas emission,
 - .3 Biological or chemical explosion,
 - .4 Hazardous material spill,
 - .5 Sewage spill, and
 - .6 Contaminated water into waterways.
- .8 The Contractor or their employees shall:
- .1 Notify the Contractor's job superintendent.
 - .2 Call local Base Fire Hall, Base Engineering, and give type of emergency.
 - .3 Report the incident using CFB/ASU Wainwright Environmental Incident Spill Reporting Form.

END OF SECTION

Electrical Services
Environmental

1. TEMPORARY UTILITIES

- .1 Provide temporary utilities controls in order to execute work expeditiously.
- .2 Remove from site all such work after use.

2. INSTALLATION AND REMOVAL

- .1 Provide construction facilities in order to execute work expeditiously.
- .2 Remove from site all such work after use.

3. SCAFFOLDING

- .1 Provide and maintain scaffolding, ladders, platforms and temporary stairs.

4. HOISTING

- .1 Provide, operate and maintain cranes required for moving of materials and equipment.
- .2 Cranes shall be operated by qualified operator.

5. HEATING & HOARDING

- .1 It is the Contractor's responsibility to protect the work with heating and hoarding as required.
- .2 Construction heaters used inside building must be vented to outside or be flameless type. Solid fuel salamanders are not permitted.
- .3 Methods to be inspected by Base Fire Inspector. Corrective measures to be implemented as required.

6. SITE STORAGE/LOADING

- .1 Confine work and operations of employees to project area defined by Contract Documents. Do not unreasonably encumber premises with products.
- .2 Do not load or permit to load any part of Work with a weight or force that will endanger the Work.

7. FIRST AID

- .1 Provide a clearly marked and fully stocked first-aid case in a readily available location.

8. EQUIPMENT, TOOL AND MATERIALS STORAGE

- .1 Provide and maintain, in a clean and orderly condition, lockable weatherproof storage for tools, equipment and materials.
- .2 Locate materials not required to be stored in weatherproof storage on site in a manner to cause least interference with work activities.

9. SANITARY FACILITIES

- .1 Provide sanitary facilities for work force in accordance with governing regulations and ordinances.

- .2 Post notices and take such precautions as required by local health authorities. Keep area and premises in sanitary condition.

10. CONSTRUCTION SIGNAGE

- .1 No site signs are permitted.
- .2 Safety and Instruction Signs and Notices:
 - .1 Signs and notices for safety and instruction shall be in both official languages and Graphic symbols shall conform to CAN3-Z321-77

END OF SECTION

Electrical Services
Temporary Barriers and Enclosures

- | | | |
|---|----|---|
| <u>1 Installation
And Removal</u> | .1 | Provide temporary controls as needed in order to execute Work expeditiously. |
| | .2 | Remove from site all such work after use. |
| <u>2 Hoarding</u> | .1 | Provide barriers around trees and plants. This will help prevent any damage by equipment and construction procedures. |
| <u>3 Guard Rails and
Barricades</u> | .1 | Provide secure, rigid guard rails and barricades around open work areas as required by Alberta Occupational Health & Safety and WCB Regulations. |
| <u>4 Dust Tight
Screens and
Security
Partitions</u> | .1 | Provide dust tight screens or partitions to localize dust generating activities, for protection of workers and occupied building areas. |
| | .2 | Maintain and relocate protection until such work is complete. |
| <u>5 Traffic Flow</u> | .1 | Provide and maintain competent signal flag operators, traffic signals, barricades and flares, lights, or lanterns as required to perform Work and protect public. |
| <u>6 Fire Routes</u> | .1 | Maintain access to property including overhead clearances for use by emergency response vehicles. |
| <u>7 Protection of
Property</u> | .1 | Protect surrounding private and public property from damage during performance of Work. |
| | .2 | Be responsible for damage incurred at no cost to DND Contract Officer / Inspector. |
| <u>8 Protection of
Building Finishes</u> | .1 | Provide protection for existing finished building surfaces and equipment during performance of Work. |
| | .2 | Provide necessary screens, covers, pads and hoardings. |
| | .3 | Be responsible for damage incurred due to lack of or improper protection, at no cost to DND. |

END OF SECTION

1. GENERAL

- .1 Use new material and equipment unless otherwise specified.

2. AVAILABILITY

- .1 Immediately upon receipt of a call-up, review product delivery requirements and anticipate foreseeable supply delays for any items. If delays in supply of products are foreseeable, notify DND Contract Officer / Inspector 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 DND Contract Officer / Inspector at commencement of Work and should it subsequently appear that Work may be delayed for such reason, DND Contract Officer / Inspector reserves right to substitute more readily available products of similar character, at no increase in Contract Price or Contract Time.

3. STORAGE, HANDLING AND PROTECTION

- .1 Handle and store products in manner that will 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 weather damage in weatherproof enclosures.
- .4 Remove and replace damaged products at own expense and to satisfaction of DND Contract Officer / Inspector.

4. TRANSPORTATION

- .1 Pay costs of transportation of products and materials required for the performance of Work.

5. MANUFACTURER'S INSTRUCTIONS

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

6. QUALITY OF WORK

- .1 Ensure Quality of Work is of highest standard, executed by workers experienced and skilled in respective duties for which they are employed. Immediately notify DND Contract Officer / Inspector if required Work is such as to make it impractical to produce required results.
- .2 Decisions as to standard or fitness of Quality of Work in cases of dispute rest solely with DND Contract Officer / Inspector, whose decision is final.

8. REMEDIAL WORK

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

9. FASTENINGS

- .1 Prevent electrolytic action between dissimilar metals and materials.
- .2 Fastenings which cause spalling or cracking of material to which anchorage is made are not acceptable.

END OF SECTION

PART 1 GENERAL

1.1 SUBMITTALS

- .1 Submit to the DND Contract Officer / Inspector copies of the following documents, including updates issued:
 - .1 One copy of the Health and Safety Program prior to commencement of work on the work site
 - .2 Reports or directions issued by authorities having jurisdiction, immediately upon issuance from that authority.
 - .3 Accident or Incident Reports, within 24 hrs. of occurrence
- .2 Submit other data, information and documentation upon request by the DND Contract Officer / Inspector as stipulated elsewhere in this section.
- .3 The Contractor is required to fully comply with all Provincial / Territory Safety Acts, Codes and Regulations. The Contractor will be acting as the 'Prime (Principal if applicable) Contractor' for this contract and will certify this agreement in writing with the DND Contract Officer / Inspector.

1.2 COMPLIANCE REQUIREMENTS

- .1 Comply with the latest edition of the Alberta Occupational Health and Safety Act, and the Regulations made pursuant to the Act.
- .2 Observe and enforce construction safety measures required by:
 - .1 National Building Code of Canada (latest edition);
 - .2 Provincial Worker's Compensation Board;
 - .3 Municipal statutes and ordinances; and
 - .4 Occupational Health and Safety.
- .3 In event of conflict between any provisions of above authorities the most stringent provision shall apply.
- .4 Provide and maintain Worker's Compensation Board coverage for all employees for the duration of the contract. Prior to commencement of the work, at the time of Interim Completion and prior to final payment, provide to the DND Contract Officer / Inspector a letter of Clearance from the Workers' Compensation Board indicating that the Contractor's account is in good standing.
 - .1 Should the Contractor be a sole proprietor shall provide documented proof in a form acceptable to DND Contract Officer/ Inspector, of an alternative means of personal coverage that's meets or exceeds the requirements set out above Workers Compensation Board coverage.

1.3 RESPONSIBILITY

- .1 The Contractor is responsible for safety of persons and property on the work site and for protection of federal employees and the general public circulating adjacent to work site operations to extent that they may be affected by conduct of work.
- .2 The Contractor is to enforce compliance by workers and other persons granted access to work site with safety requirements of Contract Documents, applicable federal, provincial, and local statues, regulations, and ordinances, and with the Contractor's Health and Safety Program.
- .3 Should an unforeseen or peculiar safety related hazard or condition become evident during performance of work, immediately take measures to rectify the situation and prevent damage or harm. Advise the DND Contract Officer / Inspector verbally and in writing of the hazard or condition.

1.4 SITE CONTROL AND ACCESS

- .1 Control all work site access points and work site activities. Delineate and isolate the work site from adjacent and surrounding areas by use of appropriate means to maintain control of all work site access points. The Contractor shall provide continual protection from his work to personnel, vehicles, equipment or other surrounding facilities by using, drop sheets, barricades, warning signs, lights or other protective devices considered necessary by the DND Contract Officer / Inspector.
- .2 Make provisions for granting permission to access onto work site to all persons who require access. Procedures for granting permission to access are to be in accordance with the Alberta Occupational Health and Safety Act, and the Regulations made pursuant to the Act and the Contractor's Health and Safety Program.
- .3 Ensure persons granted access to the work site are in possession of and wear the minimum personal protective equipment (PPE) designated by the Contractor's Health and Safety Program. Ensure persons granted access to the work site are provided with, trained in the use of, and wear, appropriate PPE that are required above and beyond the designated minimums previously noted and as specifically related to the work site activity that they are involved in. Be responsible for the efficacy of the PPE that is provided above and beyond the designated minimums.
- .4 Erect signage at access points and at other strategic locations around the work site clearly identifying the work site area(s) as being "off-limits" to non-authorized persons. Signage must be professionally made with well understood graphic symbols and is not to be used as advertising but for the specific use as related to site safety and key contact information.
 - .1 Information to be provided on a signage is as follows:
Project Name/Description
Contractor Company Name

Project Superintendent's Name/Phone No
DND Contract Officer / Inspector Point of
Contact Name/Phone No.

- .5 Secure the work site at all times to protect against un-authorized access.

1.5 FILING OF NOTICE

- .1 DND Contract Officer / Inspector will file notice with Occupational Health and Safety. It is the Contractor's responsibility to file any other required Notices with the Provincial/Territorial Authorities prior to commencement of the work. Provide the DND Contract Officer / Inspector with a copy of the filed Notice(s) prior to commencement of the work.

1.6 PERMITS

- .1 Obtain permits, licenses and compliance certificates at appropriate times and frequencies as required by the authorities having jurisdiction.
- .2 Post all permits, licenses and compliance certificates on work site and provide copies to the DND Contract Officer / Inspector.
- .3 Obtain a Base Dig Permit for any excavations.

1.7 MEETINGS

- .1 Prior to commencement of work attend a pre-commencement meeting conducted by the DND Contract Officer / Inspector. Ensure minimum attendance by contractor's site superintendent. The DND Contract Officer / Inspector will advise of time, date and location of the meeting and will be responsible for recording and distributing the minutes.
- .2 Conduct site specific occupational health and safety meetings as required by Alberta Occupational Health and Safety Act, and the Regulations made pursuant to the Act.
- .3 Record and post minutes of all meetings in plain view on the work site. Make copies available to the DND Contract Officer / Inspector upon request.

1.8 HEALTH AND SAFETY PROGRAM

- .1 Contractors are required under the Alberta Occupational Health and Safety Act, and the Regulations made pursuant to the Act to have in place a Health and Safety Program. Compliance requirements for the content, detail and implementation of the program resides with the provincial/territorial authority. For the purpose of this contract the Health and Safety Program shall include a site-specific Health and Safety Plan that acknowledges hazardous conditions known, and on-going hazard assessments performed during the progress of work identifying and documenting new or potential health risks and safety hazards not previously known and identified.

- .2 Provide one copy of the Health and Safety Program to the DND Contract Officer / Inspector prior to commencement of work on the work site. The copy provided to the DND Contract Officer / Inspector is for the purpose of review against the contract requirements related to the known hazardous substances and/or hazardous conditions. The review is not to be construed to imply approval by the DND Contract Officer / Inspector that the program is complete, accurate and legislatively compliant with the Alberta Occupational Health and Safety Act, and the Regulations made pursuant to the Act, and shall not relieve the Contractor of their legal obligations under such legislation.

1.9 ACCIDENT REPORTING

- .1 Investigate and report incidents and accidents as required by Alberta Occupational Safety and Health Act, and the Regulations made pursuant to the Act.
- .2 For the purpose of this contract immediately investigate and provide a report to the DND Contract Officer / Inspector on incidents and accidents that involve:
 - .1 A resulting injury that may or may not require medical aid but involves lost time at work by the injured person(s).
 - .2 Exposure to toxic chemicals or substances
 - .3 Property damage
 - .4 Interruption to adjacent and/or integral infrastructure operations with potential loss implications
- .3 In the investigation and reporting of incidents and accidents, the Contractor is required to respond in a timely fashion to correct the action that was deemed to have caused the incident and/or accident and advice in writing on the action taken to prevent a re-occurrence of the incident and/or accident.

1.10 RECORDS ON SITE

- .1 Maintain on site a copy of the safety documentation as specified in this section and any other safety related reports and documents issued to or received from the authorities having jurisdiction.
- .2 Upon request, make copies available to the DND Contract Officer / Inspector.

END OF SECTION

Electrical Services
Cleaning

1 Project
Cleanliness

- .1 Maintain Work in tidy condition, free from accumulation of waste products and debris.
- .2 Remove waste materials from site at end of each work-day or as directed by Engineer.
- .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. Locate where directed by DND Contract Officer / Inspector.
- .5 Provide and use clearly marked separate bins for recycling wherever facilities are available.
- .6 Remove waste material and debris from site and deposit in waste containers at end of each working day.
- .7 Store volatile waste in covered metal containers, and remove from premises at end of each working day.
- .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.

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 DND or Other Contractors. Leave Work clean and suitable for occupancy.
- .3 Prior to final review, remove surplus products, tools, construction machinery and equipment.
- .4 Make arrangements with and obtain permits from authorities having jurisdiction for disposal of waste and debris.
- .5 Remove stains, spots, marks and dirt from decorative work, electrical/mechanical fixtures, furniture fitments; walls, floors and ceilings.
- .6 Vacuum clean and dust building interiors including structural framing in areas below Work.

Electrical Services
Cleaning

- .7 Clean and polish interior and exterior surfaces of newly installed glass.

- .8 Sweep pavement around building and all pavement parking/storage areas used by Contractor to remove all traces of construction spillage, stains and residue.

END OF SECTION

PART 1 - GENERAL

<u>1.1 Section Includes</u>	.1	As-built, samples, and specifications.
	.2	Warranties.
<u>1.2 Related Sections</u>	.1	Not Used.
<u>1.3 As-built and Samples</u>	.1	In addition to requirements in General Conditions, maintain at the site for DND Contract Officer / Inspector one record copy of: .1 Contract Drawings. .2 Specifications. .3 Addenda. .4 Change Orders and other modifications to the Contract. .5 Reviewed shop drawings, product data, and samples. .6 Field test records. .7 Inspection certificates. .8 Manufacturer's certificates.
	.2	Label record documents and file in accordance with Section number listings in List of Contents of this Project Manual. Label each document "PROJECT RECORD" in neat, large, printed letters.
	.3	Maintain record documents in clean, dry and legible condition. Do not use record documents for construction purposes.
	.4	Submit all record documents and samples available for inspection to the DND Contract Officer / Inspector.
<u>1.4 Recording Actual Site Conditions</u>	.1	Record information on set of black line opaque drawings, provided by DND Contract Officer / Inspector.
	.2	Record information concurrently with construction progress. Do not conceal Work until required information is recorded.

Electrical Services
Closeout Submittals

- .3 Contract Drawings and shop drawings: legibly mark each item to record actual construction, including:
 - .1 Measured horizontal and vertical locations of underground utilities and appurtenances, referenced to permanent surface improvements.
 - .2 Field changes of dimension and detail.
 - .3 Changes made by change orders.
 - .4 Details not on original Contract Drawings.

1.5 Warranties

- .1 List of subcontractors, suppliers and manufacturer with name, address and telephone number of responsible principal.
- .2 Obtain warranties, executed in duplicate by subcontractors, suppliers, and manufacturers, within ten days after completion of the applicable item of work.
- .3 Except for items put into use with Owner's permission, leave date of beginning of time of warranty until the Date of Substantial Performance is determined.
- .4 Verify that documents are in proper form, contain full information, and are notarized.
- .5 Co-execute submittals when required.
- .6 Retain warranties until time specified for submittal.

PART 2 - PRODUCTS

- 2.1 Not Used .1 Not Used.

PART 3 - EXECUTION

- 3.1 Not Used .1 Not Used.

END OF SECTION

ANNEX B

1. Basis of Payment

Payments in respect of the agreed price shall be made upon satisfactory performance of the Work, and upon approval of the Departmental Representative, but such payments shall not exceed the amount(s) as specified in the Call Up, for the Work without written authorization.

In consideration of the Contractor satisfactorily completing all of its obligations under the resulting Contract, the Contractor will be paid a firm price, Goods and Services Tax or Harmonized Sales Tax extra.

1. Hourly Rates:

The Contractor will be paid firm hourly rates in accordance with the pricing schedule contained in ANNEX E, for work performed in accordance with the Contract.

ANNEX C

MANDATORY HEALTH AND SAFETY - for Work in the Province of Alberta

1.) SPECIAL INSTRUCTIONS TO BIDDERS (SI):

WCB AND SAFETY PROGRAM

- 1) The recommended Bidder shall provide to the Contracting Authority, prior to Standing Offer issue:
 - 1.1 a Workers Compensation Board Premium Rate Statement - Alberta, or equivalent documentation from another jurisdiction;
 - 1.2 a Workers Compensation Board letter of good standing, also listing covered Directors, Principals, Proprietor(s) or Partners who will be or who are anticipated to be present on the work site(s), or equivalent documentation from another jurisdiction; and
 - 1.3 a Certificate of Recognition (COR) or Registered Safety Plan (RSP). A health and safety policy and program, as required by other provincial/territorial Occupational Health and Safety Acts, will be acceptable in lieu of a COR or RSP.
- 2) The recommended Bidder shall deliver all of the above documents to the Contracting Authority on or before the date stated (usually 3-5 days after notification) by the Contracting Authority. Failure to comply with the request may result in the bid being declared non-compliant.

2.) SUPPLEMENTARY CONDITIONS (SC):

SC04 Workplace Safety and Health

1. EMPLOYER/PRIME CONTRACTOR

- 1.1 The Contractor shall, for the purposes of the Occupational Health and Safety Act, Alberta, and for the duration of the Work:
 - 1.1.1 act as the Employer, where there is only one employer on the work site, in accordance with the Authority Having Jurisdiction;
 - 1.1.2 accept the role of Prime Contractor, where there are two or more employers involved in work at the same time and space at the work site, in accordance with the Authority Having Jurisdiction; and
 - 1.1.3 agree, in the event of two or more Contractors working at the same time and space at the work site, without limiting the General Conditions, to Canada's order * to:
 - 1.1.3.1 accept, as the Prime Contractor, the responsibility for Canada's other Contractor(s); or
 - 1.1.3.2 accept that Canada's other Contractor is Prime Contractor and conform to that Contractor's Site Specific Health and Safety Plan.

* "order" definition: after contract award, Contractor is ordered by a Change Order

2. SUBMITTALS

2.1 The Contractor shall provide to Canada:

- 2.1.1 prior to the pre-construction meeting, a transmittal and copy of a completed Notice of Project form PWGSC - TPSGC 458 (form will be provided to the proposed contractor prior to award), as sent to the Authority Having Jurisdiction (AHJ); and
- 2.1.2 prior to commencement of work and without limiting the terms of the General Conditions:
 - 2.1.2.1 copies of all other necessary permits, notifications and related documents as called for in the scope of work/specifications and/or by the AHJ; and
 - 2.1.2.2 a site specific Health and Safety Plan as requested.

NOTE: Please do not include any forms that include personal 3rd party information such as the names of the contractor's employees and their related claims information.

3. LABOUR AUTHORITY CONTACT:

The contact below represents the Labour Authority in the jurisdiction (AHJ). They are not representatives of the Workers Compensation.

Do not contact the people referenced below for issues pertaining to WCB or WCB Clearances. Those queries must be directed specifically to the WCB, and where the WCB has both a Labour and Compensation component, WCB issues must be directed to the Compensation/Employer Services sections.

ALBERTA South

Alberta Human Resources and Employment
Workplace Health and Safety
600 – 727, 7th Avenue S.W.
Calgary, Alberta, T2P 0Z5

Telephone: 1(866) 415-8690
Facsimile: (403) 297-7893

All submissions are to be scanned and emailed to
whs@gov.ab.ca

ALBERTA North

Alberta Human Resources and Employment
Workplace Health and Safety
10th Floor, 7th Street Plaza
10030-107 Street
Edmonton, Alberta, T5J 3E4

Telephone: 1(866) 415-8690
Facsimile: (780) 427-0999

All submissions are to be scanned and emailed to
whs@gov.ab.ca

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ANNEX D

Periodic Usage Report Form

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

Return to:

Ian Taylor	(780) 497-3510	Ian.Taylor@pwgsc-tpsgc.gc.ca
<i>Name</i>	<i>Fax</i>	<i>Email Address</i>

at:

Public Works and Government Services Canada
Real Property Contracting, Procurement Branch
ATB Place, North Tower, 5th Floor, 10025 Jasper Avenue
Edmonton, AB
T5J 1S6

REPORT ON THE VOLUME OF BUSINESS

SUPPLIER: _____

REPORT FOR THE PERIOD ENDING: _____

Description of Work	Call-up #	TOTAL BILLING

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

PREPARED BY:

NAME: _____

SIGNATURE: _____

TELEPHONE NO.: _____

ANNEX E OFFER

Description of Work: Electrical Services
CFB/ASU Wainwright, Department of National Defence

1. OFFER

- .1 This Standing Offer is made by the Offeror to Canada;
- .2 This Offer is to furnish all necessary tools, plant, equipment, services, materials and labour to execute and complete the Work described above in careful and workmanlike manner;
- .3 The Work shall be more particularly described in individual Call-ups to be issued by the Project Authority, hereinafter called the "Departmental Representative";
- .4 Individual Call-ups may be issued, from time to time, during the period identified in Part 7A, clause 4.1, hereinafter called the "Term".

2. GENERAL PROVISIONS

- .1 This Offer when signed by or on behalf of the Offeror, the Specifications referred to in the Unit Price Schedule below and the General Conditions shall constitute the complete Offer subject to the provisions contained therein;
- .2 The Hourly Rate and the Unit Price, as offered, govern in calculating each Estimated Total Price; any errors in the extension of the Unit Price and in the addition of the Estimated Total Prices will be corrected in order to obtain the actual Total Estimated Amount;
- .3 This Offer supersedes and cancels all communications, negotiations and agreements relating to the Work other than those contained in the Offer;

The Offeror agrees:

- .1 to carry out individual work projects as requisitioned from time to time by the Departmental Representative in **Call-ups Against a Standing Offer**, form PWGSC/TPSGC 2829 or 942, copies of which the Offeror acknowledges to have in its possession, in accordance with the requirements set out therein and in consideration of payment of amounts to be determined pursuant to section 3. Below;
- .2 to provide, on demand from the Departmental Representative, a detailed price estimate, calculated in accordance with section 4 below, and a proposed work schedule for each work project; and
- .3 to commence Work promptly upon receipt of each Call-up issued pursuant to this Offer, duly signed by the Departmental Representative.
- .5 This Offer does not constitute a binding contract between Canada and the Offeror. The Departmental Representative shall have the right to issue a Call-up with those other offerors which have also submitted offers to Canada.
- .6 A contract is formed between Canada and the Offeror only when a Call-up duly signed is issued by the Departmental Representative and accepted by the Offeror. The Offeror shall then be referred to as "the Contractor" and the Contract includes the Offer, the Specifications referred to in the Unit Price Schedule below, the General Conditions and the Call-up .
- .7 The estimated number of hours, the quantities of material and plant, and the amount of the Allowance for Unspecified material set out in the Unit Price Schedule are for the purpose of comparative evaluation of the

offers and do not express an obligation on the part of Canada to order any or all of the work, material or plant listed therein.

- .8 The Offeror declares that no bribe, gift or benefit has been or will be paid, given, promised or offered directly or indirectly to any official or employee of Canada or to a member of the family of such person, with a view to influence the entry into or the administration of any contract which may result from this Offer.

3. FINANCIAL TERMS

- .1 Each item specified in the Unit Price Schedule in subsection 4.1 includes wages, traveling time and costs, allowances, supervision, liabilities as employer, insurance, and the use of all tools, tackle, etc., overhead, profit and all other liabilities whatsoever.
- .2 Unspecified Material shall be reimbursed at net cost, as supported by invoices, plus Markup as established in section 4 of this Offer. "Net Cost" means all amounts reasonably and properly paid by the Offeror in respect of materials required for and used in the Work, and includes packing, handling and delivery charges, less any trade discounts received by the Offeror. The Offeror's Markup on Unspecified Material covers overheads, profit, and all other expenses whatsoever.
- .3 The prices inserted in section 4 of this Offer include all applicable federal, provincial, and municipal taxes.
 - .1 However, they do not include any amount for the Goods and Services Tax (GST) or Harmonized Sales Tax (HST). The appropriate GST/HST amounts will be paid by Canada to the Offeror in addition to the amounts paid against the amount of the contract. The Offeror shall make appropriate remittances to Revenue Canada in accordance with the legislation.
 - .2 The prices do not include the Québec Sales Tax. The Offeror shall arrange directly with the Province of Québec for the reimbursement of Provincial Sales Tax paid to this Province for the purpose of any contract resulting from this Offer.
- .4 Payment by Canada for the Offeror's own special equipment not covered by the Unit Price Schedule and required at the job site will be no greater than the local going rental rate for such equipment or the rate published by the local construction association for such equipment, whichever is the lower.
- .5 The cost of subcontract work, including special equipment rentals approved by the Project Authority, shall be reimbursed at actual cost with the addition of ten (10) percent to cover overheads, profit, and all other expenses whatsoever. "Actual cost" means all amounts reasonably and properly paid by the Contractor for those parts of the Work carried out by subcontractors.
- .6 Pricing
 - .1 The prices requested in the Offer are:
 - .1 hourly rates for regular hours;
 - .2 hourly rate for each hour outside of regular hours; and
 - .3 mark up on allowance for unspecified material, replacement parts, required permits and certificates. for purposes of evaluation.
 - .2 The hourly rates requested in the offer and acceptance for specific types of service shall be the total cost to perform the work including but not limited to:
 - .1 labour including supervision, allowances and liability insurance;
 - .2 travel time;
 - .3 transportation/vehicle expenses;
 - .4 tools and tackle;
 - .5 overhead and profit;
 - .6 any other incidental expenses other than supply of materials and replacement parts relating to the delivery of labour.
 - .7 Any costs for heavy equipment or other specialty equipment including operator.
 - .3 It is considered that regular hours of work fall between 0730 and 1600 hours, Monday to Friday.

4. PRICES

The Offeror agrees that the following are the prices referred to in sections 2 and 3 above:

4.1 Unit Price Schedules - Rates

SCHEDULE A) Initial Year

Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6
Item	Class of labour, material or plant	Unit	Estimated hours/Quantity	Unit Price	Estimated total price
	Hourly rate, including travel time and all related expenses				
A	<u>During Regular Hours</u>				
1	Labour				
a	Journeyman Rate	Per Hour	2000 hrs	\$	\$
b	Labourer	Per Hour	2000 hrs	\$	\$
2	Labour and Machine for High Voltage Work				
a	Journeyman Rate	Per Hour	700 hrs	\$	\$
b	Labourer	Per Hour	700 hrs	\$	\$
c	Machine/ Bucket Truck	Per Hour	600 hrs	\$	\$
3	Labour and Machine for Building Management (BMS) Systems				
a	Journeyman Rate	Per Hour	1400 hrs	\$	\$
b	Labourer	Per Hour	1400 hrs	\$	\$
c	Machine	Per Hour	1000 hrs	\$	\$
B	<u>Outside Regular Hours: Evenings, Weekends and Statutory Holidays for Emergency Work</u>				
1	Labour				
a	Journeyman Rate	Per Hour	100 hrs	\$	\$
b	Labourer	Per Hour	100 hrs	\$	\$
2	Labour and Machine for High Voltage Work				
a	Journeyman Rate	Per Hour	35 hrs	\$	\$
b	Labourer	Per Hour	35 hrs	\$	\$
c	Machine/ Bucket Truck	Per Hour	30 hrs	\$	\$
3	Labour and Machine for Building Management (BMS) Systems				
a	Journeyman Rate	Per Hour	70 hrs	\$	\$
b	Labourer	Per Hour	70 hrs	\$	\$
c	Machine	Per Hour	50 hrs	\$	\$
4	Equipment				
a	Articulating Boom Lift 125' 4WD Outside	Per day	200 days	\$	\$
b		Per week	40 weeks	\$	\$
c		Per Month	1 Months	\$	\$

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d	Electric Scissor lift for interior	Per day	200 days	\$	\$
e		Per week	40 weeks	\$	\$
f		Per Month	1 Months	\$	\$
g	Vertical Mast Lift for interior	Per day	200 days	\$	\$
h		Per week	40 weeks	\$	\$
i		Per Month	1 Months	\$	\$
C	Contractor's Mark Up on Allowance for unspecified material, replacement parts, required permits and certificates. Verification of Contractor's cost to be provided upon request of the Real Property Operations representative (\$10,000.00 + % mark-up)	%	\$10,000.00	_____%	\$
Sub Total A): Estimated Total Amount 1st Year (GST/HST Extra)					\$

continued

4.1 Unit Price Schedules - Rates (continued)

SCHEDULE B) Year 2

Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6
Item	Class of labour, material or plant	Unit	Estimated hours/Quantity	Unit Price	Estimated total price
	Hourly rate, including travel time and all related expenses				
A	<u>During Regular Hours</u>				
1	Labour				
a	Journeyman Rate	Per Hour	2000 hrs	\$	\$
b	Labourer	Per Hour	2000 hrs	\$	\$
2	Labour and Machine for High Voltage Work				
a	Journeyman Rate	Per Hour	700 hrs	\$	\$
b	Labourer	Per Hour	700 hrs	\$	\$
c	Machine/ Bucket Truck	Per Hour	600 hrs	\$	\$
3	Labour and Machine for Building Management (BMS) Systems				
a	Journeyman Rate	Per Hour	1400 hrs	\$	\$
b	Labourer	Per Hour	1400 hrs	\$	\$
c	Machine	Per Hour	1000 hrs	\$	\$
B	<u>Outside Regular Hours: Evenings, Weekends and Statutory Holidays for Emergency Work</u>				
1	Labour				
a	Journeyman Rate	Per Hour	100 hrs	\$	\$
b	Labourer	Per Hour	100 hrs	\$	\$
2	Labour and Machine for High Voltage Work				
a	Journeyman Rate	Per Hour	35 hrs	\$	\$
b	Labourer	Per Hour	35 hrs	\$	\$
c	Machine/ Bucket Truck	Per Hour	30 hrs	\$	\$
3	Labour and Machine for Building Management (BMS) Systems				
a	Journeyman Rate	Per Hour	70 hrs	\$	\$
b	Labourer	Per Hour	70 hrs	\$	\$
c	Machine	Per Hour	50 hrs	\$	\$
4	Equipment				
a	Articulating Boom Lift 125' 4WD Outside	Per day	200 days	\$	\$
b		Per week	40 weeks	\$	\$
c		Per Month	1 Months	\$	\$
d	Electric Scissor lift for interior	Per day	200 days	\$	\$
e		Per week	40 weeks	\$	\$

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f		Per Month	1 Months	\$	\$
g	Vertical Mast Lift for interior	Per day	200 days	\$	\$
h		Per week	40 weeks	\$	\$
i		Per Month	1 Months	\$	\$
C		Contractor's Mark Up on Allowance for unspecified material, replacement parts, required permits and certificates. Verification of Contractor's cost to be provided upon request of the Real Property Operations representative (\$10,000.00 + % mark-up)	%	\$10,000.00	_____%
Sub Total B): Estimated Total Amount 2nd Year (GST/HST Extra)					\$

continued

4.1 Unit Price Schedules - Rates (continued)

SCHEDULE C) Year 3

Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6
Item	Class of labour, material or plant	Unit	Estimated hours/Quantity	Unit Price	Estimated total price
	Hourly rate, including travel time and all related expenses				
A	<u>During Regular Hours</u>				
1	Labour				
a	Journeyman Rate	Per Hour	2000 hrs	\$	\$
b	Labourer	Per Hour	2000 hrs	\$	\$
2	Labour and Machine for High Voltage Work				
a	Journeyman Rate	Per Hour	700 hrs	\$	\$
b	Labourer	Per Hour	700 hrs	\$	\$
c	Machine/ Bucket Truck	Per Hour	600 hrs	\$	\$
3	Labour and Machine for Building Management (BMS) Systems				
a	Journeyman Rate	Per Hour	1400 hrs	\$	\$
b	Labourer	Per Hour	1400 hrs	\$	\$
c	Machine	Per Hour	1000 hrs	\$	\$
B	<u>Outside Regular Hours: Evenings, Weekends and Statutory Holidays for Emergency Work</u>				
1	Labour				
a	Journeyman Rate	Per Hour	100 hrs	\$	\$
b	Labourer	Per Hour	100 hrs	\$	\$
2	Labour and Machine for High Voltage Work				
a	Journeyman Rate	Per Hour	35 hrs	\$	\$
b	Labourer	Per Hour	35 hrs	\$	\$
c	Machine/ Bucket Truck	Per Hour	30 hrs	\$	\$
3	Labour and Machine for Building Management (BMS) Systems				
a	Journeyman Rate	Per Hour	70 hrs	\$	\$
b	Labourer	Per Hour	70 hrs	\$	\$
c	Machine	Per Hour	50 hrs	\$	\$
4	Equipment				
a	Articulating Boom Lift 125' 4WD Outside	Per day	200 days	\$	\$
b		Per week	40 weeks	\$	\$
c		Per Month	1 Months	\$	\$
d	Electric Scissor lift for interior	Per day	200 days	\$	\$
e		Per week	40 weeks	\$	\$
f		Per	1 Months	\$	\$

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		Month			
g	Vertical Mast Lift for interior	Per day	200 days	\$	\$
h		Per week	40 weeks	\$	\$
i		Per Month	1 Months	\$	\$
C	Contractor's Mark Up on Allowance for unspecified material, replacement parts, required permits and certificates. Verification of Contractor's cost to be provided upon request of the Real Property Operations representative (\$10,000.00 + % mark-up)	%	\$10,000.00	_____%	\$
Sub Total C): Estimated Total Amount 3rd Year (GST/HST Extra)					\$

continued

4.1 Unit Price Schedules - Rates (continued)

4.2 TOTAL EVALUATED PRICE (Initial 1 Year Term + 2nd Year)

Col. 1	Col. 2	Col. 3	Col. 4
Sub Total SCHEDULE A) Initial Year Term	Sub Total SCHEDULE B) 2nd Year	Sub Total SCHEDULE C) 3rd Year	Total Evaluated Price (col.1 + col.2 + col.3 = col.4)
\$ _____	\$ _____	\$ _____	\$ _____

These items will be used for cost evaluation purposes only and do not constitute a guarantee or commitment on behalf of Canada of the quantity or amount to be used under the Standing Offer.

A rate must be entered for each item.

The Offeror agrees that the Price(s) per Unit as tendered govern in calculating the Total Evaluated Price. The Offeror understands that any errors in the extension of the Price per Unit, in the addition of the Estimated Total Price, and Estimated Total Amount will be corrected in order to obtain the Total Evaluated Price.

Cost will be evaluated on the Total Evaluated Price in Column 4. It is anticipated that only one standing offer will be issued to the lowest compliant offeror.

SIGNATURE:

Name and title of the person authorized to sign on behalf of bidder (Type or Print)

Signature

Date

Offeror's Contact Information:

Name: _____

Title: _____

Telephone: _____

Facsimile: _____

Email: _____

APPENDIX 2 - VOLUNTARY CERTIFICATION TO SUPPORT THE USE OF APPRENTICES

(page 1 of 2)

PUBLIC WORKS AND GOVERNMENT SERVICES CANADA APPRENTICE PROCUREMENT INITIATIVE

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

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

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

To support this initiative, a voluntary certification signaling the Contractor's commitment to hire and train apprentices is available at page 2 of 2.

If you accept fill out and sign page 2 of 2.

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

Voluntary Certification

(To be filled out and returned with bid on a voluntary basis)

(page 2 of 2)

Note: The contractor will be asked to fill out a report every six months or at project completion as per sample "Voluntary Reports for Apprentices Employed during the Contract" provided at Annex G.

Name: _____

Signature: _____

Company Name: _____

Company Legal Name: _____

Solicitation Number: _____

Number of company employees: _____

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

Trades of those apprentices:

ANNEX F

The Insurance Terms have been amended. Refer to Part 6 clause 3.

CERTIFICATE OF INSURANCE



Description and Location of Work Electrical Services for DND, CFB/ASU Wainwright, Alberta	Contract No.
	Project No.

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

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

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

<input type="text"/>	<input type="text"/>
Name of person authorized to sign on behalf of Insurer(s) (Officer, Agent, Broker) number	Telephone
 Signature	 <input type="text"/>
	Date D / M / Y

CERTIFICATE OF INSURANCE Page 2 of 2

General

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

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

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

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

Commercial General Liability

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

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

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

The policy must have the following minimum limits:

- (a) **\$2,000,000** Each Occurrence Limit;
- (b) **\$2,000,000** General Aggregate Limit per policy year if the policy contains a General Aggregate; and
- (c) **\$2,000,000** Products/Completed Operations Aggregate Limit.

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

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ANNEX G

SECURITY REQUIREMENTS CHECK LIST

REFER TO ATTACHED DOCUMENT.



Contract Number / Numéro du contrat W6837-174233
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 Department of national defence	2. Branch or Directorate / Direction générale ou Direction RPOU (W) 3 CDSB GRN WAINWRIGHT
---	--

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
Standing Offer for Electrical work though out the Garrison.

5. a) Will the supplier require access to Controlled Goods?
Le fournisseur aura-t-il accès à des marchandises contrôlées? No / Non 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? No / Non Yes / Oui

5. Indicate the type of access required / Indiquer le type d'accès requis

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets?
Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) No / Non Yes / Oui
(Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted.
Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. No / Non 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? No / Non Yes / Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
---------------------------------	--------------------------------------	---

7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:

7. c) Level of information / Niveau d'information

PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>



Contract Number / Numéro du contrat W6837-174233
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 / Non Yes / Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

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

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

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

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

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

Special comments: / Commentaires spéciaux : _____

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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



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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

No / Non Yes / Oui

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

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

No / Non Yes / Oui

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

