



**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**

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

**Request For a Standing Offer  
Demande d'offre à commandes**

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

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

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

**Comments - Commentaires**

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

**Issuing Office - Bureau de distribution**  
Public Works and Government Services Canada  
ATB Place North Tower  
10025 Jasper Ave./10025 ave Jasper  
5th floor/5e étage  
Edmonton  
Alberta  
T5J 1S6

<b>Title - Sujet</b> Interior and Exterior Painting	
<b>Solicitation No. - N° de l'invitation</b> W6897-180002/A	<b>Date</b> 2017-12-21
<b>Client Reference No. - N° de référence du client</b> W6897-180002	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$PWU-066-11287
<b>File No. - N° de dossier</b> pwu066.W6897-180002	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2018-01-15</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Mountain Standard Time MST	
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Lee, Mony	<b>Buyer Id - Id de l'acheteur</b> pwu066
<b>Telephone No. - N° de téléphone</b> (780)224-6675 ( )	<b>FAX No. - N° de FAX</b> (780)497-3510
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE CFB SUFFIELD, 6000 STN MAIN Building 322 MEDICINE HAT Alberta T1A8K8 Canada	
<b>Security - Sécurité</b> This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

## **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.

### **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 Mony Lee by facsimile 780-497-3510 or by e-mail to [mony.lee@pwgsc-tpsgc.gc.ca](mailto:mony.lee@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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- |  |         |
|--|---------|
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## **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, 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**

Request for a Standing Offer for the provision of skilled licensed labour, tools, equipment, supervision and material as requested by The Department of National Defence in the form of call ups for the provision of interior and exterior painting and repairing of living quarters, Base buildings at CFB Suffield and Ralston, AB. Services are to be provided on an "as required" basis.

It is anticipated that 1 firms will be issued a standing offer.

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

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.

##### **.1 Electronic Payment of Invoices – Offer (see SC03 Part 7B)**

In accordance with SC03, of Part 7B, if you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex E item 3.5 Electronic Payment Instruments, to identify which ones will be accepted.

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

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

#### **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.
- (c) Offers shall be evaluated on the basis of the lowest compliant offer being recommended for issuance of a Standing Offer.

#### **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 (*see Part 5 – Certifications*)
- 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 holder will be issued to the lowest compliant offeror(s).

### **2. Basis of Selection**

#### **2.1 Basis of Selection - Mandatory Technical Criteria Only**

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria 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** (2016-01-28)

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

## Definitions

For the purposes of this clause,

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

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

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

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

### Former Public Servant in Receipt of a Pension

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

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

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

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

### Work Force Adjustment Directive

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

If so, the Offeror must provide the following information:

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

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

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## PART 6 - SECURITY 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. 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, and no later than thirty (30) days after acceptance of its bid, 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.

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## 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 Offeror must, at all times during the performance of the 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 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 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)

#### 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 for three (3) years from date of Standing Offer issuance.

#### 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  
Procurement 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, CFB Suffield.

## **7. Call-up Procedures**

1. Best Standing Offer: the offer that provides 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.

**8. CALL-UP INSTRUMENT**

Public Works and Travaux publics et **CALL-UP AGAINST A STANDING OFFER**  
 Government Services Services gouvernementaux **COMMANDE SUBSÉQUENTE À UNE OFFRE**  
 Canada Canada **PERMANENTE**

In accordance with STANDING OFFER NO.: \_\_\_\_\_ Conformément à L'OFFRE PERMANENTE No. \_\_\_\_\_ Call-up no. - No de commande \_\_\_\_\_

Dated and the terms and conditions therein, you are Requested to carry out the worked described below. En date du Et les modalités qui y sont énumérées, vous êtes prié d'exécuter les travaux décrits ci-après.

Contractor's name and address - Nom et adresse de l'entrepreneur		Send invoice to - Expédier la facture à
Fax No. ( )		attention:
Project no. - No du projet	Note: Quote standing offer number, project number and call-up number on your invoice. Inscrire le numéro de l'offre permanente, le numéro du projet et le numéro de commande sur la facture.	
Location of work - Endroit des travaux	Call-up cost, GST/HST extra - Coût de la commande, TPS en plus	

Work description - Description des travaux
--

Certified pursuant to subsection 32 (1) of the Financial Administration Act Certifié en vertu du paragraphe 32 (1) de la Loi sur la gestion des finances publiques	Date
Signature	
Departmental Representative - Représentant du ministère	Date
Signature	

## 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 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;
  - 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

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	(2015-02-25);
(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**

#### **DND**

#### **.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 id

### **3.5 Electronic Payment of Invoices - Call-up (see PART 3.1)**

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card.

**ANNEX E item 7.1** must be completed to indicate which electronic payment instrument, if any, is acceptable.

Section GC5.11 Delay in Making Payment, Interest on Overdue Accounts, of GC5 - Terms of Payment R2550D will not apply to payments made using Electronic Instruments.

## 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  
W6897-180002/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
PWU066

Client Ref. No. - N° de réf. du client  
W6897-180002

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

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## **ANNEX A**

### **STATEMENT OF WORK**

REFER TO ATTACHED DOCUMENT.

## **ANNEX B**

### **BASIS OF PAYMENT**

#### **.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

### HEALTH AND SAFETY REQUIREMENTS

(Mandatory 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 Contract award:

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):

##### 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](mailto: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](mailto:whs@gov.ab.ca)

**ANNEX D**

**PERIODIC USAGE REPORT FORM**

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

Return to:

<b>Mony Lee</b>	(780) 497-3510	<b>mony.lee@pwgsc-tpsgc.gc.ca</b>
<i>Name</i>	<i>Fax</i>	<i>Email Address</i>

at:

Public Works and Government Services Canada  
Real Property Contracting, Acquisitions 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:** Interior and Exterior Painting, CFB Suffield, Ralston, Alberta

#### 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.

.3 It is considered that regular hours of work fall between 0800 and 1630 hours, Monday to Friday.

.7 Electronic Payment Instruments

- .1 The Offeror accepts to be paid by any of the following Electronic Payment Instrument(s):
  - ( ) VISA Acquisition Card;
  - ( ) MasterCard Acquisition Card.

**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. 4	Col. 5	Col. 6
Item	Class of Labour, material or plant	Estimated Usages	Unit Price	Total Estimated Price
	<b>Painting Services</b>			
1.	Primer sealer or undercoater	1800 m2	\$ _____/m2	\$ _____
2.	Flat latex or Alkyd	1400 m2	\$ _____/m2	\$ _____
3.	Semi-Gloss Latex	3000 m2	\$ _____/m2	\$ _____
4.	Semi-Gloss Alkyd	2000 m2	\$ _____/m2	\$ _____
5.	Enamel Gloss Alkyd	2000 m2	\$ _____/m2	\$ _____
6.	Varnish (Semi-Gloss or Gloss)	200 m2	\$ _____/m2	\$ _____
7.	Floor Enamel	600 m2	\$ _____/m2	\$ _____
8.	Epoxy Primer	600 m2	\$ _____/m2	\$ _____
9.	Two Component Epoxy	400 m2	\$ _____/m2	\$ _____
10.	Paint Stripper	100 m2	\$ _____/m2	\$ _____
11.	Fire Retardant Base Coat	100 m2	\$ _____/m2	\$ _____
12.	Fire Retardant Finish Coat	100 m2	\$ _____/m2	\$ _____
13.	Paintable Silicone Caulking 300 ml tubes	150 tubes	\$ _____/tube	\$ _____
14.	Sand Blasting – to include sand compressor, other miscellaneous equipment, vehicle and two men and travel to and from site.	200 hours	\$ _____/hour	\$ _____
15.	Stippling ceilings including first coat of alkyd flat ceiling paint	3400 ft2	\$ _____/ft2	\$ _____
16.	Painting previously stippled ceilings (first coat) using alkyd flat ceiling paint.	2400 ft2	\$ _____/ft2	\$ _____

17.	Painting previously stippled ceilings (second and subsequent coats), per coat, using alkyd flat ceiling paint.	400 ft2	\$ _____/ft2	\$ _____
18.	Additional preparation including all materials required:			
a.	Extra sanding , wall cleaning, furniture moving, stripping old paint surfaces, caulking joints, nail setting, hole filling, minor sub-surface repairs:			
	Painter	2000 hours	\$ _____/hour	\$ _____
	Labourer	2000 hours	\$ _____/hour	\$ _____
b.	Tape, fill, and sand new wallboard points	1200 Lm	\$ _____/Lm	\$ _____
c.	Clean, tape, fill and sand old wallboard joints and cracks.	1400 Lm	\$ _____/Lm	\$ _____
	<b>EXTERIOR PAINTING</b>			
19.	Painting or spraying of new or old permanently installed or portable cupboards, shelves, tables, pipes and shelves radiators, doors or trim work not integrated in complete wall or ceiling areas to be painted, varnished or lacquered (hourly rate to include all necessary materials i.e., paint, tape, sanding paper, brushes, polyethylene sheeting, wood filler, etc.):			
a.	Painter	1200 hours	\$ _____/hour	\$ _____
b.	Labourer	1200 hours	\$ _____/hour	\$ _____
c.	Spray Paint	400 m2	\$ _____/m2	\$ _____
20.	<b>TRAVEL</b> Lump sum price per round trip to CFB Suffield for painting personnel as ordered and necessary to perform the work:			
a.	During Regular Working Hours (Monday through Friday)			
	Painter	50 trips	\$ _____/trip	\$ _____
	Labourer	30 trips	\$ _____/trip	\$ _____
b.	Outside Regular Working Hours (Monday through Friday)			
	Painter	10 trips	\$ _____/trip	\$ _____
	Labourer	10 trips	\$ _____/trip	\$ _____
c.	(Outside Regular Working Hours Weekends and Statutory Holidays)			
	Painter	10 trips	\$ _____/trip	\$ _____
	Labourer	10 trips	\$ _____/trip	\$ _____
21.	Contractor's Mark Up on Allowance for unspecified material, replacement parts, required permits and certificates not previously specified in specification ( (1+ % mark-up) x	\$10,000	_____ %	\$ _____

	\$10,000.00) Verification of Contractor's costs to be provided upon request of the Site Authority.			
22.	Estimates: Where a cost estimate has been submitted and accepted by the site authority, fully completed work and services will be performed or provided at a cost no greater than 110% of such estimate. Work or services cannot exceed the amount of the call-up without approval from the Site Authority			
23.	Measurement and Payment - If more than one type of paint is specified in a room, the predominant type of paint will govern the cost, ie. Flat paint on walls and ceiling, semi-gloss on trim. Payment will be made at the unit price per square meter (m2) for flat paint. Areas for payment will be made at the unit price per ceiling including windows, doors, trim, exterior and interior of painted cupboards without deduction for areas not requiring paint, ie. glass of windows, metal or plastic.			
<b>Sub Total A): Estimated Total Amount Year 1 (GST/HST Extra)</b>				\$ _____

4.1 Unit Price Schedules - Rates (continued)

**SCHEDULE B) Second Year**

Col. 1	Col. 2	Col. 4	Col. 5	Col. 6
Item	Class of Labour, material or plant	Estimated Usages	Unit Price	Total Estimated Price
	<b>Painting Services</b>			
1.	Primer sealer or undercoater	1800 m2	\$ _____/m2	\$ _____
2.	Flat latex or Alkyd	1400 m2	\$ _____/m2	\$ _____
3.	Semi-Gloss Latex	3000 m2	\$ _____/m2	\$ _____
4.	Semi-Gloss Alkyd	2000 m2	\$ _____/m2	\$ _____
5.	Enamel Gloss Alkyd	2000 m2	\$ _____/m2	\$ _____
6.	Varnish (Semi-Gloss or Gloss)	200 m2	\$ _____/m2	\$ _____
7.	Floor Enamel	600 m2	\$ _____/m2	\$ _____
8.	Epoxy Primer	600 m2	\$ _____/m2	\$ _____
9.	Two Component Epoxy	400 m2	\$ _____/m2	\$ _____
10.	Paint Stripper	100 m2	\$ _____/m2	\$ _____
11.	Fire Retardant Base Coat	100 m2	\$ _____/m2	\$ _____
12.	Fire Retardant Finish Coat	100 m2	\$ _____/m2	\$ _____
13.	Paintable Silicone Caulking 300 ml tubes	150 tubes	\$ _____/tube	\$ _____
14.	Sand Blasting – to include sand compressor, other miscellaneous equipment, vehicle and two men and travel to and from site.	200 hours	\$ _____/hour	\$ _____
15.	Stippling ceilings including first coat of alkyd flat ceiling paint	3400 ft2	\$ _____/ft2	\$ _____
16.	Painting previously stippled ceilings (first coat) using alkyd flat ceiling paint.	2400 ft2	\$ _____/ft2	\$ _____
17.	Painting previously stippled ceilings (second and subsequent coats), per coat,	400 ft2	\$ _____/ft2	\$ _____

	using alkyd flat ceiling paint.			
18.	Additional preparation including all materials required:			
a.	Extra sanding , wall cleaning, furniture moving, stripping old paint surfaces, caulking joints, nail setting, hole filling, minor sub-surface repairs:			
	Painter	2000 hours	\$ _____/hour	\$ _____
	Labourer	2000 hours	\$ _____/hour	\$ _____
b.	Tape, fill, and sand new wallboard points	1200 Lm	\$ _____/Lm	\$ _____
c.	Clean, tape, fill and sand old wallboard joints and cracks.	1400 Lm	\$ _____/Lm	\$ _____
	EXTERIOR PAINTING			
19.	Painting or spraying of new or old permanently installed or portable cupboards, shelves, tables, pipes and shelves radiators, doors or trim work not integrated in complete wall or ceiling areas to be painted, varnished or lacquered (hourly rate to include all necessary materials i.e., paint, tape, sanding paper, brushes, polyethylene sheeting, wood filler, etc.):			
a.	Painter	1200 hours	\$ _____/hour	\$ _____
b.	Labourer	1200 hours	\$ _____/hour	\$ _____
c.	Spray Paint	400 m2	\$ _____/m2	\$ _____
20.	TRAVEL Lump sum price per round trip to CFB Suffield for painting personnel as ordered and necessary to perform the work:			
a.	During Regular Working Hours a Monday through Friday)			
	Painter	50 trips	\$ _____/trip	\$ _____
	Labourer	30 trips	\$ _____/trip	\$ _____
b.	Outside Regular Working Hours (Monday through Friday)			
	Painter	10 trips	\$ _____/trip	\$ _____
	Labourer	10 trips	\$ _____/trip	\$ _____
c.	(Outside Regular Working Hours Weekends and Statutory Holidays)			
	Painter	10 trips	\$ _____/trip	\$ _____
	Labourer	10 trips	\$ _____/trip	\$ _____
21.	Contractor's Mark Up on Allowance for unspecified material, replacement parts, required permits and certificates not previously specified in specification ( (1+ % mark-up) x \$10,000.00) Verification of Contractor's costs to	\$10,000	_____ %	\$ _____

	be provided upon request of the Site Authority.			
22.	Estimates: Where a cost estimate has been submitted and accepted by the site authority, fully completed work and services will be performed or provided at a cost no greater than 110% of such estimate. Work or services cannot exceed the amount of the call-up without approval from the Site Authority			
23.	Measurement and Payment - If more than one type of paint is specified in a room, the predominant type of paint will govern the cost, ie. Flat paint on walls and ceiling, semi-gloss on trim. Payment will be made at the unit price per square meter (m2) for flat paint. Areas for payment will be made at the unit price per ceiling including windows, doors, trim, exterior and interior of painted cupboards without deduction for areas not requiring paint, ie. glass of windows, metal or plastic.			
<b>Sub Total B): Estimated Total Amount 2<sup>nd</sup> Year GST/HST Extra</b>				\$ _____

4.1 Unit Price Schedules - Rates (continued)

**SCHEDULE C) Third Year**

Col. 1	Col. 2	Col. 4	Col. 5	Col. 6
Item	Class of Labour, material or plant	Estimated Usages	Unit Price	Total Estimated Price
	<b>Painting Services</b>			
1.	Primer sealer or undercoater	1800 m2	\$ _____/m2	\$ _____
2.	Flat latex or Alkyd	1400 m2	\$ _____/m2	\$ _____
3.	Semi-Gloss Latex	3000 m2	\$ _____/m2	\$ _____
4.	Semi-Gloss Alkyd	2000 m2	\$ _____/m2	\$ _____
5.	Enamel Gloss Alkyd	2000 m2	\$ _____/m2	\$ _____
6.	Varnish (Semi-Gloss or Gloss)	200 m2	\$ _____/m2	\$ _____
7.	Floor Enamel	600 m2	\$ _____/m2	\$ _____
8.	Epoxy Primer	600 m2	\$ _____/m2	\$ _____
9.	Two Component Epoxy	400 m2	\$ _____/m2	\$ _____
10.	Paint Stripper	100 m2	\$ _____/m2	\$ _____
11.	Fire Retardant Base Coat	100 m2	\$ _____/m2	\$ _____
12.	Fire Retardant Finish Coat	100 m2	\$ _____/m2	\$ _____
13.	Paintable Silicone Caulking 300 ml tubes	150 tubes	\$ _____/tube	\$ _____
14.	Sand Blasting – to include sand compressor, other miscellaneous equipment, vehicle and two men and travel to and from site.	200 hours	\$ _____/hour	\$ _____
15.	Stippling ceilings including first coat of alkyd flat ceiling paint	3400 ft2	\$ _____/ft2	\$ _____
16.	Painting previously stippled ceilings (first coat) using alkyd flat ceiling paint.	2400 ft2	\$ _____/ft2	\$ _____
17.	Painting previously stippled ceilings (second and subsequent coats), per coat, using alkyd flat ceiling paint.	400 ft2	\$ _____/ft2	\$ _____
18.	Additional preparation including all			

	materials required:			
a.	Extra sanding , wall cleaning, furniture moving, stripping old paint surfaces, caulking joints, nail setting, hole filling, minor sub-surface repairs:			
	Painter	2000 hours	\$ _____/hour	\$ _____
	Labourer	2000 hours	\$ _____/hour	\$ _____
b.	Tape, fill, and sand new wallboard points	1200 Lm	\$ _____/Lm	\$ _____
c.	Clean, tape, fill and sand old wallboard joints and cracks.	1400 Lm	\$ _____/Lm	\$ _____
	EXTERIOR PAINTING			
19.	Painting or spraying of new or old permanently installed or portable cupboards, shelves, tables, pipes and shelves radiators, doors or trim work not integrated in complete wall or ceiling areas to be painted, varnished or lacquered (hourly rate to include all necessary materials i.e., paint, tape, sanding paper, brushes, polyethylene sheeting, wood filler, etc.):			
a.	Painter	1200 hours	\$ _____/hour	\$ _____
b.	Labourer	1200 hours	\$ _____/hour	\$ _____
c.	Spray Paint	400 m2	\$ _____/m2	\$ _____
20.	TRAVEL Lump sum price per round trip to CFB Suffield for painting personnel as ordered and necessary to perform the work:			
a.	During Regular Working Hours (a Monday through Friday)			
	Painter	50 trips	\$ _____/trip	\$ _____
	Labourer	30 trips	\$ _____/trip	\$ _____
b.	Outside Regular Working Hours (Monday through Friday)			
	Painter	10 trips	\$ _____/trip	\$ _____
	Labourer	10 trips	\$ _____/trip	\$ _____
c.	(Outside Regular Working Hours Weekends and Statutory Holidays)			
	Painter	10 trips	\$ _____/trip	\$ _____
	Labourer	10 trips	\$ _____/trip	\$ _____
21.	Contractor's Mark Up on Allowance for unspecified material, replacement parts, required permits and certificates not previously specified in specification ( (1+ % mark-up) x \$10,000.00) Verification of Contractor's costs to be provided upon request of the Site Authority.	\$10,000	_____ %	\$ _____

22.	Estimates: Where a cost estimate has been submitted and accepted by the site authority, fully completed work and services will be performed or provided at a cost no greater than 110% of such estimate. Work or services cannot exceed the amount of the call-up without approval from the Site Authority	
23.	Measurement and Payment - If more than one type of paint is specified in a room, the predominant type of paint will govern the cost, ie. Flat paint on walls and ceiling, semi-gloss on trim. Payment will be made at the unit price per square meter (m2) for flat paint. Areas for payment will be made at the unit price per ceiling including windows, doors, trim, exterior and interior of painted cupboards without deduction for areas not requiring paint, ie. glass of windows, metal or plastic.	
<b>Sub Total C): Estimated Total Amount Year 3 (GST/HST Extra)</b>		\$ _____

**4.1 Unit Price Schedules - Rates** (continued)

**4.2 TOTAL EVALUATED PRICE** (Initial 1 Year Term + 2nd Year + 3<sup>rd</sup> Year)

Col. 1	Col. 2	Col. 3	Col. 4
<b>Sub Total SCHEDULE A) Initial Year Term</b>	<b>Sub Total SCHEDULE B) 2nd Year</b>	<b>Sub Total SCHEDULE C) 3rd Year</b>	<b>Total Evaluated Price</b> (col.1 + col.2 + col. 3 = col.4)
\$	\$		\$ <b>GST/HST Extra</b>

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 one standing offer will be issued to the lowest compliant offerors.**

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](http://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 journey-person-apprentice ratio is defined as the number of qualified/certified journeypersons 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 H.*

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:

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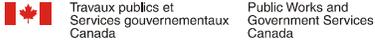
**ANNEX F**

**INSURANCE CERTIFICATE**

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

**CERTIFICATE OF INSURANCE**

Page 1 of 2



Description and Location of Work Interior and Exterior Painting, CFB Suffield, Ralston, 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
<b>Commercial General Liability</b>				\$	\$	\$
<b>Umbrella/Excess Liability</b>				\$	\$	\$

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)	Telephone number
 <hr/>	<input type="text"/>
Signature	Date D / M / Y

---

## CERTIFICATE OF INSURANCE Page 2 of 2

### General

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

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

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

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

### Commercial General Liability

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

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

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

The policy must have the following minimum limits:

- (a) **\$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.

Solicitation No. - N° de l'invitation  
W6897-180002/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
PWU066

Client Ref. No. - N° de réf. du client  
W6897-180002

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

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## **ANNEX G**

### **SECURITY REQUIREMENTS CHECK LIST**

REFER TO ATTACHED DOCUMENT.





National Defence



**CANADIAN FORCES BASE SUFFIELD  
BASE ENGINEERING**

**SPECIFICATION  
FOR  
INTERIOR/EXTERIOR PAINTING SERVICES  
LIVING QUARTERS AND BUILDINGS**

CFB Suffield Job No: L-S381-9901/785

SO: 184201

Dated: 28 September 2017

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**R. A. Cayer, MWO**  
Contracts Officer

---

**K. Lund**  
Contracts Inspector

---

**C. Donnelly**  
Chief Fire Inspector

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**PART 1      General**

**1.1            DESCRIPTION OF WORK**

- .1      Work under this Contract covers the interior/exterior painting/repainting of various living quarters and other buildings in accordance with this Specification. Work under this Contract may include line painting and road markings.

**1.2            DOCUMENTS REQUIRED**

- .1      Maintain at job site, one copy of each of the following:
  - .1      Specifications.
  - .2      Addenda.
  - .3      Change orders.
  - .4      Other modifications to Contract.
  - .5      Manufacturer's installation and application instructions.

**1.3            WORK SCHEDULE**

- .1      Hours of work must be between 0800 hours and 1630 hours, Monday through Friday, unless otherwise stated by the Project Authority.
- .2      Work on single or multiple living quarters will commence within 72 hours of notification by the Project Authority and must be completed in no later than five (5) working days.
- .3      The Contractor will be prepared to increase work crews during periods when there is a heavy work load. Crews to work in several areas simultaneously.

**1.4            CONTRACTOR'S ON SITE SUPERVISOR**

- .1      The Contractor must provide, at the job site, a full time experienced and competent supervisor, capable of and having the authority to speak on his behalf on day to day routine matters.

**1.5            CONTRACTOR'S USE OF SITE**

- .1      Do not unreasonably encumber site with materials or equipment.
- .2      Access to movement around the site must be subject to the site authority and, if required, must include the acquisition of temporary passes for all personnel engaged in the project.

**1.6            CODES AND STANDARDS**

- .1      Perform work in accordance with National Building Code of Canada (NBC), and any other code of Provincial or local application provided that in any case of conflict or discrepancy, the more stringent requirements must apply.

- .2 Work to meet or exceed requirements of Contract Documents, specified standards, codes and referenced documents.

#### **1.7 PROJECT MEETINGS**

- .1 Project Authority will arrange project meetings and assume responsibility for setting times and recording and distributing minutes.

#### **1.8 CUTTING, FITTING AND PATCHING**

- .1 Surface preparation in accordance with Section 09 91 10.
- .2 Report areas requiring cutting, fitting and patching to the Project Authority prior to surface preparation.

#### **1.9 WORK IN OCCUPIED PREMISES**

- .1 Execute work with least possible interference or disturbance to occupants, public or normal use of premises. Arrange with Project Authority to facilitate execution of work.
- .2 Where security has been reduced by work of Contract, provide temporary means to maintain security.
- .3 Provide temporary dust screens, barriers, and warning signs in locations where renovations and alteration work is adjacent to areas which will be operative during such work.

#### **1.10 PARTIAL OCCUPANCY OR USE**

- .1 Schedule early completion of designated areas for use before substantial completion of entire project, if required by Project Authority.

#### **1.11 ADDITIONAL DRAWINGS**

- .1 Project Authority may furnish additional drawings to Contractor to assist proper execution of work. These drawings will be issued for clarification purposes only. Such drawings will have the same meaning and intent as if they were included with plans referred to in article 1 of Articles of Agreement.

#### **1.12 CLEANING DURING PAINTING AND ON COMPLETION OF SERVICES**

- .1 Conduct cleaning and disposal operations to comply with local ordinances and anti-pollution laws.
- .2 Store volatile waste in covered metal containers and remove from premises daily.
- .3 Prevent accumulation of wastes which create hazardous conditions.
- .4 Provide adequate ventilation during use of volatile or noxious substances.
- .5 Use only cleaning materials recommended by manufacturer of surface to be cleaned and as recommended by cleaning material manufacturer.

- .6 Maintain servicing areas, public properties free from accumulations of waste materials and rubbish.
- .7 Dispose of waste materials and rubbish at designated dumping areas off DND property.
- .8 Remove all waste paint, lacquer, cleaning materials, cans, etc., from DND property and dispose of at approved dump site.
- .9 In preparation for completion of work, conduct final inspection of site exposed interior and exterior surfaces and of concealed spaces.
- .10 Remove grease, dust, dirt, stains, labels, fingerprints and other foreign materials, from sight exposed interior and exterior finished surfaces including glass and other polished surfaces soiled during operations.

END OF SECTION

**Part 1            General**

**1.1                FIRE SAFETY PLAN**

- .1 Contractors shall be familiar with this Section and its requirements.
- .2 The contractor must provide a Fire Safety Plan in accordance with the National Fire Code of Canada (NFCC 2010) section 5.6.1.3. The contractor's responsibility for a Fire Safety Plan is limited to their construction activities and not for the whole building. Responsibility for fire safety of the building areas outside of the construction limits will remain with DND. DND/CF is responsible for the Fire Safety Plan for the occupied portions of the building. The plan shall be submitted to Contracts Inspector by the contractor within 10 business days of award for approval by the Base Fire Chief prior to commencement of construction or demolition operations. A copy of the approved Fire Safety Plan shall be posted and maintained on site at all times during construction and the Contractor shall ensure all persons accessing the construction site are briefed and adhere to the requirements of the plan.

**1.2                FIRE DEPARTMENT BRIEFING**

- .1 DND Representative will co-ordinate arrangements for contractor for briefing on Fire Safety at pre-work conference by Fire Chief before work is commenced.

**1.3                REPORTING FIRES**

- .1 Know location of nearest fire alarm box/pull station and telephone, including emergency phone number.
  - .1 Base: 4911
  - .2 Cellular Phone: 911 or 1-403-544-4991
- .2 Report immediately fire incidents to Fire Department as follows:
  - .1 Activate nearest fire alarm box/pull station; or
  - .2 Telephone.
- .3 Person activating fire alarm box/pull station will remain at muster point to direct Fire Department to scene of fire.
- .4 When reporting fire by telephone, give location of fire, name or number of building and be prepared to verify location.

#### **1.4 INTERIOR AND EXTERIOR FIRE PROTECTION AND ALARM SYSTEMS**

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

#### **1.5 FIRE EXTINGUISHERS**

- .1 Supply fire extinguishers, as scaled by Fire Chief, necessary to protect work in progress and contractor's physical plant on site.
- .2 In addition to the requirements mentioned above, the Fire Safety Plan shall include the number and location of Fire Extinguishers, and the location of the Muster Point, in the event of an emergency. Also include measures for controlling fire hazards created during construction, in and around the construction site.

#### **1.6 BLOCKAGE OF ROADWAYS**

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

#### **1.7 FIRE PRECAUTIONS**

- .1 Private Contractors are responsible for providing a Fire Watch service on a scale established in conjunction with the Base Fire Chief prior to the job start up.
- .2 Base Fire Chief is to be advised of all cases involving the use of flame or spark producing devices including heating equipment in or around buildings.
- .3 Appropriate permits must be obtained prior to job start-up.

#### **1.8 SMOKING PRECAUTIONS**

- .1 Although smoking is not permitted in hazardous areas, care must still be exercised in the use of smoking materials in non-restricted areas.
- .2 Smoking is not permitted in DND buildings.

#### **1.9 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 specified.

#### **1.10 FLAMMABLE AND COMBUSTIBLE LIQUIDS**

- .1 Handling, storage and use of flammable and combustible liquids governed by current 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. Storage of quantities of flammable and combustible liquids exceeding 45 litres for work purposes requires permission of Fire Chief.
- .3 Transfer of flammable and combustible liquids is prohibited within buildings or jetties.
- .4 Transfer of flammable and combustible liquids will not be carried out 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 minimum and Fire Department is to be notified when disposal is required.

#### **1.11 HAZARDOUS SUBSTANCES/HOT WORK/ TEMPORARY HEAT PERMITS**

- .1 Work entailing use of toxic or hazardous materials, chemicals and/or explosives, or otherwise creating hazard to life, safety or health, in accordance with National Fire Code of Canada.
- .2 Obtain from Fire Chief a "Hot Work" permit for work involving spark-producing equipment, welding, burning or use of blowtorches, in buildings or facilities on government land. Hot Work permits may be issued between 0700 – 1000 hours daily.
- .3 Temporary Heating – temporary heaters shall be stamped as approved by a recognized testing agency (i.e. CDA, CSA, ULC). Only indirect flame type heaters are to be used. Only in exceptional circumstances are torpedo type heaters to be used and they will require 24 hour on site supervision. Heater permits require 24 hours' notice and can be obtained from the Chief Fire Inspector daily between 0700 – 1000 hours. After normal working hours, callouts for Fire Prevention staff to inspect and issue permits shall be at the Contractor's expense.
- .4 Heaters are to have an original and legible installation plate affixed stating clearances to be maintained from combustible materials. Stated clearances will be maintained at all times.

- .5 Heaters shall be installed by a qualified gas fitter to meet the requirements of the Propane Installation Code or the National Gas Installation Code, whichever is applicable.
- .6 All LPG cylinders shall be supported against upset by non-combustible cable or chain. Cylinders shall be protected against damage.
- .7 A permit becomes invalid if a heater is moved from the original location for which the permit was issued. A new permit must be obtained.
- .8 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 Fire Chief. Contractors are responsible for providing fire watch service for work on scale established and in conjunction with Fire Chief at pre-work conference.
- .9 Provide ventilation where flammable liquids, such as lacquers or urethanes are used, eliminate sources of ignition. Inform Fire Chief prior to and at cessation of such work.

**1.12 QUESTIONS AND/OR CLARIFICATION**

- .1 Direct questions or clarification on Fire Safety in addition to above requirements to Fire Chief.

**1.13 FIRE INSPECTION**

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

**END OF SECTION**

**Part 1            General**

**1.1                ENVIRONMENTAL RESPONSIBILITY**

- .1        All work under this contract is to be conducted in an environmentally responsible manner. Maintain awareness of particularly environmentally sensitive areas located throughout the Base.

**1.2                WORK AREA**

- .1        Under the direction of the DND Representative, define and mark the construction area work limits prior to Work commencing.
- .2        Work is to be restricted to designated work area, designated access roads and designated ancillary worksites.

**1.3                FUEL MANAGEMENT**

- .1        Ensure that any fuel storage and transfer areas on site are designed, operated and maintained in accordance with the requirements of current applicable federal, provincial and municipal legislation, guidelines and codes, including the 2003 *Environmental Code of Practice for Aboveground and Underground Storage Tank Systems Containing Petroleum and Allied Petroleum Products*, published by the Canadian Council for Ministers of the Environment (CCME), and the most current version of the *National Fire Code of Canada* (NFCC), from the National Research Council (NRC).
- .2        Ensure requirements of Storage Tank Systems for Petroleum Products and Allied Petroleum Products Regulations 2008 Version.
- .3        Fuel storage and handling areas must be completely contained to prevent spills or leaks from migrating outside the designated storage or handling area, per the requirements of the NFCC.
- .4        On-site provisions for spill prevention should include an emergency spill response plan, spill kits and spill response training for personnel.

**1.4                FIRES**

- .1        Fires and burning of rubbish on site is not permitted.
- .2        Additional requirements in accordance with Section 01 35 35 – DND Fire Safety Requirements.

**1.5                SOIL HANDLING**

- .1        Remove topsoil before any construction procedures commence to avoid compaction of topsoil.
- .2        Handle topsoil only when it is dry and warm

- .3 Pile topsoil in berms in locations as directed by DND Representative. Stockpile height not to exceed 2.5 - 3m.
- .4 Topsoil is to be replaced as the finish layer over all areas to be reseeded.
- .5 Avoid soil handling activities under high wind or unfavorable weather conditions, as directed by the DND Representative.

#### **1.6 SITE CLEARING AND PLANT PROTECTION**

- 1. Minimal surface disturbance techniques are to be employed on prairie landscapes.
- .2 When vegetation or brush removal is required, such activities are to be completed using non-chemical means, unless otherwise authorized by the DND Representative.
- .3 Protect trees and plants on site and adjacent properties where indicated.
- .4 Wrap in burlap, trees and shrubs adjacent to construction work, storage areas and trucking lanes, and encase with protective wood framework from grade level to height of 2 m.
- .5 Protect roots of designated trees to drip line during excavation and site grading to prevent disturbance or damage. Avoid unnecessary traffic, dumping and storage of materials over root zones.
- .6 Minimize stripping of topsoil and vegetation.
- .7 Restrict tree removals to areas indicated or designated by DND Representative.
- .8 Salvage vegetation and store at approved sites for future replacement as required and directed by DND Representative.

#### **1.7 WASTE MANAGEMENT**

- .1 Do not bury rubbish and waste materials on site.
- .2 Ensure waste materials, equipment and debris are adequately contained on site.
- .3 Dispose of unused paint, adhesive, caulking material, and volatile materials at official hazardous waste material collections site.
- .4 Provide and use clearly marked separate bins for recycling wherever facilities are available. Dispose of recyclable materials, to appropriate facilities except where otherwise specified, in accordance with authority having jurisdiction.
- .5 Provide on-site containers for collection of waste materials and debris. Locate for least interference with work activities. Remove construction debris, waste materials, packaging material from work site daily, or dispose of as directed by DND Representative.
- .6 Additional requirements in accordance with Section 01 74 20 – Construction/Demolition Waste Management and Disposal.

## **1.8 DRAINAGE**

- .1 Provide temporary drainage and pumping as necessary to keep excavations and site free from water.
- .2 Do not pump water containing suspended materials into waterways, sewer or drainage systems.
- .3 Control disposal or runoff of water containing suspended materials or other harmful substances in accordance with local authority requirements.

## **1.9 POLLUTION CONTROL**

- .1 Maintain temporary erosion and pollution control features installed under this contract.
- .2 Control emissions from equipment and plant to local authorities' emission requirements.
- .3 Prevent sandblasting and other extraneous materials from contaminating air and waterways beyond application area, by providing temporary enclosures.
- .4 Cover or wet down dry materials and rubbish to prevent blowing dust and debris. Provide dust control for temporary roads.

## **1.10 STORAGE AND HANDLING**

- .1 Hazardous substances (any substance that is poisonous, or exhibits flammability, corrosivity, reactivity, or toxicity) shall be stored and handled in a manner that is not harmful to human life and will not pollute the environment. Comply with provincial and municipal regulations for the storage and handling of hazardous substances.
- .2 Hazardous substances stored outdoors shall be situated in or on a secondary containment device capable of fully containing 1.5 times the quantity of the largest container stored in or on it. Storage sites shall be consolidated to greatest extent possible to reduce the number of hazardous sites.
- .3 When hazardous substances are stored indoors in quantities that cannot be contained safely by the building structure in the event of a leak, the DND Representative may direct that such substances be stored in or on a proper secondary containment device.

## **1.11 EQUIPMENT**

- .1 Use equipment in good working order, free of all leaks which would contaminate site.
- .2 Equipment brought to site is to be clean and well maintained in a manner that will not be detrimental to the environment in compliance with the Canadian Environmental Protection Act (CEPA). Equipment in violation shall be removed from the site until such time as it complies with these requirements.
- .3 Do not add fuel, oils or coolants to machinery on site. Provide properly placed drip pans under all fuel, oil and coolant filled machinery when machinery is left on site overnight and on weekends to contain leaks and drips.

- .4 Equipment and vehicles used on the prairie shall be cleaned to remove weeds and spores prior to arriving on site.
- .5 Store vehicles in designated areas approved by DND Representative.

**1.12 CLEAN UP**

- .1 Provide and maintain fully stocked spill kits during execution of Work. Spill kits to contain mats to absorb spills, socks to prevent spread of spills, gloves, large labelled plastic disposal bags.
- .2 Leaks and spills of hazardous substances, regardless of quantity or location, shall be stopped and cleaned up immediately. Prevent leaks and spills from entering storm and sanitary sewer systems and from contaminating soil and water.
- .3 Disposal of hazardous substances shall be in a manner acceptable to the local authority having jurisdiction over disposal of such substances.

**1.13 REPORTING**

- .1 Releases of hazardous substances into the environment (e.g. ground, water, drains, sewer systems, ditches, roads, parking areas, etc.) shall be reported to the DND Representative as soon as possible.

**1.14 INSPECTIONS**

- .1 The project site may be inspected to ensure compliance with federal, provincial, and local environmental requirements.
- .2 Reported spills are subject to inspection by the Base Environmental Officer and the DND Representative to confirm clean up and disposal have been carried out satisfactorily.

**END OF SECTION**

**Part 1           General**

**1.1               CONSTRUCTION SAFETY MEASURES**

- .1 All Contractors and their personnel shall be familiar and comply with this section and its requirements.
- .2 Observe construction safety measures of National Building Code latest edition, National Fire Code of Canada latest edition, Workers'/Workmen's Compensation Board, Canada Labour Code. Part II and Canada Occupational Health & Safety Regulations and in any situation of conflict or discrepancy, the more stringent requirements shall apply.
- .3 The Contractor is required to fully comply with the 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 Representative.

**1.2               BASE SAFETY OFFICE BRIEFING**

- .1 DND Representative will coordinate/arrange for Contractor's Staff to be briefed on Base Safety requirements. This will occur at Bi-weekly Safety meetings.
- .2 The base Safety Briefing is valid for one year from date of orientation and is transferable from job site to job site.

**1.3               FMA SAFETY REQUIREMENTS**

- .1 Contractors doing work in the Force Maintenance Area (FMA), are to have one initial briefing per contract by the BGSO in Building 620, and range briefing Building 604 through DND representative, before any work may commence. FMA includes all buildings east of the Jenner Highway.

**1.4**

**EPG AND BASE RANGE AREA**

- .1 When work is to be performed in the EPG (Experimental Proving Ground) and/or in the Base Range area, Contractor's and their personnel must attend a DRDC Field Safety Briefing and/or Range Safety Briefing from Range Control in order to obtain approval for access to site prior to any work commencing. All vehicles must be registered with the governing authority before entering the EPG and Range Control areas. The Contractor's Project superintendent will be provided with a radio that is able to communicate with the governing authority. All other Contractor vehicles must have a communication device, which will be the responsibility of the Contractor.

**1.5**

**TOOLS AND EQUIPMENT**

- .1 DND owned equipment, tools, devices and machinery, including Personal Protective Equipment will not be provided to the Contractor.

## **1.6 CONFINED SPACE ENTRY POLICY**

- .1 No employee shall enter or be permitted to enter any confined space unless such entry is made in compliance with the applicable Federal Occupational Health and Safety Regulations and the Canada Labour Code, Part II Standards. Contractor will make himself and employees aware of and abide by the Base Policy on confined space entry and the locations affected by said policy.

## **1.7 FIRE SAFETY REQUIREMENTS**

- .1 Comply with requirements of Section 01 35 35 – DND Fire Safety Requirements.

## **1.8 SCAFFOLDING**

- .1 Design and construct scaffolding in accordance with CSA S269.

## **1.9 OVERLOADING**

- .1 Ensure no part of work is subjected to loading that will endanger its safety or will cause permanent deformation.

## **1.10 WHMIS**

- .1 Comply with all requirements of the Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage and disposal of hazardous materials and regarding labelling and provision of material safety data sheets acceptable to Human Resources Skills Development Canada and Health and Welfare Canada.
- .2 All employees who handle or are exposed to hazardous materials as defined under the Controlled Products Act (WHMIS Legislation) shall be WHMIS trained in accordance with the Act.
- .3 Material Safety Data Sheets (MSDS) for all materials falling under the WHMIS program shall be supplied to the work site by the Contractor or user(s), and readily accessible to all on-site personnel.
- .4 Deliver copies of WHMIS Material Safety Data Sheets to DND Representative on delivery of material.

## **1.11 FALL PROTECTION**

- .1 Approved fall protection equipment and methods shall be used in accordance with Canada Labour Code Part II and the associated CSA Standards.
- .2 Safety belts and lanyards shall be worn where falling hazards exist, as described under the Canada Labour Code, Part II. Contractor and their personnel shall ensure they adhere to and strictly enforce the applicable federal regulations where it is impractical to provide adequate work platforms or staging.

- .3 All elevated work sites shall have the area underneath cordoned off to prevent injuries from falling objects and anyone working in the proximity of said elevated work sites must utilize proper Personal Protective Equipment to avoid injury from possible falling objects.

**1.12 PERSONAL PROTECTIVE EQUIPMENT (PPE)**

- .1 Contractors and their personnel shall comply with all Federal Safety Standards in relation to Personal Protective Equipment.
- .2 Hardhats and safety boots shall be worn at all times at construction sites and when operating mobile equipment and any location in which an overhead hazard exists and the individual work within close proximity could possibly be exposed to that hazard.
- .3 Eye and/or face protection shall be worn when handling materials liable to injure or irritate eyes when engaging in any work, producing hazard from flying objects or when operating power lawn equipment or tools.
- .4 Hearing protection shall be worn when entering or working in elevated noise hazard area. This includes, but not limited to, construction sites, shop operations, lawn care and operators of equipment or vehicles, which produce noise levels above 85 decibels.
- .5 Respirators shall be worn when a workers is or may be exposed to an oxygen deficient area or to harmful concentration of gas, vapours, smoke, fumes, mists, dusts or as recommended by the Material Safety Data Sheets (MSDS).
- .6 Protective clothing shall be worn at all times in all stores and industrial environments, construction sites and while performing any type of landscaping/lawn care activity. No shorts, muscle shirts, capri pants or non-safety footwear allowed at all times.

**END OF SECTION**

**PART 1      General**

**1.1            POWER AND WATER SUPPLY**

- .1      DND can provide, free of charge, water for construction purposes.
- .2      Electrical power may be supplied free of charge at each living quarter subject to the approval of the occupant.
- .3      Project Authority will determine delivery points and quantitative limits. Project Authority's written permission is required before any connection is made. Connect to existing power supply in accordance with Canadian Electrical Code.
- .4      Provide at no cost to DND, all equipment and temporary lines to bring these services to project site.
- .5      Supply of temporary services by DND is subject to DND requirements and may be discontinued by DND site representative at any time without notice, without acceptance of any liability for damage or delay caused by such withdrawal of temporary services.

**1.2            TEMPORARY STORAGE**

- .1      Storage space is not available in the living quarter area. It will be the responsibility of the Contractor to provide his own storage space for bulk materials.

**1.3            REMOVAL OF TEMPORARY FACILITIES**

- .1      Remove temporary facilities from site when directed by Project Authority.

**PART 2      Products**

**2.1            NOT USED**

- .1      Not used.

**PART 3      Execution**

**3.1            NOT USED**

- .1      Not used.

END OF SECTION

**PART 1      General**

**1.1            MATERIAL AND EQUIPMENT**

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

**1.2            MANUFACTURER'S INSTRUCTIONS**

- .1      Unless otherwise specified, comply with manufacturer's latest printed instructions for material and installation methods.
- .2      Notify Project Authority in writing of any conflict between these specifications and manufacturer's instructions. Project Authority will designate which document is to be followed.

**1.3            DELIVERY AND STORAGE**

- .1      Deliver, store and maintain packaged material and equipment with manufacturer's seals and labels intact.
- .2      Prevent damage, adulteration and soiling of material and equipment during delivery, handling, and storage. Immediately remove rejected material and equipment from site.
- .3      Store material and equipment in accordance with suppliers instructions.
- .4      Move stored products or equipment which interfere with operation of Project Authority or others.

**1.4            CONFORMANCE**

- .1      When material or equipment is specified by standards or performance specifications, upon request of the Project Authority, obtain from manufacturer an independent testing laboratory report, stating that material or equipment meets or exceeds specified requirements.

**PART 2      Products**

**2.1            NOT USED**

- .1      Not used.

**PART 3      Execution**

**3.1            NOT USED**

- .1      Not used.

END OF SECTION

**PART 1 General**

**1.1 SCOPE OF WORK**

.1 The work of this Section comprises the furnishing of all labour, materials, tools, and equipment required to paint/repaint the interior/exterior surfaces for buildings at CFB Suffield or Ralston as detailed in the requisitions.

.1 Work included:

- .1 Moving of furniture (beds, small chest of drawers, desks, filing cabinets, etc) as required to accommodate work.
- .2 Wipe down or wash walls where necessary and damp mopping or vacuuming of floors to remove dust, etc after filling and sanding.
- .3 Taping and filling of wallboard joints and cracks (new and old).
- .4 Repair work to surfaces other than .1 - .3 above and filling of minor holes, cracks and indentations, as directed by Project Authority.
- .5 Removal and reinstallation of curtain rods, curtains and blinds.

.2 Work excluded:

- .1 Disconnecting/reconnecting permanently installed plumbing, electrical and gas appliances and equipment as found in the buildings.

**1.2 REFERENCE STANDARDS**

.1 Do painting and finishing to CGSB 85-GP series standards and to material manufacturer's instruction, except where specified otherwise.

**1.3 MAINTENANCE MATERIALS**

.1 Deliver 1 litre of each color and finish used on interior gypsum board and plywood wall surfaces.

**1.4 ENVIRONMENTAL REQUIREMENTS**

.1 Do not apply paint finishes in areas where dust is being generated.

**PART 2 Products**

**2.1 MATERIALS**

.1 Paint materials for each formula to be products of a single manufacturer, General Paint.

- .2 Paint materials:
- |                       |   |
|-----------------------|---|
| 1-GP-4M               | Thinners, petroleum spirits.            |
| 1-GP-36M              | (Type 1) Varnish – General Purpose.     |
| 1-GP-38M <sub>A</sub> | Undercoat, enamel.                      |
| 1-GP-36M              | (Type 2) Varnish – General Purpose.     |
| 1-GP-40M              | Primer, structural steel.               |
| 1-GP-57M              | Enamel, semi-gloss.                     |
| 1-GP-60M              | Enamel, gloss.                          |
| 1-GP-68M <sub>A</sub> | Primer-sealer, solvent type.            |
| 1-GP-73M              | Floor enamel.                           |
| 1-GP-100M             | Paint, latex type.                      |
| 1-GP-102M             | Sealer, clear alkyd.                    |
| 1-GP-103M             | Filler, wood paste.                     |
| 1-GP-110M             | Lacquer thinner.                        |
| 1-GP-118M             | Finish, flat alkyd.                     |
| 1-GP-119M             | Primer-sealer, latex type.              |
| 1-GP-126M             | Sealer, vinyl.                          |
| 1-GP-132M             | Primer, zinc chromate.                  |
| 1-GP-146M             | Epoxy, 2 component (gloss)              |
| 1-GP-151M             | Fire Retardant Base Coat.               |
| 1-GP-152M             | Fire Retardant Finish Coat.             |
| 19-GP-2M              | Compound, glazing, elastic.             |
| 2-GP-107M             | Detergent, liquid (for main. Cleaning). |

Gypsum Board Joint Compound to CSA A82.31M1980, Asbestos Free Gypsum board joint tape, perforated.

- .3 The material must be delivered to the site in the original unopened containers.
- .4 Paint must be obtained from the manufacturer in the color required. Color tinting or mixing on the job will not be permitted.
- .5 The first coat of two coat work and the middle of three coat work must be supplied at a slightly lighter shade than the finish coat.
- .6 All paint applied by brush or roller must be of viscosity supplied by the manufacturer.
- .7 All material being sprayed to be thinned to manufacturer's instructions.
- .8 Color must be:
- .1 In accordance with the color or finish schedule as provided by the Project Authority.
  - .2 Prepare such samples of colors and finishes as the Project Authority may require.
  - .3 Original colors to be retained, unless requisitioned whereby one additional undercoating may be claimed for that surface.
  - .4 All colors are referenced to CGSB 1-GP12C "Standard Paint Colors".
  - .5 Color schedule is as follows for living quarters:
    - .1 All living rooms, bedrooms, dining rooms, hallway and entranceways in living quarters must be painted off white 405-305.
    - .2 Kitchen and bathrooms will be painted off white 405-305 unless requisitioned otherwise.

## **PART 3 Execution**

### **3.1 METHOD OF APPLICATION**

- .1 Paints may be applied by roller or brush. Spraying must not be permitted unless written permission is given by the Project Authority.
- .2 Paint tools and equipment must be clean and in good working order.  
*Paint tools and equipment must be clean and in good working order prior to starting and between all work.*
- .3 Furnishings and moveable objects must be removed, protected and replaced by the Contractor on completion of the work. The Contractor must provide an ample supply of protective cloths for this purpose.
- .4 Switch plates, receptacles plates, door and cupboard handles and a like must be removed or loosened and replaced on the completion of work.
- .5 Sand and dust between each coat to remove visible defects.
- .6 Finish bottoms, edges, tops and cut-outs of doors after fittings as specified for door surfaces.
- .7 Finish tops of cabinets and projecting ledges both above and below sight lines as specified for surrounding surfaces.
- .8 Finish closets and alcoves as specified for adjoining rooms.
- .9 The first coat of two coat work must be applied in a slightly lighter shade than the finish coat.
- .10 The Project Authority must be given notice and ample opportunity to inspect each completed coat of paint. Work will not proceed until the last proceeding coat is approved.

### **3.2 PREPARATION OF SURFACES**

- .1 All surfaces must be dry, properly cured and cleaned free of dirt, dust, loose paint, grease, rust, or other foreign matter. Moisture content of plaster surfaces must not exceed 12%. The degree of surfaces preparation must be such as to guarantee adhesion of the paint and good appearance of the finished work. All sound painted surfaces in the kitchens and bathrooms must be washed with warm water and detergent 2-GP-107M then thoroughly rinsed with clean water.
- .2 Resinous surfaces including knots, sap streaks, etc., must be coated with vinyl sealer 1-GP-126M and allowed to dry for 12 hours.
- .3 Repairs to sub-paint surfaces (other than detailed herein) must be approved by the Project Authority prior to commencement of such repairs.

- .4 Cracks, joints, nail holes, etc., in wood surfaces must be primed, filled with putty, allowed to dry and sanded smooth.
- .5 Popped nails must be reset and all wallboard, moulding trim and other building components re-nailed as required.
- .6 Deteriorated paint film must be removed to sound substrate.
- .7 Gloss and semi-gloss surfaces must be sanded to provide a better grip for subsequent paint coats.
- .8 Where two coats are specified, the first coat must be lightly sanded.
- .9 Sound varnish film must be sanded and washed with mineral spirits 1-GP-M4.
- .10 Deteriorated varnish film must be removed to sound substrate.
- .11 Prepare galvanized steel and zinc coated surfaces to CGSB 85-GP-16M.
- .12 Prepare masonry, stucco and concrete surfaces to CGSB 85-GP-31M.
- .13 Prepare concrete floors to CGSB 85-GP-32M.
- .14 Prepare plaster and gypsum board surfaces to CGSB 85-GP-33M. Fill minor cracks with plaster patching compound.
- .15 New gypsum board surfaces:
  - .1 Provide taping and filling for joints, angles and screw heads depressions. Compound to be featherhead out onto panel faces and brought flush with adjacent surface or gypsum board so as to be invisible after surface finish is completed.
  - .2 Sand lightly to remove burred edges and other imperfections. Avoid sanding adjacent surface of board.
  - .3 Completed installation to be smooth, level or plumb, free from waves and other defects and ready for surface finish.
- .16 Prepare asbestos-cement surfaces to CGSB 85-GP-31M.
- .17 Vacuum fibre acoustic tile and insulation covering surfaces.
- .18 Touch up worn spots of shop paint primer on steel with 1-GP-40M as per 85-GP-14.
- .19 Prepare copper piping and accessories to 85-GP-20.
- .20 Sand blasting: to be executed as per manufacturer's instructions for type of surface and type of finish being applied, to the satisfaction of the Project Authority.

### 3.2 PRIMING

- .1 All new or painted surfaces must be fully primed.

- .2 Previously painted surfaces must be spot primed where portions of the existing paint have been removed to the substrate, followed, after drying, by a touch up coat of the finish paint specified.
- .3 In all instances, coverage rates and drying times must be adequate and commensurate with the type of material used, as well as with the specified job requirements.
- .4 Asbestos: for asbestos, latex primer sealer 1-GP-119M or solvent type primer sealer 1-GP-68M, must be used.
- .5 Masonry: for masonry surfaces (except floors), latex primer sealer 1-GP-119M, must be used.
- .6 Ferrous metal: for ferrous metal, primer 1-GP-40M must be used.
- .7 Non-ferrous metal: for non-ferrous metal, zinc chromate primer 1-GP-132M, must be used.
- .8 Plaster: for plaster or plasterboard, latex primer sealer 1-GP-119M or solvent type primer sealer 1-GP-68M must be used. For plasterboard 1-GP-119M is preferred.
- .9 Wood: for wood, enamel under coat 1-GP-38M must be used.
- .10 Basement stairs: for wooden basement stairs and handrails, floor enamel 1-GP-73M reduced 10% with thinners 1-GP-4M must be used.
- .11 Open grain hardwood: for open grain hardwood to be varnished, apply filler paste 1-GP-103M, allow to stand for 10 – 15 minutes and wipe using circular and cross-grain motion. Wipe off surplus filler using a clean piece of wiping material, again working across the grain. A final wiping must be done very tightly with the grain, to remove the streaks. Allow to dry 18 hours, then sand lightly, with the grain, remove dust and apply clear sealer 1-GP-102M.
- .12 Close grain hardwood: for close grain hardwood to be varnished, clear alkyd sealer 1-GP-102M must be used.

### **3.4 PAINTING OVER PREPARED AND PRIMED SURFACES**

- .1 The finish paint film must be smooth and continuous without skips, brush marks, runs or discernable laps must hide completely.
- .2 In general, two full finish coats are required for new work and one for previously painted surfaces.
- .3 Film thickness of any one application will not be less than that recommended by the manufacturer.
- .4 For walls and ceilings of bathrooms, shower rooms, kitchens, utility rooms and other wet areas including trim, semi-gloss enamel 1-GP-57M must be used.

- .5 Stairwells and hallways: semi-gloss enamel 1-GP-57M must be used. Where there has been ascertained that one coat of 1-GP-57M over previously painted semi-gloss or gloss surfaces will not produce the desired results, one coat of 1-GP-38M, under coater and one coat of 1-GP-57M may be specified, rather than two finish coats of 1-GP-57.
- .6 Other surfaces: for surfaces other than those covered in 4 and 5 above, latex paint 10-GP-100M or alkyd paint 1-GP-118M must be used.
- .7 Millwork: for millwork and trim except varnished surfaces and wet areas, semi-gloss enamel 1-GP-57M must be used.
- .8 Varnished surfaces: for vanished surfaces, general purpose varnish 1-GP-36M must be used.
- .9 Basement stairs: for wooden basement stairs and handrails, floor enamel 1-GP-37M must be used.
- .10 Metal: for metal surfaces, paint to match adjacent surfaces.

### **3.5 CLEAN UP**

- .1 The Contractor must clean and tidy up daily. All paint rags, empty paint cans and the like must be removed from the site at the completion of each days work.
- .2 Final cleaning must be to the satisfaction of the Project Authority.

END OF SECTION



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

W6897 - 180002

Security Classification / Classification de sécurité

UNCLAS

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		DND, CFB SUFFIELD	2. Branch or Directorate / Direction générale ou Direction RPOU (W) DET SUFFIELD	
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 INTERIOR AND EXTERIOR PAINTING OF ALL BUILDINGS AND SITES @ CFB SUFFIELD AND RALSTON				
5 a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?				<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
5 b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?				<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. Indicate the type of access required / Indiquer le type d'accès requis				
6 a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)				<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6 b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.				<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
6 c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?				<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès				
Canada <input type="checkbox"/>		NATO / OTAN <input type="checkbox"/>		Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion				
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>		All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>		No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		Restricted to / Limité à : <input type="checkbox"/>		Restricted to / Limité à : <input type="checkbox"/>
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"/>		



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

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui  
If Yes, indicate the level of sensitivity:  
Dans l'affirmative, Indiquer le niveau de sensibilité :

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

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

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

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

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

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



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

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

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
				CONFIDENTIEL		TRES SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL			A	B	C	CONFIDENTIEL		TRES SECRET
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).