

**RETURN BIDS TO:**

## RETOURNER LES SOUMISSIONS À:

**Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada**

**1713 Bedford Row**

**Halifax, N.S./Halifax, (N.É.)**

**B3J 1T3**

## Nova Scotia

**Bid Fax: (902) 496-5016**

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

### Regional Individual Standing Offer (RISO)

## Offre à commandes individuelle régionale (OCIR)

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

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

## Comments - Commentaires

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

**Issuing Office - Bureau de distribution**

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

<b>Title - Sujet</b> Air Quality Analysis	
<b>Solicitation No. - N° de l'invitation</b> W01CE-180027/A	<b>Date</b> 2018-01-07
<b>Client Reference No. - N° de référence du client</b> W01CE-18-0027	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$HAL-406-10307
<b>File No. - N° de dossier</b> HAL-7-79091 (406)	<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 2018-02-20</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Atlantic Standard Time AST
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Matheson, Valerie	<b>Buyer Id - Id de l'acheteur</b> hal406
<b>Telephone No. - N° de téléphone</b> (902)403-6236 ( )	<b>FAX No. - N° de FAX</b> (902)496-5016
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE SEE HEREIN GREENWOOD NOVA SCOTIA B0P1N0 Canada	
<b>Security - Sécurité</b> This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

## Request for Standing Offers Template

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Buyer ID - Id de l'acheteur  
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## PART 1 - GENERAL INFORMATION

### 1.1 Introduction

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

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

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

### 1.2 Summary

Public Works and Government Services Canada on behalf of the Department of National Defence has a requirement for a Regional Individual Standing Offer for the provision of all labour, materials and equipment necessary to carry out sampling, testing, analysing, inspection services, and air-monitoring of asbestos, lead and/or mold from buildings within 14 Wing Greenwood and 14 Wing Greenwood satellite sites situated at LFAA Camp Aldershot, Middleton Armouries, Debart, Yarmouth Armouries, Granville Ferry Rifle Range, Barrington and Cloud Lake. The majority of buildings where work is to be conducted are occupied.

This requirement is on an "as" and "when" requested basis in accordance with Job No. L-G111-9900/1079.

The period of the Regional Individual Standing Offer will be for a one (1) year period beginning on date of award with the option of two (2) additional one (1) year periods.

- 1.2.2 The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), and the Canadian Free Trade Agreement (CFTA).

### 1.3 Security Requirements

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

### 1.4 Debriefings

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

## PART 2 - OFFEROR INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: 60 days  
Insert: **90** days

### 2.2 Submission of Offers

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

### 2.3 Former Public Servant

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

#### **Definitions**

For the purposes of this clause,

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

- a. an individual;
- b. an individual who has incorporated;

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

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

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

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

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

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

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

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

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

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

If so, the Offeror must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;

- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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

## 2.4 Enquiries - Request for Standing Offers

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

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

## 2.5 Applicable Laws

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

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



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## PART 3 - OFFER PREPARATION INSTRUCTIONS

### 3.1 Offer Preparation Instructions

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

Section I: Technical Offer (one hard copies)  
Section II: Financial Offer (one hard copies)  
Section III: Certifications (one hard copies)

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

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

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

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

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

#### Section I: Technical Offer

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

#### Section II: Financial Offer

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

#### 3.1.1 Electronic Payment of Invoices - Offer

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

If Annex "E" 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 III: Certifications** Offerors must submit the certifications and additional information required under Part 5.

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

### **4.1 Evaluation Procedures**

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

#### **4.1.1 Technical Evaluation**

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

It is mandatory that bidders submit firm prices / rates for ALL items in Annex B, Basis of Payment

### **4.2 Basis of Selection**

#### **4.2.1 Basis of Selection**

The Offerer is required to complete the Basis of Payment, Annex B.

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.

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## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

### 5.1 Certifications Required with the Offer

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

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

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

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

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

#### 5.2.1 Integrity Provisions – Required Documentation

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

#### 5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

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

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Buyer ID - Id de l'acheteur  
HAL406  
CCC No./N° CCC - FMS No./N° VME

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

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

#### **5.2.3.4 Workers Compensation Certification**

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

The Bidder must provide, within ten (10) days following a request from the Contracting Authority, a certificate or letter from the applicable Workers' Compensation Board confirming the Bidder's good standing account. Failure to comply with the request may result in the bid being declared non-responsive.

## PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

### 6.1 Security Requirements

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

### 6.2 Insurance Requirements

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

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

## PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 7.1 Offer

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

#### 7.2 Security Requirements

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

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

#### 7.3 Standard Clauses and Conditions

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

##### 7.3.1 General Conditions

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

2010C (2016-04-04) General Conditions - Services (Medium Complexity)

### 7.3.2 Standing Offers Reporting

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

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

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

The quarterly reporting periods are defined as follows:

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

The data must be submitted to the Standing Offer Authority no later than thirty (30) calendar days after the end of the reporting period.

## 7.4 Term of Standing Offer

### 7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from the date of issuance for a one (1) year period.

### 7.4.2 Extension of Standing Offer

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

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

### 7.4.3 Delivery Points

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

## 7.5 Authorities

### 7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Valerie Matheson, Supply Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
Address: 1713 Bedford Row, Halifax, NS B3J 1T3

Telephone: 902-403-6236  
Facsimile: 902-496-5016  
E-mail address: [Valerie.matheson@pwgsc.gc.ca](mailto:Valerie.matheson@pwgsc.gc.ca)

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

### 7.5.2 Project Authority

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

The Project Authority 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.

### 7.5.3 Offeror's Representative – **to be provided with bid**

## 7.6 Proactive Disclosure of Contracts with Former Public Servants

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

## 7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Department of National Defence.

## 7.8 Call-up Instrument

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

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



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

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

or

3. An equivalent form or electronic call-up document which contains at a minimum the following information:

- standing offer number;
- statement that incorporates the terms and conditions of the Standing Offer;
- description and unit price for each line item;
- total value of the call-up;
- point of delivery;
- confirmation that funds are available under section 32 of the Financial Administration Act;
- confirmation that the user is an Identified User under the Standing Offer with authority to enter into a contract.

## 7.9 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed **\$25,000.00** (Applicable Taxes included).

## 7.10 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$25,000.00 (*Applicable Taxes excluded*) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

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

## 7.11 Priority of Documents

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

1. the call up against the Standing Offer, including any annexes;
2. the articles of the Standing Offer;
3. the general conditions [2005](#) (2017-06-21), General Conditions - Standing Offers - Goods or Services
4. the general conditions 2010C (2016-04-04), General Conditions – Services (Medium Complexity)
5. Annex A, Statement of Work
6. Annex B, Basis of Payment
7. Annex C, Security Requirements Check List
8. Annex D, Insurance Requirements
9. Annex E, Electronic Payment
10. Annex F, Dollar Usage Report
11. Annex G, List of Directors
12. the Offeror's offer dated \_\_\_\_\_

## **7.12 Certifications and Additional Information**

### **7.12.1 Compliance**

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

### **7.12.2 SACC Manual Clauses**

#### **Status of Availability of Resources - Standing Offer**

If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Offeror is unable to provide a substitute with similar qualifications and experience, Canada may set aside the standing offer.

## **7.13 Applicable Laws**

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

## **B. RESULTING CONTRACT CLAUSES**

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

### **7.1 Statement of Work**

The Contractor must perform the Work described in the call-up against the Standing Offer in accordance with the specification in Annex A.

### **7.2 Standard Clauses and Conditions**

#### **7.2.1 General Conditions**

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

2005 (2017-06-21), General Conditions – Standing Offers – Goods or Services

Section 13 (2008-12-12), Interest on Overdue Accounts, of 2010C (2016-04-04), General Conditions – Services (Medium Complexity) will not apply to payments made by credit cards.

### **7.3 Term of Contract**

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

The period of the Contract is from date of Contract to \_\_\_\_\_ inclusive (*to be determined*)

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

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

## 7.5 Payment

### 7.5.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a *firm unit price, as specified in Annex B*.

Customs duties are *included* and Applicable Taxes are extra.

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

### 7.5.2 Limitation of Price.

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

### 7.5.3 Single Payments

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

### 7.5.4 SACC Manual Clauses

A9117C	2007-11-30	T1204 – Direct Request by Customer Department
A9062C	2011-05-16	Canadian Forces Site Regulations
A9019C	2011-05-16	Hazardous Waste Disposal
D3014C	2007-11-30	Transportation of Dangerous Goods/Hazardous Products
D3015C	2014-09-25	Dangerous Goods / Hazardous Products – Labelling and Packaging Compliance

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

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

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

## 7.6 Invoicing Instructions

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

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
  - b. a copy of the release document and any other documents as specified in the Contract;
2. Invoices must be distributed as follows:
- a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
  - b. To be provided at contract award.

## 7.7 Insurance Requirements

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

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

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

## 7.8 SACC Manual Clauses

A0285C	Workers Compensation	2007-05-25
C7011C	Time Verification	2008-05-12
C0705C	Discretionary Audit	2010-01-11
M3800C	Estimates	2006-08-15
D5328C	Inspection and Acceptance	2014-06-26

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## **ANNEX "A"**

### **STATEMENT OF WORK**

See attached

## ANNEX "B"

### BASIS OF PAYMENT

#### YEAR 1

Item	Unit of Issue	Unit (A)	Estimated Usage (B)	Extended Price (A) * (B)
Call-Ups (Including Travel, First Hour of On-Site Productive Labour to Conduct Sampling, Sample Analysis, Inspection, Report Preparation, Consulting and Project Meeting)				
1. During Regular Working Hours (Monday – Friday)	Per Call	\$ _____	20	\$ _____
2. Outside Regular Working Hours (Monday – Sunday)	Per Call	\$ _____	4	\$ _____
<b>Labour in Addition to Above</b>				
3. During Regular Working Hours (Monday – Friday)	Hour	\$ _____	200	\$ _____
4. Outside Regular Working Hours (Monday – Sunday)	Hour	\$ _____	20	\$ _____
<b>Consumable</b>				
5. Consumable for Phase Contrast Microscopy (PCM) Testing	Per Sample	\$ _____	30	\$ _____
6. Asbestos Content by Polarized Light Microscopy (PLM) Testing	Per Sample	\$ _____	65	\$ _____
7. Bulk sample analyzed for lead content	Per Sample	\$ _____	20	\$ _____
8. Bulk sample analyzed for mould content	Per Sample	\$ _____	10	\$ _____
<b>Year 1 Total</b>				\$ _____ (Applicable Taxes Extra)

Regular Working Hours is defined as: 07:30 – 16:30

Outside Working Hours is defined as: To include all day Saturday, Sunday, Statutory Holidays and after 16:30 Monday –Friday.

Estimated Usage (B) for each item of this Basis of Payment is an estimate only for evaluation purposes and does not infer all the quantities for that item will be utilized or that the quantities may not be exceeded

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### **OPTION YEAR 1**

Item		Unit of Issue	Unit (A)	Estimated Usage (B)	Extended Price (A) * ( B)
Call-Ups (Including Travel, First Hour of On-Site Productive Labour to Conduct Sampling, Sample Analysis, Inspection, Report Preparation, Consulting and Project Meeting)					
3.	During Regular Working Hours (Monday – Friday)	Per Call	\$ _____	20	\$ _____
4.	Outside Regular Working Hours (Monday – Sunday)	Per Call	\$ _____	4	\$ _____
<b>Labour in Addition to Above</b>					
3.	During Regular Working Hours (Monday – Friday)	Hour	\$ _____	200	\$ _____
4.	Outside Regular Working Hours (Monday – Sunday)	Hour	\$ _____	20	\$ _____
<b>Consumable</b>					
5.	Consumable for Phase Contrast Microscopy (PCM) Testing	Per Sample	\$ _____	30	\$ _____
6.	Asbestos Content by Polarized Light Microscopy (PLM) Testing	Per Sample	\$ _____	65	\$ _____
7.	Bulk sample analyzed for lead content	Per Sample	\$ _____	20	\$ _____
8.	Bulk sample analyzed for mould content	Per Sample	\$ _____	10	\$ _____
<b>Option Year 1 Total</b>					\$ _____ (Applicable Taxes Extra)



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## **OPTION YEAR 2**

Item		Unit of Issue	Unit (A)	Estimated Usage (B)	Extended Price (A) * (B)
Call-Ups (Including Travel, First Hour of On-Site Productive Labour to Conduct Sampling, Sample Analysis, Inspection, Report Preparation, Consulting and Project Meeting)					
5.	During Regular Working Hours (Monday – Friday)	Per Call	\$ _____	20	\$ _____
6.	Outside Regular Working Hours (Monday – Sunday)	Per Call	\$ _____	4	\$ _____
<b>Labour in Addition to Above</b>					
3.	During Regular Working Hours (Monday – Friday)	Hour	\$ _____	200	\$ _____
4.	Outside Regular Working Hours (Monday – Sunday)	Hour	\$ _____	20	\$ _____
<b>Consumable</b>					
5.	Consumable for Phase Contrast Microscopy (PCM) Testing	Per Sample	\$ _____	30	\$ _____
6.	Asbestos Content by Polarized Light Microscopy (PLM) Testing	Per Sample	\$ _____	65	\$ _____
7.	Bulk sample analyzed for lead content	Per Sample	\$ _____	20	\$ _____
8.	Bulk sample analyzed for mould content	Per Sample	\$ _____	10	\$ _____
<b>Option Year 2 Total</b>					\$ _____ (Applicable Taxes Extra)

**Year 1 Total**                \$ \_\_\_\_\_

**Option Year 1 Total**    \$ \_\_\_\_\_

**Option Year 2 Total**    \$ \_\_\_\_\_

**Grand Total**                \$ \_\_\_\_\_ (Applicable Taxes Extra)

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

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## **ANNEX "C"**

### **SECURITY REQUIREMENTS CHECK LIST**

**See attached**

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## ANNEX "D"

### INSURANCE REQUIREMENTS

#### Commercial General Liability

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

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

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

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

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

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

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

### **ELECTRONIC PAYMENT INSTRUMENTS**

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

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

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**ANNEX “G”**

**LIST OF DIRECTORS**

Bidders List of Directors below:

Bidders must submit with their bid, by the bid solicitation closing date;

- a. A complete list of names of all individuals who are currently directors of the Bidders in accordance with **Part 5 - CERTIFICATION**.

Directors: (Please print clearly)

NAME	NAME

DEPARTMENT OF NATIONAL DEFENCE



SPECIFICATION

ASBESTOS, LEAD and MOULD  
SAMPLING, TESTING, ANALYSIS & COMPLIANCE MONITORING

14 WING GREENWOOD, NS

JOB NO. L-G111-9900/1079

2017-05-31



National Defence	List of Contents	Section 00 01 11
14 Wing Greenwood, NS		Page 1
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Section Title Pages

Division 01 - General Requirements

01 11 00 Summary of Work	3
01 14 00 Work Restrictions	2
01 30 05 General Instructions	3
01 35 30 Health and Safety Requirements	7
01 35 35 Special Procedures: DND Fire Safety Requirements	4
01 35 43 ENVIRONMENTAL PROCEDURES	4
01 51 00 TEMPORARY UTILITIES	4
01 90 20 Monitoring and Inspection Services for Lead, Mold and Asbestos Abatement	7

1 Site Visit .1 Before submitting a tender, the Contractor may visit the site(s) and acquaint himself with all ascertainable conditions that may affect his work.

2 Location of Sites .1 14 Wing Greenwood is located 150 km West of Halifax at Exit 17E and 4 km south of Highway 101 near Kingston, Kings County, NS.

.2 14 Wing Satellite Sites:

.1 LFAA Camp Aldershot is located off Highway 101 at Exit 12 or 14, and is approximately 10 km north of Kentville, Kings County, N.S.

.2 Middleton Armouries is located downtown Middleton on Commercial Street off Highway 101, at Exit 17E and is approximately 2 km south of Highway 101 in Annapolis County NS.

.3 Debert is located at Exit 12 off Highway 104 and northwest of Truro, Colchester County N.S. approximately 5 km.

.4 Yarmouth Armouries is located at the South western tip of Nova Scotia at the end of Highway 101 and intersection with Highway 103 in Yarmouth County.

.5 Granville Ferry Rifle Range is located west of Greenwood at Exit 22 and north of the town of Annapolis Royal approximately 3km in Granville Ferry in Annapolis County NS.

.6 Barrington is located a Baccaro Point approximately 8 km South of Highway 103 at Exit 28 in Shelburne County NS.

.7 Cloud Lake is located south of Greenwood and Torbrook Mines approximately 20 km in Annapolis County NS.

3 Description of Work .1 Work under this Standing Offer comprises the provision of all labour, material and equipment required to complete the work in accordance with the specification and as detailed on the requisition.

.2 Specified work is to be carried out at the locations listed above.

.1 Work to be requested on individual requisitions against the Standing Offer (DSS 942) detailing the location and scope of work to be performed.

---

3 Description of Work

(Cont'd)

- .3 In general terms, the work includes the following:
- .1 Perform monitoring services for lead, mold and asbestos abatement work at the above locations for the duration of the work being performed.
  - .2 Taking of samples, performing analysis and identifying the characteristics of materials of concern to assist Engineer in determining abatement requirements. Assisting Engineer in determining applicable regulatory and abatement requirements for Abatement Contractor for specific scopes of work.
  - .3 Monitor the abatement Contractor to ensure compliance with regulatory and contractual requirements.
  - .4 Monitor enclosures to ensure negative pressure is maintained during the abatement work, collect background air and surface samples both inside and outside the enclosures.
  - .5 Conduct a baseline sampling of airborne lead in dust levels, asbestos fiber presence and mold spores contamination.
  - .6 Conduct clearance sampling and coordinate testing analysis.
  - .7 Visually inspecting the areas during and after cleaning to verify cleaning has been effective prior to the application of lockdown agents.
  - .8 Verifying that the abatement contractor is conducting the work in accordance with the Specification and Regulatory agencies and regulations.
  - .9 Verifying the abatement contractor's work forces are wearing the appropriate PPE during the course of each scope of work to be performed.
  - .10 Determining in consultation with Engineer the appropriateness and completeness of the abatement activities.
  - .11 Performing final clearance sampling, testing and analysis for enclosures prior to authorizing tear down the enclosures.
  - .12 Performing final monitoring of air quality to determine if the area is safe to re-occupy.
- .4 In Consultation with the Engineer and Contractor determine and agree of surface porosities (specifically for lead abatement work) prior to the abatement work being performed.

- |                                   |    |  |
|-----------------------------------|----|--|
| 3 Description of Work<br>(Cont'd) | .5 | Perform sampling, testing and provide analytical results for any wash rinse water prior to disposal. |
|                                   | .6 | Perform sampling, testing and provide analytical results for any waste materials prior to disposal.  |

PART 1 - GENERAL

- |                              |    |  |
|------------------------------|----|--|
| <u>1.1 Related Sections</u>  | .1 | Section 01 35 35 - Special Procedures: DND Fire Safety Requirements.   |
| <u>1.2 Existing Services</u> | .1 | Where Work involves breaking into or connecting to existing services, carry out Work at times directed by authorities having jurisdiction, with minimum of disturbance to aerodrome activities.                    |
|                              | .2 | Before commencing work, establish location and extent of service lines in area of Work and notify Engineer of findings.  |
|                              | .3 | Submit schedule to and obtain approval from Engineer for any shut-down or closure of active service or facility for set up of modular unit(s). Adhere to approved schedule and provide notice to affected parties. |
|                              | .4 | Where unknown services are encountered, immediately advise Engineer and confirm findings in writing.   |
| <u>1.3 Hours of Work</u>     | .1 | Normal working hours at 14 Wing Greenwood and its satellite sites are from 0730 hrs to 1600 hrs. Comply with hours of work at 14 Wing Greenwood unless otherwise directed by Engineer.                             |

2 Codes and Standards	<div><div>.1</div><div>Workmanship to be of a uniformly high quality and in strict accordance with the best trade practice as interpreted by the Engineer.</div></div> <div><div>.2</div><div>Obtain all written information from the described sources for references made to catalogues, detailed drawings or similar related data as published by manufacturers and/or suppliers.</div></div> <div><div>.3</div><div>Meet or exceed requirements of:<div><div>.1</div><div>Standing Offer documents.</div><div>.2</div><div>Specified standards, codes and referenced documents.</div></div></div></div> <div><div>.4</div><div>Trade names used in this specification are not necessarily restrictive unless specifically noted.</div></div> <div><div>.5</div><div>References made to Domestic, National and International Standards in this specification are to be considered and integral part thereof and to be read in conjunction with these specifications.</div></div> <div><div>.6</div><div>Mediocre or inferior workmanship to be replaced by work of first class quality without cost to DND when so ordered by the Engineer or his representative.</div></div> <div><div>.7</div><div>In event of conflict between standards, the most stringent shall apply.</div></div>
3 Description of Work	<div><div>.1</div><div>Work under this Standing Offer covers the inspection and air-monitoring of asbestos, Lead and/or mold abatement from buildings within 14 Wing Greenwood and satellite sites.</div></div> <div><div>.2</div><div>Exact intent and location of work as per Engineer's instruction with each request for services.</div></div>
4 Contractor Qualifications	<div><div>.1</div><div>The Contractor shall satisfy the Engineer that he has adequate and qualified staff to perform the service expected.</div></div>
4 Documents Required	<div><div>.1</div><div>Maintain at job site, one copy each of the following:</div></div>

- |                                     |             |
|-------------------------------------|-------------|
| 4 Documents<br>Required<br>(Cont'd) | .1 (Cont'd) |
|-------------------------------------|-------------|
- .1 Air-Monitoring and Inspection Standing Offer Agreement (SOA).
  - .2 Asbestos, Lead and Mold Abatement SOA specifications.
  - .3 Modifications to Standing Offer.
  - .4 Copy of approved work order, drawings and schedule for call up.

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|-----------------|----|
| 5 Work Schedule | .1 |
|-----------------|----|
- Prior to work commencement, the Contractor to arrange for an on-site meeting with the Engineer immediately following contract award to program starting dates, work schedules and to receive briefing on contract procedures.
  - .2 When schedule has been approved by the Engineer take necessary measures to complete work within scheduled time.
  - .3 Do not change schedule without Engineer's approval.
  - .4 The Contractor shall arrange his work in a manner that will cause the least inconvenience to the building occupants.
  - .5 The Contractor shall for each requisition received submit a proposed labour distribution, number of personnel, and shift schedule to the Engineer showing the exact days that the work schedule is to be carried out. Any changes or deviation by the Contractor must be approved by the Engineer. Schedule shall include proposed number of hours of work to be carried out daily in building and submitted to the Engineer prior to the start of the services being requested.

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| 6 Contractor's use<br>of Site | .1 |
|-------------------------------|----|
- Contractor shall be briefed by the Engineer on on use of site.
  - .2 Do not unreasonably encumber site with material or equipment.
  - .3 Movement to and around site shall be subject to restrictions imposed by the Occupant or Engineer.
  - .4 Work shall not interfere with normal operations in buildings.
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<u>7 Clearance and Acceptance</u>	.1	Ensure that materials meet specifications and Standing Offer documents.
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<u>8 Building Smoking Environment</u>	.1	Comply with smoking regulations and restrictions.
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<u>7 Additional Drawings</u>	.1	Engineer may furnish additional drawings to assist proper execution of work. These drawings will be issued for clarification only.
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<u>8 Invoices</u>	.1	All invoices submitted for payment to show: .1 Instruction Engineering Work Order number and Call-up order number. .2 Requisition Number (Requisition on Standing Offer).
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PART 1 - GENERAL

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| <u>1.1 Submittals</u>                               | .1 | Submit to Engineer copies of the following documents, including updates issued:<br>.1 Health and Safety Program as indicated in paragraph 1.9, prior to commencement of work on the work site.<br>.2 Reports or directions issued by authorities having jurisdiction, immediately upon issuance from that authority. |
|   | .2 | Submit other data, information and documentation upon request by the Engineer as stipulated elsewhere in this section.   |
| <u>1.2 Contractor Health and Safety Orientation</u> | .1 | Contractor to receive 14 Wing Contractor Health and Safety Briefing Orientation Handbook from DND representative.  |
|   | .2 | Contractor to certify 14 Wing Greenwood Contractor Work Form and Complete Contractor Acknowledgement form in accordance with General Safety Orientation Standard Operating Procedures for 14 Wing Greenwood.   |
| <u>1.3 Compliance Requirements</u>                  | .1 | Comply with the latest edition of the Nova Scotia Occupational Health and Safety Act, and the Regulations made pursuant to the Act.  |
|   | .2 | Observe and enforce construction safety measures required by:<br>.1 National Building Code of Canada (latest edition).<br>.2 Provincial Worker's Compensation Board.<br>.3 Municipal statutes and ordinances.  |
|   | .3 | In event of conflict between any provisions of above authorities the most stringent provision shall apply.   |

<u>1.3 Compliance Requirements (Cont'd)</u>	.4	Provide and maintain Worker's Compensation Board coverage for all employees for the duration of the contract. Prior to commencement of the work, at the time of Interim Completion and prior to final payment, provide to the Engineer a letter [certificate] of Clearance from the Workers' Compensation Board indicating that the Contractor's account is in good standing. .1 Should the Contractor be a sole proprietor, provide documented proof in a form acceptable to the Engineer, of an alternative means of personal coverage that meets or exceeds the requirements set out above for Worker's Compensation Board coverage.
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<u>1.4 Responsibility</u>	.1	The Contractor is responsible for safety of persons and property on the work site and for protection of federal employees and the general public circulating adjacent to work site operations to extent that they may be affected by conduct of work.
	.2	The Contractor is to enforce compliance by workers and other persons granted access to work site with safety requirements of Contract Documents, applicable federal, provincial, and local statues, regulations, and ordinances, and with the Contractor's Health and Safety Program.
	.3	Should an unforeseen or peculiar safety related hazard or condition become evident during performance of work, immediately take measures to rectify the situation and prevent damage or harm. Advise the Engineer verbally and in writing of the hazard or condition.

<u>1.5 Site Control and Access</u>	.1	Control all work site access points and work site activities. Delineate and isolate the work site from adjacent and surrounding areas by use of appropriate means to maintain control of all work site access points.
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1.5 Site Control  
and Access  
(Cont'd)

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- .2 Make provisions for granting permission to access onto work site to all persons who require access. Procedures for granting permission to access are to be in accordance with the Nova Scotia Occupational Health and Safety Act, and the Regulations made pursuant to the Act and the Contractor's Health and Safety Program.
  - .3 Ensure persons granted access to the work site are in possession of and wear the minimum personal protective equipment (PPE) designated by the Contractor's Health and Safety Program. Ensure persons granted access to the work site are provided with, trained in the use of, and wear, appropriate PPE that are required above and beyond the designated minimums previously noted and as specifically related to the work site activity that they are involved in. Be responsible for the efficacy of the PPE that is provided above and beyond the designated minimums.
  - .4 For the purpose of this Standing Offer, the following are activities that will be required to be performed on the work site by DND forces. Control of the work site access and activities remain the responsibility of the Contractor as detailed within this specification section.
    - .1 Wing Construction Engineering Officer, WCEO
      - .1 WCEO's Representatives.
      - .2 For the duration of the Contract and for the purposes of:
        - .1 Environmental activities,
        - .2 Safety activities
        - .3 Policing activities
        - .4 Snow handling activities
        - .5 Emergencies
        - .6 Wing operational requirements
  - .5 Erect signage at access points and at other strategic locations around the work site clearly identifying the work site area(s) as being "off-limits" to non-authorized persons. Signage must be professionally made with well understood graphic symbols and is not to be used as advertising but for the specific use as related to site safety and key contact information.
    - .1 Information to be provided on the signage is as follows:
      - .1 Project Name/Description:
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|---|-------------|---|
| 1.5 Site Control and Access<br>(Cont'd) | .5 (Cont'd) |   |
|   | .1 (Cont'd) |   |
|   | .2          | Contractor Company Name:  |
|   | .3          | Project Superintendent's Name/Phone No.:  |
|   | .4          | WCE Point of Contact Name/Phone No.:  |
|   | .6          | Secure the work site at all times to protect against un-authorized access.  |
| 1.6 Filing of Notice                    | .1          | File Notice of Project and any other required Notices with the Nova Scotia Provincial Authorities prior to commencement of the work. Provide the Engineer with a copy of the filed Notice(s) prior to commencement of the work.                             |
| 1.7 Permits                             | .1          | Obtain permits, licenses and compliance certificates at appropriate times and frequencies as required by the authorities having jurisdiction.   |
|   | .1          | Digging/excavation permits,   |
|   | .2          | Hot work permits  |
|   | .3          | Confined space entry permits.   |
|   | .4          | Transporting of units.  |
|   | .2          | Post all permits, licenses and compliance certificates on work site and provide copies to the Engineer.   |
| 1.8 Project/ Site Conditions            | .1          | Survey the site with Engineer to determine the hazardous substances and/or hazardous conditions at the work site which shall be considered as health or environmental hazards and shall be properly managed should they be encountered as part of the work: |
|   | .1          | Contractors are required to be aware of the known hazardous substances and/or hazardous conditions and are to include in their tender price all work associated in working with, in and around the hazards.   |
|   | .2          | The above lists shall not be construed as being complete and inclusive of all safety and health hazards encountered as a result of Contractor's operations during the course of work. Include above items into the hazard assessment program.               |

1.9 Meetings

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

1.10 Health and Safety Program

- .1 Contractors are required under Nova Scotia Occupational Health and Safety Act, and the Regulations made pursuant to the Act to have in place a Health and Safety Program. Compliance requirements for the content, detail and implementation of the program resides with the provincial/territorial authority. For the purpose of this standing offer the Health and Safety Program shall include a site-specific Health and Safety Plan that acknowledges, assesses and addresses the hazardous substances and/or hazardous conditions known and identified in paragraph 1.7 above, and on-going hazard assessments performed during the progress of work identifying and documenting new or potential health risks and safety hazards not previously known and identified.
  - .2 Provide one copy of the Health and Safety Program to the Engineer prior to commencement of work on the work site. The copy provided to the Engineer is for the purpose of review against the Standing Offer requirements related to the known hazardous substances and/or hazardous conditions. The review is not to be construed to imply approval by the Engineer that the program is complete, accurate and legislatively compliant with the Nova Scotia Occupational Health and Safety Act, and the Regulations made pursuant to the Act, and shall not relieve the Contractor of their legal obligations under such legislation.
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| <u>1.11 Accident Reporting</u> | <ul style="list-style-type: none"><li>.1 Investigate and report incidents and accidents as required by Nova Scotia Occupational Safety and Health Act, and the Regulations made pursuant to the Act.</li><li>.2 For the purpose of this contract immediately investigate and provide a report to the Engineer on incidents and accidents that involve:<ul style="list-style-type: none"><li>.1 A resulting injury that may or may not require medical aid but involves lost time at work by the injured person(s).</li><li>.2 Exposure to toxic chemicals or substances.</li><li>.3 Property damage.</li><li>.4 Interruption to adjacent and/or integral infrastructure operations with potential loss implications.</li></ul></li><li>.3 In the investigation and reporting of incidents and accidents, the Contractor is required to respond in a timely fashion to correct the action that was deemed to have caused the incident and/or accident and advise in writing on the action taken to prevent a re-occurrence of the incident and/or accident.</li></ul> |
| <u>1.12 Records on Site</u>    | <ul style="list-style-type: none"><li>.1 Maintain on site a copy of the safety documentation as specified in this section and any other safety related reports and documents issued to or received from the authorities having jurisdiction.</li><li>.2 Upon request, make copies available to the Engineer.</li></ul>   |

PART 1 - GENERAL

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| <u>1.1 Fire Department Briefing</u>                                | .1 | Engineer will coordinate arrangements for contractor to be briefed on Fire Safety at their pre-work conference by Fire Chief before any work is commenced.                    |
|  | .2 | Permits are to be obtained for hot work and all hot work is to be closely coordinated with Engineer.  |
| <u>1.2 Reporting Fires</u>   | .1 | Know location of nearest fire alarm box and telephone, including emergency phone number.  |
|  | .2 | Report immediately all fire incidents to Fire Department as follows:<br>.1 activate nearest fire alarm box; or<br>.2 telephone 911.   |
|  | .3 | Person activating fire alarm box will remain at box 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 the location.   |
| <u>1.3 Interior and Exterior Fire Protection and Alarm Systems</u> | .1 | Fire protection and alarm system will not be:<br>.1 obstructed;<br>.2 shut-off; and<br>.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.  |
| <u>1.4 Fire Extinguishers</u>                                      | .1 | Supply fire extinguishers, as scaled by Fire Chief, necessary to protect work in progress and contractor's physical plant on site.  |
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| <u>1.5 Blockage of Roadways</u>              | .1 | Advise Fire Chief of any 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.   |
| <u>1.6 Smoking Precautions</u>               | .1 | Observe smoking regulations at all times.  |
| <u>1.7 Rubbish and Waste Materials</u>       | .1 | Rubbish and waste materials are to be kept to minimum.   |
|  | .2 | Burning of rubbish is prohibited.  |
|  | .3 | Removal:<br>.1 Remove all rubbish from work site at end of work day or shift or as directed.   |
|  | .4 | Storage:<br>.1 Store oily waste in approved receptacles to ensure maximum cleanliness and safety.<br>.2 Deposit greasy or oily rags and materials subject to spontaneous combustion in approved receptacles and remove as required in 1.8.3.1.   |
| <u>1.8 Flammable and Combustible Liquids</u> | .1 | Handling, storage and use of flammable and combustible liquids are to be governed by the current National Fire Code of Canada.   |
|  | .2 | Flammable and combustible liquids such as gasoline, kerosene and naphtha will be kept 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.  |
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1.8 Flammable and  
Combustible Liquids  
(Cont'd)

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- .5 Flammable liquids having a flash point below 38°C such as naphtha or gasoline will not be used as solvents or cleaning agents.
- .6 Flammable and combustible waste liquids, for disposal, will be stored in approved containers located in a safe ventilated area. Quantities are to be kept to a minimum and Fire Department is to be notified when disposal is required.

1.9 Hazardous  
Substances

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

1.10 Questions  
and/or  
Clarification

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- .1 Direct any questions or clarification on Fire Safety in addition to above requirements to Fire Chief.
  - .2 Enclosures required for the worksite to be to Wing Fire Chief's approval.
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1.11 Fire  
Inspection

- .1 Site inspections by Fire Chief will be coordinated through Engineer.
- .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 all unsafe fire situations observed by Fire Chief.

PART 1 - GENERAL

- 1.1 REFERENCES
- .1 Definitions:
    - .1 Environmental Pollution and Damage: presence of chemical, physical, biological elements or agents which adversely affect human health and welfare; unfavourably alter ecological balances of importance to human life; affect other species of importance to humankind; or degrade environment aesthetically, culturally and/or historically.
    - .2 Environmental Protection: prevention/control of pollution and habitat or environment disruption during construction. Control of environmental pollution and damage requires consideration of land, water, and air; biological and cultural resources; and includes management of visual aesthetics; noise; solid, chemical, gaseous, and liquid waste; radiant energy and radioactive material as well as other pollutants.
  - .2 Reference Standards:
    - .1 Canada Green Building Council (CaGBC)
      - .1 LEED Canada-NC Version 1.0-2004, LEED (Leadership in Energy and Environmental Design): Green Building Rating System Reference Package For New Construction and Major Renovations.
      - .2 Rating System Addenda for New Construction and Major Renovations LEED Canada-NC Version 1.0-Addendum 2007.
      - .3 LEED Canada-CI Version 1.0-2007, LEED (Leadership in Energy and Environmental Design): Green Building Rating System Reference Guide For Commercial Interiors.
    - .2 Canadian Construction Documents Committee (CCDC)
      - .1 CCDC 2-2008 Stipulated Price Contract.
    - .3 U.S. Environmental Protection Agency (EPA)/Office of Water
      - .1 EPA 832/R-92-005-92, Storm Water Management for Construction Activities, Chapter 3.
- 1.2 FIRES
- .1 Fires and burning of rubbish on site not permitted.
-

1.3 DRAINAGE

- .1 Provide Erosion and Sediment Control Plan identifying type and location of erosion and sediment controls provided. Ensure plan includes monitoring and reporting requirements to assure that control measures are in compliance with erosion and sediment control plan, Federal, Provincial, and Municipal laws and regulations, EPA 832/R-92-005, Chapter 3 requirements.
- .2 Storm Water Pollution Prevention Plan (SWPPP) to be substituted for erosion and sediment control plan.
- .3 Provide temporary drainage and pumping required to keep excavations and site free from water.
- .4 Ensure pumped water into waterways, sewer or drainage systems is free of suspended materials.
- .5 Control disposal or runoff of water containing suspended materials or other harmful substances in accordance with local authority requirements.

1.4 WORK ADJACENT TO WATERWAYS

- .1 Construction equipment to be operated on land only.
- .2 Do not use waterway beds for borrow material.
- .3 Waterways to be free of excavated fill, waste material and debris.
- .4 Design and construct temporary crossings to minimize erosion to waterways.
- .5 Do not skid logs or construction materials across waterways.
- .6 Avoid indicated spawning beds when constructing temporary crossings of waterways.
- .7 Blasting to be above water and 100 m minimum from indicated spawning beds.

1.5 POLLUTION CONTROL

- .1 Control emissions from equipment and plant to local authorities' emission requirements.
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| <u>1.5 POLLUTION CONTROL</u><br>(Cont'd) | .2 | Prevent sandblasting and other extraneous materials from contaminating air and waterways beyond application area.<br>.1 Provide temporary enclosures where directed by Departmental Representative. |
|  | .3 | Cover or wet down dry materials and rubbish to prevent blowing dust and debris. Provide dust control for temporary roads.   |

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| <u>1.6 NOTIFICATION</u> | .1 | Departmental Representative will notify Contractor in writing of observed noncompliance with Federal, Provincial or Municipal environmental laws or regulations, permits, and other elements of Contractor's Environmental Protection plan.                                   |
|                         | .2 | Contractor: after receipt of such notice, inform Departmental Representative of proposed corrective action and take such action for approval by Departmental Representative.<br>.1 Do not take action until after receipt of written approval by Departmental Representative. |
|                         | .3 | Departmental Representative will issue stop order of work until satisfactory corrective action has been taken.  |
|                         | .4 | No time extensions granted or equitable adjustments allowed to Contractor for such suspensions.   |

PART 2 - PRODUCTS

- |                     |    |           |
|---------------------|----|-----------|
| <u>2.1 NOT USED</u> | .1 | Not Used. |
|---------------------|----|-----------|

PART 3 - EXECUTION

- |                     |    |  |
|---------------------|----|--|
| <u>3.1 CLEANING</u> | .1 | Waste Management: separate waste materials for reuse and recycling in accordance with local regulations. |
|                     | .2 | Do not Bury rubbish and waste materials on site.   |
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3.1 CLEANING (Cont'd)	.3	Ensure public waterways, storm and sanitary sewers remain free of waste and volatile materials disposal.
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PART 1 - GENERAL

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|--|----|---|
| <u>1.1 REFERENCES</u>                        | .1 | Canada Green Building Council (CaGBC)<br>.1 LEED Canada-NC Version 1.0-2004, LEED (Leadership in Energy and Environmental Design): Green Building Rating System Reference Package For New Construction and Major Renovations (including Addendum 2007).<br>.2 LEED Canada-CI Version 1.0-2007, LEED (Leadership in Energy and Environmental Design): Green Building Rating System Reference Guide For Commercial Interiors. |
| <u>1.2 INSTALLATION AND REMOVAL</u>          | .1 | Provide temporary utilities controls in order to execute work expeditiously.  |
|  | .2 | Remove from site all such work after use.   |
| <u>1.3 DEWATERING</u>                        | .1 | Provide temporary drainage and pumping facilities to keep excavations and site free from standing water.  |
| <u>1.4 WATER SUPPLY</u>                      | .1 | Departmental Representative can provide continuous supply of water for construction use.  |
|  | .2 | Arrange for connection with appropriate utility company and pay costs for installation, maintenance and removal.  |
| <u>1.5 TEMPORARY HEATING AND VENTILATION</u> | .1 | Provide temporary heating required during construction period, including attendance, maintenance and fuel.  |
|  | .2 | Construction heaters used inside building must be non-flameless type. Solid fuel salamanders are not permitted.   |
|  | .3 | Provide temporary heat and ventilation in enclosed areas as required to:<br>.1 Facilitate progress of Work.<br>.2 Protect Work and products against dampness and cold.  |
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1.5 TEMPORARY  
HEATING AND  
VENTILATION  
(Cont'd)

- .3 (Cont'd)
  - .3 Prevent moisture condensation on surfaces.
  - .4 Provide ambient temperatures and humidity levels for storage, installation and curing of materials.
  - .5 Provide adequate ventilation to meet health regulations for safe working environment.
- .4 Maintain temperatures of minimum 10 degrees C in areas where construction is in progress.
- .5 Ventilating:
  - .1 Prevent accumulations of dust, fumes, mists, vapours or gases in areas occupied during construction.
  - .2 Provide local exhaust ventilation to prevent harmful accumulation of hazardous substances into atmosphere of occupied areas.
  - .3 Dispose of exhaust materials in manner that will not result in harmful exposure to persons.
  - .4 Ventilate storage spaces containing hazardous or volatile materials.
  - .5 Ventilate temporary sanitary facilities.
  - .6 Continue operation of ventilation and exhaust system for time after cessation of work process to assure removal of harmful contaminants.
- .6 Permanent heating system of building, not to be used when available. Be responsible for damage to heating system if use is permitted.
- .7 On completion of Work for which permanent heating system is used, replace filters, clean louvers and covers.
- .8 Ensure Date of Substantial Performance and Warranties for heating system do not commence until entire system is in as near original condition as possible and is certified by Departmental Representative.
- .9 Maintain strict supervision of operation of temporary heating and ventilating equipment to:
  - .1 Conform with applicable codes and standards.
  - .2 Enforce safe practices.
  - .3 Prevent abuse of services.
  - .4 Prevent damage to finishes.



1.5 TEMPORARY HEATING AND VENTILATION (Cont'd)

.9 (Cont'd)  
.5 Vent direct-fired combustion units to outside.

.10 Be responsible for damage to Work due to failure in providing adequate heat and protection during construction.

1.6 TEMPORARY POWER AND LIGHT

- .1 Departmental Representative can Provide temporary power during construction for temporary lighting and operating of power tools.
- .2 Arrange for connection with appropriate utility company. Pay costs for installation, maintenance and removal.
- .3 Temporary power for electric cranes and other equipment requiring in excess of above is responsibility of Departmental Representative.
- .4 Provide and maintain temporary lighting throughout project. Ensure level of illumination on all floors and stairs is not less than 162 lx.
- .5 Temporary power is available and will be provided for construction use at no cost. Connect to existing power supply in accordance with Canadian Electrical Code.
- .6 Electrical power and lighting systems installed under this Contract may be used for construction requirements only with prior approval of Departmental Representative provided that guarantees are not affected. Make good damage to electrical system caused by use under this Contract.

1.7 FIRE PROTECTION

- .1 Provide and maintain temporary fire protection equipment during performance of Work required by governing codes, regulations and bylaws.
- .2 Burning rubbish and construction waste materials is not permitted on site.
-

PART 2 - PRODUCTS

2.1 NOT USED .1 Not Used.

PART 3 - EXECUTION

3.1 TEMPORARY  
EROSION AND  
SEDIMENTATION  
CONTROL

.1 Provide temporary erosion and sedimentation control measures to prevent soil erosion and discharge of soil-bearing water runoff or airborne dust to adjacent properties and walkways, according to sediment and erosion control plan, specific to site, that complies with EPA 832/R-92-005 or requirements of authorities having jurisdiction, whichever is more stringent.

.2 Inspect, repair, and maintain erosion and sedimentation control measures during construction until permanent vegetation has been established.

.3 Remove erosion and sedimentation controls and restore and stabilize areas disturbed during removal.

PART 1 - GENERAL

- 1.1 Related Work
- .1 Work will be performed after receiving a call-up 942 form from the DND Representative for sampling, testing and laboratory analysis used for establishing the characteristics of the materials to be abated or remediated.
  - .2 Contractor will then be requested to perform compliance monitoring of the work event.
  - .3 On occasion the DND representative will submit and deliver a sample to the Contractor for analysis. Contractor to provide protocol to DND Representative for taking of sample in regards to amount and method required for accurate testing.
- 1.2 Description of Work
- .1 Work under this Standing Offer covers the furnishing of labour, materials and equipment to carry out sampling, testing and analysing, air monitoring and inspection services in various buildings at 14 Wing Greenwood, and satellite sites. The majority of buildings where work is to be conducted in are occupied. The substances of concern under this standing offer are asbestos, lead and mold. Coal tar may on occasion be requested where removal of old steam line ductbanks are required.
- 1.3 References
- .1 Canadian Centre for Occupational Health and Safety (CCOHS) Regulation O. Reg 278/05 for designated substance - Asbestos on Construction Projects and in Buildings and Repair Operations.
  - .2 Canadian Centre for Occupational Health and Safety (CCOHS) Code for Medical Surveillance for Lead dated 28 May 1981.
  - .3 Canadian Centre for Occupational Health and Safety (CCOHS) RRO 1990, Reg 843 for Designated Substance - Lead
  - .4 Nova Scotia Working with Asbestos; Code of Practice most recent edition.
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1.3 References  
(Cont'd)

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- .5 Nova Scotia Working with Lead; Code of Practice most recent edition.
- .6 Nova Scotia's Occupational Health and Safety Act.
- .7 WHMIS Workplace Hazardous Material Information System.
- .8 NIOSH National Institute for Occupational Safety and Health.
- .9 Nova Scotia Environment Landfill Acceptance Standards criteria.
- .10 US EPA Risk Assessment Guidelines.
- .11 HUD Housing and Urban Development Guidance Documents.
- .12 Canadian Centre for Occupational Health and Safety.

1.4 Quantities for  
Determining Mold  
Abatement

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- .1 The following guidelines shall be used for determining mold remediation or abatement requirements. These quantities are provided in lieu of there being no regulations for mold remediation work.
    - .1 Type 1 abatement specifies the requirements and procedures for remediation of areas less than 1 to a maximum of 3 square metres and for small isolated areas less than 1 metre square within a HVAC system.
    - .2 Type 2 abatement specifies the requirement and procedures for remediation of intermediate isolated areas 3 metres square to 10 metres square of mold contaminated materials.
    - .3 Type 3 abatement specifies the requirements and procedures for remediation of extensive mold contamination greater than 10 contiguous square metres in an area and for areas greater than 1 metre square in a HVAC system.
  - .2 Testing of mold shall be to determine if the mold is fungal or microbial. Fungal mold remediation shall be considered as harmful as asbestos remediation in all cases.
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1.4 Quantities for  
Determining Mold  
Abatement

(Cont'd)

1.5 Contractor  
Qualifications

- .3 Contractor to provide qualified professionals for the performance of this work and accredited laboratory work for certification of the work to ensure competent analysis.
- .3 Contractor to use Certified Mold Inspectors when work of this nature is requested. Mold Inspector shall be capable of determining type and extent of mold problem, look for source and report on how to correct the problem.
- .4 Contractor to provide proof of training for all workers in respect to asbestos ,lead and mold abatement and remediation work.
- .5 Indicate years of experience, proficiency programs used, and instrumentation available for performing the work.
- .6 Laboratory work to be accredited, be a member of AIHA American Industrial Hygiene Association, and EMLAP Environmental Microbiology Laboratory Accreditation Program.

1.5 Protocols

- .1 Establish and Submit protocols to be used in the work that are published in recognized journals used in internationally recognized labs for Engineer's review.
- .2 Be capable of performing air, bulk, dust, swab, tape lift, contact plate methods, microscopy and culturing types of samples for testing and analysing environmental samples of various types.
- .3 Perform work to highest quality standards.
- .4 Deliver reliable consistent results every time and with quick turnaround times.
- .5 Provide quality Assurance program for sampling, testing, monitoring and reporting to Engineer.

## PART 2 - PRODUCTS

- 2.1 Equipment
- .1 Disposable coveralls: Full bodied one piece  
polylaminated type with permanently attached  
hood. Tight fitting sleeves and leg cuffs.
  - .2 Rubber gloves: Disposable type.
  - .3 Respiratory equipment: Fitted with a MSA type  
"H" filter canister. Respirator suitable for  
the degree of protection required for this  
particular standing offer.
    - .1 Minimum requirement is a half-mask  
respirator equipped with HEPA filter.
  - .4 Equipment for air-monitoring, asbestos, mold  
and lead analysis:
    - .1 Fibrous Aerosol Monitor (FAM)
    - .2 Phase Contrast Microscopy (PCM)
    - .3 Polarized Light Microscopy (PLM)
    - .4 (TEM)when requested.
    - .5 XRF Analysis when requested.
  - .5 Provide own disposal containers and disposal  
for materials used.
- 2.2 Sampling
- .1 Contractor to supply the necessary equipment  
and materials to gather and transport samples  
in accordance with protocols.
  - .2 Sampling will consist of providing all the  
necessary materials to perform air, bulk,  
swipe/swab, tape lift, contact plate methods,  
microscopy and culturing types of samples for  
testing and analysing environmental samples of  
various types.

## PART 3 - EXECUTION

- 3.1 Preparation
- .1 Attend pre-construction meeting on site with  
Contractor and Engineer's representatives.  
Ensure all submittals are provided by the  
contractor and submitted to the Engineer prior  
to start of work.
-

### 3.2 Inspections

- .1 Perform one inspection per day of preparatory work during site mobilization and construction of facilities prior to disturbance of asbestos materials.
  - .2 Provide full time on site inspection, based on 8 hours per day, during all phases of asbestos removal including preparatory work that might disturb asbestos.
  - .3 Measure pressure differential between occupied areas and work area. Include in daily report results of minimum three (3) readings at each of three (3) locations.
  - .4 Choose either 3.2.5 or 3.2.6 for air sampling and monitoring. Indicate to Engineer in writing at pre-construction meeting which method shall be used.
  - .5 Provide air monitoring for inside and outside work area in occupied area by;
    - .1 Continuous FAM outside in occupied area during all work at risk of disturbing asbestos.
    - .2 Collect and analyze one (1) personal PCM sample within work area and one (1) sample outside work area adjacent to FAM location. Make results available within 24 hours.
  - .6 Provide PCM monitoring on a daily basis and make results available within four (4) hours of monitoring.
    - .1 Collect one (1) personal sample within work area and two (2) samples at the perimeter of the work area where leakage may occur to outside occupied areas.
  - .7 Provide daily report to Engineer and contractor's representative including:
    - .1 Number of work force.
    - .2 Activities in progress.
    - .3 Percentage of work completed.
    - .4 Air monitoring results.
    - .5 Any violations of specifications or regulations.
  - .8 Prior to application of sealant, perform final inspection of work area and ensure all surfaces are free from residue and have been brushed, wiped or washed.
-

3.2 Inspections  
(Cont'd)

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- .9 Perform visual inspection of work area subsequent to application of sealant to ensure all surfaces are sealed.
  - .10 Provide final clearance monitoring of work area following PCM method. Collect minimum of two (2) samples for areas up to 10,000 sq. ft. Add one (1) sample for each additional 5,000 sq. ft.
  - .11 Perform final inspection of work area with Engineer and contractor's representative subsequent to removal of enclosures and decontamination facilities. Prepare and distribute deficiency list to Engineer and contractor's representative.
  - .12 Phase Contrast Microscopy (PCM) analysis must be performed by personnel participating in a round robin quality control program administered by an independent agency.
    - .1 Such quality control programs include the following:
      - .1 The Asbestos Analysts Registry (AAR) of the American Industrial Hygiene Association (AIHA).
      - .2 The Asbestos Interlaboratory Comparison Program of the Alberta Occupational Health and Safety, Laboratory Services Branch or an equivalent provincially administered program.
    - .2 Provide proof of participation in these or equivalent programs.
    - .3 Item Guideline Air Lead ACGIH TLV\* = 0.05 mg /m3 NIOSH REL = 0.05 mg/ m3 OSHA PEL = 0.05 mg/m 3 Dust ACGIH TLV = 10 mg/m3 OSHA PEL = 15 mg/m3
    - .4 HUD Dust Wipe Carpet = 100 ug/ft2 (0.11 ug/cm2) Hard Floor = 100 ug/ ft2 (0.11 ug/cm2) Interior Window Sill = 500 ug/ft2 (0.54 ug/cm2) Trough = 800 ug/ft2 (0.86 ug/cm2)
    - .5 U.S EPA Risk Assessment Guidelines Carpet = 40 ug/ft2 ( 3.3 3 ug/cm2) Hard Floor = 40 ug/f t2 (0.043 ug/100cm2) Interior Window Sill = 250 ug/ft2 (0.27 ug/cm2) Bulk (Paint)
    - .6 NSDEL Acceptance Parameter Total Lead = 1000 mg /kg Leachate = 5 mg/L
-



3.2 Inspections  
(Cont'd)

.12 (Cont'd)  
.7 SOR/2005-109 = 600 mg/kg of surface coating material (in paint) XRF HUD = 0.5% wt%  
\* As recommended by the Canadian Occupational Health and Safety Act \*\* The area of a window that receives both the upper and lower window sashes when they are **both** lowered. ACGIH - American Conference for Governmental Industrial Hygienists - Threshold Limit Values (TLV) **NIOSH** - National Institute for Occupational Health and Safety - Recommended Exposure Limit (REL) OSHA - Occupational Health and Safety Administration - Permissible **Exposure** Limit (PEL) U.S EPA - United States Environmental Protection Agency SOR/2005-109 - Federal Protection Agency Hazardous Products Act - Surface Coating Materials Regulations HUD - U.S Department of Housing and Urban Development



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SECURITY REQUIREMENTS CHECK LIST (SRCL)

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE			
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction	
DND		RCAF	
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 This SRCL is for the Issuing of a Standing Offer Agreement for air monitoring and inspection, testing of mold(s), asbestos, and lead abatement in all buildings at 14 Wing Greenwood NS, Camp Aldershot, Kentville NS, Middleton Armouries, Middleton NS, Yarmouth Armouries, Yarmouth NS. Buildings are located within an Operations Zone.			
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"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>		No release restrictions Aucune restriction relative à la diffusion <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 :	
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input type="checkbox"/>		NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input type="checkbox"/>		NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>		NATO SECRET NATO SECRET <input type="checkbox"/>	
SECRET SECRET <input type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>			
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>			
		PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
		PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
		PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
		CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	
		SECRET SECRET <input type="checkbox"/>	
		TOP SECRET TRÈS SECRET <input type="checkbox"/>	
		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	

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

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

If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité :

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

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

Document Number / Numéro du document :

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

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

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

Special comments:  
Commentaires spéciaux :

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

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

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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

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

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

☒ No  
Non

☐ Yes  
Oui

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

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

☒ No  
Non

☐ Yes  
Oui

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

