



Solicitation No. - N° de l'invitation  
W6837-174239/A

Buyer ID - Id de l'acheteur  
pwu004

GETS Ref. No. - N° de réf de SEAG

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CCC No./N° CCC - FMS No./N° VME

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**THIS PROCUREMENT CONTAINS A SECURITY REQUIREMENT**

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## 15. Offeror's Contact Information

### B. RESULTING CONTRACT CLAUSES

#### General Conditions:

(i) GC1 General Provisions	R2810D;
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(iv) GC4 Protective Measures	R2840D;
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(vi) GC6 Delays and Changes in the Work	R2865D;
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### SUPPORT THE USE OF APPRENTICES

Through Canada's Economic Action Plan 2013, the Government of Canada proposes to support the employment of apprentices in federal construction and maintenance projects. Refer to Part 2, item 5.

### INTEGRITY PROVISIONS: Changes have been made to the Integrity Provisions - Bid as of 2016-04-04.

See 01, Integrity Provision – Offer, of 2006 Standard Instructions - Request for Standing Offers for more information.

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## PART 1 - GENERAL INFORMATION

### 1. Introduction

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

Part 1, General Information: provides a general description of the requirement;

Part 2, Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;

Part 3, Offer Preparation Instructions: provides Offerors with instructions on how to prepare their offer to address the evaluation criteria specified;

Part 4, Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, if applicable, and the basis of selection;

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

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

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

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

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

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

### 2. Summary

Roofing Repairs Standing Offer, Garrison Wainwright, Denwood, Alberta

Work under the Standing Offer covers the supply of all labour, materials (including waste factors), equipment, transportation and supervision necessary to carry out installation, repair and maintenance of various plumbing, gas line and steam line at the Department of National Defence (DND) 3<sup>rd</sup> Division Area Support Unit Garrison Wainwright in Denwood, AB. The scope covers work on all buildings on the garrison and associated fixtures on an "as and when" requested basis by DND in the form of call-ups for provision of roof repairs. List of roofing work that may be carried out under this Standing Offer Agreement includes, but is not limited to, the following Type of Roof Systems: Hot and cold asphalt, Coal Tar Pitch, Gravel and smooth surfaced, Asphalt shingle, Metal Clad, and Inspection. The Standing Offer will be issued for a term of three (3) years. It is anticipated that only one (1) firm will be issued a Standing Offer.

There is a security requirement associated with this requirement. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7A - Standing Offer. Offerors should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" document" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) on the Departmental Standard Procurement Documents Web site.

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

### 3. Health & Safety Requirements

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

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#### **4. Debriefing**

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

#### **5. Security Requirement**

There is a security requirement associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses.

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## PART 2 - STANDING OFFER - INSTRUCTIONS TO OFFERORS

### 1. Standard Instructions, Clauses and Conditions

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

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

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

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

**DELETE** sixty (60) days and **INSERT** ninety (90) days

### 2. Submission of Offers

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

#### 2.1 Revision of Offer:

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

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

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

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

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

#### 2.2 Firm Price and/or Rates:

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

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

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

#### 2.5 Incomplete Offers: Incomplete offers may be rejected.

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## 2.6 Taxes

The offeror is responsible for all applicable taxes.

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

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

## 2.7 Performance Evaluation

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

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

## 3. Enquiries - Request for Standing Offers

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

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

## 4. Applicable Laws

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

## 5. PUBLIC WORKS AND GOVERNMENT SERVICES CANADA APPRENTICE PROCUREMENT INITIATIVE

1. To encourage employers to participate in apprenticeship training, Contractors bidding on construction and maintenance contracts by Public Works and Government Services Canada (PWGSC) are being asked to sign a voluntary certification, signaling their commitment to hire and train apprentices.
2. Canada is facing skills shortages across various sectors and regions, especially in the skilled trades. Equipping Canadians with skills and training is a shared responsibility. In Economic Action Plan (EAP) 2013, the Government of Canada made a commitment to support the use of apprentices in federal construction and maintenance contracts. Contractors have an important role in supporting apprentices through hiring and training and are encouraged to certify that they are providing opportunities to apprentices as part of doing business with the Government of Canada.

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3. Through the Economic Action Plan 2013 and support for training programs, the Government of Canada is encouraging apprenticeships and careers in the skilled trades. In addition, the government offers a tax credit to employers to encourage them to hire apprentices. Information on this tax measure administered by the Canada Revenue Agency can be found at: [www.cra-arc.gc.ca](http://www.cra-arc.gc.ca). Employers are also encouraged to find out what additional information and supports are available from their respective provincial or territorial jurisdiction.
4. Signed certifications (Appendix 2) will be used to better understand contractor use of apprentices on Government of Canada maintenance and construction contracts and may inform future policy and program development.

5. The Contractor hereby certifies the following:

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

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

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

If you accept fill out and sign Appendix 2

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

## 6. Site Visit

There will be no site visit.

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### PART 3 - OFFER PREPARATION INSTRUCTIONS

#### 1. General

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

#### 2. Offer Preparation Instructions

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

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

Section II: Certifications (1 hard copy)

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

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

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

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

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

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

##### Section I: Financial Offer

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

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

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

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

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

##### Section II: Certifications

Offerors must submit the certifications required under Part 5.

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## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 1. Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.
- (c) Offers shall be evaluated on the basis of the lowest compliant offer being recommended for issuance of a Standing Offer.

#### 1.1 Evaluation

##### 1.1.1 Mandatory Criteria

##### a) MANDATORY REQUIREMENTS - Required as part of the Offer

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

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

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

#### 1.2. Financial Evaluation

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

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

### 2. Basis of Selection

#### 2.1 Basis of Selection - Lowest Evaluated Price

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

### 3. Ranking

3.1 Only 1 firm will be issued a standing offer.

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

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## PART 5 - CERTIFICATIONS

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

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

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

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

#### 1.1 Code of Conduct and Certifications - Related documentation

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

#### 2. Additional Certifications Precedent to Issuance of a Standing Offer

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

**2.1 Health & Safety Requirements** - per attached Annex C .

**2.2 Insurance**, (Annex F - Insurance Certificate)

**2.3 Former Public Servant – Competitive Requirements** M3025T (2016-01-28)

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

#### Definitions

For the purposes of this clause,

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

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

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

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

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

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

As per the above definitions, is the Offeror a FPS in receipt of a pension?

**YES ( ) NO ( )**

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

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

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

#### **Work Force Reduction Program**

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

**YES ( ) NO ( )**

If so, the Offeror must provide the following information:

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

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.

**2.4 Proof of Financial Capability** - upon request, per article 2 of Part 6.

**2.5 Security Requirement** - per article 1 of Part 6.

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## PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

### 1. Security Requirement

1. Before issuance of a standing offer, the following conditions must be met:
  - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
  - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7A - Standing Offer;
  - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.
3. For additional information on security requirements, bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders"  
<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31> document on the Departmental Standard Procurement Documents Web site.

### 2. Financial Capability

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

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

### 3. Insurance Terms

The Offeror must provide a certificate from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a standing offer as a result of the request for standing offer, can be insured in accordance with the Insurance Requirements specified in SACC Manual clause R2900D GC10 – Insurance.

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

Certificate of Insurance attached at Annex F.

#### 1) Insurance Contracts

- (a) The Contractor must, at the Contractor's expense, obtain and maintain insurance contracts in accordance with the requirements of the Certificate of Insurance. Coverage must be placed with an Insurer licensed to carry out business in Canada.

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- (b) Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract. The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

**2) Period of Insurance**

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

**3) Proof of Insurance**

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

**4) Insurance Proceeds**

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

**5) Deductible**

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

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## PART 7 - CLAUSES & CONDITIONS

### PART 7(A) - STANDING OFFER

#### 1. Offer - attached at Annex E

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

#### 2. Security Requirement

1. The 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 H;
  - b. Industrial Security Manual (Latest Edition).

#### 3. Standard Clauses and Conditions

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

#### 4. Term of Standing Offer

##### 4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is TBD.

#### 5. Authorities

##### 5.1 Standing Offer Authority

The Standing Offer Authority is:

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

Directorate: Real Property Contracting

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

## 5.2 Project Authority

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

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

## 6. Identified users

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

## 7. Call-up Procedures

1. Best Standing Offer: the offer that provides lowest prices will be retained.

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

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## 8. CALL-UP INSTRUMENT

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

In accordance with STANDING OFFER NO.: \_\_\_\_\_ Conformément à L'OFFRE PERMANENTE No. \_\_\_\_\_ Call-up no. - No de commande \_\_\_\_\_  
Dated \_\_\_\_\_ and the terms and conditions therein, you are Requested to carry out the worked described below.  En date du \_\_\_\_\_ Et les modalités qui y sont énumérées, vous êtes prié d'exécuter les travaux décrits ci-après.

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

Work description - Description des travaux	
<input type="checkbox"/>	
Certified pursuant to subsection 32 (1) of the Financial Administration Act Certifié en vertu du paragraphe 32 (1) de la Loi sur la gestion des finances publiques	Date <input type="checkbox"/>
Signature _____	
Departmental Representative - Représentant du ministère	Date <input type="checkbox"/>
Signature _____	

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## 9. Limitation of Call-ups

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

## 10. Priority Documents

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

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

## 11. Certifications

### 12.1 Compliance

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

## 12. Applicable Laws

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

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

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

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#### 14. Estimates

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

#### 15. Offeror's Contact Information

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

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## PART 7 (B) - RESULTING CONTRACT CLAUSES

- 1) The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer:
  - (a) Statement of Work - The Contractor must perform the Work described in the call-up against the Standing Offer;
  - (b) General Conditions:

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

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

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

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

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

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

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

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## **SUPPLEMENTAL CONDITIONS**

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

### **1.1. T1204** - Direct Request by Customer Department

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

### **1.2. Periodic Reports**

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

## **SC02 TERM OF CONTRACT**

### **2.1** Period of the Contract

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

## **SC03 PAYMENT**

### **3.1 CHANGES TO GC5 R2550D - TERMS OF PAYMENT**

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

#### **GC5.4 Payment**

##### **.1** Terms of Payment

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

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

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

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

### **3.2 Basis of Payment - see Annex B**

### **3.3 Limitation of Price**

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

### **3.4 Supplemental Invoicing Instructions**

- .1 Invoices
  - .1 All invoices submitted for payment shall show:
    - .1 Construction Engineering Work Order Number,
    - .2 Construction Engineering File Number,
    - .3 Requisition Number, DSS 942 (Requisition on Contract),

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

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

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

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

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

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

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## ANNEXES

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

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**ANNEX A**

**Statement of Work**

*Please see attached.*

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## ANNEX B

### .1 Basis of Payment

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

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

#### .1 Hourly Rates:

The Contractor will be paid firm hourly rates as follows, for work performed in accordance with the Contract.

See attached for details.

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## ANNEX C

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

#### 1.) SPECIAL INSTRUCTIONS TO BIDDERS (SI):

##### WCB AND SAFETY PROGRAM

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

#### 2.) SUPPLEMENTARY CONDITIONS (SC):

##### Workplace Safety and Health

##### 1. EMPLOYER/PRIME CONTRACTOR

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

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

##### 2. SUBMITTALS

- 2.1 The Contractor shall provide to Canada:

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

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

### 3. LABOUR AUTHORITY CONTACT:

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

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

### **ALBERTA North**

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

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

All submissions are to be scanned and  
emailed to [whs@gov.ab.ca](mailto:whs@gov.ab.ca)

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**ANNEX D**  
**Periodic Usage Report Form**

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

Return to:

Kae Espedido	(780) 497-3510	Karieleenkae.espedido@pwgsc-tpsgc.gc.ca
<i>Name</i>	<i>Fax</i>	<i>Email Address</i>

at:

Public Works and Government Services Canada  
Real Property Contracting, Acquisitions Branch  
ATB Place North, 5<sup>th</sup> Floor  
10025 Jasper Ave.  
Edmonton, AB  
T5J 1S6

**REPORT ON THE VOLUME OF BUSINESS**

SUPPLIER: \_\_\_\_\_

REPORT FOR THE PERIOD ENDING: \_\_\_\_\_

Description of Work	Call-up #	TOTAL BILLING

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

**PREPARED BY:**

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TELEPHONE NO.: \_\_\_\_\_

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## ANNEX E OFFER

<b>Description of Work:</b> Denwood, AB Various Projects, DND Roof Repairs Standing Offer
-------------------------------------------------------------------------------------------------

### 1. OFFER

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

### 2. GENERAL PROVISIONS

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

The Offeror agrees:

- .1 to carry out individual work projects as requisitioned from time to time by the Departmental Representative in **Call- ups Against a Standing Offer**, form PWGSC/TPSGC 2829 or 942, copies of which the Offeror acknowledges to have in its possession, in accordance with the requirements set out therein and in consideration of payment of amounts to be determined pursuant to section 3. Below;
- .2 to provide, on demand from the Departmental Representative, a detailed price estimate, calculated in accordance with section 4 below, and a proposed work schedule for each work project; and
- .3 to commence Work promptly upon receipt of each Call-up issued pursuant to this Offer, duly signed by the Departmental Representative.
- .5 This Offer does not constitute a binding contract between Canada and the Offeror. The Departmental Representative shall have the right to issue a Call-up with those other offerors which have also submitted offers to Canada.

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- 
- .6 A contract is formed between Canada and the Offeror only when a Call-up duly signed is issued by the Departmental Representative and accepted by the Offeror. The Offeror shall then be referred to as "the Contractor" and the Contract includes the Offer, the Specifications referred to in the Unit Price Schedule below, the General Conditions and the Call-up.
  - .7 The estimated number of hours, the quantities of material and plant, and the amount of the Allowance for Unspecified material set out in the Unit Price Schedule are for the purpose of comparative evaluation of the offers and do not express an obligation on the part of Canada to order any or all of the work, material or plant listed therein.
  - .8 The Offeror declares that no bribe, gift or benefit has been or will be paid, given, promised or offered directly or indirectly to any official or employee of Canada or to a member of the family of such person, with a view to influence the entry into or the administration of any contract which may result from this Offer.

### 3. FINANCIAL TERMS

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

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- 
- .1 labour including supervision, allowances and liability insurance;
  - .2 travel time;
  - .3 transportation/vehicle expenses;
  - .4 tools and tackle;
  - .5 overhead and profit;
  - .6 any other incidental expenses other than supply of materials and replacement parts relating to the delivery of labour.

.3 It is considered that regular hours of work fall between 0700 and 1800 hours, Monday to Friday.

.7 Electronic Payment Instruments

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

- ( ) VISA Acquisition Card;
- ( ) MasterCard Acquisition Card.

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#### 4. PRICES

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

##### 4.1 Unit Price Schedules - Rates

##### SCHEDULE A) Initial Year

Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6
Item	Class of Labour, material or plant	Unit	Hours/Estimated Quantities	Unit Price \$      ¢	Estimated total price \$      ¢
1.	Removal / Replacement of roof mounted equipment.	Each	28 Units		
a.	Journeyman Rate	Per Hour	500		
b.	Apprentice 2nd Year	Per Hour	1000		
c.	Labourer	Per Hour	1000		
2.	Replacement of roofing system to vapour barrier; using 25mm Polystyrene (beadboard) insulation as primary insulation and 25 mm asphalt Saturated Fiberboard insulation as the secondary insulation:				
a.	Hot process asphalt gravel surface	m2	321		
b.	Cold Process asphalt smooth surface	m2	1000		
c.	SBS Modified bituminous granular surface	m2	3000		
3.	Repair of blisters and buckles.				
a.	Hot process asphalt gravel surface	m2	6994		
b.	Cold Process asphalt smooth surface	m2	1000		
c.	SBS Modified bituminous granular surface	m2	3300		
4.	Clean and prime the existing membrane prior to adhering an additional 12mm asphalt saturated fibreboard insulation c/w (2) ply S3S Modified Bituminous membrane to the existing roof surface				
a.	Hot process asphalt gravel surface	m2	1000		

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<b>b.</b>	Cold Process asphalt smooth surface	m2	1000		
<b>5.</b>	To replace roof drain	Each	30 Units		
<b>6.</b>	Supply and install downspout to scupper c/q Installation of 2" Styrofoam & splash pad	Each	20 Units		
<b>7.</b>	Supply and apply fibrated aluminized emulsion Flood coat	m2	500		
<b>8.</b>	Supply and install overflow Scupper	Each	20 Units		
<b>9.</b>	Inspection and report of Roof	Each	150 Inspections		
<b>10.</b>	Mobilization/ de-Mobilization for large Jobs (getting material on site, permits, installing and taking down temperature safety systems before work can be carried out, setting up and taking away all equipment and tools required to do the work, cleaning up the site after all work has been done)				
<b>a.</b>	Jobs from \$1.00 to \$9,999.99	Each	3 Jobs		
<b>b.</b>	Jobs from \$10,000.00 to \$20,000.99	Each	4 Jobs		
<b>c.</b>	Jobs from \$20,001.00 to \$30,000.99	Each	3 Jobs		
<b>d.</b>	Jobs from \$30,001.00 to \$40,000.99	Each	3 Jobs		
<b>e.</b>	Jobs from \$40,001.00 to \$60,000.00	Each	7 Jobs		
<b>11.</b>	Equipment				
<b>a.</b>	Articulating BoomLift	Per Day	100		
		Per Week	14		
		Per Month	3.5		
<b>b.</b>	Fork Lift	Per Day	100		
		Per Week	14		
		Per Month	3.5		
<b>c.</b>	Scissor Lift 50 ft. Rough Terrain	Per Day	100		
		Per Week	14		
		Per Month	3.5		
<b>d.</b>	Reach Forklift	Per Day	100		
		Per Week	14		
		Per Month	3.5		

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12.	Contractor's Mark Up on Allowance for unspecified material, replacement parts, required permits and certificates.	%	\$10,000.00	_____% markup	
<b>Sub Total A): Estimated Total Amount 1st Year GST/HST Extra</b>					\$

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

**SCHEDULE B) Year 2**

Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6		
Item	Class of Labour, material or plant	Unit	Usage per Year	Unit Price		Estimated total price	
				\$	¢	\$	¢
1.	Removal / Replacement of roof mounted equipment.	Each	28 Units				
a.	Journeyman Rate	Per Hour	500				
b.	Apprentice 2nd Year	Per Hour	1000				
c.	Labourer	Per Hour	1000				
2.	Replacement of roofing system to vapour barrier; using 25mm Polystyrene (beadboard) insulation as primary insulation and 25 mm asphalt Saturated Fiberboard insulation as the secondary insulation:						
a.	Hot process asphalt gravel surface	m2	321				
b.	Cold Process asphalt smooth surface	m2	1000				
c.	SBS Modified bituminous granular surface	m2	3000				
3.	Repair of blisters and buckles.						
a.	Hot process asphalt gravel surface	m2	6994				
b.	Cold Process asphalt smooth surface	m2	1000				
c.	SBS Modified bituminous granular surface	m2	3300				
4.	Clean and prime the existing membrane prior to adhering an additional 12mm asphalt saturated fibreboard insulation c/w (2) ply S3S Modified Bituminous membrane to the existing roof surface						
a.	Hot process asphalt gravel surface	m2	1000				
b.	Cold Process asphalt smooth surface	m2	1000				
5.	To replace roof drain	Each	30 Units				
6.	Supply and install downspout to scupper c/q Installation of 2" Styrofoam & splash pad	Each	20 Units				

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<b>7.</b>	Supply and apply fibrated aluminized emulsion Flood coat	m2	500		
<b>8.</b>	Supply and install overflow Scupper	Each	20 Units		
<b>9.</b>	Inspection and report of Roof	Each	150 Inspections		
<b>10.</b>	Mobilization/ de-Mobilization for large Jobs (getting material on site, permits, installing and taking down temperature safety systems before work can be carried out, setting up and taking away all equipment and tools required to do the work, cleaning up the site after all work has been done)				
<b>a.</b>	Jobs from \$1.00 to \$9,999.99	Each	3 Jobs		
<b>b.</b>	Jobs from \$10,000.00 to \$20,000.99	Each	4 Jobs		
<b>c.</b>	Jobs from \$20,001.00 to \$30,000.99	Each	3 Jobs		
<b>d.</b>	Jobs from \$30,001.00 to \$40,000.99	Each	3 Jobs		
<b>e.</b>	Jobs from \$40,001.00 to \$60,000.00	Each	7 Jobs		
<b>11.</b>	Equipment				
<b>a.</b>	Articulating BoomLift	Per Day	100		
		Per Week	14		
		Per Month	3.5		
<b>b.</b>	Fork Lift	Per Day	100		
		Per Week	14		
		Per Month	3.5		
<b>c.</b>	Scissor Lift 50 ft. Rough Terrain	Per Day	100		
		Per Week	14		
		Per Month	3.5		
<b>d.</b>	Reach Forklift	Per Day	100		
		Per Week	14		
		Per Month	3.5		
<b>12.</b>	Contractor's Mark Up on Allowance for unspecified material, replacement parts, required permits and certificates.	%	\$10,000.00	_____% markup	

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<b>Sub Total B): Estimated Total Amount 2nd Year GST/HST Extra</b>	<b>\$</b>
--------------------------------------------------------------------	-----------

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

**SCHEDULE C) Year 3**

Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6
Item	Class of Labour, material or plant	Unit	Usage per Year	Unit Price \$      ¢	Estimated total price \$      ¢
1.	Removal / Replacement of roof mounted equipment.	Each	28 Units		
a.	Journeyman Rate	Per Hour	500		
b.	Apprentice 2nd Year	Per Hour	1000		
c.	Labourer	Per Hour	1000		
2.	Replacement of roofing system to vapour barrier; using 25mm Polystyrene (beadboard) insulation as primary insulation and 25 mm asphalt Saturated Fiberboard insulation as the secondary insulation:				
a.	Hot process asphalt gravel surface	m2	321		
b.	Cold Process asphalt smooth surface	m2	1000		
c.	SBS Modified bituminous granular surface	m2	3000		
3.	Repair of blisters and buckles.				
a.	Hot process asphalt gravel surface	m2	6994		
b.	Cold Process asphalt smooth surface	m2	1000		
c.	SBS Modified bituminous granular surface	m2	3300		
4.	Clean and prime the existing membrane prior to adhering an additional 12mm asphalt saturated fibreboard insulation c/w (2) ply S3S Modified Bituminous membrane to the existing roof surface				
a.	Hot process asphalt gravel surface	m2	1000		
b.	Cold Process asphalt smooth surface	m2	1000		

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<b>5.</b>	To replace roof drain	Each	30 Units		
<b>6.</b>	Supply and install downspout to scupper c/q Installation of 2" Styrofoam & splash pad	Each	20 Units		
<b>7.</b>	Supply and apply fibrated aluminized emulsion Flood coat	m2	500		
<b>8.</b>	Supply and install overflow Scupper	Each	20 Units		
<b>9.</b>	Inspection and report of Roof	Each	150 Inspections		
<b>10.</b>	Mobilization/ de-Mobilization for large Jobs (getting material on site, permits, installing and taking down temperature safety systems before work can be carried out, setting up and taking away all equipment and tools required to do the work, cleaning up the site after all work has been done)				
<b>a.</b>	Jobs from \$1.00 to \$9,999.99	Each	3 Jobs		
<b>b.</b>	Jobs from \$10,000.00 to \$20,000.99	Each	4 Jobs		
<b>c.</b>	Jobs from \$20,001.00 to \$30,000.99	Each	3 Jobs		
<b>d.</b>	Jobs from \$30,001.00 to \$40,000.99	Each	3 Jobs		
<b>e.</b>	Jobs from \$40,001.00 to \$60,000.00	Each	7 Jobs		
<b>11.</b>	Equipment				
<b>a.</b>	Articulating BoomLift	Per Day	100		
		Per Week	14		
		Per Month	3.5		
<b>b.</b>	Fork Lift	Per Day	100		
		Per Week	14		
		Per Month	3.5		
<b>c.</b>	Scissor Lift 50 ft. Rough Terrain	Per Day	100		
		Per Week	14		
		Per Month	3.5		
<b>d.</b>	Reach Forklift	Per Day	100		
		Per Week	14		
		Per Month	3.5		

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<b>12.</b>	Contractor's Mark Up on Allowance for unspecified material, replacement parts, required permits and certificates.	%	\$10,000.00	____% markup	
<b>Sub Total C): Estimated Total Amount 3rd Year GST/HST Extra</b>					<b>\$</b>

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

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

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

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

A rate must be entered for each item.

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

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



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**APPENDIX 2 - VOLUNTARY CERTIFICATION TO SUPPORT THE USE OF APPRENTICES**

*Note; The contractor will be asked to fill out a report every six months as included a Annex G*

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Legal Name: \_\_\_\_\_

Solicitation Number: \_\_\_\_\_

Optional information to provide: \_\_\_\_\_

Number of apprentices planned to be working on this contract: \_\_\_\_\_

Trades of those apprentices:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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A sample of the "Voluntary Reports for Apprentices Employed during the Contract" is provided at Annex G

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## **ANNEX F**

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

*Please see attached.*



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**ANNEX H**

**SECURITY REQUIREMENT CHECKLIST (SRCL)**

Please see attached.

**JUN 08 2017**



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat <b>W6837-174239</b>
Security Classification / Classification de sécurité Unclassified

**SECURITY REQUIREMENTS CHECK LIST (SRCL)  
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine <b>Department of national defence</b>	2. Branch or Directorate / Direction générale ou Direction <b>3 CDSB GRN WAINWRIGHT</b>	
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 <b>Roofing repair throughout Garrison</b>		
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 <b>SM</b>
6 c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
7 a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7 b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to / Limité à <input type="checkbox"/>	Restricted to / Limité à <input type="checkbox"/>	Restricted to / Limité à <input type="checkbox"/>
Specify country(ies) / Préciser le(s) pays	Specify country(ies) / Préciser le(s) pays	Specify country(ies) / Préciser le(s) pays
7 c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>



Contract Number / Numéro du contrat W 6837-174239
Security Classification / Classification de sécurité Unclassified

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

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

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

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

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

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

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

- |                                                                             |                                                                 |                                                     |                                                                  |
|-----------------------------------------------------------------------------|-----------------------------------------------------------------|-----------------------------------------------------|------------------------------------------------------------------|
| <input checked="" type="checkbox"/> RELIABILITY STATUS<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 / Non  Yes / Oui

If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?

No / Non  Yes / Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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



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

For users completing the form manually use the summary chart below to indicate the category(les) 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	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).



**RPOU (W) Det Wx  
ROOFING SOA  
Statement Of Work (SOW)**

**LOCATION: 3DSG GRN WAINWRIGHT  
DATE: 23 May 2017**

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Roofing  
SOW  
Index to Specifications

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01 52 00	Temporary Facilities	2
01 56 00	Temporary Barriers and Enclosures	1
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Roofing  
General Instructions

**1. SCOPE OF WORK**

- 1.1 This Standing Offer Agreement (SOA) is intended to be used for the installation, repair and maintenance of various plumbing, gas line and steam line at 3<sup>rd</sup> Division Area Support Unit Grn Wainwright. The scope covers work on all buildings on the garrison and associated fixtures. On a "as and when" requested basis. List of roofing work that may be carried out under this SOA includes, but is not limited to, the following:

Type of Roof Systems:

- .1 Hot and cold asphalt;
- .2 Coal Tar Pitch;
- .3 Gravel and smooth surfaced;
- .4 Asphalt shingle;
- .5 Metal Clad; and
- .6 Inspection:
  - .1 Inspection of roof systems and service calls will be conducted by DND. Engineer will mark out the areas for repair and inform the Contractor on the type of roof and the repairs required;
  - .2 Contract Authority will designate work to be performed by providing the Contractor with a PO for Call-up against a Standing Offer;
  - .3 Emergency Repair work the Contractor will be notified by telephone, followed by a PO delivered either by hand, fax, or by mail; and
  - .4 The Contractor is to ensure all service calls are actioned within two (2) working days following receipt of written authorization by the Contract Authority or authorized representative.

**2. WORK SCHEDULE(S)**

- 2.1 Submit to the DND Contract Officer / Inspector a schedule for each call-up, identifying all required tasks.

**3. WORK REQUIREMENTS**

3.1 Required Documents

- .1 The contractor shall submit a proposal identifying all required tasks of the call-up, with an accompanying estimate.
- .2 Maintain at the job site, one copy each of the following if provided:
  - .1 Signed Commitment of Services for each call-up
  - .2 Copy of approved schedule for each call-up
  - .3 Any drawings issued with a call-up
  - .4 Specifications
  - .5 Addenda

3.2 Work Execution

- .1 Work Preparation
  - .1 The contractor shall assess the work required in the call-up and proceed to carry out the work in a logical and efficient manner.
  - .2 The contractor shall coordinate work plan with DND Contract Officer / Inspector.
- .2 Existing Services
  - .1 Protect and maintain all existing services unless otherwise noted.
  - .2 Report any damage to services immediately to the DND Contract Officer / Inspector.
- .3 Cutting And Patching

Where new work joins with existing and where existing work is altered, match to existing and make good any alteration by cutting and patching. Execute any cutting, fitting and patching required in making the new work fit properly with existing.

.4 Documents Records

- .1 The contractor shall record accurately, deviations from contract documents if used for the call-up. Record changes in red and mark one set of prints during work.

3.3 Acceptance Criteria

Upon completion of all work, the contractor shall provide a task completion report or check list. DND Contracts inspector shall inspect all work carried out by the contractor against all deliverables listed in the call-up and other contract documents. Satisfactory acceptance of the completion task list will acknowledge acceptance of all project deliverables.

**4. OPERATIONAL REQUIREMENTS**

- 4.1 Co-ordinate all tests with the DND Contracts Inspector. Schedule tests so as not to unduly disrupt the operations of the workplace.
- 4.2 Ensure all safety requirements of the area are strictly adhered to.

**5. CONTRACTOR'S USE OF SITE**

- 5.1 Use of site: Contractor shall comply with Base regulations. Movement around the site is subject to following restrictions:
- .1 All posted signs to be strictly adhered to.
- .2 Parking of Contractor's vehicles on the Base to be as authorized by the DND Contract Officer / Inspector
- .3 Contractor's vehicles and equipment may be subject to search due to heightened security.
- 5.2 Normal hours of work at CFB/ASU Wainwright are from 0800-1600, weekdays. Any work outside of these times must be requested or approved by the DND Contracts Officer/ Inspector.
- 5.3 Use of site is limited to following areas for work and storage:
- .1 Storage areas authorized by the DND Contract Officer / Inspector.
- 5.4 Do not unreasonably encumber site with materials or equipment.

**6. ADDITIONAL DRAWINGS / DOCUMENTS**

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

**7. CODES AND STANDARDS**

- .1 Meet the requirements of contract documents, specified standards, applicable codes and referenced documents.
- .2 Perform work in accordance with the latest edition of the relevant Canadian Standards and any statutory regulations. In the case of conflict or discrepancy, the more stringent requirements shall apply.

**8. CONSTRUCTION SAFETY MEASURES**

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

**9. COORDINATION**

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

**10. CLEANING**

- .1 Maintain Work areas in tidy condition, free from accumulation of waste and debris. Comply with local ordinances and anti-pollution laws.
- .2 Remove all construction debris and unsuitable material from site and properly dispose of such material.
- .3 Provide on-site containers for collection of waste materials and debris, when and where required.
- .4 When Work is complete, broom-clean the immediate area and leave area in clean and tidy condition.

**11. BASE ACCESS / CONTRACTOR ESCORTS**

- .1 All Contractors, Sub-Contractors, Suppliers and project personnel may be required to be escorted while performing job activities in restricted areas. The Contractor will not have unescorted access to any restricted areas, controlled goods or protected documents. Escorts will be provided by the Crown, at no cost to the Contractor and will be arranged for by the DND Contract Officer / Inspector.

When escorts are required, the contractor will coordinate scheduling with the DND Contract Officer / Inspector to ensure escort availability. Failure to provide an updated construction schedule in accordance with the contract documents, or within a reasonable timeframe as requested by the DND Contracts Officer/Inspector or Commissionaires, may affect the Crown's ability to provide escorts and impact the Contractor's ability to perform the work. Any delays and/or impacts to the overall construction schedule as a result of this will not be borne by DND.

**END OF SECTION**

Roofing  
Summary of Work

**1. GENERAL DESCRIPTION**

- .1 Work under this Standing Offer Agreement (SOA) covers the supply of all labour, equipment, transportation, materials, and supervision required to complete any roofing projects and maintenance in various buildings as well as corrective and preventative maintenance "as and when" requested basis for the Department of National Defence, Garrison Wainwright, and Alberta.

**2. SCOPE**

- .1 The services under this contract will be conducted under specific call-ups, including but not limited to the following systems:
  - .1 Roofing repairs
    - .1 Includes but is not limited to
      - 1. Installation and removal of any roofing;
      - 2. Repairs and modifications;
      - 3. Troubleshooting.

**3. TECHNICIAN'S QUALIFICATIONS**

- .1 All roofing work is to be carried out by qualified, licensed Person who hold valid license or apprentices, certified in the province of Alberta or with an interprovincial red seal, as per the conditions of the Provincial Act. Apprentices must work only in the continual presence of a licensed journeyman.

**4. CONTRACTOR'S RESPONSIBILITIES**

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

Roofing  
Summary of Work

.2 Estimates, Provision of

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

.3 Manufacturer's Instructions

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

.4 Reporting Deterioration or Damage

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

.5 Permits and Licenses

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

**5. QUALITY CONTROL**

.1 Inspection Of Work

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

.2 Testing

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

Roofing  
Summary of Work

**6. TEMPORARY SERVICES**

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

**7. SALVAGED MATERIALS**

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

**END OF SECTION**

**Part 1      General**

**1.1      CONSTRUCTION FIRE SAFETY**

- .1      The Contractor shall provide construction fire safety in accordance with the National Fire Code of Canada.

**1.2      FIRE DEPARTMENT BRIEFING**

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

**1.3      REPORTING FIRES**

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

**1.4      FIRE SAFETY PLAN**

- .1      Submit a fire safety plan prior to commencement of work. The fire safety plan shall conform to the National Fire Code of Canada.
- .2      The fire safety plan shall be submitted to the DND Contracts Officer/Inspector for review by local fire department. Any comments by local fire department shall be implemented by the Contractor.
- .3      The fire safety plan shall be limited to the area of construction only. Contractor is not responsible for amending fire safety plans in existing buildings.

**1.5      INTERIOR AND EXTERIOR FIRE PROTECTION AND ALARM SYSTEMS**

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

**1.6 FIRE PROTECTION SYSTEM IMPAIRMENT**

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

**1.7 FIRE EXTINGUISHERS**

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

**1.8 ACCESS FOR FIRE FIGHTING**

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

**1.9 SMOKING PRECAUTIONS**

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

**1.10 RUBBISH AND WASTE MATERIALS**

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

## 1.11 **FLAMMABLE AND COMBUSTIBLE LIQUIDS**

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

## 1.12 **HOT WORKS**

- .1 The Contractor shall implement a hot works program in accordance with the National Fire Code of Canada and NFPA 51 Standard for Fire Prevention during Welding, Cutting and Other Hot Work.
- .2 The Contractor shall obtain from the Fire Chief a "Hot Work" permit for all hot works in the construction area. Frequency of renewal for hot works permits is at the discretion of the Fire Chief.
- .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.
- .4 Provide fire watch service for work on scale established and in conjunction with the Fire Chief as defined in the Fire Department Briefing. Fire watchers shall be trained in the use of fire extinguishing equipment.
- .5 Area of hot works
  - .1 Hot works shall be carried out in an area free of combustible and flammable content.
  - .2 Where 1.12.5.1 is not possible,
    - .1 All flammable and combustible materials within 15m of the hot works shall be protected in accordance with the National Fire Code of Canada;
    - .3 Where there is a possibility of sparks leaking onto combustible materials in areas adjacent to the areas where the hot work is carried out

Roofing  
DND Fire Safety

- .1 Openings in walls, floors or ceilings shall be covered or closed to prevent the passage of sparks to such adjacent areas, or
- .6 Protection of flammable and combustible materials
  - .1 Any combustible or flammable material, dust or residue shall be
    - .1 Removed from the area where hot works is carried out; or
    - .2 Protected from ignition by non-combustible materials
- .7 Fire extinguisher
  - .1 A fire extinguisher shall be provided within 3 m of all hot works. Minimum size shall be 20lbs ABC unless otherwise directed by Fire Chief.

**1.13 HAZARDOUS SUBSTANCES**

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

**1.14 PARTIAL OCCUPANCY**

- .1 Implement partial occupancy procedures as defined in the drawings and specifications. Partial occupancy is where construction occurs adjacent to work areas occupied by Departmental or Canadian Forces personnel. This includes:
  - .1 Phased new construction
  - .2 Early or partial occupancy of new construction
  - .3 New construction being added onto an existing building
  - .4 Renovation or recapitalization of an existing building
  - .5 Phased renovation or recapitalization of an existing building
- .2 Where partial occupancy occurs, Contractor shall implement requirements as found in the drawings and specifications. This may include construction of a rated fire separation between occupied and construction areas as required by the National Fire Code.
- .3 A watch, with tours at intervals of not less than one hour, shall be provided throughout demolition sites when there are occupants in the portion of the building not being demolished.
- .4 Except where a building is provided with a fire alarm system or similar equipment, a watch, with tours at intervals of not more than one hour, shall be provided when a portion of the building is occupied while construction operations are taking place.

**1.15 QUESTIONS AND/OR CLARIFICATION**

- .1 Direct questions or clarification on Fire Safety in addition to above requirements to the DND Contracts Officer/Inspector.

Roofing  
DND Fire Safety

- .2 DND Contracts Officer/ Inspector, is responsible to obtain clarifications from the Fire Chief. The Contractor is not to liaise directly with the Fire Chief for notification, authorization or any requests unless the situation constitutes an immediate emergency.

**1.16 FIRE INSPECTION**

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

**Part 2 Products**

**2.1 NOT USED**

- .1 Not Used.

**Part 3 Execution**

**3.1 NOT USED**

- .1 Not Used.

**END OF SECTION**

## **1. PART 1 - GENERAL**

### **1.1 FIRES**

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

### **1.2 DISPOSAL OF WASTES**

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

### **1.3 DRAINAGE**

- .1 Do not pump water containing suspended materials into waterways, sewer or drainage systems.
- .2 Control disposal or runoff of water containing suspended materials or other harmful substances in accordance with local authority requirements.

### **1.4 POLLUTION CONTROL**

- .1 Control emissions from equipment and plant to local authorities emission requirements.
- .2 All activities including maintenance procedures will be conducted to prevent entry of petroleum products, debris, rubble concrete or any other deleterious substances into ditches, catch basins, water bodies.
- .3 Equipment and vehicles shall not remain idling when not in use. If weather conditions require equipment and/or vehicles to idle, permission shall be requested from the DND Contracts Officer/Inspector.

### **1.5 ENVIRONMENTAL EMERGENCY RESPONSE PROCEDURE**

- .1 If a spill occurs follow the requirements for spill response and reporting from Environmental Directive ED 4003 - 1/2003 Spill Reporting.
- .2 Disposal of spill materials to be off DND property and at approved locations for this type of materials to be disposed of.
- .3 When parking of equipment on site, the equipment is to be secured from entry, inspected for leaks and the ground under the equipment protected by catch basins to prevent soil contaminations.

Roofing  
Environmental Protection

- .4 Contractor to protect all wells, catch basins, dry wells, drains and water courses from contamination in the event of a spill.
- .5 All equipment to be used for the Work of the Contract is to be inspected by the DND Contracts Officer/Inspector for leaks. Equipment not in good repair to be removed/repared when directed by the DND Contract Officer / Inspector.
- .6 The following spills must be reported to the Base Fire Hall and the DND Contracts Officer/Inspector:
  - .1 Any Petroleum (POL) products.
  - .2 Any glycol spill.
  - .3 Any battery acid spill.
  - .4 Any other hazardous/deleterious substance.
  - .5 Any release of halocarbons, including releases from refrigerators, chillers, air conditioner (vehicles or equipment).
  - .6 Any spill that enters a drain, ditch or water body.
  - .7 For spills occurring, the Contractor is to immediately remove as much or all of the contaminated soils.
  - .8 Contaminated soils/materials to be placed in containers compatible to the contaminants.
  - .9 Any remaining clean-up to be performed at no extra cost to DND. Clean-ups to be completed to the satisfaction of the DND Contract Officer / Inspector.
- .7 In the event of an environmental incident or emergency such as:
  - .1 Chemical spill or petroleum spill,
  - .2 Poisonous or caustic gas emission,
  - .3 Biological or chemical explosion,
  - .4 Hazardous material spill,
  - .5 Sewage spill,
  - .6 Contaminated water into waterways, TheContractor or his employees shall:
  - .7 Notify the Contractor's job superintendent.
  - .8 Call local Base Fire Hall, Base Engineering, and give type of emergency.
  - .9 Report the incident using 3DSG Grn. Wainwright Environmental Incident Spill Reporting Form.

**2. PART 2 - PRODUCTS**

2.1 Not Used

**3. PART 3 - EXECUTION**

3.1 Not Used

**END OF SECTION**

Roofing  
TEMPORARY FACILITIES

**1. TEMPORARY UTILITIES**

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

**2. INSTALLATION AND REMOVAL**

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

**3. SCAFFOLDING**

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

**4. HOISTING**

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

**5. HEATING & HOARDING**

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

**6. SITE STORAGE/LOADING**

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

**7. FIRST AID**

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

**8. EQUIPMENT, TOOL AND MATERIALS STORAGE**

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

**9. SANITARY FACILITIES**

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

Roofing  
TEMPORARY FACILITIES

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

**10. CONSTRUCTION SIGNAGE**

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

**END OF SECTION**

Roofing  
TEMPORARY BARRIERS AND ENCLOSURES

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

**END OF SECTION**

Roofing  
Material and Equipment

**1. GENERAL**

- .1 Use new material and equipment unless otherwise specified

**2. AVAILABILITY**

- .1 Immediately upon receipt of a call-up, review product delivery requirements and anticipate foreseeable supply delays for any items. If delays in supply of products are foreseeable, notify DND Contracts Officer/Inspector of such, in order that substitutions or other remedial action may be authorized in ample time to prevent delay in performance of Work

**3. STORAGE, HANDLING AND PROTECTION**

- .1 Handle and store products in manner that will prevent damage, adulteration, deterioration and soiling, and in accordance with manufacturer's instructions when applicable
- .2 Store packaged or bundled products in original and undamaged condition with manufacturer's seal and labels intact. Do not remove from packaging or bundling until required in Work
- .3 Store products subject to weather damage in weatherproof enclosures
- .4 Remove and replace damaged products at own expense and to satisfaction of DND Contracts Officer/Inspector

**4. MANUFACTURER'S INSTRUCTIONS**

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

**5. QUALITY OF WORK**

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

Roofing  
Material and Equipment

**6. REMEDIAL WORK**

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

**7. FASTENINGS**

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

**END OF SECTION**

**PART 1 GENERAL**

**1.1 SUBMITTALS**

- .1 Submit to the DND Contracts Officer/Inspector copies of the following documents, including updates issued:
  - .1 One copy of the Health and Safety Program prior to commencement of work on the work site
  - .2 Accident or Incident Reports, within 24 hrs. of occurrence
- .2 The Contractor is required to fully comply with all Provincial Safety Acts, Codes and Regulations. The Contractor will be acting as the 'Prime Contractor' for this contract and will certify this agreement in writing with the DND Contracts Officer/Inspector.

**1.2 COMPLIANCE REQUIREMENTS**

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

**1.3 RESPONSIBILITY**

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

Roofing  
Safety Requirements

**1.4 SITE CONTROL AND ACCESS**

- .1 Control all work site access points and work site activities. Delineate and isolate the work site from adjacent and surrounding areas by use of appropriate means to maintain control of all work site access points
- .2 Make provisions for granting permission to access onto work site to all persons who require access. Procedures for granting permission to access are to be in accordance with the Alberta Occupational Health and Safety Act, and the Regulations made pursuant to the Act and the Contractor's Health and Safety Program
- .3 Ensure persons granted access to the work site are in possession of and wear the minimum personal protective equipment (PPE) designated by the Contractor's Health and Safety Program. Ensure persons granted access to the work site are provided with, trained in the use of, and wear, appropriate PPE that are required above and beyond the designated minimums previously noted and as specifically related to the work site activity that they are involved in. Be responsible for the efficacy of the PPE that is provided above and beyond the designated minimums

**1.5 PERMITS**

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

**1.6 MEETINGS**

- .1 Prior to commencement of work attend a pre-commencement meeting conducted by the DND Contracts Officer/Inspector. Ensure minimum attendance by contractor's site superintendent. The DND Contracts Officer/Inspector will advise of time, date and location of the meeting and will be responsible for recording and distributing the minutes
- .2 Conduct site specific occupational health and safety meetings as required by Alberta Occupational Health and Safety Act, and the Regulations made pursuant to the Act

**1.7 ACCIDENT REPORTING**

- .1 Investigate and report incidents and accidents as required by Alberta Occupational Safety and Health Act, and the Regulations made pursuant to the Act.
- .2 For the purpose of this contract immediately investigate and provide a report to the DND Contracts Officer/Inspector on incidents and accidents that involve:
  - .1 A resulting injury that may or may not require medical aid but involves lost time at work by the injured person(s).
  - .2 Exposure to toxic chemicals or substances
  - .3 Property damage
  - .4 Interruption to adjacent and/or integral infrastructure operations with potential loss implications

Roofing  
Safety Requirements

- .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.

**1.8**

**RECORDS ON SITE**

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

**END OF SECTION**

Roofing  
CLEANING

**1 Project  
Cleanliness**

- .1 Maintain Work in tidy condition, free from accumulation of waste products and debris.
- .2 Remove waste materials from site at end of each work-day or as directed by Engineer.
- .3 Make arrangements with and obtain permits from authorities having jurisdiction for disposal of waste and debris.
- .4 Provide on-site containers for collection of waste materials and debris. Locate where directed by DND Contract Officer / Inspector.
- .5 Provide and use clearly marked separate bins for recycling wherever facilities are available.
- .6 Remove waste material and debris from site and deposit in waste containers at end of each working day.
- .7 Store volatile waste in covered metal containers, and remove from premises at end of each working day.
- .8 Use only cleaning materials recommended by manufacturer of surface to be cleaned and as recommended by cleaning material manufacturer.
- .9 Schedule cleaning operations so that resulting dust, debris and other contaminants will not fall on wet, newly painted surfaces nor contaminate building systems.

**2 Final Cleaning**

- .1 When Work is Substantially Performed, remove surplus products, tools, construction machinery and equipment not required for performance of remaining Work.
- .2 Remove waste products and debris other than that caused by DND or Other Contractors. Leave Work clean and suitable for occupancy.
- .3 Prior to final review, remove surplus products, tools, construction machinery and equipment.
- .4 Make arrangements with and obtain permits from authorities having jurisdiction for disposal of waste and debris.
- .5 Remove stains, spots, marks and dirt from decorative work, electrical/mechanical fixtures, furniture fitments; walls, floors and ceilings.
- .6 Vacuum clean and dust building interiors including structural framing in areas below Work.

Roofing  
CLEANING

- .7 Clean and polish interior and exterior surfaces of newly installed glass.
- .8 Sweep pavement around building and all pavement parking/storage areas used by Contractor to remove all traces of construction spillage, stains and residue.

**END OF SECTION**

Roofing  
Closeout Submittals

PART 1 - GENERAL

1.1 **Section  
Includes**

- .1 As-built, samples, and specifications.
- .2 Warranties.

1.2 **Related  
Sections**

- .1 Not Used.

1.3 **As-built and  
Samples**

- .1 In addition to requirements in General Conditions, maintain at the site for DND Contract Officer / Inspector one record copy of
  - .1 Contract Drawings.
  - .2 Specifications.
  - .3 Addenda.
  - .4 Change Orders and other modifications to the Contract.
  - .5 Reviewed shop drawings, product data, and samples.
  - .6 Field test records.
  - .7 Inspection certificates.
  - .8 Manufacturer's certificates.
- .2 Label record documents and file in accordance with Section number listings in List of Contents of this Project Manual. Label each document "PROJECT RECORD" in neat, large, printed letters.
- .3 Maintain record documents in clean, dry and legible condition. Do not use record documents for construction purposes.
- .4 Submit all record documents and samples available for inspection to the DND Contract Officer / Inspector.

Roofing  
Closeout Submittals

**1.4 Recording Actual  
Site Conditions**

- .1 Record information on set of black line opaque drawings, provided by DND Contract Officer / Inspector.
- .2 Record information concurrently with construction progress. Do not conceal Work until required information is recorded.
- .3 Contract Drawings and shop drawings: legibly mark each item to record actual construction, including:
  - .1 Measured horizontal and vertical locations of underground utilities and appurtenances, referenced to permanent surface improvements.
  - .2 Field changes of dimension and detail.
  - .3 Changes made by change orders.
  - .4 Details not on original Contract Drawings.

**1.5 Warranties**

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

**PART 2 – PRODUCTS**

2.1 Not Used

**PART 3 – EXECUTION**

3.1 Not Used

**END OF SECTION**