



**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving Public Works and Government Services Canada/Réception des soumissions Travaux publics et Services gouvernementaux Canada**  
1713 Bedford Row  
Halifax, N.S./Halifax, (N.É.)  
B3J 1T3  
Nova Scotia  
Bid Fax: (902) 496-5016

**REQUEST FOR PROPOSAL**  
**DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments - Commentaires**

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT.

<b>Title - Sujet</b> Cleaning of Kitchen Exhaust Systems	
<b>Solicitation No. - N° de l'invitation</b> W010C-180132/A	<b>Date</b> 2018-01-26
<b>Client Reference No. - N° de référence du client</b> W010C-18-0132	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$HAL-220-10336	
<b>File No. - N° de dossier</b> HAL-7-79207 (220)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2018-03-12</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Atlantic Standard Time AST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Dunphy, Nancy	<b>Buyer Id - Id de l'acheteur</b> hal220
<b>Telephone No. - N° de téléphone</b> (902) 403-2191 ( )	<b>FAX No. - N° de FAX</b> (902) 496-5016
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE WILLOW PARK BLDG 7 STN FORCES HALIFAX NOVA SCOTIA B3K5X5 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

**Vendor/Firm Name and Address**

**Raison sociale et adresse du fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

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

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



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**Style 2: Template Heading 2: (Arial 10+bold+black)**

Example:

- 3. Former Public Servant
- 4. Enquiries – Bid Solicitation

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After having deleted, added or modified the text in the body of the document, you must update the Table of Contents (ToC) by doing the following steps:

- 0. insert the text in the body of the document (never directly in the automatic table of contents);
- 0. apply the applicable MS Word style, as described above;
- 0. Under the MSWord menu:

- click on References;
- click on Add Text and on the applicable level of the drop down menu;
- click on the Update Table;
- save the document;
- deactivate the track changes mode functionality.

- 0. To delete text identified with a ToC heading:
  - position the cursor on the left side of the heading to be deleted from the ToC;
  - select the button "Change Styles" above in the MSWord menu, then "Clear All";
  - remember to renumber accordingly and update the automatic Table of Contents.

**Navigation Pane:**

The "Navigation Pane" feature in MS Word enables you to see a quick overview of a document's elements and structure, especially if you use the Word heading styles and to quickly navigate up or down through the document. Click the View tab and select the Navigation Pane check box.

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## PART 1 - GENERAL INFORMATION

### 1.1 Introduction

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

~~Modify this paragraph and update the automatic Table of Contents, as applicable.~~

The Annexes include the Statement of Work ~~OR Requirement (choose as applicable)~~, the Basis of Payment, Security Requirements, the Security Requirements Checklist, the Electronic Payment Instruments, ~~the Federal Contractors Program for Employment Equity - Certification~~, the Insurance Requirements, the Task Authorization ~~Form 572 OR~~ DND 626 Task Authorization Form and any other annexes.

### 1.2 Summary

~~The Department of National Defence (DND) has a requirement for a Task Authorization Contract for Services. Work to be performed under this Services contract comprises of furnishings of all labour, equipment, materials, tools and supervision required to conduct scheduled cleanings of kitchen canopies and exhaust systems in CFB Halifax, Nova Scotia in accordance with specification in Annex A for a one (1) year plus two (2) – one (1) year option periods.~~

~~Include the following items listed below, as applicable. For consistency, use the same wording to describe the requirement in the Notice of Proposed Procurement (NPP), as formulated in this article.~~

~~1.2.1 — insert a brief description of the requirement detailed under Part 7, article 7.1, of the bid solicitation. The description should include enough information for suppliers to decide whether to respond to the bid solicitation (for example, it may list sub-categories of goods or services along with the key differentiating characteristics):~~

- ~~• for whom? (identify the client department);~~
- ~~• the period of the contract or delivery date;~~

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• ~~delivery points.~~

~~1.2.2 include the following sentence for requirements that contain security requirements:~~

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

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~~1.2.3 include the following sentence if the requirement is subject to all trade agreements noted in the clause, otherwise modify this article accordingly.~~

~~"The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA)."~~

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~~1.2.4 include the following sentence if the requirement is subject only to the Canadian Free Trade Agreement (CFTA), the Canadian Content Policy applies, and competition is conditionally limited to bids offering Canadian goods and/or services, as per SACC Manual clauses A3061T, A3062T, A3063T, A3065T, A3066T, and A3069T.~~

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~~"The requirement is subject to a preference for Canadian goods and/or services."~~

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~~1.2.5 include the following sentence as part of the description of the requirement if the procurement is subject only to the Canadian Free Trade Agreement (CFTA), the Canadian Content Policy applies, and competition is solely limited to bids offering Canadian goods and/or services, as per SACC Manual clauses A3051T, A3052T, A3053T, A3055T, A3056T and A3059T.~~

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~~"The requirement is limited to Canadian goods and/or services."~~

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~~1.2.6 if the procurement is subject to one or more Comprehensive Land Claims Agreements (CLCAs), the Contracting Authority must list the applicable CLCAs in the bid solicitation. The following wording can be used, with the blanks filled in with the applicable CLCAs. Refer to section 9.35 of the Supply Manual for more information as to when CLCAs apply.~~

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"This procurement is subject to the following Comprehensive Land Claims Agreement(s):

\_\_\_\_\_  
\_\_\_\_\_"

~~In bid solicitations to establish a contract with task authorizations (TA) that will allow for deliveries across Canada, including areas that are subject to CLCAs, the following sentence may be used:~~

~~Solicitation No. - N° de l'invitation~~      ~~Amd. No. - N° de la modif.~~      ~~Buyer ID - Id de l'acheteur~~  
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~~modif.~~      ~~Buyer ID - Id de l'acheteur~~

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~~Client Ref. No. - N° de réf. du client~~      ~~File No. - N° du dossier~~      ~~CCC No./N° CCC - FMS No./N° VME~~  
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~~"This bid solicitation is to establish a contract with task authorizations (TA) for the delivery of the requirement detailed in the bid solicitation, to the Identified Users across Canada in Nova Scotia, including areas subject to Comprehensive Land Claims Agreements."~~

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~~Conversely, if the bid solicitation is to establish a contract with task authorizations that will allow for deliveries across Canada, **excluding** areas that are subject to CLCAs, the following sentence may be used:~~

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~~"This bid solicitation is to establish a contract with task authorizations for the delivery of the requirement detailed in the bid solicitation to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside the resulting contract."~~

~~4.2.7 include the following sentence for requirements that have been set aside under the federal government Procurement Strategy for Aboriginal Business (PSAB):~~

~~"This procurement is set aside under the federal government Procurement Strategy for Aboriginal Business. For more information on Aboriginal business requirements of the Set-aside Program for Aboriginal Business, refer to Annex 9.4 of the Supply Manual."~~

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*Insert the following sentence, if applicable:*

"This procurement is set aside from the international trade agreements under the provision each has for measures with respect to Aboriginal peoples or for set-asides for small and minority businesses."

*Insert the following sentence, if applicable:*

"Further to Article 800 of the Canadian Free Trade Agreement (CFTA), CFTA does not apply to this procurement."

~~1.2.8 — include the following sentence for requirements that involve the production of and/or access to controlled goods.~~

~~"This procurement is subject to the Controlled Goods Program. The Defence production Act defines Canadian Controlled Goods as certain goods listed in Canada's Export Control List, a regulation made pursuant to the Export and Import Permits Act (EIPA)."~~

~~1.2.9 — include the following sentence where the National Security Exception (NSE) provided in trade agreements has been invoked by Canada, to exclude a procurement from some or all of the obligations of the relevant trade agreement(s), because Canada considers the procurement necessary to protect its national security interests.~~

~~"The national security exceptions provided for in the trade agreements have been invoked; therefore, this procurement is excluded from all of the obligations of all the trade agreements."~~

~~Other examples of items to insert, as applicable:~~

~~1.2.10 — include the following sentence when a bidders' conference or site visit or both are optional or mandatory.~~

~~"There is a \_\_\_\_\_ (insert "optional" or "mandatory" bidders' conference and site visit OR bidder's conference OR site visit) associated with this requirement where personnel security screening is required prior to gaining access to \_\_\_\_\_ (insert PROTECTED information, assets or sites or CLASSIFIED information, assets or sites). Consult Part 2 — Bidder Instructions."~~

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~~1.2.11 — include the following sentence for requirements issued on behalf of a Department or Agency subject to the FCP, estimated at \$1,000,000 and above, options excluded and Applicable Taxes included.~~

~~"The Federal Contractors Program (FCP) for employment equity applies to this procurement; refer to Part 5 — Certifications and Additional Information, Part 7 — Resulting Contract Clauses and the annex titled Federal Contractors Program for Employment Equity Certification."~~

### 1.3 Debriefings

~~Consult sections 7.35, 7.40, 7.45 of the Supply Manual for additional information on debriefings.~~

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**Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.**

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

~~Include the latest version of Standard Instructions 2003 or 2004, as applicable, for all bid solicitations including those resulting from a Supply Arrangement, unless otherwise indicated in the SA.~~

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

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The ~~2003~~ (2017-04-27 insert date) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

**OR**

~~For non-competitive requirements, delete the above paragraph that refers to the Standard Instructions 2003 and insert the following:~~

~~The 2004 (insert date) Standard Instructions - Goods or Services - Non-competitive Requirements, are incorporated by reference into and form part of the bid solicitation.~~

~~For PWGSC Supply Arrangements where the integrity provisions were incorporated at the RFSA stage and the Bidder has already provided a list of names, replace subsection 3.a) of Section 01, Integrity Provisions - Bid in Standard Instructions 2003 (or 2004, as applicable) with the following:~~

~~Subsection 3.a) of Section 01, Integrity Provisions - Bid of Standard Instructions (insert, as applicable: 2003 or 2004) incorporated by reference above is deleted in its entirety and replaced with the following:~~

- ~~a. at the time of submitting an arrangement under the Request for Supply Arrangements (RFSA), the Bidder has already provided a list of names, as requested under the Ineligibility and Suspension Policy. During this procurement process, the Bidder must immediately inform Canada in writing of any changes affecting the list of names “.~~

~~Include the following modification to Standard Instructions 2003 when requiring bids to remain valid for more than 60 days. Insert the number of days the bid is to remain valid.~~

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

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**Insert: 120 days**

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*Insert Supplemental Standard Instructions 2003-1 in conjunction with standard instructions 2003 by reference for the procurement of telecommunications products or services only. The 2003-1 (insert date) Supplemental Standard Instructions - Telecommunications, are incorporated by reference into and form part of the bid solicitation.*

**2.1.1 SACC Manual Clauses**

*If applicable, include SACC Manual clauses by reference for specific instructions not covered by the standard instructions. For example, B3000T, B4024T. Review the "Remarks" for each clause before inserting to ensure it is appropriate for the requirement, and not duplicating or contradicting other instructions.*

**2.2 Submission of Bids**

*Sections 05 to 10 of Standard Instructions 2003 provide additional instructions and guidance to Bidders on the submission of bids. Review these sections before adding additional clauses to ensure there is no duplication or contradictory information.*

Bids 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 bid solicitation.

*Insert the following paragraph when transmission of bids by facsimile is not acceptable. Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.*

**2.2.1 (Insert title of applicable clause)**

*If applicable, insert in full text additional SACC Manual clauses with respect to submission of bids, with appropriate numbering (e.g. 2.2.1, 2.2.2, ...)*

**2.3 Former Public Servant (to be completed by Bidder)**

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 FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder 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 bid non-responsive.

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**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:

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

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

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

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

As per the above definitions, is the Bidder a FPS in receipt of a pension? Yes ( ) No ( )

If so, the Bidder must provide the following information, for all FPSs 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, Bidders agree that the successful Bidder'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.

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**Work Force Adjustment Directive**

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? Yes ( ) No ( )

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If so, the Bidder must provide the following information:

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

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes. For services requirements, insert one of the following SACC Manual clauses in full text:

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#### 2.4 Enquiries - Bid Solicitation

~~Section 13 of Standard Instructions 2003 provides additional instructions and guidance to Bidders on communications during the solicitation period. Review this section before adding additional clauses to ensure there is no duplication or contradictory information.~~

~~Refer to section 4.80 of the Supply Manual for guidance on responding to questions and communications during the solicitation period as responses may have a significant impact on the bid solicitation. Contracting Authorities should consider an extension to the bid closing date every time a response is provided to an enquiry.~~

All enquiries must be submitted in writing to the Contracting Authority no later than ~~seven~~ **(insert number of days)** calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

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**2.5 Applicable Laws**

*Indicate the laws of which Canadian province or territory Canada proposes to apply to the resulting contract. The Bidder, as instructed, may propose a change to the applicable laws in its bid.*

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Nova Scotia (insert the name of the province or territory)

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

*The following SACC Manual clauses pertaining to Part 2 can be included by reference or inserted in full text, as applicable. Examples are provided below. This is not an exhaustive list of examples.*

**2.6 — Improvement of Requirement During Solicitation Period**

*Clause A9076T advises Bidders that they can propose improvement to the technical requirement(s) contained in the bid solicitation.*

**2.7 — Bidders' Conference**

*Clause A9083T advises when a Bidders' conference will be held.*

**2.68 Optional Site Visit OR Mandatory Site Visit**

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to start at Willow Park, 6231 Engineers Way, Halifax NS building WL7 on Thursday, February 8<sup>th</sup>, 2018. The site visit will begin at 0800 hours, in Willow Park Building 7.

Bidders must communicate with the Contracting Authority no later than **February 5<sup>th</sup>, 1500hrs (3:00PM) ADT** to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders will be required to sign an attendance sheet. Bidders should confirm in their bid that they have attended the site visit. Bidders who do not attend the mandatory site visit or do not send a representative will not be given an alternative appointment and their bid will be declared non-responsive. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation. *insert title of applicable clause and update the automatic Table of Contents. Clause A9038T is inserted in full text when it is optional, for Bidders to view the site. Clause A9040T is inserted in full text when it is mandatory for Bidders to view the work site during the bid solicitation period to fully understand the scope of the work and the conditions of the site. For marine requirements, the word "Vessel" may be added to the title.*

**2.9 — Basis for Canada's Ownership of Intellectual Property**

*Clause K3200T is inserted in full text when the client department has determined that Canada will own any intellectual property arising from the work under the contract. Insert the name of the client department or agency.*

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**PART 3 - BID PREPARATION INSTRUCTIONS**

~~Before inserting additional bid preparation instructions or clauses, consult sections 05 to 10 of Standard Instructions 2003 or sections 05 and 06 of Standard Instructions 2004, as applicable, to ensure there is no duplication or contradictory information.~~

**3.1 Bid Preparation Instructions**

~~Delete any section of this article that is not applicable. Ensure appropriate numbering. "Management Bid" may be included when there is a requirement to include a management section separate from the technical bid. If soft copies are requested, it is recommended that the same quantity be requested for both hard and soft copies.~~

Canada requests that Bidders provide their bid in separately bound sections as follows:

- Section I: Technical Bid (~~one~~ hard copycopies) (~~if applicable, add "and~~ soft copies on ~~"~~ CD, DVD)
- Section II: Financial Bid (one hard copy) (~~hard copies~~) (~~if applicable, add "and~~ soft copies on ~~"~~ CD, DVD)
- Section III: Certifications (one hard copy) (~~hard copies~~)
- ~~Section IV: Additional Information (hard copies)~~

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~~Insert the following paragraph when soft copies are requested. If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.~~

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

Canada requests that Bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

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

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and

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- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

**Section I: Technical Bid**

*Additional SACC Manual clauses may be inserted here to provide additional instructions for the preparation of the technical bid, for example clause: A90971.*

*In their technical bid, bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work. In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability (insert, if applicable: "and describe their approach") in a thorough, concise and clear manner for carrying out the work.*

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The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

**Section X: Management Bid**

*If a separate management bid is required, renumber the above title as Section II and the section for the financial bid as Section III. An example of what can be requested in a management bid is provided below.*

In their management bid, Bidders must describe their capability and experience, the project management team and provide client contact(s).

**Section II: Financial Bid**

*Revise the following clause depending on how Bidders are being asked to propose pricing. Remember to insert the applicable document or table that the Bidders are being asked to complete with their pricing information.*

- 3.1.1 Bidders must submit their financial bid in accordance with the \_\_\_\_\_ (insert: "Financial Bid Presentation Sheet detailed below" (or in Annex "X") **OR** "Pricing Schedule detailed below" (or in Annex "X") **OR** "Basis of Payment in Annex "BX")).

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**3.1.2 Electronic Payment of Invoices – Bid**

*Insert the following clause, if applicable, when the client department would like to know whether the Bidder is willing to accept payment of invoices by electronic payment instruments listed at Annex "X" Electronic Payment Instruments. The Bidder must complete Annex "X" Electronic Payment Instruments to identify which electronic payment instruments they are willing to accept.*

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

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

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

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### 3.1.3 Exchange Rate Fluctuation

*If applicable, insert either SACC Manual clause C3010T when offering Bidders the option to mitigate their risk by having Canada assume the risks and benefits of exchange rate fluctuations, **OR** SACC Manual clause C3011T when exchange rate fluctuation is not expected to be an issue and therefore, it is not proposed to offer risk mitigation against it. Either clause should be inserted by reference. Consult section 4.65 of the Supply Manual for additional information.*

~~C3010T~~ (insert date), Exchange Rate Fluctuation Risk Mitigation, **OR**  
~~C3011T, (2013-11-06)C3011T~~ (insert date), Exchange Rate Fluctuation

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### 3.1.4 SACC Manual Clauses

#### Section III: Certifications

Bidders must submit the certifications and additional information required under Part 5.

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**Section IV: Additional Information**

*Insert other additional information such as when Part C of the Security Requirements Check List (SRCL) indicates the category(ies) and level(s) of safeguarding required at the Bidder's and proposed individuals' sites or premises (Consult section 4.30.15 of the Supply Manual), then add the following, if applicable:*

**3.1.X Bidder's Proposed Sites or Premises Requiring Safeguarding Measures**

**3.1.X.1** As indicated in Part 6 under Security Requirements, the Bidder must provide the full addresses of the Bidder's and proposed individuals' sites or premises for which safeguarding measures are required for Work Performance:

- Street Number / Street Name, Unit / Suite / Apartment Number
- City, Province, Territory / State
- Postal Code / Zip Code
- Country

**3.1.X.2** The Company Security Officer must ensure through the Contract Security Program that the Bidder and proposed individuals hold a valid security clearance at the required level, as indicated in Part 6 — Security, Financial and Other Requirements.

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

**4.1 Evaluation Procedures**

*Insert the following clause and insert (b) and (c) if applicable. Consult subsection 5.7 of the Standard Instructions 2003 before adding additional clauses with respect to evaluation procedures to ensure there is no duplication or inconsistency.*

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the \_\_\_\_\_ (insert "technical and", if applicable, "management", if applicable, "financial", if applicable) evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

**OR**

- (b) An evaluation team composed of representatives of Canada and \_\_\_\_\_ (insert name of firm or consultant) will evaluate the bids.

*Insert the following paragraph when the competition is conditionally limited to bids offering Canadian goods and/or services:*

- (c) The evaluation team will determine first if there are two or more bids with a valid Canadian Content certification. In that event, the evaluation process will be limited to the bids with the certification; otherwise, all bids will be evaluated. If some of the bids with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive bids with a valid certification remain, the evaluation will continue among those bids with a valid certification. If all

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bids with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other bids received will be evaluated.

*Choose one of the following 3 options under 4.1.1. It is important that contracting authorities ensure mandatory criteria represent truly essential requirements. The number of mandatory criteria should be minimized to those that are essential to meet the operational requirements in order to increase the probability of receiving responsive bids. Consult 4.35.1 of the Supply Manual.*

**OPTION 1**

*Use Option 1 when there are mandatory technical criteria only (i.e. no technical criteria subject to point-rating).*

**4.1.1 Technical Evaluation**

**4.1.1.1. Mandatory Technical Criteria**

*Insert mandatory technical evaluation criteria, if applicable*

**Contractor Qualifications: Minimum 3 years' experience in the cleaning of kitchen canopies and extraction systems. Provide 2 references in good order for similar projects in size and nature.**

**OPTION 2**

*Use Option 2 when there are mandatory and point-rated technical criteria.*

**4.1.1 — Technical Evaluation**

**4.1.1.1 Mandatory Technical Criteria**

*(Insert mandatory technical evaluation criteria, if applicable.*

**4.1.1.2 Point Rated Technical Criteria**

*(Insert point rated technical evaluation criteria, if applicable.*

**Add one or more of the following, if applicable.**

**4.1.1.2.1 Oral Presentation**

*Insert point rated evaluation criteria for oral presentation*

**4.1.1.2.2 Demonstration**

*Insert point rated evaluation criteria for demonstration*

**4.1.1.2.3 Submission of a Sample**

*Insert point rated evaluation criteria for submission of a sample*

**OPTION 3**

*Option 3 is used if the technical evaluation criteria are too voluminous and are included in an annex attached to the bid solicitation. Modify this option depending on the type of point-rated criteria being evaluated. Use clauses 4.1.1.2.1, 4.1.1.2.2, and/or 4.1.1.2.3, if applicable, and renumber accordingly.*

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**4.1.1 — Technical Evaluation**

Mandatory and point rated technical evaluation criteria are included in Annex \_\_\_\_.

**4.1.X — Management Evaluation**

*If a management bid has been requested under Part 3, insert the following suggested clause or include in an Annex after Technical Evaluation and renumber accordingly:*

**4.1.X.1 Mandatory Management Criteria (if applicable)**

**4.1.X.2 Point Rated Management Criteria**

**4.1.2 Financial Evaluation**

**4.1.2.1 Mandatory Financial Criteria**

*Insert mandatory financial evaluation criteria, or include in an Annex, if applicable*

SACC Manual Clause A0220T \_\_\_\_ (2014-06-26 insert date), Evaluation of Price (if applicable)

SACC Manual Clause A0222T \_\_\_\_ (insert date), Evaluation of Price (if applicable)

**4.1.2.2 Point Rated Financial Criteria**

*Insert point rated financial evaluation criteria, or include in an Annex, if applicable*

**4.2 Basis of Selection**

*Select the appropriate option for the basis of selection depending on the mandatory and/or point-rated criteria being evaluated above. Review the "Remarks" of each SACC Manual clause to determine the most appropriate selection methodology.*

**OPTION 1**

*SACC Manual clause: A0031T can be used when only mandatory technical criteria are being evaluated.*

**4.2.1 — Mandatory Technical Criteria**

SACC Manual Clause A0031T \_\_\_\_ (insert date), Basis of Selection — Mandatory Technical Criteria

A bid must comply with all requirements of the bid solicitation to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

**OPTION 2**

*Select and insert in full text, one of the following SACC Manual clauses that can be used when both mandatory and point-rated criteria are being evaluated: A0027T, A0034T, A0035T, A0036T.*

**4.2.1 (Insert title of applicable clause and insert in full text below one of the following clauses)**

SACC Manual Clause A0027T, Basis of Selection — Highest Combined Rating of Technical Merit and Price

**OR**

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~~OR A3051T, A3052T, A3053T, A3055T, A3056T or A3059T in full text for all competitive bid solicitations~~

~~Note that the Canadian Content Policy does not apply if the requirement is subject to the international trade agreements, the procurement is in furtherance of aid to developing countries, the procurement is being made by PWGSC Acquisitions offices located outside Canada or for Cabinet mandated sourcing.~~

~~Chapters 3, 4, 5, 6 and 9 of the Supply Manual provide additional information.~~

~~5.1.2.1.1 SACC Manual clause A3050T, \_\_\_\_\_ (insert date) Canadian Content Definition~~

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~~5.1.2.2 Set-aside for Aboriginal Business~~  
~~If the requirement has been set aside under the federal government Procurement Strategy for Aboriginal Business, insert SACC Manual clauses A3000T, and A3001T, in full text, and if applicable, A3002T. Use in conjunction with clause A3000C, in any resulting contract. Chapter 9 of the Supply Manual provides additional information.~~

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**5.2 Certifications Precedent to Contract Award and Additional Information**

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

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**5.2.1 Integrity Provisions – Required Documentation**  
~~In accordance with the Ineligibility and Suspension Policy, the Bidder must provide the required documentation, as applicable. Consult sections 4.21, 5.16 and 8.70.2 of the Supply Manual for additional information.~~

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

**5.2.2 Federal Contractors Program for Employment Equity - Bid Certification**  
~~Insert the following paragraphs for requirements issued on behalf of a Department or Agency subject to the FCP: (consult Annex 5.1 of the Supply Manual). (Refer also to Part 7 Resulting Contract Clauses)~~

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

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid list at the time of contract award.

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
W010C-180132/A		hal220
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No./N° VME
W010C-18-132	HAL-7-79207	Solicitation No. - N° de l'invitation - Amd. No. - N° de la modif.
	Buyer ID - Id de l'acheteur	
XXXXX XXXXXX/X		XXXXX
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No./N° VME
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*Insert the following paragraphs for requirements issued on behalf of a Department or Agency subject to the FCP, estimated at \$1,000,000 and above, options excluded and Applicable Taxes included: (consult Annex 5.1 of the Supply Manual). (Refer also to Part 7-Resulting Contract Clauses and the annex titled Federal Contractors Program for Employment Equity - Certification in the bid solicitation)*

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex titled Federal Contractors Program for Employment Equity - Certification, before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

### 5.2.3 Additional Certifications Precedent to Contract Award

#### 5.2.3.1 Confirmation of Workers Compensation Coverage

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

The Bidder must provide, within seven (7) calendar days following a request from the Contracting Authority, a certificate or letter from the applicable Workers' Compensation Board confirming the Bidder's good standing account. Failure to comply with the request will result in the bid being declared nonresponsive.

#### 5.2.3.2 Proof of an Independent Safety Audit

Bidders are to provide documentation indicating that the bidder has successfully completed a recognized safety audit, and the company/person performing the audit are approved by a regulatory authority to conduct safety audit.

The Bidder must provide, within seven (7) calendar days following a request from the Contracting Authority, a certificate or letter confirming the Bidder's good standing account. Failure to comply with the request will result in the bid being declared non-responsive.

#### 5.2.3.1 Canadian Content Certification

Insert one of the following SACC Manual certification clauses: A3051T, A3052T, A3053T, A3055T, A3056T or A3059T in full text for all competitive bid solicitations when competition is solely limited to bids offering Canadian goods and/or services and it is not mandatory to submit the certification with the bid. Use in conjunction with clauses A3050T in Part 5, and A3060C in Part 7.

*Note that the Canadian Content Policy does not apply if the requirement is subject to the international trade agreements, the procurement is in furtherance of aid to developing countries, the procurement is being made by PWGSC Acquisitions offices located outside Canada or for Cabinet mandated sourcing.*

Chapters 3, 4, 5, 6 and 9 of the Supply Manual provide more information.

5.2.3.1.1 SACC Manual clause A3050T (insert date) Canadian Content Definition.

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
W010C-180132/A		hal220
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No./N° VME
W010C-18-132	HAL-7-79207	Solicitation No. - N° de l'invitation - Amd. No. - N° de la modif.
	Buyer ID - Id de l'acheteur	
XXXXX XXXXXX/X		XXXXX
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No./N° VME
XXXXX XXXXXX	xxxxx.XXXXX XXXXXX	

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**5.2.3.2 – Status and Availability of Resources**

*Insert SACC Manual clause A3005T by reference for service requirements, where Bidders are to propose specific individuals for the work.*

**5.2.3.3 – Rate or Price Certification**

*Insert the applicable SACC Manual clause for non-competitive (sole source bid) requirements (Examples of clauses to insert by reference: C0001T, C0002T, C0003T, C0004T, C0006T, C0012T).*

**5.2.3.4 – Education and Experience**

*Insert the following clause when education and experience of proposed individuals will be evaluated. Use in conjunction with A3015C.*

**5.2.3.4.1** – SACC Manual clause A3010T \_\_\_\_\_ (insert date) Education and Experience

<del>Solicitation No. - N° de l'invitation</del> W010C-180132/A	<del>Amd. No. - N° de la modif.</del>	<del>Buyer ID - Id de l'acheteur</del> hal220
<del>Client Ref. No. - N° de réf. du client</del> W010C-18-132	<del>File No. - N° du dossier</del> HAL-7-79207	<del>CCC No./N° CCC - FMS No./N° VME</del>
<del>modif.</del>	<del>Solicitation No. - N° de l'invitation</del>	<del>Amd. No. - N° de la modif.</del>
<del>Buyer ID - Id de l'acheteur</del>	<del>Buyer ID - Id de l'acheteur</del>	
<del>XXXXX XXXXXX/X</del>	<del>XXXXX</del>	
<del>Client Ref. No. - N° de réf. du client</del>	<del>File No. - N° du dossier</del>	<del>CCC No./N° CCC - FMS No./N° VME</del>
<del>XXXXX XXXXXX</del>	<del>xxxxx.XXXXX XXXXXX</del>	

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**PART 6 – SECURITY AND INSURANCE, FINANCIAL AND OTHER REQUIREMENTS**

**6.1 Security Requirements**

~~Choose one of the following options when there are security requirements associated with the requirement and the applicable clauses provided by the Contract Security Program are inserted under article 7.3 of Part 7.~~

~~Consult section 4.30.10 of the Supply Manual for additional information.~~

**~~OPTION 1~~**

~~Use this option when the Bidder has until contract award to obtain the necessary security clearances.~~

1. Before award of a contract, the following conditions must be met:

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
- (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
- (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

~~if there are requirements for safeguarding measures at the Bidder's and proposed individuals' sites or premises, add the following:~~

- ~~(d) the Bidder's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;~~
- ~~(e) the Bidder must provide the addresses of proposed sites or premises of work performance and document safeguarding as indicated in Part 3 - Section IV Additional Information.~~

2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.

3. For additional information on security requirements, Bidders should refer to the Contract Security Program of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

**~~OPTION 2~~**

~~Use this option when the Bidder must hold the necessary security clearances at the date of bid closing.~~

1. ~~At the date of bid closing~~, the following conditions must be met:

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
W010C-180132/A		hal220
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No./N° VME
W010C-18-132	HAL-7-79207	Solicitation No. - N° de l'invitation - Amd. No. - N° de la modif.
	Buyer ID - Id de l'acheteur	
XXXXX XXXXXX/X		XXXXX
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No./N° VME
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- (a) ~~the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;~~
- (b) ~~the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;~~
- (c) ~~the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;~~

~~if there are requirements for safeguarding measures at the Bidder's and proposed individuals' sites or premises, add the following:~~

- (d) ~~the Bidder's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;~~
- (e) ~~the Bidder must provide the addresses of proposed sites or premises of work performance and document safeguarding as indicated in Part 3 - Section IV Additional Information.~~

2. ~~For additional information on security requirements, Bidders should refer to the Contract Security Program of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.~~

**6.2 — Financial Capability**

~~Include SACC Manual clause A9033T by reference if the financial bid is to be reviewed by the Price Advisory Group or the Contracting Authority requires an opinion as to the Bidder's financial capability. This clause may not be suitable for all bid solicitations and the Contracting Authority should consult the Price Advisory Group before including this clause.~~

SACC Manual clause A9033T \_\_\_\_\_ (insert date) Financial Capability

**6.3 — Bid Financial Security**

~~When bid financial security is required, insert SACC Manual clause E0004T in full text; use in conjunction with clauses E0003T and E0008T to be included by reference under 6.3.1.~~

**6.3.1 — SACC Manual Clauses**

~~Insert the following SACC Manual clauses by reference when bid financial security is required:~~

SACC Manual clause E0003T \_\_\_\_\_ (insert date) Security Deposit — Bid and Contract Financial Security Required

SACC Manual clause E0008T \_\_\_\_\_ (insert date) Security Deposit Definition — Bid

Solicitation No. - N° de l'invitation W010C-180132/A	Amd. No. - N° de la modif. hal220	Buyer ID - Id de l'acheteur hal220
Client Ref. No. - N° de réf. du client W010C-18-132	File No. - N° du dossier HAL-7-79207	CCC No./N° CCC - FMS No./N° VME Solicitation No. - N° de l'invitation - Amd. No. - N° de la modif. Buyer ID - Id de l'acheteur
XXXXX XXXXXX/X	XXXXX	XXXXX
Client Ref. No. - N° de réf. du client XXXXX XXXXXX	File No. - N° du dossier xxxxx.XXXXX XXXXXX	CCC No./N° CCC - FMS No./N° VME

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**6.4 — Controlled Goods Requirement**

*Include SACC Manual clause A9130T by reference when the requirement involves the production of or access to controlled goods. Include SACC Manual clause A9131C by reference in Part 7.*

SACC Manual clause A9130T \_\_\_\_\_ (insert date) Controlled Goods Program

**6.25 Insurance Requirements**

*Insert SACC Manual clause G1007I in full text when proof of insurance is required. When specific insurance is required, consult the Risk Management and Insurance Advisory Services regarding the type of insurance and the appropriate contract provisions to include.*

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in **Annex "E"**.

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

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**PART 7 - RESULTING CONTRACT CLAUSES**

*Delete this title and the following sentence at contract award.*

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

**7.1 Statement of Work**

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A". **OR** Requirement

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*Insert "Statement of Work" and SACC Manual clause B4007C in full text or "Requirement" and SACC Manual clause B4008C in full text. Review the instructions in the SACC Manual and choose the appropriate option for the clause being used. Review the title and update the automatic Table of Contents.*

**7.1.1 Option to Purchase**

*Insert SACC Manual clause A8012C in full text in contracts for the rental of equipment when an option to purchase has been granted by the Contractor. Complete the clause with the required information.*

**OR**

**7.1.1 — Optional Goods and/or Services**

*Insert SACC Manual clause A0070C in full text when there is an option for additional goods and/or services. Complete the clause with the required information.*

**7.1.1. Task Authorization**

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Solicitation No. - N° de l'invitation W010C-180132/A	Amd. No. - N° de la modif. HAL-7-79207	Buyer ID - Id de l'acheteur hal220
Client Ref. No. - N° de réf. du client W010C-18-132	File No. - N° du dossier HAL-7-79207	CCC No./N° CCC - FMS No./N° VME Solicitation No. - N° de l'invitation - Amd. No. - N° de la modif. Buyer ID - Id de l'acheteur
XXXXX XXXXXX/X	XXXXX	XXXXX
Client Ref. No. - N° de réf. du client XXXXX XXXXXX	File No. - N° du dossier xxxxx.XXXXX XXXXXX	CCC No./N° CCC - FMS No./N° VME

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The Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

#### **7.1.1.1 Task Authorization Process**

1. The Technical Authority will provide the Contractor with a description of the task using the DND 626, Task Authorization Form specified in **Annex F**.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Technical Authority, within five (5) calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Technical Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

#### **7.1.1.2 Task Authorization Limit**

The Technical Authority may authorize individual task authorizations up to a limit of \$28,750.00, applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Contracting Authority before issuance.

#### **7.1.1.3.4 Canada's Obligation - Portion of the Work - Task Authorizations**

Canada's obligation with respect to the portion of the Work under the Contract that is performed through task authorizations is limited to the total amount of the actual tasks performed by the Contractor. ~~When only a portion of the work is to be performed through the task authorization process, insert SACC Manual clause B9031C by reference to limit Canada's obligation to the total amount of actual tasks performed by the Contractor. Consult section 3.35.1.20 of the Supply Manual for additional information.~~

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#### **7.1.1.4 Periodic Usage Reports – Contracts with Task Authorizations (Annex H)**

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
W010C-180132/A		hal220
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No./N° VME
W010C-18-132	HAL-7-79207	Solicitation No. - N° de l'invitation - Amd. No. - N° de la modif.
	Buyer ID - Id de l'acheteur	
XXXXX XXXXXX/X		XXXXX
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No./N° VME
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The data must be submitted on a quarterly basis to the Contracting Authority.

The quarterly periods are defined as follows:

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31; and
- 4th quarter: January 1 to March 31.

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

**Reporting Requirement- Details**

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A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

**For each authorized task:**

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

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**For all authorized tasks:**

- i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

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**7.1.2 Task Authorization**

*Include this clause when all of the work or a portion of the work is to be performed on an as and when requested basis. Consult section 3.35.1, Task Authorization Contracts and the task authorization process contained in Annex 3.4 of the Supply Manual for additional information.*

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

**7.1.2.1 Task Authorization Process**

*Insert SACC Manual clause B9054C in full text when the task authorization process will be used for all the work or a portion of the work. Complete the clause with the required information. Consult section 3.35.1.20 of the Supply Manual for additional information.*

Solicitation No. - N° de l'invitation W010C-180132/A	Amd. No. - N° de la modif. HAL-7-79207	Buyer ID - Id de l'acheteur hal220
Client Ref. No. - N° de réf. du client W010C-18-132	File No. - N° du dossier HAL-7-79207	CCC No./N° CCC - FMS No./N° VME Solicitation No. - N° de l'invitation - Amd. No. - N° de la modif. Buyer ID - Id de l'acheteur XXXXXX XXXXXXXX/X XXXXXX XXXXXXXX
Client Ref. No. - N° de réf. du client XXXXXX XXXXXXXX	File No. - N° du dossier xxxxxx.XXXXXX XXXXXXXX	CCC No./N° CCC - FMS No./N° VME XXXXXX

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**The following clauses provide additional information on the task authorization process. Include the clauses that are applicable to the requirement.**

**7.1.2.2 Task Authorization Limit**

*Insert SACC Manual clause C9011C in full text, when the project or technical authority can authorize individual Task Authorization up to a specific limit. Complete the clause with the required information. Consult section 3.35.1.20 of the Supply Manual for additional information.*

**7.1.2.3 Task Authorization - Order of Ranking**

*Insert SACC Manual Clause B9053C in full text, when two or more contracts will be awarded. Complete the clause with the required information. Consult section 3.35.1.20 of the Supply Manual for additional information.*

**7.1.2.4 Minimum Work Guarantee - All the Work - Task Authorizations**

*When all work is to be performed through the task authorization process, insert SACC Manual Clause B9030C in full text to limit Canada's obligation to the amount specified in the clause. Consult section 3.35.1.20 of the Supply Manual for additional information.*

**OR**

**7.1.2.4 Canada's Obligation - Portion of the Work - Task Authorizations**

*When only a portion of the work is to be performed through the task authorization process, insert SACC Manual clause B9031C by reference to limit Canada's obligation to the total amount of actual tasks performed by the Contractor. Consult section 3.35.1.20 of the Supply Manual for additional information.*

**7.1.2.5 Periodic Usage Reports - Contracts with Task Authorizations**

*Insert SACC Manual clause B9056C in full text when periodic usage reports are required from the Contractor. Specify the reporting period in the clause. Consult section 3.35.1.20 of the Supply Manual for additional information.*

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**7.1.12.56 Task Authorization - Department of National Defence**

The administration of the Task Authorization process will be carried out by Base Construction Engineering at Department of National Defence. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority. *Insert SACC Manual clause B9051C in full text for contracts with task authorizations, let on behalf of the Department of National Defence. Consult section 3.35.1.20 of the Supply Manual for additional information.*

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Solicitation No. - N° de l'invitation W010C-180132/A	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur hal220
Client Ref. No. - N° de réf. du client W010C-18-132	File No. - N° du dossier HAL-7-79207	CCC No./N° CCC - FMS No./N° VME Solicitation No. - N° de l'invitation - Amd. No. - N° de la modif. Buyer ID - Id de l'acheteur
XXXXX XXXXXX/X	XXXXX	
Client Ref. No. - N° de réf. du client XXXXX XXXXXX	File No. - N° du dossier xxxxx.XXXXX XXXXXX	CCC No./N° CCC - FMS No./N° VME

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## 7.2 Standard Clauses and Conditions

Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

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

### 7.2.1 General Conditions

2010C (2016-04-04), General Conditions - Services (Medium Complexity) apply to and form part of the Contract. Insert one of the following general conditions for the resulting contract.

2030 \_\_\_\_\_ (insert date), General Conditions - Higher Complexity - Goods, apply to and form part of the Contract.

**OR**

2035 \_\_\_\_\_ (insert date), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

**OR**

2040 \_\_\_\_\_ (insert date), General Conditions - Research & Development, apply to and form part of the Contract.

### 7.2.2 Supplemental General Conditions

*If applicable, insert the appropriate supplemental general conditions by reference. When more than one supplemental general conditions apply to the requirement, identify them in ascending numerical sequence based on the identification number.*

\_\_\_\_\_ (insert number, date and title), apply to and form part of the Contract.

## 7.3 Security Requirements

*Choose one of the following two options whether or not security requirements are associated with this contract. If there are security requirements associated with this contract, insert the applicable clauses provided by the Contract Security Program where indicated and include the Security Requirements Check List as an annex.*

*Consult the Contract Security Program of PWGSC (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website for more information.*

### OPTION 1

*Select this option if there are security requirements and insert related clauses provided by the Contract Security Program.*

Solicitation No. - N° de l'invitation W010C-180132/A	Amd. No. - N° de la modif. HAL-7-79207	Buyer ID - Id de l'acheteur hal220
Client Ref. No. - N° de réf. du client W010C-18-132	File No. - N° du dossier HAL-7-79207	CCC No./N° CCC - FMS No./N° VME Solicitation No. - N° de l'invitation - Amd. No. - N° de la modif. Buyer ID - Id de l'acheteur XXXXX XXXXXX/X XXXXX
Client Ref. No. - N° de réf. du client XXXXX XXXXXX	File No. - N° du dossier xxxxx.XXXXX XXXXXXX	CCC No./N° CCC - FMS No./N° VME

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

**SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:  
PWGSC FILE: SRCL - W010C-180132**

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

**7.3.X — Contractor's Sites or Premises Requiring Safeguarding Measures**

*If the Contract Security Program clauses indicate that safeguarding measures are required at the Contractor's and proposed individuals' sites or premises, insert the information below, as provided by the Bidder in Part 3 - Section IV Additional Information.*

**7.3.X.1** Where safeguarding measures are required in the performance of the Work, the Contractor must diligently maintain up-to-date the information related to the Contractor's and proposed individuals' sites or premises for the following addresses:

—  
Street Number / Street Name, Unit / Suite / Apartment Number  
City, Province, Territory / State  
Postal Code / Zip Code  
Country

**7.3.X.2** The Company Security Officer must ensure through the Contract Security Program, that the Contractor and individuals hold a valid security clearance at the required level.

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**OPTION 2**

7.3.1 There is no security requirement applicable to the Contract.

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XXXXX XXXXXXXX/X	XXXXX	XXXXX
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**7.4 Term of Contract**

*Insert the following clauses to indicate the period of the Contract (in contracts for goods and in contracts for services) and the delivery date (in contracts for goods). Include in conjunction with SACC Manual clause A9009C if the contract will contain option periods.*

**7.4.1 Period of the Contract**

The period of the Contract is from \_\_\_\_\_ to \_\_\_\_\_ inclusive. *(One year from contract award)*

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**7.4.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional, one (1) year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

**7.4.1 Period of the Contract**

*Insert SACC Manual clause A9022C in full text in contracts for goods and in contracts for services. When there is a requirement for an option to purchase or for optional goods and/or services, consult article 7.1, "Statement of Work" or "Requirement", clause 7.1.1.*

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*When determining the period of the Contract for goods, take into consideration the time required to administer the Vendor Performance Corrective Measure Policy by making sure it ends after the delivery date of the goods.*

**7.4.2 Delivery Date**

*Use this clause in contracts for goods. When there is a requirement for an option to purchase or for optional goods and/or services, consult article 7.1, "Statement of Work" or "Requirement", clause 7.1.1.*

All the deliverables must be received on or before \_\_\_\_\_ *(insert date)*.

**7.4.3 Option to Extend the Contract**

*For contracts for services that contain option period(s) only, insert SACC Manual clause A9009C in full text. Otherwise, delete the title and renumber accordingly.*

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**7.4.4 Comprehensive Land Claims Agreements (CLCAs)**

*If the resulting contract is to allow deliveries to one or more Comprehensive Land Claims Agreements (CLCAs), the contracting authority must list the applicable CLCAs in the contract. Insert the following text with the blanks filled in with the applicable CLCAs:*

The Contract is subject to the following Comprehensive Land Claims Agreement(s):

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W010C-18-132	HAL-7-79207	Solicitation No. - N° de l'invitation - Amd. No. - N° de la modif.
	Buyer ID - Id de l'acheteur	
XXXXX XXXXXX/X		XXXXX
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No./N° VME
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*In a contract with task authorizations (TAs) that will allow for deliveries across Canada, including areas that are subject to CLCAs, insert the following sentence:*

The Contract with Task Authorizations is to establish the delivery of the requirement detailed under the Contract, to the Identified Users across Canada, including areas subject to Comprehensive Land Claims Agreements.

*Conversely, if the contract with task authorizations is to allow for deliveries across Canada, excluding areas that are subject to CLCAs, the following sentence may be used:*

The Contract with Task Authorizations is to establish the delivery of the requirement detailed under the Contract, to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement outside the Contract.

#### 7.4.5 Delivery Points

*Insert the following clause only if applicable to your requirement*

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

#### 7.5 Authorities

*Use the following clause in all contracts. List below the authorities in contracts and in situations where there is a need to, expand this list to other authorities such as the security authority.*

##### 7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Nancy Dunphy  
 Title: Contracting Officer  
 Public Works and Government Services Canada  
 Acquisitions Branch  
 Directorate: Public Works and Government Services Canada  
 Address: 1713 Bedford Row, Halifax, NS B3J 1T3

Telephone: 902-403-2191  
 Facsimile: 902-496-5016  
 E-mail address: nancy.dunphy@pwgsc.gc.ca  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Public Works and Government Services Canada  
 Acquisitions Branch

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W010C-18-132	HAL-7-79207	Solicitation No. - N° de l'invitation - Amd. No. - N° de la modif.
	Buyer ID - Id de l'acheteur	
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Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No./N° VME
XXXXX XXXXXX	XXXXX XXXXXX XXXXXX	

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

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

**7.5.2 Project Authority (To be determined at contract award)**

*Use the following clause when the term "Project Authority" will be included in the contract. If the term "Technical Authority" will be used instead, use SACC Manual clause A1030C.*

The Project Authority for the Contract is:

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Facsimile: \_\_\_\_\_  
 E-mail address: \_\_\_\_\_

*(Insert or delete as applicable)*

In its absence, the Project Authority is:

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Facsimile: \_\_\_\_\_  
 E-mail address: \_\_\_\_\_

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

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-Client Ref. No. - N° de réf. du client XXXXX XXXXXX	File No. - N° du dossier xxxxx.XXXXX XXXXXXX	CCC No./N° CCC - FMS No./N° VME XXXXX

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**7.5.3 Contractor's Representative**  
**7.5.3 Contractor's Representative (To be completed by Contractor)**

Name:  
 Telephone Number:  
 Cellular Number:  
 Facsimile Number:  
 E-Mail: *Fill in or delete as applicable*

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

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

*In contracts for services, insert SACC Manual clause A3025C in full text, to assist client departments in identifying contracts with former public servants and reporting this information in their Proactive Disclosure of Contracts. Use this clause in conjunction with A3025T or A3026T. Consult sections 3.90 and 7.65 of the Supply Manual for additional information.*

**7.7 Payment**

**7.7.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price, as specified in **Annex B**. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work. ~~Insert the appropriate basis of payment clause from subsection 5-C of the SACC Manual. For contracts with task authorizations, insert SACC Manual clause C0204C OR C0209C in full text, as applicable. Consult section 4.70.20 of the Supply Manual for more information.~~

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**7.7.2 Limitation of Expenditure-Scheduled Services**

1. Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_ (To be determined at contract award). Customs duties are included and Applicable Taxes are extra.

2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must

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Buyer ID - Id de l'acheteur  
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Client Ref. No. - N° de réf. du client      File No. - N° du dossier      CCC No./N° CCC - FMS No./N° VME  
XXXXX XXXXXX      xxxxx.XXXXX XXXXXX

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notify the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75 percent committed, or
- b. four (4) months before the contract expiry date, or
- c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.

3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### **7.7.3 Basis of Payment - Firm Unit Price(s) - Task Authorizations**

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid firm unit price in accordance with the basis of payment, in Annex B, as specified in the authorized TA. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been authorized, in writing, by the Contracting Authority before their incorporation into the Work. **There are three options for Limitations of Expenditure. Include the appropriate clause then delete the other options.**

### **7.7.2 Limitation of Expenditure**

*Insert SACC Manual clause C6001C in full text for all cost reimbursable contracts and fixed time rate contracts subject to a limitation of expenditure.*

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**OR**

### **7.7.42 Limitation of Expenditure - Cumulative Total of all Task Authorizations**

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ 28,750.00. Customs duties are included and Applicable Taxes are extra.

2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.

3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75 percent committed, or
- b. four (4) months before the contract expiry date, or
- c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.

4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

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XXXXX XXXXXXXX/X	XXXXX	XXXXX
Client Ref. No. - N° de réf. du client XXXXX XXXXXXXX	File No. - N° du dossier xxxxxx.XXXXXX XXXXXXXX	CCC No./N° CCC - FMS No./N° VME

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~~Insert SACC Manual clause C9010C in full text for contracts with task authorizations. Consult section 3.35.1.20 (a)(vi) of the Supply Manual for additional information.~~

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**OR**

**7.7.2 Limitation of Price**

~~Insert SACC Manual clause C6000C by reference for firm price and ceiling price contracts.~~

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SACC Manual clause ~~C6000C~~ \_\_\_\_\_ (insert date) Limitation of Price

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**7.7.3 (Insert title of applicable clause)**

~~Insert the applicable SACC Manual clause with respect to method of payment. Examples of clauses to insert in full text: H1003C, H3009C, H4012C. Examples of clauses to include by reference: H1000C, H1001C, H1008C, H3010C, H3028C. This is not an exhaustive list of examples.~~

**7.7.4 (Insert title of applicable clause)**

~~If applicable, include SACC Manual clauses related to payment by reference, for example: A9117C, C2000C, C2605C, C2608C, C2610C. This is not an exhaustive list of examples.~~

**7.7.5 Electronic Payment of Invoices – Contract**

~~Insert below in full text SACC clause H3027C, if applicable, where payment of invoices will be made using electronic payment instruments. Refer to Annex "X" Electronic Payment Instruments, where the Bidder indicated which electronic payment instruments are accepted.~~

~~Contracting officers must reproduce below, the information from Annex "X" Electronic Payment Instruments, in which were identified electronic payment instruments accepted by the Contractor and renumber accordingly.~~

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);

**7.7.6 Method of Payment**

Payments will be made not more frequently than once a month. Depending on the method of payment specified in the applicable Task Authorization, one of the following method of payment clauses will apply

**7.7.6.1 Single Payment**

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W010C-18-132	HAL-7-79207	Solicitation No. - N° de l'invitation - Amd. No. - N° de la modif.
	Buyer ID - Id de l'acheteur	
XXXXX XXXXXX/X		XXXXX
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No./N° VME
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Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

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

**7.7.7 Time Verification**

SACC Clause C0711C Time Verification (2008-05-12)

**7.8 Invoicing Instructions**

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

(a) The original and two (2) copies must be forwarded to the following address for certification and payment.

Accounts Payable Section  
 Base Construction Engineering  
 Maritime Forces Atlantic  
 P.O Box 99000  
 Station Forces, Willow Park Building #7  
 Halifax, NS B3K 5X5

- Each TA invoice must be supported by:
- a) Task Authorization invoices must show the reference Contract and Task numbers.
  - b) a list of all expenses, in accordance with the TA;
  - c) a copy of time sheets to support the time claimed;
  - e- d) a copy of the invoices, receipts, vouchers for all direct expenses, travel and living expenses.
  - f. Large Value Transfer System (L-VTS) (Over \$25M)

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**7.7.6 Discretionary Audit**

*If applicable, include SACC Manual clauses related to discretionary audit by reference. Examples to include: C0100C, C0101C.*

**7.7.7 Time Verification**

*If applicable, include SACC Manual clauses related to time verification by reference, for example: C0711C.*

**7.8 Invoicing Instructions**

*Insert the applicable SACC Manual clauses or other approved clauses related to invoicing instructions. Invoicing instructions cover claims for progress payment (including advance and milestone payments); therefore, any reference to invoices would also cover claims for progress payment. Examples of clauses to insert in full text: H3020C, H3022C, H3024C, H5001C.*

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**7.9 Certifications and Additional Information**

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**7.9.1 Compliance**

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Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

**7.9.2 Federal Contractors Program for Employment Equity - Default by the Contractor**

*Include the following paragraph for requirements issued on behalf of a Department or Agency subject to the FCP, with a contract value at \$1,000,000 and above, options excluded and Applicable Taxes included:*

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "FCP Limited Eligibility to Bid" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

**7.9.3 SACC Manual Clauses**

*If applicable, insert additional SACC Manual clauses with respect to certifications by reference. Examples include: A3000C, A3060C.*

**7.10 Applicable Laws**

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***Ensure the applicable law selected by the proposed contractor, or in the absence of such selection, the law indicated in the bid solicitation, is inserted in the blank. The Bidder, as instructed, will be able to propose a change to the applicable laws in its bid.***

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The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in           Nova Scotia           *(insert the name of the province or territory as specified by the Bidder in its bid, if applicable).*

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XXXXX XXXXXX/X	XXXXX	XXXXX
Client Ref. No. - N° de réf. du client XXXXX XXXXXX	File No. - N° du dossier xxxxx.XXXXX XXXXXX	CCC No./N° CCC - FMS No./N° VME

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**7.11 Priority of Documents**

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***The order of documents shown below reflects current policy and Legal advice. The Contracting Authority must amend the list to reflect the applicable documents and list the annexes in order of priority, as applicable. When more than one supplemental general conditions apply to the requirement, the Contracting Authority must identify the supplemental general conditions in ascending numerical sequence based on the identification number.***

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

- (a) the Articles of Agreement;
- (b) the general conditions (2010C, 2016-04-04, - Services Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) Annex D, E-Payment;
- (g) Annex E, Insurance Requirements;
- (h) Annex F, DND 626 TASK AUTHORIZATION FORM;
- (i) Annex G, Integrity Provisions - Associated Information
- (j) ANNEX H, PERIODIC USAGE REPORTS - CONTRACTS WITH TASK AUTHORIZATIONS
- (k) the signed Task Authorizations (including all of its annexes, if any);
- (l) the Contractor's bid dated \_\_\_\_\_, (insert date of bid) (a) the Articles of Agreement;
- (b) the supplemental general conditions \_\_\_\_\_ (insert number, date and title);
- (c) the general conditions \_\_\_\_\_ (insert number, date and title);
- (d) Annex X, Statement of Work OR Requirement;
- (e) Annex X, Basis of Payment;
- (f) Annex X, Security Requirements Check List (if applicable);
- (g) Annex X, Insurance Requirements (if applicable);
- (h) the signed Task Authorizations (including all of its annexes, if any) (if applicable);
- (i) the Contractor's bid dated \_\_\_\_\_, (insert date of bid) (If the bid was clarified or amended, insert at the time of contract award.", as clarified on \_\_\_\_\_ " or ", as amended on \_\_\_\_\_ " and insert date(s) of clarification(s) or amendment(s)).

**7.12 Defence Contract**

***Include the following clause by reference when the requirement is a defence contract as defined in the Defence Production Act:***

SACC Manual clause A9006C \_\_\_\_\_ (insert date) Defence Contract

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XXXXX XXXXXXXX/X	XXXXX	XXXXX
-Client Ref. No. - N° de réf. du client XXXXX XXXXXXXX	File No. - N° du dossier xxxxxx.XXXXXX XXXXXXXX	CCC No./N° CCC - FMS No./N° VME

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*There may be additional clauses that are relevant to the requirement but are not already included within this template. These can be included by reference or in full text. Ensure appropriate numbering. Examples of SACC Manual clauses: A9062C, B1501C, B4030C, B4031C, B7500C.*

*Some examples of full text and reference clauses that may be incorporated are provided below.*

**7.123 \_\_\_ Foreign Nationals (Canadian Contractor ~~OR~~ Foreign Contractor)**

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***If SACC Manual clauses A2000C and A2001C were included in the bid solicitation, include SACC Manual clause A2000C by reference when the contract is to be with a Canadian-based supplier or clause A2001C when the contract is to be with a foreign-based supplier.***

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SACC Manual clause A2000C \_\_\_\_\_ (*insert date 2006-06-16e*) Foreign Nationals (Canadian Contractor)

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SACC Manual clause A2001C \_\_\_\_\_ (*insert date*) Foreign Nationals (Foreign Contractor)

**7.134 \_\_\_ Insurance ~~or~~ Insurance Requirements**

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***Insert title of applicable clause under 7.14 and update the automatic Table of Contents. Include SACC Manual clause G1005C by reference when insurance provisions do not apply to a specific requirement. Alternatively, insert clause G1001C in full text when insurance provisions apply to a specific requirement. Consult the Risk Management and Insurance Advisory Services for additional guidance.***

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SACC Manual clause G1005C \_\_\_\_\_ (*insert date*) Insurance

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**OR**

**7.14 \_\_\_ Insurance Requirements**

*Insert G1001C in full text*

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

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***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.***

Solicitation No. - N° de l'invitation W010C-180132/A	Amd. No. - N° de la modif. HAL-7-79207	Buyer ID - Id de l'acheteur hal220
Client Ref. No. - N° de réf. du client W010C-18-132	File No. - N° du dossier HAL-7-79207	CCC No./N° CCC - FMS No./N° VME Solicitation No. - N° de l'invitation - Amd. No. - N° de la modif. Buyer ID - Id de l'acheteur
XXXXX XXXXXXXX/X	XXXXX	
Client Ref. No. - N° de réf. du client XXXXX XXXXXXXX	File No. - N° du dossier xxxxx.XXXXXX XXXXXXXX	CCC No./N° CCC - FMS No./N° VME

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

**7.15 Controlled Goods Program**

If applicable, include SACC Manual clause A9131C by reference when there is production of or access to controlled goods. Use this clause in conjunction with B4069C when the contract is for DND.

SACC Manual clause A9131C, \_\_\_\_\_ (insert date), Controlled Goods Program

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**7.14 SACC Manual clause**

Canadian Forces Site Regulations - 2011-05-16 - A9062C  
Electrical Equipment - 2006-06-167.16 - Limitation of Liability

If applicable, insert SACC Manual clauses related to limitation of liability in full text, for example: N0000C, N0001C, N0002C or N0003C. Legal Services can be consulted for the applicable clause, if required.

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7.17 .... (Insert title of applicable SACC Manual clause)

Insert title of applicable clause, and update the automatic Table of Contents.

Example of clauses to insert in full text: E0005C, E0007C, E5000C or to include by reference E0008C. Additional or alternate clauses may be added, as applicable.

7.17.1 SACC Manual clause E0008C, \_\_\_\_\_ (insert date) Security Deposit Definition - Contract

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7.18 .... (Insert title of applicable SACC Manual clause)

Insert title of applicable clause, and update the automatic Table of Contents.



Solicitation No. - N° de l'invitation W010C-180132/A	Amd. No. - N° de la modif. hal220	Buyer ID - Id de l'acheteur hal220
Client Ref. No. - N° de réf. du client W010C-18-132	File No. - N° du dossier HAL-7-79207	CCC No./N° CCC - FMS No./N° VME N° de l'invitation - Amd. No. - N° de la modif.
XXXXX XXXXXX/X	Buyer ID - Id de l'acheteur XXXXX	XXXXX
Client Ref. No. - N° de réf. du client XXXXX XXXXXX	File No. - N° du dossier xxxxx.XXXXX XXXXXX	CCC No./N° CCC - FMS No./N° VME

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**ANNEX "BX"**

**BASIS OF PAYMENT**

- D155 New Wave Café:** Three (3) canopies at this location.
- D165 CANFLANT Galley:** Two (2) canopies at this location.
- D200 Cafeteria:** Three (3) canopies at this location.
- S105 Galley:** Eight (8) canopies at this location.
- S117 Tribute Tower:** Five (5) canopies at this location.
- SH100 Galley:** Three (3) canopies at this location.
- SH242 Main Galley:** Three (3) canopies at this location.

**Note:** S117 Tribute Tower galley exhaust system is presently not operational. Date for start of cleaning this area is to be determined at later date. The Contractor will be given a 30 day notice for start of service at this location.

**Frequency:** "System cleaning" includes canopy cleaning.  
**Estimated Quantity:** Number of cleanings per year.

<b>Table 1A – Pricing for Service Contract Year 1</b>					
June 01, 2018 to May 31, 2019					
<b>Column A</b>	<b>Column B Location &amp; Frequency</b>	<b>Column C Unit of measure</b>	<b>Column D Estimated Quantity</b>	<b>Column E Unit Rate</b>	<b>Column F Extended Price (Column D*E)</b>
1.	D155 New Wave (canopy monthly)	per cleaning	10	\$ _____	\$ _____
2.	D155 New Wave (system semi-annual)	per cleaning	2	\$ _____	\$ _____
3.	D165 CANFLANT (canopy monthly)	per cleaning	11	\$ _____	\$ _____
4.	D165 CANFLANT (system annual)	per cleaning	1	\$ _____	\$ _____
5.	D196 Fire Hall (system annual)	per cleaning	1	\$ _____	\$ _____
6.	D200 Cafeteria (canopy monthly)	per cleaning	10	\$ _____	\$ _____
7.	D200 Cafeteria (system semi-annual)	per cleaning	2	\$ _____	\$ _____
8.	D201 Cafeteria (canopy monthly)	per cleaning	11	\$ _____	\$ _____
9.	D201 Cafeteria (system annual)	per cleaning	1	\$ _____	\$ _____
10.	RA1 RA Park (canopy monthly)	per cleaning	11	\$ _____	\$ _____

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<u>Solicitation No. - N° de l'invitation</u>	<u>Amd. No. - N° de la modif.</u>	<u>Buyer ID - Id de l'acheteur</u>
W010C-180132/A		hal220
<u>Client Ref. No. - N° de réf. du client</u>	<u>File No. - N° du dossier</u>	<u>CCC No./N° CCC - FMS No./N° VME</u>
W010C-18-132	HAL-7-79207	
<u>modif.</u>	<u>Solicitation No. - N° de l'invitation</u>	<u>Amd. No. - N° de la modif.</u>
	<u>Buyer ID - Id de l'acheteur</u>	
<del>XXXXX XXXXXX/X</del>		<del>XXXXX</del>
<del>Client Ref. No. - N° de réf. du client</del>	<del>File No. - N° du dossier</del>	<del>CCC No./N° CCC - FMS No./N° VME</del>
<del>XXXXX XXXXXX</del>	<del>xxxxx.XXXXX XXXXXX</del>	

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**ANNEX "DX" to PART 3 OF THE BID SOLICITATION**

*(insert if applicable)*

**ELECTRONIC PAYMENT INSTRUMENTS**

*As indicated in Part 3, clause 3.1.2, the Bidder must complete the information requested below, to identify which electronic payment instruments are accepted for the payment of invoices.*

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

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

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
W010C-180132/A		hal220
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No./N° VME
W010C-18-132	HAL-7-79207	Solicitation No. - N° de l'invitation - Amd. No. - N° de la modif.
	Buyer ID - Id de l'acheteur	
XXXXX XXXXXX/X		XXXXX
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No./N° VME
XXXXX XXXXXX	xxxxx.XXXXX XXXXXX	

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**ANNEX "X" to PART 5 OF THE BID SOLICITATION**

**FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION**

*(insert if applicable)*

*Insert the following certification for requirements issued on behalf of a Department or Agency subject to the FCP, estimated at \$1,000,000 and above, options excluded and Applicable Taxes included: (consult Annex 5.1 of the Supply Manual) (Refer also to Part 5 – Certifications and Additional Information and Part 7 – Resulting Contract Clauses)*

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit Employment and Social Development Canada (ESDC) – Labour's website.

Date: \_\_\_\_\_ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
  - A2. The Bidder certifies being a public sector employer.
  - A3. The Bidder certifies being a federally regulated employer being subject to the Employment Equity Act.
  - A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.
  - A5. The Bidder has a combined workforce in Canada of 100 or more employees; and
    - A5.1. The Bidder certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with ESDC-Labour.
- OR**
- A5.2. The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

<del>Solicitation No. - N° de l'invitation</del>	<del>Amd. No. - N° de la modif.</del>	<del>Buyer ID - Id de l'acheteur</del>
<del>W010C-180132/A</del>		<del>hal220</del>
<del>Client Ref. No. - N° de réf. du client</del>	<del>File No. - N° du dossier</del>	<del>CCC No./N° CCC - FMS No./N° VME</del>
<del>W010C-18-132</del>	<del>HAL-7-79207</del>	<del>Solicitation No. - N° de l'invitation - Amd. No. - N° de la modif.</del>
	<del>Buyer ID - Id de l'acheteur</del>	
<del>XXXXX XXXXXX/X</del>		<del>XXXXX</del>
<del>Client Ref. No. - N° de réf. du client</del>	<del>File No. - N° du dossier</del>	<del>CCC No./N° CCC - FMS No./N° VME</del>
<del>XXXXX XXXXXX</del>	<del>xxxxx.XXXXX XXXXXX</del>	

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~~(-) B1. The Bidder is not a Joint Venture.~~

**OR**

~~(-) B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity Certification. (Refer to the Joint Venture section of the Standard Instructions)~~

Solicitation No. - N° de l'invitation W010C-180132/A	Amd. No. - N° de la modif. HAL-7-79207	Buyer ID - Id de l'acheteur hal220
Client Ref. No. - N° de réf. du client W010C-18-132	File No. - N° du dossier HAL-7-79207	CCC No./N° CCC - FMS No./N° VME Solicitation No. - N° de l'invitation - Amd. No. - N° de la modif. Buyer ID - Id de l'acheteur
XXXXX XXXXXX/X	XXXXX	XXXXX
Client Ref. No. - N° de réf. du client XXXXX XXXXXX	File No. - N° du dossier xxxxx.XXXXX XXXXXX	CCC No./N° CCC - FMS No./N° VME

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**ANNEX "EX"**

**INSURANCE REQUIREMENTS**

*(insert if applicable)*

**Commercial General Liability Insurance**

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.

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2. The Commercial General Liability policy must include the following:

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

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

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W010C-180132/A		hal220
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No./N° VME
W010C-18-132	HAL-7-79207	
modif.	Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.
XXXXX XXXXXX/X	Buyer ID - Id de l'acheteur	
		XXXXX
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No./N° VME
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Director Business Law Directorate,  
Quebec Regional Office (Ottawa),  
Department of Justice,  
284 Wellington Street, Room SAT-6042,  
Ottawa, Ontario, K1A 0H8

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

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

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

**Automobile Liability Insurance**

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

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
W010C-180132/A		hal220
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No./N° VME
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	Buyer ID - Id de l'acheteur	
XXXXXX XXXXXXXX/X		XXXXXX
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No./N° VME
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**ANNEX "EX"**

**TASK AUTHORIZATION FORM PWGSC-TPSGC 572-OR DND 626 TASK AUTHORIZATION FORM**

**(See Attached)(Choose and insert if applicable)**







Department of National Defence



Specification

Service Contract

## **Cleaning of Kitchen Canopies and Exhaust Systems**

CFB Halifax  
Halifax, NS

Job No.W010C-18-0132

2017-09-13

<u>Section</u>	<u>Title</u>	<u>Pages</u>
<u>Division 01 - General Requirements</u>		
01 11 00	General Instructions	6
01 35 15	Industrial Security	4
01 35 30	Health and Safety Requirements	8
01 35 35	DND Fire Safety Requirements	4
01 35 43	Environmental Procedures	1
01 35 73	Confined Spaces Requirements	10
01 74 11	Cleaning	2
<u>Division 23 - Heating, Ventilating and Air-Conditioning (HVAC)</u>		
23 38 13	Cleaning of Kitchen Canopies and Exhaust Systems	6
23 38 14	Annex A Locations and Frequency Rates	1

PART 1 - GENERAL

1.1 RELATED SECTIONS

- .1 Section 01 35 73 Confined Spaces Requirements.
- .2 Section 23 38 13 Cleaning of Kitchen Canopies and Exhaust Systems.
- .3 Section 23 38 14 Annex A Locations and Frequency Rates.

1.2 DESCRIPTION OF WORK

- .1 Work under this Service Contract comprises the furnishing of all labour, materials, tools, equipment, transportation and supervision required to conduct scheduled cleanings of kitchen canopies and exhaust systems of CFB Halifax as specified herein.

1.3 ENGINEER

- .1 All reference to the Engineer in this specification, who is the Contract Inspector which is representing the Real Property Operations Section - Halifax (RPOS(H)).
- .2 The Engineer will provide the Contractor with a list of his / her authorized representatives at the pre-job meeting.

1.4 WORK INCLUDED

- .1 Work under this Service Contract comprises the following:
  - .1 Perform a monthly cleaning service of the kitchen canopies as specified in Section 23 38 13 Cleaning of Kitchen Canopies and Exhaust Systems and 23 38 14 Annex A Locations and Frequency Rates.
  - .2 Perform cleaning services to the kitchen exhaust systems as specified in Section 23 38 13 Cleaning of Kitchen Canopies and Exhaust Systems and 23 38 14 Annex A Locations and Frequency Rates.
  - .3 Provide a service report as specified in Section 23 38 13 Cleaning of Kitchen Canopies and Exhaust Systems.
- .2 The Contractor will be notified of additional work as requested by the Engineer with the issue of a DND 626 "Task Authorization" form for the following:
  - .1 Additional cleaning service as required by the Engineer.

1.5 LOCATIONS OF JOB SITES

- .1 Work sites covered under this Service Contract include but are not limited to the following locations:

1.5 LOCATIONS OF JOB SITES

(Cont'd)

- .1 (Cont'd)
- .1 Stadacona - Halifax, NS;
  - .2 Royal Artillery (RA) Park - Halifax, NS;
  - .3 HMC Dockyard - Halifax, NS;
  - .4 Damage Control School - Purcell's Cove, NS; and
  - .5 12 Wing Shearwater - Eastern Passage, NS.

1.6 SITE ACCESS

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

1.7 PRE-JOB MEETING

- .1 Immediately upon receipt of award of Service Contract, the successful Contractor will contact the Engineer to arrange a pre-job meeting prior to commencement of any work.

1.8 CONTRACTOR QUALIFICATIONS

- .1 The Contractor must satisfy the Engineer that he / she has adequate and qualified staff to perform the service expected. This includes all service calls within an acceptable time period and having adequate parts on hand to meet the requirements of the job, both during silent and normal working hours.
- .2 Whenever the Contractor uses sub-contractors, they too must perform to and comply with all requirements of this Service Contract.

1.9 WORKMANSHIP

- .1 Workmanship must be the best quality executed by workers experienced and skilled in the respective duties for which they are employed.
- .2 Do not employ any unfit person or anyone unskilled in their required duties. The Engineer reserves the right to require the dismissal from the site, workers deemed incompetent, careless, insubordinate or otherwise objectionable.

---

<u>1.9 WORKMANSHIP (Cont'd)</u>	.3	Decisions as to the quality or fitness of workmanship in cases of dispute rest solely with the Engineer whose decision is final.
	.4	The Contractor will employ a competent and experienced supervisor with the authority to speak on his behalf on day-to-day routine matters.
<u>1.10 CONTRACTOR'S USE OF SITE</u>	.1	Contractor will be briefed on use of site by the Engineer.
	.2	Do not unreasonably encumber site with materials or equipment.
	.3	Move stored products or equipment which interferes with operations of Engineer or other Contractors.
	.4	The Engineer will brief the Contractor on access to restricted areas.
<u>1.11 PARKING</u>	.1	In limited areas, a parking space will be made available on site for Contractor vehicles to drop off equipment and supplies. Maintain and administer this space as directed.
	.2	The Contractor may have to pay for parking at the following locations:
	.1	Stadacona - Halifax, NS;
	.2	Royal Artillery (RA) Park - Halifax, NS; and
	.3	HMC Dockyard - Halifax, NS.
<u>1.12 NORMAL WORKING HOURS</u>	.1	Most work on this Service Contract will be done outside normal working hours which are 0730 to 1600 hours, Monday to Friday. Work will be performed when the cooking facilities are out of service. All work carried out on this Service Contract requires the Contractor to notify and receive authorization by the Engineer, 24 hours before work is to begin.
<u>1.13 CODES AND STANDARDS</u>	.1	Perform work in accordance with the latest edition of National Building Code of Canada (NBC), Canadian Electrical Code Part 1, Canada Labour Code Part II, National Fire Code of Canada, NS Fall Protection and Scaffolding regulations, and any other federal, provincial or local code applicable. In any case of conflict or discrepancy, the more stringent requirements will apply.

---

1.13 CODES AND  
STANDARDS  
(Cont'd)

- .2 Meet or exceed requirements of Contract documents, specified standards, codes and referenced documents.

1.14 PROTECTION OF  
EXISTING FACILITIES

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

1.15 ALTERATIONS,  
ADDITIONS OR REPAIRS TO  
EXISTING BUILDING

- .1 Execute work with least possible interference or disturbance to building operations, occupants, public and normal use of premises. Arrange with Engineer to facilitate execution of work.
- .2 Where security has been reduced by work of Contract, provide temporary means to maintain security.
- .3 Provide temporary dust screens, barriers, warning signs in locations where renovation and alteration work is adjacent to areas used by public or government staff.

1.16 EXISTING SERVICES

- .1 Where Work involves breaking into or connecting to existing services, give 48 hours notice for necessary interruption of mechanical or electrical service throughout course of work. Minimize duration of interruptions. Carry out work at times as directed by governing authorities with minimum disturbance to pedestrian and tenant operations.
- .2 Establish location and extent of service lines in area of work before starting Work. Notify Engineer of findings.
- .3 Submit schedule to and obtain approval from Engineer for any shut-down or closure of active service or facility including power and communications services. Adhere to approved schedule and provide notice to affected parties.

1.16 EXISTING SERVICES  
(Cont'd)

- .4 Provide temporary services when directed by Engineer to maintain critical building and tenant systems.
- .5 Where unknown services are encountered, immediately advise and confirm findings in writing.

1.17 CUTTING, FITTING AND  
PATCHING

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

1.18 POWER AND WATER  
SUPPLY

- .1 DND may provide, free of charge, temporary electric power and water for construction purposes.
- .2 Engineer will determine delivery points and quantitative limits. Engineer's written permission is required before any connection is made. Connect to existing power supply in accordance with Canadian Electrical Code.
- .3 Provide, at no cost to DND, all equipment and temporary lines to bring these services to project site.
- .4 Supply of temporary services by DND is subject to DND requirements and may be discontinued by DND site representative at any time without notice, without acceptance of any liability for damage or delay caused by such withdrawal of temporary services.
- .5 After the temporary service lines are no longer required, the Contractor must remove all lines and equipment, restore the connection points to their original condition and return the land to its original contour.

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<u>1.19 INSPECTION</u>	.1	All work and materials covered by this specification will be subject to inspection at any time by the Engineer or his / her representative.
<u>1.20 REPORTING IRREGULARITIES</u>	.1	The Contractor must notify the Engineer of irregularities in the work area, such as structural defects, mechanical and / or electrical problems and / or any work beyond the scope of work.
<u>PART 2 - PRODUCTS</u>		
<u>2.1 NOT USED</u>	.1	Not used.
<u>PART 3 - EXECUTION</u>		
<u>3.1 NOT USED</u>	.1	Not used.

PART 1 - GENERAL

1.1 RELATED  
REQUIREMENTS

- .1 Precedence:
  - .1 Division 1 sections take precedence over technical specifications in other Divisions of this specification.

1.2 DEFINITIONS

- .1 Canadian Industrial Security Directorate (CISD):
    - .1 A government agency that developed the Industrial Security Manual.
  - .2 Company Security Officer (CSO):
    - .1 The CSO is the organization's official point of contact with the Industrial Security Program (ISP). He or she is responsible for monitoring the organization's security profile, addressing security issues, and is accountable to the ISP and to the organization's designated Key Senior Official on all industrial security matters.
  - .3 Contractor CSO:
    - .1 The employee of the Contractor's company who is the CSO.
  - .4 Industrial Security Manual (ISM):
    - .1 The ISM is a ready and simple reference which tells Company Security Officers what they must know about Canadian government security standards and procedures and how to ensure that their organization meets these security requirements.
  - .5 Industrial Security Program (ISP):
    - .1 The Industrial Security Program (ISP) helps industry to participate in Government of Canada and foreign government contracts. CISD provide security screening services needed for contractors before their employees can work with Protected or Classified information and assets.
  - .6 Visit Clearance Request (VCR):
-

1.2 DEFINITIONS  
(Cont'd)

- .6 (Cont'd)
- .1 Is a form that is required to be filled out by an individual who requires access to sensitive DND property, personnel, information, assets and resources so they must be security screened at the appropriate level before commencement of their duties.
- .7 Restricted:
- .1 Refers to a situation where authorized persons only are allowed access to an area or information.
- .8 Security Requirements Check List (SRCL):
- .1 The Security Requirements Check List (SRCL) is a Treasury Board Secretariat (TBS) form used to define the security requirements for a contract. The SRCL represents an evaluation of security threats and risks that may arise through the contracting process.
- .9 Sensitive:
- .1 Records that are sensitive contain information that can cause different degrees of injury to an individual, a company, or the country if the information were disclosed in an unauthorized manner.

1.3 REFERENCE SITES

- .1 Public Services and Procurement Canada (PSPC) Industrial Security:
- .1 <http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>

1.4 GENERAL

- .1 Security requirements must form part of the Contract between DND and industry when defined by a Security Requirement Check List (SRCL).
- .2 A Security Requirement Check List (SRCL) is a form that is used to define the security requirements associated with all contracts. The SRCL ensures that the appropriate security clauses are identified so they may be incorporated into the contract, thereby legally binding the parties to meet the contract's security requirements.
- .1 The SRCL must accompany all Contract documents including subcontracts that contain security requirements.

1.4 GENERAL  
(Cont'd)

- .3 If multiple levels of screening are required, a Security Classification Guide may have been provided along with the SRCL as a contractual document. This document will provide further information related to security requirements when dealing with multiple levels of clearances within the Contract.

1.5 PRIVATE SECTOR  
ORGANIZATION SCREENING  
AND CLEARANCES

- .1 Companies who will need access to or who will retain controlled goods, Protected or Classified property, information, assets or resources must be cleared as follows:
- .1 Companies must be cleared to safeguard the highest level of information and asset to be retained.
    - .1 Designated Organization Screening (DOS) is required for access to Protected information, assets and secure work sites, as part of a Contract, and as long they need-to-know (Reliability Status).
    - .2 Facility Security Clearance (FSC) is required for access to Protected or Classified information, assets, and secure worksites, as part of a contract, and as long as they have a need-to-know (Secret status).
    - .3 Document Safeguarding Capability (DSC) is required by contract to work on Protected and / or Classified information at their own worksite.
    - .4 Companies who will electronically process and / or transmit sensitive electronic data on their information technology systems must have the Authority to Process IT and must obtain the mandatory IT written approval letter from the ISP for the level of security requested.

1.6 PERSONNEL SECURITY  
SCREENING

- .1 Contracts with DND may require employees of the Contractor to access Protected and / or Classified information, assets or work sites. In these cases, the personnel who must have access to information and / or work site must have their personnel security screening completed. Please refer to PSPC website for more information.
- .2 Refer to PSPC website for the process to obtain a security screening.
-

1.7 VISIT CLEARANCE  
REQUESTS (VCR) APPROVAL

- .1 All individuals (including subcontractors) who will have access to sensitive DND information, assets, resources, or work sites must be security screened before submitting a visit clearance request (VCR).
- .2 The VCR process verifies that those who are permitted access onto DND property have the required clearance level as outlined within the Security Requirement Check List (SRCL) for the Contract.
- .3 All employees of the successful bidder who will be working on the contract require a VCR. The Contractor's CSO must forward the completed form to the Engineer for processing.

1.8 RESPONSIBILITY

- .1 It is the responsibility of the Contractor to have no security breaches while undertaking the work for this Contract.

PART 2 - PRODUCTS

2.1 NOT USED

- .1 Not used.

PART 3 - EXECUTION

3.1 NOT USED

- .1 Not used.

PART 1 - GENERAL

1.1 WORK SAFETY  
MEASURES

- .1 Observe and enforce construction safety measures by complying with the requirements of the following statutes and authorities:
  - .1 Canada Labour Code Part II and the Canada Occupational Health and Safety Regulations;
  - .2 Nova Scotia Occupational Health and Safety Act and supporting Occupational General Safety Regulations as amended from time to time;
  - .3 most recent amendments to the National Building Code of Canada, Part 8 and National Fire Code of Canada.
- .2 Refer to Section 01 35 35. DND Fire Safety Requirements.
- .3 Engineer will provide a copy of any relevant special written instructions to be followed.
- .4 Before Work Begins
  - .1 Bidder / Tender to provide documentation if requested by the Crown, indicating all safety training attained for each person who will be involved with the Service Contract.
- .5 The following disciplinary measures will be taken for any violations of safety under this Service Contract:
  - .1 First Violation:
    - .1 Verbal warning issued to the Contractor for the first violation of a safety regulation (Violation will be documented on Contract file, copy to Contractor and PSPC.).
    - .2 Second Violation:
      - .1 Written warning to Contractor for second violation of a safety regulation (Violation will be documented on Contract file, copy to Contractor and PSPC.).
    - .3 Third Violation:

1.1 WORK SAFETY  
MEASURES  
(Cont'd)

.5

(Cont'd)

.3 (Cont'd)

.1 A third violation of a safety regulation may result in the termination of the Service Contract with a recommendation to the Contracting Authority that the Contractor be denied access to Real Property Operations Section - Halifax (RPOS(H)) contracts (Documented to Contract file, copies to Contractor and PSPC.).

.4 Serious Violation:

.1 For a serious violation of a safety regulation as deemed by a regulator, project manager or safety officer a recommendation will be made to the Contracting Authority to immediately terminate the Contract / Standing Offer (Violation documented on Contract file, copies to Contractor and PSPC.).

.5 Charges Laid or Guilty Determination by Courts:

.1 Infractions of safety regulations that result in charges being laid by a regulator against the Contractor or the Contractor being found guilty by the courts may result in that Contractor being denied access to RPOS (H) contracts.

1.2 HAZARD ASSESSMENTS

.1

Contractor must implement and carry out a health and safety hazard assessment program as part of the Work. Program to include:

.1 Initial Hazard Assessment:

.1 Carried out upon notification of Contract award and / or prior to commencement of Work.

.2 On-going Hazard Assessments:

.1 Performed during the progress of Work identifying new or potential health risks and safety hazards not previously known. As a minimum, hazards assessments must be carried out when:

.1 new sub-trade work, new sub-contractor (s) or new workers arrive at the site to commence another portion of the Work;

1.2 HAZARD ASSESSMENTS  
(Cont'd)

- .1 (Cont'd)
- .2 (Cont'd)
  - .2 the scope of Work has been changed;
  - .3 Work conducted in confined spaces; and / or
  - .4 potential hazard or weakness in current health and safety practices are identified by the Engineer.
- .2 Hazard assessments will be project and site specific, based on review of Service Contract documents and site.
- .3 Each hazard assessment to be made in writing. Keep copies of all assessments on site for duration of Work. Upon request, make available to Engineer.
- .4 The Contractor must notify the Engineer of suspected hazardous material during work and not apparent from drawings, specifications, or report pertaining to work (e.g. lead, asbestos etc.). Do not disturb such material pending instructions from the Engineer. The Engineer will make the necessary arrangements for testing the material as required.

1.3 ASBESTOS PRODUCT  
AND ASBESTOS ACTIVITY

- .1 Within the confines of the Base, the provision of new products containing fibrous asbestos materials is prohibited.
- .2 Demolition or disturbance of spray or trowel-applied asbestos can be hazardous to health. Should material resembling spray or trowel-applied asbestos be encountered in course of work, stop work and notify Engineer immediately. Do not proceed until written instructions have been received from Engineer.

1.4 HAZARDOUS MATERIAL  
SPILL

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

1.4 HAZARDOUS MATERIAL  
SPILL  
(Cont'd)

- .2 (Cont'd)
- .3 ventilate area if release is indoors and remove all sources of ignition;
- .4 stop the spill if safely possible (e.g. shut off pump, replace cap, tip drum upward, patch leaking hole etc.).
- .5 no matter the volume is, contact the DND Fire Hall and provide the following information:
- .1 time of the spill;
  - .2 location;
  - .3 special considerations:
    - .1 personal safety;
    - .2 environmental.
  - .4 type and amount of spill;
  - .5 person reporting the spill:
    - .1 name;
    - .2 company; and
    - .3 telephone number.
  - .6 contain the spill;
  - .7 isolate the area as required;
  - .8 provide Material Safety Data Sheet (MSDS) to DND Fire Hall and Engineer;
  - .9 contact the Engineer; and
  - .10 clean up minor spills using appropriate protective equipment and supplies.

1.5 FASTENING DEVICES  
EXPLOSIVE ACTUATED

- .1 Explosive actuated devices must not be used without the approval of the Engineer.
- .2 Operator must have the appropriate training before using the explosive actuated device.

1.5 FASTENING DEVICES  
EXPLOSIVE ACTUATED  
(Cont'd)

- .3 Follow the manufacturer's safety guidelines and ensure the applicable personal protective equipment is used.

1.6 HOT WORK

- .1 All hot work activity is to take place with Engineer's approval and written permission from the DND Base Fire Chief (hot work permit). Hot work permits and fire watch requirements will be provided by the DND Base Fire Chief.
- .2 The ventilation system in the area of any hot work is to be isolated to prevent migration of fumes / smoke and to reduce any possible spread of fire to other areas of the facility.
- .3 Contractor is to employ an employee trained in the use of fire extinguishers as fire watch during any hot work for a minimum of 30 minutes after activity has ceased.

1.7 CONFINED SPACES

- .1 All work in confined spaces will be carried out in compliance with the Canada Occupational Safety and Health Regulations, Part XI.
- .2 The Contractor to provide and maintain all equipment as required by any person to enter and / or perform work in a safe manner, in compliance with the Canada Occupational Safety and Health Regulations, Part XI.
- .3 The Contractor to provide and maintain training, as required by the Canada Occupational Safety and Health Regulations, Part XI.
  - .1 The Contractor and / or his employees must provide proof of training and qualifications when requested by the Engineer.
- .4 The Contractor to provide the Engineer with a copy of an "entry permit" for each and every entry into the confined space to ensure compliance with the Canada Occupational Safety and Health Regulations, Part XI.
- .5 The Contractor to have a hazard assessment of the confined space performed.
  - .1 The Contractor to provide the Engineer with a copy of the hazard assessment.
- .6 The Contractor must have a written rescue plan posted on site.

- 
- 1.7 CONFINED SPACES (Cont'd) .7 The Contractor must inform DND Fire Chief and Central Heating plant before entering any service tunnel.
- 1.8 FALL PROTECTION .1 All work carried out above the mandatory height restrictions, from unguarded structure and / or scaffolding, will be done in compliance with the Canada Occupational Safety and Health Regulations, Part XII, Section 12.10.
- .2 The components of a fall protection system must meet the standards as outlined in the Canada Occupational Safety and Health Regulations, Part XII, Section 12.10 (2).
- .3 The Contractor is to ensure fall protection equipment is maintained, inspected and tested by a qualified technician as required by the Canada Occupational Safety and Health Regulations, Part XII, Section 12.3.
- 1.9 ARC FLASH .1 The Contractor is to ensure all electrical equipment such as switchboards, panel boards, motor control centres and meter socket enclosures be marked to warn persons of potential electric shock and arc flash hazards. This labeling is required for all new and modified installations.
- .2 The warning label must also include information regarding "arc flash hazard category (0 to 4)" and the "Flash Protection Boundary" as defined in NFPA 70E. All projects specifications must include short circuit study and flash hazard analysis.
- .3 In accordance with the CSA Standards Z462 Workplace Electrical Safety, electrical Contractors are required to perform a shock and flash hazard analysis to select the appropriate PPE to wear. Electrical contractors are required arc-rated personal protective equipment while troubleshooting and diagnostic testing that cannot be performed unless the electrical conductor or circuit part is energized. All Contractor work practices must protect each employee from arc flash and from contact with live parts directly with any part of the body or indirectly through some other conductive object.
- 1.10 SAFETY .1 It is the Contractor's responsibility to be familiar with all applicable safety acts, regulations, codes and Service Contract requirements. These must be identified and addressed in the safety plan, by identifying Standard Operating Procedures (SOP) and safe work practices (SWP) which incorporate clear and specific control measures, applicable rules, procedures and practices, all of which will become mandatory.
-

1.10 SAFETY  
(Cont'd)

- .2 The Contractor must ensure all workers and authorized persons entering the work site are notified of and abide by the posted safety plan, safety rules, procedures, safe work practices and applicable safety acts, regulations, and codes. Any person not complying with these will not be permitted on the site.
- .3 Contractor must ensure that all applicable personal protective equipment (PPE) is used.
  - .1 All personnel are required to wear hard hats, in accordance with CSA Z94.1, Industrial Protective Headwear.
  - .2 All personnel are required to wear safety footwear, in accordance with CSA Z195, Protective Footwear.
  - .3 All personnel are required to wear eye and face protection, in accordance with CSA Z94.3.1, Selection, Use, and Care of Protective Eyewear.
  - .4 When and where noise level is above 85 decibels; all personnel are required to wear hearing protection, in accordance with CSA Z94.2, Hearing Protection Devices - Performance, Selection, Care and Use.
  - .5 Where toxic or noxious gas fumes, or oxygen deficiency or excessive dust may occur, so as to create a hazard to life, safety or health; all personnel are required to wear respiratory protection, in accordance with CAN/CSA Z94.4, Selection, Use, and Care of Respirators.
- .4 The Engineer will coordinate arrangements for the Contractor to be briefed on site safety within 14 days of award of Service Contract.

1.11 SITE SIGNS AND  
NOTICES

- .1 Safety and instruction signs and notices:
  - .1 Signs and notices for safety and instruction must be in both official languages. Graphic symbols must conform to latest version of "Signs and Symbols for the Workplace".

PART 2 - PRODUCTS

2.1 NOT USED

- .1 Not used.

PART 3 - EXECUTION

3.1 NOT USED .1 Not used.

PART 1 - GENERAL

- 1.1 EMERGENCY REPORTING .1 Telephone numbers for emergency reporting will be provided by the Engineer at the first safety briefing.
- 1.2 FIRE SAFETY ENFORCEMENT .1 Within the confines the Base, the prescription and enforcement of mandatory fire safety measures will be exercised under the authority of the Base Fire Chief.
- .2 Comply with and enforce compliance by all Contractor personnel with all requirements of this specification section, and with the most recent edition of the National Building Code of Canada (NBC) and the National Fire Code of Canada (NFC), including all subsequent revisions issued by the National Research Council of Canada.
- .3 The Engineer reserves the right to require the dismissal from the site of persons deemed careless or otherwise in violation of the fire safety requirements.
- 1.3 FIRE SAFETY BRIEFING .1 Prior to commencement of work under this Service Contract, the Engineer will arrange a meeting of all parties concerned to review and clarify requirements for fire safety measures. This may involve a briefing by the Base Fire Chief.
- 1.4 FIRE WATCH .1 For hot work activity, the Contractor will provide the service of fire-watch persons on a scale and schedule as prescribed by the DND Base Fire Chief at the time of issuance of the hot work permit.
- 1.5 FIRE EXTINGUISHERS .1 Supply fire extinguishers, as scaled by the Base Fire Chief, necessary to protect work in progress and Contractor's physical plant on site.
- 1.6 SMOKING PRECAUTIONS .1 Smoking not permitted on DND property except in designated smoking areas. This includes smoking in passenger motor vehicles.
- .2 In accordance with these fire safety requirements particular to the work area and site, the Engineer and Base Fire Chief will designate hazardous areas as well as non-restricted areas where smoking may be permitted.

1.6 SMOKING PRECAUTIONS  
(Cont'd)

- .3 Smoking is prohibited in all buildings.
- .4 In all other areas, exercise care and comply with written or oral directives of the Engineer for the use of smoking materials.

1.7 REPORTING FIRES

- .1 Report immediately all fire incidents as follows:
  - .1 activate nearest fire alarm box; or
  - .2 dial 9-1-1 or designated number given at the time of briefing; and
  - .3 telephone the Engineer.
- .2 Person activating fire alarm must remain at the alarm to direct the Fire Department to the scene of the fire.
- .3 When reporting fire by telephone, give location of fire, name and number of building and be prepared to direct the Fire Department to the scene of the fire.

1.8 INTERIOR AND  
EXTERIOR FIRE PROTECTION  
AND ALARM SYSTEMS

- .1 Notify Base Fire Chief at least 48 hours prior to scheduling any work that may require fire alarm and / or protection systems to be:
  - .1 obstructed in any way;
  - .2 shut-off; and / or
  - .3 left inactive at end of working day or shift without authorization from Base Fire Chief.
- .2 Do not commence any such work until Engineer confirms approval and direction by the Base Fire Chief.
- .3 Fire hydrants, standpipes and hose systems will not be used for other than fire fighting purposes unless authorized by the Engineer and the Base Fire Chief.

1.9 BLOCKAGE OF ACCESS  
FOR FIRE APPARATUS

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

1.10 RUBBISH AND WASTE  
MATERIALS

- .1 Keep rubbish and waste materials at minimum quantities.
- .2 Storage:
  - .1 Where it is necessary to store oily waste in work areas exercise extreme care to ensure maximum possible safety and cleanliness.
  - .2 Deposit greasy or oily rags and materials subject to spontaneous combustion in approved receptacles approved by the Base Fire Chief and removed as directed by the Engineer.
- .3 Burning of rubbish is prohibited.
- .4 Removal:
  - .1 Remove rubbish from work site at end of work day or shift or as directed by the Engineer.

1.11 FLAMMABLE AND  
COMBUSTIBLE LIQUIDS

- .1 Handling, storage and use of flammable and combustible liquids governed by current National Fire Code of Canada and guided by the requirements established by the Base Fire Chief.
- .2 Keep flammable and combustible liquids such as gasoline, kerosene and naphtha for ready use in quantities not exceeding 30 litres provided they are stored in approved safety cans bearing Underwriters' Laboratory of Canada or Factory Mutual seal of approval. Storage of quantities of flammable and combustible liquids exceeding 30 litres for work purposes requires permission of Base Fire Chief.
- .3 The Engineer reserves the right to require removal from the site any storage containers not acceptable to the Base Fire Chief.
- .4 Transfer of flammable and combustible liquids is prohibited within buildings or jetties.
- .5 Transfer of flammable and combustible liquids will not be carried out in vicinity of open flames or any type of heat producing devices.
- .6 Do not use flammable liquids having flash point below 38 degrees C such as naphtha or gasoline as solvents or cleaning agents.

1.11 FLAMMABLE AND  
COMBUSTIBLE LIQUIDS  
(Cont'd)

- .7 Store flammable and combustible waste liquids, for disposal, in approved containers located in safe ventilated area. Keep quantities minimum and Base Fire Department is to be notified when disposal is required.

1.12 HAZARDOUS  
SUBSTANCES

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

1.13 FIRE INSPECTION

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

PART 2 - PRODUCTS

2.1 NOT USED

- .1 Not used.

PART 3 - EXECUTION

3.1 NOT USED

- .1 Not used.

PART 1 - GENERAL

1.1 DEFINITIONS

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

1.2 FIRES

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

1.3 DRAINAGE

- .1 Ensure pumped water into waterways, sewer or drainage systems is free of suspended materials.
- .2 Control disposal or runoff of water containing suspended materials or other harmful substances in accordance with local authority requirements.

PART 2 - PRODUCTS

2.1 NOT USED

- .1 Not used.

PART 3 - EXECUTION

3.1 CLEANING

- .1 Clean in accordance with Section 01 74 11 - Cleaning.
- .2 Ensure public waterways, storm and sanitary sewers remain free of waste and volatile materials disposal.

PART 1 - GENERAL

1.1 RELATED SECTIONS

- .1 Section 01 11 00 General Instructions.
- .2 Section 23 38 13 Cleaning of Kitchen Canopies and Exhaust Systems.
- .3 Section 23 38 14 Annex A Locations and Frequency Rates.

1.2 REFERENCES

- .1 Canada Occupational Health and Safety Regulations, Part XI (latest edition including all amendments).
- .2 Nova Scotia Occupational Health and Safety Regulations, Part 12 (latest edition including all amendments).
- .3 American Conference of Governmental Industrial Hygienists publication "Threshold Limit Values For Chemical Substances and Physical Agents and Biological Indices" (latest edition including all amendments).

1.3 DESCRIPTION

- .1 This section outlines the mandatory regulations which must be followed to ensure safe operations in and around potentially hazardous confined spaces and the emergency procedures that are to be followed.
- .2 The safety standards in this section are applicable to Contractors and consultants, their employees (including subcontractors), materials, works and buildings throughout Canadian Forces Base Halifax.
- .3 All personnel entering a confined space, acting as an observer, or as a rescuer will be thoroughly trained in all procedures in accordance with above reference, No.1.
- .4 The Contractor will be responsible for and ensure compliance with the provisions of this Section and of the Standards in above reference, No.1.

1.4 RESTRICTIONS

- .1 No Contractor, Subcontractor, Consultant, or their employee will:
-

1.4 RESTRICTIONS  
(Cont'd)

- .1 (Cont'd)
- .1 Be permitted to enter a hazardous confined space without receiving an evaluation, written in language which is understood by the employee / Contractor, concerning the level of hazard in the confined space. Entry must be made in compliance with this Section and with the requirements in reference, No.1.
  - .2 Enter a hazardous confined space without a safe entry permit posted at the site of work and a copy on file.

1.5 DEFINITIONS

- .1 For the purpose of this section the following definitions will apply:
- .1 Confined space:
    - .1 A tank, process vessel, underground vault, tunnel or other enclosure not designed or intended for human occupancy, except for the purpose of performing work:
      - .1 that has limited number of openings for entry and exit;
      - .2 that has poor natural ventilation;
      - .3 in which there may be an oxygen deficient atmosphere; or
      - .4 in which there may be an airborne dangerous substance.
  - .2 Dangerous substance:
    - .1 A hazardous substance or a chemical, physical or biological agent that, because of a property it possesses, is hazardous to the safety or health of a person exposed to it.
  - .3 Qualified person:
    - .1 In respect to a specified duty, a person who, because of their knowledge, training and experience is qualified to perform that duty safely and properly.
  - .4 Class of confined space:

1.5 DEFINITIONS  
(Cont'd)

- .1 (Cont'd)
- .4 (Cont'd)
  - .1 A group of at least two confined spaces that are likely, by reason of their similarity, to present the same hazards to persons entering, exiting or occupying them. Confined spaces are identified as Class A, B, or C by DND depending on hazard assessment.
    - .1 Class A - Hazardous confined space:
      - .1 Any confined space that cannot be made safe by ventilation and maintained in this safe condition even when lock-out, blank and bleed, and all other actions have been taken.
    - .2 Class B - Confined space:
      - .1 Hazards exist but can be eliminated by ventilation, lock-out, and blank and bleed.
    - .3 Class C - Considered confined space:
      - .1 Conditions could arise to make the area a confined space.

1.6 COMMON HAZARDS

- .1 Hazards common to confined spaces that Contractors must watch for are:
  - .1 toxic vapours from sludge or leakage into the space;
  - .2 flammable gases and vapours with potential fire or explosion hazards;
  - .3 oxygen below 19.5 % or over 23 % (normal 20.9 %);
  - .4 electric shock from tools, lights or other electrical equipment;
  - .5 chemical burns from corrosives or injury from dermatitis producing materials;
  - .6 burns from high pressure steam, hot water or fuel oil;
  - .7 high pressure air;

1.6 COMMON HAZARDS  
(Cont'd)

- .1 (Cont'd)
- .8 physical hazards from slips, falls, protruding objects or falling objects; and
  - .9 excess corrosion on metal components.

1.7 SAFE ENTRY PERMIT

- .1 Where the Contractor must enter a confined space, a safe entry permit must be provided to the Engineer, completed in triplicate and returned to the Engineer before access will be permitted. One copy must be posted at site of work. Original copy must be sent to the Unit General Safety Officer.

1.8 VERIFICATIONS

- .1 Prior to entering a confined space the Contractor must provide a qualified person to ensure / verify:
- .1 That there are openings for entry and exit from the confined space of sufficient size to allow the safe passage of a person using protective equipment. This opening can be:
    - .1 a manhole; or
    - .2 other clear opening.
  - .2 That the entry of any liquid or free flowing solid or hazardous material has been prevented by secure means of disconnection or by blanking off the flanges from any source of these materials. In addition, that any liquid in which the person could drown, or free flowing solid in which they could be entrapped, has been removed.
  - .3 That all electrical / mechanical equipment which may present a hazard to the person has been disconnected from it's power source, either real or residual, and has been locked out in the off position by the person entering the space. Note: The key must be held by the person who locked out the equipment until such time as the work is complete and the lock out is removed by the individual. As well, the removal of fuses is encouraged.
  - .4 Tests for oxygen levels, combustibility, and toxicity of hazardous substances (in that order) are conducted and evaluated (e.g. oxygen, explosive gases or vapours, hydrogen sulfide, and then carbon monoxide).

1.8 VERIFICATIONS  
(Cont'd)

- .1 (Cont'd)
- .4 (Cont'd)
- .1 Tests for oxygen levels and combustibility and toxicity must be made with a probe at the point of entry to the confined space with cover in place. If no hazard is detected the cover will then be removed.
  - .2 If oxygen deficient, combustible atmosphere, or toxic substances are detected, the space must not be entered until such time as the space is rendered safe through appropriate purging and ventilation.
  - .3 The entire space will then be tested for oxygen deficiency, combustibility and toxicity. Note: In the event the possibility exists for oxygen deficiency, combustible atmosphere or the presence of hazardous substances which could exceed allowable limits, despite purging and ventilation, these tests will only be conducted by a person who is wearing the required personal protective equipment (PPE) such as air supplied respirator, gloves/hand protection, harness, etc. (if tests are to be done in the confined space).
- .5 That verification, by means of tests, is conducted to ensure that the following specifications can be achieved and maintained during the duration of time the person will be in the confined space, namely:
- .1 The concentration of any chemical agent, or combination of chemical agents in the confined space to which the person is likely to be exposed:
    - .1 will not result in a value exceeding the value for that chemical agent, or for any chemical agent in the combination of chemical agents, other than grain dust, as prescribed by reference No.2;
    - .2 will not result in an airborne grain dust, respirable and non respirable, in excess of  $10 \text{ mg/m}^3$ , subject to para. 1.8.1.5.2; and
    - .3 is less than 50 percent of the lower explosive limit of the chemical agent or combination of chemical agents, subject to para. 1.8.1.5.2.

1.8 VERIFICATIONS

- (Cont'd) .1 (Cont'd)
- .5 (Cont'd)
- .2 Where a source of ignition exists the concentration does not exceed 10 percent of the lower explosive limit of the airborne chemical agent or combination of airborne chemical agents.
- .3 The concentration of airborne hazardous substances, other than chemical agents, in the confined space is not hazardous to the safety or health of the person.
- .4 The percentage of oxygen in the air in the confined space is not less than 19.5 percent by volume and not more than 23 percent by volume, at normal temperature.
- .6 The space has been purged and ventilated to provide and continue to provide a safe working atmosphere, and that in the event of ventilation equipment failure there is:
- .1 Sufficient time available for the employee to escape the confined space hazard before contamination of the atmosphere.
- .2 The ventilation equipment is either equipped with an approved alarm or monitored by an employee who is in constant attendance on the ventilation equipment and in constant contact with the worker (s) in the confined space.
- .7 The qualified person must, in a signed report, set out the results of the preceding sections, including any test results and a list of test equipment used and must ensure these results are given to the Engineer and Safety Officer.
-

PART 2 - PRODUCTS

2.1 EQUIPMENT

- .1 All PPE identified on the area work permit must be utilized during entry into the confined space. The appropriate PPE depends upon the nature of the exposure, and may include goggles, hardhats, safety footwear, a complete body covering or suitable breathing apparatus. It is stressed that PPE is not a substitute for proper ventilation. Where the Hazard Assessment form deems it necessary, workers must wear an emergency five minute constant air flow self contained breathing apparatus (SKAT-PAK by SCOTT) and must have an air monitoring device with them at all times while in the confined space. Contractor will supply appropriate PPE for their employees.
- .2 A safety harness with an attached lifeline must be worn by all workers, entering a confined space: with only one manhole or opening at the top or where rescue may be difficult; or where dangerous gases, vapours, mists, fumes, dusts, oxygen deficiency or extremes of temperature are likely to be present; or where respiratory protection is necessary. The free end of the lifeline attached must be secured outside the enclosed space. The lifeline must be of sufficient length to reach from an outside support to any point of work inside the confined space, and must be of sufficient strength to bear the weight of the worker. A tripod hoist and lifting device (vertical use only) must be in place prior to and during work in the confined space. Appropriate positive pressure air supplied respiratory protection must be available at the site for use in the rescue / extraction of persons working in the space. Contractor will supply all required rescue equipment.
- .3 Minimum equipment requirement:
  - .1 Class A confined space:
    - .1 Ventilator, multi-gas detector, communication system, safety harness, retrieval system, SCBA or air line system (to be worn at all times), and duplicate equipment above kept at entrance of confined space for emergency rescue.
    - .2 Class B confined space:
      - .1 Ventilator, multi-gas detector, communication system, safety harness, retrieval system, and SCBA or air line system on hand at entrance of confined space for emergency rescue.

2.1 EQUIPMENT  
(Cont'd)

- .3 (Cont'd)
  - .2 (Cont'd)
  - .3 Class C confined space:
    - .1 Multi-gas detector, communication system, and SCAT-PAK.

PART 3 - EXECUTION

3.1 CONDITIONS OF ENTRY

- .1 The following conditions must be met, prior to entry, so that response to any emergency can be made in the shortest time frame:
  - .1 A minimum of one person must be posted outside a confined space as an observer and must:
    - .1 have no other tasking which would detract from his function of observing the person (s) in the space;
    - .2 control the lifeline (s) attached to the person (s) in the space and ensure that the lifeline is attached to a solid object;
    - .3 be equipped with a safety harness;
    - .4 ensure continuous radio contact with the persons in the space or be able to observe the person (s) in the space (Note: radios are not to be used if combustible atmosphere is present);
    - .5 have a means of summoning assistance (qualified personnel) in case of an emergency situation; and
    - .6 be trained in rescue procedures and Standard First Aid.
  - .2 In addition to the observer, for Class A confined spaces, an additional individual (a rescuer) must be present at the entrance to the confined space. The individual must:
    - .1 be wearing all required PPE including harness, lifeline and positive pressure air supplied respiratory protection (where required);
    - .2 be present at all times when person (s) are working in the confined space;

3.1 CONDITIONS OF ENTRY  
(Cont'd)

- .1 (Cont'd)
- .2 (Cont'd)
- .3 be trained in rescue procedures and Standard First Aid; and
- .4 must not enter the space unless to rescue the person (s) working in the space and only after additional assistance has been summoned and all required protective equipment is worn.
- .3 In the event that the observer or the additional person (rescuer, if present) is required to leave the entrance to the space, the space must be vacated by those working in it until such time as the observer and the additional person return. Before re-entering the confined space, the conditions set out in para 1.7 and 1.8 must be followed.
- .4 The minimum number of persons present during entry into and work in a confined space must be three (3) for Class A confined spaces (worker, observer, and rescuer) and two (2) for Class B and C confined spaces (the worker and the observer). Where conditions warrant, an additional person to respond in emergencies is required.
- .5 The contact for additional assistance will be DND Fire Department at local 902-427-3333.
- .6 No person will enter any confined space for the purpose of rescuing an individual until they are wearing all required PPE including positive pressure air supplied respiratory protection and an observer is on site.

3.2 TESTING &  
MAINTENANCE OF  
EQUIPMENT

- .1 All testing equipment, safety harnesses, lifelines, breathing apparatus, ventilation equipment and any other equipment used in connection with entry into a confined space by the Contractor will be inspected, maintained and tested by a qualified person as frequent as is necessary to ensure that it is in safe condition for use at all times, but not less frequent than is recommended by the manufacturer or as directed in writing by the Engineer or Safety Officer.

3.3 REGULATIONS

.1

In the event of conflict or discrepancy between this Section and the source documents (Canada Occupational Health and Safety Regulations, Part XI, and NS Health and Safety Regulations, Part 12, including all amendments) the more stringent requirements will apply.

PART 1 - GENERAL

1.1 PROJECT CLEANLINESS

- .1 Maintain Work in tidy condition, free from accumulation of waste products and debris, other than that caused by Owner or other Contractors.
- .2 Remove waste materials from site at daily regularly scheduled times or dispose of as directed by Engineer. Do not burn waste materials on site.
- .3 Make arrangements with and obtain permits from authorities having jurisdiction for disposal of waste and debris.
- .4 Dispose of waste materials and debris off site.
- .5 Clean interior areas prior to start of finishing work, and maintain areas free of dust and other contaminants during finishing operations.
- .6 Store volatile waste in covered metal containers, and remove from premises at end of each working day.
- .7 Provide adequate ventilation during use of volatile or noxious substances. Use of building ventilation systems is not permitted for this purpose.
- .8 Use only cleaning materials recommended by manufacturer of surface to be cleaned, and as recommended by cleaning material manufacturer.
- .9 Schedule cleaning operations so that resulting dust, debris and other contaminants will not fall on wet, newly painted surfaces nor contaminate building systems.

1.2 FINAL CLEANING

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

- |  |    |   |
|--|----|---|
| <u>1.2 FINAL CLEANING<br/>(Cont'd)</u> | .5 | Remove stains, spots, marks and dirt from decorative work, electrical and mechanical fixtures, furniture fitments, walls, and floors. |
|  | .6 | Inspect finishes, fitments and equipment and ensure specified workmanship and operation.  |
|  | .7 | Remove debris and surplus materials from crawl areas and other accessible concealed spaces.   |

PART 2 - PRODUCTS

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

PART 3 - EXECUTION

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

PART 1 - GENERAL

1.1 REFERENCES

- .1 National Fire Protection Association (NFPA).
  - .1 NFPA 96 Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations.

1.2 RELATED SECTIONS

- .1 Section 01 11 00 General Instructions.
- .2 Section 01 35 73 Confined Spaces Requirements.
- .3 Section 23 38 14 Annex A Locations and Frequency Rates.

1.3 NOTIFICATION

- .1 The Contractor must provide the Engineer a monthly work schedule, one week prior to the start of the month. The schedule will state what building is to be cleaned, date of cleaning, type of cleaning (monthly, semi-annual or annual).
  - .2 The Contractor must provide 24 hours advance notice to all Mess and Canteen Managers before proceeding with any cleaning work in their areas of responsibility.
  - .3 The Contractor must provide 24 hours advance notice to the Engineer and the Base Fire Chief of the area where work will be conducted.
  - .4 The Contractor must equip himself or his personnel with service slips with a minimum of three (3) copies. These slips must be numbered and contain the following information:
    - .1 date;
    - .2 location (building and system cleaned);
    - .3 short description of work performed whether it is a canopy cleaning including fans and ductwork or canopy cleaning;
    - .4 time and duration of cleaning; and
    - .5 name of cleaner or mechanic.
  - .5 One (1) service slip is required for each cleaning job.
  - .6 Distribution of the service slips must be as follows:
-

1.3 NOTIFICATION  
(Cont'd)

- .6 (Cont'd)
- .1 one (1) service slip must be left with the mess or cafeteria manager, on completion of the work;
  - .2 one (1) service slip must be retained by the Contractor; and
  - .3 the original of all service slips for work done during the period of invoicing must be attached to the invoice.

1.4 GENERAL

- .1 The cleaning of kitchen exhaust systems must be in accordance with NFPA 96 and manufacturer's instructions.

PART 2 - PRODUCTS

2.1 MATERIALS AND  
EQUIPMENT

- .1 The Contractor must supply all the required materials and equipment to carry out the work within this specification.
- .2 For any special cleaning requirements the Contractor must provide all materials and equipment as recommended by the manufacturer's of the equipment being cleaned.
- .3 In buildings fitted with Reactocell exhaust systems, the Contractor must not clean or touch the UV lamps.

PART 3 - EXECUTION

3.1 MONTHLY CANOPY  
CLEANING

- .1 Food service canopies:
- .1 Clean to remove grease and dust the complete interior and exterior of the canopies, including the canopy throat connection to the main duct.
    - .1 The detergent must be a non-corrosive type and acceptable to hygiene authorities for use around food services equipment.
  - .2 The filters within the canopies are to be removed, inspected, cleaned and re-installed in the canopy during each cleaning.
  - .3 Clean any dampers, baffles, louvres and grilles that may be fitted within canopy.

3.1 MONTHLY CANOPY  
CLEANING  
(Cont'd)

- .1 (Cont'd)
- .4 Clean the fire protection systems including nozzles, piping and accessories that may be located in the canopies or ductwork.
- .5 Clean the drip gutters around canopies.
- .6 Clean all integral electrical fixtures and conduit.
- .2 Associated Equipment and Areas:
  - .1 Clean residue from cleaning process which may appear on floors and counter areas either directly under or adjacent to canopies.
  - .2 Note: Contractor must not touch and clean UV lamps fitted in Reactocell exhaust systems.

3.2 SEMI-ANNUAL AND  
ANNUAL CLEANING

- .1 Food service exhaust systems and accessories include the following:
    - .1 Cleaning must consist of a complete washing down of all areas as slated for the specific systems, using hot water and suitable detergent to remove all grease and dirt.
      - .1 The detergent must be a non-corrosive type and acceptable to hygiene authorities for use around food services equipment.
    - .2 Restore all stainless steel or other polished metal surfaces on hoods or ductwork to a shiny clean surface without streaks or residue.
    - .3 Where painted surfaces or other bare metal surfaces exist, these must be also thoroughly cleaned.
    - .4 Where grease filters are fitted, remove for cleaning in a suitable detergent to remove all traces of grease and dirt. Filters must be dried thoroughly before re-installation.
    - .5 Cleaning of the canopies and filters which includes internal and external cleaning as described in Para 3.1 must also include the canopy to the main duct. This must be accomplished by reaching up into the duct as far as possible, and washing the complete surface. As for the canopies, this must also include any baffles, dampers or louvers that may be fitted.
-

3.2 SEMI-ANNUAL AND  
ANNUAL CLEANING  
(Cont'd)

---

- .1 (Cont'd)
- .6 Most exhaust canopies over food services equipment are protected with automatic fire protection systems. The systems are guarded by very sensitive controls mounted generally in the hood.
- .1 Cleaning around the fire protection systems require the utmost caution, otherwise the systems may be "set-off" if not de-energized.
- .2 To prevent system activation, the Contractor must notify the Base Fire Chief before commencing any cleaning in protected hoods.
- .3 Contractor must notify the Base Fire Department 24 hours in advance so that the Base Fire Department can de-activate the system before start of cleaning and re-activate after cleaning is completed.
- .1 Base Fire Department must also determine if any damage was caused to the system during cleaning.
- .4 Provide the Base Fire Department via the Engineer a copy of the canopy cleaning monthly schedule.
- .2 Exhaust fans:
- .1 Most exhaust fans will have to be removed from their housing in order to be cleaned.
- .1 Cleaning must include the complete fan motor assembly, shaft, bearing housing and the internal surfaces of the fan housing. Care must be taken to ensure that no water or detergent gets into the bearings to contaminate or wash out the grease.
- .2 Clean the external surfaces of the fan housing including shaft, pulleys couplings, motor, etc. as applicable.
- .1 Use extreme care where motors are involved to prevent water from entering electrical connections.
-

3.2 SEMI-ANNUAL AND  
ANNUAL CLEANING  
(Cont'd)

- .2 (Cont'd)
  - .1 (Cont'd)
    - .3 During the cleaning of all fans, the Contractor's supervisor must ensure that all switches are "off" and the switches are properly tagged so that the fan will not be started during the cleaning process. Where it necessary to remove the motor together with the fan.
    - .4 The removal of fans must be done by a mechanical fitter tradesperson provided by the Contractor. This is precision work, and the alignment is most important.
  - .3 Duct cleaning:
    - .1 Duct systems connected with exhaust hoods over food services equipment must be washed with a detergent for the removal of all grease.
      - .1 In order to do this it may be necessary to remove some duct sections, or access panels. Where this is necessary, it must be performed by a sheet metal tradespersons who have the expertise to remove sections and replace same without damage.
      - .2 Roof access will be required at most locations.
    - .2 Caution must be taken during cleaning of duct systems from exhaust canopies over food service equipment are protected with fire suppression systems as well as the canopies.
  - .4 Grilles and louvres:
    - .1 Grilles and louvres must be cleaned using hot water and detergent similar to hood cleaning.
      - .1 If possible, grilles and louvres are to be removed from mounting and cleaned where total access is possible to units. The units are then to be re-installed after cleaning and drying.
  - .5 Complete system cleaning:

3.2 SEMI-ANNUAL AND  
ANNUAL CLEANING  
(Cont'd)

- .5 (Cont'd)
  - .1 Contractor will clean entire exhaust system from canopy to end of system which will include ducting, mechanical devices / units and manual devices (unless otherwise stated by the Engineer or his / her representative).
  
- .6 Service sticker:
  - .1 Affix a sticker on each hood or near each hood being serviced.
  - .2 Sticker to indicate the date servicing was completed and the name of the company.
  - .3 Type of servicing (monthly, semi-annual or annual).
  
- .7 Service report:
  - .1 On completion of cleaning, provide to the Engineer a service report that indicates the following:
    - .1 condition of the complete system at the time of the servicing;
    - .2 mechanical condition of fans and equipment;
    - .3 any issues of safety, or access for cleaning; and
    - .4 areas of the system that were not cleaned during the service.

**Annex A – Locations and Frequency Rates**

<b>Building</b>	<b>Canopy Frequency</b>	<b>System Frequency</b>
D-155 New Wave Café (3 canopies)	monthly	semi-annual
D165 CANFLANT Squadron Galley (2 canopies)	monthly	annual
D196 Fire Hall Kitchen		annual
D200 Cafeteria (3 canopies)	monthly	semi-annual
D201 Cafeteria	monthly	annual
RA1 RA Park Kitchen	monthly	annual
S37 Cafeteria	monthly	annual
S105 Officer's / CPO's Mess (8 canopies)	monthly	semi-annual
S117 Tribute Tower (5 canopies) (when system will be operational)	monthly	semi-annual
SH100 Galley (3 canopies)	monthly	semi-annual
SH242 Main Galley (3 canopies)	monthly	annual
DC1 Galley	semi-annual	annual

ANNEX "C" / ANNEXE "C"

REF  
NOV 29 2017



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat WD10C-180132
Security Classification / Classification de sécurité UNCLASSIFIED

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	2. Branch or Directorate / Direction générale ou Direction Real Property Operations Section (Halifax)	
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Work under this Service Contract comprises the furnishing of all labour, material, tools and equipment required to conduct scheduled cleanings of kitchen canopies and exhaust systems of CFB Halifax.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)	<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input type="checkbox"/> No / Non	<input checked="" type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>	Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>	Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED 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"/>



**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 : Escort will be provided as required IAW site USS security protocols

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

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

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  No / 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 A LA TECHNOLOGIE DE L'INFORMATION (TI)**

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

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



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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

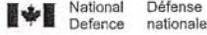
12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

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

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

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

# ANNEXE "F"



## TASK AUTHORIZATION AUTORISATION DES TÂCHES

All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.		Contract no. -- N° du contrat  Task no. -- N° de la tâche
Amendment no. -- N° de la modification	Increase/Decrease -- Augmentation/Réduction	Previous value -- Valeur précédente
To -- À	<b>TO THE CONTRACTOR</b> You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task.  Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract.	
Delivery location -- Expédiez à	<b>À L'ENTREPRENEUR</b> Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande.  Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.	
Delivery/Completion date -- Date de livraison/d'achèvement	_____ Date <span style="float: right;">for the Department of National Defence pour le ministère de la Défense nationale</span>	
Contract item no. N° d'article du contrat	Services	Cost Prix
		<b>GST/HST TPS/TVH</b>
		<b>Total</b>
<b>APPLICABLE ONLY TO PWGSC CONTRACTS:</b> The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.  <b>NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC :</b> La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.		
_____ for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux		

**Instructions for completing  
DND 626 - Task Authorization**

**Contract no.**

Enter the PWGSC contract number in full.

**Task no.**

Enter the sequential Task number.

**Amendment no.**

Enter the amendment number when the original Task is amended to change the scope or the value.

**Increase/Decrease**

Enter the increase or decrease total dollar amount including taxes.

**Previous value**

Enter the previous total dollar amount including taxes.

**To**

Name of the contractor.

**Delivery location**

Location where the work will be completed, if other than the contractor's location.

**Delivery/Completion date**

Completion date for the task.

**for the Department of National Defence**

Signature of the DND person who has delegated **Authority** for signing DND 626 (level of authority based on the dollar value of the task and the equivalent signing authority in the PAM 1.4). **Note:** the person signing in this block ensures that the work is within the scope of the contract, that sufficient funds remain in the contract to cover this task and that the task is affordable within the Project/Unit budget.

**Services**

Define the requirement briefly (attach the SOW) and identify the cost of the task using the contractor's quote on the level of effort. The Task must use the basis of payment stipulated in the contract. If there are several basis of payment then list here the one(s) that will apply to the task quote (e.g. milestone payments; per diem rates/labour category hourly rates; travel and living rates; firm price/calling price, etc.). All the terms and conditions of the contract apply to this Task Authorization and cannot be ignored or amended for this task. Therefore it is not necessary to restate these general contract terms and conditions on the DND 626 Task form.

**Cost**

The cost of the Task broken out into the individual costed items in **Services**.

**GST/HST**

The GST/HST cost as appropriate.

**Total**

The total cost of the task. The contractor may not exceed this amount without the approval of DND indicated on an amended DND 626. The amendment value may not exceed 50% (or the percentage for amendments established in the contract) of the original value of the task authorization. The total cost of a DND 626, including all amendments, may not exceed the funding limit identified in the contract.

**Applicable only to PWGSC contracts**

This block only applies to those Task Authorization contracts awarded by PWGSC. The contract will include a specified threshold for DND sole approval of the DND 626 and a percentage for DND to approve amendments to the original DND 626. Tasks that will exceed these thresholds must be passed to the PWGSC Contracting Authority for review and signature prior to authorizing the contractor to begin work.

**Note:**

Work on the task may not commence prior to the date this form is signed by the DA Authority - for tasks within the DND threshold; and by both DND and PWGSC for those tasks over the DND threshold.

**Instructions pour compléter le formulaire  
DND 626 - Autorisation des tâches**

**N° du contrat**

Inscrivez le numéro du contrat de TPSGC en entier.

**N° de la tâche**

Inscrivez le numéro de tâche séquentiel.

**N° de la modification**

Inscrivez le numéro de modification lorsque la tâche originale est modifiée pour en changer la portée.

**Augmentation/Réduction**

Inscrivez le montant total de l'augmentation ou de la diminution, y compris les taxes.

**Valeur précédente**

Inscrivez le montant total précédent, y compris les taxes.

**À**

Nom de l'entrepreneur.

**Expédié à**

Endroit où le travail sera effectué, si celui-ci diffère du lieu d'affaires de l'entrepreneur.

**Date de livraison/d'achèvement**

Date d'achèvement de la tâche.

**pour le ministère de la Défense nationale**

Signature du représentant du MDN auquel on a délégué le **pouvoir d'approbation** en ce qui a trait à la signature du formulaire DND 626 (niveau d'autorité basé sur la valeur de la tâche et le signataire autorisé équivalent mentionné dans le MAA 1.4). **Nota :** la personne qui signe cette attache de signature confirme que les travaux respectent la portée du contrat, que suffisamment de fonds sont prévus au contrat pour couvrir cette tâche et que le budget alloué à l'unité ou pour le projet le permet.

**Services**

Définissez brièvement le besoin (joignez l'ET) et établissez le coût de la tâche à l'aide de la soumission de l'entrepreneur selon le niveau de difficulté de celle-ci. Les modalités de paiement stipulées dans le contrat s'appliquent à la tâche. Si plusieurs d'entre elles sont prévues, énumérez ici celle/celles qui s'appliquera/ront à la soumission pour la tâche à accomplir (p.ex. acompte fondé sur les étapes franchies; taux quotidien ou taux horaire établi selon la catégorie de main-d'œuvre; frais de déplacement et de séjour; prix fixe ou prix plafond; etc.). Toutes les modalités du contrat s'appliquent à cette autorisation de tâche et ne peuvent être négligées ou modifiées quant à la tâche en question. Il n'est donc pas nécessaire de répéter ces modalités générales afférentes au contrat sur le formulaire DND 626.

**Prix**

Mentionnez le coût de la tâche en le répartissant selon les frais afférents à chaque item mentionné dans la rubrique **Services**.

**TPS/TVH**

Mentionnez le montant de la TPS/TVH, s'il y a lieu.

**Total**

Mentionnez le coût total de la tâche. L'entrepreneur ne peut dépasser ce montant sans l'approbation du MDN, formulaire DND 626 modifié à l'appui. Le coût de la modification ne peut pas être supérieur à 50 p. 100 du montant initial prévu dans l'autorisation de tâche (ou au pourcentage prévu dans le contrat pour les modifications). Le coût total spécifié dans le formulaire DND 626, y compris toutes les modifications, ne peut dépasser le plafond de financement mentionné dans le contrat.

**Ne s'applique qu'aux contrats de TPSGC**

Le présent paragraphe s'applique uniquement aux autorisations de tâche accordées par TPSGC. On inscrira dans le formulaire DND 626 un plafond précis qui ne pourra être approuvé que par le MDN et un pourcentage selon lequel le MDN pourra approuver des modifications au formulaire DND 626 original. Les tâches dont le coût dépasse ces plafonds doivent être soumises à l'autorité contractante de TPSGC pour examen et signature avant qu'on autorise l'entrepreneur à débiter les travaux.

**Nota :**

Les travaux ne peuvent commencer avant la date de signature de ce formulaire par le responsable du MDN, pour les tâches dont le coût est inférieur au plafond établi par le MDN, et par le MDN et TPSGC pour les tâches dont le coût dépasse le plafond établi par le MDN.