



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.)
Halifax
Nova Scotia
B3J 1T3
Bid Fax: (902) 496-5016**

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

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

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

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

Comments - Commentaires

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

Issuing Office - Bureau de distribution
Atlantic Region Acquisitions/Région de l'Atlantique
Acquisitions
1713 Bedford Row
Halifax, N.S./Halifax, (N.É.)
Halifax
Nova Scot
B3J 1T3

Title - Sujet RISO - Electrical Work	
Solicitation No. - N° de l'invitation W01CE-180062/A	Date 2018-01-29
Client Reference No. - N° de référence du client W01CE-18-0062	GETS Ref. No. - N° de réf. de SEAG PW-\$HAL-309-10337
File No. - N° de dossier HAL-7-79228 (309)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-03-13	
Time Zone Fuseau horaire Atlantic Standard Time AST	
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: MacNeil, Blaine A.	Buyer Id - Id de l'acheteur hal309
Telephone No. - N° de téléphone (902)496-5180 ()	FAX No. - N° de FAX (902)496-5016
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE 14 WING GREENWOOD STN MAIN GREENWOOD NOVA SCOTIA B0P1N0 Canada	
Security - Sécurité This request for a Standing Offer includes provisions for security. Cette Demande d'offre à commandes comprend des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

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

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

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

Part 5 Certifications: includes the certifications to be provided;

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

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

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

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

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

1.2 Summary

The contractor is to supply all materials, labour, and equipment required to perform electrical repairs and installations at 14 Wing Greenwood, Greenwood NS and remote sites under 14 Wing Greenwood jurisdiction, Middleton Armouries (Middleton, NS), Yarmouth Armouries (Yarmouth, NS) and CCR Barrington (Baccaro, NS).

It is anticipated that up to two (2) Standing Offers will be issued. Call-ups will be made based on the right of first refusal ranking and methodology, which is detailed in Part 4, 4.2 Basis of Selection.

See Annex "A" Statement of Work for full technical details.

1.3 Security Requirements

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or

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security clauses, Offerors should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

1.4 Debriefings

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

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The [2006](#) (2016-04-04) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

2.2 Submission of Offers

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

2.3. Former Public Servant

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

Definitions

For the purposes of this clause,

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Offeror must provide the following information:

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

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

2.4. Enquiries - Request for Standing Offers

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

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

2.5. Applicable Laws

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

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1. Offer Preparation Instructions

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

Section I: Technical Offer – two (2) hard copies, void of any financial information

Section II: Financial Offer – one (1) hard copy

Section III: Certifications – one (1) hard copy

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

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

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

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

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

Section I: Technical Offer

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

Section II: Financial Offer

Offerors must submit their financial offer in accordance with the Annex B, Basis of Payment. The total amount of Applicable Taxes must be shown separately.

3.1.1 Payment by Credit Card

Canada requests that offerors complete one of the following:

- (a) () Government of Canada Acquisition Cards (credit cards) will be accepted for payment of call-ups against the standing offer.

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The following credit card(s) are accepted:

VISA _____

Master Card _____

(b) () Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of call-ups against the standing offer.

The Offeror is not obligated to accept payment by credit card.

Acceptance of credit cards for payment of call-ups will not be considered as an evaluation criterion.

Section III: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.

b) An evaluation team composed of representatives of Canada will evaluate the offers.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

The bidder is required to complete the Basis of Payment. Submission of an offer is indicative of the offeror agreeing to be in compliance with the mandatory requirements.

4.1.2 Financial Evaluation

4.1.2.1 Evaluation of Price

The price of the offer will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

4.2 Basis of Selection

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

If there is more than one responsive offer, the second responsive offer with the next lowest price, will be issued a standing offer and the following will apply:

Right of First Refusal Basis:

The call-up procedures require that when a requirement is identified, the identified user will contact the highest-ranked offeror to determine if the requirement can be satisfied by that offeror. If the highest-ranked offeror is able to meet the requirement, a call-up is made against its standing offer. If that offeror is unable to meet the requirement, the identified user will contact the next ranked offeror. The identified

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user will continue and proceed as above until one offeror indicates that it can meet the requirement of the call-up. In other words, call-ups are made based on the "right of first refusal" basis. When the highest-ranked offeror is unable to fulfill the need, the identified user is required to document its file appropriately. The resulting call-ups are considered competitive and the competitive call-up authorities can be used.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Offer

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

5.1.1 Declaration of Convicted Offences

As applicable, pursuant to subsection Declaration of Convicted Offences of section 01 of the Standard Instructions, the Offeror must provide with its offer, a completed [Declaration Form](http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html>), to be given further consideration in the procurement process.

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

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

5.2.1 Integrity Provisions – List of Names

Offerors who are incorporated, including those submitting offers as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Offeror.

Offerors submitting offers as sole proprietorship, as well as those submitting offers as a joint venture, must provide the name of the owner(s).

Offerors submitting offers as societies, firms or partnerships do not need to provide lists of names.

5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

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By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from [Employment and Social Development Canada-Labour's](#) website.

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

Canada will also have the right to terminate the Call-up 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 Offeror must provide the Standing Offer Authority with a completed annex [Federal Contractors Program for Employment Equity - Certification](#), before the issuance of a Standing Offer. If the Offeror is a Joint Venture, the Offeror must provide the Standing Offer Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

6.1 Security Requirements

1. At the Request for Standing Offers closing date, the following conditions must be met:
 - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
 - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicate in Part 7A - Standing Offer;
 - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. For additional information on security requirements, Offerors should refer to the [Industrial Security Program \(ISP\)](#) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

6.2 Insurance Requirements

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

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

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7.2 Security Requirements

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

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

7.3 Standard Clauses and Conditions

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

7.3.1 General Conditions

2005 (2016-04-04) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

7.3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

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

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

The quarterly reporting periods are defined as follows:

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

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

7.4 Term of Standing Offer

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7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is for two years from the date of issuance.

7.4.2 Option to extend the Standing Offer

Canada reserves the right to extend the Standing Offer by two additional twelve month periods.

7.5. Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Blaine MacNeil
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Atlantic Region Acquisitions

Telephone: 902-496-5180
Facsimile: 902-496-5016
E-mail address: blaine.macneil@pwgsc.gc.ca

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

7.5.2 Project Authority

The Project Authority for the Standing Offer is: (to be named upon issuance of Standing Offer)

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____ - ____ - _____
Facsimile: ____ - ____ - _____
E-mail address: _____

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

7.5.3 Offeror's Representative

Name: _____
Title: _____
Organization: _____
Address: _____

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Telephone: ____-____-_____
Facsimile: ____-____-_____
E-mail address: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Identified Users

Department of National Defence 14 Wing Greenwood.

7.8 Call-up Procedures

The identified user will issue a call-up against a Standing Offer each time services are required.

Call-ups will be made based on a right of first refusal basis, with Standing Offer holders ranked 1 and 2 at time of award for the duration of the entire Standing Offer period (including any option periods).

7.9 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC 942, Call-up Against a Standing Offer or electronic document.

7.10 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$100,000.00 (Applicable Taxes included).

7.11 Financial Limitation

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

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

7.12 Priority of Documents

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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2016-04-04), General Conditions - Standing Offers - Goods or Services

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- d) the general conditions 2010C (2016-04-04), General Conditions, Services – Medium Complexity
- e) Annex A, Statement of Work
- f) Annex B, Basis of Payment
- g) the Offeror's offer dated _____ and as amended on _____

7.13 Certifications

7.13.1 Compliance

The continuous compliance with the certifications provided by the Offeror with its offer and the ongoing cooperation in providing associated information are conditions of issuance of the Standing Offer (SO). Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO. If the Offeror does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

7.14 Applicable Laws

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

B. RESULTING CONTRACT CLAUSES

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

8.1 Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

8.2 Standard Clauses and Conditions

8.2.1 General Conditions

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

8.3 Term of Contract

8.3.1 Period of the Contract

The contract timelines are defined in Annex A Section 6 Work Schedule or will otherwise be defined at time of call-up.

8.4 Proactive Disclosure of Contracts with Federal Public Servants

SACC Manual Clause A3025C Former Public Servant – Competitive Bid (2014-06-26)

8.5 Payment

8.5.1 Basis of Payment

W01CE-180062 RISO - Electrical

See Annex B, Basis of Payment.

8.5.2 Limitation of Price

SACC Manual Clause C6000C (2011-05-16) Limitation of Price

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.

8.5.3 Payment by Credit Card

The following credit cards are accepted: _____ and _____.

8.6 Invoicing Instructions

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

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
 - b. a copy of the release document and any other documents as specified in the Contract;
 - c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
 - d. a copy of the monthly progress report.
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
 3. There are additional invoicing instructions at 6.10 and 6.11 in the Statement of Requirement.

8.7 Insurance – Commercial General Liability Insurance

SACC Manual Clause G1005C (2008-05-12) Insurance

W01CE-180062 RISO - Electrical

ANNEX A

STATEMENT OF REQUIREMENT

Please see the attached document **SPECIFICATION ELECTRICAL TRADE SOA**

W01CE-180062 RISO - Electrical

Annex B

Basis of Payment

Hours of work will fall within the hours of 730 to 1600.

Journeyman Electrician Hourly rate: \$_____

Recommendation of Standing Offer issuance will be to the (up to) two offers with the lowest hourly rate(s).

Hourly Rate will increase by 2.5% per year, including option years.

DEPARTMENT OF NATIONAL DEFENCE



SPECIFICATION

ELECTRICAL TRADE SOA

14 WING GREENWOOD,

GREENWOOD, NS

PROJECT MANAGER:
Mr. B BREWER
Tel: 902-765-1494 Ext 5188

JOB NO. L-G111-9900/1039
CCID # B838

2016-06-29

Section

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- 1 Site Visit .1 Before submitting a Tender, the Contractor may visit the site and acquaint himself with all ascertainable conditions that may affect his work.
- .2 Consult with Engineer or his representative regarding services available, material accommodations the Contractor may require, access to the site and obtain any and all information that may affect the Contractor's Tender.
- 2 Location of Site .1 14 Wing Greenwood is located 150 km west of Halifax and 4 km south of Highway 101 near Kingston, Kings County, NS.
- 3.3 Invoicing .1 Contractor shall provide one invoice for each DSS 942 (Call-Up Against a Standing Offer) received, on satisfactory completion of the work.
- 4.4 Frequency of Work .1 Work of this Section to be performed on an as and when required basis, as requested by the Engineer on a DSS 942. Each DSS 942 to provide in writing the scope of Work to be completed.
- .2 Contractor to provide written estimate to Engineer for approval prior to any work commencing.
- .3 Engineer to provide specific material specifications when deemed necessary for inclusion in the scope of work for each DSS 942. Materials not specified to be in accordance with the Canadian Electrical Code.
- 5 Description of Work .1 Work under this contract comprises the provision of all labour, material and equipment and transportation required to complete the work at 14 Wing Greenwood in accordance with the specifications for this project.
- .2 Specified work is to be carried out at the following locations:
-

- 5 Description of Work
(Cont'd)
- .2 (Cont'd)
.1 As directed by the Engineer.
- .3 Work of this Contract is located in an area where normal working hours are:
.1 0730 to 1600 hours, Monday to Friday inclusive.
- .4 In general terms, the work includes the following:
.1 The furnishing of all labour, materials equipment and transportation required to carry out maintenance, installations and repairs of Electrical materials and systems at 14 Wing Greenwood,NS as and when requested.
.2 The contractor shall provide a 24 hour emergency service for service calls.
.3 Testing in presence of Engineer and in accordance with the Canadian Electrical Code.
.4 Clean-up.

0

- 1 References .1 National Building Code of Canada (NBC) 1995 including all amendments up to tender closing date.
- 2 Description of Work .1 Work under this Contract covers the supply of all labour, equipment, material, plant and transportation to provide as required electrical construction and maintenance at 14 Wing Greenwood N.S.
- 3 Codes .1 Perform work in accordance with National Building Code of Canada (NBC)Canadian Electrical Code (CEC) and any other code of provincial or local application provided that in any case of conflict or discrepancy, the more stringent requirements shall apply.
- .2 Meet or exceed requirements of:
.1 contract documents,
.2 specified standards, codes and referenced documents.
- 4 Briefing .1 The contractor shall attend fire, safety, airfield and security briefing as required by the engineer.
- 5 Documents Required .1 Maintain at job site, one copy each of following:
.1 Contract drawings.
.2 Specifications.
.3 Addenda.
.4 Reviewed shop drawings.
.5 Change orders.
.6 Other modifications to Contract.
.7 Field test reports.
.8 Copy of approved work schedule.
.9 Manufacturers' installation and application instructions.
- 6 Work Schedule .1 Contractor will provide within 24 hours qualified tradesmen .
-

-
- 6 Work Schedule (Cont'd) .2 Provide in form acceptable to Engineer, within 7 working days after Contract award, schedule showing dates for:
- .1 Submission of shop drawings, material lists and samples.
 - .2 Commencement and completion of work of each Section of Specification.
 - .3 Final completion date within time period required by Contract documents.
- .3 Interim reviews of work progress based on work schedule will be conducted as decided by Engineer and schedule updated by Contractor in conjunction with and to approval of Engineer.
- .4 Carry out noise generating work Monday to Friday from 07:30 to 16:00 hours.
- 7 Cost Breakdown .1 Before submitting first progress claim submit breakdown of Contract price in detail as directed by Engineer and aggregating contract price. After approval by Engineer cost breakdown will be used as basis for progress payment.
- 8 Measurement for Payment .1 Labour payment will be based on:
- .1 Straight time: Monday thru Friday 07:30 -16:00
 - .2 Time and half : Monday thru Friday after 16:00 and Saturday.
 - .3 Double time: Sundays and statutory holidays.
 - .4 Electricians Per Hour
 - .5 Apprentice electricians Per Hour
- .2 The following to be paid at invoice cost no mark-up permitted:
- .1 Electrical permits or Fees.
 - .2 Inspections and verifications required by others including travel and meals.
- 9 Contractor's Use of Site .1 Obtain and pay for use of additional storage or work areas.
-

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- 10 Project Meetings .1 Engineer will arrange project meetings and assume responsibility for setting times and recording and distributing minutes.
- 11 Setting Out of Work .1 Set grades and lay out work in detail from control points and grades established by Engineer.
- .2 Assume full responsibility for and execute complete layout of work to locations, lines and elevations indicated.
- .3 Provide devices needed to lay out and construct work.
- .4 Supply such devices and equipment required to facilitate Engineer's inspection of work.
- .5 Supply stakes and other survey markers required for laying out work.
- 12 Location of Equipment and Fixtures .1 Location of equipment, fixtures and outlets indicated or specified are to be considered as approximate.
- .2 Locate equipment, fixtures and distribution systems to provide minimum interference and maximum usable space and in accordance with manufacturer's recommendations for safety, access and maintenance.
- .3 Inform Engineer of impending installation and obtain his approval for actual location.
- .4 Submit field drawings to indicate relative position of various services and equipment when required by Engineer.
- 13 Concealment .1 Conceal conduit, ducts and wiring in floor, wall and ceiling construction of finished areas except where indicated otherwise.
- 14 Cutting, and Patching .1 Obtain Engineer's approval before cutting, boring or sleeving load-bearing members.
- .2 Cut and patch as required to make work fit.
-

- 16 Alterations, Additions or Repairs to Existing Building
(Cont'd)
- .4 Provide temporary dust screens, barriers, warning signs in locations where renovation and alteration work is adjacent to areas used by public or government staff.
- 17 Additional Drawings
Drawings
- .1 Engineer may furnish additional drawings for clarification. These additional drawings have same meaning and intent as original drawings.
- 18 Relics and Antiquities
Antiquities
- .1 Protect relics, antiquities, items of historical or scientific interest such as cornerstones and contents, commemorative plaques, inscribed tablets, and similar objects found during course of work.
- .2 Give immediate notice to Engineer and await Engineer's written instructions before proceeding with work in this area.
- .3 Relics, antiquities and items of historical or scientific interest remain her Majesty's property.
- 19 Building Smoking Environment
Environment
- .1 Comply with smoking restrictions.
- 20 Workmanship
Workmanship
- .1 All tradesmen shall be qualified journeyperson or apprentices and shall be certified by the Provincial Department of labour. Apprentices shall work only under the direct supervision of a journeyperson. A copy of a Tradespersons Certificate shall be supplied to the Engineer upon request.
- .2 The contractor shall employ a competent and experienced supervisor with the authority to speak on his behalf on day-to-day routine matters and shall be named at time of pre job meeting be Engineer.
-

1 General

- .1 This section specifies general requirements and procedures for contractors submissions of shop drawings, product data, samples and mock-ups to Engineer for review. Additional specific requirements for submissions are specified in individual sections of Divisions 2 to 16.
- .2 Do not proceed with work until relevant submissions are reviewed by Engineer.
- .3 Present shop drawings, product data, samples and mock-ups in SI Metric units.
- .4 Where items or information is not produced in SI Metric units converted values are acceptable.
- .5 Contractor's responsibility for errors and omissions in submission is not relieved by Engineer's review of submissions.
- .6 Notify Engineer, in writing at time of submission, identifying deviations from requirements of Contract Documents stating reasons for deviations.
- .7 Contractor's responsibility for deviations in submission from requirements of Contract Documents is not relieved by Engineer's review of submission, unless Engineer gives written acceptance of specific deviations.
- .8 Make any changes in submissions which Engineer may require consistent with Contract Documents and resubmit as directed by Engineer.
- .9 Notify Engineer, in writing, when resubmitting, of any revisions other than those requested by Engineer.

2 Submission Requirements

- .1 Coordinate each submission with requirements of work and Contract Documents. Individual submissions will not be reviewed until all related information is available.
 - .2 Allow 4 days for Engineers review of each submission.
 - .3 Accompany submissions with transmittal letter, in duplicate, containing:
 - .1 Date.
-

- 2 Submission Requirements (Cont'd)
-
- .3 (Cont'd)
- .2 Project title and number.
 - .3 Contractor's name and address.
 - .4 Identification and quantity of each shop drawing, product data and sample.
 - .5 Other pertinent data.
- .4 Submissions shall include:
- .1 Date and revision dates.
 - .2 Project title and number.
 - .3 Name and address of:
 - .1 Subcontractor.
 - .2 Supplier.
 - .3 Manufacturer.
 - .4 Contractor's stamp, signed by Contractors authorized representative certifying approval of submissions, verification of field measurements and compliance with Contract Documents.
 - .5 Details of appropriate portions of Work as applicable:
 - .1 Fabrication
 - .2 Layout, showing dimensions, including identified field dimensions, and clearances.
 - .3 Setting or erection details.
 - .4 Capacities.
 - .5 Performance characteristics.
 - .6 Standards.
 - .7 Operating weight.
 - .8 Wiring diagrams.
 - .9 Single line and schematic diagrams.
 - .10 Relationship to adjacent work.
- .5 After Engineer's review, distribute copies.
-
- .6 Shop drawings: original drawings, or modified standard drawings provided by Contractor, to illustrate details of portions of Work, which are specific to project requirements.
- .7 Maximum sheet size: 850 x 1050 mm.
- .8 Submit shop drawings as follows:
- .1 opaque diazo prints 4 copies
- .9 Cross-reference shop drawing information to applicable portions of Contract Documents.
-

- 3 Product Data
- .1 Product data: manufacturers catalogue sheets, brochures, literature, performance charts and diagrams, used to illustrate standard manufactured products.
 - .2 Submit 4 copies of product data.
 - .3 Sheet size: 215 x 280 mm, maximum of 3 modules.
 - .4 Delete information not applicable to project.
 - .5 Supplement standard information to provide details applicable to project.
 - .6 Cross-reference product data information to applicable portions of Contract Documents.
- 4 Samples
- .1 Samples: examples of materials, equipment, quality, finishes, workmanship.
 - .2 Where colour, pattern or texture is criterion, submit full range of samples.
 - .3 Reviewed and accepted samples will become standard of workmanship and material against which installed work will be verified.
- 5 Mock-ups
- .1 Mock-ups: field-erected example of work complete with specified materials and workmanship.
 - .2 Erect mock-ups at locations acceptable to Engineer.
 - .3 Reviewed and accepted mock-ups will become standards of workmanship and material against which installed work will be verified.
-

6 Shop Drawings .1
Review

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

- 1 References
- .1 CSA S269.1-1975 Falsework for Construction Purposes.
 - .2 CAN/CSA-S269.2-M87 Access Scaffolding for Construction Purposes.
 - .3 FCC No. 301-1982 Standard for Construction Operations.
- 2 Construction Safety Measures
- .1 Observe construction safety measures of National Building Code 1990 Part 8, Provincial Government, Workers'/Workmen's Compensation Board and municipal authority provided that in any case of conflict or discrepancy more stringent requirements shall apply.
 - .2 Comply with requirements of FCC No. 301.
- 3 Overloading
- .1 Ensure no part of Work is subjected to loading that will endanger its safety or will cause permanent deformation.
- 4 Falsework
- .1 Design and construct falsework in accordance with CSA S269.1.
- 5 Scaffolding
- .1 Design and construct scaffolding in accordance with CSA S269.2
- 6 Minimum Work Practice: Asbestos-Containing Products
- .1 In view of fact that inhalation of asbestos fibres may be hazardous to health, but without in any way guaranteeing their effectiveness as protection against health hazards, the following practices shall apply.
 - .2 When working with asbestos-containing materials workers shall wear respirators acceptable to Labour Canada or Provincial Labour Department as suitable for asbestos exposure in work area. Workers shall also be educated as to risks, and be trained in safe work practices. Power tools shall be equipped with high efficiency particulate air-filtered vacuum equipment.
-

6 Minimum Work
Practice: Asbestos-
Containing Products
(Cont'd)

- .3 When working in an enclosed area separate work area from rest of project by barrier capable of preventing spread of asbestos fibres outside of work area.
- .4 When working with asbestos-cement pipe comply with recommendations of Asbestos-Cement Pipe Producers Association "Recommended Work Practices for A/C Pipe" subject to more stringent requirements of 6.2 above.
- .5 Upon completion of work, clean work areas using wet methods or high efficiency particulate air-filtered vacuum equipment. Remove waste asbestos-containing material in sealed containers labelled as to contents to disposal area acceptable to authorities having jurisdiction.
- .6 In event of conflict between these requirements and those of Provincial Governments, Labour Canada, or Health and Welfare Canada, more stringent requirements shall apply.

7 WHMIS

- .1 Comply with requirements of Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage, and disposal of hazardous materials; and regarding labelling and provision of material safety data sheets acceptable to Labour Canada and Health and Welfare Canada.
- .2 Deliver copies of WHMIS data sheets to Engineer on delivery of materials.

PART 1 - GENERAL

- 1.1 Fire Department Briefing .1 Engineer will coordinate arrangements for the contractor to be briefed on Fire Safety at their pre-work conference by Fire Chief before any work is commenced.
- 1.2 Reporting Fires .1 Know the location of nearest fire alarm box and telephone, including the emergency phone number.
- .2 Report immediately all fire incidents to the Fire Department as follows:
.1 activate nearest fire alarm box; or
.2 telephone.
- .3 Person activating fire alarm box will remain at the box to direct Fire Department to scene of fire.
- .4 When reporting a fire by telephone, give location of fire, name or number of building and be prepared to verify the location.
- 1.3 Interior and Exterior Fire Protection and Alarm Systems .1 Fire protection and alarm system will not be:
.1 obstructed;
.2 shut-off; and
.3 left inactive at the end of a working day or shift without authorization from Fire Chief.
- .2 Fire hydrants, standpipes and hose systems will not be used for other than fire-fighting purposes unless authorized by Fire Chief.
- 1.4 Fire Extinguishers .1 Supply fire extinguishers, as scaled by fire Chief, necessary to protect, the work in progress and the contractors physical plant on site.
-

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- 1.5 Blockage of Roadways .1 Advise Fire Chief of any work that would impede fire apparatus response. This includes violation of minimum overhead clearance, as prescribed by fire chief, erecting of barricades and the digging of trenches.
- 1.6 Smoking Precautions .1 Observe at all times smoking regulations.
- 1.7 Rubbish and Waste Materials .1 Rubbish and waste materials are to be kept to minimum.
- .2 The burning of rubbish is prohibited.
- .3 Removal:
.1 Remove all rubbish from the work site at the end of the work day or shift or as directed.
- .4 Storage:
.1 Store oily waste in approved receptacles to ensure maximum cleanliness and safety.
.2 Deposit greasy or oily rags and materials subject to spontaneous combustion in an approved receptacles and remove as required in 1.7.3.1.
- 1.8 Flammable and Combustible Liquids .1 The handling, storage and use of flammable and combustible liquids are to be governed by the current National Fire Code of Canada.
- .2 Flammable and combustible liquids such as gasoline, kerosene and naphtha will be kept for ready use in quantities not exceeding 45 litres provided they are stored in approved safety cans bearing the Underwriter's Laboratory of Canada or Factory Mutual seal of approval. Storage of quantities of flammable and combustible liquids exceeding 45 litres for work purposes, requires the permission of the Fire Chief.
- .3 Transfer of flammable and combustible liquids is prohibited within buildings or jetties.
-

1.8 Flammable and
Combustible Liquids
(Cont'd)

- .4 Transfer of flammable and combustible liquids will not be carried out in the vicinity of open flames or any type of heat-producing devices.
- .5 Flammable liquids having a flash point below 38°C such as naphtha or gasoline will not be used as solvents or cleaning agents.
- .6 Flammable and combustible waste liquids, for disposal, will be stored in approved containers located in a safe ventilated area. Quantities are to be kept to a minimum and the Fire Department is to be notified when disposal is required.

1.9 Hazardous
Substances

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

1.10 Questions
and/or
Clarification

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

1.11 Fire
Inspection

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

1 General

- .1 Contractors and their personnel to read and be familiar with this section and its requirements.
- .2 Contractor to post, in a noticeable location on job site, the following names and emergency telephone numbers:
 - .1 14 Wing Greenwood:
 - .1 Wing Fire Chief (WFC) - Local 5473.
 - .2 Engineer - 902-765-1494 Ext 5188.
 - .3 911.
- .3 Work with hazardous materials to be done by workers who are thoroughly educated to the risks and handling procedures involved with the material and are trained in safe work practices.
- .4 Encounters with material suspected of being hazardous and not previously identified are to be reported to Engineer immediately, and work in this area of project halted until direction is received from Engineer.
- .5 Contractors are to comply with regulations and procedures of Federal, Provincial and local area environmental protection agency when dealing with hazardous materials.
- .6 Inquiries regarding Hazardous Materials can be directed to Engineer.

2 Reference Stand

- .1 NFC-1995 - National Fire Code of Canada 1995.
- .2 CLC-Part IV - Canada Labour Code.
- .3 WHMIS - Workplace Hazardous Materials Information System (Federal Legislation Bill C-70).
- .4 Hazardous Products Act.
- .5 Hazardous Materials Information Review Act.
- .6 Occupational Health and Safety Regulations.
- .7 Regulations and standards currently in force for products not covered under WHMIS legislation, designed for the regulation of specific categories of products such as but not limited to:
 - .1 Explosives Act.

- 2 Reference Stand .7 (Cont'd)
(Cont'd)
- .2 Atomic Energy Control Act.
 - .3 Pest Control Products Act.
- 3 Documentation .1 Where Contractor supplied materials or chemicals are of a hazardous nature, provide Engineer with two copies of Material Safety Data Sheet (MSDS) for each hazardous product.
- .1 Hazardous products that do not have a Material Safety Data Sheet are not permitted on DND property.
 - .2 Information (MSDS) on known or suspected hazardous materials on site can be obtained through Engineer from the Hazardous Materials Coordinator.
- 4 Signs and Notices .1 Contractor to make available a copy of the Material Safety Data Sheet for each product on site, for the information of site workers and visitors to the site.
- .1 Site workers to familiarize themselves with the Material Safety Data Sheet for each product.
 - .2 Signs and/or notices for safety and instruction to be in both official languages, or commonly understood WHMIS symbols, and to be posted in prominent locations around area of work.
- 5 Worker Safety .1 Workers involved with hazardous materials on jobsite to be equipped with all necessary personal protective equipment (PPE) required by Labour Canada and/or Provincial Labour Department.
- 6 Indemnity .1 Contractor accepts liability and indemnifies the Department of National Defence and its employees in the event of injury or damage resulting from the use of or exposure to hazardous materials.
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- 7 Compliance .1 In event of conflict between the requirements referred to throughout this section and in paragraph 2 - Reference Standards, the more stringent requirement to govern.
- 8 Delivery and Storage .1 In addition to requirements of Section 01005 General Instructions, deliver and store hazardous materials to the following:
.1 Incompatible substances and chemicals to be kept segregated at all times.
.2 Contractor can obtain clarification and identification of subject substances and chemicals through Engineer from Base Hazardous Materials Coordinator.
- 9 Spills and Leaks .1 Notify Wing Fire Department and Engineer at 14 Wing CFB Greenwood immediately in the event of a spill or leak. Wing Fire Chief will coordinate and direct clean-up.
.2 Prevent injury to personnel until responsible authorities arrive and implement procedures necessary to contain and secure spill area.
.3 Spills and leaks resulting from Contractor neglect or mishandling to be cleaned up at Contractor's expense.
- 10 Clean-up .1 Additional requirements to Section 01710 - Cleaning are listed below:
.1 All hazardous material waste to be stored in containers as recommended by manufacturer of hazardous material and removed from site at end of each work day.
.2 Disposal of waste material to be in accordance with the Department of the Environment regulations and to be off DND property at approved dump sites for materials to be disposed off.
-

- 11 WHMIS
- .1 Comply with requirements of Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage, and disposal of hazardous materials; and regarding labelling and provision of material safety data sheets acceptable to Labour Canada and Health and Welfare Canada.
 - .2 Deliver copies of WHMIS data sheets to Engineer on delivery of materials.

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- | | | |
|---|----|---|
| <u>1 Fires</u> | .1 | Fires and burning of rubbish on site not permitted. |
| <u>2 Disposal of Wastes</u> | .1 | Do not bury rubbish and waste materials on site unless approved by Engineer. |
| | .2 | Do not dispose of waste or volatile materials, such as mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers. |
| <u>3 Drainage</u> | .1 | Provide temporary drainage and pumping as necessary to keep excavations and site free from water. |
| | .2 | Do not pump water containing suspended materials into waterways, sewer or drainage systems. |
| | .3 | Control disposal or runoff of water containing suspended materials or other harmful substances in accordance with local authority requirements. |
| <u>4 Site Clearing and Plant Protection</u> | .1 | Protect trees and plants on site and adjacent properties where indicated. |
| | .2 | Wrap in burlap, trees and shrubs adjacent to construction work, storage areas and trucking lanes, and encase with protective wood framework from grade level to height of 2 m. |
| | .3 | Protect roots of designated trees to dripline during excavation and site grading to prevent disturbance or damage. Avoid unnecessary traffic, dumping and storage of materials over root zones. |
| | .4 | Minimize stripping of topsoil and vegetation. |
| | .5 | Restrict tree removal to areas indicated or designated by Engineer. |
| <u>5 Work Adjacent to Waterways</u> | .1 | Do not operate construction equipment in waterways. |
-

- 5 Work Adjacent to Waterways
(Cont'd)
- .2 Do not use waterway beds for borrow material without Engineer's approval.
- .3 Do not dump excavated fill, waste material or debris in waterways.
- .4 Design and construct temporary crossings to minimize erosion to waterways.
- .5 Do not skid logs or construction materials across waterways.
- .6 Avoid indicated spawning beds when constructing temporary crossings of waterways.
- .7 Do not blast under water or within 100 m of indicated spawning beds.
- 6 Pollution Control
- .1 Maintain temporary erosion and pollution control features installed under this contract.
- .2 Control emissions from equipment and plant to local authorities emission requirements.
- .3 Prevent sandblasting and other extraneous materials from contaminating air beyond application area, by providing temporary enclosures.
- .4 Cover or wet down dry materials and rubbish to prevent blowing dust and debris. Provide dust control for temporary roads.

-
- 1 General
- .1 Use new material and equipment unless otherwise specified.
 - .2 Within four (4) days of written request by Engineer, submit following information for materials and equipment proposed for supply:
 - .1 name and address of manufacturer,
 - .2 trade name, model and catalogue number,
 - .3 performance, descriptive and test data,
 - .4 manufacturer's installation or application instructions,
 - .5 evidence of arrangements to procure.
 - .3 Use products of one manufacturer for material and equipment of same type or classification unless otherwise specified.
- 2 Manufacturers Instructions
- .1 Unless otherwise specified, comply with manufacturer's latest printed instructions for materials and installation methods.
 - .2 Notify Engineer in writing of any conflict between these specifications and manufacturers instructions. Engineer will designate which document is to be followed.
- General
- .3 Provide metal fastenings and accessories in same texture, colour and finish as base metal in which they occur. Prevent electrolytic action between dissimilar metals. Use non-corrosive fasteners, anchors and spacers for securing exterior work.
 - .4 Space anchors within limits of load bearing or shear capacity and ensure that they provide positive permanent anchorage. Wood plugs not acceptable.
 - .5 Fastenings which cause spalling or cracking are not acceptable.
 - .6 Obtain Engineer's approval before using explosive actuated fastening devices. If approval is obtained comply with CSA Z166-1975.
- 3 Fastenings - Equipment
- .1 Use fastenings of standard commercial sizes and patterns with material and finish suitable for service.
-

-
- 3 Fastenings - Equipment
(Cont'd)
- .2 Use heavy hexagon heads, semi-finished unless otherwise specified. Use No. 304 stainless steel for exterior areas.
 - .3 Bolts may not project more than one diameter beyond nuts.
 - .4 Use plain type washers on equipment, sheet metal and soft gasket lock type washers where vibrations occur. Use resilient washers with stainless steel.
- 4 Delivery and Storage
Storage
- .1 Deliver, store and maintain packaged material and equipment with manufacturer's seals and labels intact.
 - .2 Prevent damage, adulteration and soiling of material and equipment during delivery, handling and storage. Immediately remove rejected material and equipment from site.
 - .3 Store material and equipment in accordance with suppliers instructions.
 - .4 Touch-up damaged factory finished surfaces to Engineer's satisfaction. Use primer or enamel to match original. Do not paint over name plates.
- 5 Contractor's Options for Selection of Materials for Tendering
Tendering
- .1 Materials specified by referenced standard, select any material that meets or exceeds the specified standard.
 - .2 Where materials are required to be listed on the "Canadian General Standards Board, Qualified Products List" select any manufacturer so listed.
 - .3 Materials specified by "Prescriptive" or "Performance" specification, select any material meeting or exceeding specification.
 - .4 Materials specified by naming one or more materials, select any material named. For the purpose of these specifications, the term "Acceptable Material" is deemed to be a complete and working commodity as described by a manufacturer's name, catalogue number, trade name or any combination thereof.
-

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- 5 Contractor's Options for Selection of Materials for Tendering (Cont'd)
- .5 When materials are specified by a Standard, Prescriptive or Performance specifications, upon request of the Engineer, obtain from manufacturer an independent testing laboratory reporting, showing that the material or equipment meets or exceeds the specified requirements.
- 6 Substitution
- .1 No substitutions will be permitted without prior written approval of Engineer.
- .2 Proposals for substitution may only be submitted after award of contract. Such request must include statements of respective costs of items originally specified and the proposed substitution.
- .3 Proposals will be considered by Engineer if:
- .1 materials selected by tenderer from those specified, are not available;
 - .2 delivery date of materials selected from those materials specified would unduly delay completion of contract, or
 - .3 alternative material to those specified, which are brought to the attention of and considered by Engineer as equivalent to the material specified and will result in a credit to the Contract amount.
- .4 Should proposed substitution be accepted either in part or in whole, assume full responsibility and costs when substitution affects other work on project. Pay for design or drawing changes required as result of substitution.
- .5 Amounts of all credits arising from approval of substitutions will be determined by Engineer and Contract Price will be reduced accordingly.
- 7 Construction Equipment and Plant
- .1 On request, prove to the satisfaction of Engineer that the construction equipment and plant are adequate to manufacture, transport, place and finish work to quality and production rates specified. If inadequate, replace or provide additional equipment or plant as directed.
-

7 Construction .2 Maintain construction equipment and plant in
Equipment and Plant good operating order.
(Cont'd)

-
- 1 General .1 Conduct cleaning and disposal operations to comply with local ordinances and anti-pollution laws.
- .2 Store volatile waste in covered metal containers, and remove from premises at end of each working day.
- .3 Provide adequate ventilation during use of volatile or noxious substances. Use of building ventilation systems is not permitted for this purpose.
- 2 Materials .1 Use only cleaning materials recommended by manufacturer of surface to be cleaned, and as recommended by cleaning material manufacturer.
- 3 Cleaning During Construction .1 Provide on-site containers for collection of waste materials, and debris.
- .2 Dispose of waste materials, and debris off site.
- .3 Schedule cleaning operations so that resulting dust, debris and other contaminants will not fall on wet, newly painted surfaces nor contaminate building systems.
- 4 Final Cleaning .1 Remove grease, dust dirt, stains, labels, fingerprints, and other foreign materials, from interior and exterior finished surfaces including glass and other polished surfaces.
- .2 Clean lighting reflectors, lenses, and other lighting surfaces.
- .3 Broom clean paved surfaces; rake clean other surfaces of grounds.
- .4 Remove debris and surplus materials from crawl areas and other accessible concealed spaces.
- .5 Remove snow and ice from access to building.

-
- 1 Record Drawings
- .1 Engineer will provide two sets of white prints for record drawing purposes.
 - .2 Maintain project record drawings and record accurately deviations from Contract documents.
 - .3 Record changes in red. Mark on one set of prints and at completion of project and prior to final inspection, neatly transfer notations to second set and submit both sets to Engineer.
 - .4 Record following information:
 - .1 Depths of various elements of foundation in relation to first floor level.
 - underground utilities and appurtenances referenced to permanent surface improvement.
 - .3 Location of internal utilities and appurtenances concealed in construction, referenced to visible and accessible features of structure.
 - .4 Field changes of dimension and detail.
 - .5 Changes made by Change Order or Field Order.

-
- 1 Manual .1 An organized compilation of operating and maintenance data including detailed technical information, documents and records describing operation and maintenance of individual products or systems as specified in individual sections of Divisions 02 - 16.
- 2 General .1 Assemble, coordinate, bind and index required data into Operation and Maintenance Manual.
- .2 Submit complete operation and maintenance manual to Engineer two (2) weeks prior to application for payment.
- .3 Submit four (4) copies in English.
- .4 Organize data into same numerical order as contract specifications.
- .5 Material: label each section with tabs protected with celluloid covers fastened to hard paper dividing sheets.
- .6 Type lists and notes.
- .7 Drawings, diagrams and manufacturers literature must be legible.
- 3 Binders .1 Binders: vinyl, hard covered, 3 "D" ring, loose leaf, sized for 215 x 280 mm paper, with spine pocket.
- .2 Identify contents of each binder on spline.
- 4 Contents .1 Binder 1:
- .1 Cover sheet containing:
- .1 Date submitted.
- .2 Project title, location and project number.
- .3 Names and addresses of Contractor, and all Sub-contractors.
- .2 Table of Contents of all binders.
- .3 List of maintenance materials as specified in Section 01731 - Maintenance Materials, Special Tools and Spare Parts.
- .4 List of special tools as specified in Section 01731 - Maintenance Materials, Special Tools and Spare Parts.
-

4 Contents	.1	(Cont'd)
<u>(Cont'd)</u>	.5	List of spare parts as specified in Section 01731 - Maintenance Materials, Special Tools and Spare Parts.
	.6	Warranties, guarantees.
	.7	Copies of approvals, and certificates.
	.2	Shop drawings:
	.1	Bind separately one complete set of reviewed final shop drawings and product data.

- 1 General
- .1 Specific requirements for maintenance materials, tools and spare parts are specified in individual sections of Divisions 02 to 16.
 - .2 Deliver maintenance materials, special tools and spare parts to Engineer.
 - .3 Prepare lists of maintenance materials special tools and spare parts for inclusion in Manual specified Section 01731.

- 2 Maintenance Materials
- .1 Deliver specified items packaged to prevent damage.
 - .2 Identify, on carton or package, colour, room No., system or area as applicable where item is used.

- 3 Special Tools
- .1 Assemble special tools as specified.
 - .2 Include following:
 - .1 Identification tag reference.
 - .2 Identification of equipment or system for which tools are applicable.
 - .3 Instruction on intended use of tool.
 - .3 Identify special tools to indicate equipment or system for which tools are intended.

- 4 Spare Parts
- .1 Assemble spare parts as specified.
 - .2 Include the following:
 - .1 Part number.
 - .2 Identification of equipment or system for which parts are applicable.
 - .3 Installation instructions as applicable.
 - .4 Name and address of nearest supplier.
 - .3 Identify spare parts to indicate equipment or system for which parts are applicable.

- 1 General Protection
- .1 Do not disrupt airport business except as permitted by Engineer.
 - .2 Provide temporary protection for safe handling of personnel, pedestrians and vehicular traffic.
 - .3 Provide barricades and lights where directed.
- 2 Movement of Equipment and Personnel
- .1 In areas of airport not closed to aircraft traffic:
 - .1 Obtain Engineer's approval on scheduling of work.
 - .2 Control movements of equipment and personnel as directed by Engineer.
 - .3 Provide competent flagmen at locations designated by Engineer to relay signals from airport traffic control tower to equipment and personnel wishing to cross live traffic areas.
 - .4 Signals from airport traffic control tower to be obeyed instantly.
- 3 Unserviceable Areas
- .1 Mark off areas made unserviceable for aircraft by work of this Contract by providing plainly visible danger markings by day and red lights by night. Open flames and inflammable fuels not permitted.
 - .2 Park equipment not in use and stockpile materials so that their tops are below a 50 to 1 ratio from ends of useable landing strip and below 20 to 1 ratio from sides of aircraft traffic areas. Where directed, mark tops with red lights.
- 4 Trenching
- .1 On pavements open to aircraft traffic, obtain Engineer's written permission to undertake trenching which cannot be completed, backfilled and sealed within one working day.
- 5 Airport Facilities
- .1 Engineer will stake or inform as to the location of underground facilities such as cables, pipes and ducts. Notify Engineer of work areas sufficiently in advance of operations so that underground facilities can be located.

- 1 General .1 This Section covers items common to Sections of Division 16. This section supplements requirements of Division 1.
- 2 Codes and Standards .1 Do complete installation in accordance with CSA C22.1-1998 except where specified otherwise.
- .2 Do overhead and underground systems in accordance with CSA C22.3No.1-M1979 except where specified otherwise.
- .3 Abbreviations for electrical terms: to CSA Z85-1983.
- 3 Care, Operation and Start-up .1 Instruct Engineer and operating personnel in the operation, care and maintenance of equipment.
- .2 Arrange and pay for services of manufacturer's factory service engineer to supervise start-up of installation, check, adjust, balance and calibrate components.
- .3 Arrange and pay for services of manufacturer's personnel for verification of alarm systems.
- .4 Provide these services for such period, and for as many visits as necessary to put equipment in operation, and ensure that operating personnel are conversant with all aspects of its care and operation.
- 4 Voltage Ratings .1 Operating voltages: to CAN3-C235-83.
- .2 Motors, electric heating, control and distribution devices and equipment to operate satisfactorily at 60 Hz within normal operating limits established by above standard. Equipment to operate in extreme operating conditions established in above standard without damage to equipment.
-

-
- 5 Permits, Fees and Inspection
- .1 Submit to Electrical Inspection Department and Supply Authority necessary number of drawings and specifications for examination and approval prior to commencement of work.
 - .2 Pay associated fees.
 - .3 Engineer will provide drawings and specifications required by Electrical Inspection Department and Supply Authority at no cost.
 - .4 Notify Engineer of changes required by Electrical Inspection Department prior to making changes.
 - .5 Furnish Certificates of Acceptance from Electrical Inspection Department on completion of work to Engineer .
- 6 Materials and Equipment
- .1 Provide materials and equipment in accordance with Section 01600 - Material and Equipment.
 - .2 Equipment and material to be CSA certified. Where there is no alternative to supplying equipment which is not CSA certified, obtain special approval from Electrical Inspection Department.
 - .3 Factory assemble control panels and component assemblies.
- 7 Electric Motors, Equipment and Controls
- .1 Supplier and installer responsibility is indicated in Motor, Control and Equipment Schedule on electrical drawings and related mechanical responsibility is indicated on Mechanical Equipment Schedule on mechanical drawings.
 - .2 Control wiring and conduit is specified in Division 16 except for conduit, wiring and connections below 50 V which are related to control systems specified in Division 15 and shown on mechanical drawings.
-

- 8 Finishes
- .1 Shop finish metal enclosure surfaces by application of rust resistant primer inside and outside, and at least two coats of finish enamel.
 - .1 Paint outdoor electrical equipment "equipment green" finish to EEMAC Y1-1-1955.
 - .2 Paint indoor switchgear and distribution enclosures light grey to EEMAC 2Y-1-1958.
 - .2 Clean and touch up surfaces of shop-painted equipment scratched or marred during shipment or installation, to match original paint.
 - .3 Clean and prime exposed non-galvanized hangers, racks and fastenings to prevent rusting.

- 9 Equipment Identification
- .1 Identify electrical equipment with nameplates and labels as follows:
 - .2 Nameplates:
 - .1 Lamicoid 3 mm thick plastic engraving sheet, black white face, black white core, mechanically attached with self tapping screws.

NAMEPLATE SIZES

Size 1	10 x 50 mm	1 line	3 mm high letters
Size 2	12 x 70 mm	1 line	5 mm high letters
Size 3	12 x 70 mm	2 lines	3 mm high letters
Size 4	20 x 90 mm	1 line	8 mm high letters
Size 5	20 x 90 mm	2 lines	5 mm high letters
Size 6	25 x 100 mm	1 line	12 mm high letters
Size 7	25 x 100 mm	2 lines	6 mm high letters

- .3 Labels:
 - .1 Embossed plastic labels with 6 mm high letters unless specified otherwise.
- .4 Wording on nameplates and labels to be approved by Engineer prior to manufacture.
- .5 Allow for average of twenty-five (25) letters per nameplate and label.
- .6 Identification to be English.
- .7 Nameplates for terminal cabinets and junction boxes to indicate system and/or voltage characteristics.
- .8 Disconnects, starters and contactors: indicate

- 12 Wiring Terminations .1 Lugs, terminals, screws used for termination of wiring to be suitable for either copper or aluminum conductors.
- 13 Manufacturers and CSA Labels .1 Visible and legible after equipment is installed.
- 14 Warning Signs .1 To meet requirements of Electrical Inspection Department and Engineer.
- 15 Location of Outlets .1 Locate outlets in accordance with Section 01005 - General Instructions.
- .2 Do not install outlets back-to-back in wall; allow minimum 150 mm horizontal clearance between boxes.
- .3 Change location of outlets at no extra cost or credit, providing distance does not exceed 3000 mm, and information is given before installation.
- .4 Locate light switches on latch side of doors. Locate disconnect devices in mechanical and elevator machine rooms on latch side of floor.
- 16 Mounting Heights .1 Mounting height of equipment is from finished floor to centreline of equipment unless specified or indicated otherwise.
- .2 If mounting height of equipment is not specified or indicated, verify before proceeding with installation.
- .3 Install electrical equipment at following heights unless indicated otherwise.
- .1 Local switches: 1400 mm.
- .2 Wall receptacles:
- .1 General: 300 mm.
- .2 Above top of continuous baseboard heater: 200 mm.
- .3 Above top of counters or counter splash backs: 175 mm.
- .4 In mechanical rooms: 1400 mm.
- .3 Panelboards: as required by Code or as indicated.
-

- 16 Mounting Heights .3 (Cont'd)
(Cont'd)
- .4 Telephone and interphone outlets: 300 mm.
 - .5 Wall mounted telephone and interphone outlets: 1500 mm.
 - .6 Fire alarm stations: 1500 mm.
 - .7 Fire alarm bells: 2100 mm.
 - .8 Television outlets: 300 mm.
 - .9 Wall mounted speakers: 2100 mm.
 - .10 Clocks: 2100 mm.
 - .11 Door bell pushbuttons: 1500 mm.
- 17 Load Balance .1 Measure phase current to panelboards with normal loads (lighting) operating at time of acceptance. Adjust branch circuit connections as required to obtain best balance of current between phases and record changes.
- .2 Measure phase voltages at loads and adjust transformer taps to within 2% of rated voltage of equipment.
- .3 Submit, at completion of work, report listing phase and neutral currents on panelboards, dry-core transformers and motor control centres, operating under normal load. State hour and date on which each load was measured, and voltage at time of test.
- 18 Conduit and Cable Installation .1 Install conduit and sleeves prior to pouring of concrete. Sleeves through concrete: schedule 40 steel pipe, sized for free passage of conduit, and protruding 50 mm.
- .2 Install cables, conduits and fittings to be embedded or plastered over, neatly and close to building structure so furring can be kept to minimum.
- 19 Field Quality Control .1 Conduct and pay for following tests:
- .1 Power generation and distribution system including phasing, voltage, grounding and load balancing.
 - .2 Circuits originating from branch distribution panels.
 - .3 Lighting and its control.
 - .4 Motors, heaters and associated control equipment including sequenced operation of systems where applicable.
-

-
- 19 Field Quality Control
(Cont'd)
- .1 (Cont'd)
 - .5 Systems: fire alarm system, communications.
 - .2 Furnish manufacturer's certificate or letter confirming that entire installation as it pertains to each system has been installed to manufacturer's instructions.
 - .3 Insulation resistance testing.
 - .1 Megger circuits, feeders and equipment up to 350 V with a 500 V instrument.
 - .2 Megger 350-600 V circuits, feeders and equipment with a 1000 V instrument.
 - .3 Check resistance to ground before energizing.
 - .4 Carry out tests in presence of Engineer.
 - .5 Provide instruments, meters, equipment and personnel required to conduct tests during and at conclusion of project.
 - .6 Submit test results for Engineer's review.
- 20 Co-ordination of Protective Devices
- .1 Ensure circuit protective devices such as overcurrent trips, relays and fuses are installed to required values and settings.



Government of Canada

Gouvernement du Canada

RECEIVED
JAN 09 2018

Contract Number / Numéro du contrat

W01CE-180062

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 DND

2. Branch or Directorate / Direction générale ou Direction
RCAF

3. a) Subcontract Number / Numéro du contrat de sous-traitance

3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant

4. Brief Description of Work / Brève description du travail

SERVICES TO BE PERFORMED Supply all materials, labour, and equipment required to perform electrical repairs and installations at 14 Wing Greenwood, Greenwood N.S. and remote sites under 14 Wing Greenwood Jurisdiction, Middleton Armouries, Middleton N.S. Yarmouth Armouries, Yarmouth N.S. and CCR Barrington, Baccaro N.S. on an as and when required bases, in accordance with specifications dated 2016-06-29 and Job No. L-G111-9900/1039
Period of SOA Services to be performed on as as and when required bases from 1 Jan 2018 to 31 Dec 2020 with 2 one year option from 1 Jan 2021 to 31 Dec 2023.

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

5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? No Yes
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? Non 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? No Yes
Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? Non Oui
(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)

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. No Yes
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. Non Oui

6. c) Is this a commercial courier or delivery requirement with no overnight storage? No Yes
S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? Non 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

NATO / OTAN

Foreign / Étranger

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

No release restrictions
Aucune restriction relative à la diffusion
Not releasable
À ne pas diffuser
Restricted to: / Limité à:
Specify country(ies): / Préciser le(s) pays:

All NATO countries
Tous les pays de l'OTAN
Restricted to: / Limité à:
Specify country(ies): / Préciser le(s) pays:

No release restrictions
Aucune restriction relative à la diffusion
Restricted to: / Limité à:
Specify country(ies): / Préciser le(s) pays:

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

PROTECTED A
PROTÉGÉ A
PROTECTED B
PROTÉGÉ B
PROTECTED C
PROTÉGÉ C
CONFIDENTIAL
CONFIDENTIEL
SECRET
SECRET
TOP SECRET
TRÈS SECRET
TOP SECRET (SIGINT)
TRÈS SECRET (SIGINT)

NATO UNCLASSIFIED
NATO NON CLASSIFIÉ
NATO RESTRICTED
NATO DIFFUSION RESTREINTE
NATO CONFIDENTIAL
NATO CONFIDENTIEL
NATO SECRET
NATO SECRET
COSMIC TOP SECRET
COSMIC TRÈS SECRET

PROTECTED A
PROTÉGÉ A
PROTECTED B
PROTÉGÉ B
PROTECTED C
PROTÉGÉ C
CONFIDENTIAL
CONFIDENTIEL
SECRET
SECRET
TOP SECRET
TRÈS SECRET
TOP SECRET (SIGINT)
TRÈS SECRET (SIGINT)



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PART A (continued) / PARTIE A (suite)

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

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

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

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

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

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

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

Special comments:
Commentaires spéciaux : _____

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

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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



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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

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

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? No / Non Yes / Oui
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

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 indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



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PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées) Capt A.J. Peddle	Title - Titre A/Officer Commanding RP Ops Det GRW	Signature
---	--	---------------

Telephone No. - N° de téléphone (902) 765-1494 Ext 5458	Facsimile No. - N° de télécopieur (902) 765-5688	E-mail address - Adresse courriel andrew.peddle@forces.gc.ca	Date 08 JAN 2018
--	---	---	---------------------

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées) Sasa Medjovic - DDSO - Industrial Security Senior Security Analyst Tel: 613.996.0286	Title - Titre Senior Security Analyst	Signature
---	--	---------------

Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel E-mail: sasa.medjovic@forces.gc.ca	Date 2018 - Jan 09
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15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

No / Non Yes / Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées) 	Title - Titre Supply Specialist	Signature B Madel
---	------------------------------------	----------------------

Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date Jan 29 / 18
---------------------------------	-----------------------------------	-----------------------------------	---------------------

Andrée Francis

Agente à la Sécurité des contrats | Contract Security Officer
Programme de la Sécurité des contrats | Contract Security Program
Andree.Francis@tpsgc-pwgsc.gc.ca
Téléphone: 613 957-9365

Signature 	Date 24/01/2018
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