



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

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

**Room 1650, 635 8th Ave. S.W.**

**Calgary**

**Alberta**

**T2P 3M3**

**Bid Fax: (403) 292-5786**

**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**

THIS DOCUMENT CONTAINS A SECURITY  
REQUIREMENT

**Vendor/Firm Name and Address**

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

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada/Travaux  
publics et Services gouvernementaux Canada  
Room 1650, 635 8th Ave. S.W.

Calgary

Alberta

T2P 3M3

<b>Title - Sujet</b> Overhead Door Maintenance	
<b>Solicitation No. - N° de l'invitation</b> W4M00-18C848/A	<b>Date</b> 2018-03-14
<b>Client Reference No. - N° de référence du client</b> W4M00-18C848	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$CAL-137-6745
<b>File No. - N° de dossier</b> CAL-7-40108 (137)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2018-04-24</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Mountain Daylight Saving Time MDT	
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Loi, Ngan	<b>Buyer Id - Id de l'acheteur</b> cal137
<b>Telephone No. - N° de téléphone</b> (403)973-2796 ( )	<b>FAX No. - N° de FAX</b> (403)292-5786
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> 17 WCE Contracts Bldg.100 PO Box 17000 Stn Forces Winnipeg, Manitoba R3J 3Y5	
<b>Security - Sécurité</b> 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**

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

## TABLE OF CONTENTS

<b>PART 1 - GENERAL INFORMATION .....</b>	<b>3</b>
1.1 INTRODUCTION.....	3
1.2 SUMMARY .....	3
1.3 SECURITY REQUIREMENTS .....	4
1.4 DEBRIEFINGS.....	4
<b>PART 2 - OFFEROR INSTRUCTIONS .....</b>	<b>4</b>
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	4
2.2 SUBMISSION OF OFFERS .....	4
2.3 FORMER PUBLIC SERVANT.....	5
2.4 ENQUIRIES - REQUEST FOR STANDING OFFERS .....	6
2.5 APPLICABLE LAWS.....	6
<b>PART 3 - OFFER PREPARATION INSTRUCTIONS.....</b>	<b>7</b>
3.1 OFFER PREPARATION INSTRUCTIONS.....	7
<b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION .....</b>	<b>8</b>
4.1 EVALUATION PROCEDURES.....	8
4.2 BASIS OF SELECTION.....	8
<b>PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION .....</b>	<b>9</b>
5.1 CERTIFICATIONS REQUIRED WITH THE OFFER .....	9
5.2 CERTIFICATIONS PRECEDENT TO THE ISSUANCE OF A STANDING OFFER AND ADDITIONAL INFORMATION	9
<b>PART 6 - SECURITY AND INSURANCE REQUIREMENTS.....</b>	<b>10</b>
6.1 SECURITY REQUIREMENTS .....	10
6.2 INSURANCE REQUIREMENTS - PROOF OF AVAILABILITY - PRIOR TO ISSUANCE OF A STANDING OFFER ..	10
<b>PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES .....</b>	<b>11</b>
<b>A. STANDING OFFER .....</b>	<b>11</b>
7.1 OFFER.....	11
7.2 SECURITY REQUIREMENTS .....	11
7.3 STANDARD CLAUSES AND CONDITIONS.....	11
7.4 TERM OF STANDING OFFER .....	12
7.5 AUTHORITIES .....	12
7.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS .....	13
7.7 IDENTIFIED USERS.....	13
7.8 CALL-UP INSTRUMENT .....	13
7.9 LIMITATION OF CALL-UPS .....	14
7.10 FINANCIAL LIMITATION.....	14
7.11 PRIORITY OF DOCUMENTS .....	14
7.12 CERTIFICATIONS AND ADDITIONAL INFORMATION.....	14
7.13 APPLICABLE LAWS.....	15
<b>B. RESULTING CONTRACT CLAUSES .....</b>	<b>15</b>
7.1 STATEMENT OF WORK.....	15
7.2 STANDARD CLAUSES AND CONDITIONS.....	15

---

7.3	TERM OF CONTRACT .....	15
7.4	PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS .....	15
7.5	PAYMENT .....	15
7.6	INVOICING INSTRUCTIONS .....	16
7.7	INSURANCE – SPECIFIC REQUIREMENTS .....	17
7.8	SACC MANUAL CLAUSES .....	17
<b>ANNEX "A"</b>	.....	<b>18</b>
	STATEMENT OF WORK .....	18
<b>ANNEX "B"</b>	.....	<b>22</b>
	BASIS OF PAYMENT .....	22
<b>ANNEX "C"</b>	.....	<b>31</b>
	SECURITY REQUIREMENTS CHECK LIST .....	31
<b>ANNEX "D"</b>	.....	<b>32</b>
	INSURANCE REQUIREMENTS .....	32
<b>ANNEX "E" TO PART 3 OF THE REQUEST FOR STANDING OFFERS</b>	.....	<b>34</b>
	ELECTRONIC PAYMENT INSTRUMENTS .....	34
<b>ANNEX "F"</b>	.....	<b>35</b>
	17 WING ANNUAL OVERHEAD DOOR .....	35
	INSPECTIONS CHECK LIST .....	35
<b>ANNEX "G"</b>	.....	<b>36</b>
	OVERHEAD DOORS AT 17 WING WINNIPEG .....	36
<b>ANNEX "H"</b>	.....	<b>38</b>
	17 WING FIRE SERVICE HOT WORK PERMIT .....	38
<b>ANNEX "I"</b>	.....	<b>39</b>
	STANDING OFFER USAGE REPORT .....	39

---

## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

- Part 1            General Information: provides a general description of the requirement;
- Part 2            Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3            Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4            Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5            Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6            Security 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 Security Requirements Check List, the Insurance Requirement, the Electronic Payment Instruments, the 17 Wing Annual Overhead Door Inspection Check List, Overhead Doors at 17 Wing Winnipeg, the 17 Wing Fire Service Hot Work Permit, and any other annexes.

### **1.2 Summary**

- 1.2.1 For the provision of all labour, material, equipment, tools, transportation, and supervision necessary to repair, replace and maintain overhead doors on an "as required" basis for the Department of National Defence (DND) 17 Wing and the following satellite sites:
  - North Site, 17 Wing, Winnipeg, Manitoba.
  - Minto Armoury, 969 St Matthews Avenue, Winnipeg, Manitoba.
  - McGregor Armoury, 551 Machray Avenue, Winnipeg, Manitoba.
  - HMCS CHIPPAWA, 51 Navy Way, Winnipeg, Manitoba.
  - St Charles Rifle Range, St Charles, Manitoba.
  - Portage la Prairie Armoury, Portage la Prairie, Manitoba.

The period of the Standing Offer will be for a two-year period from August 1, 2018 to July 31, 2020 with option to extend the Standing Offer for three (3) additional one (1) year periods.

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

### 1.3 Security Requirements

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

### 1.4 Debriefings

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

## PART 2 - OFFEROR INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: 60 days  
Insert: 180 days

#### 2.1.1 SACC Manual Clauses

M0019T (2007-05-25), Firm Price and/or Rates  
M1004T (2011-05-16), Condition of Material - Offer

### 2.2 Submission of Offers

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

## 2.3 Former Public Servant

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

### Definitions

For the purposes of this clause,

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

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

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

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

### Former Public Servant in Receipt of a Pension

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

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

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

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

---

## Work Force Adjustment Directive

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?

YES ( ) NO ( )

If so, the Offeror must provide the following information:

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

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

### 2.4 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than 10 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 Alberta.

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**

Due to the nature of the RFSO, offers transmitted by epost Connect service will not be accepted.

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

- Section I: Technical Offer (1 hard copy)
- Section II: Financial Offer (1 hard copy)
- Section III: Certifications (1 hard copy)

Canada requests that offerors follow the format instructions described below in the preparation of hard copy of their offer:

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

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

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

#### **Section I: Technical Offer**

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

#### **Section II: Financial Offer**

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

##### **3.1.1 Electronic Payment of Invoices - Offer**

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

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

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

### 3.1.2 Exchange Rate Fluctuation

[C3011T](#) (2013-11-06), Exchange Rate Fluctuation

### Section III: Certifications

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

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

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

#### 4.1.1 Technical Evaluation

##### 4.1.1.1 Mandatory Technical Criteria

- a. The Offeror must have the ability to provide journey electricians
- b. The Offeror must have the ability to provide qualified tradespeople that have expertise on the mechanics of hangar doors
- c. The Offeror certifies that they are able to perform all of the work as described in Annex A – Statement of Work.

\_\_\_\_\_  
Authorized Representative Signature

\_\_\_\_\_  
Date

#### 4.1.2 Financial Evaluation

4.1.2.1 The evaluated price will be established using the following calculation:

- a. For each year, the unit price quoted for each line item will be multiplied by its estimated usages to obtain the extended price per line item
- b. The extended prices for each line item will be summed to arrive at the total price for each year (A, B, C, and D)
- c. The total price for each year will be added to arrive the total evaluated price (A+B+C+D)

SACC Manual Clause [M0222T](#) (2016-01-28), Evaluation of Price – Canadian/Foreign Offerors

### 4.2 Basis of Selection

4.2.1 An offer must comply with the requirements of the Request for Standing Offer and meet all the mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

---

## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

### 5.1 Certifications Required with the Offer

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

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

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

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

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

#### 5.2.1 Integrity Provisions – Required Documentation.

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

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

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

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

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

### 5.2.3.1 Status and Availability of Resources

M3020T (2016-01-28), Status of Availability of Resources – Offer

## PART 6 - SECURITY AND INSURANCE REQUIREMENTS

### 6.1 Security Requirements

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

### 6.2 Insurance Requirements - Proof of Availability - Prior to issuance of a Standing Offer

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

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

---

## **PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

### **A. STANDING OFFER**

#### **7.1 Offer**

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

#### **7.2 Security Requirements**

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

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

#### **7.3 Standard Clauses and Conditions**

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

##### **7.3.1 General Conditions**

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

##### **7.3.2 Standing Offers Reporting**

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

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

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

The quarterly reporting periods are defined as follows:

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

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

## **7.4 Term of Standing Offer**

### **7.4.1 Period of the Standing Offer**

The period for making call-ups against the Standing Offer is from August 1, 2018 to July 31, 2020.

### **7.4.2 Extension of Standing Offer**

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional three (3) one-year option periods, from August 1, 2020 to July 31, 2021; from August 1, 2021 to July 31, 2022 and from August 1, 2022 to July 31, 2023 under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

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

### **7.4.3 Delivery Points**

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

## **7.5 Authorities**

### **7.5.1 Standing Offer Authority**

The Standing Offer Authority is:

Ngan Loi  
Procurement Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Western Region  
1650, 650 8 Ave SW Calgary, AB T2P 3M3

Telephone: 403-973-2796  
Facsimile: 403-292-5786  
E-mail address: ngan.loi@pwgsc-tpsgc.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 determined)**

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

**(To be completed by Offeror)**

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

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

Organization: \_\_\_\_\_

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

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

The Identified User authorized to make call-ups against the Standing Offer is: Department of National Defence - 17 Wing, Winnipeg, Manitoba.

## 7.8 Call-up Instrument

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

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
2. Any of the following forms could be used which are available through [PWGSC Forms Catalogue](#) website:
  - PWGSC-TPSGC 942 Call-up Against a Standing Offer
  - PWGSC-TPGSC 942-2 Call-up Against a Standing Offer - Multiple Delivery
  - PWGSC-TPSGC 944 Call-up Against Multiple Standing Offers (English version)
  - PWGSC-TPSGC 945 Commande subséquente à plusieurs offres à commandes (French version)

or

3. An equivalent form or electronic call-up document which contains at a minimum the following information:
  - standing offer number;
  - statement that incorporates the terms and conditions of the Standing Offer;

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

## 7.9 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$15,000.00 (Applicable Taxes included).

## 7.10 Financial Limitation

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

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or four (4) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

## 7.11 Priority of Documents

If there is a discrepancy between the 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](#) (2017-06-21), General Conditions - Standing Offers - Goods or Services
- d) the general conditions [2029](#) (2016-04-04), General Conditions - Goods or Services (Low Dollar Value) apply to and form part of the Contract;
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Security Requirements Check List;
- h) Annex D, Insurance Requirements;
- i) Annex F, 17 Wing Annual Overhead Door Inspection Checklist;
- j) Annex G, Overhead Doors at 17 Wing Winnipeg;
- k) Annex H, 17 Wing Fire Service Hot Work Permit;
- l) Annex I, Standing Offer Usage Report;
- m) the Offeror's offer dated \_\_\_\_\_

## 7.12 Certifications and Additional Information

### 7.12.1 Compliance

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

### **7.12.2 SACC Manual Clauses**

M3800C (2006-08-15), Estimates  
M3020C (2016-01-28), Status and Availability of Resources – Standing Offer

### **7.13 Applicable Laws**

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

## **B. RESULTING CONTRACT CLAUSES**

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

### **7.1 Statement of Work**

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

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

#### **7.2.1 General Conditions**

[2029](#) (2016-04-04), General Conditions - Goods or Services (Low Dollar Value) apply to and form part of the Contract.

Section 12 Interest on Overdue Accounts, of [2029](#) (2016-04-04), General Conditions - Goods or Services (Low Dollar Value) will not apply to payments made by credit cards.

### **7.3 Term of Contract**

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

The Work is to be performed during the period of August 1, 2018 to July 31, 2020.

#### **7.3.2 Delivery Date**

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

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

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

### **7.5 Payment**

#### **7.5.1 Basis of Payment: Cost reimbursable – Limitation of expenditure**

The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work, in accordance with the Basis of Payment in Annex B, to a limitation of expenditure of **\$ TBD**. Customs duties are included and Applicable Taxes are extra.

## 7.5.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed **\$ TBD**. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75% committed, or
  - b. four months before the contract expiry date, or
  - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

## 7.5.3 Payment

H1000C (2008-05-12), Single Payment

## 7.5.4 SACC Manual Clauses

A9117C (2007-11-30), T1204 - Direct Request by Customer Department  
C0705C (2010-01-11), Discretionary Audit  
C0710C (2007-11-30), Time and Contract Price Verification  
C0711C (2008-05-12), Time Verification  
C2000C (2007-11-30), Taxes - Foreign-based Contractor  
C0504C (2014-06-26), Overtime – Fixed Time Rate

## 7.5.5 Electronic Payment of Invoices – Call-up

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

**To be determined.**

## 7.6 Invoicing Instructions

The Contractor must submit invoices in accordance with section 15, Invoices in Annex A – Statement of Work.

Solicitation No. - N° de l'invitation  
W4M00-18C848/A  
Client Ref. No. - N° de réf. du client  
W4M00-18C848

Amd. No. - N° de la modif.  
File No. - N° du dossier  
CAL-7-40108

Buyer ID - Id de l'acheteur  
ca1137  
CCC No./N° CCC - FMS No./N° VME

---

## **7.7 Insurance – Specific Requirements**

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

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

## **7.8 SACC Manual Clauses**

A9062C (2011-05-16), Canadian Forces Site Regulations  
B1501C (2006-06-16), Electrical Equipment  
B7500C (2006-06-16), Excess Goods

---

**ANNEX "A"**

**STATEMENT OF WORK**

(Job No. L-W115-9900/RISO C848)

For the provision of all labour, material, equipment, tools, transportation, and supervision necessary to repair, replace and maintain overhead doors for the Department of National Defence (DND) 17 Wing and various satellite sites identified herein on an "as required" basis.

The period of the Standing Offer will be for a two-year period from August 1, 2018 to July 31, 2020 with option to extend the Standing Offer for three (3) additional one (1) year periods.

**1 SITE OF WORK**

- .1 North Site, 17 Wing, Winnipeg, Manitoba.
- .2 Minto Armoury, 969 St Matthews Avenue, Winnipeg, Manitoba.
- .3 McGregor Armoury, 551 Machray Avenue, Winnipeg, Manitoba.
- .4 HMCS CHIPPAWA, 51 Navy Way, Winnipeg, Manitoba.
- .5 St Charles Rifle Range, St Charles, Manitoba.
- .6 Portage la Prairie Armoury, Portage la Prairie, Manitoba.

**2 SECURITY REQUIREMENT**

The Offeror will be required to supply the names of all employees that will require access to 17 Wing and its associated units to the Engineer upon award of this Standing Offer Agreement (SOA) and on a regular basis as employees change.

**3 EQUIPMENT INCLUDED**

- .1 Overhead Doors: Wood and metal construction solid panel, sectional multi-leaf, roll-type and others all of various makes
- .2 Manual and electrical operators
- .3 Sectional horizontal sliding hangar doors, including drive systems and all associated control systems for same

**4 WORK INCLUDED**

- .1 The work under this SOA comprises the furnishing of all labour, materials, tools, equipment, transportation and supervision necessary to provide the service described hereinafter:
  - .1 Servicing and repairs
  - .2 Door replacement, other than in an emergency, is not to commence until an estimate has been submitted and approved by the Engineer
  - .3 Electrical servicing and installation to be performed by an interprovincial licensed journeyman electrician
  - .4 Have qualified tradespeople that have expertise on the mechanics of hangar doors
  - .5 Annual inspection on all overhead doors throughout the Wing and Satellite locations as outlined in Annex F

## 5 MATERIALS

- .1 Materials and parts used shall be those specified by the manufacturer of the equipment.
- .2 If, in any emergency, the Offeror installs parts other than those specified, the Offeror shall replace them with specified parts before claiming payment. No claim for other than specified parts shall be made.
- .3 All replacement parts and materials not under warranty, whether serviceable or unserviceable, shall be returned to the Engineer on completion of the work.

## 6 WORK ESTIMATES

- .1 The Engineer's Contracts Inspectors will normally request an approximate cost for call-ups, in which case a verbal estimate is acceptable.
- .2 If a "Quote" is requested, a written quote shall be e-mailed to the Engineer's Contracts Inspector requesting it at no cost to DND.

## 7 SERVICE CALLS

- .1 The Offeror shall accept all calls from the Engineer or the Engineer's authorized representative for inspection and/or repair as may be required. All requests for service and inspection shall be confirmed, in writing, on form DSS 942 and must be responded to within twenty-four (24) hours from receipt.
- .2 The Offeror shall be prepared to answer all calls on a twenty-four (24) hour basis.
- .3 Emergency call outs for repairs shall be responded to within two (2) hours. Telephone answering service shall not be acceptable.

## 8 TEMPORARY STRUCTURES

- .1 The Offeror shall furnish and maintain all equipment such as ladders, scaffolds, lifts etc., as may be required for the proper execution of the work.
- .2 Temporary structures erected by the Offeror shall remain in the Offeror's property and shall be removed by the Offeror from the site upon completion of the work.

## 9 SAFETY REQUIREMENTS

- .1 General: The Offeror shall be responsible to take all necessary steps to protect personnel (workers, visitors, general public) and property from any harm during the course of the SOA.
- .2 Construction Safety Measures: Observe and enforce construction safety measures required by the latest edition of the National Building Code of Canada, Provincial Government, Workers' Compensation Board and Municipal Statutes and Authorities.
  - .1 In the event of conflict between any provisions of the above, the authority having jurisdiction shall prevail.

- 
- .3 Work Procedures and Equipment:
- .1 All work procedures and equipment will be in accordance with legislated standards.
  - .2 A "Hot Work" permit is required for any hot work such as welding, cutting, or brazing in any area on Base and Satellite locations. "Hot Work" permits shall be issued and controlled by the Wing Fire Chief (Annex G).
  - .3 Position cranes, hoists or scaffolding and operate them in a manner that will not result in damage to nearby aircraft, equipment or personnel even if slung loads or smaller objects fall or the equipment collapses.
- .4 Barricades: Barricade dangerous work sites, trenches and excavations.
- .5 Unguarded Work Sites: When work sites are left unguarded, especially overnight, powered equipment must be left at zero energy potential, material must be safely positioned and stacked, and portable ladders leading to elevated work platforms removed and secured.
- .6 Lockout Procedure: When persons would be placed at risk should the facility, machine or equipment become energized or move during inspection, maintenance, or repair, lockout procedures are required. Lockouts must be initiated by qualified Department of National Defence (DND) tradespeople although each tradesperson or worker responsible for the job or the equipment/facility will separately lockout.
- .7 Safety Personnel and Responsibility:
- .1 The Offeror shall supply competent personnel, implement their safety program and ensure that DND and provincial safety and health standards are being complied with.
  - .2 DND shall monitor daily to ensure safety requirements are met and safety records are properly kept and maintained. Initial disregard for safety standards will cause the contract to be reviewed and a written record of the review will become part of the contract document.
  - .3 The Offeror will report to the contract supervisor and jurisdictional authorities any accident or incident involving Offeror, DND or public personnel and/or property arising from the Offeror's execution of work.
- .8 Delay Due to Health and Safety Regulations Infractions:
- .1 The Offeror will include all provisions of the SOA in any agreement with sub-contractors and hold all sub-contractors equally responsible for safe work performance.
  - .2 If the Offeror is responsible for a delay in the progress of work due to an infraction of legislated health and safety requirements, the Offeror will, without additional cost to DND, work such overtime, acquire and use equipment or material for the execution as deemed necessary in the opinion of the Offer Supervisor to avoid delay in the final completion of the work or any operation thereof.
- .9 Fire Safety Requirements: Comply with requirements of Fire Orders and Precautions for Civilian Contractors as issued by the Wing Fire Chief.
- .10 Overloading: No part of the work shall be loaded to the point which will endanger its safety.

- 
- .11 Falsework: Falsework shall conform to CSA S269.1-1975, National, Provincial and/or Local codes and by-laws, governing this type of work.
- .12 Solvent and Adhesives: Take suitable fire precautions. Use in well ventilated areas only. Do not dispose of volatile wastes, paint thinners, etc., in storm or sanitary sewers.

## 10 WORKMANSHIP

Workmanship shall be of a uniformly high quality and in strict accordance with the very best standard practice as interpreted by the Engineer. Mediocre or inferior workmanship shall be replaced by work of first class quality without cost to the Department of National Defence (DND), when so ordered by the Engineer.

## 11 POST AWARD MEETING

After issuance of the Standing Offer Agreement, the Offeror shall visit the Engineer or the Engineer's appointed representative to be given job instructions.

## 12 REMOVAL OF MATERIAL AND EQUIPMENT

The Offeror shall not remove any salvageable material and equipment from the job site without permission from the Engineer.

## 13 CLEAN UP

On completion of the work day, remove all surplus materials, tools, equipment and debris, and leave the job site in a clean and tidy condition to the satisfaction of the Engineer.

## 14 HAZARDOUS MATERIALS

Material Safety Data Sheets must be provided to the Wing Construction Engineering Officer for any controlled product being brought onto 17 Wing.

## 15 INVOICES

- .1 All invoices submitted for payment shall be accompanied by a copy of the DSS 942.
- .2 Invoices are to include a breakdown as follows:
- .1 Rates of pay and hours of work for each tradesperson.
  - .2 An itemized list of materials used, by cost, shall be shown on all invoices submitted for payment.
  - .3 Extended total.
  - .4 Goods and Services Tax (GST) to be shown as a separate item.
  - .5 Where subcontracting is involved, a copy of subcontractor's paid invoice shall accompany the invoice against the requisition.
  - .6 Where discount or mark-up is applicable, please indicate separately.
- .3 Invoices submitted for payment against this contract that are not properly identified will be returned to the Offeror for proper annotation before certification for payment is made.

## 16 GUARANTEE

Provide the Department of National Defence with a written guarantee against materials and workmanship for a period of one (1) year on door repairs/replacement when completed.

---

**ANNEX "B"**

**BASIS OF PAYMENT**

1. The items listed herein are to be quoted as firm prices, GST extra, FOB destination, including all pick-up and delivery charges to:

North Site, 17 Wing, Winnipeg, Manitoba  
Minto Armoury, 969 St Mathews Avenue, Winnipeg, Manitoba  
McGregor Armoury, 551 Machray Avenue, Winnipeg, Manitoba  
HMCS Chippewa, 51 Navy Way, Winnipeg, Manitoba  
St Charles Rifle Range, St Charles, Manitoba  
Portage La Prairie Armoury, Portage La Prairie, Manitoba

2. Hours are defined as follows:

Regular Working Hours - Monday to Friday, 7:30 am to 4:30 pm  
Outside Regular Working hours - Monday to Friday, 4:30 pm to 7:30 am  
Weekends and Statutory Holidays

3. Estimated usages are for evaluation purposes only and will not form part of any resulting Standing Offer.
4. It is **MANDATORY** that Offerors submit firm all-inclusive prices/rates for the period of the proposed Standing Offer in the Tables A, B, C, and D below.
5. GST, if applicable, is not included and is to be shown as a separate item on any resulting invoice. Payment will be made in accordance with the following pricing:

**A. Standing Offer period from August 1, 2018 to July 31, 2020 (2 years)**

Item	Description	Unit of issue	Unit Price	Estimated Usage	Extended price
<b>a.</b>	<b>Mechanic</b>				
1	Service call, including all travel expenses and first hour on-site productive labor - during regular working hours	call	\$_____	40	\$_____
2	Service call, including all travel expenses and first hour of on-site productive labor outside regular hours	call	\$_____	10	\$_____
3	Service call, including all travel expenses and first hour of on-site productive labor-weekends and stat holidays	call	\$_____	10	\$_____
4	Each additional hour of on-site productive labor-during regular working hours	hour	\$_____	80	\$_____
5	Each additional hour of on-site productive labor-outside regular working hours	hour	\$_____	20	\$_____
6	Each additional hour of on-site productive labor-weekends and stat holidays	hour	\$_____	20	\$_____
<b>b.</b>	<b>Electrician</b>				
1	Service call, including all travel expenses and first hour on-site productive labor - during regular working hours	call	\$_____	20	\$_____
2	Service call, including all travel expenses and first hour of on-site productive labor outside regular hours	call	\$_____	5	\$_____
3	Service call, including all travel expenses and first hour of on-site productive labor-weekends and stat holidays	call	\$_____	5	\$_____
4	Each additional hour of on-site productive labor-during regular working hours	hour	\$_____	40	\$_____
5	Each additional hour of on-site productive labor-outside regular working hours	hour	\$_____	10	\$_____
6	Each additional hour of on-site productive labor-weekends and stat holidays	hour	\$_____	10	\$_____
<b>c.</b>	<b>Helper</b>				
1	Service call, including all travel expenses and first hour on-site productive labor - during regular working hours	call	\$_____	40	\$_____
2	Service call, including all travel expenses and first hour of on-site	call	\$_____	10	\$_____

Solicitation No. - N° de l'invitation  
W4M00-18C848/A  
Client Ref. No. - N° de réf. du client  
W4M00-18C848

Amd. No. - N° de la modif.  
File No. - N° du dossier  
CAL-7-40108

Buyer ID - Id de l'acheteur  
ca1137  
CCC No./N° CCC - FMS No./N° VME

	productive labor outside regular hours				
3	Service call, including all travel expenses and first hour of on-site productive labor-weekends and stat holidays	call	\$_____	10	\$_____
4	Each additional hour of on-site productive labor-during regular working hours	hour	\$_____	80	\$_____
5	Each additional hour of on-site productive labor-outside regular working hours	hour	\$_____	20	\$_____
6	Each additional hour of on-site productive labor-weekends and stat holidays	hour	\$_____	20	\$_____
d.	Material and replacement parts (except free issue) shall be charged at the offeror's laid down cost*, plus a mark-up of _____% not to exceed the manufacturer's suggested retail price. Cost must be supported by copies of the Offeror's paid invoices being submitted with invoice to DND.			\$50,000.00	\$50,000.00 + (\$50,000.00 x mark-up %) = \$_____
e.	Fall Semi-Annual inspection to be completed in October.	1 lot of 129 doors	\$_____	2	\$_____
f.	Spring Semi-Annual inspection to be completed in May	1 lot of 129 doors	\$_____	2	\$_____
<b>Subtotal for the period from August 1, 2018 to July 31, 2020 (2 years)</b>					<b>\$_____ (A)</b>

**B. Option Year 1: From August 1, 2020 to July 31, 2021**

Item	Description	Unit of issue	Unit Price	Estimated Usage	Extended price
<b>a.</b>	<b>Mechanic</b>				
1	Service call, including all travel expenses and first hour on-site productive labor - during regular working hours	call	\$_____	20	\$_____
2	Service call, including all travel expenses and first hour of on-site productive labor outside regular hours	call	\$_____	5	\$_____
3	Service call, including all travel expenses and first hour of on-site productive labor -weekends and stat holidays	call	\$_____	5	\$_____
4	Each additional hour of on-site productive labor-during regular working hours	hour	\$_____	40	\$_____
5	Each additional hour of on-site productive labor-outside regular working hours	hour	\$_____	10	\$_____
6	Each additional hour of on-site productive labor-weekends and stat holidays	hour	\$_____	10	\$_____
<b>b.</b>	<b>Electrician</b>				
1	Service call, including all travel expenses and first hour on-site productive labor - during regular working hours	call	\$_____	10	\$_____
2	Service call, including all travel expenses and first hour of on-site productive labor outside regular hours	call	\$_____	3	\$_____
3	Service call, including all travel expenses and first hour of on-site productive labor-weekends and stat holidays	call	\$_____	3	\$_____
4	Each additional hour of on-site productive labor-during regular working hours	hour	\$_____	20	\$_____
5	Each additional hour of on-site productive labor-outside regular working hours	hour	\$_____	6	\$_____
6	Each additional hour of on-site productive labor-weekends and stat holidays	hour	\$_____	6	\$_____
<b>c.</b>	<b>Helper</b>				
1	Service call, including all travel expenses and first hour on-site productive labor - during regular working hours	call	\$_____	20	\$_____
2	Service call, including all travel expenses and first hour of on-site productive labor outside regular hours	call	\$_____	10	\$_____
3	Service call, including all travel expenses and first hour of on-site productive labor-weekends and stat holidays	call	\$_____	10	\$_____
4	Each additional hour of on-site productive labor-during regular working hours	hour	\$_____	40	\$_____
5	Each additional hour of on-site productive labor-outside regular working hours	hour	\$_____	20	\$_____
6	Each additional hour of on-site productive labor-weekends and stat holidays	hour	\$_____	20	\$_____

Solicitation No. - N° de l'invitation  
W4M00-18C848/A  
Client Ref. No. - N° de réf. du client  
W4M00-18C848

Amd. No. - N° de la modif.  
File No. - N° du dossier  
CAL-7-40108

Buyer ID - Id de l'acheteur  
ca1137  
CCC No./N° CCC - FMS No./N° VME

d.	Material and replacement parts (except free issue) shall be charged at the offeror's laid down cost*, plus a mark-up of ____% not to exceed the manufacturer's suggested retail price. Cost must be supported by copies of the Offeror's paid invoices being submitted with invoice to DND.			\$25,000.00	\$25,000.00 + (\$25,000.00 x mark-up %) = \$_____
e.	Fall Semi-Annual inspection to be completed in October.	1 lot of 129 doors	\$_____	1	\$_____
f.	Spring Semi-Annual inspection to be completed in May	1 lot of 129 doors	\$_____	1	\$_____
<b>Subtotal for Option Year 1</b>					<b>\$_____ (B)</b>

**C. Option Year 2: From August 1, 2021 to July 31, 2022**

Item	Description	Unit of issue	Unit Price	Estimated Usage	Extended price
<b>a.</b>	<b>Mechanic</b>				
1	Service call, including all travel expenses and first hour on-site productive labor - during regular working hours	call	\$_____	20	\$_____
2	Service call, including all travel expenses and first hour of on-site productive labor outside regular hours	call	\$_____	5	\$_____
3	Service call, including all travel expenses and first hour of on-site productive labor -weekends and stat holidays	call	\$_____	5	\$_____
4	Each additional hour of on-site productive labor-during regular working hours	hour	\$_____	40	\$_____
5	Each additional hour of on-site productive labor-outside regular working hours	hour	\$_____	10	\$_____
6	Each additional hour of on-site productive labor-weekends and stat holidays	hour	\$_____	10	\$_____
<b>b.</b>	<b>Electrician</b>				
1	Service call, including all travel expenses and first hour on-site productive labor - during regular working hours	call	\$_____	10	\$_____
2	Service call, including all travel expenses and first hour of on-site productive labor outside regular hours	call	\$_____	3	\$_____
3	Service call, including all travel expenses and first hour of on-site productive labor-weekends and stat holidays	call	\$_____	3	\$_____
4	Each additional hour of on-site productive labor-during regular working hours	hour	\$_____	20	\$_____
5	Each additional hour of on-site productive labor-outside regular working hours	hour	\$_____	6	\$_____
6	Each additional hour of on-site productive labor-weekends and stat holidays	hour	\$_____	6	\$_____
<b>c.</b>	<b>Helper</b>				
1	Service call, including all travel expenses and first hour on-site productive labor - during regular working hours	call	\$_____	20	\$_____
2	Service call, including all travel expenses and first hour of on-site productive labor outside regular hours	call	\$_____	10	\$_____
3	Service call, including all travel expenses and first hour of on-site productive labor-weekends and stat holidays	call	\$_____	10	\$_____
4	Each additional hour of on-site productive labor-during regular working hours	hour	\$_____	40	\$_____
5	Each additional hour of on-site productive labor-outside regular working hours	hour	\$_____	20	\$_____
6	Each additional hour of on-site productive labor-weekends and stat holidays	hour	\$_____	20	\$_____

Solicitation No. - N° de l'invitation  
W4M00-18C848/A  
Client Ref. No. - N° de réf. du client  
W4M00-18C848

Amd. No. - N° de la modif.  
File No. - N° du dossier  
CAL-7-40108

Buyer ID - Id de l'acheteur  
ca1137  
CCC No./N° CCC - FMS No./N° VME

d.	Material and replacement parts (except free issue) shall be charged at the offeror's laid down cost*, plus a mark-up of ____% not to exceed the manufacturer's suggested retail price. Cost must be supported by copies of the Offeror's paid invoices being submitted with invoice to DND.			\$25,000.00	\$25,000.00 + (\$25,000.00 x mark-up %) = \$_____
e.	Fall Semi-Annual inspection to be completed in October.	1 lot of 129 doors	\$_____	1	\$_____
f.	Spring Semi-Annual inspection to be completed in May	1 lot of 129 doors	\$_____	1	\$_____
<b>Subtotal for Option Year 2</b>					<b>\$_____ (C)</b>

**D. Option Year 3: From August 1, 2022 to July 31, 2023**

Item	Description	Unit of issue	Unit Price	Estimated Usage	Extended price
<b>a.</b>	<b>Mechanic</b>				
1	Service call, including all travel expenses and first hour on-site productive labor - during regular working hours	call	\$_____	20	\$_____
2	Service call, including all travel expenses and first hour of on-site productive labor outside regular hours	call	\$_____	5	\$_____
3	Service call, including all travel expenses and first hour of on-site productive labor -weekends and stat holidays	call	\$_____	5	\$_____
4	Each additional hour of on-site productive labor-during regular working hours	hour	\$_____	40	\$_____
5	Each additional hour of on-site productive labor-outside regular working hours	hour	\$_____	10	\$_____
6	Each additional hour of on-site productive labor-weekends and stat holidays	hour	\$_____	10	\$_____
<b>b.</b>	<b>Electrician</b>				
1	Service call, including all travel expenses and first hour on-site productive labor - during regular working hours	call	\$_____	10	\$_____
2	Service call, including all travel expenses and first hour of on-site productive labor outside regular hours	call	\$_____	3	\$_____
3	Service call, including all travel expenses and first hour of on-site productive labor-weekends and stat holidays	call	\$_____	3	\$_____
4	Each additional hour of on-site productive labor-during regular working hours	hour	\$_____	20	\$_____
5	Each additional hour of on-site productive labor-outside regular working hours	hour	\$_____	6	\$_____
6	Each additional hour of on-site productive labor-weekends and stat holidays	hour	\$_____	6	\$_____
<b>c.</b>	<b>Helper</b>				
1	Service call, including all travel expenses and first hour on-site productive labor - during regular working hours	call	\$_____	20	\$_____
2	Service call, including all travel expenses and first hour of on-site productive labor outside regular hours	call	\$_____	10	\$_____
3	Service call, including all travel expenses and first hour of on-site productive labor-weekends and stat holidays	call	\$_____	10	\$_____
4	Each additional hour of on-site productive labor-during regular working hours	hour	\$_____	40	\$_____
5	Each additional hour of on-site productive labor-outside regular working hours	hour	\$_____	20	\$_____
6	Each additional hour of on-site productive labor-weekends and stat holidays	hour	\$_____	20	\$_____

Solicitation No. - N° de l'invitation  
W4M00-18C848/A  
Client Ref. No. - N° de réf. du client  
W4M00-18C848

Amd. No. - N° de la modif.  
File No. - N° du dossier  
CAL-7-40108

Buyer ID - Id de l'acheteur  
ca1137  
CCC No./N° CCC - FMS No./N° VME

d.	Material and replacement parts (except free issue) shall be charged at the offeror's laid down cost*, plus a mark-up of ____% not to exceed the manufacturer's suggested retail price. Cost must be supported by copies of the Offeror's paid invoices being submitted with invoice to DND.			\$25,000.00	\$25,000.00 + (\$25,000.00 x mark-up %) = \$_____
e.	Fall Semi-Annual inspection to be completed in October.	1 lot of 129 doors	\$_____	1	\$_____
f.	Spring Semi-Annual inspection to be completed in May	1 lot of 129 doors	\$_____	1	\$_____
<b>Subtotal for Option Year 3</b>					<b>\$_____ (D)</b>

Bid evaluation total - sum totals (A) + (B) +(C) + (D) = \$\_\_\_\_\_

**Material and Replacement Parts:**

\*Note: laid down cost is defined as the cost incurred by a vendor to acquire a specified product or service for resale to the government. This includes the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage, but excludes sales taxes.

Mark-Up is defined as the difference between the vendor's laid down cost for a product or service and the resale price to the government (exclusive of sales taxes) consisting of the cost of necessary services, applicable overhead and profit.

Solicitation No. - N° de l'invitation  
W4M00-18C848/A  
Client Ref. No. - N° de réf. du client  
W4M00-18C848

Amd. No. - N° de la modif.  
File No. - N° du dossier  
CAL-7-40108

Buyer ID - Id de l'acheteur  
ca1137  
CCC No./N° CCC - FMS No./N° VME

---

**ANNEX "C"**

**SECURITY REQUIREMENTS CHECK LIST**

(Please see attached)

---

**ANNEX "D"**

**INSURANCE REQUIREMENTS**

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

Solicitation No. - N° de l'invitation  
W4M00-18C848/A  
Client Ref. No. - N° de réf. du client  
W4M00-18C848

Amd. No. - N° de la modif.  
File No. - N° du dossier  
CAL-7-40108

Buyer ID - Id de l'acheteur  
ca1137  
CCC No./N° CCC - FMS No./N° VME

- 
- n. Litigation Rights: Pursuant to subsection 5(d) of the *Department of Justice Act*, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

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

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

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

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

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

Solicitation No. - N° de l'invitation  
W4M00-18C848/A  
Client Ref. No. - N° de réf. du client  
W4M00-18C848

Amd. No. - N° de la modif.  
File No. - N° du dossier  
CAL-7-40108

Buyer ID - Id de l'acheteur  
ca1137  
CCC No./N° CCC - FMS No./N° VME

---

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

**ELECTRONIC PAYMENT INSTRUMENTS**

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

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

**ANNEX "F"**  
**17 WING ANNUAL OVERHEAD DOOR**  
**INSPECTIONS CHECK LIST**

<b>Items to be Inspections on O/H Door</b>	<b>Condition of Item</b>	<b>N/A</b>	<b>Remarks</b>
Check and realign door track and tighten support rails as required			
Check and verify weather stripping integrity			
Check all panels and windows for damage			
Check for correct operation of Man door			
Check and grease all retracting spring assemblies			
Check all input hinges, wheels, and main shaft drums for damage/flat spots			
Check and grease all bearing assemblies as required			
Check and oil all spring assemblies as required			
Check and balance springs as required			
Check to ensure that all reversing sensors are properly aligned and working			
Verify proper operation of motor chain drives to include breaking, sprockets, bearings, and belts			
Check gear boxes and verify for proper oil levels			
Check and clean all electrical contacts			
Verify correct operation of interior and exterior push buttons			
Inspect all indicator lights, ensuring they are in good working order			
Ensure that manual pull chains are in good working condition			
Check all air sensor switches and hoses on door bottoms			
Verify operations of all remote control units			
Check and verify limit switches			
Check for wear and grease all counter weights			
Check and clean all motor components			
Verify proper operation of all motion sensors			

**ANNEX "G"**

**OVERHEAD DOORS AT 17 WING WINNIPEG**

BUILDING NUMBER	DOOR LOCATION	NUMBER OF DOOR/S	MISC NOTES MANUAL (m) OR AUTOMATIC (a) DOOR
24 T	SOUTH SIDE	1	m
25	NORTH SIDE	1	a
25	EAST SIDE	2	a
30 EOD	SOUTH SIDE	1	m
32 HERITAGE	SOUTH SIDE	1	m
32 G	SOUTH SIDE	1	m
33	WEST SIDE	1	m
48 GOLF COURSE	SOUTH SIDE	1	m
51 STEAM PLANT	SOUTH SIDE	1	m
51 STEAM PLANT	WEST SIDE	1	a
52	EAST SIDE	1	a
52	WEST SIDE	2	a
52	INSIDE OF BLDG.	2	a
52 G	EAST SIDE	1	m
53 EOD	EAST SIDE	1	m
55	EAST SIDE	4	a
55 SPRUNG	NORTH SIDE	1	m
57 POL STORGAE	EAST SIDE	1	m
61 KITCHEN	NORTH SIDE	1	a
62 HOSPITAL	SOUTH SIDE	2	m
69 SAND BAY	EAST SIDE	1	a
70 R&G	EAST SIDE	1	a
70 EGS/STORES	SOUTH SIDE	2	a
70G3	SOUTH SIDE	1	m
75	EAST SIDE	1	a
76	WEST SIDE	1	m
77 MECH SHOP	WEST SIDE	3	a
85 WFE	NORTH SIDE	1	1 door (a), 1 door (m)
88 FIRE HALL	EAST SIDE	2	a
88 FIRE HALL	WEST SIDE	3	a
89 CE GARAGE	NORTH SIDE	3	1 door (a), 2 door (m)
90 BAND AREA	WEST SIDE	1	m
90 G GARAGE	EAST SIDE	2	m
96 RE-FUELING	WEST SIDE	10	Bay 1 through 9 (m), Bay 10( a)
100 CE	WEST SIDE	2	a
119 LOX	NORTH SIDE	2	m
129 LOG BLDG	SOUTH SIDE	4	a
129 LOG BLDG	NORTH SIDE	20	a
129 LOG BLDG	EAST SIDE	8	a
129 LOG BLDG	INSIDE OF BLDG	4	WASH BAY X 1 (a) SUPPLY X 3 (m)
129 G	SOUTH SIDE	1	a

Solicitation No. - N° de l'invitation  
W4M00-18C848/A  
Client Ref. No. - N° de réf. du client  
W4M00-18C848

Amd. No. - N° de la modif.  
File No. - N° du dossier  
CAL-7-40108

Buyer ID - Id de l'acheteur  
ca1137  
CCC No./N° CCC - FMS No./N° VME

131 WFE	NORTH SIDE	1	m
134 CE STORAGE	NORTH SIDE	3	a
136 WTISS	WEST SIDE	3	a
136 G WTISS	SOUTH SIDE	2	a
HANGER 10	WEST SIDE	1	a
HANGER 16	NORTH SIDE	1	a
HANGER 16	SOUTH SIDE	1	a
HANGER 16	EAST SIDE	3	
HANGER 16	INSIDE OF BLDG	5	SOUTH SIDE OF HANGER X 3 (m) DOORS, BREEZE WAY X 2 DOORS (a)
139 CANEX	EAST SIDE	1	a
141 BEHIND B-25	EAST SIDE	3	a
438 CONWAY	EAST SIDE	1	a
ST.CHARLES RANGE BLDG 24	EAST SIDE	1	m
ST.CHARLES RANGE BLDG 24	WEST SIDE	1	m
ST.CHARLES RANGE BLDG 24	INSIDE OF BLDG	1	m
ST.CHARLES RANGE TARGET SHED	WEST SIDE	1	m

**ANNEX "H"**

**17 WING FIRE SERVICE HOT WORK PERMIT**

DATE:		CONTRACTOR/SHOP:	
BUILDING:		LOCATION OF WORK:	
WORK TO BE DONE:			
SPECIAL PRECAUTIONS TO BE TAKEN:			
FIRE WATCH PROVIDED:	YES	NO	NAME:
The work location has been checked and necessary precautions have been taken. Permission is granted for this work.			
PERMIT START DATE/TIME:			
PERMIT EXPIRY DATE/TIME:			
SIGNED:			SIGNED:
	Fire Inspector/Shop Foreman		Job Supervisor
Before approving any cutting, welding or use of open flame, the Wing Fire Inspector or the Wing Fire Inspector's appointed representative (Shop Foreman) shall inspect the work area and confirm that all necessary precautions have been taken to prevent fire in accordance with NFPA 51B.			
<b>PRECAUTIONS:</b>			
<input type="checkbox"/>	Flammable liquids removed or adequately covered	<input type="checkbox"/>	F.A. system shut down
<input type="checkbox"/>	Covers set up below work area to catch hot slag and sparks	<input type="checkbox"/>	All wall and floor openings covered
<input type="checkbox"/>	Combustible floors protected (wet down, covered in wet sand or Metal shields)	<input type="checkbox"/>	Smoke detectors/fire alarm system
<input type="checkbox"/>	Cutting and welding equipment in good repair	<input type="checkbox"/>	Sprinklers in service
<b>WORK ON WALLS OR CEILING:</b> (tanks, containers, ducts, dust collectors, etc)			
<input type="checkbox"/>	Equipment cleaned of all combustibles	<input type="checkbox"/>	Containers purged of flammable liquids
<b>FIRE WATCH:</b>			
<input type="checkbox"/>	To be provided during and for 30 minutes following operations		
<input type="checkbox"/>	Extinguisher on site		
<input type="checkbox"/>	Trained in use of extinguisher and in sounding fire alarm.		
1. All contractor personnel have been briefed in the use of fire equipment and in sounding fire alarms. Fire emergency number 911 on the Wing and 911 for the Armouries.			
2. At the end of each working day, the contractor shall notify the Wing Fire Department Duty Platoon Chief by telephone at 833-2646 that work for the day has been completed 30 minutes after work is halted. Foremen will wait till the Fire Hall has carried out Post Fire Inspection.			
3. All fires are to be reported to Fire Services at 833-2646:			
Work area and all adjacent areas to which sparks and heat might have spread [including floors above and below and on opposite side of wall(s)] were inspected 30 minutes after the work was completed and were found to be fire safe.			
			Signed _____ 17 Wing Fire Inspector
<b>DISTRIBUTION</b>			
<u>Original</u> - to be held by the Fire Services Inspector		<u>Duplicate</u> - to supervisor (contractor)	





Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat <b>404 M00-18C 848</b>
Security Classification / Classification de sécurité <b>UNCLAS</b>

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine <b>DND</b>	2. Branch or Directorate / Direction générale ou Direction <b>RP OPS DET WPG</b>	
3. a) Subcontract Number / Numéro du contrat de sous-traitance <b>N/A</b>	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant <b>N/A</b>	
4. Brief Description of Work / Brève description du travail <b>REPAIR &amp; MAINTENANCE TO OVERHEAD DOORS &amp; RELATED HARDWARE LOCATED WITHIN 17 UNIFIED BUILDINGS</b>		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>



Contract Number / Numéro du contrat <b>W4M00-18C848</b> Security Classification / Classification de sécurité <b>UNCLAS</b>
---

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

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

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

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

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

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

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

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

Special comments:  
 Commentaires spéciaux :

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

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

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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



Contract Number / Numéro du contrat <b>W4M00-18C848</b>
Security Classification / Classification de sécurité <b>UNCLAS</b>

**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	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Renseignements / Biens / Production																
IT Media / Support TI																
IT Link / Lien électronique																

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

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

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

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