



**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**

Public Works and Government Services Canada
ATB Place North Tower
10025 Jasper Ave./10025 ave. Jasper
5th floor/5e étage
Edmonton
Alberta
T5J 1S6
Bid Fax: (780) 497-3510

**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
Public Works and Government Services Canada
ATB Place North Tower
10025 Jasper Ave./10025 ave Jasper
5th floor/5e étage
Edmonton
Alberta
T5J 1S6

Title - Sujet Septic and Hydro Vac Services	
Solicitation No. - N° de l'invitation W6900-184243/A	Date 2018-05-16
Client Reference No. - N° de référence du client W6900-184243	GETS Ref. No. - N° de réf. de SEAG PW-\$EDM-607-11379
File No. - N° de dossier EDM-7-40232 (607)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-06-27	
Time Zone Fuseau horaire Mountain Daylight Saving Time MDT	
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Jenkinson, Lorraine	Buyer Id - Id de l'acheteur edm607
Telephone No. - N° de téléphone (780)497-3593 ()	FAX No. - N° de FAX (780)497-3510
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE 3 CDSB EDMONTON, DET WAINWRIGHT 188, GARRISON, WAINWRIGHT DENWOOD Alberta TOB1B0 Canada	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

TITLE: SEPTIC/ HYDRO VAC SERVICES

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File No. - N° du dossier
EDM-7-40232

Buyer ID - Id de l'acheteur
edm607
CCC No./N° CCC - FMS No./N° VME

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security and Other 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 Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification and any other annexes.

1.2 Summary

- 1.2.1 This requirement is for the provision all labour, equipment, materials, transportation and supervision required to pump out kitchen sumps, septic tanks, grease traps, sewage lifts stations, permanent latrines, grey water containers and Hydro Vac services at Garrison Wainwright in Alberta on an as and when requested basis.

It is anticipated that any Standing Offer will be effective for a period of three (3) years from the date of award with the option to extend the Standing Offer for an additional one (1) year period.
- 1.2.2 The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA).
- 1.2.3 The Federal Contractors Program (FCP) for employment equity applies to this procurement; refer to Part 5 – Certifications and Additional Information, Part 7A -Standing Offer, and Part 7B - Resulting Contract Clauses and the annex titled Federal Contractors Program for Employment Equity - Certification.

2.1.1 SACC Manual Clauses

[M0019T \(2007-05-25\)](#), Firm Price and/or Rates 2007-05-25

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.

2.3.1 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.

2.3.2 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](#).

2.3.3 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 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.

Offers transmitted by facsimile will be accepted.

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

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

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

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.

3.1.1 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.

3.1.2 Section II: Financial Offer

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

3.1.2.2 Electronic Payment of Invoices - Offer

The Offeror must complete Annex "F" Electronic Payment Instruments to identify which electronic payment instruments are accepted.

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

If Annex "F" 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.

3.1.2.3 Exchange Rate Fluctuation

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

3.1.3 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

Mandatory technical evaluation criteria are included in Annex "G".

4.1.2 Financial Evaluation

4.1.2.1 The Total Bid Price will be calculated in the following method:

- a) For each year, the unit prices quoted for items 1.1-1.3 and 2.1-2.3 will be multiplied by the estimated quantity to arrive at a total price per item.
- b) The totals of items 1.1-1.3 and 2.1-2.3 will be aggregated to obtain a total estimated cost for each year.
- c) The aggregated totals of each year will be added together to obtain the Total Bid Price.

4.1.2.2 SACC Manual Clauses

[M0222T](#) (2016-01-28), Evaluation of Price

4.2 Basis of Selection

- 4.2.1 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.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Offer

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

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

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

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

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.

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

6.1 Security Requirements

6.1.1. 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;

6.1.2. 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.

6.1.3. 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.

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE # W6900-184243

7.2.1.1 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).

7.2.1.2 The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.

7.2.1.3 Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.

7.2.1.4 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 "E" – Standing Offer Usage Report. 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 ten (10) 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 date of award to _____.

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 one (1) year period, from _____ to _____, 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.

7.5 Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Lorraine Jenkinson
Procurement Specialist
Procurement Branch, Western Region
Public Services and Procurement Canada
ATB Place, North Tower, 5th Floor
10025 Jasper Avenue NW
Edmonton, AB T5J 1S6

Telephone: 780-497-3593

Facsimile: 780-497-3510

Email: lorraine.jenkinson@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.

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7.5.2 Project Authority

The Project Authority for the Standing Offer is:

(To be named upon Standing Offer issuance.)

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: _____

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, Real Property Operations Unit (West) Detachment
Wainwright

7.8 Call-up Procedures

Call Ups will be directed to the Standing Offer holder. Only one standing offer agreement will result from the Request for Standing Offer.

7.9 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.

7.9.1 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.

7.9.2 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

OR

7.9.3 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.

7.10 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed **\$60,000.00** (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 \$_____ (Applicable Taxes excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized. The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or three (3) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

7.12 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 \(2017-06-21\)](#), General Conditions - Standing Offers - Goods or Services;
- 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) Annex C, Security Requirements Check List;
- h) the Offeror's offer dated _____ (*insert date of offer*), (*if the offer was clarified or amended, insert at the time of issuance of the offer. "as clarified on _____" or "as amended on _____" and insert date(s) of clarification(s) or amendment(s) if applicable.*)

7.13 Certifications and Additional Information

7.13.1 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.

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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 _____ (*insert the name of the province or territory as specified by the Offeror in its offer, if applicable*).

7.15 Estimates

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

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

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

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

7.3 Term of Contract

7.3.1 Period of the Contract

The Work 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

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex "B", to a limitation of expenditure of **\$(the value of the Call-up)**. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

7.5.2 Limitation of Price

SACC Manual clause [C6000C \(2011-05-16\)](#), Limitation of Price

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7.5.3 Single Payment

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

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

7.5.4 SACC Manual Clauses

[A9117C \(2007-11-30\)](#) - T1204 Direct Request by Customer Department
[C0710C \(2007-11-30\)](#) - Time and Contract Price Verification
[C0711C \(2008-05-12\)](#) - Time Verification
[C2000C \(2007-11-30\)](#) - Taxes - Foreign based Contractor

7.5.5 Electronic Payment of Invoices – Call-up

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

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

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

7.6 Invoicing Instructions

7.6.1 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.

7.6.2 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.

7.7 SACC Manual Clauses

A2000C (2006-06-16), Foreign Nationals (Canadian Contractor)
A9019C (2011-05-16), Hazardous Waste Disposal
A9039C (2008-05-12), Salvage
A9062C (2011-05-16), Canadian Forces Site Regulations

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7.8 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. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than “A-”. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

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ANNEX "A" - STATEMENT OF WORK



**REAL PROPERTY OPERATIONS UNIT
RPOU (W) Grn Wx
SEPTIC/ HYDRO VAC SERVICES**

LOCATION: RPOU (W) Det WAINWRIGHT
DATE: 20 NOV 2017

Section No. Title

Division 01- General Requirements

- | | |
|----|-----------------------------------|
| 01 | General Instructions |
| 02 | Summary of Work |
| 03 | DND Fire Safety Requirements |
| 04 | Environmental Protection |
| 05 | Temporary Facilities |
| 06 | Temporary Barriers and Enclosures |
| 07 | Material and Equipment |
| 08 | Safety Requirements |
| 09 | Cleaning |
| 10 | Closeout Submittals |

01. GENERAL INSTRUCTIONS

1.0 SCOPE OF WORK

1. This Standing Offer (SO) is intended to be used for Septic/ Hydro Vac services for Real Property Operation Unit West Det. Wainwright as described in specification within this document.

2.0 WORK SCHEDULE(S)

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

3.0 WORK REQUIREMENTS

1. Required Works
 - .1 Work Under this SO covers the supply of all labour, equipment, materials, transportation and supervision required to pump out kitchen sumps, septic tanks, grease traps, sewage lifts stations, permanent latrines, grey water containers and Hydro Vac services at Garrison Wainwright Alberta on an as and when requested basis.
 2. Work Execution
 - .1 Work Preparation:
 - .1 The Contractor shall assess the work required in the call-up and proceed to carry out the work in a logical and efficient manner; and
 - .2 The Contractor shall coordinate work plan with DND Contract Officer / Inspector.
 - .2 Existing Services:
 - .1 Protect and maintain all existing services unless otherwise noted; and
 - .2 Report any damage to services immediately to the DND Contract Officer / Inspector.
 - .3 Contractor should have service personnel able to perform any work or the operation needed at all times of the day or night throughout the week and weekends, this is to perform any trouble shooting or fixing of the unit(s). Should respond within (4) hours.
 - .4 Documents Records:
 - .1 The Contractor shall record accurately, any deviations from contract documents if used for the call-up. Record changes in red.
 3. Acceptance Criteria/ Works
Upon completion of all work, the Contractor shall provide a task completion report or check list. DND Contract inspector shall inspect all work carried out by the Contractor against all deliverables listed in the call-up and other contract documents. Satisfactory acceptance of the completion task list will acknowledge acceptance of all project deliverables.

4.0 OPERATIONAL REQUIREMENTS

1. Coordinate all tests with the DND Contract Inspector. Schedule tests so as not to unduly disrupt the operations of the workplace.
2. Ensure all safety requirements of the area are strictly adhered to.

5.0 CONTRACTOR'S USE OF SITE

1. Use of site: Contractor shall comply with Base regulations. Movement around the site is subject to the following restrictions:
 - .1 All posted signs to be strictly adhered to;
 - .2 Parking of Contractor's vehicles on the Base to be as authorized by the DND Contract Officer / Inspector; and
 - .3 Contractor's vehicles and equipment may be subject to search due to heightened security.
2. Use of site is limited to following areas for work and storage:
 - .1 Storage areas require authorization by the DND Contract Officer / Inspector.
3. Do not unreasonably encumber site with materials or equipment.

6.0 ADDITIONAL DRAWINGS / DOCUMENTS

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

7.0 CODES AND STANDARDS

1. Meet the requirements of contract documents, specified standards, applicable codes and referenced documents.
2. Perform work in accordance with the latest edition of the National Building Code, Canadian Labour Code, National Plumbing Code, Natural Gas and Propane Code, Canadian Electrical Code, National Fire Code and Workman Compensation Board, the more stringent requirements shall apply.

8.0 CONSTRUCTION SAFETY MEASURES

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

9.0 COORDINATION

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

10.0 CLEANING

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

11.0 BASE ACCESS / CONTRACTOR ESCORTS

1. All Contractors, Subcontractors, Suppliers and project personnel may be required to be escorted while performing job activities in restricted areas. The Contractor will not have unescorted access to any restricted areas, controlled goods or protected documents. Escorts will be provided by the Crown, at no cost to the Contractor and will be arranged for by the DND Contract Officer / Inspector.
2. When escorts are required, the Contractor will coordinate scheduling with the DND Contract Officer / Inspector to ensure escort availability. Failure to provide an updated services schedule in accordance with the contract documents, or within a reasonable timeframe as requested by the DND Contract Officer/Inspector or Commissionaires, may affect the Crown's ability to provide escorts and impact the Contractor's ability to perform the work. Any delays and/or impacts to the overall construction schedule as a result of this will not be borne by DND.

END OF SECTION

02. SUMMARY OF WORK

1.0 GENERAL DESCRIPTION

Work under this Standing Offer (SO) covers the supply of all labour, equipment, transportation, materials, and supervision required to complete any work on "as and when" requested basis for RPOU (W) Det. Wainwright.

2.0 SCOPE

1. The services under this contract will be conducted under specific call-ups, including but not limited to the following systems:
 - .1 Contractor to provide Vac truck or trailer to pump out kitchen sumps, septic tanks, grease traps, sewage lifts stations, permanent latrines, grey water containers at Garrison Wainwright Alberta on an as and when requested basis;
 - .2 Contractor to provide Hydro Vac services for Excavation, Pile holes, Line location, Daylighting, Shoring, Culvert cleaning and Catch basin cleaning on an as and when requested basis;
 - .3 Contractor to provide water trucks for the following: transport potable water and to have a water truck complete with sprayer bar able to spray water on the gravel roads;
 - .4 All units should have adequate heaters for winter use;
 - .5 Contractor will be responsible for the licensing and warranty of the units; and
 - .6 Contractor will be responsible for the maintenance of the units due to normal wear and tear. In the event that there is a mechanical failure that can't be repaired the unit will be replaced with the same type and size within 24 hrs.

3.0 TECHNICIAN'S QUALIFICATIONS

1. All work is to be carried out by qualified, licensed Person who hold valid license when required certified in the province of Alberta.

4.0 CONTRACTOR'S RESPONSIBILITIES

1. Call-ups
 - .1 The Contractor shall respond to an authorized non-emergency request by the DND Contract Officer / Inspector within seven (7) days of a call up, in addition, the actual work will be performed within forty-eight (48) Hours or within a time frame mutually agreed to by both parties and as stated on the authorization form.
 - .2 In the case of an emergency situation, the Contractor shall reply to an authorized request from the DND Contract Officer/Inspector within (2) hrs. and complete work within eight (8) hours or a mutually agreed time line.
 - .3 The Contractor shall submit a site specific safety plan to DND Contract Officer / Inspector for each call-up and prior to starting work.
 - .4 Contractor shall be responsible for all costs for self-recovery.
2. Estimates, Provision of
 - .1 Where an estimate of the cost of performing specific work is required, the DND Contract /Officer / Inspector will provide the Contractor with a statement of the work (SOW) required and the Contractor should provide the DND Contract Officer / Inspector with an estimate of the cost of performing the specified work detailing all parts from labour, material, rentals, sub-contracts, permits, licenses and taxes in accordance with the pricing provision of the contract. This estimate will be provided in a timely manner, with a maximum time of seven (7) working days. The Contractor must not undertake any of the specified work unless and until the estimate has been approved and an authorized request has been issued by the DND Contract Officer/ Inspector, to proceed with the work. The estimated cost shall not be exceeded without the specific written authorization of the DND Contract Officer / Inspector.
3. Manufacturer's Instructions
 - .1 It shall be the Contractor's responsibility to follow the manufacturer's instructions for application or installation of all materials or products.
4. Reporting Deterioration or Damage
 - .1 Any damage or deterioration discovered during the contract, but not included in the scope of work, shall be reported to the DND Contract Officer / Inspector.
5. Permits and Licenses
 - .1 It shall be the Contractor's responsibility where applicable and required to obtain and abide by the Provincial permits and licenses, and to ensure all instructions on the permits are understood and carried out accordingly. Ensure all other applicable licenses and permits are obtained.

5.0 QUALITY CONTROL

1. Inspection Of Work
 - .1 The Contractor shall allow sufficient time to notify the DND Contract Officer / Inspector and have the work inspected.
2. Testing
 - .1 Testing requirements will be stated in the scope of work of each call-up;
 - .2 Conduct all tests in the presence of DND Contract Officer / Inspector;

- .3 Provide instruments, meters, equipment, and personnel required to conduct tests during and at conclusion of work;
- .4 Where applicable, obtain report from manufacturer verifying compliance of work, in handling, installing, applying, protecting and cleaning of product.

6.0 TEMPORARY SERVICES

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

END OF SECTION

03. DND FIRE SAFETY REQUIREMENTS

PART 1 GENERAL

1.1 CONSTRUCTION FIRE SAFETY

1. The Contractor shall provide construction fire safety in accordance with the National Fire Code of Canada, Canadian Forces Fire Marshall (CFFM) and Fire Marshall Directive (FMD 4006).

1.2 FIRE DEPARTMENT BRIEFING

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

1.3 REPORTING FIRES

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

1.4 FIRE SAFETY PLAN

1. Submit a fire safety plan prior to commencement of work. The fire safety plan shall conform to the Canadian Forces Fire Marshall (CFFM) and Fire Marshall Directive (FMD 4006).
2. The fire safety plan shall be submitted to the DND Contract Officer/Inspector for review by local fire department. Any comments by local fire department shall be implemented by the Contractor.

3. The fire safety plan shall be limited to the area of construction only. Contractor is not responsible for amending fire safety plans in existing buildings.

1.5 INTERIOR AND EXTERIOR FIRE PROTECTION AND ALARM SYSTEMS

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

1.6 FIRE PROTECTION SYSTEM IMPAIRMENT

1. Notify the DND Contract Officer/Inspector and the Fire Hall 48 hours prior to shutting down Working on any active fire protection system, including water supply, fire suppression, fire detection and life safety systems.
2. Where a fire protection system that provides fire alarm monitoring is impaired in an existing building, a fire watch may be required at the discretion of the Fire Hall.
3. Implement all fire protection system impairments in accordance with the Canadian Forces Fire Marshall (CFFM) and Fire Marshall Directive (FMD 4006). Fire Orders will be provided at the Pre-Commencement Meeting.

1.7 FIRE EXTINGUISHERS

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

1.8 ACCESS FOR FIRE FIGHTING

1. Access for firefighting shall be provided in accordance with the Canadian Forces Fire Marshall (CFFM) and Fire Marshall Directive (FMD 4006)
2. Advise the Fire Hall of work that would impede fire apparatus response. This includes violation of minimum horizontal and overhead clearance, as prescribed by the Fire Hall, erecting of barricades and digging of trenches.
3. Minimum horizontal clearance: clear width of not less than 5m, or as defined by the Fire Hall.
4. Minimum vertical clearance: overhead height of not less than 6m, or as defined by the Fire Hall.

1.9 SMOKING PRECAUTIONS

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

1.10 RUBBISH AND WASTE MATERIALS

1. Keep rubbish and waste materials at minimum quantities.
2. Burning of rubbish is prohibited.
3. Remove rubbish from work site at end of work day or shift or as directed.

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4. Storage:
 - .1 Store oily waste in approved receptacles to ensure maximum cleanliness and safety.
 - .2 Deposit greasy or oily rags and materials subject to spontaneous combustion in approved receptacles and remove as specified.

1.11 FLAMMABLE AND COMBUSTIBLE LIQUIDS

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

1.12 HOT WORKS

1. The Contractor shall implement a hot works program in accordance with the National Fire Code of Canada and NFPA 51 Standard for Fire Prevention during Welding, Cutting and Other Hot Work. Canadian Forces Fire Marshall (CFFM) and Fire Marshall Directive (FMD 4006)
2. The Contractor shall obtain from the Fire Hall a "Hot Work" permit for all hot works in the construction area. Frequency of renewal for hot works permits is at the discretion of the Fire Hall.
3. When Work is carried out in dangerous or hazardous areas involving use of heat, provide fire watchers equipped with sufficient fire extinguishers. Determination of dangerous or hazardous areas along with level of protection necessary for Fire Watch is at discretion of the Fire Hall.
4. Provide fire watch service for work on scale established and in conjunction with the Fire Hall as defined in the Fire Department Briefing. Fire watchers shall be trained in the use of fire extinguishing equipment.
5. Area of hot works
 - .1 Hot works shall be carried out in an area free of combustible and flammable content.
 - .2 Where 1.12.5.1 is not possible,
 - .1 All flammable and combustible materials within 15m of the hot works shall be protected in accordance with the National Fire Code of Canada,

Canadian Forces Fire Marshall (CFFM) and Fire Marshall Directive (FMD 4006).

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

1.13 HAZARDOUS SUBSTANCES

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

1.14 PARTIAL OCCUPANCY

- 1. Implement partial occupancy procedures as defined in the drawings and specifications. Partial occupancy is where construction occurs adjacent to work areas occupied by Departmental or Canadian Forces personnel. This includes Canadian Forces Fire Marshall (CFFM) and Fire Marshall Directive (FMD 4006):
 - .1 Phased new construction
 - .2 Early or partial occupancy of new construction
 - .3 New construction being added onto an existing building
 - .4 Renovation or recapitalization of an existing building
 - .5 Phased renovation or recapitalization of an existing building
- 2. Where partial occupancy occurs, Contractor shall implement requirements as found in the drawings and specifications. This may include construction of a rated fire separation between occupied and construction areas as required by the National Fire Code, Canadian Forces Fire Marshall (CFFM) and Fire Marshall Directive (FMD 4006).

1.15 QUESTIONS AND/OR CLARIFICATION

- 1. Direct questions or clarification on Fire Safety in addition to above requirements to the DND Contract Officer/Inspector.
- 2. DND Contracts Officer/ Inspector, is responsible to obtain clarifications from the Fire Hall. The Contractor is not to liaise directly with the Fire Hall for notification, authorization or any requests unless the situation constitutes an immediate emergency.

1.16 FIRE INSPECTION

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

PART 2 PRODUCTS

2.1 NOT USED

1. Not Used.

PART 3 EXECUTION

3.1 NOT USED

1. Not Used.

END OF SECTION

04. ENVIRONMENTAL PROTECTION

PART 1 – GENERAL

1.1 FIRES

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

1.2 DISPOSAL OF WASTES

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

1.3 DRAINAGE

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

1.4 POLLUTION CONTROL

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

1.5 ENVIRONMENTAL EMERGENCY RESPONSE PROCEDURE

1. If a spill occurs follow the requirements for spill response and reporting from Environmental Directive ED 4003 - 1/2003 Spill Reporting.
2. Disposal of spill materials to be off DND property and at approved locations for this type of materials to be disposed of.
3. When parking of equipment on site, the equipment is to be secured from entry, inspected for leaks and the ground under the equipment protected by catch basins to prevent soil contaminations.
4. Contractor to protect all wells, catch basins, dry wells, drains and water courses from contamination in the event of a spill.
5. All equipment to be used for the Work of the Contract is to be inspected by the DND Contract Officer/Inspector for leaks. Equipment not in good repair to be removed/repared when directed by the DND Contract Officer / Inspector.
6. The following spills must be reported to the Base Fire Hall and the DND Contract Officer/Inspector:
 - .1 Any Petroleum (POL) products.
 - .2 Any glycol spill.
 - .3 Any battery acid spill.
 - .4 Any other hazardous/deleterious substance.
 - .5 Any release of halocarbons, including releases from refrigerators, chillers, air conditioner (vehicles or equipment).
 - .6 Any spill that enters a drain, ditch or water body.
 - .7 For spills occurring, the Contractor is to immediately remove as much or all of the contaminated soils.
 - .8 Contaminated soils/materials to be placed in containers compatible to the contaminants.
 - .9 Any remaining clean-up to be performed at no extra cost to DND. Clean-ups to be completed to the satisfaction of the DND Contract Officer / Inspector.
7. In the event of an environmental incident or emergency such as:
 - .1 Chemical spill or petroleum spill,
 - .2 Poisonous or caustic gas emission,
 - .3 Biological or chemical explosion,
 - .4 Hazardous material spill,
 - .5 Sewage spill,
 - .6 Contaminated water into waterways,
 - .7 The Contractor or his employees shall:
 - .8 Notify the Contractor's job superintendent.
 - .9 Call local Base Fire Hall, Base Engineering, and give type of emergency.

-
- .10 Report the incident using 3DSG Grn. Wainwright Environmental Incident Spill Reporting Form.

PART 2 - PRODUCTS

2.1 Not Used

PART 3 - EXECUTION

3.1 Not Used

END OF SECTION

05. TEMPORARY FACILITIES

1. TEMPORARY UTILITIES

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

2. INSTALLATION AND REMOVAL

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

3. SCAFFOLDING

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

4. HOISTING

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

5. HEATING & HOARDING

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

6. SITE STORAGE/LOADING

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

7. FIRST AID

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

8. EQUIPMENT, TOOL AND MATERIALS STORAGE

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

9. SANITARY FACILITIES

- .1 Provide sanitary facilities for work force in accordance with governing regulations and ordinances.
- .2 Post notices and take such precautions as required by local health authorities. Keep area and premises in sanitary condition.

10. CONSTRUCTION SIGNAGE

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

END OF SECTION

06. TEMPORARY BARRIERS AND ENCLOSURES

1. Installation and Removal

1. Provide temporary controls as needed in order to execute Work expeditiously.
2. Remove from site all such work after use.

2. Protection of Vegetation

1. Provide barriers around trees and plants. Protect from damage by equipment and construction procedures.

3. Guard Rails and Barricades

1. Provide secure, rigid guard rails and barricades around open work areas as required by Alberta Occupational Health & Safety and WCB Regulations.

4. Dust Tight Screens and Security Partitions

1. Provide dust tight screens or partitions to localize dust generating activities, for protection of workers and occupied building areas.
2. Maintain and relocate protection until such work is complete.

5. Traffic Flow

1. Provide and maintain competent signal flag operators, traffic signals, barricades and flares, lights, or lanterns as required to perform Work and protect public.

6. Fire Routes

1. Maintain access to property including overhead clearances for use by emergency response vehicles.

7. Protection of Property

1. Protect surrounding private and public property from damage during performance of Work.
2. Be responsible for damage incurred at no cost to DND Contract Officer / Inspector.

8. Protection of Building Finishes

1. Provide protection for existing finished building surfaces and equipment during performance of Work.
2. Provide necessary screens, covers, pads and hoardings.
3. Be responsible for damage incurred due to lack of or improper protection, at no cost to DND Contract Officer / Inspector.

END OF SECTION

07. MATERIAL AND EQUIPMENT

1. GENERAL

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

2. STORAGE, HANDLING AND PROTECTION

1. Handle and store products in manner that will prevent damage, adulteration, deterioration and soiling, and in accordance with manufacturer's instructions when applicable
2. Store products subject to weather damage in weatherproof enclosures
3. Remove and replace damaged products at own expense and to satisfaction of DND Contract Officer/Inspector.

3. MANUFACTURER'S INSTRUCTIONS

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

4. QUALITY OF WORK

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

5. REMEDIAL WORK

1. Perform remedial work as required to repair or replace parts or portions of Work identified as defective or unacceptable. All work should be completed within (10) days of notification or an agreed date.

6. FASTENINGS

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

END OF SECTION

08. SAFETY REQUIREMENTS

1.0 GENERAL

1. SUBMITTALS

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

2. COMPLIANCE REQUIREMENTS

- .1 Comply with the latest edition of the Alberta Occupational Health and Safety Act, and the Regulations made pursuant to the Act.
- .2 Observe and enforce construction safety measures required by:
 - i National Building Code of Canada (latest edition);
 - ii Provincial Worker's Compensation Board; and
 - iii Municipal statutes and ordinances.
- .3 In event of conflict between any provisions of above authorities the most stringent provision shall apply.

-
- .4 Provide and maintain Worker's Compensation Board coverage for all employees for the duration of the contract. Prior to commencement of the work, at the time of Interim Completion and prior to final payment, provide to the DND Contract Officer / Inspector a letter of Clearance from the Workers' Compensation Board indicating that the Contractor's account is in good standing:
- i Should the Contractor be a sole proprietor, provide documented proof in a form acceptable to the DND Contract Officer / Inspector, of an alternative means of personal coverage that meets or exceeds the requirements set out above for Worker's Compensation Board coverage.

3. **RESPONSIBILITY**

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

2.0 **SITE CONTROL AND ACCESS**

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

3.0 **PERMITS**

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

4.0 **MEETINGS**

- 1. Prior to commencement of work attend a pre-commencement meeting conducted by the DND Contract Officer/Inspector. Ensure minimum attendance by Contractor's site superintendent. The DND Contract Officer/Inspector will advise of time, date and location of the meeting and will be responsible for recording and distributing the minutes.

2. Conduct site specific occupational health and safety meetings as required by Alberta Occupational Health and Safety Act, and the Regulations made pursuant to the Act.

5.0 ACCIDENT REPORTING

1. Investigate and report incidents and accidents as required by Alberta Occupational Safety and Health Act, and the Regulations made pursuant to the Act.
2. For the purpose of this contract immediately investigate and provide a report to the DND Contract Officer/Inspector on incidents and accidents that involve:
 - .1 A resulting injury that may or may not require medical aid but involves lost time at work by the injured person(s);
 - .2 Exposure to toxic chemicals or substances;
 - .3 Property damage; and
 - .4 Interruption to adjacent and/or integral infrastructure operations with potential loss implications.
3. In the investigation and reporting of incidents and accidents, the Contractor is required to respond in a timely fashion to correct the action that was deemed to have caused the incident and/or accident and advice in writing on the action taken to prevent a re-occurrence of the incident and/or accident.

6.0 RECORDS ON SITE

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

END OF SECTION

09. CLEANING

1.0 Project Cleanliness

1. Maintain Work in tidy condition, free from accumulation of waste products and debris.
2. Remove waste materials from site at end of each work-day or as directed by Engineer.
3. Make arrangements with and obtain permits from authorities having jurisdiction for disposal of waste and debris.
4. Provide on-site containers for collection of waste materials and debris. Locate where directed by DND Contract Officer / Inspector.
5. Provide and use clearly marked separate bins for recycling wherever facilities are available.
6. Remove waste material and debris from site and deposit in waste containers at end of each working day.
7. Store volatile waste in covered metal containers, and remove from premises at end of each working day.

8. Use only cleaning materials recommended by manufacturer of surface to be cleaned and as recommended by cleaning material manufacturer.
9. Schedule cleaning operations so that resulting dust, debris and other contaminants will not fall on wet, newly painted surfaces nor contaminate building systems.

2.0 Final Cleaning

1. When Work is Substantially Performed, remove surplus products, tools, construction machinery and equipment not required for performance of remaining Work.
2. Remove waste products and debris other than that caused by DND or Other Contractors. Leave Work clean and suitable for occupancy.
3. Prior to final review, remove surplus products, tools, construction machinery and equipment.
4. Make arrangements with and obtain permits from authorities having jurisdiction for disposal of waste and debris.
5. Remove stains, spots, marks and dirt from decorative work, electrical/mechanical fixtures, furniture fitments; walls, floors and ceilings.
6. Vacuum clean and dust building interiors including structural framing in areas below Work.
7. Clean and polish interior and exterior surfaces of newly installed glass.
8. Sweep pavement around building and all pavement parking/storage areas used by Contractor to remove all traces of construction spillage, stains and residue.

END OF SECTION

10. CLOSEOUT SUBMITTALS

1.1 Section Includes

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

1.2 Related Sections

1. Not Used.

1.3 As-built and Samples

1. In addition to requirements in General Conditions, maintain at the site for DND Contract Officer / Inspector one record copy of
 - .1 Contract Drawing;
 - .2 Specifications;
 - .3 Addenda;
 - .4 Change Orders and other modifications to the Contract;
 - .5 Reviewed shop drawings, product data, and samples;
 - .6 Field test records;

- .7 Inspection certificates;
- .8 Manufacturer's certificates.
- 2. Label record documents and file in accordance with Section number listings in List of Contents of this Project Manual. Label each document "PROJECT RECORD" in neat, large, printed letters.
- 3. Maintain record documents in clean, dry and legible condition. Do not use record documents for construction purposes.
- 4. Submit all record documents and samples available for inspection to the DND Contract Officer / Inspector.

1.4 Recording Actual Site Conditions

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

1.5 Warranties/ Rebates

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

2.0 PRODUCTS

- 1. Not Used

3.0 EXECUTION

- 1. Not Used

END OF SECTION

Item	Description: Class of Labour, material or plant	U of I	Est. Annual Qty	Standing Offer Period:						Option Period:			
				Year 1		Year 2		Year 3		Year 4			
				award date to	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price
[B]	[AxB]	[D]	[AxD]	[F]	[AxF]	[H]	[AxH]						
3.0	Hydro Vac Truck and 2 Operators												
a)	Up to 5 cubic meter Truck	per hour	50	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
b)	Over 5 cubic meter Truck	per hour	100	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
4.0	Water Truck and 1 Operator												
a)	Up to 16,650 Liter Truck	per hour	50	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
b)	Additional Cost for Sprayer/Spreader	per load	50	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
c)	Over 16,650 Liter Truck	per load	20	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
5.0	High Pressure Flushing/Jetting Unit (Complete with 2 operators) (Up to 24" line capability)												
a)	During Regular Working Hours (M-F 07:30 to 16:00)	per hour	100	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
b)	Outside Regular Working Hours	per hour	50	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
6.0	Auguring of Sewer Lines												
a)	up 4" Diameter Lines	per hour	100	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
b)	Over 4" Diameter Lines	per hour	50	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$

Item	Description: Class of Labour, material or plant	U of I	Est. Annual Qty	Standing Offer Period:						Option Period:			
				Year 1		Year 2		Year 3		Year 4			
				award date to _____	Unit Price [B]	Extended Price [AxB]	Unit Price [D]	Extended Price [AxD]	Unit Price [F]	Extended Price [AxF]	Unit Price [H]	Extended Price [AxH]	
7.0	Video Inspection of Sewer and Drain Lines (Includes Digital Copy of Video)												
a)	Up to 4" Lines	Per Hour	100	\$	\$	\$	\$	\$	\$	\$	\$	\$	
b)	Over 4" Lines	per hour	100	\$	\$	\$	\$	\$	\$	\$	\$	\$	
8.0	High Pressure Steam Unit (Complete with 2 operators) (Temp up to 80 degrees C)												
a)	During Regular Working Hours (M-F 07:30 to 16:00)	per hour	50	\$	\$	\$	\$	\$	\$	\$	\$	\$	
b)	Outside Regular Working Hours	per hour	20	\$	\$	\$	\$	\$	\$	\$	\$	\$	
9.0	Contractor's Mark Up on Allowance for unspecified material, replacement parts, required permits and certificates.(% mark-up x \$10,000.00 =)	%	\$10,000.00	____%	\$	____%	\$	____%	\$	____%	\$	____%	
	Total per Year:			\$	\$	\$	\$	\$	\$	\$	\$	\$	
		TOTAL BID PRICE:		Sum of the "Total per Year": (Year 1 + Year 2 + Year 3 + Year 4)									\$
		Goods & Services Tax:		5%									\$

Solicitation No. - N° de l'invitation
W6900-184243/A
Client Ref. No. - N° de réf. du client
W6900-184243

Amd. No. - N° de la modif.
File No. - N° du dossier
EDM-7-40232

Buyer ID - Id de l'acheteur
edm607
CCC No./N° CCC - FMS No./N° VME

ANNEX "C" - SECURITY REQUIREMENTS CHECK LIST

- Security Requirements Check List
- Security Guide



Government of Canada

Gouvernement du Canada

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ANNEX / ANNEXE "C"

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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 Department of national defence	2. Branch or Directorate / Direction générale ou Direction RPOU (W) DET WAINWRIGHT	
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 Supply and Service of Septic and Hydro Vac For Real Property Operations Unit West Det. Wainwright.		
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"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
Unclassified





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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 COTE 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	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
				CONFIDENTIEL		TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL			A	B	C	CONFIDENTIEL		TRÈS SECRET
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).



Contract Number / Numéro du contrat W6900-184243
Security Classification / Classification de sécurité Unclassified

PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) John Cokes		Title - Titre W6900 CONTRACT 0 PROJ. DET WX 1210	Signature <i>[Signature]</i>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Sasa Medjovic		Title - Titre DDSO - Industrial Security Senior Security Analyst	Signature <i>[Signature]</i>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel E-mail: sasa.medjovic@forces.gc.ca	Date 2017 - Dec 13
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?			<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées) Lorraine Jenkinson		Title - Titre Procurement Specialist	Signature <i>[Signature]</i>
Telephone No. - N° de téléphone 587-337	Facsimile No. - N° de télécopieur 780-4973510	E-mail address - Adresse courriel lorraine.jenkinson@pwgsc-lpsgc.gc.ca	Date 2018-05-11
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Cynthia Laverdure Contract Security Officer - Agente à la sécurité des contrats Industrial Security Sector - Secteur de la Sécurité industrielle cynthia.laverdure@pwgsc.gc.ca Telephone: 613-948-1636		Signature <i>[Signature]</i>	Date 2018-01-09

UNCLASSIFIED

Security Guide To W6900184243

- The only Security Requirement for this contract is that personnel working on this procurement require, as a minimum, a **RELIABILITY STATUS** before access to a secure site is granted. Contractor personnel working on DND sites shall abide by the National Defence Security Orders and Directives as well as any Information Technology publications that may apply. DND Unit Security Supervisors are responsible to brief Contractor employees on these policies and any other security instructions/policies as required. Foreign Contractors will abide by their Governments' national security regulations and/or bilateral agreements MOU.
- Prior to allowing access to secure premises, confirmation of Contractor personnel's security clearances must be forwarded on a Visit Clearance Request through the International Industrial Security Division (IISD) of Public Works & Government Services Canada (PWGSC) for approval and bear the name of this contract/project/program/contract number and the Project Officer.
- At no time will the contractor personnel be allowed to have any access to **CLASSIFIED/PROTECTED** data/documentation/systems and assets.
- Subcontracts containing security requirements are prohibited without the prior written authority of CISD/PWGSC.

DND Personnel:

DDSO-Industrial Security, is the contact person for information pertaining to security concerns identified in this procurement.

Industrial Personnel:

The Company Security Officer (CSO) or alternate may contact CISD/PWGSC for information pertaining to security concerns identified in this procurement. Foreign Suppliers shall direct security related inquiries to their responsible National Security Authority/Designated Security Authority (NSA/DSA), and shall adhere to instructions issued by their responsible NSA/DSA.

UNCLASSIFIED

ANNEX "D" - INSURANCE REQUIREMENTS

D1. Commercial General Liability Insurance

- 1.1 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.
- 1.2 The Commercial General Liability policy must include the following:
- a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
 - m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
 - n. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
 - o. Litigation Rights: Pursuant to subsection 5(d) of the *Department of Justice Act*, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of

Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

*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.

D2. Automobile Liability Insurance

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

D3. Environmental Impairment Liability Insurance

- 3.1 The Contractor must obtain "Contractors Pollution 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 \$1,000,000 per accident or occurrence and in the annual aggregate.
- 3.2 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.
- 3.3 The "Contractors Pollution 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 as additional insured should read as follows: Canada, represented by Public Works and Government Services Canada.

-
- b. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - c. Separation of Insureds: 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.
 - d. 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.
 - e. Incidental Transit Extension: The policy must extend to losses arising from any waste, products or materials transported, shipped, or delivered via any transportation mode to a location beyond the boundaries of a site at which the Contractor or any entity for which the Contractor is legally liable is performing or has performed the operations described in the contract.
 - f. 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),
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284 Wellington Street, Room SAT-6042,
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For other provinces and territories, send to:

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

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

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W6900-184243/A
Client Ref. No. - N° de réf. du client
W6900-184243

Amd. No. - N° de la modif.
File No. - N° du dossier
EDM-7-40232

Buyer ID - Id de l'acheteur
edm607
CCC No./N° CCC - FMS No./N° VME

ANNEX "E" - STANDING OFFER USAGE REPORT

Each Usage Report is to be comprised of data from completed Call Ups.

Return to:

Facsimile: (780) 497-3510
Email: WST.PA-EDM@pwgsc-tpsgc.gc.ca .

Quarterly Usage Report Schedule:

- 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 usage reports must be submitted no later than fifteen (15) calendar days after the end of the reporting period.

SUPPLIER: _____

STANDING OFFER NO: _____

DEPARTMENT OR AGENCY: _____

Department	Call up Number	Dollar Value (GST Included)

(A) Total Dollar Value Call-ups for this reporting period:	
(B) Accumulated Call-up Totals to Date:	
(A+B) Total Accumulated Call-ups:	

NIL REPORT: We have not done any business with the Federal Government this period.

PREPARED BY:

NAME: _____

PHONE: _____

SIGNATURE: _____

DATE: _____

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File No. - N° du dossier
EDM-7-40232

Buyer ID - Id de l'acheteur
edm607
CCC No./N° CCC - FMS No./N° VME

ANNEX "F" - ELECTRONIC PAYMENT INSTRUMENTS

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

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 "G" – EVALUATION CRITERIA

Bidders must address any concerns with the mandatory technical specifications, in written detail to the Contracting Authority before bid closing as outlined in the solicitation.

1.0 Mandatory Technical Criteria:

Failure to meet any of the following mandatory technical criteria at bid closing will render your submission non-responsive and it will be given no further consideration.

1.1 Assurance of use of Accredited Sewage Treatment Facility:

The Bidder must provide evidence or certification that an Accredited Sewage Treatment Facility will accept the waste collected if the Bidder is awarded a standing offer as a result of the bid solicitation.

The bidder certifies that an Accredited Sewage Treatment Facility will accept the waste collected if the Bidder is awarded a standing offer as a result of the bid solicitation.

Signature

Date

1.2 Mandatory Technical Specifications:

The Bidder must provide supporting evidence for the equipment offered. ** Technical brochures or technical data should verify compliance with the minimum equipment performance specifications below. Where no such information is available, the bidder must describe how that specification is met.

Item	Description	Reference
a)	Vacuum truck must have a minimum capacity of 11,000 litres and a 540 CFM air flow with a 40 foot lift capability.	
b)	Hydrovac unit must be capable of completing excavations to a minimum depth of five (5) meters, a minimum distance of ten (10) meters out from the unit and be able to hold a minimum of 5 cubic meters of removed material. Unit must have a boiler for winter applications.	
c)	High pressure flushing unit must be able to accommodate sewage lines up to 24 inches in diameter.	
d)	High pressure steam unit must reach a temperature of 85 degrees Celsius.	
e)	Auguring and video inspection services for 4 inch and 6 inch diameter sewer lines are required.	

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The bidder certifies that the equipment offered meets the minimum equipment performance specifications above.

Signature

Date

****** *If the supporting documentation is not provided at bid closing, the Contracting Authority will notify the Bidder that they must provide supporting documentation within two (2) business days following notification. Failure to comply with the request of the Contracting Authority within that time period, will deem the bid non-responsive and the bid will be given no further consideration.*