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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

- Part 1            General Information: provides a general description of the requirement;
- Part 2            Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3            Offer Preparation Instructions: provides Offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4            Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5            Certifications: includes the certifications to be provided;
- Part 6            Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by Offerors; and
- Part 7            7A, Standing Offer, and 7B, Resulting Contract Clauses:
  - 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
  - 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Basis of Payment, a Reminder to submit a Complete List of names of all individual who are currently directors of the Offeror, the Security Requirements Checklist and the Specification.

### **1.2 Summary**

Public Works and Government Services Canada has a requirement to establish a Regional Standing Offer (RISO) for the provision of all labour, material, tools, supervision and equipment necessary for maintenance and repair of electrical systems at the Mactaquac Biodiversity Facility. The period of the Standing Offer will be for a one year period from date of issuance followed by an option to extend for three additional one year periods. All work is to be performed in accordance with the Statement of Work (Specification) attached Annex "E" forming part of the bid document.

The requirement is subject to the provisions of the Agreement on Internal Trade (AIT).

### **1.3 Security Requirements**

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

## 1.4 Debriefings

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

## PART 2 - OFFEROR INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

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

#### 2.1.1 SACC Manual Clauses

SACC Reference	Section	Date
M0019T	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.

Offers by facsimile will be accepted. Facsimile number is (506) 636-4376

### 2.3 Former Public Servant

#### Former Public Servant - Competitive Requirements

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

#### Definitions

For the purposes of this clause,

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

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

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

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

### Former Public Servant in Receipt of a Pension

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

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

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

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

### Work Force Adjustment Directive

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

If so, the Offeror must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;

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

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

#### **2.4. Enquiries - Request for Standing Offers**

All enquiries must be submitted in writing to the Standing Offer Authority no later than 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 **New Brunswick**.

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**

##### Section I: Financial Offer

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

## **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 financial evaluation criteria.

#### **4.1.1 Financial Evaluation**

Offerors will be evaluated on the basis of the lowest overall Total Estimated Amount in Canadian dollars, the Harmonized Sales Tax (HST) excluded. The Total Evaluated Price will be calculated using the estimated usage figures on the Pricing Schedule (See Annex "A"). Offerors are required to bid on all line items in the Pricing Schedule or their offer may be considered non-responsive

### **4.2 Basis of Selection**

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

## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

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

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

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

### **5.1 Certifications Required with the Offer**

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

#### **5.1.1 Declaration of Convicted Offences**

As applicable, pursuant to subsection Declaration of Convicted Offences of section 01 of the Standard Instructions, the Offeror must provide with its offer, a completed [Declaration Form](#), to be given further consideration in the procurement process.

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

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

provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the offer non-responsive.

### **5.2.1 Integrity Provisions – List of Names**

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

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

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

### **5.2.2 External Safety Audit**

The Bidder must provide, within seven (7) days following a request from the Contracting Authority documentation certifying successful completion of an EXTERNAL SAFETY AUDIT of their safety program or; is enrolled/registered in a recognized "Safety Audit Program". This safety program must be successfully completed within six months of the award of the Standing Offer and must include certification of the successful completion of the External Safety Audit. This audit to be performed by an independent company/person qualified to conduct safety audits.

Failure to comply with the request may result in the bid being declared non-responsive.

### **5.2.3 Workers Compensation Certification - Letter of Good Standing**

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

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

## **PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS**

### **6.1 Security Requirements**

Before issuance of a standing offer, the following conditions must be met:

- (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
- (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security 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;

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.

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

## 6.2 Insurance Requirements

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 herein.

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 fulfill the requirement in accordance with the Specification at Annex "E".

#### 7.2 Security Requirements

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

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).

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

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

The Contractor/Offeror must comply with the provisions of the:

- (a) Security Requirements Check List and security guide (if applicable), attached at Annex D;
- (b) Industrial Security Manual (Latest Edition).

#### 7.3 Standard Clauses and Conditions

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

### **7.3.1 General Conditions**

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

### **7.4 Term of Standing Offer**

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

The period for making call-ups against the Standing Offer will be for a one year period from date of issuance.

#### **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 up to three (3) additional one (1) year period, 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:

Name: Sandra Lomax  
Title: Supply Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
Real Property Contracting  
126 Prince William Street, Room 405  
Saint John, New Brunswick  
E2L 2B6

Telephone: (506) 639-8503  
Facsimile: (506) 636-4376  
E-mail address: Sandra.lomax@pwgsc-tpsgc.gc.ca

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

#### **7.5.2 Project Authority**

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

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

### 7.5.3 Offeror's Representative (Offeror please complete)

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

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

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

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

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

Facsimile: \_\_\_\_\_

E-mail address: \_\_\_\_\_

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

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

### 7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Public Works and Government Services Canada.

### 7.8 Call-up Instrument

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

### 7.9 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$25,000.00 (Applicable Taxes included).

### 7.10 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$100,000.00 (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 4 months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

## 7.11 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions [2005](#) (2016/04/04), General Conditions - Standing Offers - Goods or Services
- d) the supplemental general conditions 2010C (2016-04-04) General Conditions - Services (Medium Complexity)
- e) Annex E, Specification;
- f) Annex A, Basis of Payment;
- g) Annex D, Security Requirements Check List;
- h) Any amendment issued or any allowable offer revision received before the date and time set for solicitation closing
- i) the Offeror's offer dated \_\_\_\_\_

## 7.12 Certifications

### 7.12.1 Compliance

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

## 7.13 Applicable Laws

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

## 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 Specification

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

[2005](#) (2016/04/04), General Conditions - Standing Offers - Goods or Services

## 7.2.2 Supplemental General Conditions

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

## 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

Refer to "Annex "A" – Basis of Payment.

### 7.5.2 Limitation of Price

SACC Manual clause [C6000C](#) (2017/08/17) Limitation of Price

### 7.5.3 Single Payment

SACC Manual clause [H1000C](#) (2008/05/12) Single Payment

## 7.6 Invoicing Instructions

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

### Insurance - Specific Requirements

The Contractor must comply with the insurance requirements specified herein. 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.

### **Commercial General Liability Insurance**

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

**ANNEX "A"**  
**BASIS OF PAYMENT**  
Unit Price Table

Standing Offer, Electrical Services  
 Mactaquac Biodiversity Facility,  
 114 Fish Hatchery Lane  
 French Village - York, NB

**PERIOD: One (1) year from date of issuance**

Item	Description	Unit of Measure	Estimated Quantity	Price/Unit	Estimated Total Price
1	<b>First Hour</b> Service Calls, including travel time and all related expense and one person hour productive labour at the job site:				
a)	During Regular Hours - 0800 – 1700 Monday through Friday				
	• Licensed Electrician	Per call	70	\$ _____	\$ _____
	• 2 <sup>nd</sup> Year apprentice	Per call	70	\$ _____	\$ _____
b)	Outside Regular Hours Monday through Sunday including all day Saturday, Sunday and holidays				
	• Licensed Electrician	Per call	10	\$ _____	\$ _____
	• 2 <sup>nd</sup> Year apprentice	Per call	10	\$ _____	\$ _____
2	<b>Subsequent Hours:</b> Labour only in addition to item 1 above				
a)	During Regular Hours 0800 – 1700 Monday through Friday				
	• Licensed Electrician	Per hour	800	\$ _____	\$ _____
	• 2 <sup>nd</sup> Year apprentice	Per hour	800	\$ _____	\$ _____
b)	Outside Regular Hours Monday through Sunday including all day Saturday, Sunday and holidays				
	• Licensed Electrician	Per hour	50	\$ _____	\$ _____
	• 2 <sup>nd</sup> Year apprentice	Per hour	50	\$ _____	\$ _____
3	Allowance for material, replacement parts, required permits, certifications, assessments, special equipment and security at net cost, plus a markup of 10% applied to the net cost.	Allowance	N/A	N/A	\$40,000.00
	<b>Total Estimated Amount (1 Year)</b>				\$ _____

Note: The estimated quantity entered in column three for each item is an estimate only for services as and when requested and does not infer that all the quantities for that item will be utilized or that the quantities may not be exceeded.

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 R.096036.001

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 File No. - N° du dossier

Buyer ID - Id de l'acheteur  
 PWB101  
 CCC No./N° CCC - FMS No./N° VME

**Unit Price Table cont.**

Standing Offer, Electrical Services  
 Mactaquac Biodiversity Facility,  
 114 Fish Hatchery Lane  
 French Village - York, NB

**PERIOD: One (1) Option Year**

Item	Description	Unit of Measure	Estimated Quantity	Price/ Unit	Estimated Total Price
1	<b>First Hour</b> Service Calls, including travel time and all related expense and one person hour productive labour at the job site:				
a)	During Regular Hours - 0800 – 1700 Monday through Friday				
	• Licensed Electrician	Per call	70	\$ _____	\$ _____
	• 2 <sup>nd</sup> Year apprentice	Per call	70	\$ _____	\$ _____
b)	Outside Regular Hours Monday through Sunday including all day Saturday, Sunday and holidays				
	• Licensed Electrician	Per call	10	\$ _____	\$ _____
	• 2 <sup>nd</sup> Year apprentice	Per call	10	\$ _____	\$ _____
2	<b>Subsequent Hours:</b> Labour only in addition to item 1 above				
a)	During Regular Hours 0800 – 1700 Monday through Friday				
	• Licensed Electrician	Per hour	800	\$ _____	\$ _____
	• 2 <sup>nd</sup> Year apprentice	Per hour	800	\$ _____	\$ _____
b)	Outside Regular Hours Monday through Sunday including all day Saturday, Sunday and holidays				
	• Licensed Electrician	Per hour	50	\$ _____	\$ _____
	• 2 <sup>nd</sup> Year apprentice	Per hour	50	\$ _____	\$ _____
3	Allowance for material, replacement parts, required permits, certifications, assessments, special equipment and security at net cost, plus a markup of 10% applied to the net cost.	Allowance	N/A	N/A	\$40,000.00
	<b>Total Estimated Amount (1st Option Year)</b>				\$ _____

Note: The estimated quantity entered in column three for each item is an estimate only for services as and when requested and does not infer that all the quantities for that item will be utilized or that the quantities may not be exceeded.

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**Unit Price Table cont.**

Standing Offer, Electrical Services  
 Mactaquac Biodiversity Facility,  
 114 Fish Hatchery Lane  
 French Village - York, NB

**PERIOD: One (1) Option Year**

Item	Description	Unit of Measure	Estimated Quantity	Price/ Unit	Estimated Total Price
1	<b>First Hour</b> Service Calls, including travel time and all related expense and one person hour productive labour at the job site:				
a)	During Regular Hours - 0800 – 1700 Monday through Friday				
	• Licensed Electrician	Per call	70	\$ _____	\$ _____
	• 2 <sup>nd</sup> Year apprentice	Per call	70	\$ _____	\$ _____
b)	Outside Regular Hours Monday through Sunday including all day Saturday, Sunday and holidays				
	• Licensed Electrician	Per call	10	\$ _____	\$ _____
	• 2 <sup>nd</sup> Year apprentice	Per call	10	\$ _____	\$ _____
2	<b>Subsequent Hours:</b> Labour only in addition to item 1 above				
a)	During Regular Hours 0800 – 1700 Monday through Friday				
	• Licensed Electrician	Per hour	800	\$ _____	\$ _____
	• 2 <sup>nd</sup> Year apprentice	Per hour	800	\$ _____	\$ _____
b)	Outside Regular Hours Monday through Sunday including all day Saturday, Sunday and holidays				
	• Licensed Electrician	Per hour	50	\$ _____	\$ _____
	• 2 <sup>nd</sup> Year apprentice	Per hour	50	\$ _____	\$ _____
3	Allowance for material, replacement parts, required permits, certifications, assessments, special equipment and security at net cost, plus a markup of 10% applied to the net cost.	Allowance	N/A	N/A	\$40,000.00
	<b>Total Estimated Amount (2nd Option Year)</b>				\$ _____

Note: The estimated quantity entered in column three for each item is an estimate only for services as and when requested and does not infer that all the quantities for that item will be utilized or that the quantities may not be exceeded.

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Buyer ID - Id de l'acheteur  
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**Unit Price Table cont.**

Standing Offer, Electrical Services  
 Mactaquac Biodiversity Facility,  
 114 Fish Hatchery Lane  
 French Village - York, NB

**PERIOD: Three (3) Option Year**

Item	Description	Unit of Measure	Estimated Quantity	Price/ Unit	Estimated Total Price
1	<b>First Hour</b> Service Calls, including travel time and all related expense and one person hour productive labour at the job site:				
a)	During Regular Hours - 0800 – 1700 Monday through Friday				
	• Licensed Electrician	Per call	70	\$ _____	\$ _____
	• 2 <sup>nd</sup> Year apprentice	Per call	70	\$ _____	\$ _____
b)	Outside Regular Hours Monday through Sunday including all day Saturday, Sunday and holidays				
	• Licensed Electrician	Per call	10	\$ _____	\$ _____
	• 2 <sup>nd</sup> Year apprentice	Per call	10	\$ _____	\$ _____
2	<b>Subsequent Hours:</b> Labour only in addition to item 1 above				
a)	During Regular Hours 0800 – 1700 Monday through Friday				
	• Licensed Electrician	Per hour	800	\$ _____	\$ _____
	• 2 <sup>nd</sup> Year apprentice	Per hour	800	\$ _____	\$ _____
b)	Outside Regular Hours Monday through Sunday including all day Saturday, Sunday and holidays				
	• Licensed Electrician	Per hour	50	\$ _____	\$ _____
	• 2 <sup>nd</sup> Year apprentice	Per hour	50	\$ _____	\$ _____
3	Allowance for material, replacement parts, required permits, certifications, assessments, special equipment and security at net cost, plus a markup of 10% applied to the net cost.	Allowance	N/A	N/A	\$40,000.00
	<b>Total Estimated Amount (3rd Option Year)</b>				\$ _____

Note: The estimated quantity entered in column three for each item is an estimate only for services as and when requested and does not infer that all the quantities for that item will be utilized or that the quantities may not be exceeded.

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PWB101  
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**Unit Price Table – Summary**

**(One (1) year + three (3) option years)**

Summary		
One (1) year Standing Offer from date of issuance	A	\$ _____
One (1) Option Year	B	\$ _____
Second (2) Option Year	C	\$ _____
Third (3) Option Year	D	\$ _____
Total Cost (A) + (B) + (C) + (D)		\$ _____

## **ANNEX "B"**

### **CERTIFICATIONS PRECEDENT TO STANDING OFFER AWARD**

1. Within seven (7) days of request from contracting authority and prior to award of Standing Offer Agreement, provide proof that Bidder has an account in good standing with the Provincial Workers Compensation Board/Commission.
2. Within seven (7) days of request from Contracting Authority and prior to award of the Standing Offer Agreement, Offeror must provide proof of \$2 Million General Liability Insurance as specified herein.
3. Within seven (7) days and prior to award of Standing Offer, the Offeror must provide documentation certifying that they have:
  1. Undertaken the successful completion of an EXTERNAL SAFETY AUDIT of their safety program or;
  2. Is enrolled/registered in a recognized "Safety Audit Program". This safety program must be successfully completed within six months of the award of the Standing Offer and must include certification of the successful completion of the External Safety Audit. This audit to be performed by an independent company/person qualified to conduct safety audits.



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## **ANNEX "D" SECURITY REQUIREMENTS CHECK LIST**



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat 20190402
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 Public Services and Procurement Canada	2. Branch or Directorate / Direction générale ou Direction Property and Facilities Management
---	--

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  
Mactaquac Biodiversity Facility - Electrical Standing Offer

5. a) Will the supplier require access to Controlled Goods?  
Le fournisseur aura-t-il accès à des marchandises contrôlées?  No / Non  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?  No / Non  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)  No / Non  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.  No / Non  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 commerciales sans entreposage de nuit?  No / Non  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"/>

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?  
If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité :  No / Non  Yes / Oui

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?  
Short Title(s) of material / Titre(s) abrégé(s) du matériel :  No / Non  Yes / Oui  
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

Security Classification / Classification de sécurité Unclassified
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**PART C (continued) / PARTIE C (suite)**

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	Confidential / Confidentiel	Secret	Top Secret / Très Secret	NATO Restricted / NATO Diffusion Restreinte	NATO Confidential / NATO Confidentiel	NATO Secret	COSMIC Top Secret / COSMIC Très Secret	Protected / Protégé			Confidential / Confidentiel	Secret	Top Secret / Très Secret
											A	B	C			
Information / Assets / Renseignements / Biens																
Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED? / 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.

12. b) Will the document 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).

Security Classification / Classification de sécurité Unclassified
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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) Brian Kohler	Title - Titre Technical Facilities Manager	Signature 
Telephone no. - N° de téléphone (506) 529-5988	Facsimile - Télécopieur (506) 529-8387	E-mail address - Adresse courriel Brian.Kohler@pwgsc-tpsgc.gc.ca
		Date 2018-05-17

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

Name (print) - Nom (en lettres moulées) Pierrette Boutin	Title - Titre Chief Security	Signature 
Telephone no. - N° de téléphone (102) 496-5630	Facsimile - Télécopieur (102) 496-5077	E-mail address - Adresse courriel Pierrette.boutin@pwgsc-tpsgc.gc.ca
		Date May 18, 2015

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? / Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?  No / Non  Yes / Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Telephone no. - N° de téléphone ( ) -	Facsimile - Télécopieur ( ) -	E-mail address - Adresse courriel
		Date

17. Contracting Security Authority / Autorisé contractante en matière de sécurité

Name (print) - Nom (en lettres moulées) Denis Leclercq	Title - Titre Contract Security Officer	Signature 
Telephone no. - N° de téléphone 613 952 7907	Facsimile - Télécopieur 613 9481712	E-mail address - Adresse courriel Denis.Leclercq@TPSGC- PWGSC.GC.CA
		Date June 4, 2018

Security Classification / Classification de sécurité Unclassified
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## **ANNEX "E" SPECIFICATION**

**PUBLIC WORKS AND  
GOVERNMENT SERVICES CANADA**

**PROPERTY AND FACILITIES MANAGEMENT**

**MACTAQUAC BIODIVERSITY FACILITY**

**ELECTRICAL**

**STANDING OFFER AGREEMENT**

**STATEMENT OF WORK**

Description: Standing Offer Agreement – Electrical Services

Location: **Mactaquac Biodiversity Facility**  
**114 Fish Hatchery Lane**  
**French Village – York, NB E3E 2C6**

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The following definitions apply to the work to be directed by the Departmental Representative.

Add	to make an addition to.
Adjust	to bring components to a more effective relative position.
Assemble	to take apart and put together again.
Balance Load	to balance the three (3) phase and single phase circuits that enter (or leave) the main switchboards, transformers and distribution panel boards, by calculating new and existing loads accordingly.
Breakdown Maintenance	to perform repairs to damaged equipment due to failures.
Clean	to scrape, brush, flush and vacuum as required to remove dust, dirt and foreign matter.
Check / Inspect	to view closely for dirt, foreign substances, lack of lubricant, wear, damage, tightness, tension, alignment, leaks, cracks, spalling, deformation, overloading and settings. Make a critical appraisal of equipment, component and parts' ability to fulfil their function to a high degree of efficiency.
Energy Source	any electrical, mechanical, hydraulic, pneumatic, chemical, thermal or other source of energy of potential harm to workers.
Hot Work	Hot Work includes any welding, cutting of material by use of torch or other open flame devices and grinding that produces sparks.
Instruct	to inform the Departmental Representative of any new operating procedures. Demonstrate and explain purpose, benefit and method of implementing new procedures.
Isolate	to physically prevent the transmission or release of an energy source to machinery or equipment.
Lubricate	to apply oil or grease to joints between moving parts and joints between fixed and moving parts.
Measure	to determine capacity or amount in standard units using an appropriate instrument. Measure condenser and evaporator pressure drop with differential pressure meter or "U" tube manometer. Measure motor overload with instrument approved by overload manufacturer.
Paint	to clean, prepare and paint surfaces to paint manufacturer's recommendations with paint and primer recommended by paint manufacturer for applicable surface and use.
Predictive Maintenance	to perform required repairs that have been declared in advance, based on observation, experience and/or scientific reasons.

Preventative Maintenance	to inspect, test and re-condition a system, in order to prevent failures, at regularly scheduled intervals in accordance with specific instructions.
Prove	to operate and determine if operation produces intended response.
Remove	to take off or away from.
Repack	to fill with packing again.
Repair	to restore to a sound state.
Replace	to restore by removing old components and replacing with new components.
Report	to report to the Departmental Representative on-site and include in work report, results of inspection and proving, note problems encountered, services required, services performed and readings taken.
"Request For Electrical Isolation and Re-Energization"	is the authorization form to be completed (PWGSC-TPSCGC13). Equipment is to be isolated and re-energized using the Isolation Procedures Form (PWGSC-TPSCGC12), following the written process for the correct sequence.
Shut Down	to take out of service.
Start Up	to return to service.
Tighten	to securely fix in place.
Treat	to act upon with agent.

1. **Scope of Work** .1 The work under this Standing Offer Agreement includes but shall not be limited to the provisions of all labour, materials, tools, supervision and equipment necessary for maintenance and repair of electrical systems and provide the services listed in Items 3 and 4 of this Section.
  
2. **Location** .1 Work site for this Standing Offer Agreement is the:
 

**Mactaquac Biodiversity Facility**  
**114 Fish Hatchery Lane**  
**French Village – York, NB E3E 2C6**
  
3. **Emergency and Service Call ups** .1 The Contractor shall maintain and provide PWGSC with current phone, fax and pager numbers to be able to provide response to requests for service from the local Departmental Representative on a twenty-four (24) hour, seven (7) day-per-week basis. The following work priorities and response times shall apply:
  - .1 **Emergency**  
A priority of “Emergency” is defined as a deficiency or breakdown that requires immediate attention to reduce the potential for danger to occupants, the general public, the environment or the facility. Maintenance identified with this priority must be responded to immediately and must be reported without delay to the designated manager.  
**Standard response time -**  
Urban **On site within 1 hour**
  
  - .2 **Routine**  
A priority of “routine” is defined as essential maintenance requirements that should be rectified at the earliest possible opportunity. It is considered as a deficiency or breakdown that does not impair current operations or pose any danger to the occupants, the general public, the environment or the facility.  
**Standard response time -**  
Urban **On site within 24 hours**
  
4. **Contractor’s Responsibilities**
  - .1 The Contractor will advise the Departmental Representative of the telephone number at which he/she or his/her representative can be contacted at any time.
  
  - .2 The Contractor shall not refuse any call for service requested by a Departmental Representative and the time lapse between call out and start of work shall be as per Item 3 of this section.
  
  - .3 Prior to commencement of work, the Contractor shall report to the commissionaires desk to log in.

- .4 The Contractor shall contact the Departmental Representative on the first working day following and “after normal working hours” for emergency or urgent calls and obtain a requisition number.
- .5 The Contractor, when requested by the Departmental Representative for an emergency service, will proceed to the site, and repair or protect the system or equipment from further damage. When the system has been made safe, the Contractor shall provide, within one (1) working day, a detailed estimate to complete repairs and put the equipment in proper working order.
- .6 The work covered by this specification may include planned spring start-up and shutdown maintenance service. Upon completion of each scheduled inspection, the Contractor will submit two (2) completed copies of Appendix “B”, Call Up Slip and two (2) completed copies of Contractor’s own “Maintenance Service Report”.
- .7 Service and/or repair to be provided on an “as-and-when-requested” basis only.
- .8 On award of the Standing Offer Agreement, the Contractor must provide the names of personnel performing work on this contract complete with proof of their qualifications.
- .9 The Contractor must report to the site with a service vehicle that is well stocked with replacement parts to carry out repairs on the systems in use in these facilities.
- 5. Log Books**
- .1 The Contractor shall complete all applicable log books outlining all work performed. Payment shall not be made if log book is incomplete.
- 6. Invoicing**
- .1 Contractor shall submit Call-up Slip(s) signed by the Departmental Representative with an invoice. No invoice will be considered for payment unless accompanied by signed Call-up Slip(s) as detailed in Appendix "B".
- .2 Invoice must show:
1. Standing Offer Agreement number
  2. Work location
  3. Date
  4. Requisition number
  5. Name of person who authorized call
  6. Hours broken down as per Unit Price Table
  7. Material net cost and % mark-up
  8. Trades person(s) name and licence(s) number(s)
- .3 In the event of a dispute, the Contractor is to make any and all records available to the Department to substantiate time and/or materials spent on any one job.

- .4 The Contractor must submit a completed "Request For Electrical Isolation and Re-Energization" form when applicable before any invoice can be processed. See Appendix "C".
- .5 All invoices for the fiscal year must be submitted for payment before 31 March of each year.
- 7. Replacement Parts**
- .1 The Contractor is required to repair or replace worn or defective parts or complete components of the system(s) using only genuine manufacturer's replacement parts.
- .2 Replacement parts by another manufacturer may be used with written permission of the Departmental Representative.
- .3 Request direction and approval from the Departmental Representative prior to replacing any component.
- .4 Maintain a sufficient supply of replacement parts to prevent extended downtime. Defective parts shall be replaced within twenty-four (24) hours.
- .5 Where an equipment inventory numbering system exists, identify on the log sheet the number of the equipment on which the replacement part was used.
- 8. Work Schedule**
- .1 At each normal service call, the Contractor must have personnel on-site providing the service continuously on every working day until the work is completed.
- 9. Site Visits**
- .1 The Departmental Representative may, without prior notification, visit the site.
- 10. Departmental Representative(s) Authorized Personnel**
- 1 On award of the Standing Offer, the Contractor will be notified of the names listed in Section 2.2.2 (Contact Persons) in order to hold a pre-job meeting
- 11. Codes and Legislative Requirements**
- .1 Execute the work to meet or exceed:
- .1 Part II of the Canada Labour Code
- .2 Canada Occupational Safety and Health Section of Part II of the Canada Labour Code
- .3 *Canadian Environmental Protection Act*
- .4 Materials and workmanship must conform to or exceed applicable standards of the Canadian Government Specifications Board (CGSB), Canadian Standards Association (CSA), American Society for Testing Materials (ASTM) and referenced organizations
- .5 The Contractor can obtain addresses for codes and standards from the Departmental Representative upon Request
- .6 National Building Code of Canada
- .7 The Canadian Electrical Code Part1, CSA C22.1
- .8 Contractor's electrical safety requirements, complete lockout procedures

- .9 Workplace Electrical Safety, Z462
- .10 In the event of a conflict between any of the above codes or standards, the most stringent shall apply.
- .11 These standards shall be considered an integral part of the specifications and shall be read in conjunction with the drawings and specifications. The contractor shall be fully familiar with their contents and requirements as related to the work and materials specified.
- 12. Licences, Permits and Fees**
- .1 Provide the authorities having jurisdiction with all information requested.
- .2 Pay all fees and obtain certificates and permits required.
- .3 Provide these certificates and permits when requested.
- 13. Taxes**
- .1 Pay applicable federal, provincial and municipal taxes.
- 14. Meetings**
- .1 Attend meetings at site when notified by Public Works and Government Services Canada.
- .2 Pre-job meeting shall be scheduled within fourteen (14) days of contract award.
- 15. Personnel**
- .1 The Contractor will provide the Departmental Representative with a list of a minimum of 3 journeymen working on PWGSC premises, complete with a copy of their valid New Brunswick Provincial Electrical licences, and will update the list immediately when personnel changes.
- 16. Security Clearance**
- .1 The required security clearance level for this Contract is Reliability Status.
- .2 It is the Contractor's responsibility to initiate the security screening required for the personnel and the Contractor shall not have access to the work site until its resources (i.e. "personnel") have the necessary clearance.
- .3 The Canadian and International Industrial Security Directorate (CIISD) of Public Works and Government Services Canada (PWGSC) is responsible for administering the Industrial Security Program in Canada.
- .4 The Contractor shall follow the instructions at the website: <http://ssi-iss.tpsgc-PWGSC.gc.ca/formulaires-forms/index-eng.html>, which includes all necessary forms.
- 17. Examination**
- .1 Examine the existing conditions and determine those conditions affecting the work.
- 18. Existing Services**
- .1 Protect and maintain existing active services.

- .2 Connect to existing services with minimum disturbance to occupants and building operation.
- .3 Use existing services at no cost.
- .4 Use designated sanitary facilities.
- .5 Any shutdown to execute service or repair must first be approved by the Departmental Representative or designate thereof. Normal working hours shall be construed as 0800 hours to 1700 hours, Monday through Friday inclusive, excluding holidays.
- .6 Ensure that capacity of services is adequate prior to imposing additional loads. Connecting and disconnecting is Contractor's responsibility at its expense.
- .7 Inform the Departmental Representative immediately of any code violations or required repairs that could pose a hazard to employees or building occupants.
- .8 When connecting to or disconnecting from an existing electrical system, ensure there is a balanced load upon completion of work.
- 19. Cleaning**
  - .1 Maintain work area free of accumulated waste and rubbish.
  - .2 Remove and dispose of debris, used and obsolete material on a daily basis.
  - .3 Remove grease, dust, dirt, stains, fingerprints and other foreign materials from sight-exposed interior and exterior finished surfaces affected by Standing Offer Agreement work.
- 20. Cutting, Fitting and Patching**
  - .1 Cut, fit and patch where required for work under this contract. Return all disturbed surfaces to original condition.
- 21. Co-ordination and Protection**
  - .1 Execute work with minimum disturbance to occupants, public and normal use of building. Make arrangements with Departmental Representative to facilitate execution of work. Maintain access and exits as work area could be occupied during execution of work.
  - .2 Movement of office furniture is the Contractor's responsibility.
  - .3 Furniture, including desks, file cabinets, shelving units, chairs, and cabinets that are moved because of the work requirements will be moved back at the end of each work day.
  - .4 Asbestos assessment drawings, where available, are to be referenced before any interior finished surfaces are disturbed and existing work must be protected from damage.

- .5 Where necessary, cover all building contents, materials and fittings in work areas prior to commencing work, remove covers upon completion of work.
- .6 Obtain the Departmental Representative's approval before cutting, boring or sleeving load bearing members.
- .7 All possible safety precautions are to be taken to ensure the protection of employees or occupants during the course of the work.
- .8 Obtain Department Representative's approval before isolating any security, monitoring or audible alerting devices.
- .9 In the event the fire alarm system is deemed inoperable due to ongoing work by the Contractor, a trained sentry/rounds person will carry out the functions of fire watch.
- 22. Work Done by Other Means**
- .1 This Standing Offer Agreement does not create an exclusive right of the Contractor to perform all work that might be required. The Department reserves the right to have any work done by other means.
- 23. Workmanship**
- .1 All equipment panels and control covers must be replaced and properly fitted using all fastening screws and/or bolts according to equipment design. All workmanship is subject to inspection and approval.
- .2 Redo all work unsatisfactory to the Departmental Representative at no extra cost.

1. **Compliance Requirements**
  - .1 Comply with the Canada Labour Code Part II and the *Canada Occupational Health and Safety Regulations*.
  - .2 Comply with the Provincial Occupational Health and Safety Act and supporting Occupational General Safety Regulations, as amended from time to time.
  - .3 Observe and enforce construction safety measures required by the following statutes and authorities:
    - .1 The National Building Code of Canada, Part 8.
    - .2 The National Fire Code of Canada.
    - .3 Provincial Workers Compensation Board.
    - .4 Municipal Statutes and Ordinances.
    - .5 Workplace Electrical Safety, Z462.
  - 4 The Contractor and his/her personnel must adhere to the Federal Government "NO SMOKING" Policy and/or Scent Free Policy, if applicable, while in Federal facilities.
  - .5 All sub-contractors shall adhere to the above qualifications.
2. **Submittals**
  - .1 Prior to Award Contractors are to provide (within seven (7) calendar days of closing):
    - .1 Documentation indicating that the Contractor has successfully completed a recognized current (within the last 3 years) **EXTERNAL SAFETY AUDIT**. This audit to be performed by an independent company/person qualified to conduct safety audits.
    - .2 A letter of good standing from Worker's Compensation Board.
    - .3 Signed statement by the Owner of company that the company, and any sub-contractor, will maintain Worker's Compensation Board coverage for the life of the Standing Offer Agreement (SOA) / Service Contract (SC).
    - .4 Before Work Begins – Contractors shall provide:
      - .1 The Contractor has prepared, through risk assessment, a site-specific health and safety management plan.
3. **Training**
  - .1 Before Work Begins Contractors are to provide documentation:
    - .1 Certification of training for safety for all personnel that will be involved with the Standing Offer Agreement/Service Contract. Updated list complete with licenses shall be kept on site including personnel changes.
    - .2 Training for workers shall include (but not be limited to)
      - .1 Safe operation of tools and equipment.
      - .2 Proper use and maintenance of personal protective equipment (PPE).
      - .3 Safe work practices and procedures for their given work tasks or function.
      - .4 Site conditions and minimum site safety rules.

4. **Disciplinary Procedures for Safety Violations**
- .1 Contractors shall have their own written disciplinary procedures for violation of or non-compliance with work site safety rules and regulations.
  - .2 Contractor shall immediately address and correct any health and safety violations and non-compliance issues.
  - .3 Disciplinary Procedures applied by the PWGSC Departmental Representative for non-compliance and safety violations shall be as follows:
    - .1 **First Violation:** Verbal warning issued to the Contractor for the first violation of safety regulations, rules, policies and procedures. (Violation will be documented on contract file, with copy to Contractor and PWGSC.)
    - .2 **Second Violation:** Written warning to Contractor for second violation of safety regulations, rules, policies and procedures. (Violation will be documented on contract file, with copy to Contractor and PWGSC.)
    - .3 **Third Violation:** A third violation of safety regulations, rules, policies and procedures may result in the termination of the contract with a recommendation to the Contracting Authority that the Contractor be denied access to future SOA/SC(s). (Documented to contract file, with copies to Contractor and PWGSC.)
    - .4 **Serious Violation:** For a serious violation of a safety regulations, rules, policies and procedures as deemed by a Regulator, Project Manager or Safety Officer a recommendation will be made to the Contracting Authority to immediately terminate the SOA/SC(s). (Violation documented on contract file, with copies to Contractor and PWGSC).
5. **Asbestos**
- .1 NOTE: This facility MAY contain fibrous Asbestos. All copies of the Hazard Assessments conducted by the Contractor should contain a notation to this fact, and attention paid throughout the duration of the work. The Contractor must familiarize themselves and their employees with the latest edition of the Asbestos Management Plan for the area being worked in.
  - .2 Demolition or disturbance of spray or trowel-applied asbestos can be hazardous to health. Should material resembling spray or trowel-applied asbestos be encountered in course of work, stop work and notify the Departmental Representative immediately. Do not proceed until written instructions have been received from the Departmental Representative.
6. **Fastening Devices Explosive Actuated**
- .1 Explosive actuated devices shall not be used, until approved by the Departmental Representative.
7. **Hot Work**
- .1 All hot work activity, as defined in "Service Definitions" of this specification, is to take place with written permission from the Departmental Representative (Hot Work Permit).

- .2 The ventilation system in the area of any Hot Work activity is to be isolated to prevent migration of fumes/smoke and to reduce any possible spread of fire to other areas of the facility.
- .3 Contractor is to employ an employee trained in the use of fire extinguishers as fire watch during any Hot Work for a minimum of 60 minutes after activity has ceased.
- 8. Confined Spaces**
- .1 All work in confined spaces will be carried out in compliance with the *Canada Occupational Safety and Health Regulations*, Part XI.
- .2 The Contractor must provide and maintain all equipment as required by any person to enter and/or perform work in a safe manner, in compliance with the *Canada Occupational Safety and Health Regulations*, Part XI.
- .3 The Contractor must provide and maintain training, as required by the *Canada Occupational Safety and Health Regulations*, Part XI.
- .1 The Contractor and/or his employees shall provide proof of training and qualifications when requested by the Departmental Representative.
- .4 The Contractor is to provide the Departmental Representative with a copy of an "Entry Permit" for each and every entry into the confined space to ensure compliance with the *Canada Occupational Safety and Health Regulations*, Part XI.
- .5 The Contractor is to have a hazard assessment of the confined space performed.
- .1 The Contractor to provide the Departmental Representative with a copy of the hazard assessment.
- 9. Fall Protection**
- .1 All work carried out above the mandatory height restrictions, from unguarded structure or vehicle and/or from ladders, staging and scaffolding, will be done in compliance with the *Canada Occupational Safety and Health Regulations*, Part XII, Section 12.10.
- .2 The components of a fall protection system shall meet the standards as outlined in the *Canada Occupational Safety and Health Regulations*, Part XII, Section 12.10 (2).
- .3 The Contractor is to ensure fall protection equipment is maintained, inspected and tested by a qualified person as required by the *Canada Occupational Safety and Health Regulations*, Part XII, Section 12.3.
- 10. Safety Plan**
- .1 The Contractor shall provide a copy of their company's occupational health and safety policy and program. It shall meet the requirements of the provincial occupational health and safety acts. The Departmental Representative shall advise the Contractor where the federal standards apply.

- .2 The Contractor shall perform site hazard assessments to establish site specific safe work practices/procedures for the safety and wellbeing of their employees. Copies shall be made available to the Departmental Representative upon request.
- .3 All copies of the formal hazard assessments conducted by the Contractor throughout the duration of the work shall be retained and made available to the Departmental Representative immediately upon request.
- .4 It is the Contractor's responsibility to be familiar with all applicable Safety acts, regulations, codes and contract requirements. These must be identified and addressed in the Safety Plan, by identifying Standard Operating Procedures (SOP) and safe work practices (SWP) that incorporate clear and specific control measures, applicable rules, procedures and practices, all of which shall become mandatory.
- .5 Post the Safety Plan at a common location on the site visible to all workers and persons accessing the site. Ensure that all employees, including sub-contractors' personnel, are advised of such Safety Plan and of the posted location.
- .6 The Contractor shall ensure all workers and authorized persons entering the work site are notified of and abide by the posted Safety Plan, safety rules, procedures, safe work practices and applicable safety acts, regulations and codes. Any person in non-compliance shall be subject to disciplinary procedures.
- .7 The Contractor shall ensure that all applicable personal protective equipment (PPE) is used.
- .8 The Departmental Representative shall coordinate arrangements for the Contractor to be briefed on site safety within fourteen (14) days of award of Standing Offer Agreement / Service Contract.
- 11. Product Approvals**
- .1 The Contractor shall ensure that all controlled products used in the performance of the work are classified and labelled according to the Workplace Hazardous Materials Information System (WHMIS).
- .2 The Contractor shall submit for approval the Material Safety Data Sheets (MSDS) for all controlled products that will be used in the performance of this work.
- .3 No controlled products are to be brought on site without prior approved Material Safety Data Sheets (MSDS).
- .4 Material Safety Data Sheets (MSDS) are to remain on-site at all times.
- 12. Lockouts**
- .1 Prepare lockout procedures in writing. Describe safe work practices, work functions and sequence of activities to be followed

on site to safely isolate all potential energy sources and  
lockout/tag out facilities and equipment.

- |           |                                   |    |   |
|-----------|-----------------------------------|----|---|
| <b>1.</b> | <b>Environmental</b>              | .1 | All work is to be performed in accordance with the Federal <i>Environmental Protection Act</i> and the provincial environmental acts and regulations. |
| <b>2.</b> | <b>Disposal of Waste</b>          | .1 | Do not dispose of waste or volatile materials, such as mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers.                |
| <b>3.</b> | <b>Drainage</b>                   | .1 | Provide temporary drainage and pumping as necessary to keep excavations and site free from water.   |
|           |                                   | .2 | Do not pump water containing suspended materials into waterways, sewer or drainage systems.   |
|           |                                   | .3 | Control disposal or runoff of water containing suspended materials or other harmful substances in accordance with local authority requirements.       |
| <b>4.</b> | <b>Work Adjacent to Waterways</b> | .1 | Do not operate construction equipment in waterways.   |
|           |                                   | .2 | Do not use waterway beds for borrow material.   |
|           |                                   | .3 | Do not dump excavated fill, waste material or debris in waterways.  |
|           |                                   | .4 | Design and construct temporary crossings to minimize erosion to waterways.  |
| <b>5.</b> | <b>Pollution Control</b>          | .1 | Maintain temporary erosion and pollution control features installed under this contract.  |
|           |                                   | .2 | Control emissions from equipment and plant to local authorities' emission requirements.   |
|           |                                   | .3 | Prevent sandblasting and other extraneous materials from contaminating air beyond application area, by providing temporary enclosures.                |
|           |                                   | .4 | Cover or wet down dry materials and rubbish to prevent blowing dust and debris. Provide dust control for temporary roads.                             |

**1. Journeyperson  
Electrician**

- .1 The journeyperson electrician shall:
- .1 Carry out and assist in various types of building electrical maintenance as requested by Public Works and Government Services Canada. Maintenance types defined in Section 1, Paragraph 9, Service Definitions.
  - .2 Relocate, install or repair electrical equipment, such as, but not limited to, lighting fixtures, receptacles, relays, pac poles, wiring runs, panels, breakers, portable equipment, or any other electrical requirements requested by Public Works and Government Services Canada; such as, testing, calibrating, programming or electrical measurements.
  - .3 Inform the Departmental Representative of any "phase imbalance" (voltage or current) produced by new or additional equipment in a new or existing system. Carry out adjustments and record results.
  - .4 Produce a minimum of three (3) journeymen valid Electrical New Brunswick Provincial certificates and permits upon request of the Departmental Representative.
  - .5 PWGSC shall, at any time during the life of the SOA, ask for personnel to show proof of valid NB electrical journeyman certificates.
  - .6 Instruct the Departmental Representative on site of any new operating procedures when installing or modifying new or existing equipment.
  - .7 Inform the Department Representative when electrical repairs, renovations, alterations and installations require updated operating procedures, schematics, electrical single-line drawings and related documents.
  - .8 The Contractor shall immediately inform the Departmental Representative of any unsafe situations or conditions related to the work site.

**PART 1 - GENERAL** .1 Materials shall be new, CSA certified, and manufactured to standard quoted, where applicable.

**PART 2 - PRODUCTS**

**2.1 Conduit** .1 Flexible metal conduit: to CSA C22.2 No. 56-1977  
.2 Electrical metallic tubing: to CSA C22.2 No. 83-1985

**2.2 Conduit Fittings** .1 Fittings for raceways: to CSA C22.2 No. 18-1992

**PART 3 - EXECUTION**

**3.1 Installation Guidelines**

.1 Minimum size conductors for branch circuit wiring shall be #12 RW 90, X-link.

2 E.M.T. and RW 90 conductors to be installed for branch circuit wiring. **No BX cable allowed.**

.3 All E.M.T. and flexible conduit to have #14 insulated green ground wire minimum.

.4 All E.M.T. to have steel set screw couplings and connectors. (no cast).

.5 Flexible conduit and #12 RW 90 conductors to be installed as fixture drops from junction boxes. **No BX cable allowed.** Over 1.5 metres, use 1/2" flex.

.6 All new circuits to be colour-coded and numbered at breakers, junction boxes and wiring devices. Include **panel number and circuit number** on each conductor.

.7 No splices allowed inside panel boards (distribution, power and lighting).

.8 Panel Directories are to be brought up to date with each new circuit change or installation.

.9 All electrical repairs, renovations, alterations and installations are recorded, as required, and that all operating procedures, schematics, electrical single line drawings and related documents are promptly updated upon completion of the work.

.10 Receptacles to be nylon faced, specification grade:  
Type: Hubbell 5252. Other manufacturer's #5262.

.11 Switches to be nylon faced, specification grade:  
Type: Hubbell 1201 - 15 ampere or equal  
Hubbell 1221 - 20 ampere or equal

- .12 Any replacement or new installation of light fixtures are to contain LED ballasts and lamps:  
Type: Electronic Ballast Type - Advance Rapid Start or EBT Instant Start, or equal.  
Lamp Type – LED12T8/L48/FG/850/SUB/G6, 5000 K, Sylvania or equal.
- 3.2 Installation**
- .1 Note: BX and PVC not acceptable.
- .2 Flexible metal conduit runs shall not exceed 1.5 meters.
- .3 Install separate ground wire in E.M.T.
- .4 Lugs, terminals and screws used for termination of wiring to be suitable for copper conductors.
- .5 Minimum acceptable size wire to be used is #12 AWG copper conductors.



**REQUEST FOR ELECTRICAL ISOLATION AND RE-ENERGIZATION  
DEMANDE DE COUPURE À LA SOURCE ET RÉ-ALIMENTATION**

<b>A. Building Name and Address - Nom et adresse de l'immeuble</b>		Isolation/Re-Energization Request No. N° de la demande de coupure à la source et ré-alimentation	
Specific Location of Installation or Equipment to be Isolated/Re-Energization (Indicate floor, wing, room no., cabinet no., etc.) Endroit précis de l'installation ou de l'appareillage devant être coupé à la source et ré-alimenté. (Indiquer l'étage, l'aile, le n° de la pièce, le n° du panneau, etc.)		Project Number - Numéro de projet	
Description of Installation or Equipment to be Isolated/Re-Energization Description de l'installation ou de l'appareillage devant être coupé à la source et ré-alimenté		Date and Time of Request - Date et heure de la demande Date (Y-A MM D-J)   Hour - Heure HHMM	
		Isolation to Start On - Coupure à la source devant débiter le Date (Y-A MM D-J)   Hour - Heure HHMM	
		Isolation to End On - Coupure à la source se termine le Date (Y-A MM D-J)   Hour - Heure HHMM	
Isolating and Re-Energization Procedures - Procédures de coupure et de ré-alimentation (NOTE: When procedures involve more than one operation an Isolation Procedure (PWGSC-TPSGC 12) and a Re-Energizing Procedure (PWGSC-TPSGC 12-1) must be completed and attached.) (NOTA : Lorsqu'une procédure comporte plus d'une opération, vous devez remplir les formulaires Procédures de coupure à la source (PWGSC-TPSGC 12) et Procédures de ré-alimentation (PWGSC-TPSGC 12-1) et les annexer au présent formulaire.)			
Voltage Tension <input type="text"/> When high voltage equipment is to be Isolated, a Procedures for Isolation and Re-Energizing form must be completed and attached. (see form numbers above) Pour la coupure à la source d'appareillage à haute tension, vous devez remplir les formulaires Procédures de coupure à la source et Procédures de ré-alimentation et les annexer au présent formulaire. (voir les numéros de formulaires ci-haut)			
Update of Line Drawings Required Upon Completion Nécessité de mettre à jour les schémas électriques une fois les travaux terminés <input type="checkbox"/> Yes / Oui <input type="checkbox"/> No / Non			
Requested By - Demandé par Name of Manager/Supervisor or the Departmental Representative Nom du gestionnaire/superviseur ou du représentant ministériel		Signature	Date (Y-A MM D-J)   Hour - Heure HHMM
<b>B. Request Approved - Demande autorisée</b>			
Name of Guarantor - Nom du garant		Signature	Date (Y-A MM D-J)   Hour - Heure HHMM
<b>C. Isolation Confirmed - TO BE COMPLETED PRIOR TO COMMENCEMENT OF WORK Coupure à la source confirmée - À REMPLIR AVANT DE COMMENCER LES TRAVAUX</b>			
Isolation has been tested for potential and its determined safe for workers to perform the work. Le procédé de coupure à la source a été vérifié pour potentiel et les travaux peuvent être exécutés en sécurité.			
Name of the manager/supervisor or Contractors qualified person Nom du gestionnaire/superviseur ou du représentant qualifié de l'entrepreneur		Signature	Date (Y-A MM D-J)   Hour - Heure HHMM
<b>D. Completion of Requested Isolation Time and Completion of Work Confirmed Achèvement de la période demandée pour la coupure à la source et confirmation de l'exécution des travaux</b>			
Line Drawings Updated as Required Les schémas électriques ont été mis à jour tel que demandé <input type="checkbox"/> Yes / Oui <input type="checkbox"/> No / Non			
Name of the manager/supervisor or Contractors qualified person Nom du gestionnaire/superviseur ou du représentant qualifié de l'entrepreneur		Signature	Date (Y-A MM D-J)   Hour - Heure HHMM
<b>E. Approval of Completion of Work and Confirmation that Equipment or Installation has been Re-energized Approbation d'achèvement des travaux et confirmation de la remise sous tension de l'appareil ou de l'installation</b>			
Name of the manager/supervisor or Contractors qualified person Nom du gestionnaire/superviseur ou du représentant qualifié de l'entrepreneur		Signature	Date (Y-A MM D-J)   Hour - Heure HHMM

PWGSC-TPSGC 13 (2014-11)

THIS RECORD MUST BE KEPT FOR ONE YEAR FOLLOWING COMPLETION OF WORK  
À CONSERVER PENDANT UN AN APRÈS LA FIN DES TRAVAUX

Copy 1  Manager in Charge of Worksite or Supervisor  
Copie 1  Gestionnaire responsable du lieu de travail ou superviseur

Copy 2  To be submitted to, and retained by the Guarantor (upon completion of the work)  
Copie 2  À remettre au garant à la fin des travaux. Le garant doit garder cette copie.

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### INSTRUCTIONS

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**Section A**

To be completed by the manager/supervisor or the Departmental Representative and submitted to the Guarantor for approval, prior to the commencement of work.

**Date and Time of Request**

Enter the date (year, month, day) when the manager/supervisor or the Departmental Representative makes the request to the Guarantor, using the numeric format YYYY-MM-DD. You do not need to enter the dashes.

Enter the time (hours, minutes) when the manager/supervisor or the Departmental Representative makes the request to the Guarantor, using the 24 hour system in the numeric format HH:MM. You do not need to add the colon.

**Requested By**

Name of manager/supervisor or the Departmental Representative

**Section C - Date**

Enter the date (year, month, day) when the manager/supervisor or the Contractors qualified person has ensured that the isolation has been tested and it is safe for the work to be performed, using the numeric format YYYY-MM-DD. You do not need to enter the dashes.

**Section D**

To be completed by the manager/supervisor or the Contractors qualified person upon completion of the work.

**Section D - Date**

Enter the date (year, month, day) when the manager/supervisor or the Contractors qualified person confirms that the requirement for isolation is over, the work has been completed, and the equipment or installation has been re-energized, and line-drawings have been updated as required.

**Section E - Date**

Enter the date (year, month, day) when the manager/supervisor of the Worksite or the Contractors qualified person who provides approval of the completion of the work and confirms that the equipment or installation has been returned to its previous state before the isolation.

**Section A**

Cette section doit être remplie par le gestionnaire/superviseur ou le représentant ministériel et remise au garant pour approbation avant le début des travaux.

**Date et heure de la demande**

Inscrivez la date (année, mois et jour) à laquelle le gestionnaire, le superviseur ou le représentant ministériel présente la demande au garant, en utilisant le format numérique AAAA-MM-JJ. Vous n'avez pas à entrer les traits d'union.

Inscrivez l'heure (heures et minutes) à laquelle le gestionnaire, le superviseur ou le représentant ministériel présente la demande au garant, selon le système de 24 heures, en utilisant le format numérique HH:MM. Vous n'avez pas à entrer les deux points.

**Demandé par**

Nom du gestionnaire/superviseur ou du représentant ministériel.

**Section C - Date**

Inscrivez la date (année, mois et jour) à laquelle le gestionnaire/superviseur ou le représentant qualifié de l'entrepreneur s'est assuré qu'un essai de coupure à la source a été effectué et que les travaux peuvent être réalisés en toute sécurité, en utilisant le format numérique AAAA-MM-JJ. Vous n'avez pas à entrer les traits d'union.

**Section D**

Cette section doit être remplie par le gestionnaire/superviseur ou le représentant qualifié de l'entrepreneur à la fin des travaux.

**Section D - Date**

Inscrivez la date (année, mois et jour) à laquelle le gestionnaire/superviseur ou le représentant qualifié de l'entrepreneur confirme que la coupure à la source n'est plus nécessaire, que les travaux sont terminés et que l'appareillage ou l'installation a été remis sous tension, et que les schémas électriques ont été modifiés au besoin.

**Section E - Date**

Inscrivez la date (année, mois et jour) à laquelle le gestionnaire/superviseur du lieu de travail ou la personne qualifiés de l'entrepreneur donne son approbation relative à l'achèvement des travaux et confirme que l'installation ou l'appareillage a été remis dans l'état où il était avant la coupure.



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INSTRUCTIONS

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**Purpose of order**

- State purpose of order

**Objet de l'ordre de service**

- Objet de l'ordre de service.

**Request for Isolation No.**

- Indicate Request for Isolation number and date of isolation.

**Demande d'isolation n°**

- Inscrire le numéro de demande d'isolation, et la date d'isolation.

**Sequence No.**

- Sequence of order, procedure must be listed in the order in which the issuer intends to proceed.

**N° d'étapes**

- Les étapes à suivre, la marche à suivre doit être énumérée dans l'ordre que les étapes doivent être exécutées.

**Equipment**

- Equipment affected.

**Appareil**

- Appareil affecté

**Tag No.**

- Tag number that will be installed on equipment.

**N° de l'étiquette**

- Numéro de l'étiquette que l'on apposera à l'appareil.

**Operation**

- Operation to be performed.

**Travaux**

- Manoeuvre à exécuter.

**Initials**

- Initials to confirm that sequence is completed.

**Initiales**

- On doit apposer ses initiales après avoir complété chaque étape.

**Prepared By**

- Name and signature of person that prepared the isolation procedures, including time and date.

**Préparé par**

- Le nom et la signature de la personne qui a préparé la marche à suivre pour l'isolement.

**Checked By**

- Name and signature of person that verified the procedures, including the time and date.

**Vérfié par**

- Le nom et la signature de la personne qui a vérifié la marche à suivre pour l'isolement.

**Issued By**

- Name and signature of the manager/supervisor issuing the isolation procedures, including the time and date.

**Émit par**

- Le nom et la signature du gestionnaire/superviseur qui a émis la marche à suivre pour l'isolement.

**Performed By**

- Name and signature of person performing the isolation procedures, including the time and date.

**Exécuté par**

- Le nom et la signature de la personne qui a exécuté la marche à suivre pour l'isolement.

**Operating Diagram Adjusted By**

- Name of the manager/supervisor responsible for adjusting the status of the circuit's switching devices.

**Diagramme de fonctionnement modifié par**

- Nom du gestionnaire/superviseur responsable de mettre à jour les indicateurs de l'état des commutateurs de circuits.

## ANNEX "F"

### Voluntary Certification to Support the Use of Apprentices

1. To encourage employers to participate in apprenticeship training, Contractors bidding on construction and maintenance contracts by Public Works and Government Services Canada (PWGSC) are being asked to sign a voluntary certification, signaling their commitment to hire and train apprentices.
2. Canada is facing skills shortages across various sectors and regions, especially in the skilled trades. Equipping Canadians with skills and training is a shared responsibility. In Economic Action Plan (EAP) 2013, the Government of Canada made a commitment to support the use of apprentices in federal construction and maintenance contracts. Contractors have an important role in supporting apprentices through hiring and training and are encouraged to certify that they are providing opportunities to apprentices as part of doing business with the Government of Canada.
3. Through the Economic Action Plan 2013 and support for training programs, the Government of Canada is encouraging apprenticeships and careers in the skilled trades. In addition, the government offers a tax credit to employers to encourage them to hire apprentices. Information on this tax measure administered by the Canada Revenue Agency can be found at: [www.cra-arc.gc.ca](http://www.cra-arc.gc.ca). Employers are also encouraged to find out what additional information and supports are available from their respective provincial or territorial jurisdiction.
4. Signed certifications will be used to better understand contractor use of apprentices on Government of Canada maintenance and construction contracts and may inform future policy and program development.
5. The Contractor hereby certifies the following:

*In order to help meet demand for skilled tradespeople, the Contractor agrees to use, and require its subcontractors to use, reasonable commercial efforts to hire and train registered apprentices, to strive to fully utilize allowable apprenticeship ratios<sup>1</sup> and to respect any hiring requirements prescribed by provincial or territorial statutes.*

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

Solicitation No. - N° de l'invitation  
EC645-190402/A  
Client Ref. No. - N° de réf. du client  
R.096036.001

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

Buyer ID - Id de l'acheteu  
PWB101  
CCC No./N° CCC - FMS No./N° VME

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## **ANNEX "F"**

### **Voluntary Certification to Support the Use of Apprentices (cont.)**

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

*Name:*

*Signature:*

*Company Name:*

*Company Legal Name:*

*Solicitation Number:*

*Optional information to provide:*

*Number of apprentices planned to be working on this contract:*