



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

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

800 Burrard Street, Room 219

800, rue Burrard, pièce 219

Vancouver

British Columbia

V6Z 0B9

Bid Fax: (604) 775-9381

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

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

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

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

Comments - Commentaires

Vendor/Firm Name and Address

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

Issuing Office - Bureau de distribution

Public Works and Government Services Canada - Pacific
Region

800 Burrard Street, Room 219

800, rue Burrard, pièce 219

Vancouver

British C

V6Z 0B9

Title - Sujet General Construction SOA	
Solicitation No. - N° de l'invitation W684B-190002/A	Date 2018-08-30
Client Reference No. - N° de référence du client W684B-190002	GETS Ref. No. - N° de réf. de SEAG PW-\$PWY-039-8425
File No. - N° de dossier PWY-8-41042 (039)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-10-10	
Time Zone Fuseau horaire Pacific Daylight Saving Time PDT	
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Park (PWY), Isabell	Buyer Id - Id de l'acheteur pwy039
Telephone No. - N° de téléphone (604)365-0073 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DND - CFMETR and CFB Esquimalt - Various Locations, BC	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

REQUEST FOR STANDING OFFER (RFSO)

RISO General Construction
Various locations within Vancouver Island

IMPORTANT NOTICE TO OFFERORS

PROMPT PAYMENT IN THE CONSTRUCTION INDUSTRY

Prompt Payment Principles

Public Services and Procurement Canada advocates that construction-related payments should follow these three principles:

- **Promptness:** The department will review and process invoices promptly. If disputes arise, Public Services and Procurement Canada will pay for items not in dispute, while working to resolve the disputed amount quickly and fairly
- **Transparency:** The department will make construction payment information such as payment dates, company names, contract and project numbers, publicly available; likewise, contractors are expected to share this information with their lower tiers
- **Shared responsibility:** Payers and payees are responsible for fulfilling their contract terms including their obligations to make and receive payment, and to adhere to industry best practices

For more information: <http://www.tpsgc-pwgsc.gc.ca/biens-property/divulgation-disclosure/psdic-ppci-eng.html>

THIS DOCUMENT CONTAINS AN INDUSTRIAL SECURITY REQUIREMENT

For further instructions please consult "Special Instruction to Offeror", SI09, "Industrial Security related requirements" and "Supplementary Conditions" SC01 Industrial Security requirements, document safeguarding location.

SUPPORT THE USE OF APPRENTICES

The Government of Canada proposes to support the employment of apprentices in federal construction and maintenance projects. To support this initiative, a voluntary certification signaling the Bidder's commitment to hire and train apprentices is available on Appendix7.

PWGSC UPDATE ON ASBESTOS USE

Effective April 1, 2016, all Public Works and Government Services Canada (PWGSC) contracts for new construction and major rehabilitation will prohibit the use of asbestos-containing materials. Further information can be found at <https://www.tpsgc-pwgsc.gc.ca/biens-property/ami-asb/amiante-asbestos-eng.html>.

ADDITION OF TERMINOLOGY

Take note of the additional paragraph is included in clause R2810D identified in SC06.

TABLE OF CONTENTS

GENERAL INSTRUCTIONS to OFFERORS - CONSTRUCTION SERVICES (GI)

- GI01 Integrity Provisions - Offer
- GI02 Completion of Offer
- GI03 Identity or Legal Capacity of the Offeror
- GI04 Applicable Taxes
- GI05 Capital Development and Redevelopment Charges
- GI06 Listing of Subcontractors and Suppliers
- GI07 Submission of Offer
- GI08 Revision of Offer
- GI09 Rejection of Offer
- GI10 Offer Costs
- GI11 Procurement Business Number
- GI12 Compliance with Applicable Laws
- GI13 Approval of Alternative Materials
- GI14 Performance Evaluation
- GI15 Conflict of Interest-Unfair Advantage
- GI16 Code of Conduct for Procurement – Offer

SPECIAL INSTRUCTIONS TO OFFERORS (SI)

- SI01 Introduction
- SI02 Offer documents
- SI03 Enquiries during the Solicitation Period
- SI04 Quantity
- SI05 PWGSC obligations
- SI06 Site Visit – Not Applicable
- SI07 Revision of Offer
- SI08 Offer Validity Period
- SI09 Industrial Security Related Requirement
- SI10 Web Sites
- SI11 British Columbia Provincial Sales Tax Act - Real Property Contractors

CALL-UPS CLAUSES OR RESULTING CONTRACT DOCUMENTS (CD)

STANDING OFFER PARTICULARS (SOP)

- SOP01 General
- SOP02 Period of the Standing Offer
- SOP03 Call-Up Limitation
- SOP04 Call-Up Procedure
- SOP05 Standing Offer Responsible

SUPPLEMENTARY CONDITIONS (SC)

- SC01 Industrial Security Related Requirements, Documents Safeguarding
- SC02 Insurance Terms
- SC03 Interpretation

APPENDIX 1 PRICE PROPOSAL FORM

APPENDIX 2 INTEGRITY PROVISIONS – LIST OF NAMES

APPENDIX 3 STATEMENT OF WORK

APPENDIX 6 PERIODIC REPORTS

APPENDIX 7 VOLUNTARY CERTIFICATION TO SUPPORT THE USE OF APPRENTICES

ANNEX A SECURITY REQUIREMENT CHECK LIST (SRCL)

ANNEX B CERTIFICATE OF INSURANCE

ANNEX C VOLUNTARY REPORTS FOR APPRENTICES EMPLOYED DURING THE CONTRACT

ANNEX D LISTING OF SUBCONTRACTORS (Could be asked for on individual call-ups)

GENERAL INSTRUCTIONS TO OFFERORS – CONSTRUCTION SERVICES (GI)

GI01 (2016-04-04) Integrity provisions—Offer

1. The *Ineligibility and Suspension Policy* (the “Policy”) in effect on the date the offer solicitation is issued, and all related Directives in effect on that date, are incorporated by reference into, and form a binding part of the offer solicitation. The Offeror must comply with the Policy and Directives, which can be found at [Ineligibility and Suspension Policy](#).
2. Under the Policy, charges and convictions of certain offences against a Offeror, its affiliates or first tier subcontractors, and other circumstances, will or may result in a determination by Public Works and Government Services Canada (PWGSC) that the Offeror is ineligible to enter, or is suspended from entering into a contract with Canada. The list of ineligible and suspended Suppliers is contained in PWGSC’s Integrity Database. The Policy describes how enquiries can be made regarding the ineligibility or suspension of Suppliers.
3. In addition to all other information required in the offer solicitation, the Offeror must provide the following:
 - a. by the time stated in the Policy, all information required by the Policy described under the heading “Information to be Provided when Offering, Contracting or Entering into a Real Property Agreement”; and
 - b. with its offer, a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offences in the Policy. The list of foreign criminal charges and convictions must be submitted using an Integrity Declaration Form, which can be found at [Declaration form for procurement](#).
4. Subject to subsection 5, by submitting an offer in response to this offer solicitation, the Offeror certifies that:
 - a. it has read and understands the *Ineligibility and Suspension Policy*;
 - b. it understands that certain domestic and foreign criminal charges and convictions, and other circumstances, as described in the Policy, will or may result in a determination of ineligibility or suspension under the Policy;
 - c. it is aware that Canada may request additional information, certifications, and validations from the Offeror or a third party for purposes of making a determination of ineligibility or suspension;
 - d. it has provided with its offer a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offences in the Policy;
 - e. none of the domestic criminal offences, and other circumstances, described in the Policy that will or may result in a determination of ineligibility or suspension, apply to it, its affiliates and its proposed first tier subcontractors; and
 - f. it is not aware of a determination of ineligibility or suspension issued by PWGSC that applies to it.
5. Where an Offeror is unable to provide any of the certifications required by subsection 4, it must submit with its offer a completed Integrity Declaration Form, which can be found at [Declaration form for procurement](#).
6. Canada will declare non-responsive any offer in respect of which the information requested is incomplete or inaccurate, or in respect of which the information contained in a certification or declaration is found by Canada to be false or misleading in any respect. If Canada establishes after award of the Contract that the Offeror provided a false or misleading certification or declaration, Canada may terminate the Contract for default. Pursuant to the Policy, Canada may also determine the Offeror to be ineligible for award of a contract for providing a false or misleading certification or declaration.

GI02 (2014-03-01) Completion of offer

1. The offer shall be
 - a. submitted on the Offer and Acceptance Form provided through the Government Electronic Tendering Service (GETS) or on a clear and legible reproduced copy of such Offer and Acceptance Form that must be identical in content and format to the Offer and Acceptance Form provided through GETS;
 - b. based on the Offer Documents listed in the Special Instructions to Offerors;
 - c. correctly completed in all respects;
 - d. signed by a duly authorized representative of the Offeror; and
 - e. accompanied by any other document or documents specified elsewhere in the solicitation where it is stipulated that said documents are to accompany the offer.

2. Subject to paragraph 6) of G111, any alteration to the pre-printed or pre-typed sections of the Offer and Acceptance Form, or any condition or qualification placed upon the offer may be cause for disqualification. Alterations, corrections, changes or erasures made to statements or figures entered on the Offer and Acceptance Form by the Offeror shall be initialed by the person or persons signing the offer. Alterations, corrections, changes or erasures that are not initialed shall be deemed void and without effect.
3. Unless otherwise noted elsewhere in the Offer Documents, facsimile copies of offers are not acceptable.
4. Canada will make available Notices of Proposed Procurement (NPP), offer solicitations and related documents for download through the Government Electronic Tendering Service (GETS). Canada is not responsible and will not assume any liabilities whatsoever for the information found on websites of third parties. In the event an NPP, offer solicitation or related documentation would be amended, Canada will not be sending notifications. Canada will post all amendments, including significant enquiries received and their replies, using GETS. It is the sole responsibility of the Offeror to regularly consult GETS for the most up-to-date information. Canada will not be liable for any oversight on the Offeror's part nor for notification services offered by a third party.

G103 (2015-02-25) Identity or legal capacity of the Offeror

In order to confirm the authority of the person or persons signing the offer or to establish the legal capacity under which the Offeror proposes to enter into Contract, any Offeror who carries on business in other than its own personal name shall, if requested by Canada, provide satisfactory proof of

- a. such signing authority; and
- b. the legal capacity under which it carries on business;

prior to contract award. Proof of signing authority may be in the form of a certified copy of a resolution naming the signatory(ies) that is (are) authorized to sign this offer on behalf of the corporation or partnership. Proof of legal capacity may be in the form of a copy of the articles of incorporation or the registration of the business name of a sole proprietor or partnership.

G104 (2015-02-25) Applicable Taxes

"Applicable Taxes" means the Goods and Services Tax (GST), the Harmonized Sales Tax (HST), and any provincial tax, by law, payable by Canada such as, the Quebec Sales Tax (QST) as of April 1, 2013.

G105 (2017-04-27) Capital development and redevelopment charges

For the purposes of GC1.8, of R2810D "Laws, Permits and Taxes", in the General Conditions of the Contract, only fees or charges directly related to the processing and issuing of building permits shall be included. The Offeror shall not include any monies in the offer amount for special municipal development, redevelopment or other fees or charges which a municipal authority may seek as a prerequisite to the issuance of building permits.

G106 (2015-02-25) Listing of Subcontractors and Suppliers

Notwithstanding any list of Subcontractors that the Offeror may be required to submit as part of the offer, the Offeror shall, within 48 hours of receipt of a notice to do so, submit all information requested in the said notice including the names of Subcontractors and Suppliers for the part or parts of the Work listed. Failure to do so shall result in the disqualification of its offer.

G107 (2014-03-01) Submission of offer

1. The Offer and Acceptance Form, duly completed, shall be enclosed and sealed in an envelope provided by the Offeror, and shall be addressed and submitted to the office designated on the Front Page "Invitation to Tender" for the receipt of offers. The offer must be received on or before the date and time set for solicitation closing.
2. Unless otherwise specified in the Special Instructions to Offerors
 - a. the offer shall be in Canadian currency;
 - b. the requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All offers including such provision will render the offer non-responsive.
3. Prior to submitting the offer, the Offeror shall ensure that the following information is clearly printed or typed on the face of the offer envelope:

- a. Solicitation Number;
- b. Name of Offeror;
- c. Return address; and
- d. Closing Date and Time.

4. Timely and correct delivery of offers is the sole responsibility of the Offeror.

GI08 (2010-01-11) Revision of offer

1. An offer submitted in accordance with these instructions may be revised by letter or facsimile provided the revision is received at the office designated for the receipt of offers, on or before the date and time set for the closing of the solicitation. The letter or facsimile shall be on the Offeror's letterhead or bear a signature that identifies the Offeror.
2. A revision to a offer that includes unit prices must clearly identify the change(s) in the unit price(s) and the specific item(s) to which each change applies.
3. A letter or facsimile submitted to confirm an earlier revision should be clearly identified as a confirmation.
4. Failure to comply with any of the above provisions may result in the rejection of the non-compliant revision(s) only. The offer shall be evaluated based on the original offer submitted and all other compliant revision(s).

GI09 (2014-09-25) Rejection of offer

1. Canada may accept any offer, whether it is the lowest or not, or may reject any or all offers.
2. Without limiting the generality of paragraph 1) of GI11, Canada may reject an offer if any of the following circumstances is present:
 - a. the Offeror's offering privileges are suspended or are in the process of being suspended;
 - b. the offering privileges of any employee or subcontractor included as part of the offer are suspended or are in the process of being suspended, which suspension or pending suspension would render that employee or subcontractor ineligible to offer on the Work, or the portion of the Work the employee or subcontractor is to perform;
 - c. the Offeror is bankrupt, or where for whatever reason, its activities are rendered inoperable for an extended period;
 - d. evidence, satisfactory to Canada, of fraud, bribery, fraudulent misrepresentation or failure to comply with any law protecting individuals against any manner of discrimination, has been received with respect to the Offeror, any of its employees or any subcontractor included as part of its offer;
 - e. evidence satisfactory to Canada that based on past conduct or behavior, the Offeror, a sub-contractor or a person who is to perform the Work is unsuitable or has conducted himself/herself improperly;
 - f. with respect to current or prior transactions with Canada
 - i. Canada has exercised, or intends to exercise, the contractual remedy of taking the work out of the Offeror's hands with respect to a contract with the Offeror, any of its employees or any subcontractor included as part of its offer; or
 - ii. Canada determines that the Offeror's performance on other contracts is sufficiently poor to jeopardize the successful completion of the requirement being offer on.
3. In assessing the Offeror's performance on other contracts pursuant to subparagraph 2)(f)(ii) of GI11, Canada may consider, but not be limited to, such matters as:
 - a. the quality of workmanship in performing the Work;
 - b. the timeliness of completion of the Work;
 - c. the overall management of the Work and its effect on the level of effort demanded of the department and its representative; and
 - d. the completeness and effectiveness of the Offeror's safety program during the performance of the Work.
4. Without limiting the generality of paragraphs 1), 2) and 3) of GI11, Canada may reject any offer based on an unfavourable assessment of the

- a. adequacy of the offer price to permit the work to be carried out and, in the case of an offer providing prices per unit, whether each such price reasonably reflects the cost of performing the part of the work to which that price applies;
 - b. Offeror's ability to provide the necessary management structure, skilled personnel, experience and equipment to perform competently the work under the Contract; and
 - c. Offeror's performance on other contracts.
5. Where Canada intends to reject an offer pursuant to a provision of paragraphs 1), 2), 3) or 4) of G111, other than subparagraph 2)(a) of G111, the contracting Authority will inform the Offeror and provide the Offeror ten (10) days within which to make representations, before making a final decision on the offer rejection.
 6. Canada may waive informalities and minor irregularities in offers received if Canada determines that the variation of the offer from the exact requirements set out in the Offer Documents can be corrected or waived without being prejudicial to other Offerors.

G110 (2015-02-25) Offer costs

No payment will be made for costs incurred in the preparation and submission of an offer in response to the offer solicitation. Costs associated with preparing and submitting an offer, as well as any costs incurred by the Offeror associated with the evaluation of the offer, are the sole responsibility of the Offeror.

G111 (2015-02-25) Procurement Business Number

Offerors are required to have a Procurement Business Number (PBN) before Contract award. Offerors may register for a PBN in the Supplier Registration Information system on the [Contracts Canada](#) Web site. For non-Internet registration, Offerors may contact the nearest [Supplier Registration Agent](#).

G112 (2013-04-25) Compliance with applicable laws

1. By submission of an offer, the Offeror certifies that the Offeror has the legal capacity to enter into a contract and is in possession of all valid licences, permits, registrations, certificates, declarations, filings, or other authorizations necessary to comply with all federal, provincial and municipal laws and regulations applicable to the submission of the offer and entry into any ensuing contract for the performance of the work.
2. For the purpose of validating the certification in paragraph 1) of G114, a Offeror shall, if requested, provide a copy of every valid licence, permit, registration, certificate, declaration, filing or other authorization listed in the request, and shall provide such documentation within the time limit(s) set out in the request.
3. Failure to comply with the requirements of paragraph 2) of G114 shall result in disqualification of the offer.

G113 (2015-02-25) Approval of alternative materials

When materials are specified by trade names or trademarks, or by manufacturers' or suppliers' names, the offer shall be based on use of the named materials. During the solicitation period, alternative materials may be considered provided full technical data is received in writing by the Contracting Authority at least ten (10) calendar days prior to the solicitation closing date. If the alternative materials are approved for the purposes of the offer, an addendum to the offer documents shall be issued.

G114 (2010-01-11) Performance evaluation

1. Offerors shall take note that the performance of the Offeror during and upon completion of the work shall be evaluated by Canada. The evaluation shall be based on the quality of workmanship; timeliness of completion of the work; project management, contract management and management of health and safety. Should the Offeror's performance be considered unsatisfactory, the Offeror's offering privileges on future work may be suspended indefinitely.
2. The form [PWGSC-TPSGC 2913](#), SELECT - Contractor Performance Evaluation Report Form, is used to record the performance.

G115 (2011-05-16) Conflict of interest—unfair advantage

1. In order to protect the integrity of the procurement process, Offerors are advised that Canada may reject an offer in the following circumstances:
 - a. if the Offeror, any of its subcontractors, any of their respective employees or former employees was involved in any manner in the preparation of the offer solicitation or in any situation of conflict of interest or appearance of conflict of interest;

- b. if the Offeror, any of its subcontractors, any of their respective employees or former employees had access to information related to the offer solicitation that was not available to other Offerors and that would, in Canada's opinion, give or appear to give the Offeror an unfair advantage.
2. The experience acquired by a Offeror who is providing or has provided the goods and services described in the offer solicitation (or similar goods or services) will not, in itself, be considered by Canada as conferring an unfair advantage or creating a conflict of interest. This Offeror remains however subject to the criteria established above.
3. Where Canada intends to reject an offer under this section, the Contracting Authority will inform the Offeror and provide the Offeror an opportunity to make representations before making a final decision. Offerors who are in doubt about a particular situation should contact the Contracting Authority before offer closing. By submitting an offer, the Offeror represents that it does not consider itself to be in conflict of interest nor to have an unfair advantage. The Offeror acknowledges that it is within Canada's sole discretion to determine whether a conflict of interest, unfair advantage or an appearance of conflict of interest or unfair advantage exists.

GI16 (2016-04-04) Code of Conduct for Procurement—offer

The Code of Conduct for Procurement provides that Offerors must respond to offer solicitations in an honest, fair and comprehensive manner, accurately reflect their capacity to satisfy the requirements set out in the offer solicitation and resulting contract, submit offers and enter into contracts only if they will fulfill all obligations of the Contract. By submitting an offer, the Offeror is certifying that it is complying with the *Code of Conduct for Procurement*. Failure to comply with the *Code of Conduct for Procurement* may render the offer non-responsive.

SPECIAL INSTRUCTIONS TO OFFEROR'S (SI)

SI01 INTRODUCTION

1. Public Works and Government Services Canada (PWGSC) is inviting Offerors to submit proposals for Standing Offers. The selected offerors shall provide a range of services as identified in the Statement of Work section of this document.
2. It is PWGSC's intention to authorize up to 2 Standing Offers, each for a period of 3 years. The total dollar value of all Standing Offers is estimated to be \$1,650,000.00 (GST or HST included). Individual call-ups will vary, up to a maximum of \$60,000.00 (GST or HST included). Offerors should note that there is no guarantee that the full or any amount of the Standing Offers will be called-up; PWGSC will issue call-ups only when the specific services to be provided under the Standing Offer are needed. Please refer to Section SOP04, CALL-UP PROCEDURE.

SI02 OFFER DOCUMENTS

1. The following are the Offer Documents:
 - a. Request for Standing Offer - Page 1;
 - b. General Instructions to Offeror's- Construction Services
 - c. Special Instructions to Offerors;
 - d. Clauses & Conditions identified in "Call-up Clauses or Resulting Contract Documents;
 - e. Drawings and Specifications;
 - f. Price Proposal form and related Appendix(s); and
 - g. Any amendment issued prior to solicitation closing.

Submission of an Offer constitutes acknowledgement that the Offeror has read and agrees to be bound by these documents.

SI03 ENQUIRIES DURING THE SOLICITATION PERIOD

1. Enquiries regarding this Offer must be submitted in writing to the Contracting Authority named on the Request for Standing Offer (RFSO) Page 1 at e-mail address ji-yonisabell.park@tpsgc-pwgsc.gc.ca. Except for the approval of alternative materials as described in GI13 enquiries should be received no later than (5) calendar days prior to the date set for solicitation closing to allow sufficient time to provide a response. Enquiries received after that time may result in an answer NOT being provided.
2. To ensure consistency and quality of the information provided to Offerors the Contracting Authority will examine the content of the enquiry and shall decide whether or not to issue an amendment.
3. All enquiries and other communications related to this offer sent throughout the solicitation period must be directed ONLY to the Contracting Authority named in paragraph 1. above. Failure to comply with this requirement may result in the offer being declared non-compliant.

SI04 QUANTITY

The amount of work and estimated expenditure specified in the RFSO are only an approximation of requirements. The making of an offer by the Offeror shall not constitute an agreement by Canada. Canada may make one or several call-ups against a standing offer.

SI05 PWGSC OBLIGATION

A RFSO does not commit PWGSC to authorize the utilization of a standing offer or to pay any cost incurred in the submission of offers, or cost incurred in making necessary studies for the preparation thereof, or to procure or contract for any services. PWGSC reserves the right to reject or authorize for utilization any offer in whole or in part, with or without further discussion or negotiation. Canada reserves the right to cancel or amend the RFSO at any time.

SI06 SITE VISIT– Not Applicable

SI07 REVISION OF OFFER

An offer may be revised by letter or facsimile in accordance with "General Instructions to Offerors – Construction Services to Offerors". The facsimile number for receipt of revisions is 604-775-9381.

SI08 OFFER VALIDITY PERIOD

1. The offer cannot be withdrawn for the period of 90 days following the RFSO closing date.
2. Canada reserves the right to seek an extension to the offer validity period. Upon notification in writing from Canada, Offerors shall have the option to either accept or reject the proposed extension.
3. If the extension referred to in paragraph 2 of SI09 is accepted, in writing, by all those who submitted offers, then Canada shall continue immediately with the evaluation of the offers and its approvals processes.
4. If the extension referred to in paragraph 2 of SI09 is not accepted in writing by all those who submitted offers then Canada shall, at its sole discretion, either
 - a. continue to evaluate the offers of those who have accepted the proposed extension and seek the necessary approvals; or
 - b. cancel the request for proposal.
5. The provisions expressed herein do not in any manner limit Canada's rights in law or under G109 "General Instructions to Offerors – Construction Services".

SI09 INDUSTRIAL SECURITY RELATED REQUIREMENTS

1. At time of award, the Offeror must hold a valid Security Clearance as indicated in section SC01 of the Supplementary Conditions. Failure to comply with this requirement will render the offer non-compliant and no further consideration will be given to the offer.
2. The successful Offeror's personnel, as well as any subcontractor and its personnel, who are required to perform any part of the work pursuant to the subsequent contract must meet the mandatory security requirement as indicated in section SC01 of the Supplementary Conditions. **Individuals who do not have the required level of security will not be allowed on site.** It is the responsibility of the successful Offeror to ensure that the security requirements are met throughout the performance of the contract. Canada will not be held liable or accountable for any delays or additional costs associated with the successful Offeror's non-compliance with the mandatory security requirement.
3. For additional information on security requirements, offerors should consult the "Security Requirements for PWGSC Offer Solicitations - Instructions for Offerors" on the Standard Procurement Documents Web site [Industrial Security Program](#)

SI10 WEB SITES

The connection to some of the Web sites in the solicitation documents is established by the use of hyperlinks. The following is a list of the addresses of the Web sites:

Buy and Sell <https://www.achatsetventes-buyandsell.gc.ca>

Canadian economic sanctions <http://www.international.gc.ca/sanctions/index.aspx?lang=eng>

Contractor Performance Evaluation Report (Form PWGSC-TPSGC 2913)
<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/2913.pdf>

Standard Acquisition Clauses and Conditions (SACC) Manual
<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R>

PWGSC, Industrial Security Services <Http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>

PWGSC, Code of Conduct and Certifications
<http://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/contexte-context-eng.html>

Construction and Consultant Services Contract Administration Forms Real Property Contracting
<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>

Declaration Form

<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html>

Performance Bond (form PWGSC-TPSGC 505)

http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/505_eng.pdf

Trade agreements

<https://buyandsell.gc.ca/policy-and-guidelines/Policy-and-Legal-Framework/Trade-Agreements>

SI11 BRITISH COLUMBIA PROVINCIAL SALES TAX ACT - REAL PROPERTY CONTRACTORS

Real property contractors in the Province of British Columbia who have contracts with the Federal Government may make purchases for use in real property contracts exempt of Provincial Sales Tax (PST) by providing their suppliers with a completed Certificate of Exemption – Contractors (FIN 491) and, if necessary a completed Certification of Exemption – Subcontractor (FIN 493).

Upon request, Canada will provide the General Contractor with a duly signed exemption form, FIN 491 and if applicable FIN 493.

For additional information, please refer to the link noted below:

<http://www2.gov.bc.ca/assets/gov/taxes/sales-taxes/publications/pst-501-real-property-contractors.pdf>

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

CALL-UPS CLAUSES OR RESULTING CONTRACT DOCUMENTS (CD)

1. The following are the “call up” contract documents:

- a. Contract Page when signed by Canada;
- b. Duly completed Price Proposal Form and any Appendices attached thereto;
- c. Drawings and Specifications;
- d. General Conditions and clauses
 - GC1 General Provisions – Construction Services R2810D (2017-08-17);
 - GC2 Administration of the Contract R2820D (2016-01-28);
 - GC3 Execution and Control of the Work R2830D (2015-02-25);
 - GC4 Protective Measures R2840D (2008-05-12);
 - GC5 Terms of Payment R2550D (2016-01-28);
 - GC6 Delays and Changes in the Work R2860D (2016-01-28);
 - GC7 Default, Suspension or Termination of Contract R2870D (2008-05-12);
 - GC8 Dispute Resolution R2884D (2016-01-28);
 - GC10 Insurance R2900D (2008-05-12);
 - Allowable Costs for Contract Changes under GC6.4.1 R2950D (2015-02-25);
 - Supplementary Conditions
- e. Any amendment issued or any allowable offer revision received before the date and time set for solicitation closing;
- f. Any amendment incorporated by mutual agreement between Canada and the Offeror before acceptance of the offer; and
- g. Any amendment or variation of the contract documents that is made in accordance with the General Conditions.

2. The documents identified by title, number and date above are incorporated by reference and are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Web site: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

3. The language of the contract documents is the language of the Price Proposal Form submitted.

STANDING OFFER PARTICULARS

SOP01 GENERAL

1. The Offeror acknowledges that a standing offer is not a contract and that the issuance of a Standing Offer and Call-up Authority does not oblige or commit Canada to procure or contract for any services listed in the Standing Offer.
2. The Offeror offers to provide and deliver to Canada the services described in the Standing Offer, in accordance with the pricing set out in the Request for Standing Offer if, and when the Contracting Authority may request such services, in accordance with the conditions listed at subsection 3 below.
3. The Offeror understands and agrees that:
 - a. a call-up against the Standing Offer will form a contract only for those services which have been called-up, provided that such call-up is made in accordance with the provisions of the Standing Offer;
 - b. Canada's liability is limited to that which arises from call-ups against the Standing Offer made within the period specified in the Standing Offer;
 - c. Canada has the right to procure the services specified in the Standing Offer by means of any other contract, standing offer or contracting method;
 - d. the Standing Offer cannot be assigned or transferred in whole or in part;
 - e. the Standing Offer may be set aside by Canada at any time.

SOP02 PERIOD OF THE STANDING OFFER

The period for placing call-ups against the Standing Offer shall be for 3 years commencing from the start date identified on the Standing Offer.

The Contractor hereby grants to Canada two (2) irrevocable option to extend the term of the Contract each for an ADDITIONAL CONSECUTIVE TWELVE (12) MONTH PERIOD, under the same terms and conditions as contained in the Contract. It is to be noted that Canada is not obliged to exercise these options. The exercise of any option will be at Canada's sole discretion, by providing notification in writing to the Contractor at least thirty (30) days prior to the Contract expiry date or the expiry date of an exercised option period.

SOP03 CALL-UP LIMITATION

Each call-up against the Standing Offer will have a maximum limitation of expenditure of \$60,000.00 (Applicable Taxes included).

SOP04 CALL-UP PROCEDURE

1. Services will be called-up as follows:
 - a. The Departmental Representative will establish the scope of services to be performed. For each individual Call-Up, offerors will be considered using a computerized distribution system. This system will track all call-ups assigned to each offeror and will maintain a running total of the dollar value of business distributed. The system will contain for each offeror an ideal business distribution percentage which has been established as follows 60% of the business for the top ranked offeror, and 40% for the 2nd ranked offeror. In the event fewer than 2 offerors are successful, the undistributed % of business will be redistributed amongst the offerors being recommended using the following formula:

$$\text{Revised Distributions \%} = \frac{\text{pre-established \%}}{100 \text{ less the non distributed \%}} \times 100$$

The Offeror who is furthest under their respective ideal business distribution percentage in relation to the other Offerors will be selected for the next call-up.

- b. For each individual call-up the Offeror will be provided the scope of work and will submit an offer to the Departmental Representative in accordance with the unit rates established under the Standing Offer. The Offeror's offer shall include all of the work as specified including; mobilizing, sub-trades, materials, labour, tools, administration fees and supervision including building permits as per local regulations.

2. The Offeror will be authorized in writing by the Contracting Authority to proceed with the work by issuance of a Call-up against the Standing Offer using form 2829.
3. Any proposed changes to the scope of work are to be discussed with the Departmental Representative but any resulting changes can only be authorized by an amendment issued by the Contracting Authority.

SOP05 STANDING OFFER RESPONSIBLES

Standing Offer Contracting Authority is :

Name : Ji-Yon Isabell Park
Title : Supply Specialist
Department : Public Services and Procurement Canada
Division : Real Property Contracting, Acquisitions
Telephone : 604-365-0073
e-mail : ji-yonisabell.park@pwgsc-tpsgc.gc.ca

The Contracting Authority is responsible for the establishment and administration of the Standing Offer and it's revision if needed. The Contracting Authority is responsible for all contractual related questions regarding call-ups.

Standing Offer Technical Authority is :

The Technical Authority represents the Department or Organisation for which the works are executed within a call-up. The Technical Authority is responsible for all technical related questions regarding call-ups.

TBA

The selected Offeror for the standing offer is :

Name : _____
Contact : _____
Address : _____
Telephone : ____ - ____ - _____
e-mail : _____

SUPPLEMENTARY CONDITIONS (SC)

SC01 INDUSTRIAL SECURITY RELATED REQUIREMENTS, DOCUMENT SAFEGUARDING

The following security requirement (SRCL and related clauses) applies and form part of the Contract.

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

NOTE: There are **multiple levels of personnel security screenings** associated with this file. In this instance, a Security Classification Guide must be added to the SRCL clarifying these screenings. The Security Classification Guide is normally generated by the organization's project authority and/or security authority.

SC02 INSURANCE TERMS

- 1) Insurance Contracts
 - (a) The Contractor must, at the Contractor's expense, obtain and maintain insurance contracts in accordance with the requirements of the Certificate of Insurance. Coverage must be placed with an Insurer licensed to carry out business in Canada.
 - (b) Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the agreement. The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the agreement 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.
- 2) Period of Insurance
 - (a) The policies required in the Certificate of Insurance must be in force and be maintained throughout the duration of the standing offer period.
 - (b) The Contractor must be responsible to provide and maintain coverage for Products/Completed Operations hazards on its Commercial General Liability insurance policy, for a period of six (6) years beyond the date of the Certificate of Substantial Performance.
- 3) Proof of Insurance
 - (a) Before commencement of the Work, and no later than thirty (30) days after acceptance of its offer, the Contractor must deposit with Canada a Certificate of Insurance on the form attached herein.
 - (b) Upon request by Canada, the Contractor must provide originals or certified true copies of all contracts of insurance maintained by the Contractor pursuant to the Certificate of Insurance.
- 4) Insurance Proceeds

In the event of a claim, the Contractor must, without delay, do such things and execute such documents as are necessary to effect payment of the proceeds.

5) Deductible

The payment of monies up to the deductible amount made in satisfaction of a claim must be borne by the Contractor.

SC03 INTERPRETATION

R2810D General Condition GC1.1.2 Terminology is modified to include the following,

“Architectural and Engineering Services ”:

means services to provide a range of investigation and recommendation reports, planning, design, preparation, or supervision of the construction, repair, renovation or restoration of a work and includes contract administration services, for real property projects.

“Construction Services ”:

means construction, repair, renovation or restoration of any work except a vessel and includes; the supply and erection of a prefabricated structure; dredging; demolition; environmental services related to a real property; or, the hire of equipment to be used in or incidentally to the execution of any construction services referred to above.

“Facility Maintenance Services ”:

means services related to activities normally associated with the maintenance of a facility and keeping spaces, structures and infrastructure in proper operating condition in a routine, scheduled, or anticipated fashion to prevent failure and/or degradation including inspection, testing, servicing, classification as to serviceability, repairs, rebuilding and reclamation, as well as cleaning, waste removal, snow removal, lawn care, replacement of flooring, lighting or plumbing fixtures, painting and other minor works.

APPENDIX 1 - PRICE PROPOSAL FORM

BA01 IDENTIFICATION

RISO General Construction, Various locations within Vancouver Island

BA02 BUSINESS NAME AND ADDRESS OF OFFEROR

Name: _____

Address: _____

Telephone: _____ Fax: _____ PBN: _____

E-mail address: _____

Industrial Security Program Organisation Number (ISP ORG#) _____

(when required)

BA03 THE OFFER

The compliant Offers with the lowest (Primary) and second lowest (Secondary) total evaluated prices will be recommended for issuance of a Standing Offer.

Proportional Basis: The call-up procedures require that call-ups will be issued on a proportional basis such that the offeror of the highest ranked standing offer receives the largest predetermined amount of the total estimated expenditure, the offeror of the second highest ranked standing offer receives the second largest predetermined amount of the total estimated expenditure etc.

It is anticipated that TWO (2) Standing Offers shall be issued.

1. One for the lowest aggregate evaluation total who will be issued a Standing Offer for \$990,000.00 (incl. GST) 60%.
2. One for the second lowest aggregate evaluation total who will be issued a Standing Offer for \$660,000.00 (incl. GST) 40%.

Note: The Offerors shall not be authorized to subcontract to any other offeror holding any part of the same standing offer.

PRICING

EVALUATION OF PRICE: The price of bids will be evaluated in Canadian dollars, the Goods and Services Tax (GST) excluded, FOB destination for goods, shipping charges included, Customs duties and Excise taxes included.

1. Each item specified in the Price Schedules includes wages, allowances, supervision, liabilities as employer, insurance, and the use of all tools, etc., overhead, profit and all other liabilities whatsoever.
2. Unspecified Material shall be reimbursed at net cost, as supported by invoices, plus Markup as established in the Price Schedule of this Offer. "Net Cost" means all amounts reasonably and properly paid by the Offeror in respect of materials required for and used in the Work, and includes packing, handling and delivery charges, less any trade discounts received by the Offeror. The Offeror's Markup on Unspecified Material covers overheads, profit, and all other expenses whatsoever.
3. The prices inserted in the Price Schedules of this Offer include all applicable federal, provincial, and municipal taxes.
 1. However, they do not include any amount for the Goods and Services Tax Goods and Services Tax (GST). The appropriate GST amounts will be paid by Canada to the Offeror in addition to the amounts paid against the amount of the contract. The Offeror shall make appropriate remittances to Revenue Canada in accordance with the legislation.
 2. Payment by Canada for the Offeror's own special equipment not covered by the Price Schedules and required at the job site will be no greater than the local going rental rate for such equipment or the rate published by the local construction association for such equipment, whichever is the lower. Equipment that

are common for a tradesperson to have are not to be marked-up. (ie. Basic power tools, power cords, ladders, etc.)

3. Pricing

The hourly rates requested in the offer and acceptance for specific types of service shall be the total cost to perform the work including but not limited to:

- .1 labour including supervision, allowances and liability insurance;
- .2 travel time;
- .3 transportation/vehicle expenses;
- .4 tools and tackle;
- .5 overhead and profit;
- .6 any other incidental expenses other than supply of materials and replacement parts relating to the delivery of labour.

4. **PRICES**

The Offeror agrees that the following are the prices referred to above:

REGULAR FIRM RATES 07:30-16:30 Monday – Friday

Trade	Estimated Usage per year	Year 1, 2 & 3	Optional years 4 & 5
1. Carpenter			
Journeyman	600 hours	\$ _____ per hour	\$ _____ per hour
Apprentice/Trade helper	400 hours	\$ _____ per hour	\$ _____ per hour
2. Drywall Finisher			
Certified tradesperson	200 hours	\$ _____ per hour	\$ _____ per hour
Apprentice/Trade helper	200 hours	\$ _____ per hour	\$ _____ per hour
3. Electrician			
Journeyman	150 hours	\$ _____ per hour	\$ _____ per hour
Apprentice/Trade helper	100 hours	\$ _____ per hour	\$ _____ per hour
4. Millwright			
Journeyman	400 hours	\$ _____ per hour	\$ _____ per hour
Apprentice/Trade helper	200 hours	\$ _____ per hour	\$ _____ per hour
5. Floor Covering Installer			
Journeyman	200 hours	\$ _____ per hour	\$ _____ per hour
Apprentice/Trade helper	200 hours	\$ _____ per hour	\$ _____ per hour
6. General Labourer			
Tradesperson	600 hours	\$ _____ per hour	\$ _____ per hour
7. Painter and Decorator			
Journeyman	300 hours	\$ _____ per hour	\$ _____ per hour
Apprentice/Trade helper	200 hours	\$ _____ per hour	\$ _____ per hour
8. Plumber			
Journeyman	400 hours	\$ _____ per hour	\$ _____ per hour
Apprentice/Trade helper	200 hours	\$ _____ per hour	\$ _____ per hour
9. Steamfitter			
Journeyman	200 hours	\$ _____ per hour	\$ _____ per hour
Apprentice/Trade helper	100 hours	\$ _____ per hour	\$ _____ per hour
10. Gasfitter			
Certified tradesperson	200 hours	\$ _____ per hour	\$ _____ per hour
Apprentice/Trade helper	100 hours	\$ _____ per hour	\$ _____ per hour
11. Refrigeration and Air Conditioning Mechanic			
Journeyman	300 hours	\$ _____ per hour	\$ _____ per hour
Apprentice/Trade helper	200 hours	\$ _____ per hour	\$ _____ per hour
12. Sheet Metal Worker			
			\$ _____ per hour

Journey person	300 hours	\$ _____ per hour	\$ _____ per hour
Apprentice/Trade helper	200 hours	\$ _____ per hour	
13. Welder			
Journey person	200 hours	\$ _____ per hour	\$ _____ per hour
Apprentice/Trade helper	100 hours	\$ _____ per hour	\$ _____ per hour
14. Roofer			
Journey person	300 hours	\$ _____ per hour	\$ _____ per hour
Apprentice/Trade helper	300 hours	\$ _____ per hour	\$ _____ per hour
15. Concrete Finisher (Cement Mason)			
Journey person	200 hours	\$ _____ per hour	\$ _____ per hour
Apprentice/Trade helper	200 hours	\$ _____ per hour	\$ _____ per hour
16. Asbestos Abator			
Journey person	150 hours	\$ _____ per hour	\$ _____ per hour
Apprentice/Trade helper	150 hours	\$ _____ per hour	\$ _____ per hour
17. Glazier			
Journey person	50 hours	\$ _____ per hour	\$ _____ per hour
Apprentice/Trade helper	50 hours	\$ _____ per hour	\$ _____ per hour
18. Chain Link Fence Supplier and Installer			
Journey person	150 hours	\$ _____ per hour	\$ _____ per hour
Apprentice/Trade helper	150 hours	\$ _____ per hour	\$ _____ per hour
19. Bldg Sprinkler fitter			
Journey person	100 hours	\$ _____ per hour	\$ _____ per hour
Apprentice/Trade helper	50 hours	\$ _____ per hour	\$ _____ per hour
20. Damage Restoration Services			
Journey person	100 hours	\$ _____ per hour	\$ _____ per hour
Apprentice/Trade helper	100 hours	\$ _____ per hour	\$ _____ per hour
21. Locksmith			
Journey person	100 hours	\$ _____ per hour	\$ _____ per hour
Apprentice/Trade helper	100 hours	\$ _____ per hour	\$ _____ per hour
22. Material Mark-up			
	N/A	_____ %	_____ %

Equipment	Estimated Usage per year	Year 1, 2 & 3	Optional years 4 & 5
Hydraulic Excavator			
Hydraulic Excavator and Operator Class 7 - 42,000 to 52,000 lbs. (20 tonnes to 23 tonnes), Digging Bucket Size – 1 yard			
Examples: Cat 320, John Deere 200 or 225, Hitachi EX200, Hyundai 210, Kobelco 200 or 210, Komatsu PC200 or Komatsu PC228, Volvo EC210	120 hours	\$ _____ per hour	\$ _____ per hour
Excavator with Rock Breaker and Operator (minimum 1.35 m3 capacity and 8m reach)	10 hours	\$ _____ per hour	\$ _____ per hour
Excavator with Compactor and Operator	10 hours	\$ _____ per hour	\$ _____ per hour
Excavator with Hoe Ram and Operator	10 hours	\$ _____ per hour	\$ _____ per hour
Loader/Backhoe (Rubber Tired)			
Wheeled Loader and Operator Class 1 – 80 to 100 HP, four-in one front bucket, Digging depth – 18 feet	50 hours	\$ _____ per hour	\$ _____ per hour

Wheeled Loader (rubber tire) with Backhoe Attachment and Operator (minimum 4.5m3)	100 hours	\$	per hour	\$	per hour
Wheeled Loader (rubber tire) with Compactor Attachment and Operator	20 hours	\$	per hour	\$	per hour
Wheeled Loader (rubber tire) with Hoe Ram Attachment and Operator	20 hours	\$	per hour	\$	per hour
Wheeled Loader (rubber tire) with 4WD Attachment and Operator	20 hours	\$	per hour	\$	per hour
Bobcats					
Bobcat and Operator S130 or equivalent	50 hours	\$	per hour	\$	per hour
Mobile & Truck Cranes (Hydraulic)					
Mobile & Truck Cranes (Hydraulic) and Operator 30 tons	10 hours	\$	per hour	\$	per hour
Mobile & Truck Cranes (Hydraulic) and Operator 40 tons	10 hours	\$	per hour	\$	per hour
Trucks					
Tandum &pup and Operator 25-27 metric tonnes	100 hours	\$	per hour	\$	per hour
Tandem Axel Dump Truck and Operator (minimum 12 yards)	20 hours	\$	per hour	\$	per hour
Concrete Pump Truck and Operator Boom 60'	10 hours	\$	per hour	\$	per hour
Concrete Pump Truck and Operator Boom 100'	10 hours	\$	per hour	\$	per hour
Concrete Pump Truck and Operator Boom 120'	10 hours	\$	per hour	\$	per hour
Welding Truck and Operator	10 hours	\$	per hour	\$	per hour
Water Truck complete with spray bar	10 hours	\$	per hour	\$	per hour
Cranes					
Crane with Operator 15 ton	10 hours	\$	per hour	\$	per hour
Crane with Operator 30 Ton	10 hours	\$	per hour	\$	per hour
Miscellaneous Equipment & Material					
To be charge at cost + markup	N/A		%		%

After hour/Weekend FIRM RATES 16:31 – 07:29 Monday - Friday

Trade	Estimated Usage per year	Year 1, 2 & 3	Optional years 4 & 5
1. Carpenter			
Journeyman	200 hours	\$ _____ per hour	\$ _____ per hour
Apprentice/Trade helper	100 hours	\$ _____ per hour	\$ _____ per hour
2. Drywall Finisher			
Certified tradesperson	100 hours	\$ _____ per hour	\$ _____ per hour
Apprentice/Trade helper	50 hours	\$ _____ per hour	\$ _____ per hour
3. Electrician			
Journeyman	50 hours	\$ _____ per hour	\$ _____ per hour
Apprentice/Trade helper	30 hours	\$ _____ per hour	\$ _____ per hour
4. Millwright			
Journeyman	100 hours	\$ _____ per hour	\$ _____ per hour
Apprentice/Trade helper	60 hours	\$ _____ per hour	\$ _____ per hour
5. Floor Covering Installer			
Journeyman	60 hours	\$ _____ per hour	\$ _____ per hour
Apprentice/Trade helper	60 hours	\$ _____ per hour	\$ _____ per hour
6. General Labourer			
Tradesperson	200 hours	\$ _____ per hour	\$ _____ per hour
7. Painter and Decorator			
Journeyman	100 hours	\$ _____ per hour	\$ _____ per hour
Apprentice/Trade helper	60 hours	\$ _____ per hour	\$ _____ per hour
8. Plumber			
Journeyman	150 hours	\$ _____ per hour	\$ _____ per hour
Apprentice/Trade helper	60 hours	\$ _____ per hour	\$ _____ per hour
9. Steamfitter			
Journeyman	60 hours	\$ _____ per hour	\$ _____ per hour
Apprentice/Trade helper	30 hours	\$ _____ per hour	\$ _____ per hour
10. Gasfitter			
Certified tradesperson	60 hours	\$ _____ per hour	\$ _____ per hour
Apprentice/Trade helper	30 hours	\$ _____ per hour	\$ _____ per hour
11. Refrigeration and Air Conditioning Mechanic			
Journeyman	100 hours	\$ _____ per hour	\$ _____ per hour
Apprentice/Trade helper	60 hours	\$ _____ per hour	\$ _____ per hour
12. Sheet Metal Worker			
Journeyman	100 hours	\$ _____ per hour	\$ _____ per hour
Apprentice/Trade helper	60 hours	\$ _____ per hour	\$ _____ per hour
13. Welder			
Journeyman	60 hours	\$ _____ per hour	\$ _____ per hour
Apprentice/Trade helper	30 hours	\$ _____ per hour	\$ _____ per hour
14. Roofer			
Journeyman	100 hours	\$ _____ per hour	\$ _____ per hour
Apprentice/Trade helper	100 hours	\$ _____ per hour	\$ _____ per hour
15. Concrete Finisher (Cement Mason)			
Journeyman	60 hours	\$ _____ per hour	\$ _____ per hour
Apprentice/Trade helper	60 hours	\$ _____ per hour	\$ _____ per hour
16. Asbestos Abator			
Journeyman	50 hours	\$ _____ per hour	\$ _____ per hour
Apprentice/Trade helper	50 hours	\$ _____ per hour	\$ _____ per hour
17. Glazier			
Journeyman	20 hours	\$ _____ per hour	\$ _____ per hour
Apprentice/Trade helper	5 hours	\$ _____ per hour	\$ _____ per hour

18. Chain Link Fence Supplier and Installer			
Journey person	50 hours	\$ _____ per hour	\$ _____ per hour
Apprentice/Trade helper	50 hours	\$ _____ per hour	\$ _____ per hour
19. Bldg Sprinkler fitter			
Journey person	30 hours	\$ _____ per hour	\$ _____ per hour
Apprentice/Trade helper	10 hours	\$ _____ per hour	\$ _____ per hour
20. Damage Restoration Services			
Journey person	30 hours	\$ _____ per hour	\$ _____ per hour
Apprentice/Trade helper	30 hours	\$ _____ per hour	\$ _____ per hour
21. Locksmith			
Journey person	30 hours	\$ _____ per hour	\$ _____ per hour
Apprentice/Trade helper	30 hours	\$ _____ per hour	\$ _____ per hour
22. Material Mark-up			
	N/A	_____ %	_____ %

Equipment	Estimated Usage per year	Year 1, 2 & 3	Optional years 4 & 5
Hydraulic Excavator			
Hydraulic Excavator and Operator Class 7 - 42,000 to 52,000 lbs. (20 tonnes to 23 tonnes), Digging Bucket Size – 1 yard	50 hours	\$ _____ per hour	\$ _____ per hour
Examples: Cat 320, John Deere 200 or 225, Hitachi EX200, Hyundai 210, Kobelco 200 or 210, Komatsu PC200 or Komatsu PC228, Volvo EC210			
Excavator with Rock Breaker and Operator (minimum 1.35 m3 capacity and 8m reach)	5 hours	\$ _____ per hour	\$ _____ per hour
Excavator with Compactor and Operator	5 hours	\$ _____ per hour	\$ _____ per hour
Excavator with Hoe Ram and Operator	5 hours	\$ _____ per hour	\$ _____ per hour
Loader/Backhoe (Rubber Tired)			
Wheeled Loader and Operator Class 1 – 80 to 100 HP, four-in one front bucket, Digging depth – 18 feet	20 hours	\$ _____ per hour	\$ _____ per hour
Wheeled Loader (rubber tire) with Backhoe Attachment and Operator (minimum 4.5m3)	30 hours	\$ _____ per hour	\$ _____ per hour
Wheeled Loader (rubber tire) with Compactor Attachment and Operator	5 hours	\$ _____ per hour	\$ _____ per hour
Wheeled Loader (rubber tire) with Hoe Ram Attachment and Operator	5 hours	\$ _____ per hour	\$ _____ per hour
Wheeled Loader (rubber tire) with 4WD Attachment and Operator	5 hours	\$ _____ per hour	\$ _____ per hour
Bobcats			
Bobcat and Operator S130 or equivalent	15 hours	\$ _____ per hour	\$ _____ per hour
Mobile & Truck Cranes (Hydraulic)			
Mobile & Truck Cranes (Hydraulic) and Operator 30 tons	5 hours	\$ _____ per hour	\$ _____ per hour
Mobile & Truck Cranes (Hydraulic) and Operator 40 tons	5 hours	\$ _____ per hour	\$ _____ per hour

Trucks			
Tandem & pup and Operator 25-27 metric tonnes	30 hours	\$ per hour	\$ per hour
Tandem Axle Dump Truck and Operator (minimum 12 yards)	5 hours	\$ per hour	\$ per hour
Concrete Pump Truck and Operator Boom 60'	5 hours	\$ per hour	\$ per hour
Concrete Pump Truck and Operator Boom 100'	5 hours	\$ per hour	\$ per hour
Concrete Pump Truck and Operator Boom 120'	5 hours	\$ per hour	\$ per hour
Welding Truck and Operator	5 hours	\$ per hour	\$ per hour
Water Truck complete with spray bar	5 hours	\$ per hour	\$ per hour
Cranes			
Crane with Operator 15 ton	5 hours	\$ per hour	\$ per hour
Crane with Operator 30 Ton	5 hours	\$ per hour	\$ per hour
Miscellaneous Equipment & Material			
To be charge at cost + markup	N/A	%	%

EMERGENCY FIRM RATES Anytime as requested

Trade	Estimated Usage per year	Year 1, 2 & 3	Optional years 4 & 5
1. Carpenter			
Journeyman	100 hours	\$ _____ per hour	\$ _____ per hour
Apprentice/Trade helper	50 hours	\$ _____ per hour	\$ _____ per hour
2. Drywall Finisher			
Certified tradesperson	50 hours	\$ _____ per hour	\$ _____ per hour
Apprentice/Trade helper	10 hours	\$ _____ per hour	\$ _____ per hour
3. Electrician			
Journeyman	25 hours	\$ _____ per hour	\$ _____ per hour
Apprentice/Trade helper	10 hours	\$ _____ per hour	\$ _____ per hour
4. Millwright			
Journeyman	50 hours	\$ _____ per hour	\$ _____ per hour
Apprentice/Trade helper	15 hours	\$ _____ per hour	\$ _____ per hour
5. Floor Covering Installer			
Journeyman	20 hours	\$ _____ per hour	\$ _____ per hour
Apprentice/Trade helper	10 hours	\$ _____ per hour	\$ _____ per hour
6. General Labourer			
Tradesperson	100 hours	\$ _____ per hour	\$ _____ per hour
7. Painter and Decorator			
Journeyman	50 hours	\$ _____ per hour	\$ _____ per hour
Apprentice/Trade helper	10 hours	\$ _____ per hour	\$ _____ per hour
8. Plumber			
Journeyman	50 hours	\$ _____ per hour	\$ _____ per hour
Apprentice/Trade helper	20 hours	\$ _____ per hour	\$ _____ per hour
9. Steamfitter			
Journeyman	20 hours	\$ _____ per hour	\$ _____ per hour
Apprentice/Trade helper	5 hours	\$ _____ per hour	\$ _____ per hour
10. Gasfitter			
Certified tradesperson	20 hours	\$ _____ per hour	\$ _____ per hour
Apprentice/Trade helper	5 hours	\$ _____ per hour	\$ _____ per hour
11. Refrigeration and Air Conditioning Mechanic			
Journeyman	50 hours	\$ _____ per hour	\$ _____ per hour
Apprentice/Trade helper	20 hours	\$ _____ per hour	\$ _____ per hour
12. Sheet Metal Worker			
Journeyman	50 hours	\$ _____ per hour	\$ _____ per hour
Apprentice/Trade helper	20 hours	\$ _____ per hour	\$ _____ per hour
13. Welder			
Journeyman	30 hours	\$ _____ per hour	\$ _____ per hour
Apprentice/Trade helper	10 hours	\$ _____ per hour	\$ _____ per hour
14. Roofer			
Journeyman	50 hours	\$ _____ per hour	\$ _____ per hour
Apprentice/Trade helper	50 hours	\$ _____ per hour	\$ _____ per hour
15. Concrete Finisher (Cement Mason)			
Journeyman	30 hours	\$ _____ per hour	\$ _____ per hour
Apprentice/Trade helper	10 hours	\$ _____ per hour	\$ _____ per hour
16. Asbestos Abator			
Journeyman	20 hours	\$ _____ per hour	\$ _____ per hour
Apprentice/Trade helper	10 hours	\$ _____ per hour	\$ _____ per hour
17. Glazier			
Journeyman	5 hours	\$ _____ per hour	\$ _____ per hour
Apprentice/Trade helper	5 hours	\$ _____ per hour	\$ _____ per hour

18. Chain Link Fence Supplier and Installer			
Journey person	25 hours	\$ _____ per hour	\$ _____ per hour
Apprentice/Trade helper	10 hours	\$ _____ per hour	\$ _____ per hour
19. Bldg Sprinkler fitter			
Journey person	10 hours	\$ _____ per hour	\$ _____ per hour
Apprentice/Trade helper	5 hours	\$ _____ per hour	\$ _____ per hour
20. Damage Restoration Services			
Journey person	10 hours	\$ _____ per hour	\$ _____ per hour
Apprentice/Trade helper	5 hours	\$ _____ per hour	\$ _____ per hour
21. Locksmith			
Journey person	10 hours	\$ _____ per hour	\$ _____ per hour
Apprentice/Trade helper	5 hours	\$ _____ per hour	\$ _____ per hour
22. Material Mark-up			
	N/A	_____ %	_____ %

Equipment	Estimated Usage per year	Year 1, 2 & 3	Optional years 4 & 5
Hydraulic Excavator			
Hydraulic Excavator and Operator Class 7 - 42,000 to 52,000 lbs. (20 tonnes to 23 tonnes), Digging Bucket Size – 1 yard	20 hours	\$ _____ per hour	\$ _____ per hour
Examples: Cat 320, John Deere 200 or 225, Hitachi EX200, Hyundai 210, Kobelco 200 or 210, Komatsu PC200 or Komatsu PC228, Volvo EC210			
Excavator with Rock Breaker and Operator (minimum 1.35 m3 capacity and 8m reach)	5 hours	\$ _____ per hour	\$ _____ per hour
Excavator with Compactor and Operator	5 hours	\$ _____ per hour	\$ _____ per hour
Excavator with Hoe Ram and Operator	5 hours	\$ _____ per hour	\$ _____ per hour
Loader/Backhoe (Rubber Tired)			
Wheeled Loader and Operator Class 1 – 80 to 100 HP, four-in one front bucket, Digging depth – 18 feet	10 hours	\$ _____ per hour	\$ _____ per hour
Wheeled Loader (rubber tire) with Backhoe Attachment and Operator (minimum 4.5m3)	20 hours	\$ _____ per hour	\$ _____ per hour
Wheeled Loader (rubber tire) with Compactor Attachment and Operator	5 hours	\$ _____ per hour	\$ _____ per hour
Wheeled Loader (rubber tire) with Hoe Ram Attachment and Operator	5 hours	\$ _____ per hour	\$ _____ per hour
Wheeled Loader (rubber tire) with 4WD Attachment and Operator	5 hours	\$ _____ per hour	\$ _____ per hour
Bobcats			
Bobcat and Operator S130 or equivalent	5 hours	\$ _____ per hour	\$ _____ per hour
Mobile & Truck Cranes (Hydraulic)			
Mobile & Truck Cranes (Hydraulic) and Operator 30 tons	5 hours	\$ _____ per hour	\$ _____ per hour
Mobile & Truck Cranes (Hydraulic) and Operator 40 tons	5 hours	\$ _____ per hour	\$ _____ per hour

Trucks			
Tandem & pup and Operator 25-27 metric tonnes	10 hours	\$ per hour	\$ per hour
Tandem Axle Dump Truck and Operator (minimum 12 yards)	5 hours	\$ per hour	\$ per hour
Concrete Pump Truck and Operator Boom 60'	5 hours	\$ per hour	\$ per hour
Concrete Pump Truck and Operator Boom 100'	5 hours	\$ per hour	\$ per hour
Concrete Pump Truck and Operator Boom 120'	5 hours	\$ per hour	\$ per hour
Welding Truck and Operator	5 hours	\$ per hour	\$ per hour
Water Truck complete with spray bar	5 hours	\$ per hour	\$ per hour
Cranes			
Crane with Operator 15 ton	5 hours	\$ per hour	\$ per hour
Crane with Operator 30 Ton	5 hours	\$ per hour	\$ per hour
Miscellaneous Equipment & Material			
To be charge at cost + markup		%	%

Estimated usages are for the purpose of comparative evaluation of the offers only, and do not express or imply any obligation on the part of Her Majesty to order any or all of the work or materials listed herein.

OFFEROR'S CONTACTS:

The names, titles and telephone numbers of the Offeror's permanent staff members cleared to receive call-ups from Identified Users

NAME	TITLE	TELEPHONE NO.	EMAIL

BA04 OFFER VALIDITY PERIOD

The offer must not be withdrawn for a period of (90) days following the date of solicitation closing.

BA05 SIGNATURE

Name and title of person authorized to sign on behalf of Offerer (Type or print)

Signature

Date

APPENDIX 3 - STATEMENT OF WORK

1. Description of Work

This Offer will comprise of Scheduled Service and Call-ups. This will include the furnishing of all labour, material, tools, equipment, shipping and transportation (to the worksite) and supervision required to carry out work in the various trades and to supply heavy equipment with operator on an "as when requested" basis for the Department of National Defence at Canadian Forces Base Esquimalt for Section Esquimalt, Real Property Operations Unit (Pacific).

.1 General Construction

Services covered under this offer includes but not limited to:

- Plumbing
- Electrical
- Rough and Finish Carpentry
- Dry-walling
- Painting (spray & brush)
- Tile Setting
- Concrete/Masonry(Block and Brick)
- Welding/Sheet Metal
- Mechanical (overhead doors)
- Mechanical (refrigeration & heating)
- General Labour

.2 Equipment with Operator:

Types of Equipment required under this offer includes but not limited to:

- Hydraulic Excavators
- Loader/Backhoe (Rubber Tired)
- Bobcat
- Wheel Loaders
- Mobile & Track Cranes (Hydraulic)
- Truck & Combination Units
- Welding Truck
- Concrete Pump Truck

NOTE: *The Department of National Defence reserves the right to increase or decrease the Scope of work based on its operational requirements.*

Exact scope of work, type of material, quality, and location of work as per Engineer's instructions with each request for services.

2. Locations

This work could be requested in any one of five (5) locations.

Department of National Defence, CFMETR, Nanoose Bay and areas as listed below.

Site of Work The site of the work is, but not restricted to the following areas of Canadian Forces Maritime Experimental Test Range known as CFMETR, Winchelsea Island Operation Center, Rocky Point Nanaimo, Nanaimo Armouries, Nanaimo Ranges, TX Site
(a) CFMETR is located 3400 Fairwinds Rd Nanoose Bay, BC
(b) CFMETR(Winchelsea Island Operations Center) is located on Winchelsea Island, Nanoose Bay, BC
(c) CFMETR(Rocky Point) is located at 4872 Fillingier Cres, Nanaimo BC
(d) CFB Esquimalt (Nanaimo Armouries) is located at 703 Nanaimo Lakes Rd, Nanaimo BC
(e) CFB Esquimalt (Nanaimo Ranges) Lincoln Road off of Nanaimo Lakes Rd , Nanaimo, BC

(f) CFB Esquimalt (TX Site) is 3.2km north of the Petro Canada fuelling station in Nanoose Bay on the inland island highway.

3. Definitions

“Site Authority”

The term “Site Authority”, where it appears in these specifications, shall mean the Officer Commanding Real Property Operations (Pacific) or his designated representative, who will make regular inspections and be available to ensure the specifications are observed.

“Contractor”

The individual, partnership, sole proprietorship, or corporation executing the proposed contract.

“Prime Contractor”

The Contractor awarded the work and who has the permission of the Site Authority to sub-contract. When sub-contracting they are reasonable to DND for controlling and directing the work on the site for themselves, their employees and their subtrades. The Prime Contractor “as defined by Work Safe BC” will be responsible for all onsite co-ordination including occupational health and safety issues. They will ensure that they comply with the federal or provincial OH&S laws governing the subject work. The Prime Contractor must also ensure that all their sub-Contractors do likewise.

4. Prime Contractor

When requested by the Engineer:

01. To act as the employer where there is only one Contractor on the work site, in accordance with the authority having jurisdiction: OR
02. To accept the role of “prime” Contractor if there are 2 or more employers involved in work at the work site at the same time in accordance with the authority having jurisdiction.

6. Response Time

- .1 During the duration of the SOA, respond to request for work from Technical Authority within four (4) work hours and be on site within two (2) calendar days.
- .2 For emergency maintenance call ups, respond to request from Technical Authority within thirty (30) minutes, and be onsite within sixty (60) minutes.
- .3 The Contractor shall notify the Engineer twenty-four (24) hours in advance of his intention to commence work. Emergency call-outs may be instituted by a telephone call from the Technical Authority which will be followed up by a written requisition from the Engineer.

7. Control Procedures

The following will be adhered to throughout the duration of this contract:

- .1 The Contractor, on award of contract, will be advised by the Technical Authority those who are authorized to request service under this contract.
- .2 When service is required, the Technical Authority will advise the Contractor. A site visit will be scheduled within 2 days to determine the extent of work required. The Contractor shall provide, within 7 days of the initial site visit to the Technical Authority, an estimate of the cost of completing such work in accordance with the pricing provisions of this contract. No work shall commence until such estimate has been accepted by the Technical Authority and express authorization in writing is provided to proceed;
- .3 Prior to commencing work the Contractor or his authorized representative will report to the Technical Authority and will be responsible to pick up keys;
- .4 Inspections shall be carried out during and at the end of all jobs. Deficiencies noted will be made good immediately after notification by the Engineer.

8. Work Schedule

- .1 Provide work schedule showing progress stages and completion of work.
- .2 Interim reviews of work progress will be conducted by Engineer and schedule adjusted by Contractor with approval of Engineer.
- .3 Normal working hours, 07:30 AM to 16:30 PM Monday to Friday except Holidays, unless otherwise requested by Engineer.

9. Documents Required

- .1 Maintain on site copy of:
 - a. Drawings.

- b. Specifications
- c. Addendum
- d. Approved work schedule

10. Contractors Use of Site

- .1 Use of site:
 - a. Access directly to and from site subject to:
 - i. Traffic regulations established by DND.
 - ii. Security regulations established by DND - Provide a list of all employees and suppliers, when requested.
 - b. Work and storage area are limited, consult Engineer.
- .2 Do not unreasonably encumber site with materials or equipment.
- .3 Move stored products or equipment, which interfere with operations of Engineer or other Contractors.
- .4 Use of DND facilities not permitted unless otherwise indicated or approved in writing by Engineer.
- .5 No smoking allowed in DND buildings

11. Codes and Standards

.1 Perform work in accordance with National Building Code of Canada (NBC) 1995 and any other code of Provincial or Local application provided that in any case of conflict or discrepancy, the more stringent requirements shall apply.

- Construction Materials Board (CMB).
- Canadian Standards Association (CSA).
- Association of Standard Testing Methods (ASTM).
- National Lumber Grading Association (NLGA).
- Underwriters Laboratory of Canada (ULC).
- Millwork Standards of the Architectural Woodwork Association of Canada (AWMAC), 1984.
- National Hardwood Lumber Association (NHLA).
- Canadian Steel Door and Frame Manufacturers' Association.
- British Columbia Plumbing Code.
- Canadian Electrical Code.
- British Columbia Insulation Contractors' Association.
- American National Steel Institute (ANSI).

Meet or exceed requirements of contract documents, specified standards, codes and references documents.

12. Setting Out of Work

- .1 Assume full responsibility for site lines, elevations & layout of work

13. Location of Equipment and Fixtures

.1 Location of materials and equipment indicated or specified are to be considered approximate. Inform Engineer of impending installation and obtain approval for actual location.

14. Cutting, Fitting and Patching

- .1 Execute cutting, fitting and patching required to make work fit properly.
- .2 Where new and existing work is altered, cut, patch and make good to match existing work.
- .3 Make cuts with clean, true, smooth edges. Make patches inconspicuous in final assembly.

15. Existing Services

- .1 submit request to and obtain approval from Engineer for any shut-down or closure of active service or facility.

16. Work in Existing Building of Access Areas

- .1 Execute work with least possible interference or disturbance to occupants, public and normal use of premises. Arrange with Engineer to facilitate execution of work.
- .2 Where security has been reduced by work of contract, provide temporary means to maintain security.
- .3 Approval of Engineer before use of stairways, elevators, dumbwaiters, conveyors in existing buildings, only those assigned may be used for moving men and material. Protect walls on passenger elevators. Contractor accepts liability for damage of equipment.
- .4 Provide temporary dust screens, barriers, warning signs in locations where renovation and alteration work is adjacent to areas used by public or government staff.
- .5 Provide pedestrian barricade, warning tape, to mark perimeter of work area as directed by Engineer.

17. Construction Safety Measures

- .1 Observe and enforce construction safety measures required by National Building Code 1995, Labour Canada Part II fall restraint, Provincial Workers' Compensation Board and municipal statutes and authorities.
- .2 The Contractor must ensure compliance on his part and on the part of all his subContractors with the standards of Part II, Canada Labour Code, and the Occupational Health and Safety Regulations as well as compliance with the Workers' Compensation Act and any regulations thereunder the said Act having to do with the prevention of accidents, the prevention of diseases, and the provision of safe working conditions including proper safety equipment, lighting, and ventilation.
- .3 In the event of conflict between the Workers' Compensation Act and Regulations, and Canada Labour Code, Part II, and Occupational Health and Safety Regulations, the most stringent provision applies.

18. Trade Certification

- .1 Tradespersons working under this contract must hold a valid trade ticket with a Red Seal, Inter Provincial or BC designation for the work being performed.
- .2 The trade certification and/or level of experience of the person providing the service must be appropriate for the work being performed.
- .3 All trades helpers, apprentices or laborers must be supervised by a tradesperson fully qualified and experienced in the work being performed.

DND FACILITIES

1. Sanitary Facilities

.1 Permanent facilities may be used on approval of Engineer.

2. Parking

.1 Parking space may be available on site for marked Contractor's vehicles only. Location and number of spaces as directed by Engineer.

3. Enclosure of Structure

.1 Provide temporary weathertight enclosures and protection for exterior openings until permanently enclosed.
.2 Design enclosures to withstand wind pressure and snow loading as required by Engineer.

4. Power and Water Supply

.1 DND can provide, free of charge, temporary electric power and water for construction purposes, except at housing units.
.2 Engineer will determine delivery points and quantitative limits. Engineer's written permission is required before any connection is made. Connect to existing power supply in accordance with Canadian Electrical Code.
.3 Provide, at no cost to DND, all equipment and temporary lines to bring these services to work area.
.4 Supply of temporary services by DND is subject to DND requirements and may be discontinued by DND site representative at any time without notice.

5. Heating and Ventilation

.1 Contractor to provide temporary heat and ventilation in enclosed areas as required to:

- a. Facilitate progress of work.
- b. Protect work and products against dampness and cold.
- c. Prevent moisture condensation on surfaces.
- d. Provide ambient temperatures and humidity levels for storage, installation and curing of materials.
- e. Provide adequate ventilation to meet health regulations for safe working environment.
- f. Maintain ambient temperature and humidity levels as required for comfort of office personnel.

6. Signs & Notices

.1 Only signs & notices for hazard, safety or instruction are permitted on site.
.2 Format, location and quantity of site signs and notices to be approved by Engineer.
.3 Signs and notices for safety or instruction to be in French and English language, or commonly understood graphic symbols.

7. Scaffolding

.1. Construct and maintain scaffolding in rigid, secure, and safe manner independent of walls as per WCB regulations.

8. Removal of Temporary Facilities

.1 Remove temporary facilities from site at completion of project or as directed by Engineer.

9. Accident Reporting

.1 Investigate and report incidents and accidents as required by the Workers Compensation Act of British Columbia, and the Regulations made pursuant to the Act.
.2 Provide to the SITE AUTHORITY a copy of incident / accident investigation reports within 3 working days.
.3 For the purpose of this contract, immediately notify the SITE AUTHORITY of incidents and accidents that involve:

- a.) A resulting injury that may require medical aid;
- b.) Exposure to toxic chemicals or substances;
- c.) Property damage; and
- d.) Interruption to DND operations.

.4 In the investigation and reporting of incidents and accidents, the Contractor is required to respond in a timely fashion to correct the action that was deemed to have caused the incident and/or accident and advice in writing on the action taken to prevent a reoccurrence of the incident and/or accident.

FIRE SAFETY

1. Fire Safety Plan

.1 Contractors and their personnel shall be familiar with this section and its requirements.

2. Fire Department Briefing

.1 When required the Engineer shall coordinate arrangements for the Contractor to be briefed on Fire Safety at their pre-work conference by the Fire Chief before any work is commenced.

3. Reporting Fires

.1 Know the location of nearest fire alarm box and telephone, including the emergency phone number.

.2 Report immediately all fire incidents to the Fire Department as follows:

A. Activate nearest fire alarm box, or

B. Telephone Local 9-911 (NANAIMO MILITARY CAMP AREAS).

Telephone Local 5060 (CFMETR AREAS).

.3 Person activating fire alarm box shall remain at the box to direct Fire Department to scene of fire.

.4 When reporting a fire by telephone, give location of fire, name or number of building and be prepared to verify the location.

4. Interior and Exterior Fire Protection Alarm Systems

.1 Fire protection and alarm systems shall not be:

a. Obstructed.

b. Shut-off.

c. Left inactive at the end of a working day or shift without notification and authorization from the fire Chief or his representative.

.2 Fire hydrants, standpipes and hose systems shall not be used for other than firefighting purposed unless authorized by the Fire Chief.

5. Fire Extinguishers

.1 The Contractor shall supply 20 lb. ABC fire extinguishers as scaled by the Fire Chief necessary to protect in an emergency the work in progress and the Contractor's physical plant on site.

6. Blockage of Roadways and Access

.1 The Fire Chief shall be advised of any work that would impede fire apparatus response. This includes violation of minimum overhead clearance, erecting of barricades and the digging of trenches.

7. Smoking Precautions

.1 Although smoking is not permitted in hazardous areas, care must still be exercised in the use of smoking materials in non-restricted areas.

.2 No matches, lighters, or smoking materials are permitted within restricted areas.

8. Rubbish and Waste Materials

.1 Rubbish and waste materials are to be kept to a minimum.

.2 the burning of rubbish is prohibited.

.3 Removal: All rubbish shall be removed from work site at the end of the work day or shift.

.4 Storage:

a. Extreme care is required where it is necessary to store oily waste in work areas to ensure maximum possible cleanliness and safety.

b. Greasy or oily rags or materials subject to spontaneous combustion shall be deposited and kept in an approved receptacle and removed as required in 8.3.1.

9. Flammable Liquids

.1 The handling, storage and use of flammable liquids are to be governed by the current National Fire Code of Canada.

.2 Flammable liquids such as gasoline, kerosene and naphtha shall not be kept within building. Quantities not exceeding 45 litres may be stored in approved safety cans bearing the Underwriter's Laboratory of Canada or Factory Mutual seal of approval. Storage of quantities of flammable liquids exceeding 45 litres for work purposes, requires the permission of the Fire Chief.

.3 Transfer of flammable liquids is prohibited within buildings or in the vicinity of open flames or any type of heat-producing devices.

.4 Flammable liquids having a flash point below 38°C such as naphtha or gasoline shall not be used as solvents or cleaning agents.

10. Hazardous Substances

.1 If the work entails the use of any toxic or hazardous materials, chemicals and/or explosives or otherwise creates a hazard to life, safety or health, work shall be in accordance with the National Fire Code of Canada.

.2 The Fire Chief is to be advised, and a "Hot Work" permit issued in all cases involving welding, burning or the use of blowtorches and salamanders, in buildings or facilities. Special precautions are necessary to safeguard life and property from damage by fire explosives.

.3 Wherever work is being carried out in dangerous or hazardous areas involving the use of heat, firewatchers, equipped with sufficient fire extinguishers shall be provided. The determination of dangerous or hazardous areas along with the level of precaution necessary for Fire Watch shall be at the discretion of the Fire Chief. Contractors are responsible for providing fire watch service for their work on a scale established and in conjunction with the Fire Chief at the pre-work conference.

.4 Where flammable liquids, such as lacquers or urethanes are to be used, proper ventilation shall be assured and all sources of ignition are to be eliminated. The Fire Chief is to be informed prior to and at the cessation of such work.

11. Questions and/or Clarification

.1 Any questions or clarification of Fire Safety in addition to the above requirements shall be directed to and cleared through the Fire Chief.

GENERAL: SECTION

1. General

- .1 Use NEW material only unless otherwise specified.
- .2 Provide material and equipment of specified quality.
- .3 Use products of one manufacturer for material and equipment of same type or classification unless otherwise specified.
- .4 All and only materials listed in the Construction Materials Board (CMB) schedules are acceptable for use on this Standing Offer.

2. Manufacturer's Instructions

- .1 Unless otherwise specified, comply with manufacturer's latest printed instructions for materials and installation methods.
- .2 Notify Engineer in writing of any conflict between these specifications and manufacturer's instructions. Engineer will designate which document is to be followed.

3. Fastenings – General

- .1 Provide metal fastenings and accessories in same texture, colour and finish as base metal in which they occur. Prevent electrolytic action between dissimilar metals. Use non-corrosive fasteners, anchors and spacers for securing exterior work.
- .2 Space anchors within limits of load bearing or shear capacity and ensure that they provide positive permanent anchorage. Wood plugs not acceptable.
- .3 Keep exposed fastenings to minimum, space evenly and lay out neatly.
- .4 Fastenings which cause spalling or cracking of material to which anchorage is made are not acceptable.

4. Delivery and Storage

- .1 Deliver, store and maintain packaged material and equipment with manufacturer's seals and labels intact.
- .2 Prevent damage, adulteration and soiling of material during delivery, handling and storage. Immediately remove rejected material from site.
- .3 Store material in accordance with supplier instructions.
- .4 Touch-up damaged factory finished surfaces to Engineer's satisfaction. Use primer or paint to match original. Do not paint over nameplate.

5. Conformance

- .1 When material is specified by standard or performance specifications, upon request of Engineer, obtain from manufacturer or an independent testing laboratory report, stating that material or equipment meets or exceeds specified requirements.

6. Construction Equipment and Plant

- .1 On request, prove to the satisfaction of Engineer that the construction equipment and plant are adequate to manufacture, transport, place and finish work to quality and production rates specified. If inadequate, replace or provide additional equipment or plant as directed.
- .2 Maintain construction equipment and plant in good operating order.

CLEANING SECTION

1. General

- .1 Conduct cleaning and disposal operations to comply with local ordinances and anti-pollution laws.
- .2 Store volatile waste ion covered metal containers and remove from premises at end of each working day.
- .3 Prevent accumulation of waste which creates hazardous conditions.
- .4 Provide adequate ventilation during use of volatile or noxious substances. Use of building ventilation systems is not permitted for this purpose.

2. Materials

- .1 Use only cleaning materials recommended by manufacturer of surface to be cleaned and as recommended by cleaning material manufacturer.

3. Cleaning During Construction

- .1 Maintain the work at least on a daily basis free from accumulations of waste material and debris.
- .2 When requested by Engineer provide on-site dump containers for collection of waste materials and debris.
- .3 Remove waste materials and debris from DND property.

4. Final Cleaning

- .1 In preparation for acceptance of the project on an interim or final certificate of completion perform final cleaning.
- .2 Remove grease, dust, dirt, stains. Labels, fingerprints and other foreign materials, from interior and exterior finished surfaces including glass and other polished surfaces.
- .3 Clean lighting reflectors, lenses and other lighting surfaces.
- .4 Broom clean paved surfaces; rake clean other surfaces off grounds.
- .5 Remove debris and surplus materials from crawl areas and other accessible concealed spaces.

CONCRETE FORMWORK AND FALSEWORK

PART 1 - GENERAL

1. Reference Standards

- .1 Do concrete formwork in accordance with CAN3-A23.1-M77 except where specified otherwise.
- .2 Do falsework in accordance with CSA S169.1-1975 except where specified otherwise.

2. Shop Drawings

- .1 Submit shop drawings, if requested in writing by the Engineer.
- .2 Indicate method and schedule of construction, materials, arrangement of joints, ties, shores, liners, and locations of temporary embedded parts. Comply with CSA S269.1-1975 for falsework drawings.
- .3 Each shop drawing submitted to bear the stamp and signature of qualified professional Engineer registered in Canada in the Province of British Columbia.

PART 2 - PRODUCTS

1. Materials

- .1 Formwork lumber: Plywood and wood formwork materials to CAN3-A23.1-M77.
- .2 Falsework materials: To CSA S269.1-1975.
- .3 Form release agent: Chemically-active release agents containing compounds that react with free lime present in concrete to provide water insoluble soaps, preventing concrete from sticking to forms.
- .4 Tubular column forms: Round, spirally-wound, laminated fibre forms internally treated with release material.
- .5 Form ties: Removable or snap-off metal ties, fixed or adjustable length, free of devices leaving holes larger than 25 mm dia. in concrete surface.
 - Form liner: Plywood: Douglas Fir to CSA 0121-M1978.

PART 3 - EXECUTION:

1. Erection

- .1 Verify lines and levels before proceeding with formwork and ensure dimensions agree with drawings.
- .2 Construct forms to produce finished concrete conforming to shape, dimensions, locations, and levels indicated within tolerances required by CAN3-A23.1-M77.
- .3 Obtain Engineer's approval for use of earth forms.
- .4 Hand trim sides and bottoms, and remove loose earth from earth forms before placing concrete.
- .6 Align form joints and make watertight. Keep form joints to minimum.
- .7 Use 25 mm chamfer strips on external corners.
- .8 Form chases, slots, openings, drips, recesses, expansion, and control joints as indicated.
- .9 Clean formwork in accordance with CAN3-A23.1-M77 before placing concrete.
- .10 Leave concrete in place for sufficient period of time for the concrete to harden to support its own dead load plus any expected live loads.
- .11 Re-use of formwork and falsework subject to requirements of CAN3-A23.1-M77.

CAST-IN-PLACE CONCRETE

PART 1 - GENERAL

1. Reference Standards

Do cast-in-place concrete work in accordance with CAN3-A23.1-M77 and testing in accordance with CAN3-A23.2-M77 except where specified otherwise.

2. Measurement for Payment (Materials)

Cast-in-place concrete will be measured in cubic metres calculated from neat dimensions indicated or authorized in writing by Engineer. Concrete placed beyond dimensions indicated will not be measured.

PART 2 - PRODUCTS

1. Materials

- .1 Portland Cement: To CAN3-A5-M1983.
- .2 Water: To CAN3-A23.1-M77.
- .3 Aggregates: To CAN3-A23.1-M77. Coarse aggregates to be normal density.
- .4 Air Entraining Admixture: To CAN3-A266.1-M78.
- .5 Chemical Admixtures: To CAN3-A266.2-M78 water reducing type WN. Engineer to approve Accelerating or set retarding admixtures during cold and hot weather placing.
- .6 Pozzolanic Mineral Admixtures: To CAN3-A23.5-M82.
- .7 Non-shrink Grout: Premixed compound consisting of non-metallic aggregate, Portland cement, water reducing and plasticizing agents, of pouring consistency, capable of developing compression strength of 40 Mpa at 28 days.
- .8 Dry Pack: Premixed composition of non-metallic aggregate Portland cement with sufficient water for the mixture to retain its shape when made into a ball by hand, and capable of developing compression strength of 30 Mpa at 28 days.
- .9 Curing Compound: To CAN3-A23.1-M77.
- .10 Pre-moulded Joint Fillers: Bituminous impregnated fibreboard to ASTM D1751-73 (1978).
- .11 Weep Hole Tubes: Purpose made plastic.
- .12 Damp proofing: Emulsified asphalt, mineral colloid type, unfilled: To CGSB 37-GP-2M.
- .13 Polyethylene Film 0.10: To CGSB 51-GP-51M.

2. Concrete Mixes

- .1 Proportion (normal) density concrete in accordance with CAN3-A23.1-M77, Clause 14.
- .2 Use type 10 cement.
- .3 Minimum compressive strength at 28 days: 25 Mpa.
- .4 Class of Exposure: C.
- .5 Nominal size of Course Aggregate: 20 mm.
- .6 Slump at Time and Point of Discharge: 60 to 80 mm.
- .7 Air Content: 3% to 6%.
- .8 Chemical Admixtures: In accordance with CAN3-A266.4-M78.
- .9 Pozzolanic Mineral Admixtures: In accordance with CAN3-A23.5-M82.

PART 3 - EXECUTION

1. Workmanship

- .1 Obtain Engineer's approval before placing concrete. Provide twenty-four (24) hour notice prior to placing of concrete.
- .2 Pumping of concrete is permitted only after approval of equipment and mix.
- .3 Ensure reinforcement and inserts are not disturbed during concrete placement.
- .4 Prior to placing of concrete, obtain Engineer's approval of proposed method for protection of concrete during placing and curing in adverse weather.
- .6 In locations where new concrete is dowelled to existing work, drill holes in existing concrete.
- .7 Place steel dowels and pack solidly with non-shrink grout to positively position and anchor dowels.
- .8 Do not place load upon new concrete until authorized by Engineer.

2. Inserts

Set sleeves, ties, and other inserts and openings as indicated or specified elsewhere.

- .1 Sleeves and openings greater than 100 mm x 100 mm not indicated on structural or civil drawings must be approved by Engineer.
- .2 No sleeves, ducts, pipes, or other openings shall pass through joists, beams, column capitals, or columns except where expressly detailed on structural or civil drawings or approved by Engineer.
- .3 Do not eliminate or displace reinforcement to accommodate hardware. If inserts cannot be located as specified, obtain approval of all modifications from Engineer before placing of concrete.
- .4 Check locations and sizes of sleeves and openings shown on structural and civil drawings with architectural, mechanical, and electrical drawings.

Anchor bolts

- .1 Set anchor bolts to templates under supervision of appropriate trade prior to placing concrete.
- .2 With Engineer's approval, grout anchor bolts in holes drilled after concrete has set.
- .3 Drilled holes to be minimum 25 mm larger in diameter than bolts used.
- .4 Protect anchor bolt holes from water accumulations.
- .5 Set bolts and fill holes with non-shrink grout.
- .6 Install weep hole tubes and drains as indicated.

3. Grouting - Dry Pack

Do grout work to manufacturer's instructions (dry packing).

4. Finishing

- .1 Finish concrete in accordance with CAN3-A23.1-M77.
- .2 All exposed edges to have minimum 25 mm chamfer.

5. Joint Fillers

- .1 Furnish filler for each joint in single piece for depth and width required for joint unless otherwise authorized by Engineer. When more than one piece is required for a joint, fasten abutting ends and hold securely to shape by stapling or other positive fastening.
- .2 Locate and form isolation or expansion joints as indicated. Install joint filler.
- .3 Use 12 mm thick joint filler to separate slabs-on-grade from vertical surfaces, and extend joint filler from bottom of slab to within 12 mm of finished slab surface unless indicated otherwise.

6. Damp proof Membrane

- .1 Install damp proof membrane under concrete slabs-on-grade inside building.
- .2 Lap damp proof membrane minimum 150 mm at joints and seal.
- .3 Seal punctures in damp proof membrane before placing concrete. Use patching material at least 150 mm larger than puncture and seal.

7. Field Quality Control

- .1 Inspection and testing of concrete and concrete materials may be carried out by a Testing Laboratory designated by Engineer in accordance with CAN3-A23.1-M77.
- .2 Engineer will pay for costs of tests.
- .3 Engineer may take additional test cylinders during concrete. Cure cylinders on job site under same conditions as concrete which they represent.
- .4 Non-destructive methods for testing concrete shall be in accordance with CAN3-A23.2-M77.
- .5 Inspection or testing by Testing Laboratory will not augment or replace Contractor quality control nor relieve him of his contractual responsibility.

MASONRY PROCEDURES

PART 1 - GENERAL

1. Reference Standard:

Do masonry work in accordance with CAN3-S304-M78 except where specified otherwise.

2. Product Delivery Storage and Handling

- .1 Deliver materials to job site in dry condition.
- .2 Keep materials dry until use, except where wetting of bricks is specified.
- .3 Store under waterproof cover on pallets or plank platforms held off ground by means of plank or timber skids

3. Cold Weather Requirements

- .1 When air temperature is below 5o C, take following precautions in preparing and using mortar:
- .2 Heat sand slowly and evenly. Do not use scorched sand, having a reddish cast, in mortar.
- .3 Heat water to 70o C maximum, 20o C minimum.
- .4 After combining heated ingredients, maintain temperature of mortar between 5o C and 50o C until used.
- .5 Protect mortar from rain and snow

4. Hot Weather Requirement:

Protect freshly laid masonry from drying too rapidly by means of waterproof, non-staining coverings.

5. Protection

- .1 Keep masonry dry using waterproof, non-staining coverings that extend over walls and down sides sufficient to protect walls from wind-driven rain until masonry work is completed.
- .2 Protect masonry and other work from markings and other damage. Protect completed work from mortar droppings. Use non-staining coverings.
- .3 Provide temporary bracing of masonry work during and after erection until permanent lateral support is in place.

PART 2 PRODUCTS

1. Materials

Masonry materials are specified in related sections indicated in 1.1.

PART 3 EXECUTION

1. Workmanship

- .1 Build masonry plumb, level, and true to line, with vertical joints in proper alignment.
- .2 Layout coursing and bond to running stretcher and continuity of bond above and below openings with minimum of cutting.

2. Tolerance

Deviation in joint thickness: +3 mm.

3. Exposed Masonry

Remove chipped, cracked, and otherwise damaged units in exposed masonry and replace with undamaged units.

4. Jointing

Strike all joints flush.

5. Jointing of Work

- .1 Where necessary to temporarily stop horizontal runs of masonry, and in building corners:
- .2 Stepback masonry diagonally to lowest course previously laid;
- .3 Do not "tooth" new masonry;
- .4 Fill in adjacent courses before heights of stepped masonry reach 1200 mm.

6. Cutting

Cut out neatly for recessed or built-in objects.
Make cuts straight, clean, and free from uneven edges.

7. Building-in

- .1 Build-in items required to be built into masonry.
- .2 Prevent displacement of built-in items during construction. Check plumb, location, and alignment frequently as work progresses.

8. Support of Loads

Use 20 MPa concrete where concrete fill is used in lieu of solid units.

Install building paper below voids to be filled with concrete; keep paper 25 mm back from faces of units.

9. Provision for Movement

- .1 Leave 3 mm space below shelf angles.
- .2 Leave 6 mm space between top of non-loadbearing walls and partitions, and structural elements. Do not use wedges.

10. Existing Work

Provide for making good and patching of existing work including cutting and patching for mechanical and electrical work. Use materials to match existing.

MORTAR AND GROUT FOR MASONRY

PART 1 - GENERAL

1. Related Work Specified Elsewhere

- .1 Masonry Procedures: Section 04050.
- .2 Do masonry mortar and grout work in accordance with CSA A179M-1976 except where specified otherwise.

PART 2 - PRODUCTS

1. Materials:

Mortar and Grout: To CSA A179-M1976.

2. Mortar Type

All Mortar for Concrete Unit Masonry: Type S, based on Proportion specification.

3. Grout

- .1 Grout: To CSA A179-M1976, Table 3, Coarse, 20 Mpa compressive strength at 28 days.
- .2 Grout the following masonry components:
- .3 Fill top course of all hollow concrete masonry units.
- .4 Fill one cell of each hollow concrete masonry unit at jambs of all openings. Grout to extend from foundations wall to underside of lintel.
- .5 Fill all cells containing vertical reinforcing.
- .6 All locations shown and noted on drawings.

PART 3 EXECUTION

1. Measurement and Mixing

- .1 Mix grout to a semi-fluid consistency. (A slump of 203 mm plus or minus 25 mm when deposited into cells of hollow masonry units.)
- .2 Prehydrate pointing mortar by mixing ingredients dry, then mix again adding just enough water to produce damp unworkable mix that will retain its form when pressed into ball. Allow to stand for not less than one (1) hour nor more than two (2) hours, then remix with sufficient water to produce mortar of proper consistency for pointing.

MASONRY REINFORCING AND TYING

PART 1 - GENERAL

1. Standards

- .1 Do masonry reinforcing and tying in accordance with CAN3-S304-M78 unless specified otherwise. Concrete block shall be tied all around perimeter.
- .2 BAR Reinforcement: To CAN3-S304-M78.
- .3 Corrosion Protection: To CAN3-S304-M78 for metal ties and horizontal reinforcing in exterior walls.
- .4 Bolts and Anchors: To CAN3-S304-M78.

PART 3 - EXECUTION

1. Engineered Masonry

Grout and reinforce engineered masonry in accordance with CAN3-S304-M78, and as indicated.

2. Reinforced Lintels and Bond Beams

- .1 Reinforce masonry lintels and bond beams as indicated. Make joints in lintels and bond beams to match adjacent walls.
- .2 Place and grout reinforcing in accordance with CAN3-S304-M78. Use concrete of 20 Mpa strength.

3. Bolts and Anchors

Embed bolts and anchors solidly in mortar or grout to develop maximum resistance to design forces.

4. Control Joints

Stop reinforcing 25 mm short of each side of control joints unless otherwise indicated.

CONCRETE UNIT MASONRY

PART 1 - PRODUCTS

1. Acceptable Materials

All and only masonry units listed in Schedule 04200 issued by Construction Materials Board (CMB), Department of National Defence, are eligible for use on this project.

2. Materials

Standard Concrete Masonry Units to: CSA A165-1-M77, CMB 04220-2.

3. Control Joint

Premoulded bituminous impregnated fibreboard to ASTM D1751-73 (1978), 9.5 mm x 152 mm (3/8" x 6"), continuous for length of joint.

4. Caulking at Control Joint

Polysulphide-base Sealing Compound, One Component, for Vertical Joints: To CAN2-19.3-M82, Designation C-2-25-B-N.

PART 2 – EXECUTION

1. Laying Concrete Masonry Units

- .1 Bond: Running Stretcher.
- .2 Coursing Height: As shown on drawing.
- .3 Joint: Strike joints.

2. Concrete Masonry Lintels

- .1 Install reinforced concrete block lintels over openings.
- .2 End bearing not less than 200 mm.

3. Cleaning

Allow mortar droppings on concrete masonry to partially dry then remove by means of trowel, followed by rubbing lightly with small piece of block, and finally by brushing.

GENERAL PRODUCTS & MATERIALS SECTION 06100

PART 1. GENERAL

1. Source Quality

- .1 Lumber identification: by grade stamp of an agency certified by Canadian Lumber Standards Accreditation Board.
- .2 Plywood identification: by grade mark in accordance with applicable CSA standards.

PART 2 - PRODUCTS

1. Lumber Material

- .1 Lumber: unless specified otherwise, softwood, S4S, moisture content 19% or less in accordance with the following standards:
 - a. CSA 0141-1970.
 - b. NLGA Standard Grading Rules for Canadian Lumber, 1996 edition
- .2 Machine stress-rated lumber is acceptable for all purposes.
- .3 Glued end-jointed (finger-jointed) lumber is not acceptable.
- .4 Framing and board lumber: in accordance with NBC 1995 Subsection 9.3.2.
 - a. Dimension, species and NLGA grade as requested.
- .5 Furring, blocking, nailing strips, grounds, rough bucks, cants, curbs, fascia backing and sleepers:
 - a. Dimension, species and NLGA grade as requested.

2. Panel Materials

- .1 Panel standards: type, grade and thickness as requested in accordance with following standards:
 - a. Douglas fir plywood (DFP): to CSA 0121-M1978, standard construction.
 - b. Interior mat-formed wood particleboard: to CAN3-0188.1-M78.

3. Fasteners

- .1 Nails and spikes: to CSA B111-1974.
- .2 Proprietary fasteners: bolts, toggle bolts, expansion shields and lag bolts, screws and lead or inorganic fibre plugs, recommended for purpose by manufacturer.
- .3 Galvanizing: to CSA G164-M1981, use galvanized fasteners for exterior work, interior highly humid areas and pressure-preservative treated lumber.
- .4 Joist hangers and framing clips: minimum 1 mm sheet steel, galvanized ZF001 coating designation.

4. Wood Preservative

- .1 Surface-applied wood preservative: coloured, zinc or copper naphthenate, water repellent preservative.

PART 3 - EXECUTION

1. Construction

- .1 Comply with requirements of NBC 1995 supplemented by following paragraphs.
- .2 New construction or additions to existing building the Contractor is responsible to building lockup when authorized by Site Authority.

2. Erection of Framing Members

- .1 Install members true to line, levels and elevations.
- .2 Construct continuous members from pieces of longest practical length.
- .3 Install spanning members with "crown-edge" up.

3. Defacement Marks

- .1 Install lumber and panel materials, as indicated so that grade-marks and other defacing marks are not visible on surfaces specified to be left unfinished or to be finished with translucent or transparent type coating.
- .2 Surface cutting or sanding to remove defacement marks is acceptable only in locations where defacement will not be evident after finishing.

4. Panel-Type Subflooring

- .1 Install subflooring and underlay with panel end-joints located on solid bearing, staggered at least 800 mm.

5. Furring and Blocking

.1 Install furring and blocking as required to space-out and support casework, cabinets, wall and ceiling finishes, facings, fascia, soffit, siding and other work as required.

6. Nailing Strips, Grounds and Rough Bucks

.1 Install rough bucks, nailers and linings to rough openings as required to provide backing for frames and other work.

7. Cants, Curbs, Fascia Backing

.1 Install wood cants, fascia backing, nailers, curbs and other wood supports as required and secure using galvanized steel fasteners.

8. Fasteners

.1 Frame, anchor, fasten, tie and brace members to provide necessary strength and rigidity.

.2 Countersink bolts where necessary to provide clearance for other work.

9. Surface-Applied Wood Preservative

.1 Treat surfaces of material with wood preservative, before installation.

.2 Apply preservative by dipping, or by brush to completely saturate and maintain wet film on surface for minimum 3 minute soak on lumber and one minute soak on plywood.

.3 Re-treat surfaces exposed by cutting, trimming or boring with liberal brush application of preservative before installation.

.4 Treat all material in contact with ground, concrete or masonry.

FINISH CARPENTRY

PART 1 - GENERAL

1. Source Quality

- .1 Lumber Identification: By grade stamp of an agency certified by Canadian Lumber Standards Accreditation Board.
- .2 Plywood Identification: By grade mark in accordance with application CSA standards.

PART 2 - PRODUCTS

1. Lumber Material

Lumber: Unless specified otherwise, softwood, S4S, moisture content 19% or less, in accordance with the following standards:

- .1 CSA 0141-1970.
- .2 NLGA Standard Grading Rules for Canadian Lumber, 1996 edition.
- .3 Machine stress-rated lumber is acceptable for all purposes.
- .4 Framing and Board Lumber: In accordance with National Building Code 1995.
- .5 Dimension, species, and NLGA grade as requested.
- .6 Furring, blocking, nailing strips, grounds, rough bucks, cants, curbs, fascia backing, and sleepers:
- .7 Dimension, species, and NLGA grade as requested.

2. Panel Materials

- .1 Panel Standards: Type, grade, and thickness as requested in accordance with following standards:
- .2 Douglas Fir Plywood (DFP): To CSA 0121-M1978, Standard Construction.
- .3 Interior mat-formed wood particleboard: To CAN3-0188.1-M78.

3. Fasteners

Nails and Spikes: To CSA B111-1974

- .1 Proprietary Fasteners: Bolts, toggle bolts, expansion shields and lag bolts, screws, and lead or inorganic fibre plugs recommended for purpose by manufacturer.
- .2 Galvanizing: To CSA G164-M1981. Use galvanized fasteners for exterior work, interior highly humid areas, and pressure preservative-treated lumber.
- .3 Joist Hangers and Framing Clips: Minimum 1 mm sheet steel, galvanized ZF001 coating designation.

4. Wood Preservative

Surface-applied wood preservative, coloured, zinc or copper naphthenate, water-repellant preservative.

PART 3 - EXECUTION

1. Construction

Comply with requirements of National Building Code 1995, Part 9, supplemented by following paragraphs.

2. Erection of Framing Members

- .1 Install members true to line, levels, and elevations.
- .2 Construction continuous members from pieces of longest practical length.
- .3 Install spanning members with "crown-edge" up.

3. Defacement Marks

- .1 Install lumber and panel materials as indicated so that grade-marks and other defacing marks are not visible on surfaces specified to be left unfinished or to be finished with translucent or transparent type coating.
- .2 Surface cutting or sanding to remove defacement marks is acceptable only in locations where defacement will not be evident after finishing.

4. Panel-Type Sub-Flooring

Install sub-flooring and underlay with panel end-joints located on solid bearing, staggered at least 800 mm.

5. Furring and Blocking

Install furring and blocking as required to space out and support casework, cabinets, wall and ceiling finishes, facings, fascia, soffit, siding, and other work as required.

6. Nailing Strips, Grounds, and Rough Bucks

Install rough bucks, nailers, and linings to rough openings as required to provide backing for frames and other work.

7. Cants, Curbs, Fascia Backing

Install wood cants, fascia backing, nailers, curbs, and other wood supports as required, and secure using galvanized steel fasteners.

8. Fasteners

Frame, anchor, fasten, tie, and brace members to provide necessary strength and rigidity. Countersink bolts where necessary to provide clearance for other work.

9. Surface-Applied Wood Preservative

- .1 Treat surfaces of material with wood preservative before installation.
- .2 Apply preservative by dipping or by brush to completely saturate and maintain wet film on surface for minimum three (3) minute soak on lumber, and one (1) minute soak on plywood.
- .3 Re-treat surfaces exposed by cutting, trimming, or boring with liberal brush application of preservative before installation.
- .4 Treat all material in contact with ground, concrete, or masonry.

LAMINATED PLASTIC

PART 1 – GENERAL

1. Product Handling

- .1 Cover finished laminated plastic surface with heavy kraft paper or put in cartons during shipment. Protect installed laminated surfaces by approved means. Do not remove until immediately before completion of work.
- .2 Do not store or install materials in areas where relative humidity is less than 25% or greater than 60% at 22°C.

PART 2 – PRODUCTS

1. Materials

- .1 Laminated plastic for flatwork and post forming: to CAN3-A172-M79, thickness, finish and colour as per request.
- .2 Laminated plastic liner sheet: supplied by same manufacturer as facing sheet, not less than 0.5 mm thick, white colour.
- .3 Laminated plastic adhesive: contact adhesive to CGSB 71-GP-20M or polyvinyl adhesive to CSA 0112.4-M1977.
- .4 Sealer: water-resistant sealer or glue recommended by fabricator.
- .5 Draw Bolts and Splines: As recommended by fabricator

2. Shop Fabrication (as per requested)

- .1 Comply with CAN3-A172-M79, Appendix 'A'.
- .2 Obtain governing dimensions before fabricating items, which are to accommodate or abut appliances, equipment and other materials.
- .3 Ensure adjacent parts of continuous laminate work match in colour and pattern.
- .4 Veneer laminated plastic to core material in accordance with adhesive manufacturer's instructions. Ensure core and laminate profiles coincide to provide continuous support and bond over entire surface. Use continuous lengths up to 2400 mm. Keep joints 600 mm from sink cut-outs.
- .5 Form shaped profiles and bends as indicated, using postforming grade laminate to laminate manufacturer's instructions.
- .6 Use straight self-edging laminate strip for flatwork to cover exposed edge of core material. Chamfer exposed edges uniformly at approximately 20 deg. Do not mitre laminate edges.
- .7 Apply laminated plastic liner sheet or sealer to interior of cabinetry and where requested.

PART 3 – EXECUTION

1. Installation

- .1 Install work plumb, true and square, neatly scribed to adjoining surfaces.
- .2 Make allowances around perimeter where fixed objects pass through or project into laminated plastic work to permit normal movement without restriction.
- .3 Use draw bolts and splines in countertop joints. Maximum spacing 450 mm oc, 75 mm from edge. Make flush hairline joints.
- .4 Provide cut-outs for inserts, grilles, appliances, outlet boxes and other penetrations. Round internal corners, chamfer edges and seal exposed core.
- .5 Site apply laminated plastic as per request to units as indicated. Adhere laminated plastic over entire surface. Make corners with hairline joints. Use full sized laminated sheets. Make joints only where approved.
- .6 For site application offset joints in plastic laminate facing from joints in core.

WOOD DOOR

PART 1 – GENERAL - Not Applicable.

PART 2 – PRODUCTS

1. Materials

.1 Door materials: to CSA 0132.2-M1977.

2. Interior Flush Doors

.1 Solid core:

- a. Construction: framed core of wood strips.
- b. Face and grade as per request.

.2 Hollow Core:

- a. Construction: honeycomb.
- b. Face and grade as per request.

3. Exterior Flush Doors

.1 Construction: solid core.

.2 Face and grade as per request.

4. Fabrication

.1 Fabricate doors and panels in accordance with CSA 0132.2-M1977.

.2 Vertical edge strips to match face veneer.

.3 Prepare doors for louvres and glazing as requested. Stops to match face veneer.

.4 Bevel vertical edges of single acting doors 3 mm in 50 mm on lock side and 1.5 mm in 50 mm on hinge side.

.5 Provide waterproof non-staining membrane at cut-outs on exterior doors to exclude moisture from core.

PART 3 – EXECUTION

1. Installation

.1 Install doors and hardware in accordance with manufacturer's printed instructions.

.2 Adjust hardware for correct function.

.3 Install louvres and stops

2. Adjustment

.1 Re-adjust doors and hardware just prior to completion of work to function freely and properly.

STEEL DOORS

PART 1 – GENERAL

1. Reference Standards

.1 Standard hardware location dimensions in accordance with Canadian Metric Guide for Steel Doors and Frames (Modular Construction) prepared by Canadian Steel Door and Frame Manufacturer's Association.

2. Requirements of Regulatory Agencies

.1 Use ULC listed and labeled hardware for doors in fire separations and exit doors.

PART 2 – PRODUCTS

1. Hardware Items

- .1 Only door closers, locksets and latchsets listed on CGSB Qualified Products List are acceptable for use.
- .2 Use one manufacturer's products only for all similar items.
- .3 Finishes to match for all items.
- .4 If available, new hardware to match manufacturer and model number of existing hardware in building.

2. Door Hardware

.1 Type, function and quantity of hardware as per request.

3. Cabinet Hardware

.1 Type, function and quality as per request.

4. Fastenings

- .1 Supply screws, bolts, expansion shields and other fastening devices required for satisfactory installation and operation of hardware.
- .2 Exposed fastening devices to match finish of hardware.
- .3 Where pull is scheduled on one side of door and push plate on other side, supply fastening devices, and install so pull can be secured through door from reverse side. Install push plate to cover fasteners.
- .4 Use fasteners compatible with material through which they pass.

5. Keying

- .1 Doors, padlocks and cabinet locks to be keyed to match existing system in building and as per request.
- .2 Provide 2 duplicate keys for every lock requested.
- .3 Stamp keying code numbers on keys and cylinders.

PART 3 – EXECUTION

1. Installation

- .1 Install hardware to standard hardware location dimensions in accordance with Canadian Metric Guide for Steel Doors and Frames (Modular Construction) prepared by Canadian Steel Door and Frame Manufacturer's Association.
- .2 Where doorstop contacts door pulls, mount stop to strike bottom of pull.

PAINTING

PART 1 - GENERAL

1. Scope of Work

- .1 Furnish all labour, materials, and equipment for painting on an as required basis.
- .2 Work covered in this contract includes the following:
- .3 Preparation of all surfaces;
- .4 Painting or repainting of all surfaces.
- .5 Cleanup.
- .6 Removal of personal possessions, wall decorations and pictures, and clothing from closets, dishes from cupboards, and drapes from windows

2. Codes and Standards

- .1 Perform work in accordance with the appropriate Canadian General Standards Board (CGSB).
- .2 Meet or exceed requirements of specified standards, codes, and referenced documents.

3. Environmental Requirements: Do not paint:

- .1 When the temperature of the air, the substrate, or the paint is lower than 10o C.
- .2 When the relative humidity is greater than 85%.
- .3 If the atmospheric temperature is expected to drop below 0o C before the paint is dry.
- .4 Do not apply paint finish in areas where dust is being generated.

PART 2 - PRODUCTS

1. Materials

- .1 Acceptable materials: All and only paint materials listed in Schedule 09900 issued by
- .2 Construction Materials Board (CMB), Department of National Defence, are eligible for use on this project.
- .3 Paint Materials: To CGSB standards listed in Finish formulae.
- .4 Paint materials for each coating formulae to be products of a single manufacturer.

2. Paints

All materials supplied under this contract shall comply with the latest relevant standard of the CGSB or other standard specified. All materials must be listed in the Construction Materials Schedule "CP" (Construction Paints) or the Government of Canada Qualified Products List (CQPL).

- 1-GP-4M Thinners, petroleum spirits
- 1-GP-38M Undercoat, enamel 1-GP-100 Paint, latex type
- 1-GP-40 Primer, structural steel 1-GP-102a Sealer, clear alkyd
- 1-GP-57M Enamel, semi-gloss 1-GP-103b Filler, wood paste
- 1-GP-60 Enamel, gloss 1-GP-118 Finish, flat alkyd
- 1-GP-68M Primer-Sealer, oil type 1-GP-119M Primer-Sealer, latex type
- 1-GP-73 Floor enamel 1-GP-126M Sealer, vinyl
- 1-GP-175 Polyurethane 19-GP-2 Compound, glazing Elastic
- 1-GP-36M Varnish, interior, Type 1 (gloss) 2-GP-107 Cleaning detergent
- 1-GP-59M Alkyd gloss, exterior 2-GP-31A Trisodium phosphate

The material shall be delivered to the site in the original unopened containers.

Paint shall be obtained from the manufacturer in the colour required. Colour tinting or mixing on the job will not be permitted.

3. Surface Preparation

- .1 ALL surfaces shall be dry, properly cured, and cleaned free of dirt, dust, loose paint, grease, rust, or other foreign matter. Moisture content of any surface shall not exceed 12%. The degree of surface preparation shall be such as to guarantee adhesion of the paint and good appearance of the finished work. All sound painted surfaces in kitchens and bathrooms shall be washed with warm water and detergent 2-GP-107 or 2-GP-31a then thoroughly rinsed with clean water.
- .2 Resinous surfaces including knots, sap streaks, etc. shall be coated with vinyl sealer 1-GP-126 and allowed to dry for twelve (12) hours.

- .3 Cracks, joints, nail holes, etc. in wallboard or plaster shall be shaped to an inverted "V". Surface shall be wetted, filled with patching compound, allowed to dry, and sanded smooth.
- .4 Cracks, joints, nail holes, etc. in wallboard surfaces shall be primed, filled with putty, allowed to dry, and sanded smooth.
- .5 Popped nails shall be reset and all wallboard, moulding, trim, and other building components re-nailed as required. Where an existing nail has ruptured an exposed surface in wallboard, an additional wallboard nail will be driven into soundbearing one inch from the defective nail and the surface restored.
- .6 Deteriorated paint film shall be removed to sound substrate.
- .7 Sound varnish film shall be sanded and washed with mineral spirits 1-GP-4.
- .8 Deteriorated varnish film shall be removed to sound substrate.
- .9 Where paint changes all surfaces to be painted, surface shall receive one full coat of undercoat
- .10 1-GP-38 followed by appropriate top coat as specified.

4. Priming of New or Unpainted Surfaces

- .1 All new or unpainted surfaces shall be fully primed as follows:
- .2 Previously painted surfaces shall be spot-primed where portions of the existing paint have been removed to the substrate, followed, after drying, by a touch-up coat of the finish paint specified.
- .3 In all instances, coverage rates and drying times must be adequate and commensurate with the type of material used as well as with the specific job requirements.
- .4 Ferrous metal: For ferrous metal, Primer 1-GP-40 shall be used.
- .5 Plaster: For plaster or plasterboard, Latex primer-sealer 1-GP-119 shall be used.
- Wood: For wood, enamel undercoat 1-GP-38 shall be used. Knick-knack shelving shall be varnished.
- .6 Basement Stairs: For wooden basement stairs, handrails, etc. floor enamel 1-GP-73 reduced 10% with thinner 1-GP-4 shall be used.
- .7 Hardwood: For hardwood to be varnished, clear alkyd sealer 1-GP-102 shall be used.

5. Painting Over Prepared and Primed Surfaces

- .1 The finished paint film shall be smooth and continuous without skips, brush marks, runs, or discernible laps, and shall hide completely.
- .2 In general, two full finish coats are required for new work and one for previously painted surfaces. However, the Contractor will make his own assessment of the number of coats required and bid accordingly. See also Section 09900, paragraph 2.3.7, requirement for undercoat.
- .3 It is the Contractor's responsibility to produce and accept end result regardless of labour or quantity of material required. Film thickness of any one application will not be less than that of recommended by the manufacturer.

PART 3 - EXECUTION

1. Application

- .1 Paints shall be applied by roller and/or brush.
 - .2 The first coat of two-coat work shall be supplied in a lighter shade than the finish coat.
 - .3 Painting tools and equipment shall be clean and in good working order.
 - .4 Switchplates, receptacle plates, doorknobs, hooks, bars, cupboard handles, and window hardware and the like shall be removed then replaced after completion of painting.
 - .5 Protect equipment, floors, and other surfaces by use of adequate cover cloths. Surfaces that become soiled and/or paint splattered due to this contract shall be cleaned and made good to the satisfaction of the Engineer.
 - .6 The Contractor shall clean and tidy up daily. All paint rags, empty paint cans, and the like shall be removed from the site at the completion of each day's work. On completion of the job, the site shall be left clean and tidy to the complete satisfaction of the Engineer.
 - .7 The Engineer shall be given notice and ample opportunity to inspect each completed coat of paint. Work will not proceed until the last preceding coat is approved.
- Paint will not be applied when temperature of surface and materials are lower than 10o C. Paint shall not be stored in locations where the temperature is less than 10o C or higher than 49o C.

2. Painting

- .1 Sand well and remove dust between each coat of paint to remove defects.
- .2 Finish tops of cabinets and projecting ledges both above and below sight lines as specified for surrounding surfaces.
- .3 Apply number of coats of specified materials to designated surfaces as specified under formulae for interior finishes.
- .4 Where undercoat is specified under formulae for interior finishes, it shall mean a full coat in addition to spot priming specified in paragraph 3.1 or this Section.
- .5 Coverage rates and drying times must be adequate and commensurate with the type of material used.

.6 Finished paint film shall be smooth and continuous without skips, brush marks, runs, or discernable laps, and shall hide completely.

.7 It is the Contractor's responsibility to produce an acceptable end result regardless of labour or quantity of material required. Film thickness of any one application will not be less than recommended by the manufacturer.

3. Colour Schedule

.1 Prepare such samples of colours and finishes as the Engineer may require. Paint samples shall be submitted in duplicate on boards 4" x 8", one sample to be retained by the Engineer.

.2 All colours are referenced to CGSB 1-GP-12c, "Standard Paint Colours".

.3 Colours as directed by Engineer.

4. Clean-up

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

MECHANICAL

PART 1 - GENERAL

1. Standard of Acceptance

Means that item named and specified by catalogue number forms part of specification and sets standard regarding performance, quality of material, and workmanship.

2. Pipe Hangers and Supports

- .1 Adjustable clevis-type hanger on all sizes of pipes.
- .2 Hangers and supports for insulated pipes shall be sized to the exterior diameter of the insulation.
- .3 Copper piping and supports when in contact with pipe shall be with copper insert or copper-plated at contact area. Perforated strip hangers shall not be used. Use insulation protection shields outside of insulation.

3. Sleeves

- .1 Sleeves of minimum 0.8 mm thick galvanized sheet steel with lock-seam joints.
- .2 Sizes
- .3 6 mm clearance all around, between sleeve and pipes, or between sleeve and insulation.
- .4 Where pipes and ducts pass through fire-rated walls, floors, and partitions, pack space with materials having approval of CFFM and seal with caulking meeting minimum one hour rating for use as tested to ASTM E-119 (F rating).

4. Escutcheons and Plates

- .1 Provide on pipes passing through finished walls, partitions, floors, and ceilings.
- .2 Use chrome- or nickel-plated brass, solid type or split type, with set screws for ceiling or wall mounting.
- .3 Inside diameter shall fit around finished pipe. Outside diameter shall cover opening of sleeve.
- .4 Where sleeve extends above finished floor, escutcheons or plates shall clear sleeve extension.
- .5 Secure to pipe or finished surface but not to insulation.

5. Painting

Apply at least one coat of corrosion resistant primer paint to support and equipment fabricated from ferrous metals.

6. Dielectric Couplings

- .1 Provide wherever pipes of dissimilar metals are jointed.
- .2 Case-brass adaptors may be used where approved by Engineer.

7. Thermal Insulation:

Do thermal insulation in accordance with Measures for Energy Conservation in New Buildings, Associated Committee of the National Building Code (ACNBC), British Columbia Insulation Contractors' Association, CJVAC-1977, ASTM E96-66 (1972) and ASTM C411-61.

8. Tests

- .1 Pipe pressure: Hydraulically test domestic water piping systems and airlines at 1-1/2 times system operating pressure or minimum 860kPa, whichever is greater.
- .2 Maintain test pressures without loss for two hours unless otherwise specified.
- .3 LAST drainage, waste, and vent piping to code.

DOMESTIC WATER SUPPLY PIPING - COPPER

PART 1 - GENERAL

1. Reference Standards

Do the work in accordance with British Columbia Plumbing Code, current edition.

PART 2 – PRODUCTS

1. Piping

- .1 Domestic hot and cold tubing, within building, above ground.
- .2 Copper tube, hard drawn, type L, to ASTM B88M-83.
- .3 Copper tube, soft annealed, buried type K, to ASTM B88M-83.

2. Fittings

Solder joints, cast bronze, to ANSI B16.18-1978 or wrought copper and bronze, to ANSI B16.22-1980.

DRAINAGE AND VENT PIPING - CAST IRON AND COPPER

PART 1 - GENERAL

1. Reference Standards

Do the work in accordance with British Columbia Plumbing Code, current edition.

PART 2 - PRODUCTS

1. Copper Tube and Fittings

For above-ground sanitary and vent piping, type DWV to:

- .1 ASTM B306-81 for copper tube;
- .2 CSA B158-1976 for cast brass fittings;
- .3 ANSI B16.29-1973 for wrought copper fittings;
- .4 Solder: tin-lead, 50:50, to ASTM B32-76, type 50A

2. Cast Iron Pipe Fittings and Joints

- .1 For buried sanitary piping, fittings, and joints, to CSA B70-M1978.
- .2 For sanitary piping, fittings and joints above ground to CSA B70-M1978.

GENERAL PROVISIONS ELECTRICAL

1. Codes and Standards

- .1 Do complete installation in accordance with CSA C22.1-1982 except where specified otherwise.
- .2 Comply with CSA Certification Standards and Electrical Bulletins in force at time of tender submission.
- .3 Abbreviations for electrical terms to CSA Z85-1983.

2. Permits and Fees

- .1 Submit to British Columbia Safety Engineering Services Division, Electrical Safety Branch, for the necessary number of drawings and specifications for examination and approval prior to commencement of work.
- .2 Apply for permits.
- .3 Pay associated fees.

3. Inspection

Furnish Certificates of Inspection from the British Columbia Safety Engineering Services Division, Electrical Safety Branch, on completion of work.

4. Materials and Equipment

- .1 Provide materials and equipment in accordance with the plan and specification.
- .2 Equipment and material to be CSA certified and manufactured to standard quoted.
- .3 Where there is no alternative to supplying equipment which is not CSA certified, obtain special approval from British Columbia Safety Engineering Services Division, Electrical Safety Branch.

5. Wiring Identification

- .1 Identify wiring with permanent indelible identifying markings, either numbered or coloured plastic tapes, on both ends of phase conductors of feeders and branch circuit wiring.
- .2 MAINTAIN phase sequence and colour coding throughout.
- .3 Colour code to CSA C22.1-1982.

6. Wiring Terminations

Lugs, terminals, screws use for termination of wiring to be suitable for copper conductors.

7. Manufacturers and CSA Labels

Visible and legible after equipment is installed.

8. Grounding

As per Section 10 of Canadian Electrical Code, current edition.

9. Cutting and Patching

Tape and fill all holes created by the installation of electrical equipment, i.e. receptacles, switches and lighting fixtures, etc., three (3) coats of fill, and sand for preparation of painting (painting by others).

10. Cleaning

- .1 At time of final cleaning, clean lighting reflectors, lenses, and other lighting surfaces that have been exposed to construction dust and dirt.
- .2 Upon completion of the work, the Contractor shall remove all materials, tools, equipment, and debris, damp-mop all floors, and leave the site in a clean and tidy condition to the complete satisfaction of the Engineer.

11. Octagon Boxes

4" octagon boxes, 1-1/2" deep, complete with clamps for non-metallic sheathed cable.

12. Device Boxes

2" deep for duplex receptacles and light switches, complete with clamps for non-metallic sheathed cable.

13. Flexible Metal Conduits or BX Cable

Flexible metal conduit to have ground wire installed. Equipment connected with flexible conduit, range, dryer, furnace, and hot water tank.

14. Building Wires Non-metallic Sheathed

Cable Copper conductors NMD-7 2/14 + ground for receptacles and lighting fixtures, #8 range, #10 dryer, wire size to match hot water tank #10 or #12.

15. LV Wiring

For door chimes and thermostat (bell wire twisted pairs).

16. Connectors

- .1 Pressure type wire connectors with current-carrying parts of copper, sized to fit copper conductors as required.
- .2 Fixture type splicing connectors with current-carrying parts of copper, sized to fit copper conductors 10 AWG or less.
- .3 Remove insulation carefully from ends of conductors and install connectors.

17. Wiring Devices Duplex Receptacle - Grade 1

Manufacturer: Arrow Hart #5262-1, Bryant #5262-1, Hubbell #5262, Leviton #5096 or equal.

18. Single Pole Switch - Grade 1

Manufacturer: Arrow Hart #1891, Bryant #4801-1, Hubbell #1201, Leviton #53501 or equal.

19. Three-Way Switch - Grade 1

Manufacturer: Arrow Hart #1893, Bryant #4803, Hubbell #1203, Leviton #53503 or equal.

20. Cover Plates

Plastic smooth-line ivory for duplex receptacles and switches.

21. Ground Fault Duplex Receptacle

Indoor Bathroom Duplex Receptacle 2-pole 3-wire grounding 15 A, 125 V, Bryant Cat.

#GT52FT1 (Ivory), complete with wall plate (Ivory) or equal.

Outdoor Weatherproof Duplex Receptacle 2-pole, 3-wire grounding 15 A, 125 V, Cat.

#CFRWP, complete with die cast aluminum cover, flush-mount, or to match existing outlet box. Technical authority (site staff)

APPENDIX 5 - EVALUATION PROCEDURES OR BASIS OF SELECTION

APPENDIX 6 - PERIODIC REPORTS

As a requirement of this Request for Standing Offer, a report shall be submitted as follows:

Return to:

Ji-Yon Isabell Park
Supply Specialist
Public Works and Government Services
#219, 800 Burrard St.
Vancouver, BC V6Z 0B9

BI-ANNUAL REPORT ON THE VOLUME OF BUSINESS

SUPPLIER: _____

REPORT FOR THE PERIOD ENDING: _____

Description of Work	Call up #	Total Billing

NIL REPORT: We have not done any business with the federal government for this period.

PREPARED BY: _____

NAME: _____

SIGNATURE: _____

TELEPHONE NO.: _____

APPENDIX 7 VOLUNTARY CERTIFICATION TO SUPPORT THE USE OF APPRENTICES

(page 1 of 2)

PUBLIC WORKS AND GOVERNMENT SERVICES CANADA APPRENTICE PROCUREMENT INITIATIVE

1. To encourage employers to participate in apprenticeship training, Offerors, 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. 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. 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. Employers are also encouraged to find out what additional information and supports are available from their respective provincial or territorial jurisdiction.
4. Signed certifications on page 2 of 2 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 trades people, 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 * 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.

To support this initiative, a voluntary certification signaling the Contractor's commitment to hire and train apprentices is available at page 2 of 2.

If you accept fill out and sign page 2 of 2.

** The journey-person-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.*

Voluntary Certification

(To be filled out and returned with offer on a voluntary basis)

(page 2 of 2)

Note: The Offeror will be asked to fill out a report every six months or at project completion as per sample "Voluntary Reports for Apprentices Employed during the Contract" provided at Annex C

Name: _____

Signature: _____

Company Name: _____

Company Legal Name: _____

Solicitation Number: _____

Number of company employees: _____

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

Trades of those apprentices:

ANNEX A - SECURITY REQUIREMENT CHECK LIST (SRCL)

JUN 13 2018



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat W684B-190002
Security Classification / Classification de sécurité unclassified

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine DND	2. Branch or Directorate / Direction générale ou Direction CFB ESQUIMALT	
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 To provide all labour, supervision, material, equipment, transportation and profit required for GENERAL CONTRACTING SERVICES Work to take place at various locations at the Department of National Defence facilities consisting of Nanaimo Armouries, Nanaimo Range, CFMETR Nanoose 3400 Fairwinds Dr., 4872 Fillingher Cres. and TX Site in accordance with the Specifications herein during the period specified herein.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO RESTRICTED <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO DIFFUSION RESTREINTE <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET <input type="checkbox"/>	NATO CONFIDENTIAL <input type="checkbox"/>	SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>	NATO CONFIDENTIEL <input type="checkbox"/>	TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>
	NATO SECRET <input type="checkbox"/>	
	COSMIC TOP SECRET <input type="checkbox"/>	
	COSMIC TRÈS SECRET <input type="checkbox"/>	

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
unclassified





Contract Number / Numéro du contrat W684B-190002
Security Classification / Classification de sécurité unclassified

PART A (continued) / PARTIE A (suite)

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

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

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

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

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

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

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input checked="" 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 : Multiple levels of personnel screening required, as per the attached Security Classification Guide

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

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui

If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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



Contract Number / Numéro du contrat W684B-190002
Security Classification / Classification de sécurité unclassified

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 CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	
							NATO DIFFUSION RESTRICTION	NATO CONFIDENTIAL			A	B	C				
Information / Assets / Renseignements / Biens / Production																	
IT Media / Support TI																	
IT Link / Lien électronique																	

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

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

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

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



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat W684B-190002
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) Glen Poppe	Title - Titre Contracts Manager	Signature
Telephone No. - N° de téléphone 250-468-5021	Facsimile No. - N° de télécopieur 250-468-5073	E-mail address - Adresse courriel Glen.Poppe@forces.gc.ca
		Date 31 May 2018

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

Name (print) - Nom (en lettres moulées) Tippy Graham Senior Security Analyst Tel: 667-996-0223 E-mail: tippy.graham@forces.gc.ca	Title - Titre Senior Security Analyst	Signature
Telephone No. - N° de téléphone 667-996-0223	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel tippy.graham@forces.gc.ca
		Date

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 No. - N° de télécopieur	E-mail address - Adresse courriel
		Date

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

Name (print) - Nom (en lettres moulées) Denis Lecorrupte	Title - Titre Contract Security Officer	Signature
Telephone No. - N° de téléphone 613 952 7907	Facsimile No. - N° de télécopieur 613 948 1712	E-mail address - Adresse courriel denis.lecorrupte@TPSCL-PW6SC.GC.CA
		Date June 26/2018

ANNEX B - CERTIFICATE OF INSURANCE (Not required at solicitation closing)
CERTIFICATE OF INSURANCE



Description and Location of Work	Contract No.
	Project No.

Name of Insurer, Broker or Agent	Address (No., Street)	City	Province	Postal Code
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Name of Insured (Contractor)	Address (No., Street)	City	Province	Postal Code
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Additional Insured

Her Majesty the Queen in Right of Canada as represented by the Minister of Public Works and Government Services

Type of Insurance	Insurer Name and Policy Number	Inception Date D / M / Y	Expiry Date D / M / Y	Limits of Liability		
				Per Occurrence	Annual General Aggregate	Completed Operations Aggregate
Commercial General Liability				\$	\$	\$
Umbrella/Excess Liability				\$	\$	\$

I certify that the above policies were issued by insurers in the course of their Insurance business in Canada, are currently in force and include the applicable insurance coverage's stated on page 2 of this Certificate of Insurance, including advance notice of cancellation / reduction in coverage.

<input type="text"/>	<input type="text"/>
Name of person authorized to sign on behalf of Insurer(s) (Officer, Agent, Broker)	Telephone number
 <input type="text"/>	 <input type="text"/>
Signature	Date D / M / Y

The insurance policies required on page 1 of the Certificate of Insurance must be in force and must include the insurance coverage listed under the corresponding type of insurance on this page.

The policies must insure the Contractor and must include Her Majesty the Queen in Right of Canada as represented by the Minister of Public Works and Government Services as an additional Insured.

The Policy shall be endorsed to provide the Owner with not less than 30 day notice in writing in advance of any cancellation or change or amendment restricting coverage.

Without increasing the limit of liability, the policies must protect all insured parties to the full extent of coverage provided. Further, the policies must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.

Commercial General Liability

The insurance coverage provided must not be substantially less than that provided by the latest edition of IBC Form 2100.

The policy must either include or be endorsed to include coverage for the following exposures or hazards if the Work is subject thereto:

- (a) Blasting.
- (b) Pile driving and caisson work.
- (c) Underpinning.
- (d) Removal or weakening of support of any structure or land whether such support be natural or otherwise if the work is performed by the insured contractor.

The policy must have the following minimum limits:

- (a) **\$5,000,000** Each Occurrence Limit;
- (b) **\$10,000,000** General Aggregate Limit per policy year if the policy contains a General Aggregate; and
- (c) **\$5,000,000** Products/Completed Operations Aggregate Limit.

Umbrella or excess liability insurance may be used to achieve the required limits.

ANNEX D - LISTING OF SUBCONTRACTORS (Could be asked for on individual call-ups)

- 1) In accordance with GI06 – Listing of Subcontractors and Suppliers of the General Instructions - Construction Services, the Offeror should provide a list of Subcontractors per call-up.
- 2) The Offeror should submit the list of Subcontractors and for any portion of the Work valued at 20% or greater of the call-up.

	Subcontractor	Division
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		