

W6862-180055/A

ANNEX A - STATEMENT OF WORK

DEPARTMENT OF NATIONAL DEFENCE

SPECIFICATION

WINDOW CLEANING

CANADIAN FORCES BASE COMOX

SOA (Standing Offer Agreement)

LAZO, B.C.

DATE: Jan. 2018

1. **GENERAL**

Public Works and Government Services Canada contract documents shall be read in conjunction with this specification and shall govern all phases of work hereinafter specified.

2. **DEFINITIONS**

The 'Engineer' is defined as the Wing Construction Engineering Officer or the delegated representative.

3. **SCOPE OF WORK**

1. **General**

The work under this SOA (Standing Offer Agreement) comprises the furnishing of all labour, materials, equipment, supervision and transportation required for the cleaning of interior and exterior; windows and doors on buildings at 19 Wing Comox, and HMSC Quadra both located at Comox B.C. Cleaning shall be done on, an as and when required basis.

2. **The work requirement includes:**

Removal, and reinstallation of storm window, screens, and blinds as required.

Cleaning of Mylar blinds in control tower as required.

Where obstructions other than those listed above, prevent the cleaning of window surfaces, the Contractor shall inform the Engineer who will arrange for the removal and replacement of the obstruction to be done by others.

Windowsills and jambs shall be cleaned and wiped dry at the time each glass surface is cleaned.

2. **Work Excluded**

Encased surfaces of solidly fixed, or hermetically sealed windows.

4. **Schedule of Work**

The Control Tower observation platform will be cleaned once per month, or as required by the Identified User.

- Hanger 14 twice a year.
- Hanger 7 twice a year.
- B309 Wing hospital once a year.

NOTE: Contractors are responsible for verifying the actual quantities, dimensions, etc.

5. **Construction Safety**

The Contractor shall ensure the safety of workers and carry out the work in a diligent and efficient manner in accordance with established industrial practice and laws for the health and safety of workers related to the performance of the work.

The Contractor shall comply with Part 8, Construction Safety Measures, of the National Building Code of Canada, 1996, and with all other applicable provisions of Federal, Provincial and Municipal safety laws to prevent accident or injury to persons on, about or adjacent to the site of the work

6. Contractor's On-Site Supervisor

The Contractor shall provide at the job site a full-time, experienced and competent foreman, having authority to speak on behalf of day-to-day routine matters.

7. Term of Standing Offer

The term of this standing offer is three (3) years, with the option for two (2) additional one year periods.

8. Temporary Structures

The Contractor shall furnish and maintain all equipment such as temporary stairs, ramps, ladders, lifts, scaffolds, etc., as required to perform work safely.

Temporary structures erected by the Contractor shall remain his property and shall be removed by him from the site on completion of each days work.

9. Storage and Handling

The Contractor shall be responsible for storage of his materials and equipment. If a portable storage building or other facility is utilized, siting approval must be obtained from the Engineer.

10. Hours of Work

The Contractor shall comply with the hours of work in effect at the site during the period of this contract. The Engineer, prior to inception, shall approve any deviation from these stipulated hours of work in writing.

11. Stoppage of Work

If the Contractor is denied access to the site or told to leave the site during 19 Wing Exercises he shall immediately contact the Engineer informing him of this fact and his intent, if warranted, to charge standby or waiting time.

12. Inspection

The Engineer shall be given ample notice and opportunity to inspect each completed phase of work. The Contractor shall have on the site at all times a copy of the specification.

13. Workmanship and Material

All workmanship and materials shall be of a high standard and in accordance with good building practice. The Contractor shall make good inferior workmanship and replace defective materials at his own expense. All work covered in this SOA shall be performed by skilled tradesmen. It is the Contractor's responsibility to produce an acceptable end result regardless of labour or quantity of material required.

14. Reporting Deterioration or Damage

Any damage or deterioration discovered during the SOA, but not included in the scope of work, shall be reported to the Engineer.

15. Codes, Standards and Regulations

It shall be the Contractor's responsibility to abide by all codes, standards and regulations that may govern and/or restrict the manner in which the SOA is completed.

16. Making Good

It shall be the responsibility of the Contractor to make good any damage to DND or private property resulting from, or attributable to his work, at his own expense.

17. Protection

The Contractor shall provide continual protection to personnel, vehicles, equipment or other surrounding facilities by using drop sheets, barricades, warning signs, lights or other protective devices considered necessary by the Engineer.

18. Clean Up

All work areas shall be left clean and tidy at the completion of each day's work.

19. Termination

Defects in material, unsatisfactory workmanship and unauthorized departure from specifications may result in termination of the contract.

20. Completion of Work

All work shall be on an as required basis unless otherwise stated under this SOA.

On completion of work, the Contractor shall notify the Engineer who shall inspect the completed work. All inefficiencies shall be listed and the Contractor shall be given ample time to make corrections.

21. Scheduling of Work

The Contractor shall schedule the work with the Engineer in order to prevent disturbance to the building occupants. The engineer shall be kept fully informed of the time and date the Contractor intends to start work.

4. W.H.M.I.S.

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

5. TEMPORARY SERVICES

Temporary electric power and water shall be supplied free of charge at existing points of delivery subject to the discretion and approval of the Engineer.

END