

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

**PWGSC/TPSGC Acquisitions Bid**  
**Receiving/Réception des Soumissions**  
**The Cambridge Building**  
**3 Queen Street/3, rue Queen**  
**Charlottetown**  
**Prince Edward Island**  
**C1A 4A2**  
**Bid Fax: (902) 566-7514**

## 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  
The Cambridge Building  
3 Queen Street/3 rue, Queen  
PO Box 1268/CP 1268  
Charlottetown  
Prince Ed  
C1A 4A2

<b>Title - Sujet</b> RISO-Electrical Svc-JAG Bldg.	
<b>Solicitation No. - N° de l'invitation</b> E0226-191558/A	<b>Date</b> 2018-10-16
<b>Client Reference No. - N° de référence du client</b> E0226-191558	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$PWC-010-4353
<b>File No. - N° de dossier</b> PWC-8-41037 (010)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2018-11-01</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Atlantic Standard Time AST
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> MacDonald, Anne (PWC) D.	<b>Buyer Id - Id de l'acheteur</b> pwc010
<b>Telephone No. - N° de téléphone</b> (902)314-1009 ( )	<b>FAX No. - N° de FAX</b> (902)566-7514
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA Supvr Bldg Ops&Maintenance 275 Pope Rd Summerside Prince Edward Island C1N5Z7 Canada	
<b>Security - Sécurité</b> 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**

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

**REQUEST FOR STANDING OFFER (RFSO)**  
**Electrical Services**  
**Joseph A. Ghiz Building,**  
**Summerside, PEI**

**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/divulgate-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 <http://www.tpsgc-pwgsc.gc.ca/comm/vedette-features/2016-04-19-00-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 Optionnal Site Visit
- SI07 Revision of Offer
- SI08 Offer Validity Period
- SI09 Industrial Security Related Requirement
- SI10 Web Sites

### 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 Limitation of Liability
- SC03 Insurance Terms
- SC04 Interpretation

#### APPENDIX 1 PRICE PROPOSAL FORM

#### APPENDIX 2 INTEGRITY PROVISIONS – LIST OF NAMES

#### APPENDIX 3 STATEMENT OF WORK

#### APPENDIX 4 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
    - i. 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 GI11, 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.

#### **GI03 (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.

#### **GI04 (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.

#### **GI05 (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.

#### **GI06 (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.

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**GI07 (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 a 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 GI11, other than subparagraph 2)(a) of GI11, 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.

#### **GI10 (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.

#### **GI11 (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.

#### **GI12 (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 GI14, 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 GI14 shall result in disqualification of the offer.

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### GI13 (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.

### GI14 (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.

### GI15 (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 complete 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.



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## 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 **one (1)** Standing Offers, for a period of **2** years. The total dollar value of all Standing Offers is estimated to be **\$230,000.00** (GST or HST included). Individual call-ups will vary, up to a maximum of **\$40,000.00** (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.

2. Offers received by fax will be accepted as official.

GI07, add following paragraph;

5. Offers received by fax will be accepted as official and must meet the following requirements

- a. Must be completed on the Price Proposal Form
- b. Must indicate
  - Request for standing offer number
  - Solicitation number
  - Offeror's name
  - Closing Date and Time
- c. Must be received before offer closing time at fax number (xxx) xxx-xxxx)

### 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 [anne.macdonald@tpsgc-pwgsc.gc.ca](mailto:anne.macdonald@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 Optionnal Site Visit**

The site visit will be held on **October 24, 2018 at 1:30 p.m.** meeting at the security desk of the Joseph A Ghiz Building. Bidders are to communicate with the Contracting Authority prior to the visit to confirm attendance. Bidders that do not attend are not precluded from submitting a bid. Bidders are to provide the Contracting Authority with the names of their representative no later than 2 days prior to the scheduled site visit.

#### **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 **(902) 566-7514**

#### **SI08 OFFER VALIDITY PERIOD**

1. The offer cannot be withdrawn for the period of **(120)** 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 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.

### SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE # E0226-191558

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

## 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>

Solicitation No. - N° de l'invitation  
E0226-191558/A  
Client Ref. No. - N° de réf. du client

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

Buyer ID - Id de l'acheteur  
PWC010  
CCC No./N° CCC - FMS No./N° VME

---

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](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>



## 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	R2850D	(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	R2880D	(2016-01-28);
GC9 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 two (2) years commencing from the start date identified on the Standing Offer.

### SOP03 CALL-UP

Each call-up against the Standing Offer will have a maximum limitation of expenditure of \$40,000.00 (Applicable Taxes included).

### SOP04 CALL-UP PROCEDURE

1. Services will be called-up as follows:
  - a. 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: Anne MacDonald  
Title: Supply Officer  
Organization: Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Real Property Contracting  
Address: 3 Queen Street  
Charlottetown, PEI  
C1A 4A2  
  
Telephone: (902) 314-1009  
Facsimile: (902) 566-7514  
E-mail address: anne.macdonald@pwgsc.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.

Name : \_\_\_\_\_  
Title : \_\_\_\_\_  
Department : \_\_\_\_\_  
Division : \_\_\_\_\_  
Telephone : \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
e-mail : \_\_\_\_\_

### 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.

#### **Contractor's Site or Premises Requiring Safeguard Measures**

The Contractor must diligently maintain up-to-date, the information related to the Contractor's site or premises, where safeguard measures are required in the performance of the Work or document safeguarding.

### SC02 LIMITATION OF LIABILITY

GC1.6 of R2810D is deleted and replaced with the following:

GC1.6 Indemnification by the Contractor

1. The Contractor shall indemnify and save Canada harmless from and against all claims, demands, losses, costs, damages, actions, suits, or proceedings whether in respect to losses suffered by Canada or in respect of claims by any third party, brought or prosecuted and in any manner based upon, arising out of, related to, occasioned by, or attributable to the activities of the Contractor in performing the Work, provided such claims are caused by the negligent or deliberate acts or omissions of the Contractor, or those for whom it is responsible at law.
2. The Contractor's obligation to indemnify Canada for losses related to first party liability shall be limited to:
  - a. In respect to each loss for which insurance is to be provided pursuant to the insurance requirements of the Contract, the Commercial General Liability insurance limit for one occurrence, as referred to in the insurance requirements of the Contract.
  - b. In respect to losses for which insurance is not required to be provided in accordance with the insurance requirements of the Contract the greater of the Contract Amount or \$5,000,000, but in no event shall the sum be greater than \$20,000,000.

The limitation of this obligation shall be exclusive of interest and all legal costs and shall not apply to any infringement of intellectual property rights or any breach of warranty obligations.
3. The Contractor's obligation to indemnify Canada for losses related to third party liability shall have no limitation and shall include the complete costs of defending any legal action by a third party. If requested by Canada, the Contractor shall defend Canada against any third party claims.
4. The Contractor shall pay all royalties and patent fees required for the performance of the Contract and, at the Contractor's expense, shall defend all claims, actions or proceedings against Canada charging or claiming that the Work or any part thereof provided or furnished by the Contractor to Canada infringes any patent, industrial design, copyright trademark, trade secret or other proprietary right enforceable in Canada.
5. Notice in writing of a claim shall be given within a reasonable time after the facts, upon which such claim is based, became known.



## SC03 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.

## SC04 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.

Solicitation No. - N° de l'invitation  
E0226-191558/A  
Client Ref. No. - N° de réf. du client

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

Buyer ID - Id de l'acheteur  
PWC010  
CCC No./N° CCC - FMS No./N° VME

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**"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.



Solicitation No. - N° de l'invitation  
E0226-191558/A  
Client Ref. No. - N° de réf. du client

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

Buyer ID - Id de l'acheteur  
PWC010  
CCC No./N° CCC - FMS No./N° VME

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## APPENDIX 1 - PRICE PROPOSAL FORM

### BA01 IDENTIFICATION

Standing Offer – Electrical Services  
Joseph A Ghiz Building  
275 Pope Road, Summerside  
Prince Edward 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

PLEASE COMPLETE APPENDIX "A-1" ATTACHED

### BA04 OFFER VALIDITY PERIOD

The offer must not be withdrawn for a period of **one hundred and twenty (120) 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

**ANNEX "A-1"**  
**BASIS OF PAYMENT**  
**PRICING SCHEDULE**  
**2 years from date of award**

Class of Labour, Plant or Material	Unit of Measure	Estimated Quantity *	Price Per Unit	Total
<b>1. First Hour</b> Service Calls, including travel time and all related expenses and one person hour productive labour at the job site. a) During Regular Hours: 0800-1700 Hours Monday through Friday Licensed Tradesperson: b) Outside Regular Hours: Monday through Sunday including all day Saturday, Sunday and holidays Licensed Tradesperson:	Per Call	300 Hours		
	Per Call	110 Hours		
<b>2. Subsequent Hours</b> Labour only, in addition to (1) above. a) During Regular Hours: 0800-1700 Hours Monday through Friday Licensed Tradesperson: b) Outside Regular Hours: Monday through Sunday including all day Saturday, Sunday and holidays Licensed Tradesperson:	Person Hour	3200 Hours		
	Person Hour	750 Hours		
<b>3. Allowance for material, replacement parts, required permits, certificates, assessments, special equipment, and security at net cost, plus a markup of ____% applied to the net cost.</b>	Allowance	\$50,000.00		

**TOTAL AMOUNT OF TENDER: \$ \_\_\_\_\_**

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



## APPENDIX 2 - INTEGRITY PROVISIONS – LIST OF NAMES

(Text copied from the Ineligibility and Suspension Policy  
<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html> dated 2016-04-04)

**List of names:**

All Offerors, regardless of their status under the Policy, must submit the following information when participating in a procurement process or real property transaction:

- Offerors that are corporate entities, including those offering as joint ventures, must provide a complete list of the names of all current directors or, for a privately owned corporation, the names of the owners of the corporation;
- Offerors offering as sole proprietors, including sole proprietors offering as joint ventures, must provide a complete list of the names of all owners; or
- Offerors that are a partnership do not need to provide a list of names.

If the list of names has not been received in a procurement process or real property transaction by the time the evaluation of Offers is completed, or has not been received in a procurement process or real property transaction where no Offer will be submitted, the Contracting Authority will inform the Offeror of a time within which to provide the information. Providing the required names is a mandatory requirement for award of a contract or real property agreement. Failure to provide the list of names within the time specified will render an Offer non-responsive, or the Offeror otherwise disqualified for award of a contract or real property agreement.

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper appears to be a standard notebook page or a sheet of stationery. There is no handwriting or other markings on the page.

Solicitation No. - N° de l'invitation  
E0226-191558/A  
Client Ref. No. - N° de réf. du client

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

Buyer ID - Id de l'acheteur  
PWC010  
CCC No./N° CCC - FMS No./N° VME

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## APPENDIX 3 - SCOPE OF WORK



## APPENDIX 4 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](http://www.cra-arc.gc.ca). Employers are also encouraged to find out what additional information and supports are available from their respective provincial or territorial jurisdiction.
4. Signed certifications 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.*

Solicitation No. - N° de l'invitation  
E0226-191558/A  
Client Ref. No. - N° de réf. du client

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

Buyer ID - Id de l'acheteur  
PWC010  
CCC No./N° CCC - FMS No./N° VME

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### 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:

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Solicitation No. - N° de l'invitation  
E0226-191558/A  
Client Ref. No. - N° de réf. du client

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

Buyer ID - Id de l'acheteur  
PWC010  
CCC No./N° CCC - FMS No./N° VME

---

## **ANNEX A - SECURITY REQUIREMENT CHECK LIST (SRCL)**

Contract Number / Numéro du contrat	
E0226-191558	
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	2. Branch or Directorate / Direction générale ou Direction
Public Service and Procurement Canada	RPS

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

Electrical Maintenance

5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
--	--

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"/> Yes <input type="checkbox"/> No
--	--

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? (Specify the level of access using the chart in Question 7. c) Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
6. b) Will the supplier and its employees (e.g., cleaners, maintenance personnel) require access to restricted access areas? 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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"/> Yes <input type="checkbox"/> No

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	
--	--

7. b) Release restrictions / Restrictions relatives à la diffusion	
Canada	<input type="checkbox"/>
NATO / OTAN	<input type="checkbox"/>
Foreign / Étranger	<input type="checkbox"/>

7. c) Level of information / Niveau d'information	
No release restrictions Aucune restriction relative à la diffusion	<input type="checkbox"/>
Not releasable A ne pas diffuser	<input type="checkbox"/>
Restricted to: / Limité à :	<input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays :	
All NATO countries Tous les pays de l'OTAN	<input type="checkbox"/>
Restricted to: / Limité à :	<input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays :	

PROTECTED A	<input type="checkbox"/>	PROTECTED A	<input type="checkbox"/>
PROTECTED B	<input type="checkbox"/>	PROTECTED B	<input type="checkbox"/>
PROTECTED C	<input type="checkbox"/>	PROTECTED C	<input type="checkbox"/>
CONFIDENTIAL	<input type="checkbox"/>	CONFIDENTIAL	<input type="checkbox"/>
SECRET	<input type="checkbox"/>	SECRET	<input type="checkbox"/>
TOP SECRET	<input type="checkbox"/>	TOP SECRET	<input type="checkbox"/>
TOP SECRET (SIGINT)	<input type="checkbox"/>	TOP SECRET (SIGINT)	<input type="checkbox"/>



Contract Number / Numéro du contrat E0226-191508	
Security Classification / Classification de sécurité Unclassification	

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

<b>1. Originating Government Department or Organization</b> Ministère ou organisme gouvernemental d'origine Public Service and Procurement Canada		<b>2. Branch or Directorate / Direction générale ou Direction</b> RPS			
<b>3. a) Subcontract Number / Numéro du contrat de sous-traitance</b>  <b>3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant</b>  					
<b>4. Brief Description of Work - Brève description du travail</b>  					
<b>General Maintenance service</b>  					
<b>5. a) Will the supplier require access to Controlled Goods?</b> Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Nil					
<b>5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations?</b> Le fournisseur aura-t-il accès à des données techniques militaires non classifiées aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Nil					
<b>6. Indicate the type of access required - Indiquer le type d'accès requis</b> <b>6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets?</b> Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Nil (Specify the level of access using the chart in Question 7. c) <b>6. b) No access to PROTECTED and/or CLASSIFIED information or assets is permitted.</b> Le fournisseur et ses employés (p.ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Nil <b>6. c) Is this a commercial courier or delivery requirement with no overnight storage?</b> S'agit-il d'un contrat de livraison ou de messagerie sans entreposage de nuit? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Nil					
<b>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</b> <table border="1"> <tr> <td><input type="checkbox"/> Canada</td> <td><input type="checkbox"/> NATO / OTAN</td> <td><input type="checkbox"/> Foreign / Étranger</td> </tr> </table>			<input type="checkbox"/> Canada	<input type="checkbox"/> NATO / OTAN	<input type="checkbox"/> Foreign / Étranger
<input type="checkbox"/> Canada	<input type="checkbox"/> NATO / OTAN	<input type="checkbox"/> Foreign / Étranger			
<b>7. b) Release restrictions / Restrictions relatives à la diffusion</b> <table border="1"> <tr> <td><input type="checkbox"/> No release restrictions Aucune restriction relative à la diffusion</td> <td><input type="checkbox"/> All NATO countries Tous les pays de l'OTAN</td> <td><input type="checkbox"/> Restricted to: / Limité à : <input type="checkbox"/> Restricted to: / Limité à : Specify country(ies): / Préciser le(s) pays :</td> </tr> </table>			<input type="checkbox"/> No release restrictions Aucune restriction relative à la diffusion	<input type="checkbox"/> All NATO countries Tous les pays de l'OTAN	<input type="checkbox"/> Restricted to: / Limité à : <input type="checkbox"/> Restricted to: / Limité à : Specify country(ies): / Préciser le(s) pays :
<input type="checkbox"/> No release restrictions Aucune restriction relative à la diffusion	<input type="checkbox"/> All NATO countries Tous les pays de l'OTAN	<input type="checkbox"/> Restricted to: / Limité à : <input type="checkbox"/> Restricted to: / Limité à : Specify country(ies): / Préciser le(s) pays :			
<b>7. c) Level of information / Niveau d'information</b> <table border="1"> <tr> <td> <input type="checkbox"/> PROTECTED A  <input type="checkbox"/> PROTECTED B  <input type="checkbox"/> PROTECTED C  <input type="checkbox"/> CONFIDENTIAL  <input type="checkbox"/> SECRET  <input type="checkbox"/> COSMIC TOP SECRET  <input type="checkbox"/> NATO UNCLASSIFIED  <input type="checkbox"/> NATO RESTRICTED  <input type="checkbox"/> NATO CONFIDENTIAL  <input type="checkbox"/> NATO SECRET  <input type="checkbox"/> COSMIC TOP SECRET       </td> <td> <input type="checkbox"/> PROTECTED A  <input type="checkbox"/> PROTECTED B  <input type="checkbox"/> PROTECTED C  <input type="checkbox"/> CONFIDENTIAL  <input type="checkbox"/> SECRET  <input type="checkbox"/> COSMIC TOP SECRET  <input type="checkbox"/> NATO UNCLASSIFIED  <input type="checkbox"/> NATO RESTRICTED  <input type="checkbox"/> NATO CONFIDENTIAL  <input type="checkbox"/> NATO SECRET  <input type="checkbox"/> COSMIC TOP SECRET       </td> <td> <input type="checkbox"/> PROTECTED A  <input type="checkbox"/> PROTECTED B  <input type="checkbox"/> PROTECTED C  <input type="checkbox"/> CONFIDENTIAL  <input type="checkbox"/> SECRET  <input type="checkbox"/> COSMIC TOP SECRET  <input type="checkbox"/> NATO UNCLASSIFIED  <input type="checkbox"/> NATO RESTRICTED  <input type="checkbox"/> NATO CONFIDENTIAL  <input type="checkbox"/> NATO SECRET  <input type="checkbox"/> COSMIC TOP SECRET       </td> </tr> </table>			<input type="checkbox"/> PROTECTED A <input type="checkbox"/> PROTECTED B <input type="checkbox"/> PROTECTED C <input type="checkbox"/> CONFIDENTIAL <input type="checkbox"/> SECRET <input type="checkbox"/> COSMIC TOP SECRET <input type="checkbox"/> NATO UNCLASSIFIED <input type="checkbox"/> NATO RESTRICTED <input type="checkbox"/> NATO CONFIDENTIAL <input type="checkbox"/> NATO SECRET <input type="checkbox"/> COSMIC TOP SECRET	<input type="checkbox"/> PROTECTED A <input type="checkbox"/> PROTECTED B <input type="checkbox"/> PROTECTED C <input type="checkbox"/> CONFIDENTIAL <input type="checkbox"/> SECRET <input type="checkbox"/> COSMIC TOP SECRET <input type="checkbox"/> NATO UNCLASSIFIED <input type="checkbox"/> NATO RESTRICTED <input type="checkbox"/> NATO CONFIDENTIAL <input type="checkbox"/> NATO SECRET <input type="checkbox"/> COSMIC TOP SECRET	<input type="checkbox"/> PROTECTED A <input type="checkbox"/> PROTECTED B <input type="checkbox"/> PROTECTED C <input type="checkbox"/> CONFIDENTIAL <input type="checkbox"/> SECRET <input type="checkbox"/> COSMIC TOP SECRET <input type="checkbox"/> NATO UNCLASSIFIED <input type="checkbox"/> NATO RESTRICTED <input type="checkbox"/> NATO CONFIDENTIAL <input type="checkbox"/> NATO SECRET <input type="checkbox"/> COSMIC TOP SECRET
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Contract Number / Numéro du contrat	E0226-191558	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?  
Dans l'affirmative, indiquer le niveau de sensibilité:  
If Yes, indicate the level of sensitivity:  
☒ No ☐ Yes

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  
Short Title(s) of material / Titre(s) abrégé(s) du matériel :  
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	<input type="checkbox"/> CONFIDENTIAL	<input type="checkbox"/> SECRET
<input type="checkbox"/> TOP SECRET - SIGHT	<input type="checkbox"/> NATO CONFIDENTIAL	<input type="checkbox"/> NATO SECRET
<input type="checkbox"/> TRÈS SECRET - SIGHT	<input type="checkbox"/> COSMIC TOP SECRET	<input type="checkbox"/> TRÈS SECRET
<input type="checkbox"/> ACCESS AUX EMPLOIEMENTS		

Special comments:  
Commentaires spéciaux :

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

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

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

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 ☐ Yes

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 ☐ Yes

**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 ☐ Yes

**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 ☐ Yes

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 ☐ Yes



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

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

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

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non ☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée.

12. b) Will the document attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non ☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).





Contract Number / Numéro du contrat  
E0226-191558

Security Classification / Classification de sécurité  
unclassification

**PART D - AUTHORIZATION / PARTIE D - AUTORISATION**

**13. Organization Project Authority / Chargé de projet de l'organisme**

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Poirier, Kevin	Technical Facility Manager	<i>Kevin Poirier</i>
Telephone no. - N° de téléphone (902) 432-6953	Facsimile - Télécopieur ( ) -	E-mail address - Adresse courriel kevin.poirier@pwgsc.gc.ca
		Date 2018-09-21

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

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Boutin, Pierrette	SO	<i>Pierrette Boutin</i>
Telephone no. - N° de téléphone (902) 496-5630	Facsimile - Télécopieur (902) 496-5077	E-mail address - Adresse courriel pierrette.boutin@tpsgc-pwgsc.gc.ca
		Date 2018-09-24

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?  
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

☐ No / Non ☐ Yes / Oui

**16. Procurement Officer / Agent d'approvisionnement**

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

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

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	Digitally signed by Lecompte, Denis Date: 2018.10.12 14:42:03 -04'00'
Denis Lecompte	Contract Security Officer	Lecompte, Denis	
Telephone no. - N° de téléphone (63) 952-7907	Facsimile - Télécopieur (63) 948-1712	E-mail address - Adresse courriel Denis.Lecompte@Pwsc.gc.ca	Date 2018-10-12

Security Classification / Classification de sécurité  
unclassification

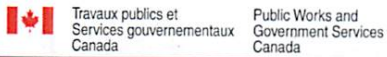


Solicitation No. - N° de l'invitation  
E0226-191558/A  
Client Ref. No. - N° de réf. du client

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

Buyer ID - Id de l'acheteur  
PWC010  
CCC No./N° CCC - FMS No./N° VME

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



Page 1 of 2

Description and Location of Work	Contract No.
	Project No.

Name of Insurer, Broker or Agent	Address (No., Street)	City	Province	Postal Code
Name of Insured (Contractor)	Address (No., Street)	City	Province	Postal Code
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		
Commercial General Liability				Per Occurrence	Annual General Aggregate	Completed Operations Aggregate
Umbrella/Excess Liability				\$	\$	\$
				\$	\$	\$
Builder's Risk / Installation Floater				\$		
Pollution Liability				\$ <input type="checkbox"/> Per Incident <input type="checkbox"/> Per Occurrence		Aggregate \$
Marine Liability				\$		
Aviation Liability				\$ <input type="checkbox"/> Per Incident <input type="checkbox"/> Per Occurrence		Aggregate \$
Insert other type of insurance as required				\$		

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.

Name of person authorized to sign on behalf of Insurer(s) (Officer, Agent, Broker)

Telephone number

Signature

Date D / M / Y

Solicitation No. - N° de l'invitation  
E0226-191558/A  
Client Ref. No. - N° de réf. du client

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

Buyer ID - Id de l'acheteur  
PWC010  
CCC No./N° CCC - FMS No./N° VME

## CERTIFICATE OF INSURANCE Page 2 of 2

### General

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.

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**ANNEX C - VOLUNTARY REPORT FOR APPRENTICES EMPLOYED DURING THE CONTRACT (Sample)**

*(This report is not required at Offer deposit)*

The Contractor should compile and maintain records on the number of apprentices and their trade that were hired to work on the contract.

The Contractor should provide this data in accordance with the format below. If no apprentices were hired during the contract period, the Contractor should still provide a "nil" report.

The data should be submitted six months after the Contract award or at the end of the Call-up, whichever comes first, to the Contracting Authority.

Number of apprentices hired	Trade



## ANNEX D - LISTING OF SUBCONTRACTORS

- 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		

Public Services  
And Procurement Canada  
Atlantic Region

Maintenance Services  
Standing Offer  
Electrical

Joseph A. Ghiz Building  
(Summerside Tax Centre)

**PUBLIC SERVICES AND  
PROCUREMENT CANADA**

**ASSET AND FACILITIES MANAGEMENT SERVICES**

**ELECTRICAL  
STANDING OFFER**

Public Services  
And Procurement Canada  
Atlantic Region

Maintenance Services  
Standing Offer  
Electrical

Joseph A. Ghiz Building  
(Summerside Tax Centre)

**Description:**

Standing Offer - Electrical

**Location:**

Joseph A. Ghiz Building  
275 Pope Rd.  
Summerside PEI  
C1N 5Z7

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**INDEX**

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<b>Section Title</b>	<b>No. of Pages</b>
1. Scope of Work	6
2. General Requirements	1 -10
3. Electrical Requirements	1
4. Conduits, Conduit Fastenings and Conduit Fittings	1 -2
5. Appendix "A" - Job Slip	1
6. Unit Price Table	1
7. Appendix "B" - Request for Isolation	2



Public Services  
And Procurement Canada  
Atlantic Region

Maintenance Services  
Standing Offer  
Electrical

Joseph A. Ghiz Building  
(Summerside Tax Centre)

### **Scope of Work**

#### **1. location**

.1 Work site for this Contract includes the following:

**Joseph A. Ghiz Building  
275 Pope Rd.  
Summerside PEI  
C1N 5Z7**

#### **2. General**

- .1 Scope of work under this Contract includes but shall not be limited to the provisions of all labour, material, tools and equipment necessary to perform maintenance service work, minor repairs, emergency repairs and other related work as requested by Public Services and Procurement Canada and provide the services listed in Items 3 and 4 of this section.

#### **3. Contact and Reporting**

- .1 The Contractor shall maintain and provide to the Departmental Representative, current telephone, FAX and pager numbers to ensure the provision of acceptable response to requests for service of all priorities from the local Departmental Representative and/or the National Service Call Centre (NSCC). This involves ensuring that cellular phones and pagers are of a type that can be contacted from the National Service Call Centre in Toronto. The Departmental Representative will provide the Contractor's response numbers to the NSCC. Service is to be provided on a twenty-four (24) hour, seven (7) days per week basis.
- .2 The Contractor shall maintain a staffed office at all times during normal working hours. The Contractor's office shall be equipped to receive and respond to requests for service during the hours that fall outside the designated normal working hours.
- .3 When a request for emergency service is originated from the Departmental Representative and/or the NSCC, the Contractor shall immediately proceed to the site, and repair or protect the system or equipment from further damage. When the system or equipment has been made safe, the Contractor shall provide within one (1) working day, a detailed quotation to the requesting authority for the complete repairs required to put the system or equipment into proper working order.

- .4 When responding to any priority level work that is requested by the NSCC, the Contractor shall advise the Departmental Representative at the earliest possible opportunity of the request, and shall inform both the Departmental Representative and the NSCC of the action taken to correct the problem
- .5 The Contractor shall contact the Departmental Representative, on the first working day following an “after normal working hours” emergency or urgent request for service to obtain a requisition number.
- .6 Where required, the Contractor shall register with the on-site Representative or his/her designated official upon entering and leaving the premises.
- 4. Priorities and Response Times**
- .1 The Contractor shall comply to the following Work Priorities and Response Times:
- .1 **Emergency Priority**  
A priority of “Emergency” is defined as a deficiency or breakdown that requires immediate attention to reduce the potential for damage and/or danger to the occupants, the general public, the environment and/or the facility. Work identified to be of an emergency priority shall be responded to and reported on, without delay to the appropriate authority.
- Emergency Response Times**  
Urban **Immediate**  
Rural **ASAP (travel-time considered)**
- .2 **Urgent Priority**  
A priority of “Urgent” is defined as a deficiency or breakdown that requires same day attention to reduce the potential for damage and/or danger to the occupants, the general public, the environment and/or the facility.
- Urgent Response Times**  
Urban **Within 4 hours**  
Rural **Within 12 hours**
- .3 **Routine Priority**  
A priority of “Routine” is defined as essential maintenance requirements which shall be rectified at the earliest possible opportunity, within the standard response times noted. A routine priority is considered to be a deficiency or breakdown that will not impair current operations or pose any potential for damage and/or danger to the occupants, the

general public, the environment and/or the facility.

**Routine Response Times**

Urban **Within 24 hours**

Rural **Within 48 hours**

**.4 Low Priority**

A priority of "Low" is defined as routine maintenance requirements with less importance, which shall be rectified within the standard response times noted.

A low priority is considered to be a deficiency or breakdown that will not impair current operations or pose any potential for damage and/or danger to the occupants, the general public, the environment and/or the facility.

**Low Response Times**

Urban **Within 48 hours**

Rural **Within 96 hours**

**5. Contractor Responsibilities**

- .1 The Contractor must have a staffed office at all times during normal business hours and a demonstrated ability to receive and respond to calls for service during other than normal business hours. This involves ensuring that cellular phones and pagers are of a type that can be contacted from the National Service Call Centre in Toronto.
- .2 On award of Contract, the Contractor must provide names of personnel performing work on this contract complete with proof of their qualifications.
- .3 The Contractor must report to the site with a service vehicle which is stocked with replacement parts to carry out repairs on electrical equipment in use in these facilities.

**6. Site Visits**

- .1 The Departmental Representative may, without prior notification, visit the site.

**7. Log Books**

- .1 The Contractor shall complete all applicable log books outlining all work performed. Payment shall not be made if log book is incomplete.

**8. Invoicing**

- .1 The Contractor shall submit Job Slip(s) signed by the Departmental Representative with an invoice. No invoice will be considered for payment unless accompanied by signed Job Slip(s), as detailed in Appendix "A".



.2 Invoice must show:

- .1 Contract number
  - .2 Work location
  - .3 Date
  - .4 Job Slip number
  - .5 Hours broken down as per Unit Price Table
  - .6 Shop materials cost
  - .7 replacement parts net cost and % mark-up
  - .8 Copies of all third party receipts
- .3 In the event of a dispute, the Contractor is to make any and all records available to the Department to substantiate time and/or materials spent on any one job.
- .4 The Contractor must submit a completed "Request For Isolation" form, when applicable, before any invoice can be processed. See Index.
- .5 All invoices for the fiscal year must be submitted for payment before 31 March of each year.

**9. Service  
Definitions**

- .1 The following definitions apply to the work to be directed by the Departmental Representative.
- .1 Add  
Make an addition to.
  - .2 Adjust  
Bring components to a more effective relative position.
  - .3 Assemble  
To take apart and put together again.
  - .4 Balance Load  
To balance the three (3) phase and single phase circuits which enter (or leave) the main switchboards, transformers and distribution panelboards, by calculating new and existing loads accordingly.
  - .5 Breakdown Maintenance  
To perform repairs to damaged equipment due to failures.

- .6      Clean  
Scrape, brush, flush and vacuum as required to remove dust, dirt and foreign matter.
- .7      Check/Inspect  
View closely for dirt, foreign substance, lack of lubricant, wear, damage, tightness, tension, alignment, leaks, cracks, spalling, deformation, overloading and settings. Make a critical appraisal of equipment, component and parts' ability to fulfil their function to a high degree of efficiency.
- .8      Energy Source  
Any electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other source of energy of potential harm to workers.
- .9      Instruct  
Inform Departmental Representative of any new operating procedures. Demonstrate and explain purpose, benefit and method of implementing new procedures.
- .10     Isolate  
To physically prevent the transmission or release of an energy source to machinery or equipment.
- .11     Lubricate  
Apply oil or grease to joints between moving parts and joints between fixed and moving parts.
- .12     Measure  
To determine capacity or amount in standard units using an appropriate instrument. Measure condenser and evaporator pressure drop with differential pressure meter or "U" tube manometer. Measure motor overload with instrument approved by overload manufacturer.
- .13     Normal Working Hours  
Monday to Friday, between the hours of 0800 hrs and 1700 hrs inclusive, weekends and statutory holidays excluded.
- .14     Paint  
Clean, prepare and paint surfaces to paint manufacturer's recommendations with paint and primer recommended by paint manufacturer for applicable surface and use.

- .15 Predictive Maintenance  
To perform required repairs that have been declared in advance, on the basis of observation, experience and/or scientific reasons.
- .16 Preventative Maintenance  
To inspect, test and re-condition a system, in order to prevent failures, at regularly scheduled intervals in accordance with specific instructions.
- .17 Prove  
Operate and determine if operation produces intended response.
- .18 Remove  
Take off or away from.
- .19 Repack  
Fill with packing again.
- .20 Repair  
Restore to a sound state.
- .21 Replace  
Restore by removing old components and replacing with new components.
- .22 Report  
To Departmental Representative on-site and include in work report, results of inspection and proving, note problems encountered, services required, services performed and readings taken.
- .23 Shut Down  
Take out of service.
- .24 Start Up  
Return to service.
- .25 Tighten  
Securely fix in place.
- .26 Torque  
A predetermined amount of force (work measured in newton metres) determined by a manufacturer and executed with the use of a torque wrench to turn a nut on a bolt, relating to specific equipment or



system.

.27 Treat  
Act upon with agent.

**10. Departmental  
Representative(s)  
Authorized  
Personnel**

.1 The Contractor will be notified of, on award of the Contract,  
the name and phone number of the PSPC Departmental  
Representative.

**General Requirements**

**1. Codes and  
Legislated  
Requirements**

.1 The following codes and standards in  
effect at the time of award are subject to change /  
revision. The latest editions of each shall be  
enforced during the term of the contract.

.1 National Building Code of  
Canada.

.2 National Fire Code.

.3 Part II of the Canada  
Labour Code.

.4 Canada Occupational  
Safety and Health Section of Part  
II of the Canada Labour Code.

.5 Canadian Environmental  
Protection Act.

.6 Fire Commission of  
Canada #301 Standard for  
Building Construction Operations.

.7 Canadian Construction  
and Canada Labour Safety  
Codes; Provincial Government,  
Workers' Compensation Board;  
and Municipal Statutes and  
Authorities.

.8 Canadian Electrical Code,  
Part I, CSA C22.1.

.9 CAN/CSA - C282-00,

Emergency Electrical Power  
Supply for Buildings

.10 Public Services and  
Procurement Canada "Electrical  
Safety Requirements". (Includes  
Lockout Procedures). \*

\* Please Note: The  
Electrical Safety Requirements  
(the Procedures) are only a tool  
which the Contractor may use to  
assist him or her in interpreting the  
Codes and Standards set out in  
the Maintenance Services  
Standing Offer-Electrical, General  
Requirements, Codes and  
Legislative Requirements, Items  
1.1.1, 1.1.2, 1.1.3, 1.1.4 and 1.1.5  
(the cited Codes and Standards).  
Public Services and Procurement  
Canada does not warrant the  
adequacy of these Procedures  
and advise that the Procedures do  
not replace the cited Codes and  
Standards.

The Contractor is  
responsible to be familiar with the  
cited Codes and Standards and to  
ensure that all work undertaken on  
behalf of Public Services and  
Procurement Canada is  
completed in a safe manner and,  
at a minimum, in compliance with  
the cited Codes and Standards.  
In the event there is a conflict  
between these Procedures and  
the cited Codes and Standards,  
the cited Codes and Standards  
are to prevail.1010

.11 Materials and  
workmanship must conform to or  
exceed applicable standards of  
Canadian Government  
Specifications Board (CGSB),  
Canadian Standards Association  
(CSA), and American Society for

Testing Materials (ASTM) and referenced organizations.

.12 The Contractor can obtain addresses for codes and standards from Departmental Representative upon request.

.13 In the event of a conflict between any of the above codes or standards the most stringent shall apply.

.14 These standards shall be considered an integral part of the specifications and shall be read in conjunction with the drawings and specifications. The Contractor shall be fully familiar with their contents and requirements as related to the work and materials specified.

## **2. Permits and Fees**

- .1 Submit necessary number of drawings and specifications to Electrical Inspection Department Supply Authority and any other required authority for examination and approval prior to commencement of work.
- .2 Obtain and pay for permit from Inspection Authority before commitment of work.
- .3 Obtain and pay for Inspection Certificate for any electrical work or electrical repair.
- .4 Furnish these certificates and permits when requested by the Department Representative.
- .5 Permits and certificates are not required for repair or/maintenance of existing 15 ampere, 120 volt circuits or replacement of single-pole switches, duplex receptacles or existing light fixtures..

## **3. Taxes**

- .1 Pay applicable Federal, Provincial and Municipal taxes.



- 4. Environmental** .1 All work is to be performed in accordance with the Federal Environmental Protection Act and the Provincial Environmental Acts and Regulations.
- 5. Examination** .1 Examine the existing conditions and determine those conditions affecting the work.
- 6. Existing Services**
- .1 Protect and maintain existing active services.
  - .2 Connect to existing services with minimum disturbance to occupants and building operation.
  - .3 Use existing services at no cost.
  - .4 Use designated sanitary facilities.
  - .5 Any shutdown to execute service or repair must first be approved by Departmental Representative or his designate. Normal working hours shall be construed as 0800 hours to 1700 hours, Monday through Friday, inclusive excluding holidays.
  - .6 Ensure that capacity of services is adequate prior to imposing additional loads. Connecting to and disconnecting is Contractor's expense and responsibility.
  - .7 Inform the Departmental Representative immediately of any code violations or required repairs which could pose a hazard to employees or building occupants.
  - .8 When connecting to or disconnecting from an existing electrical system, ensure of a balanced load upon completion of work.

- |   |    |  |
|---|----|--|
| <b>7. Cleaning</b>                      | .1 | Maintain work area free of accumulated waste and rubbish.  |
|   | .2 | Remove and dispose of debris, used and obsolete material on a daily basis or as directed by the Departmental Representative.   |
|   | 3  | Remove grease, dust, dirt, stains, fingerprints and other foreign materials from sight-exposed interior and exterior finished surfaces affected by Contract work.  |
|   | .4 | All materials, components, used equipment, etc., replaced or removed from a facility remains the property of the Crown until such time as permission is given by the Departmental Representative to dispose of such.1313                     |
| <b>8. Cutting, Fitting and Patching</b> | .1 | Cut, fit and patch where required for work under this contract. Make good all disturbed surfaces to original condition.  |
|   | .2 | All firewall penetrations shall be properly sealed using approved fire rated patching material.  |
| <b>9. Co-ordination and Protection</b>  | .1 | Execute work with minimum disturbance to occupants, public and normal use of building. Make arrangements with Department to facilitate execution of work. Maintain access and exits as work area could be occupied during execution of work. |
|   | .2 | Movement of office furniture is the Contractor's responsibility.   |
|   | .3 | Furniture including desks, file cabinets, shelving units, chairs, and cabinets which are moved because of the work requirements will be moved back at the end of each work day.  |
|   | .4 | Protect existing work from damage.   |

- .5 Where necessary, cover all building contents, materials and fittings in work areas prior to commencing work, remove covers on completion of work.
- .6 Obtain Departmental Representative's approval before cutting, boring or sleeving load bearing members.
- .7 All possible safety precautions are to be taken to ensure the protection of employees or occupants during the course of the work.
- .8 Asbestos assessment drawings, where available, are to be referenced before any interior finished surfaces are disturbed.
- .9 Obtain Departmental Representative's approval before isolating any security, monitoring or audible alerting devices.
- .10 In the event the Fire Alarm System is deemed inoperable due to ongoing work by the Contractor, a trained sentry/rounds man will carry out the functions of fire watch.

## **10. Product Approvals**

- .1 The Contractor shall ensure that all controlled products used in the performance of the work are classified and labelled according to the Workplace Hazardous Materials Information System (WHMIS).
- .2 The Contractor shall submit for approval the Material Safety Data Sheets (MSDS) for all controlled products that will be used in the performance of this work.
- .3 No controlled products are to be brought on-site without prior approved Material Safety Data Sheets (MSDS).
- .4 Material Safety Data Sheets (MSDS) to remain on-site at all times.

## **11. Materials and**

- .1 Equipment and materials to be new, CSA



## **Equipment**

- certified and manufactured to standard quoted.
- .2 Use products of one manufacturer or same type as existing, including classification, unless otherwise specified.
  - .3 Unless otherwise specified, comply with manufacturer's latest printed instructions for materials and installation methods.
  - .4 Deliver, store and maintain materials with manufacturer's seals and labels intact.
  - .5 Store materials in accordance with manufacturer's and supplier's instructions.
  - .6 Do not store materials on-site without Departmental Representative's approval.
  - .7 Public Services and Procurement Canada accepts no responsibility for materials or equipment stored on-site.
  - .8 When an equipment inventory numbering system exists, identify to the appropriate Departmental contact all pertinent data relative to the new piece of equipment upon installation.
  - .9 The Contractor to supply shop drawings and manufacturer's instructions and specifications on all new installation for inclusion in the building inventory file.
  - .10 Where the Contractor supplies equipment purchased from a supplier or manufacturer, the Contractor shall obtain from the manufacturer or supplier, a warranty for the manufacturer's normal warranty period and such warranty shall be made out to Her Majesty the Queen in right of Canada.

## **12. Personnel**

- .1 The Contractor will provide only journeymen personnel with a valid Provincial Department of Labour Licence for applicable trades required for this

Contract. PSPC may at any time during this Contract request to inspect a work person's certification.

- .2 The Contractor will provide the Departmental Representative with a list of all qualified trades people working on or in Federal facilities, complete with copies of their journey person license(s). Copies of WHMIS, First Aid, CPR and any other required safety or work related training certificates are to be forwarded to the Departmental Representative. The Contractor is to ensure this list is updated immediately upon change in personnel, and personnel qualifications are to be kept current.
- .3 The Contractor and his/her personnel must adhere to the Federal Government "NO SMOKING" policy while in Federal facilities.
- .4 All Contractor's employees working with controlled products on Federal property and/or in Federal facilities will require WHMIS certification.
- .5 The PSPC Departmental Representative shall coordinate arrangements for the Contractor to be briefed on site safety within 14 days of award of contract.

**13. Work Done by  
Other Means**

- .1 This Contract does not create an exclusive right of the Contractor to perform all electrical work which might be required. The Department reserves the right to have any work done by other means.

**14. Workmanship**

- .1 All equipment panels and control covers must be replaced and properly fitted utilizing all fastening screws and/or bolts according to equipment design. All workmanship is subject to inspection and approval.

- .2 All work shall be performed by skilled tradespeople and supervised by a competent supervisor at all times.
- .3 Replace all work unsatisfactory to the Departmental Representative without extra cost.

## **15. Site Security**

- .1 Site security is the responsibility of the Contractor who shall erect temporary site enclosures, barricades and fencing to prevent unauthorized entry, pilferage and vandalism.
- .2 Any work that may disrupt the operations of the occupying clients will be carried out after normal building operational hours. For all work carried out after normal building operational hours, the Departmental Representative will determine acceptable building security.
- .3 After normal business hours, security at some or all Facilities may require the presence of an officer from the Canadian Corps of Commissioners.

## **16. Security Clearance**

- .1 The security clearance level for this Contract is reliable. Application for security clearance will be done by contractor.
- .2 The Contractor shall submit his/her name and the names of all employees, including new employees engaged during the Contract who will be working under this Contract to the Departmental Representative immediately following notification of Contract award.
- .3 The Contractor and his/her employees will be required to provide personal information, such as address and date of birth; and complete Government forms in order to receive the required clearance level.



- .4 Only those employees who receive the required clearance level will be allowed on-site.
- 17. Meetings** .1 Attend meetings at site when notified by Public Services and Procurement Canada.
- 18. Drawings and Maintenance Manuals**
- .1 Where available, Maintenance Manuals and drawings for new work are to be accessible for viewing by the Departmental Representative when required. Maintenance Manuals and drawings for existing work are available for viewing from the Departmental Representative, when required.
- .2 Additions, relocation or removal of electrical equipment are to be recorded, dated and initialled by the Contractor or the Departmental Representative on the "as-built" prints where applicable.
- .3 "As-built" drawings are to be revised accordingly to indicate any deviations to the originals.
- .4 The Contractor shall ensure that all new electrical work is recorded in the log "Record of Electrical Work".
- 19. Fastening Devices Explosive Actuated** .1 Power activated devices using explosives shall not be used.
- 20. Fall Arrest** .1 All work carried out above the mandatory height restrictions, as stated in Canada Labour Code Part II, Section 12.10 (1) from an unsafe/unguarded structure and/or from ladders, staging and/or scaffolding will be done in compliance with the Canadian Occupational Safety and Health Regulations, Part XII, Section 12.10

- .2 The components of a fall arrest system shall meet the standard as outlined in the Canadian Occupational Safety and Health Regulations, Part XII, Section 12.10 (2).
- .3 The Contractor is to ensure fall arrest equipment is maintained, inspected and tested by a qualified person as required by Canadian Occupational Safety and Health Regulations, Part XII, Section 12.3.

## **21. Confined Spaces**

- .1 All work in confined spaces will be carried out in compliance with the Canada Occupational, Safety and Health Regulations Part XI.
- .2 The Contractor to provide and maintain all equipment as required by any person to enter and/or perform work in a safe manner, in compliance with the Canada Occupational, Safety and Health Regulations, Part XI.
- .3 The Contractor to provide and maintain training, as required by the Canada Occupational, Safety and Health Regulations Part XI.
- .1 The Contractor and/or his employees shall provide proof of training and qualifications when requested by the Departmental Representative.
- .4 The Contractor to provide the Departmental Representative with a copy of an "Entry Permit" for each and every entry into the confined space to ensure compliance with the Canada Occupational, Safety and Health Regulations, Part XI.
- .5 The Contractor to have a hazard assessment of the confined space performed.
- .1 The Contractor to provide the Departmental Representative with a copy of the hazard assessment.

## **22. Safety**

- .1 The Contractor shall provide a copy of their company's Occupational Health and Safety Policy and Program. It shall meet the most stringent of the Federal and Provincial Occupational Health and Safety Acts.
- .2 The Contractor shall perform site hazard assessments to establish site specific safe work practice procedures for the safety and wellbeing of his / her employees. Copies shall be made available to Public Services and Procurement Canada upon request.
- .3 All copies of the formal Hazard Assessments conducted by the Contractor throughout the duration of the work shall be retained and made available to the Departmental Representative immediately upon request.
- .4 It is the Contractor's responsibility to be familiar with all applicable Safety Acts, Regulations, Codes and contract requirements. These must be identified and addressed in the Safety Plan, by identifying Standard Operating Procedures (SOP) and safe work practices (SWP) which incorporate clear and specific control measures, applicable rules, procedures and practices, all of which shall become mandatory.
- .5 Post the Safety Plan at a common location on the site visible to all workers and persons accessing the site. Ensure that all employees, including sub-contractors' personnel, are advised of such Safety Plan and of the posted location.
- .6 The Contractor shall ensure all workers and authorized persons entering the work site are notified of and abide by the posted Safety Plan, safety rules, procedures, safe work practices and applicable Safety Acts, Regulations, and codes. Any person not complying with these shall not be permitted on the site.
- .7 Shall ensure that all applicable personal protective equipment (PPE) is used.

**.23 Bidders/Tenderers**

.1 Bidders/Tenderers, within fourteen calendar days after closing and prior to award, the lowest responsive bidder will be required to provide the following;

.1 Documentation indicating that the bidder/tenderer meets the Occupational Health and Safety Act and Regulations of Prince Edward Island. This shall include a copy of Company's Safety Manual, which includes Company Safety Policy & Assignment of Responsibilities, Hazard Assessment, Safe Work Practices/Job Procedures, Rules, Personal Protective Equipment, Maintenance Program, Training and Safety Meetings, Inspections, Investigations, Environmental, Emergency Preparedness, Records and Statistics, & Harassment.

.2 Certification letter of good standing from Workers Compensation Board

.3 Signed statement from Owner of company that they will maintain Worker's Compensation Board coverage for the duration of the Contract, including sub-contractors.

.4 The Contractor will provide certified technicians.

**Electrical Requirements**

**.1 Journeyman Electrician**

.1 The journeyman electrician shall:

.1 Carry out and assist in various types of building electrical maintenance as requested by Public Services and Procurement Canada. Maintenance types defined in Section 1, Paragraph 8, Service Definitions.

.2 Relocate, install or repair



electrical equipment; such as, but not limited to, lighting fixtures, receptacles, relays, pac poles, wiring runs, panels, breakers, portable equipment, or any other electrical requirements requested by Public Services and Procurement Canada; such as, testing, calibrating, programming or electrical measurements.

.3 Inform the Departmental Representative of any "phase unbalance" (voltage or current) produced by new or additional equipment in a new or existing system. Carry out adjustments and record results.

.4 Produce all certificates and permits upon request of the Departmental Representative.

.5 Instruct the Departmental Representative on-site of any new operating procedures when installing or modifying new or existing equipment.

.6 Shall immediately inform the Departmental Representative of any unsafe situations or conditions related to the work site.

### **Conduits, Conduit Fastenings and Conduit Fittings**

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

### **PART 2 - PRODUCTS**

**2.1 Conduit** .1 Flexible metal conduit: to CSA C22.2 No. 56-1977.

- .2 Electrical metallic tubing: to CSA C22.2  
No. 83-1985.

## 2.2 Conduit Fittings

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

## PART 3 - EXECUTION

### 3.1 Installation Guidelines

- .1 Minimum size conductors for branch  
circuit wiring shall be #12 RW 90, X-link.
- .2 E.M.T. and RW 90 conductors to be  
installed for branch circuit wiring. **No BX  
cable allowed.**
- .3 All E.M.T. and flexible conduit to have  
#14 insulated green ground wire  
minimum.
- .4 All E.M.T. to have steel set screw  
couplings and connectors. (no cast).
- .5 Flexible conduit and #12 RW 90  
conductors to be installed as fixture drops  
from junction boxes. **No BX cable  
allowed.** Over 1.5 metres, use 1/2" flex.
- .6 All new circuits to be colour-coded and  
numbered at breakers, junction boxes  
and wiring devices. Include **panel  
number and circuit number** on each  
conductor.
- .7 No splices allowed inside panelboards  
(distribution, power and lighting).
- .8 Panel Directories are to be brought up to  
date with each new circuit change or  
installation.
- .9 Receptacles to be nylon faced,  
specification grade:  
Type: Hubbell 5252. Other  
manufacturer's #5262.
- .10 Switches to be nylon faced, specification  
grade:

Type: Hubbell 1201 - 15 ampere or equal  
Hubbell 1221 - 20 ampere or  
equal

- .11 Any replacement or new installation of  
fluorescent fixtures is to contain energy  
saving ballasts and lamps:

Type: Surface-mounted - CFI = Director-  
2 series with Halophane lens or  
equal.

Recessed - CFI - Prismalyte lens or equal.

Electronic Ballast Type - Advance Rapid Start or  
EBT Instant Start, or equal.

Lamp Type - 32 Watt, 3500 K, T-8, G.E. or equal.

### **3.2 Installation**

- .1 Note: BX and PVC not acceptable.
- .2 Flexible metal conduit runs shall not  
exceed 1.5 meters.
- .3 Install separate ground wire in E.M.T.
- .4 Lugs, terminals, screws used for  
termination of wiring to be suitable for  
copper conductors.
- .5 Minimum acceptable size wire to be used  
is #12 AWG copper conductors.

Public Services  
And Procurement Canada  
Atlantic Region

Maintenance Services  
Standing Offer  
Electrical

Joseph A. Ghiz Building  
(Summerside Tax Centre)



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**JOB SLIP  
ELECTRICAL**

**Job Slip #:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Description & location of Work:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**WORK TIME**

Start Time:
Completion Time:
No. of Persons:
Electrical Inspections Fees:
Total Hours Worked:
Material Cost (including replacement parts):
Grand Total:

Signed at end of each day By:  
**Departmental Representative**  
(or his/her Designate)

Signature: \_\_\_\_\_

**NOTE: Use separate job slip for each day.**

## UNIT PRICE TABLE ELECTRICAL

Contractor agrees that the following are the unit prices referred to herein:

Class of Labour, Plant or Material	Unit of Measure	Estimated Quantity *	Price Per Unit	Total
<b>1. First Hour</b> Service Calls, including travel time and all related expenses and one person hour productive labour at the job site. a) During Regular Hours: 0800-1700 Hours Monday through Friday Licensed Tradesperson: b) Outside Regular Hours: Monday through Sunday including all day Saturday, Sunday and holidays Licensed Tradesperson:	Per Call	300 Hours		
	Per Call	110 Hours		
<b>2. Subsequent Hours</b> Labour only, in addition to (1) above. a) During Regular Hours: 0800-1700 Hours Monday through Friday Licensed Tradesperson: b) Outside Regular Hours: Monday through Sunday including all day Saturday, Sunday and holidays Licensed Tradesperson:	Person Hour	3200 Hours		
	Person Hour	750 Hours		
<b>3.</b> Allowance for material, replacement parts, required permits, certificates, assessments, special equipment, and security at net cost, plus a markup of ____% applied to the net cost.	Allowance	\$50,000.00		

**TOTAL AMOUNT OF TENDER: \$**

NOTE: The Estimated Quantity entered in column three for each item is an estimate only for service as and when required and does not infer that all the quantities for that item will be utilized or that the quantities may not be exceeded.

# Request For ISOLATION

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

<b>A. Building Name and Address - Nom et adresse de l'immeuble</b>		<b>Isolation/Re-Energization Request No.</b> N° de la demande de coupure à la source et ré-alimentation	
Specific Location of Installation or Equipment to be Isolated/Re-Energization (indicate floor, wing, room no., cabinet no., etc.) Endroit précis de l'installation ou de l'appareillage devant être coupé à la source et ré-alimenté. (indiquer l'étage, l'aile, le n° de la pièce, le n° du panneau, etc.)		Date and Time of Request - Date et heure de la demande Date Y-A M D-J Hour Heure HH:MM	
Description of Installation or Equipment to be Isolated/Re-Energization Description de l'installation ou de l'appareillage devant être coupé à la source et ré-alimenté.		Isolation to Start On Coupure à la source devant débuter le Date Y-A M D-J Hour Heure HH:MM	
		Isolation to End On Coupure à la source se termine le Date Y-A M D-J Hour Heure HH:MM	
Procedures for Isolation/Re-Energization - Procédures de coupure à la source et de ré-alimentation (NOTE: When procedures involve more than one operation a Procedures for Isolation and Re-Energizing form must be completed and attached.) (NOTA : Lorsqu'un procédé comporte plus d'une opération, vous devez remplir les formulaires « Procédures de coupure à la source » (PWGSC-TPSGC 12) et « Procédures de ré-alimentation » (PWGSC-TPSGC 12-1) et les annexer au présent formulaire.)			
Voltage Tension <input type="text"/> When high voltage equipment is to be isolated a Procedures for Isolation/Re-Energizing form must be completed and attached. Pour la coupure à la source d'appareillages haute tension, les formulaires « Procédures de coupure à la source » (PWGSC-TPSGC 12) et « Procédures de ré-alimentation » (PWGSC-TPSGC 12-1) doivent être remplis et joints.			
Update of Line Drawings Required Upon Completion Nécessité de mettre à jour les schémas électriques une fois les travaux terminés <input type="checkbox"/> Yes Oui <input type="checkbox"/> No Non			
Requested by - Demandé par Name of Person in Charge - Nom de la personne responsable		Signature	Date Y-A M D-J Hour - Heure HH:MM
<b>B. Request Approved - Demande autorisée</b>			
Name of Guarantor - Nom du garant		Signature	Date Y-A M D-J Hour - Heure HH:MM
<b>C. Isolation Confirmed - TO BE COMPLETED PRIOR TO COMMENCEMENT OF WORK</b> <b>Coupure à la source confirmée - À REMPLIR AVANT DE COMMENCER LES TRAVAUX</b>			
Isolation has been tested for potential and its determined safe for workers to perform the work. Le procédé de coupure à la source a été vérifié pour potentiel et les travaux peuvent être exécutés en sécurité.			
Name of Person in Charge - Nom de la personne responsable		Signature	Date Y-A M D-J Hour - Heure HH:MM
<b>D. Completion of Requested Isolation Time and Completion of Work Confirmed</b> <b>ACHÈVEMENT DE LA PÉRIODE DEMANDÉE POUR LA COUPURE À LA SOURCE ET CONFIRMATION DE L'EXÉCUTION DES TRAVAUX</b>			
Line Drawings Updated as Required Les schémas électriques ont été mis à jour tel que demandé <input type="checkbox"/> Yes Oui <input type="checkbox"/> No Non			
Name of Person in Charge - Nom de la personne responsable		Signature	Date Y-A M D-J Hour - Heure HH:MM
<b>E. Approval of Completion of Work and Confirmation that Equipment or Installation has been Re-energized</b> <b>Approbation d'achèvement des travaux et confirmation de la remise sous tension de l'appareil ou de l'installation</b>			
Name of Manager in Charge of Worksites or Supervisor Nom du gestionnaire responsable du lieu de travail ou du superviseur		Signature	Date Y-A M D-J Hour - Heure HH:MM

PWGSC-TPSGC 13 (03/2011)

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

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

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