

RETURN BIDS TO:

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

1713 Bedford Row

Halifax, N.S./Halifax, (N.É.)

Halifax

Nova Scotia

B3J 1T3

Bid Fax: (902) 496-5016

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

Atlantic Region Acquisitions/Région de l'Atlantique
Acquisitions

1713 Bedford Row

Halifax, N.S./Halifax, (N.É.)

Halifax

Nova Scot

B3J 1T3

Title - Sujet SO - Welding		
Solicitation No. - N° de l'invitation W6899-190002/A		Date 2018-12-06
Client Reference No. - N° de référence du client W6899-19-0002		GETS Ref. No. - N° de réf. de SEAG PW-\$HAL-405-10587
File No. - N° de dossier HAL-8-81181 (405)	CCC No./N° CCC - FMS No./N° VME	
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-01-17		Time Zone Fuseau horaire Atlantic Standard Time AST
Delivery Required - Livraison exigée See Herein		
Address Enquiries to: - Adresser toutes questions à: Kendell, Byron		Buyer Id - Id de l'acheteur hal405
Telephone No. - N° de téléphone (902)497-5345 ()		FAX No. - N° de FAX (902)496-5016
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE RPOU GREENWOOD CFB GREENWOOD/14 WING AD ASTRA WAY GREENWOOD NOVA SCOTIA B0P1N0 Canada		
Security - Sécurité This request for a Standing Offer includes provisions for security. Cette Demande d'offre à commandes comprend des dispositions en matière de sécurité.		

Instructions: See Herein

Instructions: Voir aux présentes

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

**THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT / CE DOCUMENT CONTIENT DES
EXIGENCES RELATIVES À LA SÉCURITÉ**

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer. |

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist (SRCL), the Electronic Payment Instruments, the Standing Offer Reporting Form, Insurance Requirements and the Information for Code of Conduct Certification form.

1.2 Summary

Public Works and Government Services Canada on behalf of Department of National Defence has a requirement for a Regional Individual Standing Offer (RISO) to provide all labour, material, tools, equipment and supervision necessary to provide mobile welding services on an as and when requested basis at 14 Wing Greenwood, NS and satellite sites at Camp Aldershot, Kentville NS, Granville Range, Granville NS, and Middleton Armouries, NS.

All work is to be performed in accordance with Annex A - Statement of Work Job No. L-G111-9900/1092 dated 2018-11-01.

The period for call-ups and rendering services against this standing offer is **01 March 2019 to 29 February, 2020** with the option to extend for two (2) additional one-year (1) periods.

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-European

Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA).

This RFSO allows offerors to use the ePost Connect service provided by Canada Post Corporation to transmit their offers electronically. Offerors must refer to Part 2 of the RFSO entitled Offeror Instructions and Part 3 of the RFSO entitled Offer Preparation Instructions, for further information on using this method.

1.3 Security Requirements

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

1.4 Debriefings

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

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The [2006](#) (2018-05-22) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

2.2 Submission of Offers

Offers must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated in the RFSO.

- Email address to establish ePost Connect Service:
 - TPSGC.RAReceptionSoumissionsNE-ARBidReceivingNS.PWGSC@tpsgc-pwgsc.gc.ca
- **NOTE: Bids/Offer will be not be accepted if emailed directly to this email address. This email is to initiate an ePost Connect conversation, as detailed in the Standard Instructions.**

2.3 Former Public Servant (to be completed by Bidder)

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

Definitions

For the purposes of this clause,

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Offeror must provide the following information:

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

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

2.4 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than **five (5)** calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

2.5 Applicable Laws

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

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the offerors.

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

- If the Offeror chooses to submit its offer electronically, Canada requests that the Offeror submits its offer in accordance with section 08 of the 2006 standard instructions. Offerors are required to provide

their offer in a single transmission. The epost Connect service has the capacity to receive multiple documents, up to 1GB per individual attachment. The offer must be gathered per section and separated as follows:

Section I: Technical Offer

Section II: Financial Offer

Section III: Certifications

- If the Offeror chooses to submit its offer in hard copies, Canada requests that the Offeror provides its offer in separately bound sections as follows:

Section I: Technical Offer (1 hard copy)

Section II: Financial Offer (1 hard copy)

Section III: Certifications (1 hard copy)

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

- If the Offeror is simultaneously providing copies of its offer using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through epost Connect service, the wording of the electronic copy provided through epost Connect service will have priority over the wording of the other copies.

Prices must appear in the financial offer only. No prices must be indicated in any other section of the offer.

Canada requests that offerors follow the format instructions described below in the preparation of hard copy of their offer:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the RFSO.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, Offerors should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Offer

In their technical offer, offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Offer

Offerors must submit their financial offer in accordance with Annex A, Basis of Payment.

3.1.1 Electronic Payment of Invoices - Offer

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

If Annex G Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

3.1.2 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation

Section III: Certifications

Offerors must submit the certifications and additional information required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

A minimum of two (2) Journeymen Welders are required for this Standing Offer. The Contractor will provide only Journeymen personnel with a valid Red Seal High Pressure Welding Certificate of Qualification issued by the province of Nova Scotia (or equivalent authority).

Bidders must provide copies of the Qualification Certificates for each Journeyman Welder that will be employed in this Standing Offer. Bidders will also provide two (2) references per Journeyman Welder for similar work in size and nature completed within the last five (5) years.

4.1.2 Financial Evaluation

SACC Manual Clause M0220T (2016-01-28), Evaluation of Price

4.2 Basis of Selection

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Offer

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

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

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

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

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

5.2.3 Additional Certifications Precedent to Issuance of a Standing Offer

5.2.3.1 Status and Availability of Resources

The Offeror certifies that, should it be issued a standing offer as a result of the Request for Standing Offer, every individual proposed in its offer will be available to perform the Work resulting from a call-up against the Standing Offer as required by Canada's representatives and at the time specified in a call-up or agreed to with Canada's representatives. If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Offeror has proposed any individual who is not an employee of the Offeror, the Offeror certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Offeror must, upon request from the Standing Offer Authority, provide a written confirmation, signed by the individual, of the permission given to the Offeror and of his/her availability. Failure to comply with the request may result in the offer being declared non-responsive.

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

6.1 Security Requirements

1. At the Request for Standing Offers closing date, the following conditions must be met:
 - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
 - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicate in Part 7A - Standing Offer;
 - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

2. For additional information on security requirements, offerors should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

6.2 Insurance Requirements

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a standing offer as a result of the request for standing offer, can be insured in accordance with the Insurance Requirements specified in Annex E.

If the information is not provided in the offer, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

- 7.1.1 The Offeror offers to perform the Work in accordance with the Statement of Work at Annex A.

7.2 Security Requirements

- 7.2.1 The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Standing Offer.

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE # W6899-190002

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 C;
 - b) *Industrial Security Manual* (Latest Edition).

7.3 Standard Clauses and Conditions

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

7.3.1 General Conditions

[2005](#) (2017-06-21), General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

7.3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods and services to Canada under contracts resulting from the Standing Offer. This data must include all purchases done by Canada, including those acquired and paid for by Canada acquisition cards.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex D entitled "Reporting Requirements". If some data is not available, the reason must be indicated in the report. If no goods or services is provided during a given period, the Offeror must provide a "nil" report.

The data must be submitted on a quarterly basis to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

first quarter: April 1 to June 30
second quarter: July 1 to September 30
third quarter: October 1 to December 31
fourth quarter: January 1 to March 31

The data must be submitted to the Standing Offer Authority no later than 30 calendar days after the end of the reporting period.

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups and providing services against the Standing Offer is from 1 March, 2019 to 29 February, 2020, inclusive.

7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional **two (2) one-year** periods, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

7.4.3 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Annex A of the Standing Offer.

7.5 Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Byron Kendell
Title: Supply Officer
Public Works and Government Services Canada
Acquisitions Branch
Address: 1713 Bedford Row, Halifax, NS B3J 3C9

Telephone: 902-497-5345
Facsimile: 902-496-5016
E-mail address: byron.kendell@pwgsc.gc.ca

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

7.5.2 Project Authority

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

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

7.5.3 Offeror's Representative (to be completed by bidder)

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: _____
Facsimile: _____
E-mail address: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be

reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is the Department of National Defence.

7.8 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the duly completed forms or their equivalents as identified in paragraphs 2 and 3 below, or by using Canada acquisition cards (Visa or MasterCard) for low dollar value requirements.

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
2. Any of the following forms could be used which are available through [PWGSC Forms Catalogue](#) website:
 - PWGSC-TPSGC 942 Call-up Against a Standing Offer
 - PWGSC-TPGSC 942-2 Call-up Against a Standing Offer - Multiple Delivery
 - PWGSC-TPSGC 944 Call-up Against Multiple Standing Offers (English version)
 - PWGSC-TPSGC 945 Commande subséquente à plusieurs offres à commandes (French version)

or

3. An equivalent form or electronic call-up document which contains at a minimum the following information:
 - standing offer number;
 - statement that incorporates the terms and conditions of the Standing Offer;
 - description and unit price for each line item;
 - total value of the call-up;
 - point of delivery;
 - confirmation that funds are available under section 32 of the Financial Administration Act;
 - confirmation that the user is an Identified User under the Standing Offer with authority to enter into a contract.

7.9 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$ **(completed at award)** (Applicable Taxes included).

7.10 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$ **(completed at award)** (Applicable Taxes excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or **3 (three)** months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

7.11 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2017-06-21), General Conditions - Standing Offers - Goods or Services;
- d) Annex A, Statement of Work;
- e) Annex B, Basis of Payment;
- f) Annex C, Security Requirements Check List;
- g) Annex E, Insurance Requirements;
- h) the Offeror's offer dated _____ (*insert date of offer*).

7.12 Certifications and Additional Information

7.12.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

7.12.2 SACC Manual Clauses

M3020C (2016-01-28), Status of Availability of Resources

7.13 Applicable Laws

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

B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

7.1 Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

2010C (2018-06-21), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

7.3 Term of Contract

7.3.1 Period of the Contract

The work must be completed in accordance with the call-up against the Standing Offer.

7.4 Proactive Disclosure of Contracts with Former Public Servants

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

7.5 Payment

7.5.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a ***firm unit price, as specified in Annex B***. Customs duties are included and Applicable Taxes are extra.

7.5.2 Limitation of Price

SACC Manual clause C6000C (2017-08017) Limitation of Price

7.5.3 Single Payment

H1000C (2008-05-12), Single Payment

7.5.4 Electronic Payment of Invoices – Call-up

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

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

7.6 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as detailed in each individual Call-up.

7.7 Insurance

The Contractor must comply with the insurance requirements specified in Annex E. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

7.8 SACC Manual Clauses

[A9062C](#) (2011-05-16), Canadian Forces Site Regulations

Solicitation No. - N° de l'invitation
W6899-190002
Client Ref. No. - N° de réf. du client

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

Buyer ID - Id de l'acheteur
hal405
CCC No./N° CCC - FMS No./N° VME

ANNEX A

STATEMENT OF WORK

(See Attachment)

ANNEX B

BASIS OF PAYMENT

Please complete the following table and submit with Bid.

Table 1 - YEAR ONE

Pricing to cover the period from: 1 March, 2019 to 29 February, 2020

Item Description	Unit Price	Estimated Quantity	Extended Price
A. Rates per hour			
During Regular Working Hours (Weekdays 0800 – 1700 hrs)			
1. Journeyman welder	\$ _____/hour	2000 hours	\$ _____
2. Apprentice welder	\$ _____/hour	1500 hours	\$ _____
3. Labourer	\$ _____/hour	1000 hours	\$ _____
B. Materials			
Materials and shop stock, net cost plus a 10% markup			
Total Extended price (1+2+3) (For Evaluation Only)			\$ _____

Table 2 - OPTION YEAR ONE

Pricing to cover the period from: 1 March, 2020 to 28 February, 2021

Item Description	Unit Price	Estimated Quantity	Extended Price
A. Rates per hour			
During Regular Working Hours (Weekdays 0800 – 1700 hrs)			
1. Journeyman welder	\$ _____/hour	2000 hours	\$ _____
2. Apprentice welder	\$ _____/hour	1500 hours	\$ _____
3. Labourer	\$ _____/hour	1000 hours	\$ _____
B. Materials			
Materials and shop stock, net cost plus a 10% markup			
Total Extended price (1+2+3) (For Evaluation Only)			\$ _____

Table 3 - OPTION YEAR TWO

Pricing to cover the period from: 1 March, 2021 to 28 February, 2022

Item Description	Unit Price	Estimated Quantity	Extended Price
A. Rates per hour			
During Regular Working Hours (Weekdays 0800 – 1700 hrs)			
1. Journeyman welder	\$____/hour	2000 hours	\$
2. Apprentice welder	\$____/hour	1500 hours	\$
3. Labourer	\$____/hour	1000 hours	\$
B. Materials			
Materials and shop stock, net cost plus a 10% markup			
Total Extended price (1+2+3) (For Evaluation Only)			\$

For evaluation purposes a total of unit price tables 1+2+3 will form your pricing as follows:

Table 1 Total: _____

Table 2 Total: _____

Table 3 Total: _____

Total for Evaluation Purposes: _____

All prices are in Canadian dollars, Goods and Services Tax or the Harmonized Sales Tax excluded, Canadian Customs Duties Taxes included.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

Solicitation No. - N° de l'invitation
W6899-190002
Client Ref. No. - N° de réf. du client

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

Buyer ID - Id de l'acheteur
ha1405
CCC No./N° CCC - FMS No./N° VME

ANNEX C

SECURITY REQUIREMENTS CHECK LIST

(See Attachement)

ANNEX D

REPORTING REQUIREMENTS

Periodic Usage Report Form

As a requirement of this Request for Standing Offer, a report shall be submitted as follows: (***)The final report is to provide a list showing items requisitioned that represent approximately the total value of call-ups.***). **The Offeror understands that it is their responsibility to implement a system for tracking call-ups against this standing offer in order to provide usage reports and ensure that the financial limitation is not exceeded. Failure to comply may result in the setting aside of the Standing offer.**

Return to:

Public Works and Government Services Canada
Acquisitions Branch
1713 Bedford Row
Halifax, Nova Scotia B3J 3C9
Attn: Byron Kendell
byron.kendell@pwgsc.gc.ca

Standing Offer Description:		Standing Offer Number:		Start Date of SO (DD/MM/YYYY)		End Date of SO (DD/MM/YYYY)		
Total Value to Date \$		Total Value for Reporting Period \$		Start Reporting Period (DD/MM/YYYY)		End Reporting Period (DD/MM/YYYY)		
Department requesting	Order Number on call-up	Item Description		Item Quantity	Unit of Measure (each, litre, etc.)	Date of Order of call-up	Date of Delivery Start/ completion	Value of Order (not including HST/GST)

ANNEX E

INSURANCE REQUIREMENTS

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

-
- I. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
 - m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

For the province of Quebec, send to:

Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:

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

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

ANNEX F

INFORMATION FOR CODE OF CONDUCT CERTIFICATION

[MUST BE COMPLETED BY OFFEROR/BIDDER WITH BID SUBMISSION]

Please provide list of names of the following entities, according to the ownership nature of the company

1. For a Corporation - each current member of the Bidder's Board of Directors;

2. For a Sole Proprietorship or an individual doing business under a firm name - the name of the sole proprietor or individual;

3. For a Joint Venture - the names of all current members of the Joint venture;

4. For an individual - the full name of the person;

ANNEX G to PART 3 OF THE REQUEST FOR STANDING OFFERS

ELECTRONIC PAYMENT INSTRUMENTS

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

- ☐ () VISA Acquisition Card;
- ☐ () MasterCard Acquisition Card;
- ☐ () Direct Deposit (Domestic and International);
- ☐ () Electronic Data Interchange (EDI);
- ☐ () Wire Transfer (International Only);
- ☐ () Large Value Transfer System (LVTS) (Over \$25M)

DEPARTMENT OF NATIONAL DEFENCE



SPECIFICATION

MOBILE WELDING REPAIRS

14 WING GREENWOOD,

GREENWOOD, NS

PROJECT MANAGER:

Mr. J McMaster

Tel: 902-765-1494 Ext 1531

JOB NO. L-G111-9900/1092

2018-11-01

<u>Section</u>	<u>Title</u>	<u>Pages</u>
	List of Contents	1
<u>Division 01 - General Requirements</u>		
01001	Summary of Work	2
01005	General Instructions	4
01500	Temporary Facilities	2
01545	Safety Requirements	3
01546	Fire Safety Requirements	4
01547	Hazardous Material	3
01560	Environmental Protection	3
01600	Material and Equipment	3
01710	Cleaning	2
<u>Division 05 - Metals</u>		
05450	Welding	3

- | | | |
|------------------------------|----|---|
| <u>1 Site Visit</u> | .1 | Before submitting a Tender, the Contractor may visit the site and acquaint himself with all ascertainable conditions that may affect his work. |
| | .2 | Consult with the Departmental Representative or his representative regarding services available, material accommodations the Contractor may require, access to the site and obtain any and all information that may affect the Contractor's Tender. |
| <u>2 Location of Site</u> | .1 | 14 Wing Greenwood is located 150 km west of Halifax and 4 km south of Highway 101 near Kingston, Kings County, NS. |
| <u>3 Description of Work</u> | .1 | Work under this SOA comprises the provision of all labour, material and equipment required to complete the work in accordance with the specifications and drawings for this project. |
| | .2 | Specified work is to be carried out at the following locations: <ul style="list-style-type: none"> .1 14 Wing Greenwood, Greenwood NS. .2 Camp aldershot, Kentville NS. .3 Granville Range, Granville NS. .4 Middleton Armouries, Middleton NS. |
| | .3 | Work of this SOA is located in an area where normal working hours are: <ul style="list-style-type: none"> .1 0730 to 1600 hours, Monday to Friday inclusive. |
| | .4 | In general terms, the work includes the following: <ul style="list-style-type: none"> .1 The furnishing of all labour, materials equipment and transportation required to carry out miscellaneous welding services for minor construction and maintenance fabrications or repairs to buildings, building equipment and systems at 14 Wing Greenwood as and when requested. .2 Clean-up. |

1 References

- .1 National Building Code of Canada (NBC) 1995 including all amendments up to tender closing date.
- .2 National Fire Code of Canada (NFC) 1995 including all amendments up to tender closing date.

2 Codes and Standards

- .1 Workmanship to be of a uniformly high quality and in strict accordance with the best trade practice as interpreted by the Departmental Representative.
- .2 Perform work in accordance with the National Building Code (NBC) and National Fire Code (NFC) and/or any other code of provincial or local application provided that in any case of conflict or discrepancy, the more stringent requirements will govern.
- .3 Meet or exceed requirements of:
 - .1 SOA documents.
 - .2 Specified standards, codes and referenced documents.
- .4 References made to Domestic, National and International Standards in this specification are to be considered and integral part thereof and to be read in conjunction with these specifications.
- .5 Mediocre or inferior workmanship to be replaced by work of first class quality without cost to DND when so ordered by the Departmental Representative or his representative.
- .6 In event of conflict between standards, the most stringent shall apply.

3 Contractor Qualifications

- .1 The Contractor shall satisfy the Departmental Representative that he has adequate and qualified staff to perform the service expected. This includes processing all service calls within an acceptable time and having adequate parts on hand to meet requirements of the job, both during silent and normal working hours.
- .2 The Contractor shall provide evidence that the firm is duly registered to carry out work of this type and may be required to provide evidence of past services and contracts of this nature.

- .3 Present proof of the following:
 - .1 Company registration with CWB to 47.1.
 - .2 Welder identification with NS Department of Labour.
- .4 The Contractor shall be prepared to work from formally prepared specifications and drawings when these documents are available.
- .5 The Contractor's service representative shall be cable of working from verbal direction and free hand sketches when on smaller projects and quick response work.

4 Documents
Required

- .1 Maintain at job site, one copy each of following:
 - .1 SOA drawings.
 - .2 Specifications.
 - .3 Addenda.
 - .4 Reviewed shop drawings.
 - .5 Change orders.
 - .6 Other modifications to SOA.
 - .7 Copy of approved work schedule.
 - .8 Manufacturers' installation and application instructions.
 - .9 Standards listed in Part 1 of Specification Sections under Reference Standards.

5 Work Schedule

- .1 Prior to work commencement, the Contractor to arrange for an on-site meeting with the Departmental Representative immediately following SOA award to program starting dates, work schedules and to receive briefing on contract procedures.
- .2 When schedule has been approved by the Departmental Representative take necessary measured to complete work within scheduled time.
- .3 Do not change schedule without Departmental Representative's approval.
- .4 The Departmental Representative shall issue a Requisition under this Standing Offer providing a statement of work or service required (DSS 942).

6 Service Calls

- .1 Perform service calls when requested by the

Departmental Representative.

- .2 Perform work to equipment manufacturer's specifications.
- .3 Obtain Departmental Representative's written authorization for any work being performed which requires design modifications to equipment and/or systems.
- .4 Defective parts shall be the property of the Contractor unless otherwise directed.
- .5 Provide estimate of repair when requested by the Departmental Representative prior to performing work.
Estimates are to include a breakdown of all labour and parts.
- .6 Advise Departmental Representative immediately following contract award of the phone number at which the Contractor or his representative may be reached at any time.
- .7 Carry out the work with minimum delay.
- .8 The Contractor shall arrange for 24 hour emergency call-out service during the period covered by the SOA.
- .9 The Contractor shall not refuse any call from the Departmental Representative or his authorized representative and shall commence urgent service within 2 hours of notification.

7 Briefing_ Requirements

- .1 Receive briefing from Wing Fire Chief regarding Wing fire safety regulations and restrictions.
- .2 Briefing to be arranged by Departmental Representative.

8 Contractor's Use of Site

- .1 Contractor shall be briefed by the Departmental Representative on use of site.
 - .2 Do not unreasonably encumber site with material or equipment.
 - .3 Arrange work in a manner that will cause the least inconvenience to building occupants.
 - .4 Internal combustion engines shall be equipped with radio interference suppressors.
-

- 9 Project Meetings
site prior to
- .1 A pre-job meeting will be scheduled by the Departmental Representative at the work commencement of the contract.
- .2 Hold regular meetings at times and locations arranged by the Departmental Representative.
- 10 Hours of Work
Greenwood.
- .1 Comply with hours of work at 14 Wing
- 11 Setting Out of Work
- .1 Assume full responsibility for and execute work with least inconvenience to Base operations.
- 12 Building Smoking Environment
- .1 Comply with smoking regulations and restrictions.

- | | | |
|---------------------------------|----|---|
| <u>1 Access</u> | .1 | Provide and maintain adequate access to project site. |
| <u>2 Storage Sheds</u> | .1 | Provide adequate weathertight sheds with raised floors, for storage of materials, tools and equipment which are subject to damage by weather when deemed necessary by the Departmental Representative. |
| | .2 | Locate storage sheds where directed by Departmental Representative. |
| <u>3 Parking</u> | .1 | Parking space will be made available on site. Maintain and administer this space as directed |
| <u>4 Power and Water Supply</u> | .1 | DND can provide, free of charge, temporary electric power and water for construction purposes in some locations. Contractor to arrange for and provide sources for power and water where existing facilities do not permit. |
| | .2 | Departmental Representative will determine delivery points and quantitative limits. Departmental Representative's written permission is required before any connection is made. Connect to existing power supply in accordance with Canadian Electrical Code. |
| | .3 | Provide, at no cost to DND, all equipment and temporary lines to bring these services to project site. |
| | .4 | Supply of temporary services by DND is subject to DND requirements and may be discontinued by DND site representative at any time without notice, without acceptance of any liability for damage or delay caused by such withdrawal of temporary services. |
| <u>5 Sanitary Facilities</u> | .1 | DND is under no obligation to provide sanitary facilities for contractor's work-force. |
| <u>6 Protection</u> | .1 | Use warning signs and barriers. Maintain in good order until completion of work. |
| | .2 | At end of each day's work provide protection for completed work and materials out of storage. |
-

- | | | |
|--|----|--|
| <u>7 Site Signs and Notices</u> | .1 | Safety and Instruction Signs and Notices:
.1 Signs and notices for safety and instruction shall be in both official languages Graphic symbols shall conform to Z321-96. |
| | .2 | Maintenance and Disposal of Site Signs:
.1 Maintain approved signs and notices in good condition for duration of project, and dispose of off site on completion of project or earlier if directed by Departmental Representative. |
| | .3 | Provide signs when directed by Departmental Representative. |
| <u>8 Removal of Temporary Facilities</u> | .1 | Remove temporary facilities from site when directed by Departmental Representative. |

1 Construction_
Safety Measures

- .1 Observe construction safety measures required by Canadian Labour Code, Provincial Government Regulations, Workers' Compensation Board and municipal statutes and authorities.
- .2 In event of conflict or discrepancy between any provisions of above authorities, Departmental Representative will approve direction as to which requirements shall govern.
- .3 The Contractor to comply with all standing orders or other regulations in force on the site where work is to performed.
- .4 Contractor created hazards to be marked with warning signs and barriers.
- .5 All protective devices, barriers, boarding and the like to be maintained in good order until completion of the work under this contract, or until removal is ordered by the Departmental Representative.
- .6 Supply and erect signs and warning devices as specified in Part D, Signs and Devices of manual titled Uniform Traffic Control Guide of Canada distributed by Roads and Transportation Association of Canada.
- .7 Place signs and other devices in locations as recommended by said manual and/or where directed by Departmental Representative.
- .8 Meet with Departmental Representative prior to commencement of Work to prepare list of signs and other devices required to perform Work.
- .9 Continually maintain traffic control devices in use by:
 - .1 Checking signs daily for legibility, damage, suitability and location installed. Clean, repair or replace to ensure clarity and reflectance are maintained.
 - .2 Remove or cover signs which do not apply to conditions existing from day to day.

2. Protection

- .1 Prevent damage to buildings, landscaping, curbs, sidewalks, trees, fences and adjacent property.
 - .2 Work areas to be cleaned up daily.
 - .3 Removed materials to be disposed of daily.
-

- .4 Comply with requirements of Acts, Regulations and By-laws in force for regulation of traffic or use of any roadway upon or over which it is necessary to carry out work or haul materials or equipment.
- .5 When working on a travelled way:
 - .1 Place equipment in such a position as to prevent a minimum of interference and hazard to travelling public.
 - .2 Keep equipment units as close together as working conditions permit and preferably on same side of travelled way.as possible
 - .3 Do not leave equipment on travelled way overnight.
 - .4 Contractor is responsible for the security of Equipment and is at no times to leave the vehicle while the equipment is operating or engine running.
- .6 Do not close any lanes of traffic without approval of Departmental Representative. Prior to re-routing traffic erect suitable signs and devices to Departmental Representative's approval.
- .7 Provide means of temporary detours around construction work in a manner authorized and approved by Departmental Representative. Surfaces to be maintained to ensure a smooth riding surface.

3 Overloading .1 Ensure no part of Work is subjected to loading that will endanger its safety or will cause permanent deformation.

4 Falsework .1 Design and construct falsework in accordance with CSA S269.1-1975.

5 Scaffolding .1 Design and construct scaffolding in accordance with CSA S269.2-M87.

6 Confined Spaces .1 Definitions:

- .1 CE: Construction Engineering.
- .2 SOP: Standard Operating Procedure.

 .2 Follow CE SOP 04 for safe entering and working in Hazardous Confined Spaces.

- .3 Departmental Representative to provide Contractor with a copy of SOP 04 and to brief Contractor on its use.
Prior to working in a location the Contractor to confirm with Departmental Representative and building occupants if the work location contains any Base identified hazardous confined spaces.

PART 1 - GENERAL

- 1.1 Fire Department Briefing .1 Departmental Representative will coordinate arrangements for the contractor to be briefed on Fire Safety at their pre-work conference by Fire Chief before any work is commenced.
- 1.2 Reporting Fires .1 Know the location of nearest fire alarm box and telephone, including the emergency phone number.
- .2 Report immediately all fire incidents to the Fire Department as follows:
- .1 activate nearest fire alarm box; or
- .2 telephone.
- .3 Person activating fire alarm box will remain at the box to direct Fire Department to scene of fire.
- .4 When reporting a fire by telephone, give location of fire, name or number of building and be prepared to verify the location.
- 1.3 Fire Extinguishers .1 Supply fire extinguishers, as scaled by Fire Chief, necessary to protect, the work in progress and the contractors physical plant on site.
- 1.4 Blockage of Roadways .1 Advise Fire Chief of any work that would impede fire apparatus response. This includes violation of minimum overhead clearance, as prescribed by fire chief, erecting of barricades and the digging of trenches.
- 1.5 Smoking Precautions .1 Observe at all times smoking regulations.
- 1.6 Rubbish and Waste Materials .1 Rubbish and waste materials are to be kept to minimum.
- .2 The burning of rubbish is prohibited.
-

1.6 Rubbish and
Waste Materials
(Cont'd)

- .3 Removal:
 - .1 Remove all rubbish from the work site at the end of the work day or shift or as directed.
- .4 Storage:
 - .1 Store oily waste in approved receptacles to ensure maximum cleanliness and safety.
 - .2 Deposit greasy or oily rags and materials subject to spontaneous combustion in an approved receptacles and remove as required in 1.6.3.1.

1.7 Flammable and
Combustible Liquids

- .1 The handling, storage and use of flammable and combustible liquids are to be governed by the current National Fire Code of Canada.
 - .2 Flammable and combustible liquids such as gasoline, kerosene and naphtha will be kept for ready use in quantities not exceeding 45 litres provided they are stored in approved safety cans bearing the Underwriter's Laboratory of Canada or Factory Mutual seal of approval. Storage of quantities of flammable and combustible liquids exceeding 45 litres for work purposes, requires the permission of the Fire Chief.
 - .3 Transfer of flammable and combustible liquids is prohibited within buildings or jetties.
 - .4 Transfer of flammable and combustible liquids will not be carried out in the vicinity of open flames or any type of heat-producing devices.
 - .5 Flammable liquids having a flash point below 38°C such as naphtha or gasoline will not be used as solvents or cleaning agents.
 - .6 Flammable and combustible waste liquids, for disposal, will be stored in approved containers located in a safe ventilated area. Quantities are to be kept to a minimum and the Fire Department is to be notified when disposal is required.
-

1.8 Hazardous Substances

- .1 If the work entails the use of any toxic or hazardous materials, chemicals and/or explosives, or otherwise creates a hazard to life, safety or health, work shall be in accordance with the National Fire Code of Canada.
- .2 The Fire Chief is to be advised, and a "Hot Work" permit issued in all cases involving welding, burning or the use of blow torches and salamanders, in buildings or facilities. Special precautions are necessary to safeguard life and property from damage by fire or explosives.
- .3 Wherever work is being carried out in dangerous or hazardous areas involving the use of heat, fire watchers, equipped with sufficient fire extinguishers shall be provided. The determination of dangerous or hazardous areas along with the level of precaution areas for Fire Watch shall be at the discretion of the Fire Chief. Contractors are responsible for providing fire watch service for their work on a scale established and in conjunction with the Fire Chief at the pre-work conference.
- .4 Where flammable liquids, such as lacquers or urethanes are to be used, proper ventilation shall be assured and all sources of ignition are to be eliminated. The Fire Chief is to be informed prior to and at the cessation of such work.

1.9 Questions and/or Clarification

- .1 Direct any questions or clarification on Fire Safety in addition to above requirements to Fire Chief.

1.10 Fire Inspection

- .1 Site inspections by Fire Chief will be coordinated through Departmental Representative.
 - .2 Allow Fire Chief unrestricted access to the work site.
 - .3 Co-operate with the Fire Chief during routine fire safety inspection of the work site.
 - .4 Immediately remedy all unsafe fire situations observed by the Fire Chief.
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1.10 Fire
N

1 General

- .1 Contractors and their personnel to read and be familiar with this section and its requirements.
- .2 Contractor to post, in a noticeable location on job site, the following names and emergency telephone numbers:
 - .1 14 Wing Greenwood:
 - .1 Wing Fire Chief (WFC) - Local 5473.
 - .2 Departmental Representative - Local 1531.
 - .3 911.
- .3 Work with hazardous materials to be done by workers who are thoroughly educated to the risks and handling procedures involved with the material and are trained in safe work practices.
- .4 Encounters with material suspected of being hazardous and not previously identified are to be reported to Departmental Representative immediately, and work in this area of project halted until direction is received from Departmental Representative.
- .5 Contractors are to comply with regulations and procedures or Federal, Provincial and local area environmental protection agency when dealing with hazardous materials.
- .6 Inquiries regarding Hazardous Materials can be directed to Departmental Representative.

2 Reference_ Standards

- .1 NFC-2010 - National Fire Code of Canada 2010.
 - .2 CLC-Part IV - Canada Labour Code.
 - .3 WHMIS - Work place Hazardous Materials Information System (Federal Legislated Bill C-70).
 - .4 Hazardous Products Act.
 - .5 Hazardous Materials Information Review Act.
 - .6 Occupational Health and Safety Regulations.
 - .7 Regulations and standards currently in force for products not covered under WHMIS legislation, designed for the regulation of specific categories of products such as but not limited to:
 - .1 Explosives Act.
-

- .2 Atomic Energy Control Act.
- .3 Pest Control Products Act.

- 3 Documentation
- .1 Where Contractor supplied materials or chemicals are of a hazardous nature, provide Departmental Representative with two copies of Material Safety Data Sheet (MSDS) for each hazardous product.
 - .1 Hazardous products that do not have a Material Safety Data Sheet are not permitted on DND property.
 - .2 Information (MSDS) on known or suspected hazardous materials on site can be obtained through Departmental Representative from the Hazardous Materials Coordinator.

- 4 Signs and Notices
- .1 Contractor to make available a copy of the Material Safety Data Sheet for each product on site, for the information of site workers and visitors to the site.
 - .1 Site workers to familiarize themselves with the Material Safety Data Sheet for each product.
 - .2 Signs and/or notices for safety and instruction to be in both official languages, or commonly understood WHMIS symbols, and to be posted in prominent locations around area of work.

- 5 Worker Safety
- .1 Workers involved with hazardous materials on job site to be equipped with all necessary personal protective equipment (PPE) required by Labour Canada and/or Provincial Labour Department.

- 6 Indemnity
- .1 Contractor accepts liability and indemnifies the Department of National Defence and its employees in the event of injury or damage resulting from the use of or exposure to hazardous materials.

- 7 Compliance
- .1 In event of conflict between the requirements referred to throughout this section and in paragraph 2 - Reference Standards, the more stringent requirement to govern.

- 8 Delivery and
- .1 In addition to requirements of Section 01005 -
-

Storage

General Instructions, deliver and store hazardous materials to the following:

- .1 Incompatible substances and chemicals to be kept segregated at all times.
- .2 Contractor can obtain clarification and identification of subject substances and chemicals through Departmental Representative from Base Hazardous Materials Coordinator.

9 Spills and Leaks

- .1 Notify Wing Fire Department and Departmental Representative at 14 Wing CFB Greenwood immediately in the event of a spill or leak. Wing Fire Chief will coordinate and direct clean-up.
- .2 Prevent injury to personnel until responsible authorities arrive and implement procedures necessary to contain and secure spill area.
- .3 Spills and leaks resulting from Contractor neglect or mishandling to be cleaned up at Contractor's expense.

10 Clean-up

- .1 Additional requirements to Section 01710 - Cleaning are listed below:
 - .1 All hazardous material waste to be stored in containers as recommended by manufacturer of hazardous material and removed from site at end of each work day.
 - .2 Disposal of waste material to be in accordance with the Department of the Environment regulations and to be off DND property at approved dump sites for materials to be disposed off.

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|-----------------------------------|----|---|
| <u>1 Fires</u> | .1 | Fires and burning of rubbish on site not permitted. |
| <u>2 Disposal of Wastes</u> | .1 | Do not bury rubbish and waste materials on site. |
| | .2 | Do not dispose of waste or volatile materials, such as mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers. |
| | .3 | Disposal of wastes to be at approved dump sites for intended materials. |
| <u>3 Pollution Control</u> | .1 | Maintain temporary erosion and pollution control features installed under this contract. |
| | .2 | Control emissions from equipment and plant to local authorities emission requirements. |
| | .3 | Prevent sandblasting and other extraneous materials from contaminating air beyond application area, by providing temporary enclosures when directed by Departmental Representative. |
| | .4 | Cover or wet down dry materials and rubbish to prevent blowing dust. |
| | .5 | Remove rubbish from site daily to prevent blowing debris. |
| | .6 | Provide dust control for temporary and permanent access and haul routes, located near airfield, within base, or near residential areas. |
| | .7 | Prevent silt from entering watercourses and/or drainage structures. Provide silt screens when directed by Departmental Representative. |
| | .8 | Provide silt and erosion control devices in accordance with Nova Scotia Department of Environments "Handbook for Construction Sites" and as directed in the Environmental screening for this project. |
| <u>4. Equipment & Fueling</u> | .1 | All Equipment to be used on site to be inspected by Departmental Representative to ascertain condition of equipment in regards to petroleum product leakage. Equipment not in good repair to be |
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refused on site until leaks have been repaired to the satisfaction of Departmental Representative.

- .2 Refueling of equipment to be performed in a location approved by Departmental Representative, and to be a minimum of 30 metres from a watercourse or storm drainage inlet such as a catch basin grating.
 - .3 Refueling to be performed on a hardstand where possible and on ground that is uniformly level in grade.
 - .4 Contractor to report all petroleum spills regardless of size to Departmental Representative. Spills exceeding 75 litres to be reported to the Provincial Department of Environment through Departmental Representative.
 - .5 Contractor to maintain on site a spill control kit being a minimum of a shovel, a 45 gallon container, and absorbent materials of sufficient quantities for the petroleum products being used by the equipment on site. Quantities to be determined by Wing Hazmat Co-ordinator Mr A Pearson at Ext 5792.
 - .6 Contractor to receive briefing by Wing Hazmat Co-ordinator in regards to spills on work sites.
 - .7 Contractor is responsible to pay costs for spill clean-ups.
 - .8 Contractor to perform clean-ups soonest and as directed by Departmental Representative.
 - .9 Equipment parked overnight or on DND property to to be parked in location as directed by Departmental Representative and to have metal drip pans placed beneath equipment to protect against petroleum products contaminating the soils. Protection provided to be to Departmental Representative's approval.
 - .10 Contractor storage of petroleum products to be in location and manner as approved by Wing Hazmat Co-ordinator containers properly marked in accordance with WHMIS legislation. Wing Hazmat Co-ordinator to provide direction in briefing to Contractor.
 - .11 Petroleum products stored on DND property to
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| <u>1 General</u> | .1 | Use new material and equipment unless otherwise specified. |
| | .2 | Within 7 days of written request by Departmental Representative, submit following information for materials and equipment proposed for supply: <ul style="list-style-type: none">.1 name and address of manufacturer,.2 trade name, model and catalogue number,.3 performance, descriptive and test data,.4 manufacturer's installation or application instructions,.5 evidence of arrangements to procure. |
| | .3 | Use products of one manufacturer for material and equipment of same type or classification unless otherwise specified. |
| <u>2 Manufacturers_ Instructions</u> | .1 | Unless otherwise specified, comply with manufacturer's latest printed instructions for materials and installation methods. |
| | .2 | Notify Departmental Representative in writing of any conflict between these specifications and manufacturers instructions. Departmental Representative will designate which document is to be followed. |
| <u>3 Fastenings -_ General</u> | .1 | Provide metal fastenings and accessories in same texture, colour and finish as base metal in which they occur. Prevent electrolytic action between dissimilar metals. Use non-corrosive fasteners, anchors and spacers for securing exterior work. |
| | .2 | Space anchors within limits of load bearing or shear capacity and ensure that they provide positive permanent anchorage. Wood plugs not acceptable. |
| | .3 | Conceal fasteners where indicated. Space evenly and lay out neatly. |
| | .4 | Fastenings which cause spalling or cracking are not acceptable. |
| | .5 | Obtain Departmental Representative's approval before using explosive actuated fastening devices. If approval is obtained comply with CSA Z166- 1975. |
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|---|-----------------------------|----|--|
| 4 | <u>Delivery and Storage</u> | .1 | Deliver, store and maintain packaged material and equipment with manufacturer's seals and labels intact. |
| | | .2 | Prevent damage, adulteration and soiling of material and equipment during delivery, handling and storage. Immediately remove rejected material and equipment from site. |
| | | .3 | Store material and equipment in accordance with suppliers instructions. |
| | | .4 | Touch-up damaged factory finished surfaces to Departmental Representative's satisfaction. Use primer or enamel to match original. Do not paint over name plates. |
| 5 | <u>Conformance</u> | .1 | When material or equipment is specified by standard or performance specifications, upon request of Departmental Representative, obtain from manufacturer an independent testing laboratory report, stating that material or equipment meets or exceeds specified requirements. |
| 6 | <u>Compatibility</u> | .1 | Compatibility between components of roofing system is essential. Provide written declaration to Departmental Representative stating that materials and components, as assembled in system, meet this requirement. |
| 7 | <u>Plant and Equipment</u> | .1 | Do not use direct fired equipment. |
| | | .2 | Use only kettles equipped with thermometers or gauges in good working order. |
| | | .3 | Locate kettles in safe place outside of building or, if approved by Departmental Representative, on noncombustible roof at location to avoid danger of igniting combustible material below. When locating kettles, give consideration to direction of prevailing winds, building fans and air handling units to minimize possibility of smoke and fumes entering surrounding occupied buildings. If wind direction causes smoke and fume problems, relocate kettles on |
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daily basis when directed by Departmental Representative.

- .4 Maintain supervision while kettles are in operation and provide metal covers for kettles to smother flames in case of fire. Provide suitable fire extinguishers as approved by the Wing Fire Chief.
- .5 Maintain efficiency of kettles and equipment by frequent cleaning. Remove all carbonized bitumen.
- .6 Use only fibreglass roofing mops.

- 1 General
- .1 Conduct cleaning and disposal operations to comply with local ordinances and anti-pollution laws.
 - .2 Effect a daily clean-up of debris resulting from work and ensure all hazardous impediments are removed from site or stored or protected at the end of each day's work.
 - .3 At all times be extremely cautious to ensure that no debris or other hazardous impediments are left lying in locations that will cause unsafe conditions.
 - .4 Disposal of debris to be the Contractor's responsibility and to be off DND property at approved dump site for material to be disposed of.
- 2 Definitions
- .1 FOD(Foreign Object Damage): any and/or all materials and/or debris that could cause damage to aircraft. This terminology is used in airport environments of which 14 Wing Greenwood is considered as.
- 3 Materials
- .1 Use only cleaning materials recommended by manufacturer of surface to be cleaned, and as recommended by cleaning material manufacturer.
- 4 Cleaning During Construction
- .1 Provide on-site containers for collection of waste materials, and debris.
 - .1 On-site containers to be equipped with secure lids to prevent debris from being blown out by wind.
 - .2 Contractor to be responsible for preventing FOD (Foreign Object Damage) resulting from work of this contract.
 - .3 Schedule cleaning operations so that resulting dust, debris and other contaminants will not fall on wet, newly painted surfaces nor contaminate building systems.
- 5 Final Cleaning
- .1 Broom clean paved surfaces; rake clean other surfaces of grounds.
-

- .2 Effect a daily clean-up of debris resulting from work and ensure that all hazardous impediments are removed from the site or adequately stored or protected at the end of each day's work.
- .3 On completion of the work under this contract, all materials declared surplus by DND, equipment and debris shall be removed from the job site.
- .4 Final cleaning of work site to be to the Departmental Representative's approval.

PART 1 - GENERAL

- 1.1 Workmanship and Codes
- .1 All work shall be performed by journeyman tradesperson qualified and licensed by the Province of Nova Scotia. All work to be performed to provincial codes and regulations.
 - .2 Provide verification of welder's qualification and license on request by the Departmental Representative.
- 1.2 Work Included
- .1 Oxy-acetylene burning and welding, arc welding, blacksmith work, machine shop work, steam fitting, mechanical fitting, plate work, structural steel work and any other associated mechanical trades as required.
 - .2 Welding on low and high pressure steam piping and equipment.
- 1.3 Reference Standards
- .1 All work shall conform to the following CSA standards, as required:
 - .1 CSA W47.1-92 Certification of Companies for Fusion Welding of Steel Structures.
 - .2 CSA W47.2-M1987 Certification of Companies for Fusion Welding of Aluminum.
 - .3 CSA W48.1-M1991 Carbon Steel Covered Electrodes for Shielded Metal Arc Welding.
 - .4 CSA W48.2-M1992 Chromium and Chromium-Nickel Steel Covered Electrodes for Shielded Metal Arc Welding.
 - .5 CSA W48.3-93 Low-Alloy Steel Covered Arc Welding Electrodes.
 - .6 CSA W48.4-95 Solid Mild Steel Filler Metals for Gas Shielded Arc Welding.
 - .7 CSA W48.5-M1990 Carbon Steel Electrodes for Flux-and Metal-Cored Arc Welding.
 - .8 CSA W48.6-96 Bare Mild Steel Electrodes and Fluxes for Submerged Arc Welding.
 - .9 CSA W48.7-M77 Diffusible Hydrogen in Mild Steel and Low-Alloy Steel Weld Metals: Test Method.
 - .10 CSA W59-M1989 Welded Steel Construction Metal Arc Welding).
 - .11 CSA W59.2-M1991 Welded Aluminum Construction.
 - .12 CAN/CSA-W117.2-94 M87 Safety in Welding, Cutting and Allied Processes.
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- 1.3 Reference Standards (Cont'd)
- .1 (Cont'd)
 - .13 CSA W178.1-1996 Certification of Welding Inspection Organizations.
 - .14 CSA W178.2-1996 Certification of Welding Inspectors.
 - .15 CSA W186-M1990 Welding of Reinforcing Bars in Reinforced Concrete Construction.
 - .16 CSA B51-M95 Boilers Pressure Vessel and Pressure Piping Code.
 - .17 MSS Standards:
 - .1 SP-58-1979 - Pipe Hangers and Supports Materials and Design.
 - .2 SP-69-1976 - Pipe Hangers and Supports Section and Application.
 - .2 The Contractor will be required to provide proof of Certification before starting any work as follows:
 - .1 Structural work, authorized by Canadian Welding Bureau to Standards CSA W47.1-92 Division 1 and Division 2 and CSA W47.2-M1987 is desirable but not mandatory.
 - .2 Pressure work, to ASME, Section VII and Section IX and B51-M-1991, Province of Nova Scotia.
 - .3 It is the responsibility of the Contractor to obtain copies of above mentioned standards, as required in para 3.1.1.
- 1.4 Tests
- .1 Pressure vessels/piping:
 - .1 Provide test fittings when so directed.
 - .2 Hydrostatic testing to be carried out at 1 1/2 times rated working pressure or 860 KPa, whichever is greater.
 - .3 The Departmental Representative is responsible to obtain authority from the Province of Nova Scotia to proceed with any pressure vessel/piping work.
 - .2 All work:
 - .1 Work to be subjected to recognized testing procedures such as visual inspection, hydrostatic, magnetic particle and/or X-ray testing at Departmental Representative's discretion.
 - .2 All testing to be carried out to the satisfaction of the Departmental Representative.
 - .3 Testing to be carried out by the Departmental Representative's representative, at Departmental Representative's expense unless otherwise specified.
 - .4 Interpretation of tests of any weld may be extended to all welds of a lot.

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1.4 Tests

(Cont'd)

- .5 Inferior work to be replaced at Contractor's expense, at the direction of the Departmental Representative.

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W6899-190002

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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	
DND		RP Ops Det Greenwood	
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 W6899-190002 - SOA to supply all material, equipment and labour for welding services and repairs 14 Wing Greenwood, 5th Cdn Div Training Centre Aldershot and satellite sites on an as and when required basis. All sites are located within an Operations Zone.			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED Information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>			
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

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PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

☒ No ☐ Yes
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

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

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



RELIABILITY STATUS
COTE DE FIABILITÉ



CONFIDENTIAL
CONFIDENTIEL



SECRET
SECRET



TOP SECRET
TRÈS SECRET



TOP SECRET- SIGINT
TRÈS SECRET - SIGINT



NATO CONFIDENTIAL
NATO CONFIDENTIEL



NATO SECRET
NATO SECRET



COSMIC TOP SECRET
COSMIC TRÈS SECRET



SITE ACCESS
ACCÈS AUX EMPLACEMENTS

Special comments:

Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?

Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?

If Yes, will unscreened personnel be escorted? *On DND premises, unscreened pers. may only access public/reception zone*

Dans l'affirmative, le personnel en question sera-t-il escorté?

☐ No ☒ Yes
Non Oui

☒ No ☐ Yes
Non Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?

Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?

Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

☒ No ☐ Yes
Non Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?

Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

☒ No ☐ Yes
Non Oui

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?

Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?

Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

☒ No ☐ Yes
Non Oui

TBS/SCT 350-103(2004/12)

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Canada



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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	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
« Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non ☐ Yes
Oui

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