

**RETURN BIDS TO:**

## RETOURNER LES SOUMISSIONS À:

**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

<b>Title - Sujet</b> Water Treatment Services	
<b>Solicitation No. - N° de l'invitation</b> W010C-190169/A	<b>Date</b> 2019-04-11
<b>Client Reference No. - N° de référence du client</b> W010C-19-0169	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$HAL-405-10689
<b>File No. - N° de dossier</b> HAL-8-81205 (405)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2019-05-22</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Atlantic Daylight Saving Time ADT
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Kendell, Byron	<b>Buyer Id - Id de l'acheteur</b> hal405
<b>Telephone No. - N° de téléphone</b> (902)497-5345 ( )	<b>FAX No. - N° de FAX</b> (902)496-5016
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE WILLOW PARK BLDG 7 STN FORCES HALIFAX NOVA SCOTIA B3B1S9 Canada	
<b>Security - Sécurité</b> 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**

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

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**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:<br><br>7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;<br><br>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, the Standing Offer Reporting Form and the Information for Code of Conduct Certification.

### **1.2 Summary**

Work under this Standing Offer Agreement comprises the furnishing of all labour, material, tools, equipment, transportation and supervision required for the provision of chemicals, reagents, test equipment, and engineering and laboratory services for boilers and integrated heating and cooling towers at various locations within CFB Halifax as per attached specification W010C-19-0169, dated 2018-10-31.

The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), 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.

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### 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.

### 1.5 Anticipated migration to an e-Procurement Solution (EPS)

Canada is currently developing an online EPS for faster and more convenient ordering of goods and services. In support of the anticipated transition to this system and how it may impact any resulting Standing Offer that is issued under this solicitation, refer to 7.15 Transition to an e-Procurement Solution (EPS).

The Government of Canada's [press release](#) provides additional information.

## PART 2 - OFFEROR INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

The 2006 standard instructions is amended as follows:

- Section 08, entitled Submission of offers, is amended as follows:
  - subsection 2. is deleted entirely and replaced with the following:
    2. epost Connect
      - a. Unless specified otherwise in the RFSO, offers may be submitted by using the [epost Connect service](#) provided by Canada Post Corporation.
        - i. The only acceptable email address to use with epost Connect for responses to RFSOs issued by PWGSC regional offices is:  
  
[TPSGC.RARceptionSoumissionsNE-ARBidReceivingNS.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.RARceptionSoumissionsNE-ARBidReceivingNS.PWGSC@tpsgc-pwgsc.gc.ca)
      - b. To submit an offer using epost Connect service, the Offeror must either:
        - i. send directly its offer only to the specified PWGSC Bid Receiving Unit using its own licensing agreement for epost Connect provided by Canada Post Corporation; or
        - ii. send as early as possible, and in any case, at least six business days prior to the RFSO closing date and time, (in order to ensure a response), an email that includes the RFSO number to the specified PWGSC Bid Receiving Unit requesting to open an epost Connect conversation. Requests to open an epost Connect conversation received after that time may not be answered.

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- c. If the Offeror sends an email requesting epost Connect service to the specified Bid Receiving Unit in the RFSO, an officer of the Bid Receiving Unit will then initiate an epost Connect conversation. The epost Connect conversation will create an email notification from Canada Post Corporation prompting the Offeror to access and action the message within the conversation. The Offeror will then be able to transmit its offer afterward at any time prior to the RFSO closing date and time.
  - d. If the Offeror is using its own licensing agreement to send its offer, the Offeror must keep the epost Connect conversation open until at least 30 business days after the RFSO closing date and time.
  - e. The RFSO number should be identified in the epost Connect message field of all electronic transfers.
  - f. It should be noted that the use of epost Connect service requires a Canadian mailing address. Should an offeror not have a Canadian mailing address, they may use the Bid Receiving Unit address specified in the RFSO in order to register for the epost Connect service.
  - g. For offers transmitted by epost Connect service, Canada will not be responsible for any failure attributable to the transmission or receipt of the offer including, but not limited to, the following:
    - i. receipt of a garbled, corrupted or incomplete offer;
    - ii. availability or condition of the epost Connect service;
    - iii. incompatibility between the sending and receiving equipment;
    - iv. delay in transmission or receipt of the offer;
    - v. failure of the Offeror to properly identify the offer;
    - vi. illegibility of the offer;
    - vii. security of offer data; or,
    - viii. inability to create an electronic conversation through the epost Connect service.
  - h. The Bid Receiving Unit will send an acknowledgement of the receipt of offer document(s) via the epost Connect conversation, regardless of whether the conversation was initiated by the supplier using its own license or the Bid Receiving Unit. This acknowledgement will confirm only the receipt of offer document(s) and will not confirm if the attachments may be opened nor if the content is readable.
  - i. Offerors must ensure that they are using the correct email address for the Bid Receiving Unit when initiating a conversation in epost Connect or communicating with the Bid Receiving Unit and should not rely on the accuracy of copying and pasting the email address into the epost Connect system.
  - j. An offer transmitted by epost Connect service constitutes the formal offer of the Offeror and must be submitted in accordance with section 05.

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.

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## 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.

Note: For offerors choosing to submit using epost Connect the email address is:

[TPSGC.RARceptionSoumissionsNE-ARBidReceivingNS.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.RARceptionSoumissionsNE-ARBidReceivingNS.PWGSC@tpsgc-pwgsc.gc.ca)

Note: Offers will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions [2006](#), or to send offers through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

## 2.3 Former Public Servant

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 (to be completed by bidder)

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 (to be completed by bidder)**

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



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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. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation. 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.

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## 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 B, Basis of Payment.

### 3.1.1 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

Bidders are to complete the following table and return it with their submission. Failure to submit the information requested in the table below along with all supporting documentation will deem a submission non-compliant. Bidders must ensure they identify in the Reference column below where within their proposals the requested information is located. Additionally, bidders must submit a resume for each candidate proposed as Technical Representative. Resumes must clearly demonstrate how each proposed Technical Representative meets the criteria listed.

Item	Criteria	Met/Not Met	Reference
1	Technical Representatives must be located within the Halifax Regional Municipality and must have:		
	a. Graduated with a degree from a recognized university with a specialization in chemical engineering and/or chemistry and/or certification as a Chemical Engineering Technologist;		

	b. In-depth experience as a Technical Consultant/Representative as demonstrated by the responsibility for a minimum of one year in the carrying out of control tests on all steam boilers and systems where chemical treatment was being used, and giving the necessary instructions for the adjustments in chemical feed rates and blowdown to maintain conditions with the tolerances, as may be recommended by the Offeror.		
2	Documented evidence of having access to and use of laboratory and testing facilities (related to water treatment for heating/cooling systems) and equipment. Name of laboratory and location along with letter authorizing the use of lab facilities is required if not operated by Offeror.		
3	Ability to provide adequate back-up arrangements for equipment, chemicals and personnel: at least one person to back up. The Offeror must provide a list complete with qualifications of personnel identified as back up.		
4	<p>Regulated Products: Each offer must include a statement that all products recommended have appropriate registration or approval by one or more of the following Federal Agencies, if applicable. If not applicable state why not:</p> <ul style="list-style-type: none"> <li>a. Agriculture and Agrifood Canada Pesticide Risk Reduction</li> <li>b. Canadian Food Inspection Agency</li> <li>c. Health Canada</li> </ul> <p>In the interest of safety, and to ensure that all Federal Regulations are properly adhered to, the use or recommendation of unregistered products must be sufficient reason for disqualification of the offer. Suitable approval letters from one of the three agencies must accompany each offer.</p>		

#### 4.1.2 Financial Evaluation

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.

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## 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 property 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>).

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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**

M3020T (2016-01-28), Status and Availability of Resources

## **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 of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

### **6.2 Insurance Requirements**

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

## **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 # W010C-19-0169**

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.

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

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The data must be submitted to the Standing Offer Authority no later than **ten (10)** 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 against the Standing Offer is for 1 year from date of award.

### **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 (1) 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](mailto: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 (completed at award):

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Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
E-mail address: \_\_\_\_\_

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up under 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: **DND authorized users within Real Property Operations Section – Halifax.**

### 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 \$ **(to be completed at award)** (Harmonized Sales Tax 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 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) the general conditions **2010C** (2018-06-21), Services (medium complexity);
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Security Requirements Checklist;
- h) the Offeror's offer dated \_\_\_\_\_ (*insert date of offer*).

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## **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.

### **7.13 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.

### **7.14 Transition to an e-Procurement Solution (EPS)**

During the period of the Standing Offer, Canada may transition to an EPS for more efficient processing and management of individual call-ups for any or all of the SO's applicable goods and services. Canada reserves the right, at its sole discretion, to make the use of the new e-procurement solution mandatory.

Canada agrees to provide the Offeror with at least a three-month notice to allow for any measures necessary for the integration of the Offer into the EPS. The notice will include a detailed information package indicating the requirements, as well as any applicable guidance and support.

If the Offeror chooses not to offer their goods or services through the e-procurement solution, the Standing Offer may be set aside by Canada.

## **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.

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### 7.3.2 Delivery Date

Delivery 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 firm unit prices, as specified in Annex B. Customs duties are included and Applicable Taxes are extra.

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.

#### 7.5.2 Limitation of Price

[C6000C](#) (2017-08-17), 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. Direct Deposit (Domestic and International);

The Contractor will be required to provide the following to the Accounts Payable Section:

- 1. Banking information for direct deposit; and,
- 2. Email address.

### 7.6 Invoicing Instructions

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. Invoices must be distributed as follows:

The original and one (1) copy must be forwarded to the following address for certification and payment:

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Accounts Payable Section  
Real Property Operations Section - Halifax  
Maritime Forces Atlantic PO Box 99000  
Station Forces, Willow Park Bldg 7  
Halifax, NS B3K 5X5

Invoices must be submitted within 30 days of completion of Work.  
Each invoice will indicate the following information:

1. Contract number;
2. Work order/ serial number;
3. Requisition/order offer number;
4. Building number or location;
5. Dates during which the Work was accomplished;
6. A detailed description of the Work performed, with itemized list of materials & labour (a copy of the Contractor's invoice from his material supplier will also be included plus any other costs being charged), labour, overhead, profit and applicable taxes will be included separately on the invoice.
7. Labour costs are to be broken down by trade and sub-trade. Labour time sheets will also be provided upon request.

No invoices will be processed without proper information as outlined.

## **7.7 Insurance**

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

## **7.8 SACC Manual Clauses**

C0705C (2010-01-11) Discretionary Audit  
A9062C (2011-05-16) Canadian Site Regulations  
D5328C (2014-06-26) Inspection and Acceptance

Solicitation No. - N° de l'invitation  
W010C-190169  
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

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## **ANNEX A**

### **STATEMENT OF WORK**

(See Attachment)

## ANNEX B

### BASIS OF PAYMENT

1. Regular working hours: Monday to Friday, 0730-1600 hrs.
2. The price of the bid will be evaluated in Canadian dollars, the Goods and Services tax or the Harmonized Sales Tax excluded, FOB destination including Canadian customs duties and excise taxes included.
3. The estimated annual usage figures (C) are for evaluation purposes only and does not infer all the quantities for that item will be utilized or that the quantities may not be exceeded.
4. For chemicals, the Firm Unit Price include DDP, Delivered Duty Paid.

Table 1A Year 1 - Pricing Table for Chemicals Supplies Dates TBD						
For evaluation purposes only, the percentage active ingredients (PAI) will be converted to a 100% value to ensure valid and equal comparison between vendor product offerings. An example of the conversion follows:  Product costs \$2.00; has 20% active ingredient; converting to 100% results in the following equation: $\$2.00/20\% = x/100\%$ where $x = \$10.00$ .						
Col A	Col B Chemicals	Col C Est. qty per year	Col D Unit of issue	Col E Firm unit price	Col F % Active product	Col G Extended total (G = C x (E / F))
1	anhydrous disodium phosphate	546	kg	\$_____	____%	\$_____
2	sodium sulphite powder	808	kg	\$_____	____%	\$_____
3	sodium sulphite liquid	88	kg	\$_____	____%	\$_____
4	phosphate polymer	460	kg	\$_____	____%	\$_____
5	sodium hydroxide	430	kg	\$_____	____%	\$_____
6	morpholine cyclohexamine diethylaminoethanol	1,491	kg	\$_____	____%	\$_____
7	ALK builder sulphite polymer amine	14	kg	\$_____	____%	\$_____
8	tannin polymer	35	kg	\$_____	____%	\$_____

9	liquid molybdate amine azote	100	kg	\$_____	____%	\$_____
10	liquid borate nitrite	55	kg	\$_____	____%	\$_____
11	liquid molybdate amine caustic	55	kg	\$_____	____%	\$_____
12	molybdenum caustic phosphonate	75	kg	\$_____	____%	\$_____
13	compound caustic sulphite amine phosphate	1	kg	\$_____	____%	\$_____
14	isothiazolone diocide	2	kg	\$_____	____%	\$_____
15	solid hydantoin bromide	20	kg	\$_____	____%	\$_____
16	isothiazolone gluteraldehyde	2	kg	\$_____	____%	\$_____
Table 1A – Year 1 Grand Extended Total (for evaluation purposes only)						\$_____

Table 1B Year 1 - Pricing Table for Engineering and Laboratory Services Dates TBD						
Contractor to provide manual(s) after the first site visit. The content of the manual must include water test procedures, the type of treatment required and the chemicals used to treat the water.						
Col A	Col B Locations	Col C Est. calls per year	Col D Firm lot price per visit	Col E Est. # manuals	Col F Firm unit price per manual	Col G Extended total (G = (C x D) + (E x F))
.1	Stadacona S11	3	\$_____	3	\$_____	\$_____
.2	Stadacona S80	1	\$_____	1	\$_____	\$_____
.3	Stadacona S105	1	\$_____	1	\$_____	\$_____
.4	Stadacona S117	1	\$_____	1	\$_____	\$_____
.5	Windsor Park WP62	3	\$_____	3	\$_____	\$_____
.6	Willow Park WL57	1	\$_____	1	\$_____	\$_____
.7	Willow Park WL59	1	\$_____	1	\$_____	\$_____
.8	Halifax Armoury HA1	1	\$_____	1	\$_____	\$_____
.9	Royal Artillery Park RA1	1	\$_____	1	\$_____	\$_____

.10	HMC Dockyard D62	3	\$_____	3	\$_____	\$_____
.11	DC Division School DC37	1	\$_____	1	\$_____	\$_____
.12	12 Wing Shearwater SH343	1	\$_____	1	\$_____	\$_____
.13	12 Wing Shearwater SH349	3	\$_____	3	\$_____	\$_____
.14	12 Wing Shearwater SHHGR342	1	\$_____	1	\$_____	\$_____
.15	12 Wing Shearwater SH344	1	\$_____	1	\$_____	\$_____
.16	NAD W21	1	\$_____	1	\$_____	\$_____
.17	NAD W22	1	\$_____	1	\$_____	\$_____
.18	NAD W29	3	\$_____	3	\$_____	\$_____
.19	DRDC Atlantic DA26	1	\$_____	1	\$_____	\$_____
.20	CFAD Bedford BM36	1	\$_____	1	\$_____	\$_____
.21	CFAD Bedford BM39	1	\$_____	1	\$_____	\$_____
.22	CFAD Bedford BM40	1	\$_____	1	\$_____	\$_____
.23	CFAD Bedford BM212	1	\$_____	1	\$_____	\$_____
.24	CFAD Bedford BM230	1	\$_____	1	\$_____	\$_____
.25	CFAD Bedford BM239	1	\$_____	1	\$_____	\$_____
.26	Bedford Armoury BA1	1	\$_____	1	\$_____	\$_____
.27	NRS Newport Corner NC9	1	\$_____	1	\$_____	\$_____
.28	Truro Armoury TA1	1	\$_____	1	\$_____	\$_____
.29	Great Village GV1	1	\$_____	1	\$_____	\$_____
.30	Springhill Armoury SA1	1	\$_____	1	\$_____	\$_____
.31	Amherst Armoury AMHARM1	1	\$_____	1	\$_____	\$_____
.32	Pictou Armoury PTARM3	1	\$_____	1	\$_____	\$_____



.33	Glace Bay Armoury GBARM1	1	\$_____	1	\$_____	\$_____
.34	Victoria Park VP42	1	\$_____	1	\$_____	\$_____
Table 1B – Year 1 Grand Extended Total (for evaluation purposes only)						\$_____

Table 1C Year 1 - Pricing Table for Service Calls Dates TBD				
Col A	Col B Locations	Col C Per hour service call rate	Col D Est. hours	Col E Extended total E = (C x D)
.1	Halifax Regional Municipality (HRM)	\$_____	30	\$_____
.2	Outlying Areas	\$_____	8	\$_____
.3	Cape Breton Areas	\$_____	8	\$_____
Table 1C – Year 1 Grand Extended Total (for evaluation purposes only)				\$_____

Table 2A Option Year 1 - Pricing Table for Chemicals Supplies Dates TBD						
For evaluation purposes only, the percentage active ingredients (PAI) will be converted to a 100% value to ensure valid and equal comparison between vendor product offerings. An example of the conversion follows:  Product costs \$2.00; has 20% active ingredient; converting to 100% results in the following equation: \$2.00/20% = x/100% where x = \$10.00.						
Col A	Col B Chemicals	Col C Est. qty per year	Col D Unit of issue	Col E Firm unit price	Col F % Active product	Col G Extended total (G = C x (E / F))
1	anhydrous disodium phosphate	546	kg	\$_____	____%	\$_____
2	sodium sulphite powder	808	kg	\$_____	____%	\$_____
3	sodium sulphite liquid	88	kg	\$_____	____%	\$_____
4	phosphate polymer	460	kg	\$_____	____%	\$_____
5	sodium hydroxide	430	kg	\$_____	____%	\$_____

6	morpholine cyclohexamine diethylaminoethanol	1,491	kg	\$_____	____%	\$_____
7	ALK builder sulphite polymer amine	14	kg	\$_____	____%	\$_____
8	tannin polymer	35	kg	\$_____	____%	\$_____
9	liquid molybdate amine azote	100	kg	\$_____	____%	\$_____
10	liquid borate nitrite	55	kg	\$_____	____%	\$_____
11	liquid molybdate amine caustic	55	kg	\$_____	____%	\$_____
12	molybdenum caustic phosphonate	75	kg	\$_____	____%	\$_____
13	compound caustic sulphite amine phosphate	1	kg	\$_____	____%	\$_____
14	isothiazolone diocide	2	kg	\$_____	____%	\$_____
15	solid hydantoin bromide	20	kg	\$_____	____%	\$_____
16	isothiazolone gluteraldehyde	2	kg	\$_____	____%	\$_____
Table 2A – Option Year 1 Grand Extended Total (for evaluation purposes only)						\$_____

**Table 2B**  
 Option Year 1 - Pricing Table for Engineering and Laboratory Services  
 Dates TBD

Contractor to provide manual(s) after the first site visit. The content of the manual must include water test procedures, the type of treatment required and the chemicals used to treat the water.

Col A	Col B Locations	Col C Est. calls per year	Col D Firm lot price per visit	Col E Est. # manuals	Col F Firm unit price per manual	Col G Extended total (G = (C x D) + (E x F))
.1	Stadacona S11	3	\$_____	3	\$_____	\$_____
.2	Stadacona S80	1	\$_____	1	\$_____	\$_____
.3	Stadacona S105	1	\$_____	1	\$_____	\$_____
.4	Stadacona S117	1	\$_____	1	\$_____	\$_____
.5	Windsor Park WP62	3	\$_____	3	\$_____	\$_____

.6	Willow Park WL57	1	\$_____	1	\$_____	\$_____
.7	Willow Park WL59	1	\$_____	1	\$_____	\$_____
.8	Halifax Armoury HA1	1	\$_____	1	\$_____	\$_____
.9	Royal Artillery Park RA1	1	\$_____	1	\$_____	\$_____
.10	HMC Dockyard D62	3	\$_____	3	\$_____	\$_____
.11	DC Division School DC37	1	\$_____	1	\$_____	\$_____
.12	12 Wing Shearwater SH343	1	\$_____	1	\$_____	\$_____
.13	12 Wing Shearwater SH349	3	\$_____	3	\$_____	\$_____
.14	12 Wing Shearwater SHHGR342	1	\$_____	1	\$_____	\$_____
.15	12 Wing Shearwater SH344	1	\$_____	1	\$_____	\$_____
.16	NAD W21	1	\$_____	1	\$_____	\$_____
.17	NAD W22	1	\$_____	1	\$_____	\$_____
.18	NAD W29	3	\$_____	3	\$_____	\$_____
.19	DRDC Atlantic DA26	1	\$_____	1	\$_____	\$_____
.20	CFAD Bedford BM36	1	\$_____	1	\$_____	\$_____
.21	CFAD Bedford BM39	1	\$_____	1	\$_____	\$_____
.22	CFAD Bedford BM40	1	\$_____	1	\$_____	\$_____
.23	CFAD Bedford BM212	1	\$_____	1	\$_____	\$_____
.24	CFAD Bedford BM230	1	\$_____	1	\$_____	\$_____
.25	CFAD Bedford BM239	1	\$_____	1	\$_____	\$_____
.26	Bedford Armoury BA1	1	\$_____	1	\$_____	\$_____
.27	NRS Newport Corner NC9	1	\$_____	1	\$_____	\$_____
.28	Truro Armoury TA1	1	\$_____	1	\$_____	\$_____

.29	Great Village GV1	1	\$_____	1	\$_____	\$_____
.30	Springhill Armoury SA1	1	\$_____	1	\$_____	\$_____
.31	Amherst Armoury AMHARM1	1	\$_____	1	\$_____	\$_____
.32	Pictou Armoury PTARM3	1	\$_____	1	\$_____	\$_____
.33	Glace Bay Armoury GBARM1	1	\$_____	1	\$_____	\$_____
.34	Victoria Park VP42	1	\$_____	1	\$_____	\$_____
Table 2B – Option Year 1 Grand Extended Total (for evaluation purposes only)						\$_____

Table 2C Option Year 1 - Pricing Table for Service Calls Dates TBD				
Col A	Col B Locations	Col C Per hour service call rate	Col D Est. hours	Col E Extended total E = (C x D)
.1	Halifax Regional Municipality (HRM)	\$_____	30	\$_____
.2	Outlying Areas	\$_____	8	\$_____
.3	Cape Breton Areas	\$_____	8	\$_____
Table 2C – Option Year 1 Grand Extended Total (for evaluation purposes only)				\$_____

Table 3A Option Year 2 - Pricing Table for Chemicals Supplies Dates TBD						
For evaluation purposes only, the percentage active ingredients (PAI) will be converted to a 100% value to ensure valid and equal comparison between vendor product offerings. An example of the conversion follows:  Product costs \$2.00; has 20% active ingredient; converting to 100% results in the following equation: $\$2.00/20\% = x/100\%$ where $x = \$10.00$ .						
Col A	Col B Chemicals	Col C Est. qty per year	Col D Unit of issue	Col E Firm unit price	Col F % Active product	Col G Extended total (G = C x (E / F))
1	anhydrous disodium phosphate	546	kg	\$_____	____%	\$_____
2	sodium sulphite powder	808	kg	\$_____	____%	\$_____
3	sodium sulphite liquid	88	kg	\$_____	____%	\$_____
4	phosphate polymer	460	kg	\$_____	____%	\$_____
5	sodium hydroxide	430	kg	\$_____	____%	\$_____
6	morpholine cyclohexamine diethylaminoethanol	1,491	kg	\$_____	____%	\$_____
7	ALK builder sulphite polymer amine	14	kg	\$_____	____%	\$_____
8	tannin polymer	35	kg	\$_____	____%	\$_____
9	liquid molybdate amine azote	100	kg	\$_____	____%	\$_____
10	liquid borate nitrite	55	kg	\$_____	____%	\$_____
11	liquid molybdate amine caustic	55	kg	\$_____	____%	\$_____
12	molybdenum caustic phosphonate	75	kg	\$_____	____%	\$_____
13	compound caustic sulphite amine phosphate	1	kg	\$_____	____%	\$_____
14	isothiazolone diocide	2	kg	\$_____	____%	\$_____
15	solid hydantoin bromide	20	kg	\$_____	____%	\$_____
16	isothiazolone gluteraldehyde	2	kg	\$_____	____%	\$_____
Table 3A – Option Year 2 Grand Extended Total (for evaluation purposes only)						\$_____

Table 3B Option Year 2 - Pricing Table for Engineering and Laboratory Services Dates TBD						
Contractor to provide manual(s) after the first site visit. The content of the manual must include water test procedures, the type of treatment required and the chemicals used to treat the water.						
Col A	Col B Locations	Col C Est. calls per year	Col D Firm lot price per visit	Col E Est. # manuals	Col F Firm unit price per manual	Col G Extended total (G = (C x D) + (E x F)
.1	Stadacona S11	3	\$_____	3	\$_____	\$_____
.2	Stadacona S80	1	\$_____	1	\$_____	\$_____
.3	Stadacona S105	1	\$_____	1	\$_____	\$_____
.4	Stadacona S117	1	\$_____	1	\$_____	\$_____
.5	Windsor Park WP62	3	\$_____	3	\$_____	\$_____
.6	Willow Park WL57	1	\$_____	1	\$_____	\$_____
.7	Willow Park WL59	1	\$_____	1	\$_____	\$_____
.8	Halifax Armoury HA1	1	\$_____	1	\$_____	\$_____
.9	Royal Artillery Park RA1	1	\$_____	1	\$_____	\$_____
.10	HMC Dockyard D62	3	\$_____	3	\$_____	\$_____
.11	DC Division School DC37	1	\$_____	1	\$_____	\$_____
.12	12 Wing Shearwater SH343	1	\$_____	1	\$_____	\$_____
.13	12 Wing Shearwater SH349	3	\$_____	3	\$_____	\$_____
.14	12 Wing Shearwater SHHGR342	1	\$_____	1	\$_____	\$_____
.15	12 Wing Shearwater SH344	1	\$_____	1	\$_____	\$_____
.16	NAD W21	1	\$_____	1	\$_____	\$_____
.17	NAD W22	1	\$_____	1	\$_____	\$_____
.18	NAD W29	3	\$_____	3	\$_____	\$_____
.19	DRDC Atlantic DA26	1	\$_____	1	\$_____	\$_____
.20	CFAD Bedford BM36	1	\$_____	1	\$_____	\$_____

.21	CFAD Bedford BM39	1	\$_____	1	\$_____	\$_____
.22	CFAD Bedford BM40	1	\$_____	1	\$_____	\$_____
.23	CFAD Bedford BM212	1	\$_____	1	\$_____	\$_____
.24	CFAD Bedford BM230	1	\$_____	1	\$_____	\$_____
.25	CFAD Bedford BM239	1	\$_____	1	\$_____	\$_____
.26	Bedford Armoury BA1	1	\$_____	1	\$_____	\$_____
.27	NRS Newport Corner NC9	1	\$_____	1	\$_____	\$_____
.28	Truro Armoury TA1	1	\$_____	1	\$_____	\$_____
.29	Great Village GV1	1	\$_____	1	\$_____	\$_____
.30	Springhill Armoury SA1	1	\$_____	1	\$_____	\$_____
.31	Amherst Armoury AMHARM1	1	\$_____	1	\$_____	\$_____
.32	Pictou Armoury PTARM3	1	\$_____	1	\$_____	\$_____
.33	Glace Bay Armoury GBARM1	1	\$_____	1	\$_____	\$_____
.34	Victoria Park VP42	1	\$_____	1	\$_____	\$_____
Table 3B – Option Year 2 Grand Extended Total (for evaluation purposes only)						\$_____

Table 3C  
Option Year 2 - Pricing Table for Service Calls  
Dates TBD

Col A	Col B Locations	Col C Per hour service call rate	Col D Est. hours	Col E Extended total E = (C x D)
.1	Halifax Regional Municipality (HRM)	\$_____	30	\$_____

.2	Outlying Areas	\$ _____	8	\$ _____
.3	Cape Breton Areas	\$ _____	8	\$ _____
Table 3C – Option Year 2 Grand Extended Total (for evaluation purposes only)				\$ _____

**Total Bid Price for evaluation (Sum of Tables 1A, 1B, 1C, 2A, 2B, 2C, 3A, 3B and 3C)**

Table 1A      \$ \_\_\_\_\_  
 Table 1B      \$ \_\_\_\_\_  
 Table 1C      \$ \_\_\_\_\_  
 Table 2A      \$ \_\_\_\_\_  
 Table 2B      \$ \_\_\_\_\_  
 Table 2C      \$ \_\_\_\_\_  
 Table 3A      \$ \_\_\_\_\_  
 Table 3B      \$ \_\_\_\_\_  
 Table 3C      \$ \_\_\_\_\_

Total Bid Price: \$ \_\_\_\_\_



Solicitation No. - N° de l'invitation  
W010C-190169  
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

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## **ANNEX C**

### **SECURITY REQUIREMENTS CHECK LIST**

(See Attachment)

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## ANNEX D

### STANDING OFFER REPORTING FORM

Please fax to the Standing offer authority named herein.

Please use the Standing Offer number in the Subject line and clearly indicate:

- The standing offer number for which data is submitted;
- The period for which the data has been accumulated (start date to end date);
- The Department with whom the standing offer was arranged;
- The start date and the end date for the standing offer; and
- The total spend to date, by government department.

Standing Offer		(Insert Standing Offer #)	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	Work Description	Date of Order	Date of Delivery	Value of Order (not including HST)

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## ANNEX E

### 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;

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

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

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

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Department of National Defence



Specification

Standing Offer Agreement

**Water Treatment Services for Heating and Cooling Systems  
at Various Locations of CFB Halifax**

CFB Halifax, NS

<u>Section</u>	<u>Title</u>	<u>Pages</u>
<u>Division 01 - General Requirements</u>		
01 11 00	General Instructions	6
01 35 30	Health and Safety Requirements	8
01 35 35	DND Fire Safety Requirements	5
01 35 36	Security, Safety and Fire Regulations CFAD Bedford, NS	6
01 35 37	Access to DRDC Atlantic Complex	1
01 74 11	Cleaning	2
<u>Division 23 - Heating, Ventilating and Air-Conditioning (HVAC)</u>		
23 65 10	Water Treatment for Boilers	15

## PART 1 - GENERAL

- |                                   |    |  |
|-----------------------------------|----|--|
| <u>1.1 RELATED SECTIONS</u>       | .1 | Section 23 65 10 Water Treatment for Boilers.  |
| <u>1.2 DESCRIPTION OF WORK</u>    | .1 | Work under this Standing Offer Agreement comprises the furnishing of all labour, material, tools, equipment, transportation, and supervision required for the provision of chemicals, reagents, test equipment, and engineering and laboratory services for boilers and integrated heating and cooling towers at various locations of CFB Halifax as specified herein.   |
| <u>1.3 ENGINEER</u>               | .1 | All reference to the Engineer in this specification, who is the Contract Inspector which is representing the Real Property Operations Section - Halifax (RPOS(H)).   |
| <u>1.4 WORK INCLUDED</u>          | .1 | <p>Work included in this Standing Offer Agreement includes but will not be limited to the following:</p> <ul style="list-style-type: none"> <li>.1 Conduct service calls for steam or hot water boilers, distribution systems and cooling towers as requested by Engineer.</li> <li>.2 Provide Engineering and Laboratory services covering collection and analysis of samples and recommendations on application frequency and amounts of chemicals with the provision of treatment program, manual and operator training.</li> <li>.3 Supply of chemicals as detailed in Section 23 65 10 Water Treatment for Boilers.</li> <li>.4 Provide a written report after each visit.</li> <li>.5 Conduct clean up.</li> </ul> |
| <u>1.5 LOCATIONS OF JOB SITES</u> | .1 | <p>Areas covered under this specification include but not limited to the following locations:</p> <ul style="list-style-type: none"> <li>.1 Halifax Regional Municipality (HRM) area: <ul style="list-style-type: none"> <li>.1 Stadacona - Halifax, NS;</li> </ul> </li> </ul>  |

1.5 LOCATIONS OF JOB  
SITES  
(Cont'd)

- .1 (Cont'd)
  - .1 (Cont'd)
    - .2 Windsor Park - Halifax, NS;
    - .3 Willow Park - Halifax, NS;
    - .4 Halifax Armoury - Halifax, NS;
    - .5 Royal Artillery (RA) Park - Halifax, NS;
    - .6 HMC Dockyard - Halifax, NS;
    - .7 DC Division - Herring Cove, NS;
    - .8 12 Wing Shearwater - Eastern Passage, NS;
    - .9 Naval Armament Depot (NAD) - Dartmouth, NS;
    - .10 DRDC Atlantic - Dartmouth, NS;
    - .11 CFAD Bedford - Bedford, NS; and
    - .12 Bedford Armoury - Bedford NS.
  - .2 Outlying areas:
    - .1 NRS Newport Corner - Newport Corner, NS;
    - .2 Truro Armoury - Truro, NS;
    - .3 Great Village - Great Village, NS;
    - .4 Springhill Armoury - Springhill, NS;
    - .5 Amherst Armoury - Amherst, NS; and
    - .6 Pictou Armoury - Pictou, NS.
  - .3 Cape Breton areas:
    - .1 Glace Bay Armoury - Glace Bay, NS; and
    - .2 Victoria Park - Sydney, NS.

1.6 SITE ACCESS

- .1 Access to the site is under the direction of the Department of National Defence. All visitors entering areas issuing a daily pass will be aware of the requirement for search as a condition of issue.
- .2 While within the confines of CFB Halifax all employees and representatives of the Contractor must comply with all of the Standing Orders as promulgated by Base/Unit Authorities.

1.7 PRE-JOB MEETING

- .1 Immediately upon receipt of award of Standing Offer Agreement, the successful Contractor will contact the Engineer to arrange a pre-job meeting prior to commencement of any work.
- .2 The Engineer will provide the Contractor with a list of his/her authorized representatives at the pre-job meeting.

1.8 CONTRACTOR  
QUALIFICATIONS

- .1 The Contractor must satisfy the Engineer that he/she has adequate and qualified staff to perform the service expected. This includes all service calls within an acceptable time period and having adequate parts on hand to meet the requirements of the job.
- .2 Whenever the Contractor uses sub-contractors, they too must perform to and comply with all requirements of this Standing Offer Agreement.

1.9 WORKMANSHIP

- .1 Workmanship must be the best quality executed by workers experienced and skilled in the respective duties for which they are employed.
- .2 Do not employ any unfit person or anyone unskilled in their required duties. The Engineer reserves the right to require the dismissal from the site, workers deemed incompetent, careless, insubordinate or otherwise objectionable.
- .3 Decisions as to the quality or fitness of workmanship in cases of dispute rest solely with the Engineer whose decision is final.
- .4 The Contractor will employ a competent and experienced supervisor with the authority to speak on his behalf on day-to-day routine matters.



1.10 NORMAL WORKING HOURS

- .1 Normal working hours will be 0730 to 1600 hours, Monday to Friday. Any work carried out other than normal working hours must be authorized verbally by the Engineer.

1.11 CONTRACTOR'S USE OF SITE

- .1 Contractor will be briefed on use of site by the Engineer.
- .2 Do not unreasonably encumber site with materials or equipment.
- .3 Move stored products or equipment which interferes with operations of Engineer or other Contractors.
- .4 The Engineer will brief the Contractor on access to restricted areas.

1.12 PARKING

- .1 In limited areas, a parking space will be made available on site for Contractor vehicles to drop off equipment and supplies. Maintain and administer this space as directed.
- .2 The Contractor may have to pay for parking at the following locations:
  - .1 Stadacona - Halifax, NS;
  - .2 Windsor Park - Halifax, NS;
  - .3 Willow Park - Halifax, NS;
  - .4 Royal Artillery (RA) Park - Halifax, NS;
  - .5 Halifax Armoury - Halifax, NS;
  - .6 HMC Dockyard - Halifax, NS; and
  - .7 Naval Armament Depot (NAD) - Dartmouth, NS.

1.13 CODES AND STANDARDS

- .1 Perform work in accordance with the latest edition of the National Building Code of Canada (NBC), Canadian Electrical Code Part I, National Plumbing Code of Canada (NPC), Canada Labour Code Part II, National Fire Code of Canada, NS Fall Protection and Scaffold Regulations, DND/CF Asbestos management directives, and any other applicable federal, provincial and municipal regulations and by-laws. In any case of conflict or discrepancy, the more stringent requirements will apply.

1.13 CODES AND  
STANDARDS  
(Cont'd)

- .2 Meet or exceed requirements of specified standards, codes and referenced documents.

1.14 PROTECTION OF  
EXISTING FACILITIES

- .1 The Contractor must take all necessary precautions to ensure against damage to existing facilities. Any damage to such facilities as a result of the Contractors operations must be repaired or replaced by the Contractor at his/her own expense, as soon as is reasonably possible.
- .2 Special coverings and protection must be provided to protect plants, walls, projections and adjacent work where materials are being removed, installed or hoisted.
- .3 The Contractor must protect all occupant owned furnishings and equipment, and the building from damage during execution of this Standing Offer Agreement.
- .4 Where the Engineer considers it necessary, provide and erect warning signs and barriers.

1.15 EXISTING SERVICES

- .1 Notify Engineer and utility companies of intended interruption of services and obtain required permission.
- .2 Where Work involves breaking into or connecting to existing services, give 24 hours notice for necessary interruption of mechanical or electrical service throughout course of work. Minimize duration of interruptions. Carry out work at times as directed by governing authorities with minimum disturbance to tenant operations.
- .3 Submit schedule to and obtain approval from Engineer for any shut-down or closure of active service or facility. Adhere to approved schedule and provide notice to affected parties.
- .4 Provide temporary services when directed by Engineer to maintain critical building and tenant systems.
- .5 Where unknown services are encountered, immediately advise Engineer and confirm findings in writing.

1.16 INSPECTION

- .1 All work and materials covered by this specification will be subject to inspection at any time by the Engineer or his/her representative.

<u>1.17 REPORTING IRREGULARITIES</u>	.1	The Contractor must notify the Engineer of irregularities in the work area, such as accidents, spills, structural defects, mechanical and/or electrical problems and/or any beyond the scope of work.
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PART 2 - PRODUCTS

<u>2.1 NOT USED</u>	.1	Not used.
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PART 3 - EXECUTION

<u>3.1 NOT USED</u>	.1	Not used.
---------------------	----	-----------

END OF SECTION

PART 1 - GENERAL

1.1 WORK SAFETY  
MEASURES

- .1 Observe and enforce construction safety measures by complying with the requirements of the following statutes and authorities:
  - .1 Canada Labour Code Part II and the Canada Occupational Health and Safety Regulations;
  - .2 Nova Scotia Occupational Health and Safety Act and supporting Occupational General Safety Regulations as amended from time to time;
  - .3 most recent amendments to the National Building Code of Canada, Part 8 and National Fire Code of Canada;
  - .4 Health Canada/Workplace Hazardous Materials Information System (WHMIS).
- .2 Refer to Section 01 35 35 DND Fire Safety Requirements.
- .3 Engineer will provide a copy of any relevant special written instructions to be followed.
- .4 Before Work Begins
  - .1 Bidder/Tender to provide documentation if requested by the Crown, indicating all safety training attained for each person who will be involved with the Standing Offer Agreement.
- .5 The following disciplinary measures will be taken for any violations of safety under this Standing Offer Agreement:
  - .1 First Violation:
    - .1 Verbal warning issued to the Contractor for the first violation of a safety regulation (Violation will be documented on Standing Offer file, copy to Contractor and PSPC.).
  - .2 Second Violation:
    - .1 Written warning to Contractor for second violation of a safety regulation (Violation will be documented on Standing Offer file, copy to Contractor and PSPC.).

1.1 WORK SAFETY  
MEASURES  
(Cont'd)

.5

(Cont'd)

.3

Third Violation:

.1

A third violation of a safety regulation may result in the termination of the Standing Offer with a recommendation to the Contracting Authority that the Contractor be denied access to Real Property Operations Section - Halifax (RPOS(H)) contracts (Documented to Standing Offer file, copies to Contractor and PSPC.).

.4

Serious Violation:

.1

For a serious violation of a safety regulation as deemed by a regulator, project manager or safety officer a recommendation will be made to the Contracting Authority to immediately terminate the Contract/Standing Offer (Violation documented on Standing Offer file, copy to Contractor and PSPC.).

.5

Charges Laid or Guilty Determination by Courts:

.1

Infractions of safety regulations that result in charges being laid by a regulator against the Contractor or the Contractor being found guilty by the courts may result in that Contractor being denied access to RPOS(H) contracts.

1.2 HAZARD ASSESSMENTS

.1

Contractor must implement and carry out a health and safety hazard assessment program as part of the Work. Program to include:

.1

Initial Hazard Assessment:

.1

Carried out upon notification of Contract award and/or prior to commencement of Work.

.2

On-going Hazard Assessments:

.1

Performed during the progress of Work identifying new or potential health risks and safety hazards not previously known. As a minimum, hazards assessments must be carried out when:

1.2 HAZARD ASSESSMENTS  
(Cont'd)

- .1 (Cont'd)
- .2 (Cont'd)
- .1 new sub-trade work, new sub-contractor(s) or new workers arrive at the site to commence another portion of the Work;
- .2 the scope of Work has been changed;
- .3 Work conducted in confined spaces; and/or
- .4 potential hazard or weakness in current health and safety practices are identified by the Engineer.
- .2 Hazard assessments will be project and site specific, based on review of Standing Offer documents and site.
- .3 Each hazard assessment to be made in writing. Keep copies of all assessments on site for duration of Work. Upon request, make available to Engineer.
- .4 The Contractor must notify the Engineer of suspected hazardous material during work and not apparent from drawings, specifications, or report pertaining to work (e.g. lead, asbestos etc.). Do not disturb such material pending instructions from the Engineer. The Engineer will make the necessary arrangements for testing the material as required.

1.3 ASBESTOS PRODUCT &  
ASBESTOS ACTIVITY

- .1 Within the confines of the Base/Unit, the provision of new products containing fibrous asbestos materials is prohibited.
- .2 Demolition or disturbance of spray or trowel-applied asbestos can be hazardous to health. Should material resembling spray or trowel-applied asbestos be encountered in course of work, stop work and notify Engineer immediately. Do not proceed until written instructions have been received from Engineer.

1.4 HAZARDOUS MATERIAL  
SPILL

- .1 The Contractor or sub-contractors must report to the DND Fire Department and the Engineer for any incident or spill involving hazardous materials (HAZMAT).
- .2 In the event of a hazardous material spill, the following procedures for initial actions must be followed:

1.4 HAZARDOUS MATERIAL SPILL  
(Cont'd)

.2

(Cont'd)

- .1 ensure safety of all personnel;
- .2 assess spill hazards and risks;
- .3 ventilate area if release is indoors and remove all sources of ignition;
- .4 stop the spill if safely possible (e.g. shut off pump, replace cap, tip drum upward, patch leaking hole etc.).
- .5 no matter the volume is, contact the DND Fire Department and provide the following information:
  - .1 time of the spill;
  - .2 location;
  - .3 special considerations:
    - .1 personal safety;
    - .2 environmental.
  - .4 type and amount of spill;
  - .5 person reporting the spill:
    - .1 name;
    - .2 company; and
    - .3 telephone number.
  - .6 contain the spill;
  - .7 isolate the area as required;
  - .8 provide Material Safety Data Sheets (MSDS) to DND Fire Department and Engineer;
  - .9 contact the Engineer; and
  - .10 clean up minor spills using appropriate protective equipment and supplies.

1.5 FASTENING DEVICES  
EXPLOSIVE ACTUATED

- .1 Explosive actuated devices must not be used without the approval of the Engineer.
- .2 Operator must have the appropriate training before using the explosive actuated device.
- .3 Follow the manufacturer's safety guidelines and ensure the applicable personal protective equipment is used.

1.6 HOT WORK

- .1 All hot work activity is to take place with Engineer's approval and written permission from the DND Fire Department (hot work permit). Hot work permits and fire watch requirements will be provided by the DND Fire Department.
- .2 The ventilation system in the area of any hot work is to be isolated to prevent migration of fumes/smoke and to reduce any possible spread of fire to other areas of the facility.
- .3 Contractor will have an employee trained in the use of fire extinguishers as fire watch during any hot work and for a minimum of 30 minutes after activity has ceased.

1.7 CONFINED SPACES

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



1.7 CONFINED SPACES  
(Cont'd)

- .5 (Cont'd)
- .1 The Contractor to provide the Engineer with a copy of the hazard assessment.
- .6 The Contractor must have a written rescue plan posted on site.
- .7 Contractor must inform DND Fire Department and Central Heating plant before entering any service tunnel.

1.8 FALL PROTECTION

- .1 All work carried out above the mandatory height restrictions, from unguarded structure and/or scaffolding, will be done in compliance with the Canada Occupational Safety and Health Regulations, Part XII, Section 12.10.
- .2 The components of a fall protection system must meet the standards as outlined in the Canada Occupational Safety and Health Regulations, Part XII, Section 12.10 (2).
- .3 The Contractor is to ensure fall protection equipment is maintained, inspected and tested by a qualified technician as required by the Canada Occupational Safety and Health Regulations, Part XII, Section 12.3.

1.9 ARC FLASH

- .1 The Contractor is to ensure all electrical equipment such as switchboards, panel boards, motor control centres and meter socket enclosures be marked to warn persons of potential electric shock and arc flash hazards. This labeling is required for all new and modified installations.
- .2 The warning label must also include information regarding "arc flash hazard category (0 to 4)" and the "Flash Protection Boundary" as defined in NFPA 70E. All projects specifications must include short circuit study and flash hazard analysis.
- .3 In accordance with the CSA Standards Z462 Workplace Electrical Safety, electrical Contractors are required to perform a shock and flash hazard analysis to select the appropriate PPE to wear. Electrical contractors are required arc-rated personal protective equipment while troubleshooting and diagnostic testing that cannot be performed unless the electrical conductor or circuit part is energized. All Contractor work practices must protect each employee from arc flash and from contact with live parts directly with any part of the body or indirectly through some other conductive object.

1.10 SAFETY

- .1 It is the Contractor's responsibility to be familiar with all applicable safety acts, regulations, codes and Standing Offer requirements. These must be identified and addressed in the safety plan, by identifying Standard Operating Procedures (SOP) and safe work practices (SWP) which incorporate clear and specific control measures, applicable rules, procedures and practices, all of which will become mandatory.
- .2 The Contractor must ensure all workers and authorized persons entering the work site are notified of and abide by the posted safety plan, safety rules, procedures, safe work practices and applicable safety acts, regulations, and codes. Any person not complying with these will not be permitted on the site.
- .3 Contractor must ensure that all applicable personal protective equipment (PPE) is used.
  - .1 All personnel are required to wear hard hats, in accordance with CSA Z94.1, Industrial Protective Headwear.
  - .2 All personnel are required to wear safety footwear, in accordance with CSA Z195, Protective Footwear.
  - .3 All personnel are required to wear eye and face protection, in accordance with CSA Z94.3.1, Selection, Use, and Care of Protective Eyewear.
  - .4 When and where noise level is above 85 decibels; all personnel are required to wear hearing protection, in accordance with CSA Z94.2, Hearing Protection Devices - Performance, Selection, Care and Use.
  - .5 Where toxic or noxious gas fumes, or oxygen deficiency or excessive dust may occur, so as to create a hazard to life, safety or health; all personnel are required to wear respiratory protection, in accordance with CAN/CSA Z94.4, Selection, Use, and Care of Respirators.
- .4 The Engineer will coordinate arrangements for the Contractor to be briefed on site safety within 14 days of award of Standing Offer Agreement.

1.11 SECURITY INCIDENT  
RESPONSE

- .1 Security incident can be defined as any fact or event which could affect your personal or organizational security.

1.11 SECURITY INCIDENT  
RESPONSE  
(Cont'd)

- .2 When performing Work on the premises of CFB Halifax, security incidents or threats could occur at any time such as bomb threats, active intruder, lockdowns etc.
- .3 When a security incident occurs, the Contractor shall:
  - .1 stop the work safely;
  - .2 account for all your personnel in a secure area;
  - .3 report to the building main office or facility manager for further directives; and
  - .4 call the Engineer.
- .4 The above actions must be taken also during Base/Unit security training exercises.

1.12 SITE SIGNS AND  
NOTICES

- .1 Safety and instruction signs and notices:
  - .1 Signs and notices for safety and instruction must be in both official languages. Graphic symbols must conform to latest version of "Signs and Symbols for the Workplace".

PART 2 - PRODUCTS

2.1 NOT USED

- .1 Not used.

PART 3 - EXECUTION

3.1 NOT USED

- .1 Not used.

END OF SECTION

PART 1 - GENERAL

1.1 EMERGENCY  
REPORTING

- .1 Telephone numbers for emergency reporting will be provided by the Engineer at the fire safety briefing.

1.2 FIRE SAFETY  
ENFORCEMENT

- .1 Within the confines the Base/Unit, the prescription and enforcement of mandatory fire safety measures will be exercised under the authority of the DND Fire Department.
- .2 Comply with and enforce compliance by all Contractor personnel with all requirements of this specification section, and with the most recent edition of the National Building Code of Canada (NBC) and the National Fire Code of Canada (NFC), including all subsequent revisions issued by the National Research Council of Canada.

1.3 FIRE SAFETY BRIEFING

- .1 Prior to commencement of work under this Standing Offer Agreement, the Engineer will arrange a meeting of all parties concerned to review and clarify requirements for fire safety measures. This may involve a briefing by the DND Fire Department.

1.4 FIRE WATCH

- .1 For hot work activity, the Contractor will provide the service of fire-watch persons on a scale and schedule as prescribed by the DND Fire Department at the time of issuance of the hot work permit.

1.5 FIRE EXTINGUISHERS

- .1 Supply fire extinguishers, as scaled by the DND Fire Department, necessary to protect work in progress and Contractor's physical plant on site.

1.6 SMOKING  
PRECAUTIONS

- .1 Smoking not permitted on DND property except in designated smoking areas. This includes smoking in passenger motor vehicles.
- .2 In accordance with these fire safety requirements particular to the work area and site, the Engineer and DND Fire Department will designate hazardous areas as well as non-restricted areas where smoking may be permitted.
- .3 Smoking is prohibited in all buildings.

1.6 SMOKING  
PRECAUTIONS  
(Cont'd)

- .4 In all other areas, exercise care and comply with written or oral directives of the Engineer for the use of smoking materials.

1.7 REPORTING FIRES

- .1 Report immediately all fire incidents as follows:
- .1 activate nearest fire alarm box; or
  - .2 dial 9-1-1 or designated number given at the time of briefing; and
  - .3 telephone the Engineer.
- .2 Person activating fire alarm must remain at the alarm to direct the Fire Department to the scene of the fire.
- .3 When reporting fire by telephone, give location of fire, name and number of building and be prepared to direct the Fire Department to the scene of the fire.

1.8 INTERIOR AND  
EXTERIOR FIRE  
PROTECTION AND ALARM  
SYSTEMS

- .1 Notify DND Fire Department at least 48 hours prior to scheduling any work that may require fire alarm and/or protection systems to be:
- .1 obstructed in any way;
  - .2 shut-off; and/or
  - .3 left inactive at end of working day or shift without authorization from DND Fire Department.
- .2 Do not commence any such work until Engineer confirms approval and direction by the DND Fire Department.
- .3 Fire hydrants, standpipes and hose systems will not be used for other than fire fighting purposes unless authorized by the Engineer and the DND Fire Department.

1.9 BLOCKAGE OF ACCESS  
FOR FIRE APPARATUS

- .1 Advise DND Fire Department of work that would impede fire apparatus response. This includes violation of minimum overhead clearance, as prescribed by the DND Fire Department, erecting of barricades and digging of trenches.

1.10 RUBBISH AND WASTE  
MATERIALS

- .1 Keep rubbish and waste materials at minimum quantities.
- .2 Storage:
  - .1 Where it is necessary to store oily waste in work areas exercise extreme care to ensure maximum possible safety and cleanliness.
  - .2 Deposit greasy or oily rags and materials subject to spontaneous combustion in approved receptacles approved by the DND Fire Department and removed as directed by the Engineer.
- .3 Burning of rubbish is prohibited.
- .4 Removal:
  - .1 Remove rubbish from work site at end of work day or shift or as directed by the Engineer.

1.11 FLAMMABLE AND  
COMBUSTIBLE LIQUIDS

- .1 Handling, storage and use of flammable and combustible liquids governed by current National Fire Code of Canada and guided by the requirements established by DND Fire Department.
- .2 Keep flammable and combustible liquids such as gasoline, kerosene and naphtha for ready use in quantities not exceeding 30 litres provided they are stored in approved safety cans bearing Underwriters' Laboratory of Canada or Factory Mutual seal of approval. Storage of quantities of flammable and combustible liquids exceeding 30 litres for work purposes requires permission of DND Fire Department.
- .3 The Engineer reserves the right to require removal from the site any storage containers not acceptable to the DND Fire Department.
- .4 Transfer of flammable and combustible liquids is prohibited within buildings or jetties.
- .5 Transfer of flammable and combustible liquids will not be carried out in vicinity of open flames or any type of heat producing devices.
- .6 Do not use flammable liquids having flash point below 38 degrees C such as naphtha or gasoline as solvents or cleaning agents.

1.11 FLAMMABLE AND  
COMBUSTIBLE LIQUIDS  
(Cont'd)

- .7 Store flammable and combustible waste liquids, for disposal, in approved containers located in safe ventilated area. Keep quantities minimum and DND Fire Department is to be notified when disposal is required.

1.12 HAZARDOUS  
SUBSTANCES

- .1 Work entailing use of toxic or hazardous materials, chemicals and/or explosives, or otherwise creating hazard to life, safety or health, in accordance with National Fire Code of Canada, and measures prescribed by the DND Fire Department.
- .2 Obtain from DND Fire Department a "hot work" permit for work involving welding, burning or use of blowtorches and salamanders, in buildings or facilities.
- .3 When Work is carried out in dangerous or hazardous areas involving use of heat, provide fire watchers equipped with sufficient fire extinguishers. Determination of dangerous or hazardous areas along with level of protection necessary for fire watch is at discretion of DND Fire Department. Contractors are responsible for providing fire watch service for work on scale established and in conjunction with DND Fire Department at pre-work conference.
- .4 Provide ventilation where flammable liquids, such as lacquers or urethanes are used, eliminate sources of ignition. Inform DND Fire Department prior to and at cessation of such work.

1.13 FIRE INSPECTION

- .1 Co-ordinate site inspections by DND Fire Department through Engineer.
- .2 Allow DND Fire Department unrestricted access to work site.
- .3 Co-operate with DND Fire Department during routine fire safety inspection of work site.
- .4 Immediately remedy unsafe fire situations observed by DND Fire Department.

PART 2 - PRODUCTS

2.1 NOT USED

- .1 Not used.

PART 3 - EXECUTION

3.1 NOT USED .1 Not used.



## PART 1 - GENERAL

### 1.1 GENERAL

- .1 The Contractor must ensure that all their personnel are familiar with these regulations and requirements.
- .2 The following is a summary the security, safety and fire regulations Canadian Forces Ammunition Depot (CFAD) Bedford, as promulgated by the Base Commander of CFB Halifax and administered by the Superintendent CFAD Bedford, NS.
- .3 Contractor's personnel will be subject to all of the regulations while working within confines of CFAD Bedford.

### 1.2 PRE JOB SECURITY AND SAFETY MEETING

- .1 Prior to commencement of Work, the Contractor must meet with the site security, safety and fire regulations officers. In accordance with direction of Engineer and these site officers, ensure that all employees of the Contractor are given thorough instructions on security, safety and fire precautions peculiar to an ammunition depot and that the regulations are fully complied with, at all times, by all Contractor personnel.

### 1.3 SECURITY PASSES

- .1 Contractors must report to the NCO I/C Commissionaires at building 153; submit names of all their personnel and description of all their vehicles to arrange the issue of the required temporary passes prior to proceeding to work within the confines of the Depot.

### 1.4 CONDITIONS FOR ACCESS

- .1 All visitors will be issued a visitor's pass and will be required to sign acknowledgement that they are aware of and consent to the following conditions for access.
- .2 Contractor will be escorted by a commissionnaire or CFAD employee in order to access the site.
- .3 All persons to whom a pass is issued agrees to return the pass to the security guard at the gate when the Contract or employment at CFAD Bedford expires.
- .4 All vehicles entering and leaving CFAD Bedford may be searched to ensure that no prohibited articles are taken into nor contraband articles are taken out of the ammunition depot.

1.5 FIRE SERVICE CFAD  
BEDFORD

- .1 Fire service at CFAD Bedford is provided by the DND Fire Service from 0730 until 1600 hours, Monday to Friday. All Contract work will be ended by 1530 hours daily. Fire response at all other times is provided by HRM. Before any work is carried out during silent hours, the Dockyard Platoon Chief must be contacted at 427-0550, local 3500.

1.6 SEARCHES

- .1 The Canadian Corps of Commissionaires may conduct a personal search of individuals at any time within the Ammunition Depot. Vehicles entering or leaving the Depot may be searched to ensure that contraband articles are not taken into the explosives area and that property is not taken out without authorization.

1.7 ALARMS

- .1 Depot Alarms:
  - .1 A siren is sounded only in the event of an emergency such as a fire, explosion, thunderstorm or evacuation. A siren is also sounded to signify "All Clear".
- .2 Fire Emergency:
  - .1 A series of "Hi-Lo" sounds on the Depot alarm system signifies an emergency in the explosive area. Contractors must cease operations and proceed in their own vehicles to the nearest exit gate out of the explosive area. If no vehicle available proceed to the nearest "Fire Assembly Point" at buildings 169 or 143.
- .3 Thunder and Lightning:
  - .1 A series of "Beeps" on the Depot alarm system signifies a thunder/lightning storm warning. Contractors must cease operations and proceed in their own vehicles to the nearest exit gate out of the explosive area. If no vehicle available proceed to the nearest "Fire Assembly Point" at buildings 169 or 143.
- .4 Evacuation:
  - .1 A series of "Slow Whoops" on the Depot alarm system signifies that evacuation in the explosive area has been ordered by the Superintendent. The evacuation could be extended to include the non-explosive area as well as so ordered by the Superintendent.

1.7 ALARMS  
(Cont'd)

- .5 All Clear:
- .1 A continuous blast on the Depot alarm system signifies that the emergency situation is "All Clear".

1.8 REPORTING OF FIRES

- .1 All fires, regardless of whether they have been extinguished or not, must be reported immediately to the DND Fire Department.
- .2 All Contractors and employees must familiarize themselves with the locations of the nearest fire alarm box or telephone.
- .3 Fires may be reported by ringing the nearest street alarm box or by telephoning 9-1-1. Persons reporting the fire must remain at the alarm box or telephone until the Fire Department arrives and be prepared to direct fire fighters to the scene of the fire.

1.9 PROHIBITED ARTICLES

- .1 The following articles are prohibited and/or controlled from being taken inside the explosive area. Permission by the Superintendent may be granted for certain articles:
- .1 matches or other flame producing equipment (including vehicle lighters);
- .2 pipes, smoking appliances, tobacco products, or smoking materials in any form;
- .3 explosives or chemicals;
- .4 lights, lamps or electrical devices/tools which are not explosion proof;
- .5 cameras;
- .6 food and drink; and
- .7 radio transmitting devices (i.e. mobile radios, cellular phone phones, remote car starters, and garage door openers, etc).
- .2 No persons will introduce, possess or consume alcoholic beverages, narcotics or any intoxicant within the confines of the Ammunition Depot.
- .3 The site security officers will seize and hold at the gate, any such materials found by search.

1.10 SAFETY AND FIRE  
REGULATIONS

- .1 Smoking:
  - .1 Is strictly prohibited in explosive areas.
- .2 Buildings:
  - .1 Smoking is prohibited in all buildings.
- .3 Safety Precautions Electrical/Electronic Equipment:
  - .1 All personnel operating or maintaining electrical / electronic equipment involving the use of voltage higher than 50 V must brief the site safety and fire safety officers concerning all safety rules in the operating and instructional manuals covering the equipment.
- .4 Flammables, Explosives or Chemicals:
  - .1 As required, may be allowed into the explosive area provided that the Depot Safety Officer and the Depot Fire Department are made aware of this and that approval by the Superintendent is given. These items after approval may be transported by the Contractors provided the transportation route is known by the Depot Fire Department and adequate fire extinguishers are available.
- .5 Open Flame or Welding:
  - .1 Prior approval must be obtained before commencing any work involving cutting, welding or use of open flame appliances in or around buildings containing explosives. The Fire Safety Officer will check out the work area and ensure that adequate fire extinguishers and first aid appliances are available and that fire watchers have been posted.
- .6 Fuel Dispensing Containers:
  - .1 Contractors must ensure that all of their fuel dispensing containers meet or exceed the following standards:
    - .1 type II safety container, leakproof, Terne plate construction, UL listed and FM approved;
    - .2 container must have spring-operated spout cap which opens to allow vapours to escape and self closes on release of internal pressures;

1.10 SAFETY AND FIRE  
REGULATIONS  
(Cont'd)

- .6 (Cont'd)
- .1 (Cont'd)
- .3 container must have flexible or rigid built-in metal dispensing nozzle to prevent static sparks;
- .4 standard of Acceptance: Protectoseal, model nos. 247, 249, 8410 and 8420;
- .5 other acceptable products: Safe-T-Way; and
- .6 any other model must be approved by the DND Fire Department.
- .7 Violation of any of the above regulations will result in immediate cancellation of the offender's security pass and expulsion from the site.

1.11 TRAFFIC REGULATIONS

- .1 Vehicles:
- .1 All operators must adhere strictly to the following rules while proceeding through the Ammunition Depot:
- .1 drivers must not leave the motors of their vehicles running or leave the vehicles unattended when parked between buildings or traverses;
- .2 drivers must not drive vehicles in the direction opposite to that indicated by the "One-way" signs;
- .3 no one will operate a vehicle within the Depot area at a speed greater than 25 kilometres per hour at any time;
- .4 no one will operate a vehicle within the Depot area at a speed greater than 8 kilometres per hour at any time, while passing between blast walls and buildings;
- .5 no one will leave a vehicle unattended within 10 metres of a fire hydrant or within 30 metres of a building containing explosives; and
- .6 all vehicles must be equipped with a fire extinguisher of a suitable size and type so that it may be used to extinguish any fire originating in that vehicle.

1.11 TRAFFIC REGULATIONS  
(Cont'd)

- .1 (Cont'd)
- .2 Violation of any of the above regulations will result in immediate cancellation of the offender's vehicle pass and expulsion from the site.
- .2 Roadways:
  - .1 In the event of a fire or emergency all roads and buildings within CFAD Bedford must be accessible at all times. Contractors required to disrupt roadways during the course of their work, must ensure that at least one lane of each roadway is passable, at all times. Vehicles not required to transport personnel to the nearest exit gate must be parked on the side of the road and away from the nearest building.
- .3 Fueling:
  - .1 Fueling of vehicles within the explosive areas is prohibited. Small equipment (lawn mowers, chainsaws, etc.) may be re-fueled, but only at sites designated by the Safety Officer and Fire Safety Officer. Comply with all safety practices pertaining to re-fueling hot equipment. Provide adequate fire extinguishers of types prescribed by the Fire Safety Officer. Only approved safety dispensing containers, as specified at sub-paragraph 1.10.6, will be permitted within the confines of the Ammunition Depot.
- .4 Violation of any of the above regulations will result in immediate cancellation of the vehicle pass and expulsion of the offender from the site.

PART 2 - PRODUCTS

2.1 NOT USED

- .1 Not used.

PART 3 - EXECUTION

3.1 NOT USED

- .1 Not used.

PART 1 - GENERAL

1.1 SITE ACCESS .1 Contractor's personnel are required to report to the main desk, sign the register and obtain an identification badge which must be displayed on their person at all times. Upon leaving the Complex at the end of the day, or at lunch time, the Contractor's personnel must report to the main desk, return the badge and be signed off the register.

1.2 PARKING .1 Contractor's vehicles will be allowed into the inner compound only under the following conditions; namely, for short periods of time, to load or unload equipment and supplies and then remove to the visitor parking lot area or to the street. The site supervisor of the contracting firm will be allowed to park his/her vehicle, for short periods of time, in one of the visitor's parking slots or, if filled, he/she will be permitted to park in the inner compound while making periodic progress visits. It is emphasized that contractors' vehicles entering the inner compound can be subject to search by the Commissionaire on duty upon their departure. DRDC Atlantic reserves the right to limit the above-mentioned parking privileges if they are being abused.

PART 2 - PRODUCTS

2.1 NOT USED .1 Not used.

PART 3 - EXECUTION

3.1 NOT USED .1 Not used.

END OF SECTION

PART 1 - GENERAL

1.1 PROJECT CLEANLINESS

- .1 Maintain Work in tidy condition, free from accumulation of waste products and debris, other than that caused by Owner or other Contractors.
- .2 Remove waste materials from site at daily regularly scheduled times or dispose of as directed by Engineer. Do not burn waste materials on site.
- .3 Make arrangements with and obtain permits from authorities having jurisdiction for disposal of waste and debris.
- .4 Solid waste materials that are generated within Halifax Regional Municipality (HRM) or the Cape Breton Regional Municipality (CBRM) and do not require specialized out of county disposal sites must be disposed of within the boundaries of the HRM or CBRM at a licensed or approved facility as per bylaw S-600 for HRM and S-300 for CBRM.
- .5 Clean interior areas prior to start of finishing work, and maintain areas free of dust and other contaminants during finishing operations.
- .6 Store volatile waste in covered metal containers, and remove from premises at end of each working day.
- .7 Provide adequate ventilation during use of volatile or noxious substances. Use of building ventilation systems is not permitted for this purpose.
- .8 Use only cleaning materials recommended by manufacturer of surface to be cleaned, and as recommended by cleaning material manufacturer.
- .9 Schedule cleaning operations so that resulting dust, debris and other contaminants will not fall on wet, newly painted surfaces nor contaminate building systems.

1.2 FINAL CLEANING

- .1 When Work is Substantially Performed remove surplus products, tools, construction machinery and equipment not required for performance of remaining Work.



- |  |    |  |
|--|----|--|
| <u>1.2 FINAL CLEANING<br/>(Cont'd)</u> | .2 | Remove waste products and debris other than that caused by others, and leave work site clean and suitable for occupancy. |
|  | .3 | Inspect finishes, fitments and equipment and ensure specified workmanship and operation.                                 |
|  | .4 | Broom clean and wash exterior walks, steps and surfaces; rake clean other surfaces of grounds.                           |
|  | .5 | Remove dirt and other disfiguration from exterior surfaces.  |
|  | .6 | Sweep and wash clean paved areas.  |

PART 2 - PRODUCTS

- |                     |    |           |
|---------------------|----|-----------|
| <u>2.1 NOT USED</u> | .1 | Not used. |
|---------------------|----|-----------|

PART 3 - EXECUTION

- |                     |    |           |
|---------------------|----|-----------|
| <u>3.1 NOT USED</u> | .1 | Not used. |
|---------------------|----|-----------|

END OF SECTION

PART 1 - GENERAL

1.1 RELATED  
REQUIREMENTS

- .1 Section 01 11 00 General Instructions.

1.2 REFERENCES

- .1 Canadian Environmental Protection Act, 1999 (CEPA 1999)
- .2 Canadian Environmental Assessment Act, 2012 (CEAA 2012)
- .3 Department of Justice Canada (Jus)
  - .1 Transportation of Dangerous Goods Act, 1992 (TDG Act).
  - .2 Transportation of Dangerous Goods Regulations.
- .4 Health Canada
  - .1 Workplace Hazardous Materials Information System (WHMIS), Material Safety Data Sheets (MSDS).
- .5 American Boiler Manufacturers Association (ABMA)

1.3 OBJECTIVES

- .1 The objectives of this Standing Offer Agreement is to have the Contractor provide assistance, chemical supplies and maintenance expertise to procure water treatment to CFB Halifax water and steam boilers in order to:
  - .1 achieve heat transfer at or near the design rate for the systems (e.g. maintain equipment in a clean bare metal condition internally at all times, so that internal cleaning is eliminated and corrosion is minimized;
  - .2 reduce metallic corrosion to levels which will not affect realization of the expected life of the system;
  - .3 reduce chemical consumption and blowdown to the minimum necessary for the fulfillment of the herein objective and energy savings; and
  - .4 maintain microbial levels within levels set by applicable regulations and standards.

1.4 QUALITY ASSURANCE

- .1 Work and supplies to be provided must be performed in compliance with CEPA, CEAA, TDGA, and applicable Provincial regulations.

1.5 LOCATIONS

- .1 Contractor may be required to provide service but not limited to the following locations:

.1 Halifax Regional Municipality (HRM):

.1 Stadacona - Halifax, NS:

.1 S11 Central Heating Plant;

.2 S80 Stad Hospital;

.3 S105 Juno Tower; and

.4 S117 Tribute Tower.

.2 Windsor Park - Halifax, NS:

.1 WP62 Central Heating Plant.

.3 Willow Park - Halifax, NS:

.1 WL57 TEME; and

.2 WL59 Willow Park Armoury.

.4 Halifax Armoury - Halifax, NS:

.1 HA1 Armoury.

.5 Royal Artillery Park - Halifax, NS:

.1 RA1 Officer's Mess.

.6 HMC Dockyard - Halifax, NS:

.1 D62 Central Heating Plant; and

.2 D201 Mainguy.

.7 DC Division School - Herring Cove, NS:

1.5 LOCATIONS  
(Cont'd)

.1 (Cont'd)

.1 (Cont'd)

.1 DC37 FF Training Facility.

.8 12 Wing Shearwater - Eastern Passage, NS:

.1 SH343 MH OSC;

.2 SH349 Central Heating Plant;

.3 SHHGR342 423 MH Squadron; and

.4 SHHGR344 12 Aircraft Maintenance Squadron.

.9 Naval Armament Depot (NAD) - Dartmouth, NS:

.1 W21 Weapons Training Facility;

.2 W22 Underwater Weapons; and

.3 W29 Heating Plant.

.10 DRDC Atlantic - Dartmouth, NS:

.1 DA26 Main Laboratory.

.11 CFAD Bedford - Bedford, NS:

.1 BM36 Converter Hut;

.2 BM39 Converter Hut;

.3 BM40 Non-explosives Stores;

.4 BM212 Missile Maintenance Facility;

.5 BM230 Converter Building; and

.6 BM239 Ammunition Transit Facility.

.12 Bedford Armoury - Bedford, NS:

.1 BA1 Major R.C. Risley Armoury.

.2 Outlying areas:

1.5 LOCATIONS  
(Cont'd)

- .1 (Cont'd)
- .2 (Cont'd)
  - .1 NRS Newport Corner - Newport Corner, NS:
    - .1 NC9 Ops Building.
  - .2 Truro Armoury - Truro, NS:
    - .1 TA1 Truro Armoury.
  - .3 Great Village - Great Village, NS:
    - .1 GV1 Transmitter Building.
  - .4 Springhill Armoury - Springhill, NS:
    - .1 SA1 Springhill Armoury.
  - .5 Amherst Armoury - Amherst, NS:
    - .1 AMHARM1 Colonel James Layton Ralston Armoury.
  - .6 Pictou Armoury - Pictou, NS:
    - .1 PTARM3 Colonel Welsford MacDonald Armoury.
- .3 Cape Breton areas:
  - .1 Glace Bay Armoury - Glace Bay, NS:
    - .1 GBARM1 Dr. Guglielmo Marconi Armoury.
  - .2 Victoria Park - Sydney, NS:
    - .1 VP42 Coriano Armoury.

1.6 WATER TREATMENT  
CHEMICAL DELIVERY  
LOCATIONS

- .1 All chemical supplies will be requested using the form "PWGSC-TPSGC 942 Call-up Against a Standing Offer". Delivery must be made within 10 calendar days from receipt of a call-up.
- .2 Deliveries and transportation of chemical products must meet the referenced regulations.

1.6 WATER TREATMENT  
CHEMICAL DELIVERY  
LOCATIONS  
(Cont'd)

.3 Various delivery points will be required and the locations will be identified in the form PWGSC-TPSGC 942. The following will be delivery addresses for the various areas:

.1 Stadacona - S11 Central Heating Plant:

.1 2782 Rutherford St, Halifax, NS.

.2 Windsor Park - WP62 Central Heating Plant:

.1 6461 Hawk Terrace, Halifax, NS.

.3 HMC Dockyard - D62 Central Heating Plant:

.1 2434 Provo Wallis St, Halifax, NS.

.4 12 Wing Shearwater - SH349 Central Heating Plant:

.1 85 Provider Rd, Shearwater, NS.

.5 Naval Armament Depot - W29 Heating Plant:

.1 66 Ordinance Rd, Dartmouth, NS.

.6 Debert Rifle Range - DBRR4 Work Shed:

.1 985 Plains Rd, Debert, NS, B0M 1G0.

.1 Note: Must contact site manager before delivery.

.7 Glace Bay Armoury - GBARM1 Dr. Guglielmo Marconi Armoury:

.1 76 Sterling Rd, Glace Bay, NS.

.8 Victoria Park - VP42 Coriano Armoury:

.1 4 Garrison Rd, Sydney, NS.

1.7 SERVICE CALLS

.1 Service calls are meant to cover requirement for services such as acid cleaning or other curative actions needed to restore proper operation of water based heating and or cooling systems.

1.7 SERVICE CALLS  
(Cont'd)

- .2 Detailed reports must be produced for each service call. Reports must describe the problematic situation, identify the problem, detail curative action taken, explain the factors that lead or might have lead to the problem and propose means to prevent those problems in the future.

1.8 TERMS AND  
CONDITIONS

- .1 The method of treatment for any heating plants, hot water systems or cooling systems will be based on the current method and type of chemical treatment being used in each Base/Unit.

PART 2 - PRODUCTS

2.1 NOT USED

- .1 Not used.

PART 3 - EXECUTION

3.1 EXAMINATION

- .1 Verification of Conditions: verify that conditions of substrate previously installed under other Sections or Contracts are acceptable for condensers, coolers and cooling tower installation in accordance with manufacturer's written instructions.
- .1 Visually inspect substrate in presence of Heating Plant Supervisor.
- .2 Inform Engineer of unacceptable conditions immediately upon discovery.
- .3 Proceed with installation only after unacceptable conditions have been remedied and after receipt of written approval to proceed from Engineer.

3.2 TREATMENT CRITERIA

- .1 Boiler Water System:
- .1 Heat Transfer:
- .1 Treatment must be maintained so that the heat transfer rate of the boiler, as established by the original acceptance test, must not be reduced by more than 5% over its normal operating period as a result of conditions related to water treatment.

3.2 TREATMENT CRITERIA  
(Cont'd)

.1

(Cont'd)

.1

(Cont'd)

.2 Annual inspection and maintenance must bring heat transfer values within 5% of equipment design specifications.

.2 Boiler Tubes:

.1 Boiler tubes must be evaluated by regular inspections, externally during the annual or other shutdown as requested by the Heating Plant Supervisor.

.2 Confined space entry must be in accordance with DND regulations and as directed by Heating Plant Supervisor.

.3 Both fireside and waterside inspection will take place and analysis of deposits is to be carried out if required. If scale is present, analysis must be done on it and corrective action taken to prevent scale formation.

.3 Scale Control:

.1 The water treatment program may consist of combination of internal and external treatment. The feedwater and internal treatments must be so constituted that deposition of scales does not occur.

.2 In the presence of appreciable scales, the Contractor must provide written recommendations, based on scale analysis for correction of the conditions.

.3 The total dissolved solids content of the boiler water must not exceed the limits recommended by the American Boiler Manufacturers Association, as set forth in the current ABMA code.

.4 The water treatment program must clearly identify the metrics (min and max values) to be maintained in the systems by the O&M personnel (such as, but not limited to impurities, calcium and magnesium salts, silica, iron, total dissolved solids, PH, etc.).



3.2 TREATMENT CRITERIA  
(Cont'd)

.1

(Cont'd)

.3

(Cont'd)

.5 Internal treatment chemicals must be added in a manner such that feedwater line scaling and plugging does not occur.

.4 De-aeration:

.1 Where the system is equipped with de-aeration facilities, the Contractor must on request from the Heating Plant Supervisor examine the operation of the de-aerator to ensure the adequate removal of oxygen and carbon dioxide is being accomplished and document findings. Oxygen should be removed to a level of 0.007 parts per million or lower if so specified by de-aerator manufacturer and under normal operating conditions.

.2 The internal chemical treatment must include an oxygen scavenging material.

.3 The level of chemical de-aerating agents must be kept at the minimum necessary for effective de-aeration so that condensate system corrosion is prevented.

.5 Blowdown Control:

.1 Blowdown rates must be the minimum necessary for control of boiler water solids. Where completely manual blowdown is necessary, blowdown frequency must be such that the boiler water solids content does not regularly exceed the control limits.

.6 Alkalinity:

.1 Boiler water alkalinity must be maintained within the limits established by the ABMA for the particular operating pressure. The following objectives must be considered:

.1 The pH value of the water must be maintained sufficiently high that ferrous metal corrosion is inhibited.

3.2 TREATMENT CRITERIA  
(Cont'd)

.1 (Cont'd)

.6 (Cont'd)

- .2 The total alkalinity must be sufficiently high to provide adequate buffering of the boiler water, but not so high as to result in foaming, priming and carryover, or alkaline corrosion.
- .3 The proper balance between "M" and "P" alkalinity must be maintained by a combination of softening, alkali addition and blowdown.

.7 Caustic Embrittlement:

- .1 The Contractor must determine whether the boiler water will cause caustic embrittlement, and must carry out any required tests as requested by the Heating Plant Supervisor. Where possibility of embrittlement is indicated, the Contractor must immediately recommend the necessary adjustments in treatment to correct the situation.
- .2 During inspections, the Contractor must carefully examine susceptible areas of the boiler for indications of embrittlement. Where cracking is suspected, the Contractor must recommend the necessary non-destructive testing measurements to establish the presence and extent of any cracking.

.8 Ion Exchange Processes:

- .1 The Contractor must monitor the operation of ion exchange units to ensure they are operating efficiently as requested by the Heating Plant Supervisor.
- .2 The Contractor must ensure that the most efficient exchange medium is being used, that regeneration operations are properly carried out, and that water contaminants detrimental to effective operation of the unit are identified and eliminated or neutralized.
- .3 Such evaluations must be carried out at the Heating Plant Supervisor's request, and a written report submitted on completion of the evaluation containing findings and recommendations.

3.2 TREATMENT CRITERIA  
(Cont'd)

.1

(Cont'd)

.9

Steam Purity:

.1 Boiler water treatment must be controlled so as to eliminate appreciable contamination of steam as a result of carry-over within the design limitation of the boiler. Where contamination is indicated by steam purity measurements, or visible fouling of valves or other components, the Contractor must determine the source of the contamination and recommend corrective measures.

.2 Chemical carry-over corrective measures will include proper boiler blowdown alkalinity control and the addition of suitable anti-foaming agents.

.10 Steam Conductance:

.1 Steam purity test must be done at the request of the Heating Plant Supervisor if carry-over is suspected.

.2 The steam purity test must be done when the plant is operating within 10% of its peak load. Operating load and peak data at time of test must be indicated on test report.

.3 Sampling and measurements techniques must be those currently in use by reputable laboratories. Results of the test must be used to determine whether carry-over is occurring, and must be reported to the Heating Plant Supervisor, together with pertinent recommendations, on completion of the test.

.11 Condensate System Corrosion Control:

.1 The Contractor must recommend effective and demonstrable measures to limit corrosion rates at less than 5 mpy (carbon steel) and 1 mpy (copper) throughout the return system. In general, filming or neutralizing amines must be introduced into the boiler water to counteract the effects of carbon dioxide and oxygen in the steam/condensate system.

3.2 TREATMENT CRITERIA  
(Cont'd)

- .1 (Cont'd)
  - .11 (Cont'd)
    - .2 Extra attention is to be taken with regard to raw water contamination reporting and corrective measures.
  - .12 Lay-up:
    - .1 Where a boiler is to be laid-up, the Contractor may be requested to recommend procedure which will prevent deterioration of the boiler during the laid-up period.
- .2 Recirculating Cooling Systems:
  - .1 Heat Transfer (Open or Closed System):
    - .1 Treatment must be maintained such that the design heat transfer rate, as established by the original acceptance test, must not be reduced below the limits of using facilities nor by more than 5%, over the normal operating period, as a result of conditions related to water treatment.
      - .1 Note: A normal operating period must be defined as the operating intervals which should reasonably be expected between system shut-downs for inspection and maintenance. This period must be at least one (1) year except for systems operated on a seasonal basis when it must be one (1) complete operating season.
  - .2 Corrosion Control:
    - .1 The Contractor, on request from the Heating Plant Supervisor must carry out a corrosion test using ASTM strip coupons. The result of such tests must be reported to the Heating Plant Supervisor on completion of the test, together with pertinent recommendations for corrective action.
    - .2 If corrosion rates higher than 1 mpy (open system) and 0.5 mpy (closed system) are measured, treatment adjustments must be made, and the test repeated until results meet these values.

3.2 TREATMENT CRITERIA  
(Cont'd)

.2

(Cont'd)

.3

Microbiological Control:

- .1 The Contractor must recommend an effective system of microbiological control over algae, fungi, and bacteria. Particular attention must be given to control of failing in heat exchangers, fungi and algae growth in the cooling towers, and bacterial attack on wooden tower components.
- .2 Normally, chlorinated municipal water supply will be used for make-up, and periodic supplementary treatment with an approved biocide will be required.
- .3 Chemical additions will be not more than those needed to maintain effective control within values set in recognized standards over the microbiological activity.
- .4 If the system contains wooden components, chlorine residuals in the return water to the tower materials are involved such as plastics, chlorine residuals should not exceed levels which will result in damage to these components.

.4

Sedimentation Control:

- .1 The Contractor must advise the Heating Plant Supervisor that the levels of suspended solids in the raw and circulating water are not sufficiently high to result in undesirable fouling of the tower basin or heat exchangers. Where necessary, the Contractor must recommend the installation of sedimentation filtering equipment to correct the condition.

3.3 ENGINEERING AND  
LABORATORY SERVICES

.1

The Contractor, on request from the Heating Plant Supervisor/Engineer, is expected to provide the services of a qualified technical representative. During these visits (note that they may include multiple buildings and sites for the firm lot price per visit on a daily basis), the representative must:

.1

Review test records for all systems.

3.3 ENGINEERING AND  
LABORATORY SERVICES  
(Cont'd)

- .1 (Cont'd)
- .2 Conduct analysis on water samples from all water systems including raw water, treated water, boiler make-up, condensate, boiler water, cooling water, chilled water and hot water heating.
- .3 Compare laboratory results with those performed by operating personnel.
- .4 Check operating personnel sampling and testing methods.
- .5 Check performance of water treatment equipment.
- .6 Adjust chemical treatment schedules as required.
- .7 Inspect boilers and auxilliary equipment, refrigeration and heating equipment available for inspection. Where necessary, service calls may be scheduled to coincide with plant inspections.
- .8 Measure the level of iron and copper in the various water systems and specifically the condensate systems.
- .9 Conduct microbiological analysis on the recirculating cooling water to evaluate the effectiveness of the microbiological control program.
- .10 Discuss problems encountered and offer recommendations. Notify the Heating Plant Supervisor of any problem requiring remedial action.
- .11 Submit a report setting out the results in the investigation at each visit. Copies of the reports will be distributed to Engineer and Heating Plant Supervisor. The report must include a copy of the calibration certificate of the equipment that was used on site to take the required readings.
- .12 Instruct the personnel requested by the Heating Plant Supervisor in the recommended dosage, method of mixing and applying chemicals, conducting of control tests, use of test equipment, interpretation of test results, and the handling and storage of chemicals, reagents and materials.
- .13 Provide the necessary instructions in the methods of collecting, preparing and forwarding of samples for laboratory analysis.

3.3 ENGINEERING AND  
LABORATORY SERVICES  
(Cont'd)

.1

(Cont'd)

- .14 Review and check water test records, performance and records pertaining to mixing and feeding of chemicals into plants and systems and other relevant correspondence and reports, and make recommendations where necessary for improvements to the treatment program.
- .15 Carry out control tests for the proper operation of external water treatment equipment installed in heating plants such as sodium and hydrogen zeolite units, demineralizers and dealkalizers.
- .16 Carry out control tests on all steam boilers and systems where chemical treatment is being used and give the necessary instructions for the adjustments in chemical feed-rate and blowdown rate to maintain conditions within the tolerances as follows:
  - .1 "H" - hardness to 0 ppm;
  - .2 "P04" - excess phosphate between 10 and 50 ppm using filtered samples;
  - .3 "P" - alkalinity between 280 and 500 ppm on operating units and 400 and 600 ppm on stand-by units;
  - .4 "M" - alkalinity between 300 and 700 ppm;
  - .5 "OH" - alkalinity between 200 and 500 ppm;
  - .6 "SO3" - excess sulphate between 25 and 50 ppm on operating units and at least 100 ppm on stand-by units;
  - .7 "TDS" - total dissolved solids to be maintained as required, but not in excess of 3,000 ppm;
  - .8 "C1" - chloride to be maintained as required with local water conditions;
  - .9 "Organic" - organic and anti-foam compound normally at a feed rate of 1½ to 3 ppm of steam produced but not in excess of 1 pound per 3 pounds of phosphate;

3.3 ENGINEERING AND  
LABORATORY SERVICES  
(Cont'd)

- .1 (Cont'd)
- .16 (Cont'd)
- .10 "pH" - condensate pH value between 7.8 and 8.2 with neutralize amine, the feed rate must not exceed 10 ppm when using 100% concentrated products; and
- .11 "Octadecylamine" - filming octadecylamine at a constant feed rate to maintain 1.5 to 2 ppm in the condensate, the feed rate must not exceed 2.5 ppm when using 100% concentrated products.
- .17 Carry out control tests as required by the Heating Plant Supervisor on hot water boilers, hot water systems and cooling systems being treated with chemicals supplied under this Standing Offer Agreement.
- .18 For hot water systems treated with Nitrate-Borate corrosion inhibitor, provide necessary instructions to maintain a nitrate concentration in the range of 800 to 1,000 ppm under normal conditions or as required to suit specific local conditions for complete protection from corrosion.
- .19 The above control tests to be carried out by the Contractor's representative, must be made with the representative's portable test equipment and reagents to provide a check against the accuracy of the unit test equipment and reagent.

END OF SECTION





Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

W010C-19-0169

Security Classification / Classification de sécurité

Unclassified

### SECURITY REQUIREMENTS CHECK LIST (SRCL)

### LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

#### PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine <b>DND</b>		2. Branch or Directorate / Direction générale ou Direction <b>CFB Halifax, RPOS(H)</b>	
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 Work under this Standing Offer Agreement comprises the furnishing of all labour, material, tools, equipment, transportation, and supervision required for the provision of chemicals, reagents, test equipment, and engineering and laboratory services for boilers and integrated heating and cooling towers as per attached specification W010C-19-0169 dated 2018-10-31			
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"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>			
Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>		Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>	
Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>		Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>	
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input type="checkbox"/>		NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input type="checkbox"/>		NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>		NATO SECRET NATO SECRET <input type="checkbox"/>	
SECRET SECRET <input type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>			
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>			
		PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
		PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
		PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
		CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	
		SECRET SECRET <input type="checkbox"/>	
		TOP SECRET TRÈS SECRET <input type="checkbox"/>	
		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	





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

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

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

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

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

Document Number / Numéro du document :

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

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

- |   |   |   |  |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS<br>COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET - SIGINT<br>TRÈS SECRET - SIGINT        | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>ACCÈS AUX EMPLACEMENTS              |   |   |  |

Special comments:

Commentaires spéciaux :

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

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

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

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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



Government  
of Canada

Gouvernement  
du Canada

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Unclassified

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

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

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
				CONFIDENTIEL		TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL		COSMIC COSMIC TRÈS SECRET	A	B	C	CONFIDENTIEL		TRÈS SECRET
Information / Assets Renseignements / Biens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Media / Support TI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Link / Lien électronique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non

☐ Yes  
Oui

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

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

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

☒ No  
Non

☐ Yes  
Oui

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

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