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SUPPORT FOR THE USE OF APPRENTICES

Through Canada's Economic Action Plan 2013, the Government of Canada proposes to support the employment of apprentices in federal construction and maintenance projects. Refer to Part 2, item 5.

INTEGRITY PROVISIONS: Changes have been made to the Integrity Provisions - Bid as of 2017-04-27.
See 01, Integrity Provision – Offer, of 2006 Standard Instructions - Request for Standing Offers for more information.

PART 1 - GENERAL INFORMATION

1. Introduction

The Request for Standing Offers (RFSO) template 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, if applicable, and the basis of selection;

Part 5, Certifications: includes the certifications to be provided;

Part 6, Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by Offerors; and

Part 7: 7A, Standing Offer, and 7B, Resulting Contract Clauses:

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

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

The Annexes include the Statement of Work, the Basis of Payment, Health & Safety, Usage Reports, Offer, SRCL, and any other annexes.

2. Summary

DND, CFB Shilo has a requirement for the establishment of a Regional Individual Standing Offer (RISO) for the repair of water mains and sewage systems, on an as-and-when-requested basis, including the provision of skilled, licensed labour, tools, equipment, materials, transportation and any other necessities.

The Standing Offer will be in place for a period of 3 years from the date of issuance, beginning on July 1, 2019 and concluding on June 30, 2022.

The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA).

3. Health & Safety Requirements

There are Health & Safety requirements associated with this requirement. See Annex C.

4. Debriefing

After issuance of a standing offer, offerors may request a debriefing on the results of the request for standing offers. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of notification that their offer was unsuccessful. The debriefing may be provided in writing, by telephone or in person. The debriefing will include an outline of the reasons the submission was not successful, making reference to the evaluation criteria. The confidentiality of information relating to other submissions will be protected.

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 7.14: Transition to an e-Procurement Solution (EPS).

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6. Security Requirement

There is a security requirement 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.

PART 2 - STANDING OFFER - INSTRUCTIONS TO OFFERORS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers RFSO by title, number and date are set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada (PWGSC). The Manual is available on the PWGSC website:
<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/achoc-eng.jsp>.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the terms 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.

Subsection 5.4 of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

DELETE: sixty (60) days and **INSERT:** ninety (90) days

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 on page 1 of the Request for Standing Offers.

2.1 Revision of Offer

An offer submitted in accordance with these instructions may be revised by letter or facsimile, provided that the revision is received at the office designated for the receipt of Offers on or before the date and time set for the closing of the RFSO. The facsimile shall be on the Offeror's letterhead or bear a signature that identifies the Offeror.

A revision to the unit price schedule must clearly identify the change(s) in the unit price(s) and the specific item(s) to which each change applies.

A letter or facsimile submitted to confirm an earlier revision shall be clearly identified as a confirmation.

Failure to comply with any of the above provisions shall result in the rejection of the non-compliant revision(s) only. The offer shall be evaluated based on the original offer submitted and all other compliant revision(s).

Facsimile number for receipt of revisions: (204) 983-0338.

2.2 Firm Price and/or Rates

The Offeror is required to submit firm prices, rates, or both, that will apply for the entire period of the Standing Offer.

2.3 Form

Offers not submitted on the prescribed Offer Form will not be considered.

2.4 Alterations

Any alteration to the pre-printed or pre-typed sections of the Offer Form, or any condition or qualification placed upon the offer may be cause for disqualification of the offer. Alterations, corrections, changes or erasures made to statements or figures entered on the Offer Form by the offeror shall be initialed by the person or persons signing the offer. Initials shall be original(s). Alterations, corrections, changes or erasures that are not initialed shall be deemed void and without effect.

2.5 Incomplete Offers

Incomplete offers may be rejected.

2.6 Taxes

The offeror is responsible for all applicable taxes.

Offerors are not to include any amounts for the Goods and Services Tax (GST) or Harmonized Sales Tax (HST), whichever is applicable. Any amount levied in respect of the GST/HST shall be billed as a separate item on invoices submitted by the contractor, and shall be paid in addition to the amount approved by Canada for work performed under any resulting Contract. The Contractor shall be required to remit the appropriate amount to the Canada Revenue Agency in accordance with the applicable legislation.

The Federal Government is exempt from the Quebec Sales Tax (QST). Offerors shall not include in their prices any amount that is intended to cover the QST on goods and services performed in the execution of the Work except for such amounts for which an Input Tax Refund is not available. The successful Offeror should make arrangements directly with the Province of Quebec to recover any QST paid by it in performing the Work under the resulting Contract.

2.7 Performance Evaluation

Offerors shall take note that the performance of the Contractor during and upon completion of the work shall be evaluated by Canada. The evaluation shall be based on the quality of workmanship; timeliness of completion of the work; project management, contract management and management of health and safety. Should the Contractor's performance be considered unsatisfactory, the Contractor's bidding privileges on future work may be suspended indefinitely.

An electronic version of the form PWGSC-TPSGC 2913, SELECT - Contractor Performance Evaluation Report Form, used to record the performance is available on the Public Works and Government Services Canada (PWGSC) website.

3. 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 questions or may request that offerors do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

4. 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 the province of work.

5. Public Works and Government Services Canada Apprentice Procurement Initiative

1. To encourage employers to participate in apprenticeship training, Contractors bidding on construction and maintenance contracts by Public Works and Government Services Canada (PWGSC) are being asked to sign a voluntary certification, signaling their commitment to hire and train apprentices.
2. Canada is facing skills shortages across various sectors and regions, especially in the skilled trades. Equipping Canadians with skills and training is a shared responsibility. In Economic Action Plan (EAP) 2013, the Government of Canada made a commitment to support the use of apprentices in federal construction and maintenance contracts. Contractors have an important role in supporting apprentices through hiring and training and are encouraged to certify that they are providing opportunities to apprentices as part of doing business with the Government of Canada.
3. Through the Economic Action Plan 2013 and support for training programs, the Government of Canada is

encouraging apprenticeships and careers in the skilled trades. In addition, the government offers a tax credit to employers to encourage them to hire apprentices. Information on this tax measure administered by the Canada Revenue Agency can be found at: www.cra-arc.gc.ca. Employers are also encouraged to find out what additional information and supports are available from their respective provincial or territorial jurisdiction.

4. Signed certifications (Appendix 2) will be used to better understand contractor use of apprentices on Government of Canada maintenance and construction contracts and may inform future policy and program development.

5. The Contractor hereby certifies the following:

In order to help meet demand for skilled trades people, the Contractor agrees to use, and require its subcontractors to use, reasonable commercial efforts to hire and train registered apprentices, to strive to fully utilize allowable apprenticeship ratios * and to respect any hiring requirements prescribed by provincial or territorial statutes.

The Contractor hereby consents to this information being collected and held by PWGSC, and Employment and Social Development Canada to support work to gather data on the hiring and training of apprentices in federal construction and maintenance contracts.

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

If you accept, fill out and sign Appendix 2.

** The journey-person-apprentice ratio is defined as the number of qualified/certified journeypersons that an employer must employ in a designated trade or occupation in order to be eligible to register an apprentice as determined by provincial/territorial (P/T) legislation, regulation, policy directive or by law issued by the responsible authority or agency.*

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. General

- 1) Insert the hourly rate or unit price against each class of labour, plant, or item of specified material listed on the Unit Price Schedule of the Offer form. Insert the percentage mark-up for Unspecified Material, if any; mathematical extensions against all items including the Contractor's Mark-up on Unspecified Material if applicable, and Total Estimated Amount, GST/HST extra.
- 2) Submit the Offer, duly completed, to the office designated on page 1 of the RFSO in accordance with the Standard Instructions.
- 3) Sign and date the Offer in accordance with the RFSO.

2. Offer Preparation Instructions

Canada requests that offerors provide their offer in separately bound sections as follows:

Section I: Technical Offer (1 hard copy)
Section II: Annex E: Financial Offer (1 hard copy)
Section III: Certifications (1 hard copy)

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 their offer:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

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 (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>).

To assist Canada in reaching its objectives, Offerors are encouraged to:

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

Section I: Technical Offer

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

Section II: Financial Offer

Offerors must submit their financial offer in accordance with the Annex B: Basis of Payment and Annex E: Financial Offer. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

2.1 Electronic Payment of Invoices – Offer (see SC03 Part 7B)

In accordance with SC03, of Part 7B, if you are willing to accept payment of invoices with electronic payment instruments, complete Annex E, Item 3.5: Electronic Payment Instruments, to identify which ones will be accepted.

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

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

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Section III: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

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.
- (c) Offers shall be evaluated on the basis of the lowest compliant offer being recommended for issuance of a Standing Offer.

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

a) Mandatory Requirements at time of Submission:

- i) By submitting an offer, the Offer declares that it is capable of fulfilling the Statement of Work at Annex A. Modification or refusal, in part or in full, of the Statement of Work, will result in the offer being declared non-responsive.
- ii) Pursuant to the General Instructions, submission of Request for Standing Offer (RFSO), offers must be submitted to the office designated for the receipt of offers, and must be received on or before the date and time set for solicitation closing shown on page 1 of the RFSO. A rate must be entered for each item listed in the unit price schedule of the offer.

b) Mandatory Requirements Precedent to issuance of a Standing Offer

- i) Health & Safety Requirements
- ii) Code of Conduct Certifications (*see Part 5 - Certifications*)
- iii) Proof of Insurance
- iv) Security Requirements
- v) Requisite certificates or licenses identified in the RFSO (eg: Journeyperson Tickets) must be submitted in accordance with Part 5

1.2 Financial Evaluation

- 1.2.1 Price Schedule: A rate must be entered for each item.
- 1.2.2 Offers retained pursuant to Part 4, will be evaluated on the basis of the total estimated amount quoted, GST/HST extra. It is anticipated that one standing offer will be issued to the lowest compliant Offeror.

2. Basis of Selection

2.1 Basis of Selection - Mandatory Technical Criteria Only

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

PART 5 - CERTIFICATIONS

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

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default in carrying out any of its obligations under any resulting contracts, if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly 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 may render the Offer non-responsive, may result in the setting aside of the Standing Offer or constitute a default under the Contract.

1. Mandatory Certifications Required Precedent to Issuance of a Standing Offer

1.1 Code of Conduct and Certifications - Related Documentation

By submitting an offer, the Offeror certifies, for itself and its affiliates, to be in compliance with the Code of Conduct and Certifications clause of the 2006 (2018-05-22) Standard Instructions. The related documentation therein required will help Canada in confirming that the certifications are true.

2. Additional Certifications Precedent to Issuance of a Standing Offer

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

2.1 Health & Safety Requirements - per attached Annex C.

2.2 Insurance - per Annex F: Insurance Certificate.

2.3 Security Requirement - per Article 1 of Part 6.

2.4 Former Public Servant – Competitive Requirements - M3025T (2016-01-28)

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

Definitions

For the purposes of this clause,

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

- a. an individual;
- b. an individual who has incorporated;

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

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

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Offeror a FPS in receipt of a pension?

YES () NO ()

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

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

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

Work Force Reduction Program

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of a work force reduction program?

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 reduction 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 the Goods and Services Tax or Harmonized Sales Tax.

PART 5, APPENDIX 1 - OFFEROR'S EXPERIENCE

Offeror's Experience: The offeror must have completed, at minimum, three (3) projects of a similar scope to the work outlined within this Request for Standing Offer (RFSO). Projects listed must have been completed within the past five (5) years. Offeror's must provide the required information by completing the form below.

For each project listed, the offeror must provide a description, including the client name, location, duration and a brief explanation of the project's scope. The offeror must also provide at least one positive reference, including contact information for the reference, for each project.

Project 1:

Reference w/ contact info:

Project 2:

Reference w/ contact info:

Project 3:

Reference w/ contact info:

Certification: "I hereby certify that my firm is qualified and licensed to perform the work described in this RFSO, and the information provided has been verified as true and accurate."

Signature

Date

PART 6 - SECURITY AND INSURANCE REQUIREMENTS

1. Security Requirement

1. Before issuance of a standing offer, 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 site(s) must meet the security requirement as indicated 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. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.
3. For additional information on security requirements, bidders should consult the Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents website.

2. Insurance Terms

The Offeror must provide a certificate from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a standing offer as a result of the request for standing offer, can be insured in accordance with the Insurance Requirements specified in SACC Manual clause R2900D GC10 – Insurance.

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

Certificate of Insurance attached at Annex F.

1) Insurance Contracts

- (a) The Contractor must, at the Contractor's expense, obtain and maintain insurance contracts in accordance with the requirements of the Certificate of Insurance. Coverage must be placed with an Insurer licensed to carry out business in Canada.
- (b) Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract. The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

2) Period of Insurance

- (a) The policies required in the Certificate of Insurance must be in force from the date of contract award and be maintained throughout the duration of the Contract.

3) Proof of Insurance

- (a) Before commencement of the Work the Contractor must deposit with Canada a Certificate of Insurance on the form attached herein.
- (b) Upon request by Canada, the Contractor must provide originals or certified true copies of all contracts of insurance maintained by the Contractor pursuant to the Certificate of Insurance.

4) Insurance Proceeds

In the event of a claim, the Contractor must, without delay, do such things and execute such documents as are

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necessary to effect payment of the proceeds.

5) Deductible

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

PART 7 - CLAUSES & CONDITIONS

PART 7(A) - STANDING OFFER

1. Offer - attached at Annex E

- .1 General Provisions
- .2 Financial Terms
- .3 Prices

2. Security Requirement

- 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 H;
 - b) Industrial Security Manual (Latest Edition).

3. Standard Clauses and Conditions

- 1) General Conditions - Standing Offer, 2005 (2017-06-21)
- 2) The documents identified by title, number and date in paragraph 1) are incorporated by reference and are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC website:
<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R>

4. Term of Standing Offer

4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from the date of issuance of the Standing Offer for a 3-year period.

5. Authorities

5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: *see front page of Standing Offer for details*
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Real Property Contracting

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, they are responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

5.2 Project Authority

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

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

6. Identified users

The Identified User authorized to make call-ups against the Standing Offer is: The Department of National Defence, Canadian Forces Base Shilo.

7. Call-up Procedures

Best Standing Offer: the offer that provides best value (lowest-evaluated price) will be retained.

The Project Authority will establish the scope of work to be performed by the successful firm and negotiate the level of effort required to perform the work based on the hourly rates contained in the Standing Offer.

7.1 Estimates

Where an estimate of the cost of performing specific work is required, the Identified User will provide the Offeror with a statement of the work required and the Offeror must provide the Identified User with an estimate of the cost of performing the specified work in accordance with the pricing provision of the Standing Offer. The Offeror must not undertake any of the specified work unless and until a call-up is issued by the Identified User. The estimated cost stated in the call-up must not be exceeded without the specific written authorization of the Identified User.

8. Call-up Instrument

See the following page.

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W6896-19SO72
Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.
File No. - N° du dossier
W6896-19SO72

Buyer ID - Id de l'acheteur
pwz119
CCC No./N° CCC - FMS No./N° VME



Public Works and
Government Services
Canada

Travaux publics et
Services gouvernementaux
Canada

CALL-UP AGAINST A STANDING OFFER COMMANDE SUBSÉQUENTE À UNE OFFRE PERMANENTE

In accordance with
STANDING OFFER NO.

Conformément à
l'OFFRE PERMANENTE N°

Call-up no. - N° de commande

Dated
and the terms and conditions therein, you are
requested to carry out the work described below.

en date du
et les modalités qui y sont énumérées, vous êtes prié
d'exécuter les travaux décrits ci-après.

Contractor's name and address - Nom et adresse de l'entrepreneur		Send invoice to - Expédier la facture à
Project no. - N° du projet	Note: Quote standing offer number, project number and call-up number on your invoice. Inscrire le numéro de l'offre permanente, le numéro du projet et le numéro de commande sur la facture.	
Location of work - Endroit des travaux		Call-up cost, GST extra - Coût de la commande, TPS en plus

Work description - Description des travaux
--

Certified pursuant to subsection 32 (1) of the Financial Administration Act Certifié en vertu du paragraphe 32 (1) de la Loi sur la gestion des finances publiques	
Signature	Date

Departmental Representative - Représentant du ministère	
Signature	Date

PWGSC-TPSGC 2829 (03/2006)

9. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$40,000.00 (Goods and Services Tax or Harmonized Sales Tax included).

10. Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$ TBD (Goods and Services Tax or 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 three (3) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

11. Priority of Documents

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

- a) the call-up against the Standing Offer, including any annexes and any amendments;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2017-06-21), General Conditions - Standing Offers - Goods or Services
- d) any amendment or variation in the Standing Offer that is made in accordance with the terms and conditions of the Standing Offer;
- e) the general conditions dated and listed in Part 7B, Resulting Contract Clauses;
- f) the Supplemental general conditions;
- g) Annexes:
 - Annex A, Statement of Work / Specifications, and any amendment to the solicitation document incorporated in the Standing Offer before the date of the Standing Offer;
 - Annex B, Basis of Payment;
 - Annex C, Health & Safety Requirements - Manitoba; (*insert applicable province of work*)
 - Annex D, Periodic Usage Report Form; and
 - Annex F, Insurance
 - Annex G; Voluntary Report for Apprentices Employed During the Contract
 - Annex H; Security Requirement Check List (SRCL).
- h) the Offeror's offer - Annex E, dated _____.

12. Certifications

12.1 Compliance

Compliance with the certifications provided by the Offeror is a condition of authorization of the Standing Offer and subject to verification by Canada during the term of the Standing Offer and of any resulting contract that would continue beyond the period of the Standing Offer. In the event that the Offeror does not comply with any certification or it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

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 the province of work.

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.

PART 7 (B) - RESULTING CONTRACT CLAUSES

- 1) The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer:
- (a) Statement of Work - The Contractor must perform the Work described in the call-up against the Standing Offer;
 - (b) General Conditions:
 - (i) GC1 General Provisions R2810D (2017-11-28);
 - (ii) GC2 Administration of the Contract R2820D (2016-01-28);
 - (iii) GC3 Execution and Control of the Work R2830D (2017-11-28);
 - (iv) GC4 Protective Measures R2840D (2008-05-12);
 - (v) GC5 Terms of Payment R2550D (2016-01-28);
 - (vi) GC6 Delays and Changes in the Work R2865D (2016-01-28);
 - (vii) GC7 Default, Suspension or Termination of Contract R2870D (2008-05-12);
 - (viii) GC8 Dispute Resolution R2884D (2016-01-28);
 - (ix) GC10 Insurance R2900D (2008-05-12);
 - (c) Supplementary Conditions, if any;
 - (d) Allowable Costs for Contract Changes Under GC6.4.1 R2950D (2015-02-25);
 - (e) Any amendment issued or any allowable bid revision received before the date and time set for solicitation closing;
 - (f) Any amendment incorporated by mutual agreement between Canada and the Contractor before acceptance of the bid; and
 - (g) Any amendment or variation of the contract documents that is made in accordance with the General Conditions.
- 2) The documents identified by title, number and date in paragraph 1) are incorporated by reference and are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC website: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R>
- 3) The language of the contract documents shall be the language of the Bid and Acceptance Form submitted.
- 4) A contract is formed between Canada and the Offeror only when a Call-up duly signed is issued by the Departmental Representative and accepted by the Offeror*. The Offeror shall then be referred to as "the Contractor" and the Contract includes the Offer, the Specifications referred to in the Unit Price Schedule, the General Conditions, and the Call-up.
- 5) Interpretation
- "Accepted by the Offeror"* * means that the Offeror has agreed to, and commenced performance of the work.
- "Minister"* includes a person acting for the Minister, the Minister's successor in office, their lawful deputy and their representatives appointed for the purpose of the Standing Offer.
- "Departmental Representative"* means the Project Authority who is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.
- "Superintendent" or "Supervisor"* means the employee or representative of the Contractor designated by the Contractor to act as Superintendent;
- "Unit Price Table"* means the table of prices per unit set out in the Offer; and
- "Work"* means, subject only to any express stipulation in the Contract to the contrary, everything that is necessary to be done, furnished or delivered by the Contractor to perform the Contract in accordance with the work as described in each Call-up, and in the technical specifications or statement of work.

SUPPLEMENTAL CONDITIONS

SC01 INSERT the following supplementary conditions in the resulting General Conditions:

1.1. T1204 - Direct Request by Customer Department

- 1.1.1 Pursuant to paragraph 221 (1)(d) of the Income Tax Act, R.S. 1985, c.1 (5th Supp.), payments made by departments and agencies to contractors under applicable services contracts (including contracts involving a mix of goods and services) must be reported on a T1204 Government Service Contract Payments slip.
- 1.1.2 To enable departments and agencies to comply with this requirement, the Contractor must provide Canada, upon request, its business number or Social Insurance Number, as applicable. (These requests may take the form of a general call-letter to contractors, in writing or by telephone).

1.2. Periodic Reports

- 1.2.1 The Offeror shall provide to the Standing Offer Authority biannual reports on usage of the Standing Offer, showing the number and total value of call-ups by each consignee. Reports shall be submitted in the format shown on the attached Annex D "Periodic Usage Report Form" and forwarded to the Standing Offer Authority no later than fifteen (15) days after the designated reporting period.
- 1.2.2 The Offeror understands that failure to comply may result in the setting aside of the Standing Offer.

SC02 TERM OF CONTRACT

2.1 Period of the Contract

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

SC03 PAYMENT

3.1 Changes to GC5 R2550D - Terms of Payment

DELETE GC5.4, GC5.5, and GC5.6 and **INSERT** the following:

GC5.4 Payment

Terms of Payment

- 1. Where the duration of the work identified in a call-up is greater than 30 days, the Contractor may submit monthly progress claims, and shall be entitled to receive progress payments at monthly or other agreed intervals. Subject to verification by the Departmental Representative, payment of the Contractor's invoice for work satisfactorily completed shall be made not later than 30 days after receipt thereof. The due date shall be the 30th day following receipt of a properly submitted invoice.
- 2. The Contractor shall submit a separate invoice for each Call-up to the Departmental Representative in accordance with any invoicing instructions set out herein. The properly submitted invoice shall be delivered to the Departmental Representative in the agreed format with sufficient detail, information, and backup to permit verification.
The Contractor's invoice shall show the following, as separate items:
 - (a) the amount of the progress payment being claimed for Work satisfactorily performed excluding GST/HST;
 - (b) the amount for any tax calculated (GST/HST) in accordance with the applicable federal tax legislation; and
 - (c) the total amount which shall be the sum of the amounts referred to in (a) and (b) above.
- 3. The amount of the tax shown on the invoice shall be paid by Canada to the Contractor in addition to the amount of the progress payment for Work satisfactorily performed.
- 4. If, within 15 days of receipt of the invoice, additional information is requested by the Departmental Representative for the purpose of verification, the 30 day payment period shall commence upon receipt of the requested information. Payment shall be made prior to or on the thirtieth (30) day after receipt of the corrected invoice or the required information.

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- (a) Any monthly progress payment made to the Contractor may be subject to a 10% holdback which shall be released to the Contractor with the final payment unless the amount held back is required by Canada to remedy any defect in the Contractor's work.
 - (b) Where the duration of the Work identified in a call-up is equal to or less than thirty (30) days, the Contractor may receive a single payment as full consideration for the Work performed.
- 5. Upon completion of the Work in the progress claim, the Contractor maybe requested to provide a completed and signed statutory declaration containing a declaration that, up to the date of the progress claim, the Contractor has complied with all lawful obligations with respect to the Labour Conditions and that, in respect of the Work, all lawful obligations of the Contractor to its Subcontractors and Suppliers, referred to collectively in the declaration as "subcontractors and suppliers", have been fully discharged before any further payment is made.
 - 6. Upon written notice by a Sub-Contractor, with whom the Contractor has a direct contract, of an alleged non payment to the Sub-Contractor, the Departmental Representative may provide the Sub-Contractor with a copy of the latest approved progress payment made to the Contractor for the Work.
 - 7. Upon the satisfactory completion of all Work, the amount due, less any payments already made, shall be paid to the Contractor not later than thirty (30) days after receipt of a properly submitted invoice, and upon request, with a Statutory Declaration in accordance with paragraph 5 above.

3.2 Basis of Payment - see Annex B

3.3 Limitation of Price

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

3.4 Supplemental Invoicing Instructions

Invoices

- 1. All invoices submitted for payment shall show:
 - 1. Construction Engineering Work Order Number,
 - 2. Construction Engineering File Number,
 - 3. Requisition Number, DSS 942 (Requisition on Contract),
 - 4. Public Works and Government Services Canada (PWGSC) Standing Offer Number, and
 - 5. Same address as on PWGSC contract.
- 2. Invoices are to include a breakdown as follows:
 - 1. Hourly rate per the Offer and hours of work for each tradesperson.
 - 2. An itemized list of materials used, by cost, shall be shown on all invoices submitted for payment.
 - 3. Extended total.
 - 4. Good and Services Tax (GST/HST) shall be shown as a separate item.
 - 5. Where subcontracting is involved a copy of subcontractor's invoice shall accompany the invoice against the requisition.
 - 6. Where discount or markup is applicable, indicate separately.
- 3. Invoices submitted for payment against this contract that are not properly identified will be returned to the Contractor for proper annotation before certification for payment is made.

3.5 Electronic Payment of Invoices - Call-up (see PART 3.1)

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card.

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pwz119
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ANNEX E item 7.1 must be completed to indicate which electronic payment instrument, if any, is acceptable.

Section GC5.11 Delay in Making Payment, Interest on Overdue Accounts, of GC5 - Terms of Payment R2550D will not apply to payments made using Electronic Instruments.

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ANNEXES

Annex A	Statement of Work
Annex B	Basis of Payment
Annex C	Health & Safety Requirements
Annex D	Periodic Usage Report Form
Annex E	Offer
	Appendix 1 – Integrity Provisions
	Appendix 2 - Voluntary Certification to Support the Use of Apprentices
Annex F	Insurance Certificate
Annex G	Voluntary Reports for Apprentices Employed During the Contract
Annex H	Security Requirements Checklist

ANNEX A
STATEMENT OF WORK

PART 1 - GENERAL
INFO

- | | |
|-----------------------------------|--|
| <u>1.1 REFERENCES</u> | <p>.1 All activity will be done to approval of the Project Authority and in accordance with procedures and methodology detailed in the City of Brandon "Standard Construction Specifications", latest edition.</p> <p>.2 In addition, to prevent cross-contamination, all activity associated with CFB Shilo's water supply system including temporary water activity will be done to AWWA's "Canadian Cross Control Manual, 2011", AWWA's "Recommended Practice for Backflow Prevention and Cross Connection Control (M14), latest edition" and CSA's B64.10/B64.10.1 "Selection and Installation of Backflow Preventers/Maintenance and Field Testing of Backflow Preventers".</p> |
| <u>1.2 SAMPLES</u> | <p>.1 Submit samples of new materials to be used when requested by Project Authority.</p> |
| <u>1.3 MATERIAL CERTIFICATION</u> | <p>.1 Submit manufacturer's test data and certification that materials meet requirements of this section prior to commencing activity. Include manufacturer's drawings, information and shop drawings where pertinent.</p> |
| <u>1.4 SHOP DRAWINGS</u> | <p>.1 Submit shop drawings of all new materials used.</p> |
| <u>1.5 RECOD DRAWINGS</u> | <p>.1 Provide record of as built drawings marked in red ink for all new installation, repaired sections, changes to existing installations found or where existing installations differ from existing record/as built drawings while performing any activity.</p> <p>.2 Offeror will complete a CFB Shilo "Building Service Record" from (see Annex A) for all activity completed and handover to Project Authority upon completing activity and before final payment is authorized.</p> |

1.6 SCHEDULING OF
ACTIVITY

- .1 Schedule activity to minimize interruptions to existing services. Schedule to be approved by Project Authority prior to commencing activity.
- .2 Notify Project Authority minimum 24 hours' notice of any planned interruption in service.
- .3 Notify Base Fire Chief directly of any planned or emergency-related interruption of water service with an immediate notification to the Project Authority.

PART 2 - PRODUCTS

2.1 MATERIALS

- .1 All materials including pipe, copper tubing, building connections, connection saddles, fittings, joint restraints, valves, valve boxes, curb stops, couplers, hydrants and related materials will be approved by Project Authority prior to installation and final placement.
- .2 All backfill material at pipe installation point including immediate levels of bedding material will be approved by Project Authority prior to installation and final placement.
- .3 All backfill materials up to proposed grade, including road base/subbase courses, asphalt (ie. depths, thicknesses, gradations and mix designs) or concrete is to be approved by Project Authority prior to installation and final placement.
- .4 All topsoil, seeding and sodding materials will be approved by Project Authority prior to installation and final placement.
- .5 All concrete related materials used in repair of sidewalks, curbs and gutters and associated repairs to grassed areas will be approved by Project Authority prior to installation and final placement.

PART 3 - EXECUTION

3.1 PREPARATION

- .1 Clean pipes, fittings, valves, hydrants and appurtenances or accumulated debris and water before installation. Carefully inspect materials for defects to approval of Project Authority. Remove defective materials from activity site as directed by Project Authority.

3.2 CONNECTION
PROCEDURES

- .1 Offeror will excavate to existing mains and clean all new cut openings.
- .2 Bedding and backfilling procedures will be approved by Project Authority.
- .3 Grade and slope pipe to approval of Project Authority.
- .4 Cut and trim existing mains and install new pipe section or fittings.
- .5 Interior of new pipe sections and existing main pipe will be disinfected with a solution containing 50 ppm of chlorine prior to joining sections.
- .6 New pipe sections, valves and fittings will be hydrostatically pressure tested in presence of Project Authority and in accordance to City of Brandon Standard Construction Specifications.
- .7 Where connections are made to existing water mains, the pressure used to test sections of new pipe which cannot be isolated from the existing mains will be determined by the Project Authority. This does not relieve the Offeror from obligation to repair leaks or defective material.
- .8 Disinfection of all new or repaired mains or building connections will be performed in accordance to methods described in the City of Brandon "Standard Construction Specifications" and provincial guidelines and regulations and in conjunction with cross connection prevention as stated in Para 1.1.2. above.

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- .9 When piping and fittings have been pressure tested, disinfected and flushed to the Project Authority's approval, the Offeror (in the presence of the Project Authority) will turn the section of distribution back into service.
- 3.3 SURFACE RESTORATION
- .1 Offeror will restore site to original condition prior to commencing activity or as directed by the Project Authority.
- .2 Restoration includes all required thicknesses and compaction of backfilled materials, placement and compaction of asphalt repairs and final site grading restoration as directed by the Project Authority.
- .3 Restoration activity that is seasonal will be required to be completed as soon as weather permits. Offeror to make required arrangements with the Project Authority to coordinate dates and finalizing the repair for turnover to DND.
- .4 Interim repairs completed in winter will be the responsibility of the Offeror to ensure proper backfilling and compaction procedures are taken to ensure no settlement takes place through the remaining winter months. It will be the Offeror's responsibility to return to the site to correct any settlement that has taken place upon the Project Authority's direction.
- 3.4 AS-BUILTS
- .1 Offeror will provide as-builts and "Building Service Record" forms to Project Authority upon completion of activity.
- .2 Final payment will not be made until as-builts and Build Service Record forms are received by the Project Authority.

GENERAL INSTRUCTIONS

- 1.1 DESCRIPTION OF ACTIVITY
- .1 Activity under this Standing Offer covers_ the furnishing of all labour, materials, equipment and supervision required to excavate, repair and backfill sewer and water lines and provide other excavating and backfilling services as requested at the Brandon Armouries and at Canadian Forces Base Shilo, Shilo Manitoba, on an as and when required basis.
 - .2 Activity included by the Standing Offer, but not necessarily restricted to the following, includes:
 - .1 Preliminary survey for all buried utilities and their subsequent protection during activity.
 - .2 Co-ordination and supervision of all activity related to excavation.
 - .3 Notification of building occupants affected by activity.
 - .4 Notification of Military Police and Base Fire Chief in the event of road closures or activity on services related to their jurisdictions.
 - .5 Installation of protective fencing and/or barriers where required.
 - .6 Emergency service with response time of two (2) hours.
 - .7 Repair of sewer and water lines, including excavation and backfilling operations.
 - .8 Termination of sewer and water lines, for abandoned building back to main lines.
 - .9 Restoration of site to a safe and useable condition as directed by Project Authority which may include:
 - .1 Asphalt and concrete roads, curbs, sidewalks and adjacent grassed areas (topsoil and sod).
 - .10 Provision of as built drawings detailing activity performed.

1.2 CODES AND REFERENCES

- .1 Perform activity in accordance with Codes of Canada Publications. This includes: The National Building Code of Canada 2015, The National Plumbing Code of Canada 2015 and The National Fire Code of Canada 2015. Activity is also to be in accordance with Environment Canada, Canadian General Standards Board (CGSB), American Society for Testing and Materials (ASTM) and any other code of provincial or local application. In any case of conflict or discrepancy, the more stringent requirements will apply.

1.3 DEFINITIONS

- .1 Canadian Forces Base (CFB) Shilo - References to CFB Shilo or Shilo is defined as the entire base area within the legal property area of The Department of National Defence (DND) which includes the Residential Housing Units (RHUs), the main industrial area of the Base, the Range and Training Area (RTA) and the Brandon Armoury.
- .2 Real Property Operations Unit (RPOU) West (W) Detachment (Det) Shilo - Engineering works/maintenance branch at CFB Shilo and located at Building P101.
- .3 DND Project Authority - RPOU(W) Det Shilo Officer Commanding (OC) or designated authority (Project Officer).
.1 DND is the custodian of Federal Property at CFB Shilo. The DND Project Authority is the project and technical authority as represented by the Project Officer.
.2 The Project Authority is the primary point of contact between the Offeror and DND and is responsible for overlooking the Contract's inspection and progress.
.3 This person must be designated at the time of Standing Offer award or at the pre-commencement startup meeting.

1.4 CFB SHILO'S "ENVIRONMENTAL" POLICY

- .1 In accordance with CFB Shilo's "Environmental" policy, the Offeror will propose "environmentally safe" products for those materials listed. The Offeror will submit product data and SDS sheets for all "environmentally safe" products as request by The Project Authority.

1.5 ACTIVITY SCHEDULE

- .1 Project Authority will provide activity schedule through to Contract completion date.

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|-------------------------------------|----|---|
| | .2 | Interim reviews of activity progress based on activity schedule will be conducted as decided by Project Authority and schedule updated by Offeror in conjunction with and to approval of Project Authority. |
| <u>1.6 OFFEROR'S USE OF SITE</u> | .1 | Use of site will be as directed by the Project Authority. |
| <u>1.7 SETTING OUT FOR ACTIVITY</u> | .1 | Assume full responsibility for and execute complete layout of activity to locations, lines and elevations as required. |
| <u>1.8 CUTTING AND PATCHING</u> | .1 | Cut and patch as required to make activity fit. |
| | .2 | Make cuts with clean, true and smooth edges. |
| | .3 | Where new activity connects with existing and where existing activity is altered, cut, patch and make good to match existing activity. |
| | .4 | Obtain Project Authority's approval before cutting, boring or sleeving any load-bearing members. |
| | .5 | Where activity involves breaking into or connecting to existing services, carry out activity at times directed by authorities having jurisdiction, with minimum of disturbance to pedestrian and vehicular traffic. |
| <u>1.9 EXISTING SERVICES</u> | .1 | Before commencing activity, establish location of service lines in area of activity. |
| | .2 | Utility "Locate" requests: |
| | .1 | Both Base owned and public utilities are located on Base property. The Offeror is responsible to ensure both parties are contacted and given adequate notice to locate any existing utilities. |
| | .2 | Base owned utilities contact: |
| | .1 | 204.765.3000 ext.3107 of ext.3117 |
| | .3 | Non-Base owned utilities contact: |
| | .1 | 1.800.940.3447; or |
| | .2 | url: www.clickbeforeyoudigmb.com |

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|---|----|--|
| | .3 | Submit schedule to and obtain approval from Project Authority for any shut-down or closure of active service or facility. Adhere to approved schedule and provide notice to affected parties. |
| | .4 | Where unknown services are encountered, immediately advise Project Authority and await direction of how to proceed. |
| <u>1.10 INTERFERENCE AND SECURITY</u> | .1 | Execute activity with least possible interference or disturbance to occupants, public and normal use of premises. Arrange with Project Authority to facilitate execution of activity. |
| | .2 | Where security has been reduced, provide temporary means to maintain security. |
| | .3 | Provide temporary dust screens, barriers and warning signs in locations as required to areas used by others and when requested by Project Authority. |
| <u>1.11 ASBESTOS DISCOVERY</u> | .1 | Demolition of asbestos can be hazardous to health. Should materials resembling asbestos be found, stop activity and notify Project Authority immediately. Do not proceed until written instructions have been received from Project Authority. |
| <u>1.12 PROTECTION</u> | .1 | Provide temporary barriers and warning signs in locations where activity is adjacent to area used by pedestrian and vehicle traffic. |
| <u>1.13 ON SITE SUPERVISION</u> | .1 | The Offeror will provide, at the site of activity, a full-time, experienced supervisor capable of and having authority to speak on behalf of day-to-day matters. |
| <u>1.14 REMOVAL OF MATERIAL AND EQUIPMENT</u> | .1 | The Offeror will not remove any salvageable materials or hardware from the job site without written permission from the Project Authority. |
| <u>1.15 COMMENCING ACTIVITY</u> | .1 | The Offeror will not commence activity without first obtaining the approval of the Project Authority. |
| | .2 | The Offeror will be responsible for giving ample notification to the building occupant. |

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- .3 Movement around activity site and the immediate area will be subject to restrictions as laid down by the location and as specified by the Project Authority.
- 1.16 INSPECTION .1 The Project Authority will be given ample notice and opportunity to inspect each completed phase of activity. Activity will not proceed until the proceeding phase has been approved.
- 1.17 SMOKING POLICY .1 There will be **NO SMOKING** within any Base Building of within the POL compound at any time.
- 1.18 HEATING AND VENTILATION .1 Offeror responsible to pay for costs of temporary heat and ventilation including costs of installation, fuel, operations, maintenance and removal of equipment. Use of direct-fired heaters discharging waster products into activity areas will not be permitted unless prior approval is given by Project Authority.
- .2 Provide temporary heat and ventilation in enclosed areas as required to:
- .1 Facilitate progress;
 - .2 Protect area against dampness and cold;
 - .3 Provide ambient temperatures and humidity levels for storage, installation and curing of materials; and
 - .4 Provide adequate ventilation to meet health regulations for safe work environment.
- .3 Maintain strict supervision of operation of temporary heating and ventilation equipment to:
- .1 Conform with applicable codes and standards;
 - .2 Enforce safe practices;
 - .3 Prevent abuse of services;
 - .4 Prevent damage to finishes; and
 - .5 Vent direct-fired combustion units to outside.
- .4 Existing or new equipment and systems will not be used for temporary heating and ventilating.

1.19 SAFETY
MEASURES

- .1 Conduct activity in accordance with construction safety measures of Part 8 of National Building Code 2015, Manitoba Workplace Safety and Health (Construction Industry Safety MR 189/85), Workers Compensation Board and in any case of conflict or discrepancy, the more stringent requirement will apply.
- .2 Offeror is aware of, and accepts, the appropriate safety and health jurisdiction where activity is being performed. Offeror accepts the responsibility to comply with the specified provincial and federal guidelines and regulations to ensure all subcontractors do likewise.
- .3 Offeror ins responsible for all subcontractors with respect to safety and health issues and will be deemed as "site coordinator" to facilitate employer/work coordination.
- .4 Offeror and subcontractors will submit proof of WCB coverage for all their personnel to Project Authority prior to commencing activity.
- .5 DND owned equipment, devices, tools, machinery and personal protective equipment (PPE) will not be used.

1.20 POWER AND
WATER SUPPLY

- .1 DND may provide, free of charge, temporary electric power and water for construction purposes if approved by the Project Authority.
- .2 Project Authority will determine delivery points and quantitative limits. Project Authority's written permission is required before any connection is made. Connect to existing power supply in accordance with Canadian Electrical Code.
- .3 Provide at no cost to DND, all equipment and temporary lines to bring these services to activity site.

- .4 Supply of temporary services by DND is subject to DND requirements and may be discontinued by Project Authority at any time without notice, without acceptance of any liability for damage or delay caused by such withdrawal of temporary services.
- .5 Temporary electrical power may be available within the confines of Canadian Forces housing Agency (CFHA) Residential Housing Units (RHU) in the residential areas of Base. The Offeror must contact the CFHA Housing Manager at 204.765.3000 ext.3054 for permission and approval prior to doing so.
- .6 If temporary power is not available within the RHU area of the Base, the Offeror will be required to provide own power at no cost to DND.

1.21 WHMIS

- .1 Comply with requirements of Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage and disposal of hazardous materials; and regarding labelling and provision of material safety data sheets acceptable to Labour Canada, and, Health and Welfare Canada.

Deliver copies of WHMIS data sheets to Project Authority on delivery of materials.

1.22 FIRE SAFETY

- .1 Offeror to be aware of the location of nearest fire alarm box and telephone including the emergency phone number at all times.
- .2 Report immediately all fire incidents to the Base Firehall by activating nearest fire alarm box and calling 911 then immediately call the Project Authority.
- .3 When reporting a fire by telephone, give location of fire and name or number of building.
- .4 Fire protection and alarm systems will not be:
 - .1 Obstructed;
 - .2 Shut-off; and
 - .3 Left inactive at the end of a day or shift without authorization by the Base Fire Chief.
- .5 Portable extinguishers will be installed and

maintained for the duration of the activity being performed in conformance with Part 6 of the National Fire Code of Canada.

- .6 In addition to the requirements stated above, portable extinguishers will be provided adjacent to:
 - .1 Cutting or welding operations;
 - .2 Areas where combustibles are stored;
 - .3 Any internal combustion engines;
 - .4 Areas where flammable liquids or gases are stored or handled;
 - .5 Temporary oil or gas fired equipment; and
 - .6 Bitumen heating equipment.
- .7 The minimum rating for extinguishers in Sentences (1) and (2) will be:
 - .1 2-A:10-BC on movable equipment,
 - .2 4-A:40-BC in all other locations.
- .8 Fire hydrants, standpipes and hose systems will not be used for other than fire-fighting purposes unless authorized by the Base Fire Chief.
- .9 Advise Base Fire Chief of any activity that would impede emergency Firehall responses around Base.
- .10 Obtain from Base Fire Chief a "Hot Work" permit for ALL activity involving welding, burning or use of blow torches and salamanders.
- .11 Direct any questions or clarification on "Fire Safety" in addition to above requirements to the Base Fire Chief.
- .12 A fire watch, either 24 hour or periodic, may be required and will be at the discretion of the Base Fire Chief and in accordance with the National Fire Code.

1.23 SHOP DRAWINGS

- .1 Shop drawings: Original or modified standard drawings are to be provided by Offeror to illustrate details of the activity including materials and how being assembled which are specific to the activity being performed.

1.24 PRODUCT DATA AND SAMPLES

- .1 Product data: Manufacturer's catalogue sheets, brochures, literature, performance charts and diagrams used to illustrate standard manufactured products.

-
- | | |
|--|---|
| <u>1.25 AS BUILT AND
RECORD DRAWINGS</u> | <p>.1 Provide the Project Authority with one set of as-built record drawings clearly showing, as the activity progresses, all changes and deviations from the original scope of activity or changes made to original installation prior to commencing activity.</p> <p>.2 If no drawings were provided to the Offeror, marked up sketches will be acceptable to the Project Authority.</p> <p>.3 Show on the Contract Drawings so that on completion of activity, the exact "as-built" location will be recorded including offset distances from known or fixed points.</p> <p>.4 Deviations and changes will be marked with "red" ink.</p> <p>.5 Drawings and/or sketches are to be signed and dated by the Offeror stating Offeror's name and date as well as date activity completed.</p> <p>.6 Offeror will also complete a CFB Shilo "Building Service Record" from for activity completed. (See Annex A).</p> |
| <u>1.26 ACCEPTABILITY
OF MATERIALS</u> | <p>.1 The acceptance of materials will be determined by the Base's Project Authority.</p> |
| <u>1.27 CLEAN-UP</u> | <p>.1 On completion of activity, the Offeror will remove all surplus materials, plant, tools, equipment and waste materials from site.</p> |

ANNEX B
BASIS OF PAYMENT

.1 Basis of Payment

Payments in respect of the agreed price shall be made upon satisfactory performance of the Work, and upon approval of the Departmental Representative, but such payments shall not exceed the amount(s) as specified in the Call Up, for the Work without written authorization.

In consideration of the Contractor satisfactorily completing all of its obligations under the resulting Contract, the Contractor will be paid a firm price, Goods and Services Tax or Harmonized Sales Tax extra.

.1 Hourly Rates:

The Contractor will be paid firm hourly rates as follows, for work performed in accordance with the Contract.

See attached Payment Schedules at Annex E for details.

ANNEX C

MANDATORY HEALTH AND SAFETY - for Work in the Province of Manitoba

1.) SPECIAL INSTRUCTIONS TO BIDDERS (SI):

SI13 WCB AND SAFETY PROGRAM

1. The recommended Bidder shall provide to the Contracting Authority, prior to Contract award:
 - 1.1 a Workers Compensation Board *Experience and Industry Rating Statement - Manitoba*, or equivalent documentation from another jurisdiction;
 - 1.2 a Workers Compensation Board letter of good standing, also listing covered Directors, Principals, Proprietor(s) or Partners who will be or who are anticipated to be present on the work site(s), or equivalent documentation from another jurisdiction; and
 - 1.3 a Certificate of Recognition (COR) or Registered Safety Plan (RSP). A health and safety policy and program, as required by other provincial/territorial Occupational Health and Safety Acts, will be acceptable in lieu of a COR or RSP.
2. The recommended Bidder shall deliver all of the above documents to the Contracting Authority on or before the date stated (usually 3-5 days after notification) by the Contracting Authority. Failure to comply with the request may result in the bid being declared non-compliant.

Exemption to Generic Safety Programs (*Manitoba only*) - Contractors having five (5) or less employees do not require a written program. However, evidence of a system to manage health and safety remains a requirement.

2.) SUPPLEMENTARY CONDITIONS (SC):

SC02 Workplace Safety and Health

1. EMPLOYER/PRIME CONTRACTOR

- 1.1 The Contractor shall, for the purposes of the Workplace Safety and Health Act and Regulations, Manitoba, and for the duration of the Work:
 - 1.1.1 act as the Employer, where there is only one employer on the work site, in accordance with the Authority Having Jurisdiction;
 - 1.1.2 assume the role of Prime Contractor, where there are two or more employers involved in work at the same time and space at the work site, in accordance with the Authority Having Jurisdiction; and
 - 1.1.3 agree, in the event of two or more Contractors working at the same time and space at the work site, without limiting the General Conditions, to Canada's order * to:
 - 1.1.3.1 assume, as the Prime Contractor, the responsibility for Canada's other Contractor(s); or
 - 1.1.3.2 accept that Canada's other Contractor is Prime Contractor and conform to that Contractor's Site Specific Health and Safety Plan.

* "order" definition: after contract award, Contractor is ordered by a Change Order

2. SUBMITTALS

- 2.1 The Contractor shall provide to Canada:
 - 2.1.1 prior to the pre-construction meeting, a transmittal and copy of a completed Notice of Project form PWGSC - TPSGC 458 (form will be provided to the proposed contractor prior to award), as sent to the Authority Having Jurisdiction (AHJ); and
 - 2.1.2 prior to commencement of work and without limiting the terms of the General Conditions:
 - 2.1.2.1 copies of all other necessary permits, notifications and related documents as called for in the scope of work/specifications and/or by the AHJ; and

2.1.2.2 a site specific Health and Safety Plan as requested.

NOTE: Please do not include any forms that include personal 3rd party information such as the names of the contractor's employees and their related claims information.

3. LABOUR AUTHORITY CONTACT:

The contact below represents the Labour Authority in the jurisdiction (AHJ). They are not representatives of the Workers Compensation.

Do not contact the people referenced below for issues pertaining to WCB or WCB Clearances. Those queries must be directed specifically to the WCB, and where the WCB has both a Labour and Compensation component, WCB issues must be directed to the Compensation/Employer Services sections.

MANITOBA

Manitoba Labour
Workplace Safety and Health Branch
200 – 401 York Avenue
Winnipeg, Manitoba, R3C 0P8
Attention: Client Services
Telephone: (204) 945-6848
Facsimile: (204) 945-4556

Solicitation No. - N° de l'invitation
W6896-19SO72
Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.
File No. - N° du dossier
W6896-19SO72

Buyer ID - Id de l'acheteur
pwz119
CCC No./N° CCC - FMS No./N° VME

DECLARATION

DATE: _____

COMPANY NAME: _____

ADDRESS: _____

This company is exempt from the Manitoba Occupational Health and Safety Act requirement to have a formalized Health and Safety Policy and Program, on the basis that this company does not at the present time employ more than five (5) full time employees, including those required on all current projects for all clients. By signing this Declaration the Contractor certifies they will remain in compliance with the identified AHJ's requirements regarding health and safety at the work site.

Current number of full time employees: _____

TITLE OF COMPANY OFFICER

SIGNATURE

Solicitation No. - N° de l'invitation
W6896-19SO72
Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.
File No. - N° du dossier
W6896-19SO72

Buyer ID - Id de l'acheteur
pwz119
CCC No./N° CCC - FMS No./N° VME

ANNEX D
PERIODIC USAGE REPORT FORM

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

Return to:

<i>Name</i>	<i>Fax</i>	<i>Email Address</i>
Tyler Zdan	(204) 983-7796	Tyler.Zdan@pwgsc-tpsgc.gc.ca

at:

Public Works and Government Services Canada
Real Property Contracting, Acquisitions Branch
Ste. 100 - 167 Lombard Avenue
P.O. Box 1408
Winnipeg, Manitoba
R3C 2Z1

REPORT ON THE VOLUME OF BUSINESS

SUPPLIER: _____

REPORT FOR THE PERIOD ENDING: _____

<i>Description of Work</i>	<i>Call-up #</i>	<i>TOTAL BILLING</i>

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

PREPARED BY:

NAME: _____

SIGNATURE: _____

TELEPHONE NO.: _____

ANNEX E

OFFER

Description of Work: CFB Shilo, Shilo, Manitoba Various Projects, Department of National Defence Water Main and Sewer Repair Standing Offer
--

1. OFFER

- .1 This Standing Offer is made by the Offeror to Canada;
- .2 This Offer is to furnish all necessary tools, plant, equipment, services, materials and labour to execute and complete the Work described above in careful and workmanlike manner;
- .3 The Work shall be more particularly described in individual Call-ups to be issued by the Project Authority, hereinafter called the "Departmental Representative";
- .4 Individual Call-ups may be issued, from time to time, during the period identified in Part 7A, clause 4.1, and hereinafter called the "Term".

2. GENERAL PROVISIONS

- .1 This Offer when signed by or on behalf of the Offeror, the Specifications referred to in the Unit Price Schedule below and the General Conditions shall constitute the complete Offer subject to the provisions contained therein;
- .2 The Hourly Rate and the Unit Price, as offered, govern in calculating each Estimated Total Price; any errors in the extension of the Unit Price and in the addition of the Estimated Total Prices will be corrected in order to obtain the actual Total Estimated Amount;
- .3 This Offer supersedes and cancels all communications, negotiations and agreements relating to the Work other than those contained in the Offer;

The Offeror agrees:

- .1 to carry out individual work projects as requisitioned from time to time by the Departmental Representative in **Call- ups Against a Standing Offer**, form PWGSC/TPSGC 2829 or 942, copies of which the Offeror acknowledges to have in its possession, in accordance with the requirements set out therein and in consideration of payment of amounts to be determined pursuant to section 3. Below;
- .2 to provide, on demand from the Departmental Representative, a detailed price estimate, calculated in accordance with section 4 below, and a proposed work schedule for each work project; and
- .3 to commence Work promptly upon receipt of each Call-up issued pursuant to this Offer, duly signed by the Departmental Representative.
- .4 This Offer does not constitute a binding contract between Canada and the Offeror. The Departmental Representative shall have the right to issue a Call-up with those other offerors which have also submitted offers to Canada.
- .5 A contract is formed between Canada and the Offeror only when a Call-up duly signed is issued by the Departmental Representative and accepted by the Offeror. The Offeror shall then be referred to as "the Contractor" and the Contract includes the Offer, the Specifications referred to in the Unit Price Schedule below, the General Conditions and the Call-up .
- .6 The estimated number of hours, the quantities of material and plant, and the amount of the Allowance for Unspecified material set out in the Unit Price Schedule are for the purpose of comparative evaluation of the offers and do not express an obligation on the part of Canada to order any or all of the work, material or plant listed therein.
- .7 The Offeror declares that no bribe, gift or benefit has been or will be paid, given, promised or offered directly or indirectly to any official or employee of Canada or to a member of the family of such person, with a view to influence the entry into or the administration of any contract which may result from this Offer.

3. FINANCIAL TERMS

- .1 Each item specified in the Unit Price Schedule in subsection 4.1 includes wages, traveling time and costs, allowances, supervision, liabilities as employer, insurance, and the use of all tools, tackle, etc., overhead, profit and all other liabilities whatsoever.
- .2 Unspecified Material shall be reimbursed at net cost, as supported by invoices, plus Markup as established in section 4 of this Offer. "Net Cost" means all amounts reasonably and properly paid by the Offeror in respect of materials required for and used in the Work, and includes packing, handling and delivery charges, less any trade discounts received by the Offeror. The Offeror's Markup on Unspecified Material covers overheads, profit, and all other expenses whatsoever.
- .3 The prices inserted in section 4 of this Offer include all applicable federal, provincial, and municipal taxes.
 - .1 However, they do not include any amount for the Goods and Services Tax (GST) or Harmonized Sales Tax (HST). The appropriate GST/HST amounts will be paid by Canada to the Offeror in addition to the amounts paid against the amount of the contract. The Offeror shall make appropriate remittances to Revenue Canada in accordance with the legislation.
 - .2 The prices do not include the Québec Sales Tax. The Offeror shall arrange directly with the Province of Québec for the reimbursement of Provincial Sales Tax paid to this Province for the purpose of any contract resulting from this Offer.
- .4 Payment by Canada for the Offeror's own special equipment not covered by the Unit Price Schedule and required at the job site will be no greater than the local going rental rate for such equipment or the rate published by the local construction association for such equipment, whichever is the lower.
- .5 The cost of subcontract work, including special equipment rentals approved by the Project Authority, shall be reimbursed at actual cost with the addition of ten (10) percent to cover overheads, profit, and all other expenses whatsoever. "Actual cost" means all amounts reasonably and properly paid by the Contractor for those parts of the Work carried out by subcontractors.
- .6 Pricing
 - .1 The prices requested in the Offer are:
 - .1 hourly rates for regular hours;
 - .2 hourly rate for each hour outside of regular hours; and
 - .3 mark up on allowance for unspecified material.
 - .2 The hourly rates requested in the offer and acceptance for specific types of service shall be the total cost to perform the work including but not limited to:
 - .1 labour including supervision, allowances and liability insurance;
 - .2 travel time;
 - .3 transportation/vehicle expenses;
 - .4 tools and tackle;
 - .5 overhead and profit;
 - .6 any other incidental expenses other than supply of materials and replacement parts relating to the delivery of labour.
 - .3 It is considered that regular hours of work fall between 0700 and 1800 hours, Monday to Friday.
- .7 Electronic Payment Instruments
 - .1 The Offeror accepts to be paid by any of the following Electronic Payment Instrument(s):
 - () VISA Acquisition Card;
 - () MasterCard Acquisition Card.

4. PRICES

The Offeror agrees that the following are the prices referred to in sections 2 and 3 above:

Note to Offerors: **The following payment schedules must be completed and submitted at the time of solicitation close. If the Offeror does not submit the payment schedules, or if the submitted schedules are incomplete, the offer will be deemed non-compliant.**

The schedules include firm rate and firm markup items.

Taxes, if applicable, are not to be included.

Estimates have been provided for evaluation purposes only and may not reflect actual business volumes under the resulting Standing Offer. Unit prices will prevail, and in the event that there is a discrepancy between the unit price and the estimated total, Canada reserves the right to correct the estimated total using the firm unit price.

Offers will be compared based on the total evaluated price (see below).

Invoicing:

For materials (those items identified in Sections 2 and 3 below) invoices issued to the Department of National Defence must be supported by copies of the Offeror's own paid invoices.

Taxes, if applicable, are to be shown separately on any invoices issued under the Standing Offer.

4.1 Unit Price Schedules - Rates

SCHEDULE A: Year 1

Sect.	Class of Labour, material or plant	Unit	Estimated Hours/ Quantity (A)	Unit Price (B)	Estimated Total Price (A x B)
Firm Rate Items					
1.	Hourly rate, including travel time and all related expenses.				
	a) During Regular Hours:				
	0700 - 1800 hours, Monday through Friday.				
	i) Backhoe, 1.3 yard capacity, including Heavy Equipment Operator	hr.	240	\$	\$
	ii) Front End Loader, 2.2 yard capacity, including Heavy Equipment Operator	hr.	240	\$	\$
	iii) Tandem Truck, 10 yard capacity, including Operator	hr.	240	\$	\$
	iv) Ripper (cost per hour while attached to backhoe. Use of backhoe and operator will be charged separately at the hourly rate in Item No. 1)	hr.	240	\$	\$
	v) Other Heavy Equipment, including Heavy Equipment Operator	hr.	240	\$	\$
	vii) Supervisor	hr.	240	\$	\$
	viii) Plumber/Pipelayer	hr.	240	\$	\$
	ix) General Labourer	hr.	240	\$	\$
	b) Outside Regular Hours:				
	Monday through Sunday, including all day Saturday, Sunday and holidays.				

	i) Backhoe, 1.3 yard capacity, including Heavy Equipment Operator	hr.	16	\$	\$
	ii) Front End Loader, 2.2 yard capacity, including Heavy Equipment Operator	hr.	16	\$	\$
	iii) Tandem Truck, 10 yard capacity, including Operator	hr.	16	\$	\$
	iv) Ripper (cost per hour while attached to backhoe. Use of backhoe and operator will be charged separately at the hourly rate in Item No. 1)	hr.	16	\$	\$
	v) Other Heavy Equipmet, including Heavy Equipment Operator	hr.	240	\$	\$
	vii) Supervisor	hr.	240	\$	\$
	viii) Plumber/Pipelayer	hr.	240	\$	\$
	ix) General Labourer	hr.	240	\$	\$
2.	Material prices, including labour.				
	i) Sand	cu. m	100	\$	\$
	ii) Aggregate - A Base	cu. m	100	\$	\$
	iii) Aggregate - C Base	cu. m	100	\$	\$
	iv) Asphalt Repairs, based on 63mm compacted thickness	sq. m	1,000	\$	\$
	v) Topsoil, 75mm deep	sq. m	500	\$	\$
	vi) Seeding	sq. m	250	\$	\$
	vii) Sodding (peat sod not allowed)	sq. m	250	\$	\$
	viii) Repairs to existing concrete sidewalks, 102 mm thick over 150 mm compacted granular	sq. m	150	\$	\$
	ix) Standard concrete barrier curb and gutter over compacted granular	linear m	150	\$	\$
	x) Concrete rolled curb and gutter over compacted granular	linear m	150	\$	\$
Firm Mark-up Rate Items					
3.	Materials necessary for making repairs. To be charged at the Offeror's laid-down cost, plus the firm markup percentage quoted herein.	%	\$15,000.00	%	\$
Sub-Total A: Estimated Total Amount					\$

continued

SCHEDULE B: Year 2

Sect.	Class of Labour, material or plant	Unit	Estimated Hours/ Quantity (A)	Unit Price (B)	Estimated Total Price (A x B)
Firm Rate Items					
1.	Hourly rate, including travel time and all related expenses.				
	a) During Regular Hours:				
	0700 - 1800 hours, Monday through Friday.				
	i) Backhoe, 1.3 yard capacity, including Heavy Equipment Operator	hr.	240	\$	\$
	ii) Front End Loader, 2.2 yard capacity, including Heavy Equipment Operator	hr.	240	\$	\$
	iii) Tandem Truck, 10 yard capacity, including Operator	hr.	240	\$	\$
	iv) Ripper (cost per hour while attached to backhoe. Use of backhoe and operator will be charged separately at the hourly rate in Item No. 1)	hr.	240	\$	\$
	v) Other Heavy Equipment, including Heavy Equipment Operator	hr.	240	\$	\$
	vii) Supervisor	hr.	240	\$	\$
	viii) Plumber/Pipelayer	hr.	240	\$	\$
	ix) General Labourer	hr.	240	\$	\$
	b) Outside Regular Hours:				
	Monday through Sunday, including all day Saturday, Sunday and holidays.				
	i) Backhoe, 1.3 yard capacity, including Heavy Equipment Operator	hr.	16	\$	\$
	ii) Front End Loader, 2.2 yard capacity, including Heavy Equipment Operator	hr.	16	\$	\$
	iii) Tandem Truck, 10 yard capacity, including Operator	hr.	16	\$	\$
	iv) Ripper (cost per hour while attached to backhoe. Use of backhoe and operator will be charged separately at the hourly rate in Item No. 1)	hr.	16	\$	\$
	v) Other Heavy Equipmet, including Heavy Equipment Operator	hr.	240	\$	\$
	vii) Supervisor	hr.	240	\$	\$
	viii) Plumber/Pipelayer	hr.	240	\$	\$
	ix) General Labourer	hr.	240	\$	\$
2.	Material prices, including labour.				
	i) Sand	cu. m	100	\$	\$

	ii) Aggregate - A Base	cu. m	100	\$	\$
	iii) Aggregate - C Base	cu. m	100	\$	\$
	iv) Asphalt Repairs, based on 63mm compacted thickness	sq. m	1,000	\$	\$
	v) Topsoil, 75mm deep	sq. m	500	\$	\$
	vi) Seeding	sq. m	250	\$	\$
	vii) Sodding (peat sod not allowed)	sq. m	250	\$	\$
	viii) Repairs to existing concrete sidewalks, 102 mm thick over 150 mm compacted granular	sq. m	150	\$	\$
	ix) Standard concrete barrier curb and gutter over compacted granular	linear m	150	\$	\$
	x) Concrete rolled curb and gutter over compacted granular	linear m	150	\$	\$
Firm Mark-up Rate Items					
3.	Materials necessary for making repairs. To be charged at the Offeror's laid-down cost, plus the firm markup percentage quoted herein.	%	\$15,000.00	%	\$
Sub-Total B: Estimated Total Amount					\$

continued

SCHEDULE C: Year 3

Sect.	Class of Labour, material or plant	Unit	Estimated Hours/ Quantity (A)	Unit Price (B)	Estimated Total Price (A x B)
Firm Rate Items					
1.	Hourly rate, including travel time and all related expenses.				
	a) During Regular Hours:				
	0700 - 1800 hours, Monday through Friday.				
	i) Backhoe, 1.3 yard capacity, including Heavy Equipment Operator	hr.	240	\$	\$
	ii) Front End Loader, 2.2 yard capacity, including Heavy Equipment Operator	hr.	240	\$	\$
	iii) Tandem Truck, 10 yard capacity, including Operator	hr.	240	\$	\$
	iv) Ripper (cost per hour while attached to backhoe. Use of backhoe and operator will be charged separately at the hourly rate in Item No. 1)	hr.	240	\$	\$
	v) Other Heavy Equipment, including Heavy Equipment Operator	hr.	240	\$	\$
	vii) Supervisor	hr.	240	\$	\$
	viii) Plumber/Pipelayer	hr.	240	\$	\$
	ix) General Labourer	hr.	240	\$	\$
	b) Outside Regular Hours:				
	Monday through Sunday, including all day Saturday, Sunday and holidays.				
	i) Backhoe, 1.3 yard capacity, including Heavy Equipment Operator	hr.	16	\$	\$
	ii) Front End Loader, 2.2 yard capacity, including Heavy Equipment Operator	hr.	16	\$	\$
	iii) Tandem Truck, 10 yard capacity, including Operator	hr.	16	\$	\$
	iv) Ripper (cost per hour while attached to backhoe. Use of backhoe and operator will be charged separately at the hourly rate in Item No. 1)	hr.	16	\$	\$
	v) Other Heavy Equipmet, including Heavy Equipment Operator	hr.	240	\$	\$
	vii) Supervisor	hr.	240	\$	\$
	viii) Plumber/Pipelayer	hr.	240	\$	\$
	ix) General Labourer	hr.	240	\$	\$
2.	Material prices, including labour.				
	i) Sand	cu. m	100	\$	\$

	ii) Aggregate - A Base	cu. m	100	\$	\$
	iii) Aggregate - C Base	cu. m	100	\$	\$
	iv) Asphalt Repairs, based on 63mm compacted thickness	sq. m	1,000	\$	\$
	v) Topsoil, 75mm deep	sq. m	500	\$	\$
	vi) Seeding	sq. m	250	\$	\$
	vii) Sodding (peat sod not allowed)	sq. m	250	\$	\$
	viii) Repairs to existing concrete sidewalks, 102 mm thick over 150 mm compacted granular	sq. m	150	\$	\$
	ix) Standard concrete barrier curb and gutter over compacted granular	linear m	150	\$	\$
	x) Concrete rolled curb and gutter over compacted granular	linear m	150	\$	\$
Firm Mark-up Rate Items					
3.	Materials necessary for making repairs. To be charged at the Offeror's laid-down cost, plus the firm markup percentage quoted herein.	%	\$15,000.00	%	\$
Sub-Total C: Estimated Total Amount					\$

4.2 TOTAL EVALUATED PRICE

Sub-Total A Initial Period	\$
Sub-Total B Option Year 1	\$
Sub-Total C Option Year 2	\$
Total Evaluated Price A + B + C	\$

APPENDIX 2 - VOLUNTARY CERTIFICATION TO SUPPORT THE USE OF APPRENTICES

Note: The contractor will be asked to fill out a report every six months as included at Annex G

Name: _____

Signature: _____

Company Name: _____

Company Legal Name: _____

Solicitation Number: _____

Optional information to provide: _____

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

Trades of those apprentices:

A sample of the "Voluntary Reports for Apprentices Employed during the Contract" is provided at Annex G

Solicitation No. - N° de l'invitation
W6896-19SO72
Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.
File No. - N° du dossier
W6896-19SO72

Buyer ID - Id de l'acheteur
pwz119
CCC No./N° CCC - FMS No./N° VME

ANNEX F

CERTIFICATE OF INSURANCE



Travaux publics et
Services gouvernementaux
Canada

Public Works and
Government Services
Canada

Description and Location of Work Water Main and Sewer Repair Standing Offer, Department of National Defence, CFB Shilo, Shilo, MB	Contract No. W6896-19SO72
	Project No.

Name of Insurer, Broker or Agent	Address (No., Street)	City	Province	Postal Code
Name of Insured (Contractor)	Address (No., Street)	City	Province	Postal Code
Additional Insured <i>Her Majesty the Queen in Right of Canada as represented by the Minister of Public Works and Government Services</i>				

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

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

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

Telephone

Signature

Date D / M / Y

CERTIFICATE OF INSURANCE Page 2 of 2

General

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

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

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

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

Commercial General Liability

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

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

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

The policy must have the following minimum limits:

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

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

ANNEX G

SAMPLE VOLUNTARY REPORT FOR APPRENTICES EMPLOYED DURING THE CONTRACT

(This report is not required at bid deposit)

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

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

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

Number of apprentices hired	Trade

(Add rows as needed)

ANNEX H

SECURITY REQUIREMENTS CHECKLIST



Contract Number / Numéro du contrat W6896-19-S072
Security Classification / Classification de sécurité

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine DND	2. Branch or Directorate / Direction générale ou Direction VCDS	
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 Watermain and Sewage Repair services CFB Shilo, MB		
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 <input type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non 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? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (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) Non 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 <input checked="" type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non 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 <i>SM</i>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à : <input type="checkbox"/>	Restricted to: / Limité à : <input type="checkbox"/>	Restricted to: / Limité à : <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays :	Specify country(ies): / Préciser le(s) pays :	Specify country(ies): / Préciser le(s) pays :
7. c) Level of Information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

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PART A (continued) / PARTIE A (suite)

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

If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :
9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☒ No ☐ Yes
Non Oui

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

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

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

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

Special comments:
Commentaires spéciaux : Contractor will not have access to Protected or Classified information or assets

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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

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Government of Canada
Gouvernement du Canada

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

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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

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

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

☒ No ☐ Yes
Non 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 ☐ Yes
Non 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).

Solicitation No. - N° de l'invitation
W6896-19S072
Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.
File No. - N° du dossier
W6896-19S072

Buyer ID - Id de l'acheteur
pwz119
CCC No./N° CCC - FMS No./N° VME



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PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Fraser, BL		Title - Titre Requirements Officer, RPOU(W) DetShilo	
Telephone No. - N° de téléphone 204-785-3000 ext 3115		E-mail address - Adresse courriel Blaine.Fraser@forces.gc.ca	
Facsimile No. - N° de télécopieur		Date 11 JAN 2019	
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Mark Erasmo		Title - Titre A/SENIOR SECURITY ANALYST	
Telephone No. - N° de téléphone 613-995-6196		E-mail address - Adresse courriel mark.erasmo@forces.gc.ca	
Facsimile No. - N° de télécopieur		Date 07/02/2019	
Signature Mark Erasmo		Signature Mark Erasmo	
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			
No Non		Yes <input checked="" type="checkbox"/> Oui	
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)		Title - Titre	
Telephone No. - N° de téléphone		E-mail address - Adresse courriel	
Facsimile No. - N° de télécopieur		Date	
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)		Title - Titre	
Telephone No. - N° de téléphone		E-mail address - Adresse courriel	
Facsimile No. - N° de télécopieur		Date	

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