



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

**Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada**  
Room 100,  
167 Lombard Ave.  
Winnipeg  
Manitoba  
R3B 0T6  
Bid Fax: (204) 983-0338

**Request For a Standing Offer  
Demande d'offre à commandes**

Regional Individual Standing Offer (RISO)  
Offre à commandes individuelle régionale (OCIR)

Canada, as represented by the Minister of Public Works and  
Government Services Canada, hereby requests a Standing Offer  
on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et  
Services Gouvernementaux Canada, autorise par la présente,  
une offre à commandes au nom des utilisateurs identifiés  
énumérés ci-après.

**Comments - Commentaires**

**Vendor/Firm Name and Address  
Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**  
Public Works and Government Services Canada - Western  
Region  
Room 100  
167 Lombard Ave.  
Winnipeg  
Manitoba  
R3B 0T6

<b>Title - Sujet</b> Flooring Installation and Repair	
<b>Solicitation No. - N° de l'invitation</b> W6896-19S013/A	<b>Date</b> 2019-05-15
<b>Client Reference No. - N° de référence du client</b> W6896-19S013	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$WPG-120-10835
<b>File No. - N° de dossier</b> WPG-8-41212 (120)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2019-06-25</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Central Standard Time CST	
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Aquino, Jill	<b>Buyer Id - Id de l'acheteur</b> wpg120
<b>Telephone No. - N° de téléphone</b> (431)373-1718 ( )	<b>FAX No. - N° de FAX</b> (204)983-7796
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE BFC SHILO 5000 STN MAIN, P101 TARVIA ROAD SHILO Manitoba R0K2A0 Canada	
<b>Security - Sécurité</b> This request for a Standing Offer includes provisions for security. Cette Demande d'offre à commandes comprend des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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Amd. No. - N° de la modif.  
File No. - N° du dossier  
WPG-8-41212

Buyer ID - Id de l'acheteur  
WPG120  
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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

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

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Check List, the Electronic Payment Instruments, the Insurance Requirements and the Standing Offer Usage Report

### **1.2 Summary**

- 1.2.1 For the provision of all material, transportation, equipment, labour, tools and supervision necessary for the replacement or new installation of carpeting and sheet or vinyl tile flooring and associated materials on behalf of the Department of National Defence (DND), Canadian Forces Base (CFB), Shilo, Manitoba on an "as and when required" basis in accordance to the Statement of Work attached at Annex A herein.

The Period of the Standing Offer Agreement (SOA) is from Date of issuance to June 30, 2020 with Canada retaining an irrevocable option to extend the SOA for an additional two (2) consecutive one (1) year periods. Work shall be completed in accordance with the Statement of Work and terms and conditions specified herein.

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

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Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA)."

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

### 1.3 Security Requirements

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

### 1.4 Debriefings

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

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

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

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

## PART 2 - OFFEROR INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

The 2006 standard instructions is amended as follows:

- Section 08, entitled Submission of offers, is amended as follows:
  - subsection 2. is deleted entirely and replaced with the following:
    2. epost Connect
      - a. Unless specified otherwise in the RFSO, offers may be submitted by using the [epost Connect service](#) provided by Canada Post Corporation.
        - i. PWGSC, National Capital Region: The only acceptable email address to use with epost Connect for responses to RFSOs issued by PWGSC headquarters is:

[tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca](mailto:tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca)

or if applicable, the email address identified in the RFSO.

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

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

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

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

### 2.1.1 **SACC Manual Clauses**

M0019T (2007-05-25) Firm Price and/or Rates  
M1004T (2016-01-28) Condition of Material - Offer

### 2.2 **Submission of Offers**

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

Note: For offerors choosing to submit using epost Connect for offers closing at the Bid Receiving Unit in the National Capital Region (NCR) the email address is:

[tpsgc.dgareceptiondessomissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca](mailto:tpsgc.dgareceptiondessomissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca)

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

### 2.3 **Former Public Servant**

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

#### **Definitions**

For the purposes of this clause,

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

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

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

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

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

#### **Former Public Servant in Receipt of a Pension**

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

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

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

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

#### **Work Force Adjustment Directive**

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

If so, the Offeror must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;

- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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

## 2.4 Enquiries - Request for Standing Offers

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

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

## 2.5 Applicable Laws

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

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

## PART 3 - OFFER PREPARATION INSTRUCTIONS

### 3.1 Offer Preparation Instructions

- If the Offeror chooses to submit its offer electronically, Canada requests that the Offeror submits its offer in accordance with section 08 of the 2006 standard instructions. Offerors are required to provide their offer in a single transmission. The epost Connect service has the capacity to receive multiple documents, up to 1GB per individual attachment. The offer must be gathered per section and separated as follows:

Section I: Financial Offer  
Section II: Certifications

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

Section I: Financial Offer (1 hard copy)  
Section II: Certifications (1 hard copy)

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

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

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

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

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

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

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

### **Section I: Financial Offer**

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

#### **3.1.1 Electronic Payment of Invoices - Offer**

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

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

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

#### **3.1.2 Exchange Rate Fluctuation**

[C3011T](#) (2013-11-06), Exchange Rate Fluctuation

### **Section II: Certifications**

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

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

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

### **4.1.2 Financial Evaluation**

4.1.2.1 SACC Manual Clause [M0220T](#) (2016-01-28), Evaluation of Price – Offers

### **4.2 Basis of Selection**

4.2.1 SACC Manual Clause [M0069T](#) (2007-05-25) Basis of Selection

## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

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

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

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

### **5.1 Certifications Required with the Offer**

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

#### **5.1.1 Integrity Provisions - Declaration of Convicted Offences**

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

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

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

### 5.2.1 Integrity Provisions – Required Documentation

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

### 5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

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

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

### 5.2.3 Workers Compensation Certification – Letter of Good Standing

The Bidder must have an account in good standing with the applicable provincial or territorial Workers' Compensation Board.

The Bidder must provide, within (2) days following a request from the Contracting Authority, a certificate or letter from the applicable Workers' Compensation Board confirming the Bidder's good standing account. Failure to comply with the request may result in the bid being declared non-responsive.

## PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

### 6.1 Security Requirements

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 sites must meet the security requirements 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;
  - (d) the Offeror's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 7A - Standing Offer;

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

## 6.2 Insurance Requirements

### 6.2.1 Insurance Requirements – Proof Of Availability – Prior to issuance of a Standing Offer

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

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

## PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 7.1 Offer

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

#### 7.2 Security Requirements

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

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

### **7.3 Standard Clauses and Conditions**

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

#### **7.3.1 General Conditions**

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

#### **7.3.2 Standing Offers Reporting**

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

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

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

The quarterly reporting periods are defined as follows:

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

The data must be submitted to the Standing Offer Authority no later than five (5) calendar days after the end of the reporting period.

### **7.4 Term of Standing Offer**

#### **7.4.1 Period of the Standing Offer**

The period for making call-ups against the Standing Offer is from date of issuance to June 30, 2020.

#### **7.4.2 Extension of Standing Offer**

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

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority five (5) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

#### **7.4.3 Delivery Points**

Solicitation No. - N° de l'invitation  
W68696-19S013/A  
Client Ref. No. - N° de réf. du client  
W68696-19S013

Amd. No. - N° de la modif.  
File No. - N° du dossier  
WPG-8-41212

Buyer ID - Id de l'acheteur  
WPG120  
CCC No./N° CCC - FMS No./N° VME

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

## 7.5 Authorities

### 7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Jill Aquino  
Title: Procurement Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Western Region  
Address: 100-167 Lombard Ave, Winnipeg, MB R3B 0T6  
Telephone: 431-373-1718  
E-mail address: [Jill.Aquino@pwgsc-tpsgc.gc.ca](mailto:Jill.Aquino@pwgsc-tpsgc.gc.ca)

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

### 7.5.2 Project Authority

**This section will be completed upon Standing Offer issuance.**

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

### 7.5.3 Offeror's Representative

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

E-mail address: \_\_\_\_\_

## 7.6 Proactive Disclosure of Contracts with Former Public Servants

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

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

### Definitions

For the purposes of this clause,

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

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

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

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

### Former Public Servant in Receipt of a Pension

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

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

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

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

### **Work Force Adjustment Directive**

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

If so, the Offeror must provide the following information:

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

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

### **7.7 Identified Users**

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

### **7.8 Call-up Instrument**

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

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
2. Any of the following forms could be used which are available through [PWGSC Forms Catalogue](#) website:

- PWGSC-TPSGC 942 Call-up Against a Standing Offer
- PWGSC-TPGSC 942-2 Call-up Against a Standing Offer - Multiple Delivery
- PWGSC-TPSGC 944 Call-up Against Multiple Standing Offers (English version)
- PWGSC-TPSGC 945 Commande subséquente à plusieurs offres à commandes (French version)

or

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

#### 7.9 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed **\$TBD** (Applicable Taxes excluded).

#### 7.10 Financial Limitation

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

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 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.

#### 7.11 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions [2005](#) (2017-06-21), General Conditions - Standing Offers - Goods or Services
- e) the general conditions [2010C](#) (2018-06-21), General Conditions: Services (medium complexity)
- f) Annex A, Statement of Work;
- g) Annex B, Basis of Payment
- h) Annex C, Security Requirements Check List;
- i) Annex D, Insurance Requirements;

- j) Annex E, Standing Offer Usage Report
- j) the Offeror's offer dated **To be inserted at time of Standing Offer issuance.**

## **7.12 Certifications and Additional Information**

### **7.12.1 Compliance**

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

### **7.13 Applicable Laws**

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

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

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

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

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

### **7.15 Price Lists**

Following issuance of a Standing Offer, it is the Offeror's responsibility to supply and update price lists and/or catalogues as Canada may require. The Offeror must provide one (1) copy of its catalogue and price list and updates to each Identified User requesting a copy. The Offeror must further send one (1) copy to the Standing Offer Authority at the address stated in the Standing Offer.

### **7.16 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.

## **B. RESULTING CONTRACT CLAUSES**

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

## 7.1 Statement of Work

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

## 7.2 Standard Clauses and Conditions

### 7.2.1 General Conditions

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

Section 13 Interest on Overdue Accounts, of [2010C](#) (2018-06-21), General Conditions - Services (Medium Complexity) apply to and form part of the Contract will not apply to payments made by credit cards.

## 7.3 Term of Contract

### 7.3.1 Period of the Contract

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

## 7.4 Proactive Disclosure of Contracts with Former Public Servants

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

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

### Definitions

For the purposes of this clause,

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

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or

- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

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

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

#### **Former Public Servant in Receipt of a Pension**

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

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

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

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

#### **Work Force Adjustment Directive**

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

If so, the Offeror must provide the following information:

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

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

## 7.5 Payment

### 7.5.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm lot price(s), as specified in in Annex B for a cost of \$TBD). Customs duties are excluded and Applicable Taxes are extra.

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

### 7.5.2 Limitation of Price

SACC Manual Clause [C6000C](#) (2017-08-17) Limitation of Price

### 7.5.3 Single Payment

SACC Manual Clause [H1000C](#) (2008-05-12) Single Payment

### 7.5.4 SACC Manual Clauses

[A9117C](#) (2007-11-30) T1204 – Direct Request by Customer Department

[C2000C](#) (2007-11-30) Taxes – Foreign-based Contractor

[C0710C](#) (2007-11-30) Time and Contract Price Verification

[L5001C](#) (2008-05-12) Surplus Government Property

### 7.5.5 Electronic Payment of Invoices – Call-up

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s): **To be inserted at time of Standing Offer issuance.**

## 7.6 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
  - b. a copy of the release document and any other documents as specified in the Contract;
  - c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses.
2. Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
- b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

### **7.7 Insurance – Specific Requirements**

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

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

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

### **7.8 SACC Manual Clauses**

- [A0285C](#) (2007-05-25) Workers Compensation
- [A9006C](#) (2012-07-16) Defence Contract
- [A9062C](#) (2011-05-16) Canadian Forces Site Regulations
- [A9039C](#) (2008-05-12) Salvage

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Amd. No. - N° de la modif.  
File No. - N° du dossier  
WPG-8-41212

Buyer ID - Id de l'acheteur  
WPG120  
CCC No./N° CCC - FMS No./N° VME

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## **ANNEX A**

### **STATEMENT OF WORK**



**DEPARTMENT OF NATIONAL DEFENCE**

**STANDING OFFER**

**SPECIFICATION**

**FOR**

**FLOORING INSTALLATION AND REPAIR**

**AT**

**REAL PROPERTY OPERATIONS UNITS (WEST) – DETACHMENT SHILO**

**SHILO, MANITOBA**

  
\_\_\_\_\_  
**Design Officer**

**SO 13**

**30-AUG-2018**

RPOU (West) Det.  
Shilo  
S.O. No.13

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<u>Division 09 - Finishes</u>		
09 00 00	FINISHES	7

PART 1 - GENERAL

- 1.1 GENERAL
- .1 Public Services and Procurement Canada (PSPC) Standing Offer Documents shall be read in conjunction with this Specification.
  - .2 For Standing Offers, a formal contract is initiated when Real Property Operations Unit West, Detachment Shilo (RPOU(W)) Contracts Office raises a 942 requisition for a specified scope of work. These General Instructions become part of the contract at such time.
- 1.2 DESCRIPTION OF WORK
- .1 Work under this Standing Offer Agreement (SOA) covers the furnishing of all labour, materials, transportation, equipment and supervision required for the repair, replacement or new installation of carpeting and vinyl sheet or tile flooring and associated materials in Base building at Real Property Operations Unit West (RPOU(W)) - Detachment Shilo, Shilo, Manitoba on an 'as and when' required basis.
  - .2 Work included by this Standing Offer is detailed in Section 09 00 00 and is not necessarily confined to the following:
    - .1 Removal of base moulding.
    - .2 Removal of cove moulding from under nosing.
    - .3 Removal of existing floor coverings.
    - .4 Repair of stairs, landing and winder in preparation of new flooring material.
    - .5 Supply and installation of metal edge strips.
    - .6 Supply and installation of carpet grippers.
    - .7 Supply and installation of all required adhesives.
    - .8 Seaming all required joints.
    - .9 Adhesive strips.
    - .10 Repair to existing carpets.
    - .11 Supply and installation of carpet, glued and stapled down.
    - .12 Supply and installation of sheet vinyl.
    - .13 Supply and installation of wood moulding and/or baseboard where required.
    - .14 Supply and installation of rubber cove base where required.
-

- 1.2 DESCRIPTION OF WORK  
(Cont'd)
- .2 (Cont'd)  
.15 Adjustment and modification of existing door where required.  
.16 Painting of new of reused mouldings, baseboards and doors.  
.17 Protection of buildings or personal property.  
.18 Clean-up.
- 1.3 DEFINITIONS
- .1 A person to be named at the startup meeting will be the Technical Authority for all work done on this Contract and will be the direct point of contact for the Contractor.
- .2 All on site matters will be handled by the inspections, technical reviews and material approvals will be handled by RPOU(W)-Det Shilo through the DND Contractor Inspector.
- 1.4 "ENVIRONMENTAL" POLICY
- .1 In accordance with Canadian Forces Base Shilo's "Environmental" policy, the Contractor will propose "environmentally safe" product for those materials listed.
- .2 For all adhesives, glues and solvent products used, the Contractor will submit MSDS sheet to the DND Contract Inspector showing the use of "environmentally safe" products.
- .3 For any changes made to the above products during the course of the Contract, the DND Contract Inspector must be made aware prior to use including the submission of product and MSDS sheets.
-

1.5 CODES AND  
STANDARDS

- .1 Throughout the various sections and subsections for this specification, reference is made to domestic, national and international standards. These standards must be considered an integral part thereof and must be read in conjunction with the drawings and specification as if they were reproduced herein. The Contractor must, therefore, be fully familiar with their contents and requirements. The latest editions of all standards must be applicable whether or not a specifically dated edition is mentioned.
- .2 Materials and workmanship must conform or exceed applicable standards of Canadian General Standards Boards (CGSB), Canadian Standards Association (CSA) and American Society for Testing and Materials (ASTM).
- .3 Conform to latest edition of dated referenced standards, as reaffirmed or revised to date of Tendered Specification. Standards or codes not dated must be deemed the edition in force on date of this Specification.

1.6 ON-SITE  
SUPERVISION

- .1 Contractor will designate a competent and qualified supervisor to be on site at all times during work and act upon DND Contract Inspector's instruction.

1.7 COMMENCING WORK

- .1 The Contractor will not commence work without first obtaining approval from the DND Contract Inspector.
  - .2 The Contractor must bring their own copy of the requisition with them or in the event of a telephone call-out, obtain a copy of the requisition from the DND Contract Inspector or RPOU(W).
  - .3 The Contractor must submit a completed requisition and an itemized slip for such completed work as applicable.
-

1.8 HOURS OF WORK

- .1 The Contractor must comply with the normal hours of work in effect at the site during the period of this call-up.
- .2 Any changes to the stipulated normal hours of work must be approved by the DND Contract Inspector before commencing new hours.
- .3 Normal working hours: Monday to Friday, between 07:30 and 16:00. Work will not be permitted on weekends, statutory holidays, including one (1) day prior to and one (1) day following December 25th. Exceptions for extended or additional hours will only be permitted if approval is given by the DND Contract Inspector.

1.9 REGULATIONS

- .1 The Contractor undertakes and agrees to comply with all Base Standing Order (BSOs) and other regulations in force on Base where work is to be performed.

1.10 REMOVAL OF MATERIAL AND EQUIPMENT

- .1 The Contractor must not remove any salvagable materials or hardware from the job site without written permission from the DND Contract Inspector.

1.11 HAZARDOUS MATERIALS

- .1 Contractor to meet with DND Contract Inspector prior to starting Work to review all potential hazardous materials that may be present on site or within the work area.
  - .2 All available Hazmat Reports can be made available to the Contractor for reference when requested.
  - .3 Demolition of asbestos can be hazardous to health. Should materials resembling asbestos be encountered in the course of demolition or any other work, all work is to stop and Contractor is to notify the DND Contract Inspector immediately. Do not proceed until written direction has been received from the DND Contract Inspector.
-

1.11 HAZARDOUS  
MATERIALS  
(Cont'd)

- .4 Lead paint, due to age of some structures and fixtures on Base, may be found and must be treated with care as some layers of paint may contain lead. Safe work procedures must be developed and implemented including, but not limited to:
- .1 Procedures to minimize airborne dust during demolition and construction;
  - .2 procedures for proper containment, collection, cleanup and disposal of debris to prevent contamination of other areas;
  - .3 use of proper cleaning tools;
  - .4 selection and use of proper personal protective equipment; and
  - .5 any other applicable regulations or procedures deemed suitable by the DND Contract Inspector.

1.12 INTERFERENCE  
AND SECURITY

- .1 Execute Work with least possible interference or disturbance to occupants, public and normal use of premises. Arrange with the DND Contract Inspector to facilitate execution of Work.
- .2 Where security has been reduced by Work of Contract, provide temporary means to maintain security to the approval of the DND Contract Inspector and/or Military Police.

1.13 BUILDING  
SMOKING ENVIRONMENT

- .1 There will be NO SMOKING within any Base Building.
- .2 Abide by Smoking Regulations and Base Standing Orders on the control of smoking around the Ammunition Compound as directed by the Ammunition Compound Supervisor.

1.14 INSPECTION

- .1 The Contractor must provide ample notice and opportunity to inspect each completed phase or work. Work must not proceed until the proceeding phase has been approved.

1.15 WORKMANSHIP  
AND MATERIALS

- .1 It is the Contractor's responsibility to produce acceptable work to RPOU(W), regardless of labour and quantity of material required.
-

1.15 WORKMANSHIP  
AND MATERIALS  
(Cont'd)

- .2 The Contractor must make good any inferior workmanship and replace any defective material at their own expense.
- .3 It must be the responsibility of the Contractor to make good any damage to DND, public and/or private property resulting from Contractor's work at their own expense.

1.16 PRODUCT DATA  
AND SAMPLES

- .1 Provide product data and samples when requested by DND Contract Inspector.

1.17 TEMPORARY  
FACILITIES

- .1 Heating and ventilation:
  - .1 Provide temporary heat and ventilation in enclosed areas as required to:
    - .1 Facilitate progress of work.
    - .2 Protect work and products against dampness and cold.
    - .3 Prevent moisture condensation on surfaces.
    - .4 Provide ambient temperatures and humidity levels for storage, installation and curing of materials.
    - .5 Meet health regulations for safe working environment for building occupants and trade workers.
  - .2 Maintain minimum temperature of 10°C or higher where specified as soon as finishing work is commenced and maintain until acceptance of structure by the DND Contract Inspector.
    - .1 Maintain ambient temperature and humidity levels as required for comfort of building occupants.
  - .3 Ventilating:
    - .1 Prevent accumulations of dust, fumes, mists, vapours or gases in areas occupied during work.
    - .2 Contractor must provide MSDS sheets to the DND Contract Inspector for all materials that will emit noxious fumes, gases and vapours prior to commencing work.
    - .3 Provide local exhaust ventilation to prevent harmful accumulation of hazardous substances into the atmosphere or occupied areas.



1.18 SAFETY  
REQUIREMENTS  
(Cont'd)

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- .4 DND owned equipment, devices, tools, machinery and personal protective equipment (PPE) must not be used by any General Contractor, Contractor or Sub-Contractor.
  - .5 Contractor must provide a copy of any "Safe Work Procedure" for entire project to DCC Representative prior to commencing any work.
  - .6 Contractor must provide "Site Safety" signage, as approved by the DND Contract Inspector, to the following requirements:
    - .1 General Contractor's name and phone number;
    - .2 Name and telephone number of Contractor's on-site safety representative;
    - .3 Location of first aid service within construction area; and
    - .4 Signage denoting mandatory PPE requirements within area of construction of work.
  - .7 Safety personnel and responsibility:
    - .1 The Contractor must supply qualified personnel to implement a "Safety Orientation Program" and ensure that DND, Federal and Provincial safety and health standards, guidelines, policies and regulations are being complied with.
    - .2 The Safety Orientation Program must include a Contractor's checklist to confirm that the Contractor, Sub-Contractors and all on-site tradespeople are aware and concur with all safety practices that need to be complied with while performing the project scope. If unforeseen issues arise on the job site, the Contractor must notify the DND Contract Inspector in writing of such instances and appropriate action be taken.
    - .3 DND personnel, as well as Provincial Safety Officers, must be allowed access daily to monitor and ensure safety requirements are met and that safety records are properly kept and maintained.
    - .4 The Contractor will report to the DND Contract Inspector and jurisdictional authorities any accident or incident involving the Contractor, DND or public personnel and/or property arising from the Contractor's execution of work within 24 hours of incident taking place.
  - .8 WHMIS and MSDS:
-

1.18 SAFETY  
REQUIREMENTS  
(Cont'd)

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- .8 (Cont'd)
    - .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 (MSDS) acceptable to Labour Canada and Health and Welfare Canada.
    - .2 Deliver copies of MSDS sheets to the DND Contract Inspector on delivery of materials.
  
  - .9 Undergoing work sites:
    - .1 When work sites are left unguarded, particularly overnight, powered equipment must be left at zero energy potential. Material must be safely positioned and stacked, and portable ladder leading to elevated work platforms must be removed and secured.
  
  - .10 Delay due to Health and Safety Regulations infractions:
    - .1 The Contractor must include all provisions of the Contract in any agreement with Sub-Contractors equally responsible for safe work performance.
    - .2 If the Contractor is responsible for a delay in the progress of work due to an infraction of legislated Health and Safety requirements, the Contractor must, without additional cost to DND, work such overtime, acquire and use equipment or material for the execution as deemed necessary to avoid delay in the final completion of the work.
  
  - .11 All Contractors, Sub-Contractors and their employees who are working within CFB Shilo Range and Training Area (RTA) must receive a "Range Safety Briefing (RSB)" from Range Control to be conducted at building R4-34 prior to commencing any work. This "Briefing" can be coordinated through the DND Contract Inspector. Workers without a RSB are prohibited from entering the RTA.
    - .1 Bookings must be scheduled 24 hours prior to going on the Ranges.
    - .2 All vehicles and personnel must enter and exit the RTA from the Main Control Gate at building R4-34.
    - .3 Range Safety Briefings are valid only for one year. Re-training is required after each year.
-

1.19 FIRE SAFETY  
REQUIREMENTS

- .1 Prior to the commencement of Work, an acceptable Fire Safety Plan must be approved by the DND Contract Inspector for the site.
  - .2 The Fire Safety Plan must include:
    - .1 The Contractor's designated site representative to carry out fire safety duties including watchperson service if applicable.
    - .2 The emergency procedures to be used in case of fire including:
      - .1 sounding the alarm;
      - .2 notifying the fire department;
      - .3 instructing site personnel on procedures to be followed when the fire alarm sounds; and
      - .4 firefighting procedures.
    - .3 The Contractor's designated site personnel must ensure all Contractors and Sub-Contractors have been briefed on the site's Fire Safety Plan.
  - .3 The Chief Fire Inspector will conduct periodic inspections of the work site to ensure fire safety guidelines are being met.
  - .4 The Contractor will be responsible for correcting all violations immediately and confirm with the Chief Fire Inspector violations have been corrected.
  - .5 Contractor must be aware of the nearest fire alarm box and telephone.
  - .6 Report immediately all fire incidents to the Base Firehall as follows:
    - .1 Activate nearest fire alarm box; and
    - .2 telephone "911".
  - .7 When reporting a fire by telephone, give location of fire, name or number of building and be prepared to verify the location.
  - .8 Portable extinguishers must be placed in the Contractor's work area and maintained for the duration of the Contract in conformance with Part 6 of the National Fire Code of Canada.
  - .9 In addition to the requirements stated above, portable extinguishers must be provided adjacent to:
    - .1 cutting and welding operations;
    - .2 areas where combustibles are stored;
-

1.19 FIRE SAFETY  
REQUIREMENTS  
(Cont'd)

- .9 (Cont'd)
  - .3 any internal combustion engines;
  - .4 areas where flammable liquids or gases are stored or handled; and
  - .5 temporary gas fired equipment.
- .10 The minimum rating for extinguishers are listed as follows:
  - .1 2-A:10-BC on movable equipment; and
  - .2 4-A:40-BC in all other locations.
- .11 A fire watch, either 24 hour or periodic, may be required and will be at the discretion of the Chief Fire Inspector or the DND Contract Inspector.

1.20 OPERATION AND  
MAINTENANCE MANUALS

- .1 General:
  - .1 Assemble, coordinate, bind and index required data into Operation and Maintenance (O and M) Manuals in accordance to the specifications.
  - .2 The O and M Manuals must consist of an organized compilation of maintenance data including detailed technical information and documents and records describing maintenance of individual products.
  - .3 Submit 3 copies in English.
  - .4 Organize data into same numerical order as the specification sections.
  - .5 Material: label each section with tabs protected with celluloid cover fastened to hard paper dividing sheets.
  - .6 Type lists and notes.
  - .7 Drawings, diagrams and manufacturer's literature must be legible.

1.21 CLEANING AND  
WASTE MANAGEMENT

- .1 General:
    - .1 Cleaning and waste management operations to comply with Base Standing Orders (BSOs), local ordinances and regulated environmental and anti-pollution laws.
    - .2 All demolished and/or waste can be taken to Shilo Landfill site on Base.
    - .3 Demolished and waste materials designated for the Shilo Landfill are to be separated out and stockpiled at the designated locations as stated below.
  - .2 Cleaning:
-

1.21 CLEANING AND  
WASTE MANAGEMENT  
(Cont'd)

- .2 (Cont'd)
- .1 Use only cleaning materials recommended by the manufacturer of surface to be cleaned and as recommended by the cleaning material manufacturer.
  - .2 Schedule cleaning operations so that resulting dust, debris and other contaminants do not fall on new work or contaminate adjacent existing building systems.
  - .3 All cleaning must be done to the complete satisfaction of the DND Contract Inspector.
- .3 Waste Management and Disposal:
- .1 Conduct cleaning and disposal operations in accordance with all Federal, Provincial or Municipal regulatory requirements and guidelines for environmental protection.
  - .2 Identify oppprotunities for reduction, re-use and/or recycling of materials.
  - .3 Do not pollute roadways, public lands or private properties when transporting wastes. During the transportation of wastes, bins must be covered to ensure that wastes do not escape and pollute roadways, public lands or private property.
  - .4 Damaged or broken glazing materials and plastic caulking tubes are not recyclable and must not be disposed of with materials destined for recycling.
  - .5 Do not dispose of volatile waste, unused paint and coating material into waterways, storm and/or sanitary sewers, onto ground or in locations where it will pose health or environmental hazard.
  - .6 Do not bury or burn rubbish or waste materials.
  - .7 Protect environment and prevent environmental pollution damage.
  - .8 Handle waste materials not re-used, salvaged or recycled in accordance with appropriate regulations and codes.
  - .9 Make arrangements with and obtain permits from authorities having jurisdiction for disposal of waste and debris.
  - .10 Co-ordinate Work with other activites at site to ensure timely and orderly progress of Work.
  - .11 Provide training and/or instruction in handling and separation of materials for re-use and/or recycling.

1.21 CLEANING AND  
WASTE MANAGEMENT  
(Cont'd)

- .4 Storage Handling and Protection:  
.1 For material to be turned over to DND,  
Contractor is to stockpile, protect, store  
and catalogue salvaged items.  
.2 Protect structural components not  
removed and salvageable materials from  
movements or damage.

PART 2 - PRODUCTS

PART 3 - EXECUTION  
3.1 NOT USED

PART 1 - GENERAL

1.1 REFERENCES

- .1 Underwriters Laboratory of Canada (ULC)
  - .1 ULC-S102.2-M88 - Standard of Method of Test for Surface Burning Characteristics of Flooring, Floor Covering and Miscellaneous Materials and Assemblies.
  
- .2 Canadian General Standards Boards (CGSB)
  - .1 CAN/CGSB-4.155-M88 - Flammability of Soft Floor Covering.
  - .2 CGSB-4-GP-129 - Carpets, Commercial.
  - .3 CAN/CGSB-25.20-M88 - Surface Sealer Floors.
  - .4 CGSB-4-GP-156 - Direct Glue-Down Carpets, Guide to Selection and Installation.
  - .5 CAN/CGSB-1.38-M91 - Interior Enamel Undercoated.
  - .6 CAN/CGSB-1.60.M89 - Interior Alkyd Gloss Enamel.
  - .7 CGSB-4-GP-36M - Carpet Underlay, Fibre Type.
  - .8 CAN/CGSB-4.161-M87 - Carpet for Residential Use.
  
- .3 CSA International (CSA)
  - .1 CSA A126.3-M1984 - Sheet Vinyl Flooring Products.

1.2 SUBMITTALS

- .1 Product Data:
  - .1 Submit most recent technical data sheets describing materials' physical properties for each product used to complete Work. Include manufacturer's recommended installation instructions.
  
- .2 Samples:
  - .1 Flooring:
    - .1 Submit duplicate 1.0m square pieces of each type of flooring requested, duplicate 125 x 75mm pieces for each colour selected, 300mm square pieces of underpad, 150mm lengths of carpet gripper and binder bars.
  - .2 Paint:
    - .1 Submit full range color sample chips to indicate where colour availability is restricted.

- 1.2 SUBMITTALS  
(Cont'd)
- .2 (Cont'd)
    - .2 (Cont'd)
      - .2 Submit 200 x 300mm sample panels of each paint, with specified color, gloss/sheen and texture.
  - .3 Close-out submittals for O&M's:
    - .1 Submit maintenance data including:
      - .1 Product name, type and use.
      - .2 Manufacturer's product number.
      - .3 Colour numbers.

PART 2 - PRODUCTS

- 2.1 MATERIALS
- .1 Carpets required to have flame spread rating or smoke developed classification to be tested in accordance with CAN/ULC-S012.2-M88 and CAN/CGSB-4.155-M88 for floor surface covering and be certified by ULC.
  - .2 Test data from other laboratories may be approved upon submission to Fire Commissioner for Canada.
  - .3 Carpet: All carpet material will be of good quality, free from imperfections, embedded foreign matter or other defects which would mar its appearance or durability and will meet the requirements of CGSB-4-GP-129 and CAN4-S102.2.
  - .4 Carpet to conform to the following performance specification:
    - .1 Type 1 (broadloom):
      - .1 Fibre: 100% nylon.
      - .2 Construction: Interlocking textured or level loop.
      - .3 Pile height: 4mm/2.5mm (textured) or 4mm (level).
      - .4 Stitch count: min. 51/10cm (textured) or min. 44/10cm (level).
      - .5 Pile weight: 28oz. (950g/m<sup>2</sup>) (textured) 24oz. (814g/m<sup>2</sup>) (level).
      - .6 Backing system: Woven polypropylene with zipper-lock.
      - .7 Static control: under 3kV at 20% RH and 21°C (CAN/CGSB-4.155.M88).
      - .8 Dyeing process: Solution dyed.

2.1 MATERIALS  
(Cont'd)

- .4 (Cont'd)
  - .1 (Cont'd)
    - .9 Wear Guarantee: Lifetime for no zippering, no edge ravel, no delamination, stainproof.
    - .10 Kilotex: 14.7 (28oz.) or 12.8 (24oz.)
    - .11 Sustainability: Eligible for recycling program.
  - .2 Type 2 (tile):
    - .1 Fibre: 100% solution dyed nylon.
    - .2 Construction: Multi-level scroll loop, 500 x 500mm modular.
    - .3 Pile weight: Min. 22 oz. (746 g/m<sup>2</sup>).
    - .4 Backing system: modular
    - .5 Wear Guarantee: no zippering, no edge ravel, no delamination, stainproof.
    - .6 Static generation: 3 kV or less at 20% RH and 21°C.
- .5 Carpet Underlay: As recommended by carpet manufacturer and CGSB-4-GP-36M.
- .6 Carpet Grippers: As recommended by carpet manufacturer for glue-down and under-lay installations.
- .7 Seaming tape: As recommended by carpet manufacturer for purpose intended.
- .8 Binder bars: Aluminum finish, colour to be selected by DND Contract Inspector, type as recommended by carpet manufacturer.
- .9 Adhesive: As recommended by carpet manufacturer.
- .10 Concrete floor sealer: to CAN/CGSB-25.30-M88, Type 1.
- .11 Subfloor filler: White premix latex requiring only water to produce cementitious paste.
- .12 Mouldings:
  - .1 Wood moulding will be douglas fir, size and type as selected by the DND Contract Inspector.
  - .2 Metal moulding will be of design, size and thickness as selected by the DND Contract Inspector.

2.1 MATERIALS  
(Cont'd)

- .13 Adhesive strip: As recommended by carpet manufacturer.
- .14 Rubber cove base: 3.2mm thick, 150mm or 101.6mm high, top set cover base, colour to be selected by DND Contract Inspector. Adhesive for rubber base as recommended by manufacturer of cove base.
- .15 Vinyl Flooring:
  - .1 Floor tile: 304.8x304.8mm or 457.2x457.2mm, zero PVC, zero plasticizers, zero VOCs, minimum thickness 2mm.
  - .2 High vinyl tile: To CSA A126.2, Type A.
  - .3 Linoleum tiles: To CSA A146.
  - .4 Sheet Vinyl: Unfilled wear layer to CSA-126.3, type 1, grades 1 and 2.
  - .5 Sheet Vinyl: Filled wear layer to CSA-126.3, type 2, grades 1 and 2.
  - .6 Sheet vinyl linoleum to CSA A146.
  - .7 DND Contract Inspector to select specific requirements and colours from manufacturer's samples.
- .16 Flooring underlayment: As recommended by sheet vinyl manufacturer.
- .17 Primers, adhesives, sub-floor fillers, levellers and sealers: As recommended by floor manufacturer.
- .18 Metal edge strip: Aluminum extruded, smooth polished finish with lip to extend under floor finish.

PART 3 - EXECUTION

3.1 CARPETING

- .1 Workmanship:
  - .1 Install glue-down carpet in accordance with CGSB-4-GP-156 and manufacturer's printed instructions.
  - .2 Install underlay and carpeting in accordance with manufacturer's printed instructions.
  - .3 Install carpeting after finishing work in completed by before demountable office partitions and telephone and electrical pedestal outlets are installed.

3.1 CARPETING  
(Cont'd)

- .1 (Cont'd)
  - .4 Use material from same dye lot and ensure colour, pattern and texture match within any one area.
- .2 Inspection:
  - .1 The Contractor will insure that surface is satisfactory for installation of carpet.
  - .2 The Contractor will report defects to the DND Contract Inspector.
  - .3 Contractor will remove any existing floor finish, if required, clean and prepare surface for new floor.
  - .4 Commencement of Work will imply the acceptance of the surface as being satisfactory for laying carpet and the Contractor alone will be responsible for the finished job.
- .3 Preparation:
  - .1 Prepare floor surfaces for glue-down carpeting in accordance with CGSB-4-GP-156 and manufacturer's printed instructions.
  - .2 Ensure toeless type resilient base is installed before proceeding with carpeting.
  - .3 Remove sub-floor ridges and lumps. Fill low spots, cracks, joints, holes and other defects with sub-floor filler.
  - .4 Clean floor and apply filler; trowel and float to leave smooth, flat and hard surface. Prohibit traffic until filler is cured and dry.
  - .5 Prime, seal and proboard sub-floor to floor manufacturer's printed instructions.
  - .6 Flooring underlayment sub-floor to be glued and ring-nailed @ 100mm o.c. each way.
- .4 Base application:
  - .1 Lay our base to keep number of joints to a minimum.
  - .2 Set base in adhesive tightly by using 3.0kg hand roller, against wall and floor surfaces.
  - .3 Install straight and level to variations of 1:100.
  - .4 Scribe and fit to door frames and other obstructions. Use pre-moulded end pieces at floor door frames.
  - .5 Cope internal corners, Use pre-moulded corner units for right angle external corners. U-formed straight base material for external corner and other angles.

3.1 CARPETING  
(Cont'd)

- .4 (Cont'd)
  - .6 Install toeless type base before installation of carpet on floor.
- .5 Installation:
  - .1 Install glue-down carpet in accordance with CGSB-4-GP-156 and manufacturer's printed instructions.
  - .2 Install polyethylene sheet between floor and underlay.
  - .3 Install carpet gripper at room perimeter to conform to high and low spots in floor using carpet gripper, cement and nails.
  - .4 Install carpet tightly and fit nearly around perimeter of room into recesses and around projections through the floor.
  - .5 Seal edge of cut-outs with latex or use positive binding methods.
  - .6 Seal seam on direct glue down carpets.
  - .7 Finish installation will be free from conspicuous seams, frayed edges, burring and other faults.
  - .8 Ensure colour, pattern and texture match within any one area.
  - .9 Maintain constant pile directions.
  - .10 Protect traffic areas of carpeted floors with polyethylene drop sheets. Tape joints to prevent shifting.
  - .11 Install new wood/metal mouldings, where new moulding are required. Existing moulding can be reused only if in good condition and approved by the DND Contract Inspector.
  - .12 Adjust/modify all doors, after laying of carpet, by sawing off the bottom of the door with a handsaw, provide minimum 8.4mm clearance between carpet and bottom of door.

3.2 RESILIENT  
FLOORING  
APPLICATION

- .1 Apply adhesive uniformly using recommended trowel in accordance with floor manufacturer's printed instructions. Do not spread more adhesive than that able to be covered by flooring before initial set takes place.
- .2 Lay flooring with joints parallel to building lines to produce symmetrical pattern. Border tiles will be a minimum of half tile width.

3.2 RESILIENT  
FLOORING  
APPLICATION  
(Cont'd)

- .3 Install floor with patterna grain parallel for all units and parallel to lenght of the room.
- .4 Check manufacturer's recommendations for rolling resilient tile and sheet flooring and for weight of roller to ensure full adhesion.
- .5 Cut flooring and fir neatly around fixed objects.
- .6 Install flooring in pan-type floor access maintaining floor pattern.
- .7 Continue flooring through areas to receive movable type partitions with interrupting floor pattern.
- .8 Terminate flooring at centre line or door in openings where adjacent floor finish or colour is dissimilar.
- .9 Install metal edge strips at unprotected or exposed edges where flooring terminates.

3.3 PAINTING

- .1 For new wood moulding, apply:
  - .1 1 coat enamel under coat to CAN/CGSB-1.38-M91.
  - .2 2 coats enamel interior gloss to CAN/CGSB-1.60-M89.
- .2 For existing wood moulding, apply:
  - .1 1 coat spot prime to CAN/CGSB-1.60-M89.
  - .2 1 coat enamel interior gloss to CAN/CGSB-1.60.M89.
- .3 All colours to match existing or as directed by the DND Contract Inspector.

3.4 CLEANING

- .1 Clean and/or vacuum carpet/resilient flooring as specified by the manufacturer: All cleaning will be done to the complete satisfaction of the DND Contract Inspector.

## **ANNEX B**

### **BASIS OF PAYMENT**

It is MANDATORY that Offerors submit firm, all inclusive prices/rates for the period of the proposed Standing Offer Agreement.

THIS SECTION, WHEN COMPLETED, WILL BE CONSIDERED AS THE OFFEROR'S FINANCIAL PROPOSAL.

Offerors shall provide offers as per unit of issue requested. It is the responsibility of the offeror to provide conversion to the unit of issue requested. Failure to do so will render the offer no-responsive without further consideration.

Should there be an error in the extended pricing of the Offeror's offer, the unit pricing shall prevail and the extended pricing shall be corrected in the evaluation. Any errors in the quantities of the Offerors' offer shall be changed to reflect the quantities stated in the RFSO. The quantities specified below are provided for evaluation purposes only.

Rates quoted must remain firm for the period of the Standing Offer Agreement. Rates MUST include ALL costs associated with providing the service in accordance with the Statement of Work, Annex A attached herein. GST, if applicable, is not included and is to be shown as a separate item on any resulting invoice.

Payment will be made in accordance with the following pricing:

\* The Extended Price for materials is calculated by subtracting the discount quoted to the total estimated expenditure. Example: Year 1, \$500.00 estimated expenditure; 10% discount quoted = \$500.00 - (\$500.00 x 10%) = \$450.00

Parts will be supplied FOB Destination including all delivery charges. The following definitions have been used to arrive at the figures noted:

- i) MARK-UP - The difference between the Contractor's laid-down cost for product and resale price to the Crown. Mark-up includes applicable internal cost allocation by the Contractor such as material handling and general and administrative (G&A) expenses plus profit.
- ii) LAID-DOWN COST - The cost incurred by a vendor to acquire a specific product or service for resale to the government. This includes but is not limited to the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage.

Initial Standing Offer Period: Date of Issuance to 30 June 2020

<b>BASIS OF PAYMENT - STANDING OFFER PERIOD FIRM UNIT PRICING, GST EXTRA, F.O.B. DESTINATION</b>					
Item	Description	Est'd QTY	Unit of Issue	Unit Price	Extended Total Price
<b>A.</b>	<b>CARPETING</b>				
<b>1</b>	<b>Preparation, Supply and installation of Carpet Type 1</b> (Appendix A, Section 09650, Para 2.1.4.1) and <b>8 mm underlay</b> - including all labour, transportation, supervision, material and equipment				
a	To stairs	75	m <sup>2</sup>	\$	\$
b	To rooms	100	m <sup>2</sup>	\$	\$
<b>2</b>	<b>Preparation, Supply and installation of Carpet Type 2</b> (Appendix A, Section 09650, Para 2.1.4.2) and <b>8 mm underlay</b> - including all labour, transportation, supervision, material and equipment				
a	To stairs	60	m <sup>2</sup>	\$	\$
b	To rooms	100	m <sup>2</sup>	\$	\$
<b>3</b>	<b>Preparation, Supply and installation of Carpet Type 1</b> (Appendix A, Section 09650, Para 2.1.4.1) <b>glued- down</b> including all labour, transportation, supervision, material and equipment				
a	To stairs	75	m <sup>2</sup>	\$	\$
b	To rooms	100	m <sup>2</sup>	\$	\$
<b>4</b>	<b>Preparation, Supply and installation of Carpet Type 2</b> (Appendix A, Section 09650, Para 2.1.4.2) <b>glued- down</b> including all labour, transportation, supervision, material and equipment				
a	To stairs	60	m <sup>2</sup>	\$	\$
b	To rooms	100	m <sup>2</sup>	\$	\$
<b>5</b>	<b>Removal of existing carpet</b>				
a	Fibre pad	100	m <sup>2</sup>	\$	\$
b	Glued-down	350	m <sup>2</sup>	\$	\$
<b>6</b>	<b>Supply and install metal edging</b>				
		30	m	\$	\$
<b>7</b>	<b>Supply and install wood moulding</b>				
a	6.5 mm half-round and baseboard	56	m	\$	\$
b	Prefinished wood baseboard	56	m	\$	\$
<b>8</b>	<b>Supply and install rubber cove base</b>				
a	101.6 mm	100	m	\$	\$
b	156 mm	180	m	\$	\$
<b>9</b>	<b>Adjust/modify doors</b>				
		6	ea	\$	\$
<b>10</b>	<b>Repair existing carpet</b>				
		6	hr	\$	\$
<b>11</b>	<b>Type 1 Carpet - Supply Only</b>				
		120	m <sup>2</sup>	\$	\$
<b>12</b>	<b>Type 2 Carpet - Supply Only</b>				
		80	m <sup>2</sup>	\$	\$
<b>13</b>	<b>Underlay - 8 mm high density - Supply Only</b>				
		200	m <sup>2</sup>	\$	\$
<b>B.</b>	<b>SHEET VINYL</b>				
<b>1</b>	<b>Repair of existing vinyl flooring</b>				
		16	m <sup>2</sup>	\$	\$
<b>2</b>	<b>Preparation, Supply and Installation of Vinyl/Linoleum flooring</b> (Appendix A, Section 09650, Para 2.1.15) including all labour, transportation, supervision, material and equipment				
a	Vinyl Composite Tile	120	m <sup>2</sup>	\$	\$
b	High Vinyl Tile	36	m <sup>2</sup>	\$	\$
c	Linoleum Tile	300	m <sup>2</sup>	\$	\$
d	Sheet Vinyl, unfilled wear layer	30	m <sup>2</sup>	\$	\$
e	Sheet Vinyl, filled wear layer	300	m <sup>2</sup>	\$	\$

**BASIS OF PAYMENT - STANDING OFFER PERIOD  
FIRM UNIT PRICING, GST EXTRA, F.O.B. DESTINATION**

Item	Description	Est'd QTY	Unit of Issue	Unit Price	Extended Total Price
f	Sheet Linoleum (Battleship)	100	m <sup>2</sup>	\$	\$
<b>3</b>	<b>Preparation, Supply and installation of Vinyl/Linoleum flooring and underlay</b> (Appendix A, Section 09650, Para 2.1.15) - including all labour, transportation, supervision, material and equipment				
a	Vinyl Composite Tile	60	m <sup>2</sup>	\$	\$
b	High Vinyl Tile	24	m <sup>2</sup>	\$	\$
c	Linoleum Tile	100	m <sup>2</sup>	\$	\$
d	Sheet Vinyl, unfilled wear layer	10	m <sup>2</sup>	\$	\$
e	Sheet Vinyl, filled wear layer	300	m <sup>2</sup>	\$	\$
f	Sheet Linoleum (Battleship)	100	m <sup>2</sup>	\$	\$
<b>4</b>	<b>Supply and installation of metal edge strip</b>	30	m	\$	\$
<b>5</b>	<b>Removal of existing Vinyl/Linoleum</b>	1480	m <sup>2</sup>	\$	\$
<b>C.</b>	<b>MATERIALS/REPLACEMENT PARTS</b> (except free issue) shall be charged at the Contractor's laid down cost plus a mark-up of _____% not to exceed the Manufacturer's suggested retail price. Cost must be supported by copies of the contractor's paid invoices being submitted with invoice to DND. <b>(Estimated Usage \$200.00).</b>				
<b>INITIAL STANDING OFFER PERIOD SUBTOTAL (GST EXTRA)</b>					<b>\$</b>

**NOTES:**

**1. A sign-in/out register will be maintained at the Contracts Office of Base Construction Engineering located in building P-101. Contractors will ensure a responsible member from each crew signs in at the commencement of each work day and signs out at the end of the work day. In the event the Contracts Office is not accessible, outside of normal working hours (7:30 AM – 4:00 PM), all contractors will report to the Military Police, building L-134, where signing in and signing out will take place.**

**2. It is Base policy that all heavy industrial traffic use the main (South) gate for access to all DND property.**

## Option Year 1: 1 July 2020 - 30 June 2021

<b>BASIS OF PAYMENT - STANDING OFFER PERIOD FIRM UNIT PRICING, GST EXTRA, F.O.B. DESTINATION</b>					
Item	Description	Est'd QTY	Unit of Issue	Unit Price	Extended Total Price
<b>A.</b>	<b>CARPETING</b>				
<b>1</b>	<b>Preparation, Supply and installation of Carpet Type 1</b> (Appendix A, Section 09650, Para 2.1.4.1) and <b>8 mm underlay</b> - including all labour, transportation, supervision, material and equipment				
a	To stairs	75	m <sup>2</sup>	\$	\$
b	To rooms	100	m <sup>2</sup>	\$	\$
<b>2</b>	<b>Preparation, Supply and installation of Carpet Type 2</b> (Appendix A, Section 09650, Para 2.1.4.2) and <b>8 mm underlay</b> - including all labour, transportation, supervision, material and equipment				
a	To stairs	60	m <sup>2</sup>	\$	\$
b	To rooms	100	m <sup>2</sup>	\$	\$
<b>3</b>	<b>Preparation, Supply and installation of Carpet Type 1</b> (Appendix A, Section 09650, Para 2.1.4.1) <b>glued- down</b> including all labour, transportation, supervision, material and equipment				
a	To stairs	75	m <sup>2</sup>	\$	\$
b	To rooms	100	m <sup>2</sup>	\$	\$
<b>4</b>	<b>Preparation, Supply and installation of Carpet Type 2</b> (Appendix A, Section 09650, Para 2.1.4.2) <b>glued- down</b> including all labour, transportation, supervision, material and equipment				
a	To stairs	60	m <sup>2</sup>	\$	\$
b	To rooms	100	m <sup>2</sup>	\$	\$
<b>5</b>	<b>Removal of existing carpet</b>				
a	Fibre pad	100	m <sup>2</sup>	\$	\$
b	Glued-down	350	m <sup>2</sup>	\$	\$
<b>6</b>	<b>Supply and install metal edging</b>				
		30	m	\$	\$
<b>7</b>	<b>Supply and install wood moulding</b>				
a	6.5 mm half-round and baseboard	56	m	\$	\$
b	Prefinished wood baseboard	56	m	\$	\$
<b>8</b>	<b>Supply and install rubber cove base</b>				
a	101.6 mm	100	m	\$	\$
b	156 mm	180	m	\$	\$
<b>9</b>	<b>Adjust/modify doors</b>				
		6	ea	\$	\$
<b>10</b>	<b>Repair existing carpet</b>				
		6	hr	\$	\$
<b>11</b>	<b>Type 1 Carpet - Supply Only</b>				
		120	m <sup>2</sup>	\$	\$
<b>12</b>	<b>Type 2 Carpet - Supply Only</b>				
		80	m <sup>2</sup>	\$	\$
<b>13</b>	<b>Underlay - 8 mm high density - Supply Only</b>				
		200	m <sup>2</sup>	\$	\$
<b>B.</b>	<b>SHEET VINYL</b>				
<b>1</b>	<b>Repair of existing vinyl flooring</b>				
		16	m <sup>2</sup>	\$	\$
<b>2</b>	<b>Preparation, Supply and Installation of Vinyl/Linoleum flooring</b> (Appendix A, Section 09650, Para 2.1.15) including all labour, transportation, supervision, material and equipment				
a	Vinyl Composite Tile	120	m <sup>2</sup>	\$	\$
b	High Vinyl Tile	36	m <sup>2</sup>	\$	\$
c	Linoleum Tile	300	m <sup>2</sup>	\$	\$
d	Sheet Vinyl, unfilled wear layer	30	m <sup>2</sup>	\$	\$
e	Sheet Vinyl, filled wear layer	300	m <sup>2</sup>	\$	\$

**BASIS OF PAYMENT - STANDING OFFER PERIOD  
FIRM UNIT PRICING, GST EXTRA, F.O.B. DESTINATION**

<b>Item</b>	<b>Description</b>	<b>Est'd QTY</b>	<b>Unit of Issue</b>	<b>Unit Price</b>	<b>Extended Total Price</b>
f	Sheet Linoleum (Battleship)	100	m <sup>2</sup>	\$	\$
<b>3</b>	<b>Preparation, Supply and installation of Vinyl/Linoleum flooring and underlay</b> (Appendix A, Section 09650, Para 2.1.15) - including all labour, transportation, supervision, material and equipment				
a	Vinyl Composite Tile	60	m <sup>2</sup>	\$	\$
b	High Vinyl Tile	24	m <sup>2</sup>	\$	\$
c	Linoleum Tile	100	m <sup>2</sup>	\$	\$
d	Sheet Vinyl, unfilled wear layer	10	m <sup>2</sup>	\$	\$
e	Sheet Vinyl, filled wear layer	300	m <sup>2</sup>	\$	\$
f	Sheet Linoleum (Battleship)	100	m <sup>2</sup>	\$	\$
<b>4</b>	<b>Supply and installation of metal edge strip</b>	30	m	\$	\$
<b>5</b>	<b>Removal of existing Vinyl/Linoleum</b>	1480	m <sup>2</sup>	\$	\$
<b>C.</b>	<b>MATERIALS/REPLACEMENT PARTS</b> (except free issue) shall be charged at the Contractor's laid down cost plus a mark-up of _____% not to exceed the Manufacturer's suggested retail price. Cost must be supported by copies of the contractor's paid invoices being submitted with invoice to DND. <b>(Estimated Usage \$200.00).</b>				
<b>OPTION YEAR 1 SUBTOTAL (GST EXTRA)</b>					<b>\$</b>

**NOTES:**

1. A sign-in/out register will be maintained at the Contracts Office of Base Construction Engineering located in building P-101. Contractors will ensure a responsible member from each crew signs in at the commencement of each work day and signs out at the end of the work day. In the event the Contracts Office is not accessible, outside of normal working hours (7:30 AM – 4:00 PM), all contractors will report to the Military Police, building L-134, where signing in and signing out will take place.

2. It is Base policy that all heavy industrial traffic use the main (South) gate for access to all DND property.

Option Year 2: 1 July 2021 - 30 June 2022

<b>BASIS OF PAYMENT - STANDING OFFER PERIOD FIRM UNIT PRICING, GST EXTRA, F.O.B. DESTINATION</b>					
Item	Description	Est'd QTY	Unit of Issue	Unit Price	Extended Total Price
<b>A.</b>	<b>CARPETING</b>				
<b>1</b>	<b>Preparation, Supply and installation of Carpet Type 1</b> (Appendix A, Section 09650, Para 2.1.4.1) and <b>8 mm underlay</b> - including all labour, transportation, supervision, material and equipment				
a	To stairs	75	m <sup>2</sup>	\$	\$
b	To rooms	100	m <sup>2</sup>	\$	\$
<b>2</b>	<b>Preparation, Supply and installation of Carpet Type 2</b> (Appendix A, Section 09650, Para 2.1.4.2) and <b>8 mm underlay</b> - including all labour, transportation, supervision, material and equipment				
a	To stairs	60	m <sup>2</sup>	\$	\$
b	To rooms	100	m <sup>2</sup>	\$	\$
<b>3</b>	<b>Preparation, Supply and installation of Carpet Type 1</b> (Appendix A, Section 09650, Para 2.1.4.1) <b>glued- down</b> including all labour, transportation, supervision, material and equipment				
a	To stairs	75	m <sup>2</sup>	\$	\$
b	To rooms	100	m <sup>2</sup>	\$	\$
<b>4</b>	<b>Preparation, Supply and installation of Carpet Type 2</b> (Appendix A, Section 09650, Para 2.1.4.2) <b>glued- down</b> including all labour, transportation, supervision, material and equipment				
a	To stairs	60	m <sup>2</sup>	\$	\$
b	To rooms	100	m <sup>2</sup>	\$	\$
<b>5</b>	<b>Removal of existing carpet</b>				
a	Fibre pad	100	m <sup>2</sup>	\$	\$
b	Glued-down	350	m <sup>2</sup>	\$	\$
<b>6</b>	<b>Supply and install metal edging</b>				
		30	m	\$	\$
<b>7</b>	<b>Supply and install wood moulding</b>				
a	6.5 mm half-round and baseboard	56	m	\$	\$
b	Prefinished wood baseboard	56	m	\$	\$
<b>8</b>	<b>Supply and install rubber cove base</b>				
a	101.6 mm	100	m	\$	\$
b	156 mm	180	m	\$	\$
<b>9</b>	<b>Adjust/modify doors</b>				
		6	ea	\$	\$
<b>10</b>	<b>Repair existing carpet</b>				
		6	hr	\$	\$
<b>11</b>	<b>Type 1 Carpet - Supply Only</b>				
		120	m <sup>2</sup>	\$	\$
<b>12</b>	<b>Type 2 Carpet - Supply Only</b>				
		80	m <sup>2</sup>	\$	\$
<b>13</b>	<b>Underlay - 8 mm high density - Supply Only</b>				
		200	m <sup>2</sup>	\$	\$
<b>B.</b>	<b>SHEET VINYL</b>				
<b>1</b>	<b>Repair of existing vinyl flooring</b>				
		16	m <sup>2</sup>	\$	\$
<b>2</b>	<b>Preparation, Supply and Installation of Vinyl/Linoleum flooring</b> (Appendix A, Section 09650, Para 2.1.15) including all labour, transportation, supervision, material and equipment				
a	Vinyl Composite Tile	120	m <sup>2</sup>	\$	\$
b	High Vinyl Tile	36	m <sup>2</sup>	\$	\$
c	Linoleum Tile	300	m <sup>2</sup>	\$	\$
d	Sheet Vinyl, unfilled wear layer	30	m <sup>2</sup>	\$	\$
e	Sheet Vinyl, filled wear layer	300	m <sup>2</sup>	\$	\$

**BASIS OF PAYMENT - STANDING OFFER PERIOD  
FIRM UNIT PRICING, GST EXTRA, F.O.B. DESTINATION**

Item	Description	Est'd QTY	Unit of Issue	Unit Price	Extended Total Price
f	Sheet Linoleum (Battleship)	100	m <sup>2</sup>	\$	\$
<b>3</b>	<b>Preparation, Supply and installation of Vinyl/Linoleum flooring and underlay</b> (Appendix A, Section 09650, Para 2.1.15) - including all labour, transportation, supervision, material and equipment				
a	Vinyl Composite Tile	60	m <sup>2</sup>	\$	\$
b	High Vinyl Tile	24	m <sup>2</sup>	\$	\$
c	Linoleum Tile	100	m <sup>2</sup>	\$	\$
d	Sheet Vinyl, unfilled wear layer	10	m <sup>2</sup>	\$	\$
e	Sheet Vinyl, filled wear layer	300	m <sup>2</sup>	\$	\$
f	Sheet Linoleum (Battleship)	100	m <sup>2</sup>	\$	\$
<b>4</b>	<b>Supply and installation of metal edge strip</b>	30	m	\$	\$
<b>5</b>	<b>Removal of existing Vinyl/Linoleum</b>	1480	m <sup>2</sup>	\$	\$
<b>C.</b>	<b>MATERIALS/REPLACEMENT PARTS</b> (except free issue) shall be charged at the Contractor's laid down cost plus a mark-up of _____% not to exceed the Manufacturer's suggested retail price. Cost must be supported by copies of the contractor's paid invoices being submitted with invoice to DND. <b>(Estimated Usage \$200.00).</b>				
<b>OPTION YEAR 2 SUBTOTAL (GST EXTRA)</b>					<b>\$</b>

**NOTES:**

**1. A sign-in/out register will be maintained at the Contracts Office of Base Construction Engineering located in building P-101. Contractors will ensure a responsible member from each crew signs in at the commencement of each work day and signs out at the end of the work day. In the event the Contracts Office is not accessible, outside of normal working hours (7:30 AM – 4:00 PM), all contractors will report to the Military Police, building L-134, where signing in and signing out will take place.**

**2. It is Base policy that all heavy industrial traffic use the main (South) gate for access to all DND property.**

**Evaluation Summary**

Initial Standing Offer Period	\$ _____
Option Year 1	\$ _____
Option Year 2	\$ _____
<b>Total Evaluated Price</b>	<b>\$ _____</b>

Solicitation No. - N° de l'invitation  
W68696-19S013/A  
Client Ref. No. - N° de réf. du client  
W68696-19S013

Amd. No. - N° de la modif.  
File No. - N° du dossier  
WPG-8-41212

Buyer ID - Id de l'acheteur  
WPG120  
CCC No./N° CCC - FMS No./N° VME

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## **ANNEX C**

### **SECURITY REQUIREMENTS CHECK LIST**



Contract Number / Numéro du contrat W6896-19-S013
Security Classification / Classification de sécurité

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

<b>PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE</b>		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine <b>DND</b>		2. Branch or Directorate / Direction générale ou Direction <b>VCDS</b>
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Flooring Instalation/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 / Non <input type="checkbox"/> Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of Information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>



Contract Number / Numéro du contrat W6896-19-S013
Security Classification / Classification de sécurité

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

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui  
If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité :

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

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

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

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

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

Special comments:  
Commentaires spéciaux : 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 / Non  Yes / Oui  
If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?  No / Non  Yes / Oui

**PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)**  
**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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



Contract Number / Numéro du contrat W6896-19-S013
Security Classification / Classification de sécurité

**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 / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Renseignements / Biens																
Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  No / Non  Yes / Oui  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

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?  No / Non  Yes / Oui  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

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).



Contract Number / Numéro du contrat W6896-19-S013
Security Classification / Classification de sécurité

**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) DeShilo	Signature <i>[Signature]</i>
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Telephone No. - N° de téléphone 204-765-3000 ext 3115	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel Blaine.Fraser@forces.gc.ca	Date 11 JAN 2019
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**14. Organization Security Authority / Responsable de la sécurité de l'organisme**

Name (print) - Nom (en lettres moulées) MAURICE RENAULT	Title - Titre SENIOR SECURITY ANALYST	Signature <i>[Signature]</i>
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Telephone No. - N° de téléphone (613) 996-0285	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel maurice.renauld@forces.gc.ca	Date 15 JAN 19.
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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 /  Oui

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

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
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Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
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**17. Contracting Security Authority / Autorité contractante en matière de sécurité**

Name (print) - Nom (en lettres moulées) Anik Farrell - CSO 613-946-5194	Title - Titre	Signature
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Telephone No. - N° de téléphone anik.farrell@tpsgc-pwgsc.gc.ca	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
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Solicitation No. - N° de l'invitation  
W68696-19S013/A  
Client Ref. No. - N° de réf. du client  
W68696-19S013

Amd. No. - N° de la modif.  
File No. - N° du dossier  
WPG-8-41212

Buyer ID - Id de l'acheteur  
WPG120  
CCC No./N° CCC - FMS No./N° VME

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## **ANNEX D to PART 3 OF THE REQUEST FOR STANDING OFFERS**

### **ELECTRONIC PAYMENT INSTRUMENTS**

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

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

## ANNEX E

### INSURANCE REQUIREMENTS

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

- m. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- n. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

**For the province of Quebec, send to:**

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

**For other provinces and territories, send to:**

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

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

Solicitation No. - N° de l'invitation  
W68696-19S013/A  
Client Ref. No. - N° de réf. du client  
W68696-19S013

Amd. No. - N° de la modif.  
File No. - N° du dossier  
WPG-8-41212

Buyer ID - Id de l'acheteur  
WPG120  
CCC No./N° CCC - FMS No./N° VME

## ANNEX F

### STANDING OFFER USAGE REPORT

Return to:

ATTN.: Jill Aquino  
Public Works and Government Services Canada  
Acquisitions Branch  
Facsimile: 204-983-7796  
Telephone: 431-373-1718  
Email: [jill.aquino@pwgsc-tpsgc.gc.ca](mailto:jill.aquino@pwgsc-tpsgc.gc.ca)

#### Quarterly Usage Report Schedule:

1<sup>st</sup> Quarter: July 1 to September 30;  
2<sup>nd</sup> Quarter: October 1 to December 31;  
3<sup>rd</sup> Quarter: January 1 to March 31;  
4<sup>th</sup> Quarter: April 1 to June 1

#### Report on the Volume of Business with Federal Government Departments and Agencies

SUPPLIER:  
STANDING OFFER NO.:  
DEPARTMENT OR AGENCY:

REPORTING PERIOD:

Item No.	Call-Up/Contract No. Description	Value of the Call-Up/Contract	GST/HST
1			
2			
3			
4			
A. Value of Call-Ups for this reporting period			
B. Value of accumulated call-ups to date			
Total of accumulated call-ups (A + B)			

**NIL REPORT:** We have not done any business with the federal government for this period [ ]

PREPARED BY:

NAME:  
TELEPHONE NO.:

SIGNATURE:

DATE: