



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

Bid Receiving/Réception des soumissions

Procurement Hub | Centre d'approvisionnement
Fisheries and Oceans Canada | Pêches et Océans Canada
301 Bishop Drive | 301 promenade Bishop
Fredericton, NB E3C 2M6

Email - courriel: DFOTenders-soumissionsMPO@dfo-mpo.gc.ca

REQUEST FOR STANDING OFFER

DEMANDE D'OFFRES À COMMANDES (DOC)

Proposal to: Fisheries and Oceans Canada

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods and services listed herein and on any attached sheets at the price(s) set out therefor.

Proposition aux : Pêches et Océans Canada

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux appendices ci-jointes, les biens et les services énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments: - Commentaries :

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

LE PRÉSENT DOCUMENT COMPORTE UNE EXIGENCE EN MATIÈRE DE SÉCURITÉ

Title – Sujet General Maintenance Service - Bedford Institute of Oceanography, Dartmouth, NS		Date August 8, 2019
Solicitation No. – N° de l'invitation F5211-170276		
Client Reference No. - No. de référence du client F5513-170097		
Solicitation Closes – L'invitation prend fin At / à : 14 :00 Atlantic Time On / le : September 19, 2019		
F.O.B. – F.A.B Destination	GST – TPS See herein — Voir ci-inclus	Duty – Droits See herein — Voir ci-inclus
Destination of Goods and Services – Destinations des biens et services See herein — Voir ci-inclus		
Instructions See herein — Voir ci-inclus		
Address Inquiries to – Adresser toute demande de renseignements à Email – courriel: DFOTenders-soumissionsMPO@dfo-mpo.gc.ca		
Delivery Required – Livraison exigée See herein — Voir ci-inclus	Delivery Offered – Livraison proposée	
Vendor Name, Address and Representative – Nom du vendeur, adresse et représentant du fournisseur/de l'entrepreneur:		
Telephone No. – No. de téléphone	Facsimile No. – No. de télécopieur	
Name and title of person authorized to sign on behalf of Vendor (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur (taper ou écrire en caractères d'imprimerie)		
Signature	Date	



TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION	3
1.1 INTRODUCTION.....	3
1.2 SUMMARY	3
1.3 SECURITY REQUIREMENTS	4
1.4 DEBRIEFINGS	4
1.5 KEY TERMS.....	4
PART 2 - OFFEROR INSTRUCTIONS	8
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	8
2.2 SUBMISSION OF OFFERS.....	8
2.3 ENQUIRIES - REQUEST FOR STANDING OFFERS	8
2.4 APPLICABLE LAWS.....	9
PART 3 - OFFER PREPARATION INSTRUCTIONS.....	10
3.1 OFFER PREPARATION INSTRUCTIONS.....	10
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION	12
4.1 EVALUATION PROCEDURES.....	12
4.2 BASIS OF SELECTION.....	12
PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION	13
5.1 CERTIFICATIONS REQUIRED WITH THE OFFER	13
5.2 CERTIFICATIONS PRECEDENT TO THE ISSUANCE OF A STANDING OFFER AND ADDITIONAL INFORMATION	13
PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS	17
6.1 SECURITY REQUIREMENTS	17
6.2 INSURANCE REQUIREMENTS	17
PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES	18
A. STANDING OFFER	18
7.1 OFFER.....	18
7.2 SECURITY REQUIREMENTS	18
7.3 STANDARD CLAUSES AND CONDITIONS.....	18
7.4 TERM OF STANDING OFFER	18
7.5 AUTHORITIES	18
7.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS	19
7.7 IDENTIFIED USERS.....	19
7.8 CALL-UP PROCEDURES – PROPORTIONAL BASIS	19
7.9 CALL-UP INSTRUMENT	19
7.10 LIMITATION OF CALL-UPS	20
7.11 FINANCIAL LIMITATION.....	20
7.12 PRIORITY OF DOCUMENTS	20
7.13 CERTIFICATIONS AND ADDITIONAL INFORMATION.....	21
7.14 APPLICABLE LAWS.....	21
7.15 SACC MANUAL CLAUSE.....	21
B. RESULTING CONTRACT CLAUSES	22
7.1 STATEMENT OF WORK.....	22



7.2	STANDARD CLAUSES AND CONDITIONS	22
7.3	TERM OF CONTRACT	22
7.4	PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS	22
7.5	PAYMENT	22
7.6	INVOICING INSTRUCTIONS	23
7.7	INSURANCE	23
	ANNEX "A" STATEMENT OF WORK	24
	ANNEX "B" BASIS OF PAYMENT	2
	ANNEX "C" SECURITY REQUIREMENTS CHECK LIST	5
	ANNEX "C-1" PERSONNEL IDENTIFICATION FORM (PIF).....	8
	ANNEX "D" TO PART 3 OF THE REQUEST FOR STANDING OFFERS	9
	ANNEX "E" INSURANCE REQUIREMENTS	10
	ANNEX "F" EVALUATION CRITERIA	12



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 Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification and any other annexes

1.2 Summary

1.2.1 Scope of work under this Standing Offer Agreement includes but shall not be limited to the provisions of all labour, material, tools, test equipment, and equipment necessary to perform minor construction and/or minor repairs and maintenance to buildings and building equipment, including structural, electrical, mechanical and painting, as specified within this specification, and/or shown on Drawings/Specifications provided by DFO Representative.

Work sites for this Contract include the following:

Bedford Institute of Oceanography, Dartmouth
Traffic Centre, Shannon Hill, Dartmouth
Coast Guard Hangar, Shearwater
Sambro, Halifax

Work Includes:

- .1 Minor carpentry construction, and/or repairs and related work.
- .2 Minor mechanical work, e.g., plumbing, sheet metal, machining, welding, etc.



- .3 Minor electrical work. (electrical license imperative)
- .4 Minor interior finish work, e.g., drywall, wall covering, plastering, painting, flooring, ceiling tiles, etc.
- .5 Minor exterior work, e.g. Siding, painting, caulking, brick concrete and mortar repair, roof repairs, glass replacement, etc.
- .6 Clean up and debris removal.

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

1.3 Security Requirements

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

1.4 Debriefings

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

1.5 Key Terms

"Add"	means to make an addition to;
"Adjust"	means to bring components to a more effective relative position;
"Annual Maintenance Plan"	as described in Statement of Work item 1.2.17 ABP-Project Plan;
"Assemble"	means to take apart and put together again
"Base Building Equipment"	means architectural, mechanical and electrical items that are required to provide the intended building interior and exterior environments or to satisfy legislation or other government objectives such as tenant health and safety, accessibility, or energy conservation;
"Building Operational Equipment"	means items such as tools, appliances, instruments, or other apparatus used in operating or maintaining "Base Building Equipment";
"Check/Inspect"	means to view closely for dirt, foreign substance, lack of lubricant, wear, damage, tightness, tension, alignment, leaks, cracks, spalling, deformation, overloading and settings. Make a critical appraisal of equipment, component and parts' ability to fulfill their function to a high degree of efficiency until next



	maintenance service date. Examine to determine that the device or system will apparently perform in accordance with its intended function;
"Clean"	means to scrape, brush, flush and vacuum as required to remove dust, dirt and foreign matter;
"Commissioning"	means a quality-focused process for enhancing the delivery of a project. The process focuses on verifying and documenting that the facility and all of its systems and assemblies are planned, designed, installed, tested, operated and maintained to meet the owner's project requirements.
"Document Safeguarding Capability"	means the level of safeguarding required by the Industrial Security Division of the Department of Public Works and Government Services to safeguard designated information
"Energy Source"	means any electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other source of energy of potential harm to workers;
"Excusable Delay"	means a delay in the performance of the Contractor of any obligation under the Contract which is caused by the events;
"Facility"	a physical plant, building or installation used in the performance of a function including the material resources needed to facilitate any action or operation;
"Government Issue"	all materials, parts, components, equipment, specifications, articles and things which may be supplied to a contractor by the Government for purposes of the Work;
"herein", "hereby", "hereof", "hereunder"	and similar expressions refer to the Contract as a whole and not to any particular subdivision or part thereof;
"Hot Work"	means any welding, cutting or material by use of torch or other open flame devices and grinding which produces sparks;
"Instruct"	means to inform Departmental Representative of any new operating procedures. Demonstrate and explain purpose, benefit and method of implementing new procedures;
"Isolate"	means to physically prevent the transmission or release of an energy source to machinery or equipment;
"Lubricate"	means to apply oil or grease to joints between moving parts and joints between fixed and moving parts;
"Measure"	means to determine capacity or amount in standard units using an appropriate instrument. Measure condenser and evaporator pressure drop with differential pressure meter or "U" tube manometer. Measure motor overload with instrument approved by overload manufacturer;
"Operational Baseline"	means the annual value of the Work in terms of disbursements, direct labour and fees;



"Operation and Maintenance Baseline"	means operations, maintenance, utilities and repair work up to \$10,000 in terms of units and value of Work to be performed by the Contractor over twelve (12) consecutive months;
"Paint"	means to clean, prepare and paint surfaces to paint manufacturer's recommendations with paint and primer recommended by paint manufacturer for applicable surface and use;
"Plant"	includes all tools, implements, machinery, vehicles, buildings, structures, equipment, articles and things required for the execution of the Work;
"Project Authority" or "Work Authority"	means the person designated in the Contract, or by notice to the Contractor, as the Property Manager, who shall act as the representative of the Minister in matters concerning the technical aspects of the Work;
"Prove"	means to operate and determine if operation produces intended response;
"Quality Assurance Authority"	means the person designated as such in the Contract;
"Remove"	means to take off or away from;
"Repack"	means to fill with packing again;
"Repair"	means to restore to a sound state;
"Replace"	means to restore by removing old components and replacing with new components;
"Report"	means to report to Departmental Representative on-site and include in work report, results of inspection and proving, note problems encountered, services required, services performed and readings taken;
Request For Isolation	Authorization form to be complete Equipment is to be isolated and re-energized using Procedures for Isolation Form following the written process for the correct sequence.
Representations"	means any or all covenants, promises, assurances, agreements, representations, conditions, warranties, statements and under-standings expressed or implied, collateral or otherwise;
"Shut Down"	means to take out of service;
"Start Up"	means to return to service;
"Testing"	mean to conduct periodic physical checks on the sprinkler system such as water flow tests, alarm tests, or dry-pipe valve tests; (See N.F.P.A. 1673A)



"Tighten" means to securely fix in place;

"Treat" means to act upon with agent.

In the Contract, words importing the singular number include the plural and vice versa, and words importing the masculine gender include the feminine gender and the neuter.



PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

Revision to Departmental Name: As this solicitation is issued by Fisheries and Oceans Canada (DFO), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this solicitation, including any individual SACC clauses incorporated by reference, will be interpreted as reference to DFO or its Minister.

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 \(2019-03-04\)](#) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

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

Delete: 60 days
Insert: 120 days

2.2 Submission of Offers

Offers must be submitted only to the Department of Fisheries and Oceans (DFO) Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Standing Offers.

Due to the nature of the Request for Standing Offers, transmission of offers by facsimile to DFO will not be accepted.

Please note that DFO prefers receipt of proposals in soft copy (PDF Format only) to the email address identified on page one of the solicitation. Emails must not exceed 10 MB (if over the limit Bidders are asked to send additional numbered emails) the onus is on the bidder to ensure that the bid is delivered on time to the location designated.

2.3 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than 10 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.



2.4 Applicable Laws

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

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



PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

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

- Section I: Technical Offer (1 soft copy in PDF format);
- Section II: Financial Offer (1 soft copy in PDF format);
- Section III: Certifications (1 soft copy in PDF format);

The maximum size per email (including attachments) is limited to 10MB. If the limit is exceeded, your email might not be received by DFO. It is suggested that you compress the email size or send multiple emails to ensure delivery. Bidders are responsible to send their proposal and to allow enough time for DFO to receive the proposal by the closing period indicated in the RFP.

For bids transmitted by email, DFO will not be responsible for any failure attributable to the transmission or receipt of the email bid. DFO will send a confirmation email to the Bidders when the submission is received.

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, the wording of the electronic copy will have priority over the wording of the other copies.

Due to the nature of the RFSO, offers transmitted by facsimile will not be accepted.

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

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

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

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

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

Section I: Technical Offer

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



Section II: Financial Offer

Offerors must submit their financial offer in accordance with the 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.

Section III: Certifications

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



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Please see Annex F for details

4.1.2 Financial Evaluation

SACC Manual Clause [M0220T \(2016-01-28\)](#), Evaluation of Price - Offer

The price of the offer will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

4.2 Basis of Selection

- 4.2.1** Compliant proposals will be ranked based on lowest cost . Those ranked first and second will be recommended for standing offer award.

Possible Additional Services

Bidders who are not awarded a Standing Offer but were determined to be technically responsive will be kept on a qualified list of interested service providers. If opportunities develop where the department needs additional services, that cannot be met by the respective standing offer holder, bidders on the qualified list will be asked if they are interested and to submit a price quote. Interested bidders may need to demonstrate that they have maintained their mandatory requirements. The list will be used until October 31th, 2022.



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.

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

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

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

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

5.2.3 Additional Certifications Precedent to Issuance of a Standing Offer

5.2.3.2 Status and Availability of Resources

The Offeror certifies that, should it be issued a standing offer as a result of the Request for Standing Offer, every individual proposed in its offer will be available to perform the Work resulting from a call-up against the Standing Offer as required by Canada's representatives and at the time specified in a call-up or agreed to with Canada's representatives. If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer Authority of the reason for the



substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

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

5.2.3.3 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 FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder 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 bid 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 Bidder a FPS in receipt of a pension?

Yes () No ()

If so, the Bidder must provide the following information, for all FPSs 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, Bidders agree that the successful Bidder'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 Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?

Yes () No ()

If so, the Bidder 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.

Signature: _____ Date: _____

5.2.3.4 Contractor's Representative

The Contractor's Representative for the Contract is:

Name: _____
 Title: _____
 Address: _____
 Telephone: _____
 Facsimile: _____
 E-mail: _____

5.2.3.5 Supplementary Contractor Information

Pursuant to paragraph 221 (1)(d) of the Income Tax Act, payments made by departments and agencies under applicable services contracts (including contracts involving a mix of goods and services) must be reported on a T4-A supplementary slip.

To enable the Department of Fisheries and Oceans to comply with this requirement, the Contractor hereby agrees to provide the following information which it certifies to be correct, complete, and fully discloses the identification of this Contractor:

a) The legal name of the entity or individual, as applicable (the name associated with the Social Insurance Number (SIN) or Business Number (BN), as well as the address and the postal code:

b) The status of the contractor (individual, unincorporated business, corporation or partnership:

c) For individuals and unincorporated businesses, the contractor's SIN and, if applicable, the BN, or if applicable, the Goods and Services Tax (GST)/Harmonized Sales Tax (HST) number:



d) For corporations, the BN, or if this is not available, the GST/HST number. If there is no BN or GST/HST number, the T2 Corporation Tax number must be shown:

The following certification signed by the contractor or an authorized officer:

"I certify that I have examined the information provided above and that it is correct and complete"

Signature

Print Name of Signatory



PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

6.1 Security Requirements

1. At the Request for Standing Offers closing date, the following conditions must be met:
 - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
 - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicate in Part 7A - Standing Offer;
 - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. For additional information on security requirements, offerors should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

6.2 Insurance Requirements

The Contractor must maintain adequate insurance coverage for the duration of any and all contract work. Compliance with Insurance requirements does not release the Contractor from or reduce its liability under the standing offer nor any related contracts.

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

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 herein.

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.

7.2.1.2 The Company Security Officer must ensure through the [Contract Security Program](#) that the Offeror and individual(s) hold a valid security clearance at the required level.

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.

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from November 1, 2019 to October 31, 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 2 periods, from November 1, 2020 to October 31, 2022 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 30 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

7.5 Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Kimberly Walker
Title: Senior Contracting Officer
Department: Fisheries and Oceans Canada
Directorate: Materiel and Procurement Services



Address: 301 Bishop Drive, Fredericton, NB E3C 2M6
E-mail address: DFOtenders-soumissionsMPO@dfo-mpo.gc.ca

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

7.5.2 Project Authority

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

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

7.5.3 Offeror's Representative

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: _____
Fax: _____
E-mail: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Fisheries and Oceans Canada.

7.8 Call-up Procedures – Proportional basis

The call-up procedures require that call-ups be issued on a proportional basis such that the highest-ranked offeror receives the largest predetermined portion of the work; the second highest-ranked offeror receives the second largest predetermined portion of the work.

70 percent to the highest-ranked offer, 30 percent to the next highest-ranked offer.

7.9 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 1 and 2 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

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.

7.10 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$100,000.00 ([Applicable Taxes included](#)).

7.11 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$1,000,000.00 ([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 6 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.

7.12 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions [2005](#) ([2017-06-21](#)), General Conditions - Standing Offers - Goods or Services
- d) the general conditions [2010B](#) ([2018-06-21](#)) General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract;
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Security Requirements Check List;
- h) Annex C-1, Personnel Identification Form (PIF);
- i) Annex D, to part 3 – bid solicitation;
- j) Annex E, Insurance Requirements;



- k) the Offeror's offer dated _____ (*insert date of offer*), (*if the offer was clarified or amended, insert at the time of issuance of the offer: "as clarified on _____" or "as amended on _____" and insert date(s) of clarification(s) or amendment(s) if applicable*).

7.13 Certifications and Additional Information

7.13.1 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.

7.13.3 SACC Manual Clauses – Status of Availability of Resources – Standing Offer

If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Offeror is unable to provide a substitute with similar qualifications and experience, Canada may set aside the standing offer.

7.14 Applicable Laws

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

7.15 SACC Manual clause

R2810D (2017-11-28) General condition (GC) 1: General provisions – Construction services



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

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

7.2.2 SACC Manual Clauses

[R2810D \(2017-11-28\)](#) General condition (GC) 1: General provisions – Construction services

7.3 Term of Contract

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

7.3.1 Delivery Date

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

7.4 Proactive Disclosure of Contracts with Former Public Servants

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

7.5 Payment

7.5.1 Basis of Payment - Limitation of Price

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

7.5.2 Multiple Payments

Canada will pay the Contractor upon completion and delivery of units in accordance with the payment provisions of the Contract if:

- a) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b) all such documents have been verified by Canada;
- c) the Work performed has been accepted by Canada.



7.5.3 Electronic Payment of Invoices – Call-up

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);

7.6 Invoicing Instructions

7.6.1 Payments will be made provided that:

- 7.6.1.1** The invoice(s) must be emailed to DFO Accounts Payable, at the email address indicated below:

Email: DFO.invoicing-facturation.MPO@canada.ca

- 7.6.1.2** 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.

7.7 Insurance

The Contractor must maintain adequate insurance coverage for the duration of any and all contract work. Compliance with Insurance requirements does not release the Contractor from or reduce its liability under the standing offer nor any related contracts.

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

Upon Standing Offer award the successful bidder will be required to supply proof of insurance to the contracting authority within ten (10) business days. The contractor may be required to provide proof of insurance upon request at any time throughout the standing offer period.



ANNEX "A" STATEMENT OF WORK

Standing Offer Agreement - General Maintenance Services

Location:
Bedford Institute of Oceanography, Dartmouth,
Traffic Centre, Shannon Hill, Dartmouth
Coast Guard Hangar, Shearwater
Sambro, Halifax County

General Requirements

- | | |
|-------------------------|--|
| 1. General | <p>.1 Scope of work under this Standing Offer Agreement includes but shall not be limited to the provisions of all labour, material, tools, test equipment, and equipment necessary to perform minor construction and/or minor repairs and maintenance to buildings and building equipment, including structural, electrical, mechanical and painting, as specified within this specification, and/or shown on Drawings/Specifications provided by DFO Representative.</p> <p>NOTE Any work required for the sub-trades (electrical, mechanical and plumbing) on this standing offer agreement should only be in support of the construction/maintenance requirements</p> <p>.2 DFO reserves the right to add or delete a facility from this Standing Offer Agreement. Contractor shall be given prior notice of such addition or deletion.</p> |
| 2. Location | <p>.1 Work sites for this Contract include the following:</p> <p style="padding-left: 40px;">Bedford Institute of Oceanography, Dartmouth
Traffic Centre, Shannon Hill, Dartmouth
Coast Guard Hangar, Shearwater
Sambro, Halifax</p> |
| 3. Work Included | <p>.1 Minor carpentry construction, and/or repairs and related work.</p> <p>.2 Minor mechanical work, e.g., plumbing, sheet metal, machining, welding, etc.</p> <p>.3 Minor electrical work. (electrical license imperative)</p> <p>.4 Minor interior finish work, e.g., drywall, wall covering, plastering, painting, flooring, ceiling tiles, etc.</p> <p>.5 Minor exterior work, e.g. Siding, painting, caulking, brick concrete and mortar repair, roof repairs, glass replacement, etc.</p> <p>.6 Clean up and debris removal.</p> |



4. **Work Excluded.**
 - .1 Major construction and/or maintenance repairs.
 - .2 Major electrical and mechanical work.
 - .3 Major painting.
5. **Use of Site**
 - 1 Limited to areas of work and storage.
 - .2 Do not unreasonably encumber site with materials or equipment.
 - .3 Move stored products or equipment which interfere with operations of building or other Contractors.
6. **Priorities and Response Times**
 - .1 The Contractor shall comply to the following Work Priorities and Response Times:
 - .2 **Emergency Priority**

A priority of "Emergency" is defined as a deficiency or breakdown that requires immediate attention to reduce the potential for damage and/or danger to the occupants, the general public, the environment and/or the facility. Maintenance identified with this priority must be responded to immediately and must be without delay to designated manager.

Standard Response Times - Facilities ASAP (On site within one (1) hour.)

On-site Immediate (travel-time considered)
 - .2 **Routine Priority**

A priority of "Routine" is defined as essential maintenance requirements which shall be rectified at the earliest possible opportunity. It is considered as deficiencies or breakdown that do not impair current operations or pose any danger to the occupants, the general public, the environment and/or the facility.

Standard Response Times - Facilities (On site within **24 hours**.)
 - .2 Restore system to working condition as quickly as possible.
 - .3 Prevent recurrence of failure and damage to building, other equipment or system.
 - .4 Cost of emergency services shall be included in Contract amount. Failure of equipment or systems to perform their basic function shall be considered an emergency. Loss of power to the building or system should not be considered an emergency under the context of this paragraph.
 - .5 If more than one service person is required for the completion of a service call, a written explanation shall be forwarded with the Contractor's invoice.



-
- 7. Contractor's Responsibilities**
- .1 The Contractor will advise the Departmental Representative of the telephone number at which he/she or his/her representative may be contacted at any time.
 - .2 The Contractor shall not refuse any call for service requested by a Departmental Representative and the time lapse between call out and start of work shall be as per Item 6 of this section.
 - .3 Contractor prior to commencement of work, shall report to the Commissionaires desk to log in.
 - .4 The Contractor shall contact the Departmental Representative on the first working day following and "after normal working hours" emergency or urgent call and obtain a requisition number.
 - .5 The Contractor, when requested by the Departmental Representative for an emergency service, will proceed to the site, repair or protect the system or equipment from further damage. When the system has been made safe, the Contractor shall provide, within one (1) working day, a detailed estimate to complete repairs and put the equipment in proper working order.
 - .6 The work covered by this specification may include planned spring start-up and shutdown maintenance service. Upon completion of each scheduled inspection, the Contractor will submit two (2) completed copies of Appendix "A", Job Maintenance Service Slip and two (2) completed copies of Contractor's own "Maintenance Service Report".
 - .7 Service and/or repair to be provided on an "as and when requested" basis only.
 - .8 On award of Standing Offer Agreement, the Contractor must provide names of personnel performing work on this Standing Offer Agreement complete with proof of their qualifications.
 - .9 The Contractor must report to the site with a service vehicle which is well stocked with replacement parts to carry out repairs on the systems in use in these facilities.
 - .10 Electrical lock out and tag out procedures are to be strictly adhered to. Records of tags are to be made available for viewing upon request by the departmental representative or local authority.
- 9. Log Books**
- .1 The Contractor shall complete all applicable log books outlining all work performed in the facility. Payment may be withheld until such time that all log entries have been made.
- 10. Invoicing**
- .1 The Contractor shall submit Job Slip(s) signed by the Departmental Representative with an invoice. No invoice will be considered for payment unless accompanied by



- signed Job Slip(s), as detailed in Appendix "A".
- .2 Invoice must show:
 - .1 Contract number.
 - .2 Work location.
 - .3 Date.
 - .4 Requisition number.
 - .5 Name of person who authorized call.
 - .6 Hours broken down as per Unit Price Table.
 - .7 Material net cost and % mark-up.
 - .8 Tradedperson's name(s) and license number(s).
 - .3 In the event of a dispute, the Contractor is to make any and all records available to the Department to substantiate time and/or materials spent on any one job.
 - .4 The Contractor must submit a completed "Request For Isolation" form, when applicable before any invoice can be processed. See Index.
 - .5 All invoices for the fiscal year must be submitted for payment before 31 March of each year.
- 11. Site Visits**
- .1 The Departmental Representative may, without prior notification, visit the site.
- 12. Departmental Representative(s) Authorized Personnel**
- .1 On award of the Standing Offer Agreement, the Contractor will be notified of the names and phone numbers of the DFO Departmental Representative.
 - .2 Contractor shall attend a pre-job meeting within fourteen (14) days after award.
- 13. Codes and Legislated Requirements**
- .1 The following codes and standards in effect at the time of award are subject to change/revision. The latest editions of each shall be enforced during the term of the Standing Offer Agreement:
 - .1 National Building Code of Canada.
 - .2 National Fire Code.
 - .3 Part II of the Canada Labour Code.
 - .4 Canada Occupational Safety and Health Section of Part II of the Canada Labour Code.
 - .5 Canadian Environmental Protection Act.
 - .6 Fire Commission of Canada #301 Standard for Building Construction Operations.
 - .7 Provincial / Territorial Acts and Regulations.
 - .8 Canadian Construction and Canada Labour Safety Codes; Provincial Government, Workers' Compensation Board; and Municipal Statutes and Authorities.
 - .9 Part 7 NBC Canadian Plumbing Code.
 - .10 Canadian Electrical Code, Part I, CSA C22.1.
 - .11 The Contractor's "Electrical Safety Requirements". (Shall Include Lockout Procedures).
 - .12 The Contractor is responsible to be familiar with the



cited Codes and Standards and to ensure that all work undertaken on behalf of Department of Fisheries & Oceans is completed in a safe manner and, at a minimum, in compliance with the cited Codes and Standards. In the event there is a conflict between these Procedures and the cited Codes and Standards, the cited Codes and Standards are to prevail.

- .13 Federal Halocarbon Regulation.
- .14 CSA-B-139-00, Installation Code for Oil Burning Equipment.
- .15 Materials and workmanship must conform to or exceed applicable standards of Canadian Government Specifications Board (CGSB), Canadian Standards Association (CSA), American Society for Testing Materials (ASTM) and referenced organizations.
- .16 The Contractor can obtain addresses for codes and standards from Departmental Representative upon request.
- .17 In the event of a conflict between any of the above codes or standards the most stringent shall apply.
- .18 These standards shall be considered an integral part of the specifications and shall be read in conjunction with the drawings and specifications. The Contractor shall be fully familiar with their contents and requirements as related to the work and materials specified.

14. Licences, Permits and Fees

- .1 Submit necessary number of drawings and specifications to Electrical Inspection Department Authority and/or any other inspection authority within their discipline for examination and approval as requested and prior to commencement of work.
- .2 Provide the authorities having jurisdiction with all information requested.
- .3 Pay all fees and obtain certificates and permits required.
- .4 Furnish these certificates and permits when requested.
- .5. Permits and certificates are not required for repair or maintenance of existing 15 ampere, 120 volt circuits or replacement of single-pole switches, duplex receptacles or existing light fixtures.

15. Taxes

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

16. Examination

- .1 Examine the existing conditions and determine those conditions affecting the work.

17. Existing Services

- .1 Protect and maintain existing active services.
- .2 Connect to existing services with minimum disturbance to occupants and building operation.



- .3 Use existing services at no cost.
 - .4 Use designated sanitary facilities.
 - .5 Any shutdown to execute service or repair must first be approved by Departmental Representative or his designate. Normal working hours shall be construed as 0800 hours to 1700 hours, Monday through Friday, excluding holidays.
 - .6 Ensure that capacity of services is adequate prior to imposing additional loads. Connecting and disconnecting is the Contractor's expense and responsibility.
 - .7 Inform the Departmental Representative immediately of any code violations or required repairs which could pose a hazard to employees or building occupants.
 - .8 When connecting to or disconnecting from an existing electrical system, ensure there is a balanced load upon completion of work.
 - .9 It shall be the sole responsibility of the Contractor to ensure that all distribution panel directories are brought up to date upon completion of any modifications or alterations to the electrical distribution system.
- 18. Cleaning**
- .1 Maintain work area free of accumulated waste and rubbish.
 - .2 Remove and dispose of debris, used and obsolete material on a daily basis.
 - .3 Remove grease, dust, dirt, stains, fingerprints and other foreign materials from sight-exposed interior and exterior finished surfaces affected by Contractor work.
 - .4 All materials, system components, used equipment, etc., removed or replaced in any facility remains the property of the Crown until such time as permission is given by the Departmental Representative to dispose of such.
- 19. Cutting, Fitting and Patching**
- .1 Cut, fit and patch where required for work under this Standing Offer Agreement. Make good all disturbed surfaces to original condition.
 - .2 All fire wall penetrations shall be properly sealed using approved fire rated patching material.
- 20. Co-ordination and protection**
- .1 Execute work with minimum disturbance to occupants, public, and normal use of building. Make arrangements with Department to facilitate execution of work. Maintain access and exits as work area could be occupied during execution of work.
 - .2 Movement of office furniture is the Contractor's



responsibility.

- .3 Furniture including desks, file cabinets, shelving units, chairs, and cabinets which are moved because of the work requirements will be moved back at the end of each work day.
- .4 Protect existing work from damage.
- .5 Where necessary, cover all building contents, materials and fittings in work areas prior to commencing work, remove covers on completion of work.
- .6 Obtain Departmental Representative's approval before cutting, boring or sleeving load bearing members.
- .7 Replace damaged existing work with material and finish to match original.
- .8 All possible safety precautions are to be taken to ensure the protection of employees, occupants and the general public during the course of the work.
- .9 The Contractor shall coordinate work with all trades in liaison with the Departmental Representative.
- .10 Prearranged work schedules shall be strictly adhered to unless otherwise approved by the Departmental Representative.
- .11 Asbestos assessment drawings, where available, are to be referenced before any interior finished surface is disturbed.
- .12 Obtain Departmental Representative's approval prior to isolating any security, monitoring or audible alerting devices.
- .13 In the event the Fire Alarm System has to be isolated due to ongoing work by the Contractor, a trained sentry / rounds person will be employed to carry out the functions of fire watch until such time as the system is restored.
- .14 At no time will the Fire Alarm system be made inoperable by the Contractor without written permission from the Departmental Representative.

21. Product Approvals

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



prior approved Material Safety Data Sheets (MSDS).

.4 Material Safety Data Sheets (MSDS) to remain on-site at all times.

22. Materials and Equipment

.1 Equipment and materials to be new, CSA certified, and manufactured to standard quoted.

.2 Where there is no alternative to supplying equipment which is not CSA certified, obtain special approval from an independent testing agency recognized by the provincial Department of Labour.

.3 Use products of one manufacturer or same type as existing, including classification, unless otherwise specified.

.4 Request direction from Departmental Representative prior to replacing any component whose list price is \$500.00 or more.

.5 Unless otherwise specified, comply with manufacturer's latest printed instructions for materials and installation methods.

.6 Deliver, store and maintain materials with manufacturer's seals and labels intact.

.7 Store materials in accordance with manufacturer's and supplier's instructions.

.8 Do not store materials on-site without Departmental Representative's approval.

.9 Department of Fisheries & Oceans accepts no responsibility for materials or equipment stored on-site.

.10 When an equipment inventory numbering system exists, identify to the appropriate Departmental contact all pertinent data relative to the new piece of equipment upon installation.

.11 The Contractor to supply shop drawings and manufacturer's instructions and specifications on all new installation for inclusion in the building inventory file.

.12 Where the Contractor supplies equipment purchased from a supplier or manufacturer, the Contractor shall obtain from the manufacturer or supplier, a warranty for the manufacturer's normal warranty period and such warranty shall be made out to Her Majesty the Queen in right of Canada.



- 24 Workforce Qualifications**
- .1 The Contractor will provide only journeymen personnel with a valid Provincial Department of Labour Licence for applicable trades required for this Standing Offer. DFO may at any time during this Standing Offer request to inspect a workperson's certification.
 - .2 Licenced tradepersons required for this Standing Offer are :
 - .1 Journeymen Carpenters.
 - .2 Journeymen Electricians
 - .3 Journeymen Plumber
 - .4 Journeymen masons
 - .3 The Contractor will provide the Departmental Representative with a list of all qualified trades people working on or in Federal facilities, complete with copies of their journey person license(s). Copies of WHMIS, First Aid, CPR and any other required safety or work related training certificates are to be forwarded to the Departmental Representative. The Contractor is to ensure this list is updated immediately upon change in personnel, and personnel qualifications are to be kept current.
 - .4 The Contractor and his/her personnel must adhere to the Federal Government "NO SMOKING" policy while in Federal facilities.
 - .5 All Contractor's employees working with controlled products on Federal property and/or in Federal facilities will require WHMIS certification.
 - .6 The DFO Departmental Representative shall coordinate arrangements for the Contractor to be briefed on site safety within 14 days of award of Standing Offer Agreement.
- 25. Work Done by Other Means**
- .1 This Standing Offer Agreement does not create an exclusive right of the Contractor to perform all minor carpentry, mechanical and/or electrical work which might be required. The Department reserves the right to have any work done by other means.
- 26. Workmanship**
- .1 All equipment panels and control covers must be replaced and properly fitted utilizing all fastening screws and/or bolts according to equipment design. All workmanship is subject to inspection and approval.
 - .2 All work shall be performed by skilled tradespeople and supervised by a competent supervisor at all times.
 - .3 All work deemed unsatisfactory by the Departmental Representative will be redone/replaced at no extra cost to the Department.
- 27. Work Done by Other Means**
- .1 This Contract does not create an exclusive right of the Contractor to perform all emergency work which might be required. The Department reserves the right to have any work done by other means.



- 28. Site Security**
- .1 Site security is the responsibility of the Contractor who shall erect temporary site enclosures, barricades and fencing to prevent unauthorized entry, pilferage and vandalism.
 - .2 Any work that may disrupt the operations of the occupying clients will be carried out after normal building operational hours. For all work carried out after normal building operational hours, the Departmental Representative will determine acceptable building security.
 - .3 After normal business hours, security at some or all facilities may require the presence of an officer from the Canadian Corps of Commissionaires.
- 29. Security Clearance**
- .1 The required security clearance level for this Contract is **Reliability** Status.
 - .2 It is the Contractor's responsibility to initiate the security screening required for the personnel and the Contractor shall not have access to the work site until the resources (i.e.: "personnel") have the necessary clearance.
 - .3 The Canadian and International Industrial Security Directorate (CIISD) of Public Works and Government Services Canada (PWGSC) is responsible for administering the Industrial Security Program in Canada.
 - .4 The Contractor shall follow the instructions at the website: <http://www.ciisd.gc.ca/text/ps/pss-e.asp>, which includes all necessary forms
- 30. Meetings**
- .1 Attend meetings at site when notified by department of Fisheries & Oceans
- 31. Drawings and Maintenance Manuals**
- .1 Where available, Maintenance Manuals and drawings for new work are to be accessible for viewing by the Departmental Representative when required. Maintenance Manuals and drawings for existing work are available for viewing from the Departmental Representative, when required.
 - .2 Additions, relocation or removal of equipment are to be recorded, dated and initialled by the Contractor or the Departmental Representative on the "as-built" prints where applicable.
 - .3 As-built drawings are to be revised accordingly to indicate any deviations to the originals.
 - .4 The Contractor shall ensure that all new electrical work is recorded in the log "Records of Electrical Work".



Safety Requirements

1. **Compliance Requirements**
 - .1 Comply with the Canada Labour Code Part II and the Canada Occupational Health and Safety Regulations.
 - .2 Comply with the Provincial Occupational Health and Safety Act and supporting Occupational General Safety Regulations as amended from time to time.
 - .3 Observe and enforce construction safety measures required by the following statutes and authorities:
 - .1 The National Building Code of Canada, Part 8.
 - .2 The National Fire Code of Canada.
 - .3 Provincial Workers Compensation Board.
 - .4 Municipal Statutes and Ordinances.
 - .4 The Contractor and his/her personnel must adhere to the Federal Government 'NO SMOKING' Policy while in Federal facilities and/or Scent Free Policy if applicable.
 - .5 All sub-contractors shall adhere to the above qualifications. Respecter le Code canadien du travail, partie II, et le Règlement canadien sur la santé et la sécurité au travail.
2. **Submittals**
 - .1 Prior to Award Contractors are to provide the contracting authority (within seven (7) calendar days after closing):
 - .1 Documentation indicating that the Contractor has successfully completed a recognized current (within the last 3 yrs.) **EXTERNAL SAFETY AUDIT**. This audit to be performed by an independent company/person qualified to conduct safety audits.
 - .2 A letter of good standing from Worker's Compensation Board.
 - .3 Signed statement by Owner of company that the company will maintain Worker's Compensation Board coverage for the life of the Standing Offer Agreement (SOA) / Service Contract (SC), including sub-contractor.
 - .4 Before Work Begins Contractors shall provide :
 - .1 The Contractor has prepared, through risk assessment, a site-specific health and safety management plan.
3. **Training**
 - .1 Before Work Begins Contractors are to provide documentation:
 - .1 Certification of training for safety for all personnel that will be involved with the Standing Offer Agreement/Service Contract. Updated list complete with licenses shall be kept on site including personnel changes.
 - .2 Training for workers shall include (but not limited to)
 - .1 Safe operation of tools and equipment.
 - .2 Proper use and maintenance of personal protective equipment (PPE).
 - .3 Safe work practices and procedures for their given work tasks or function.
 - .4 Site conditions and minimum site safety rules.



4. **Disciplinary Procedures for Safety Violations** 1 Disciplinary Procedures for Safety Violations are as follows :
- .1 **First Violation:** Verbal warning issued to the Contractor for the first violation of a safety regulation. Violation shall be documented on the Contract file, copy to Contractor and a copy sent to DFO.
 - .2 **Second Violation:** Written warning to Contractor for the second infraction of a safety regulation. Violation will be documented on the Contract file, copy to Contractor and a copy sent to DFO.
 - .3 **Third Violation :** May result in the termination of the SOA with a recommendation that the Contractor be denied being able to tender on future DFO-produced tenders. Violation shall be documented on the Contact file, a copy to the Contract and copy to DFO.
 - .4 **Serious Violation or Illegal Offence:** a serious violation of safety regulation, policies and procedures as deemed by a Regulator, Project Manager or Safety Officer. A recommendation will be made to contracting authority to immediately terminate the SC(s).a Violation shall be documented on the Contract file, a copy to the Contractor and copy to DFO.
5. **Fastening Devices Explosive Actuated** .1 Power activated devices using explosives shall not be used.
6. **Confined Spaces** .1 All work in confined spaces will be carried out in compliance with the Canada Occupational Safety and Health Regulations, PartXI.
- .2 The Contractor to provide and maintain all equipment as required by any person to enter and/or perform work in a safe manner, in compliance with the Canada Occupational, Safety and Health Regulations, Part XI.
 - .3 The Contractor to provide and maintain training, as required by the Canada Occupational Safety and Health Regulations, Part XI.
 - .1 The Contractor and/or his employees shall provide proof of training and qualifications when requested by the Departmental Representative.
 - .4 The Contractor to provide the Departmental Representative with a copy of an "Entry Permit" for each and every entry into the confined space to ensure compliance with the Canada Occupational Safety and Health Regulations, Part XI.
 - .5 The Contractor to have a hazard assessment of the confined space performed.
 - .1 The Contractor to provide the Departmental Representative with a copy of the hazard assessment.



-
- 7. Fall Protection**
- 1 All work carried out above the mandatory height restrictions, as stated in Canada Labour Code, Part II, Section 12.10(1), from an unsafe/unguarded structure and/or scaffolding, will be done in compliance with the Canadian Occupational Safety and Health Regulations, Part XII, Section 12.10.
 - .2 The components of a fall protection system shall meet the standards as outlined in the Canadian Occupational Safety and Health Regulations, Part XII, Section 12.10 (2).
 - .3 The Contractor is to ensure fall protection equipment is maintained, inspected and tested by a qualified technician as required by the Canadian Occupational Safety and Health Regulations, Part XII, Section 12.3.
- 8. Lockouts**
- .1 Prepare Lockout Procedures in writing. Describe safe work practices, work functions and sequence of activities to be followed on site to safely isolate all potential energy sources and lockout/tag out facilities and equipment.
- 9. Safety**
1. NOTE: This Area contains fibrous Asbestos. All copies of the formal Hazard Assessments conducted by the Contractor throughout the duration of the work shall be retained and made available to the Departmental Representative immediately upon request.
 - .2 It is the Contractor's responsibility to be familiar with all applicable Safety Acts, Regulations, Codes and Standing Offer Agreement requirements. These must be identified and addressed in the Safety Plan, by identifying Standard Operating Procedures (SOP) and safe work practices (SWP) which incorporate clear and specific control measures, applicable rules, procedures and practices, all of which shall become mandatory.
 - .3 Post the Safety Plan at a common location on the site visible to all workers and persons accessing the site. Ensure that all employees, including sub-contractors' personnel, are advised of such Safety Plan and of the posted location.
 - .4 The Contractor shall ensure all workers and authorized persons entering the work site are notified of and abide by the posted Safety Plan, safety rules, procedures, safe work practices and applicable Safety Acts, Regulations, and codes. Any person not complying with these shall not be permitted on the site.
 - .5 Shall ensure that all applicable personal protective equipment (PPE) is used.
 - .6 The Departmental Representative shall coordinate arrangements for the Contractor to be briefed on site safety within 14 days of award of Standing Offer Agreement.



Environmental Requirements

- 1. Environmental** .1 All work is to be performed in accordance with the Federal Environmental Protection Act and the Provincial Environmental Acts and Regulations.

- 2. Disposal of Wastes** .1 Do not bury rubbish and waste materials on site unless approved by Departmental Representative.
.2 Do not dispose of waste or volatile materials, such as mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers.

- 3. Drainage** .1 Provide temporary drainage and pumping as necessary to keep excavations and site free from water.
.2 Do not pump water containing suspended materials into waterways, sewer or drainage systems.
.3 Control disposal or runoff of water containing suspended materials or other harmful substances in accordance with local authority requirements.

- 4. Site Clearing and Plant Protection** .1 Protect trees and plants on site and adjacent properties where indicated.
.2 Wrap in burlap, trees and shrubs adjacent to construction work, storage areas and trucking lanes, and encase with protective wood framework from grade level to height of 2 m.
.3 Protect roots of designated trees to drip line during excavation and site grading to prevent disturbance or damage. Avoid unnecessary traffic, dumping and storage of materials over root zones.
.4 Minimize stripping of topsoil and vegetation.
.5 Restrict tree removal to areas indicated or designated by Departmental Representative.

- 5. Work Adjacent to Waterways** .1 Do not operate construction equipment in waterways.
.2 Do not use waterway beds for borrow material.
.3 Do not dump excavated fill, waste material or debris in waterways.
.4 Design and construct temporary crossings to minimize erosion to waterways.
.5 Do not skid logs or construction materials across waterways.
.6 Avoid indicated spawning beds when constructing temporary crossings of waterways.



- .7 Do not blast under water or within 100 m of indicated spawning beds.
- 6. Pollution Control**
 - .1 Maintain temporary erosion and pollution control features installed under this contract.
 - .2 Control emissions from equipment and plant to local authorities emission requirements.
 - .3 Prevent sandblasting and other extraneous materials from contaminating air beyond application area, by providing temporary enclosures.
 - .4 Cover or wet down dry materials and rubbish to prevent blowing dust and debris. Provide dust control for temporary roads.
- 7. Open Fire**
 - .1 Fires on site are not permitted.



Trade Requirements

1. **Journeyperson**
 - .1 The journeyperson shall:
 - .1 Conduct and assist in various types of building maintenance as requested by Department of Fisheries & Oceans. Maintenance types defined in Section 1 Paragraph 11, Service Definitions.
 - .2 Relocate, install, repair or test equipment as requested by the Departmental Representative.
 - .3 Produce all certificates and permits upon request of the Departmental Representative.
 - .4 Instruct the Departmental Representative on-site of any new operating procedures when installing or modifying new or existing equipment.

2. **Structural Work General**
 - .1 Perform all structural work in accordance with each individual requisition, as shown on the drawings and as directed by the Departmental Representative.
 - .2 Wood framing members shall be erected plumb, true and to the dimensions as shown on the drawings.
 - .3 Doors and frames shall be set true and plumb.
 - .4 All hardware shall be installed to manufacturer's instructions.
 - .5 Gyproc, tape and crack fill in accordance with CSA A82-31.
 - .6 Patching and repairs shall match adjacent surfaces, unless otherwise specified.

3. **Masonry and Concrete General**
 - .1 Do masonry work to CAN3-S304, except where specified elsewhere.
 - .2 Build masonry plumb, level and true to line, with vertical joints in proper alignment.
 - .3 Mix and place concrete in accordance with CSA A23.1.

4. **Painting General**
 - .1 Perform all painting work in accordance with each individual requisition, as shown on the drawings, in the specifications and as directed by the Departmental Representative.
 - .2 Perform all painting and other related work to good trade practices, applicable standards and as directed by the Departmental Representative.



-
- 5. Mechanical General**
- .1 Perform all plumbing work in accordance with the National Plumbing Code, latest edition, as shown on the drawings, in the specifications and as directed by the Departmental Representative.
 - .2 Perform all sheet metal work and other mechanical work to good trade practices and applicable standards as directed by the Departmental Representative.
 - .3 All parts and equipment shall be installed to manufacturer's instructions.
- 6. Electrical General**
- .1 The journey person may be required to:
 - .1 Relocate, install or repair electrical equipment such as, but not limited to, lighting fixtures, receptacles, relays, pac poles, wiring runs, panels, breakers, portable equipment, or any other electrical requirements requested by Department of Fisheries & Oceans, such as testing, calibrating, programming or electrical measurements.
 - .2 Perform all electrical work in accordance with the Canadian Electrical Code, latest edition, and DFO Electrical Safety Requirements document, as shown on the drawings, in the specifications and as directed by the Departmental Representative.
 - .3 Inform the Departmental Representative of any "phase unbalance" (voltage or current) produced by new or additional equipment in a new or existing system. Carry out adjustments and record results.
 - .4 Produce all certificates and permits upon request of the Departmental Representative.
 - .5 Instruct the Departmental Representative of any new operating procedures when installing or modifying new or existing equipment.
 - .6 Immediately inform the Departmental Representative of any unsafe situations or conditions directly related to the work site.
 - .7 All parts and equipment shall be installed to manufacturer's instructions.
- 7. Warranty and Guarantees**
- 1 Where the Contractor supplies equipment purchased from supplier or manufacturer, the Contractor shall obtain a warranty for the manufacturer's normal warranty period and such warranty shall be made out to Her Majesty the Queen in Right of Canada.
 - .2 The Contractor shall provide a written guarantee against defects in workmanship and materials for a period of one year. Such guarantee shall be made out to Her Majesty the Queen in Right of Canada. Guarantee to be dated from date of acceptance of work performed.
 - .3 The Contractor will also provide manufacturer's written guarantees on the following products. These guarantees are to be made out to Her Majesty the Queen in Right of Canada.



- .1 Carpet - 10 year, max. 10% wear
- .2 Drapes
- .3 Vertical louvre blinds.

SOW Appendix "A" - Job Slip

MAINTENANCE SERVICES

Requisition #: _____ Location: _____

Date: _____

Description du travail : _____

WORK TIME	
Start Time:	
Completion Time:	
No. of Persons:	
Provincial License #	
Total Hours Worked:	
Material Cost:	
Grand Total:	


Signed By:

Departmental Representative

Contractor (or his/her Designate)

NOTE: Use separate job slip for each day.

SOW Appendix "B" - Lock-Out Tag-Out Authorization Form Sample

 Public Works and Government Services Canada / Travaux publics et Services gouvernementaux Canada		REQUEST FOR ELECTRICAL ISOLATION AND RE-ENERGIZATION DEMANDE DE COUPURE À LA SOURCE ET RÉ-ALIMENTATION	
A. Building Name and Address - Nom et adresse de l'immeuble		Isolation/Re-Energization Request No. N° de la demande de coupure à la source et ré-alimentation	
Specific Location of Installation or Equipment to be Isolated/Re-Energization (indicate floor, wing, room no., cabinet no., etc.) Endroit précis de l'installation ou de l'appareillage devant être coupé à la source et ré-alimenté. (indiquer l'étage, l'aile, le n° de la pièce, le n° du panneau, etc.)		Project Number - Numéro de projet	
Description of Installation or Equipment to be Isolated/Re-Energization Description de l'installation ou de l'appareillage devant être coupé à la source et ré-alimenté		Date and Time of Request - Date et heure de la demande	
		Date (Y-A MM D-J)	Hour (HH:MM) Heure
		Isolation to Start On - Coupure à la source devant débiter le	
		Date (Y-A MM D-J)	Hour (HH:MM) Heure
		Isolation to End On - Coupure à la source se termine le	
		Date (Y-A MM D-J)	Hour (HH:MM) Heure
Isolating and Re-Energization Procedures - Procédures de coupure et de ré-alimentation (NOTE: When procedures involve more than one operation an Isolation Procedure (PWGSC-TPSGC 12) and a Re-Energizing Procedure (PWGSC-TPSGC 12-1) must be completed and attached.) (NOTA : Lorsqu'une procédure comporte plus d'une opération, vous devez remplir les formulaires Procédures de coupure à la source (PWGSC-TPSGC 12) et Procédures de ré-alimentation (PWGSC-TPSGC 12-1) et les annexer au présent formulaire.)			
Voltage Tension <input type="checkbox"/>		When high voltage equipment is to be Isolated, a Procedures for Isolation and Re-Energizing form must be completed and attached. (see form numbers above) Pour la coupure à la source d'appareillage à haute tension, vous devez remplir les formulaires Procédures de coupure à la source et Procédures de ré-alimentation et les annexer au présent formulaire. (voir les numéros de formulaires ci-haut)	
Update of Line Drawings Required Upon Completion Nécessité de mettre à jour les schémas électriques une fois les travaux terminés		<input type="checkbox"/> Yes / Oui <input type="checkbox"/> No / Non	
Requested By - Demandé par Name of Manager/Supervisor or the Departmental Representative Nom du gestionnaire/superviseur ou du représentant ministériel		Signature	Date (Y-A MM D-J) Hour - Heure (HH:MM)
B. Request Approved - Demande autorisée			
Name of Guarantor - Nom du garant		Signature	Date (Y-A MM D-J) Hour - Heure (HH:MM)
C. Isolation Confirmed - TO BE COMPLETED PRIOR TO COMMENCEMENT OF WORK Coupure à la source confirmée - À REMPLIR AVANT DE COMMENCER LES TRAVAUX			
Isolation has been tested for potential and its determined safe for workers to perform the work. Le procédé de coupure à la source a été vérifié pour potentiel et les travaux peuvent être exécutés en sécurité.			
Name of the manager/supervisor or Contractors qualified person Nom du gestionnaire/superviseur ou du représentant qualifié de l'entrepreneur		Signature	Date (Y-A MM D-J) Hour - Heure (HH:MM)
D. Completion of Requested Isolation Time and Completion of Work Confirmed Achèvement de la période demandée pour la coupure à la source et confirmation de l'exécution des travaux			
Line Drawings Updated as Required Les schémas électriques ont été mis à jour tel que demandé		<input type="checkbox"/> Yes / Oui <input type="checkbox"/> No / Non	
Name of the manager/supervisor or Contractors qualified person Nom du gestionnaire/superviseur ou du représentant qualifié de l'entrepreneur		Signature	Date (Y-A MM D-J) Hour - Heure (HH:MM)
E. Approval of Completion of Work and Confirmation that Equipment or Installation has been Re-energized Approbation d'achèvement des travaux et confirmation de la remise sous tension de l'appareil ou de l'installation			
Name of the manager/supervisor or Contractors qualified person Nom du gestionnaire/superviseur ou du représentant qualifié de l'entrepreneur		Signature	Date (Y-A MM D-J) Hour - Heure (HH:MM)

PWGSC-TPSGC 13 (2014-11)

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

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

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

SOW Appendix "C" - Lock-Out Tag-Out Electrical Isolation Tag

○

 Fisheries and Oceans Canada Pêches et Océans Canada




DANGER


DO NOT OPERATE
DÉFENSE D'ACTIONNER

SEE OTHER SIDE
VOIR AU VERSO

THIS TAG TO BE REMOVED ONLY BY AUTHORIZED PERSON MENTIONED ABOVE.
CETTE ÉTIQUETTE NE DOIT ÊTRE ENLEVÉE QUE PAR LA PERSONNE AUTORISÉE MENTIONNÉE CI-HAUT.

○

 Fisheries and Oceans Canada Pêches et Océans Canada



DANGER

DO NOT OPERATE
DÉFENSE D'ACTIONNER

Name of authorized person - Nom de la personne autorisée	
Telephone - Téléphone	Isolation request no. / N° de la demande d'isolement
Brief description of work - Brève description de travail	
Signature	Date / Time / Heure

THIS TAG TO BE REMOVED ONLY BY AUTHORIZED PERSON MENTIONED ABOVE.
CETTE ÉTIQUETTE NE DOIT ÊTRE ENLEVÉE QUE PAR LA PERSONNE AUTORISÉE MENTIONNÉE CI-HAUT.



ANNEX "B" BASIS OF PAYMENT

1 Year Standing Offer

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

Class of Labour, Plant or Material	Unit of Measure	Estimated Quantity *	Price Per Hour	Total
1. Labour hours including travel time and all related expenses. a) During Regular Hours: 0800-1700 Hours Monday through Friday Licensed Electrician Licensed Carpenter Licensed Plumber Labourer	Per Hour Per Hour Per Hour Per Hour	300 3500 200 2000	\$ _____ \$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____ \$ _____
b) Outside Regular Hours: Monday through Sunday including all day Saturday, Sunday and holidays Licensed Electrician Licensed Carpenter Licensed Plumber Labourer	Per Hour Per Hour Per Hour Per Hour	20 200 20 200	\$ _____ \$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____ \$ _____
2. Allowance for material, replacement parts, required permits, certificates, assessments, special equipment, and security at net cost, plus a markup of 10% applied to the net cost.	Allowance	N/A	N/A	\$200,000.00
TOTAL Amount of Tender - 1 Year (SOA)				\$ _____

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



1st OPTION YEAR

Class of Labour, Plant or Material	Unit of Measure	Estimated Quantity *	Price Per Hour	Total
1. Labour hours including travel time and all related expenses. a) During Regular Hours: 0800-1700 Hours Monday through Friday Licensed Electrician Licensed Carpenter Licensed Plumber Labourer	Per Hour Per Hour Per Hour Per Hour	300 3500 200 2000	\$ _____ \$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____ \$ _____
b) Outside Regular Hours: Monday through Sunday including all day Saturday, Sunday and holidays Licensed Electrician Licenced Carpenter Licenced Plumber Labourer	Per Hour Per Hour Per Hour Per Hour	20 200 20 200	\$ _____ \$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____ \$ _____
2. Allowance for material, replacement parts, required permits, certificates, assessments, special equipment, and security at net cost, plus a markup of 10% applied to the net cost.	Allowance	N/A	N/A	\$200,000.00
TOTAL Amount of Tender - 1st Option Year (SOA)				\$ _____



2nd OPTION YEAR

Class of Labour, Plant or Material	Unit of Measure	Estimated Quantity *	Price Per Hour	Total
1.				
Labour hours including travel time and all related expenses.				
a) During Regular Hours: 0800-1700 Hours Monday through Friday				
Licensed Electrician	Per Hour	300	\$ _____	\$ _____
Licensed Carpenter	Per Hour	3500	\$ _____	\$ _____
Licensed Plumber	Per Hour	200	\$ _____	\$ _____
Labourer	Per Hour	2000	\$ _____	\$ _____
b) Outside Regular Hours: Monday through Sunday including all day Saturday, Sunday and holidays				
Licensed Electrician	Per Hour	20	\$ _____	\$ _____
Licensed Carpenter	Per Hour	200	\$ _____	\$ _____
Licensed Plumber	Per Hour	20	\$ _____	\$ _____
Labourer	Per Hour	200	\$ _____	\$ _____
2. Allowance for material, replacement parts, required permits, certificates, assessments, special equipment, and security at net cost, plus a markup of 10% applied to the net cost.	Allowance	N/A	N/A	\$200,000.00
TOTAL Amount of Tender - 1st Option Year (SOA)				\$ _____

Summary

1 Year SOA \$ _____
 1st Option Year \$ _____
 2nd Option Year \$ _____
 Total \$ _____



Annex "C" Security Requirements Check List



Contract Number / Numéro du contrat F 5513-170097
Security Classification / Classification de sécurité

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine DFO	2. Branch or Directorate / Direction générale ou Direction RPSS	
3. a) Subcontract Number / Numéro du contrat de sous-traitance N/A	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant N/A	
4. Brief Description of Work / Brève description du travail To provide general maintenance for RPSS operational & engineering staff		
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)		
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.		
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?		
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"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	
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 <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP 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"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité





Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat F 5513-170097
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 COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:
Commentaires spéciaux : _____

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

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité





Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat F 5513-170097
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	COMSEC TOP SECRET COMSEC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Bens Production																
IT Media / Support TI																
IT Link / Lien électronique																

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

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

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



Annex "C-1" Personnel Identification Form (PIF) Department of Fisheries and Oceans Canada

Contract / file number: # F5211-170276

PROJECT TITLE: Standing Offer Agreement - General Maintenance Services - Bedford Institute of Oceanography, Dartmouth

Company Name:	
Address:	
Telephone number:	
Fax number:	
PWGSC file or Certificate #:	

Professional Services (Add second page if more space needed, please print clearly)

Resource Person working on this project	Date of birth YYYY/MM/DD	PWGSC file or certificate #	Security Level	Meet	Does not Meet	Comments

Contractor's Authorized Signatory (Bidder) : _____

Date: _____

(For Official Use)

Company Clearance	Required	Security Level	Meet / Does not Meet / Comments (Official Use Only)
Designated Organization Screening			
Facility Security Clearance			
Document Safeguarding Capability			

**For Use at Fisheries and Oceans Canada
Authorization of Contracting Security Authority**

- I approve
- I do not approve based on:

Contracting Security Authority: _____

Date: _____



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);



Annex “E” Insurance Requirements

The Contractor shall, at the Contractor’s own expense, provide and maintain insurance as indicated hereunder:

1. Definitions

1.1. “Contract” means “Purchase Order”.

1.2. “Buyer” means those departmental organizations or persons who have been given the responsibility for the contracting process within the Department.

2. Indemnification

The issuance coverage required by the provisions of these Insurance Conditions shall in no way limit the Contractor’s responsibility under the indemnification section of the General Conditions of the contract. Any additional coverage the Contractor may deem necessary to fulfill obligations under the indemnity section shall be at the Contractor’s own discretion and expense.

3. Period of Insurance

The insurance coverage shall be in effect from the date of contract award and shall be maintained until the contract work is completed.

4. Proof of Insurance

Within fourteen (14) days after acceptance of the Contractor’s tender, the Contractor shall deposit with the Buyer, a Certificate of Insurance or certified true copies of all contracts of insurance maintained by the Contractor pursuant to the requirements of these Insurance Conditions.

5. Notification

Each insurance policy shall contain a provision that thirty (30) days prior written notice shall be given to Her Majesty in the event of any material change in, cancellation of, or expiration of coverage.

6. Insured

Each insurance policy shall insure the Contractor, and shall include as an Additional Named Insured, Her Majesty the Queen in right of Canada as represented by the Minister of Fisheries and Oceans.

7. Payment of deductible

The amount of the deductible, if any, shall be borne by the Contractor.

8. Public Liability and Property Damage Insurance

8.1. The Contractor shall, concurrently with the execution of this contract, place and maintain at all times during the execution of the work covered by this contract, sufficient public liability and property damage insurance against personal injury and loss or damage to the property so as to fully cover the Contractor’s liability to any firm, person, association, or corporation, resulting from or attributable to the execution of the work.

The Minimum Acceptable Amount is \$2,000,000.00.



8.2. The policy shall be issued with a deductible amount of not more than \$500.00 per occurrence applying to property damage claims only.

9. Third party liability for vehicles and equipment owned, leased, used or operated by the Contractor

The Contractor shall provide an endorsement to the public liability and property damage insurance policy to include third party liability insurance for vehicles and equipment owned, leased, used or operated by the Contractor.

Minimum acceptable amount is \$2,000,000.00.

10. Tenants Legal Liability Insurance (where applicable)

The Contractor shall provide an endorsement to the public liability and property damage insurance policy to provide coverage for premises under the Contractor's care, custody and control in a **minimum amount of \$500,000.00.**



Annex “F” Evaluation Criteria

PROPOSAL

The proposal must demonstrate that the contractor has successfully provided services similar to those described in the Statement of Work.

The proposal should contain a statement of the name under which the firm is legally incorporated and a statement of the Canadian foreign ownership of the firm, if applicable.

MANDATORY CRITERIA

Proposals will be evaluated in accordance with the mandatory evaluation criteria as detailed herein. Bidders' proposals must clearly demonstrate that they meet all Mandatory Requirements for the proposal to be considered for further evaluation. Proposals not meeting the mandatory criteria will be excluded from further consideration.

The mandatory evaluation criteria are:

		For Evaluation purposes only		
	Requirement	Proposal Page No.	Meets Criteria (✓)	Comments
1	Provide proof that bidder has an account in good standing with Provincial Workers Compensation Board/Commission.			
2	Provide a copy of the company's occupational health and safety policy and program or if those are unavailable, a specific safety plan for this contract. Either must meet the most stringent of Federal and Provincial Occupational Health and Safety Acts			
3	The Offeror must provide evidence of three (3) recent cumulative years' experience and past performance in repair and maintenance services for commercial or industrial Buildings.			
4	Provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the bidder is, or will be, insured for Commercial General Liability insurance if awarded a contract.			

BASIS OF SELECTION

The contractor will be selected on the basis of lowest bid, provided they meet all the Mandatory Criteria outlined above.

Compliant proposals will be ranked based on lowest cost. Those ranked first and second will be recommended for standing offer award.



Possible Additional Services

Bidders who are not awarded a Standing Offer but were determined to be technically responsive will be kept on a qualified list of interested service providers. If opportunities develop where the department needs additional services, that cannot be met by the respective standing offer holder, bidders on the qualified list will be asked if they are interested and to submit a price quote. Interested bidders may need to demonstrate that they have maintained their mandatory requirements. The list will be used until October 31th, 2022.