

**RETURN BIDS TO:**

## RETOURNER LES SOUMISSIONS À:

**Travaux publics et Services gouvernementaux  
Canada**

**Place Bonaventure, portail Sud-Oue  
800, rue de La Gauchetière Ouest  
7e étage, suite 7300**

**Montréal**  
**Québec**

**H5A 1L6**

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

## Regional Individual Standing Offer (RISO)

### Offre à commandes individuelle régionale (OCIR)

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

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

## Comments - Commentaires

«Ce document comporte des exigences relatives à la sécurité. There is a security requirement associated to this requirement.»

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

**Issuing Office - Bureau de distribution**

Travaux publics et Services gouvernementaux Canada  
Place Bonaventure, portail Sud-Oue  
800, rue de La Gauchetière Ouest  
7e étage, suite 7300  
Montréal  
Québec  
H5A 1L6

<b>Title - Sujet</b> Inspection et entretien sous-marine	
<b>Solicitation No. - N° de l'invitation</b> EE517-191905/A	<b>Date</b> 2019-11-28
<b>Client Reference No. - N° de référence du client</b> EE517-191905	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$MTC-120-15543
<b>File No. - N° de dossier</b> MTC-9-42041 (120)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2020-01-16</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Heure Normale du l'Est HNE
<b>Delivery Required - Livraison exigée</b>  Voir doc.	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Harvey, Keven	<b>Buyer Id - Id de l'acheteur</b> mtc120
<b>Telephone No. - N° de téléphone</b> (514)607-2867 ( )	<b>FAX No. - N° de FAX</b> (514)496-3822
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> MINISTERE DES TRAVAUX PUBLICS ET SERVICES GOUVERNEMENTAUX CANADA CP 1000 STN BUREAU-CHEF 850 RTE DE LA MER MONT-JOLI-QC G5H 3Z4 QUEBEC Québec G1J0C7 Canada	
<b>Security - Sécurité</b> This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

## **REQUEST FOR STANDING OFFER (RFSO)**

This RFSO is for call-ups below \$100,000  
No contract security is asked for.

Underwater inspection, maintenance and repair  
Maurice Lamontagne Institute

## **IMPORTANT NOTICE TO OFFERORS**

### **\*\*\*THIS DOCUMENT CONTAINS AN INDUSTRIAL SECURITY REQUIREMENT\*\*\***

For further instructions please consult "Special Instruction to Offeror", SI09, "Industrial Security related requirements" and "Supplementary Conditions" SC01 Industrial Security requirements, document safeguarding location.

## **PROMPT PAYMENT IN THE CONSTRUCTION INDUSTRY**

### **Prompt Payment Principles**

Public Services and Procurement Canada advocates that construction-related payments should follow these three principles:

- **Promptness:** The department will review and process invoices promptly. If disputes arise, Public Services and Procurement Canada will pay for items not in dispute, while working to resolve the disputed amount quickly and fairly
- **Transparency:** The department will make construction payment information such as payment dates, company names, contract and project numbers, publicly available; likewise, contractors are expected to share this information with their lower tiers
- **Shared responsibility:** Payers and payees are responsible for fulfilling their contract terms including their obligations to make and receive payment, and to adhere to industry best practices

For more information: <http://www.tpsgc-pwgsc.gc.ca/biens-property/divulgate-disclosure/psdic-ppci-eng.html>

## **PWGSC UPDATE ON ASBESTOS USE**

Effective April 1, 2016, all Public Works and Government Services Canada (PWGSC) contracts for new construction and major rehabilitation will prohibit the use of asbestos-containing materials. Further information can be found at <https://www.tpsgc-pwgsc.gc.ca/biens-property/ami-asb/amiante-asbestos-eng.html>

## **ANTICIPATED MIGRATION TO AN E-PROCUREMENT SOLUTION (EPS)**

Canada is currently developing an online EPS for faster and more convenient ordering of goods and services. In support of the anticipated transition to this system and how it may impact any resulting Standing Offer that is issued under this solicitation, refer to SC06 Transition to an e-Procurement Solution (EPS).

## **LISTING OF SUBCONTRACTORS/SUPPLIERS**

Take note that "Listing of Subcontractors and Suppliers" has been amended. See GI05 of the General Instructions.

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Solicitation No. - N° de l'invitation  
EE517-191905/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
MTC120

Client Ref. No. - N° de réf. du client  
R.004269.099

File No. - N° du dossier  
MTC-9-42041

CCC No./N° CCC - FMS No./N° VME

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## GENERAL INSTRUCTIONS TO OFFERORS – CONSTRUCTION SERVICES (GI)

### GI01 (2016-04-04) Integrity provisions—Offer

1. The *Ineligibility and Suspension Policy* (the “Policy”) in effect on the date the offer solicitation is issued, and all related Directives in effect on that date, are incorporated by reference into, and form a binding part of the offer solicitation. The Offeror must comply with the Policy and Directives, which can be found at [Ineligibility and Suspension Policy](#).
2. Under the Policy, charges and convictions of certain offences against a Offeror, its affiliates or first tier subcontractors, and other circumstances, will or may result in a determination by Public Works and Government Services Canada (PWGSC) that the Offeror is ineligible to enter, or is suspended from entering into a contract with Canada. The list of ineligible and suspended Suppliers is contained in PWGSC’s Integrity Database. The Policy describes how enquiries can be made regarding the ineligibility or suspension of Suppliers.
3. In addition to all other information required in the offer solicitation, the Offeror must provide the following:
  - a. by the time stated in the Policy, all information required by the Policy described under the heading “Information to be Provided when Offering, Contracting or Entering into a Real Property Agreement”; and
  - b. with its offer, a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offences in the Policy. The list of foreign criminal charges and convictions must be submitted using an Integrity Declaration Form, which can be found at [Declaration form for procurement](#).
4. Subject to subsection 5, by submitting an offer in response to this offer solicitation, the Offeror certifies that:
  - a. it has read and understands the [Ineligibility and Suspension Policy](#);
  - b. it understands that certain domestic and foreign criminal charges and convictions, and other circumstances, as described in the Policy, will or may result in a determination of ineligibility or suspension under the Policy;
  - c. it is aware that Canada may request additional information, certifications, and validations from the Offeror or a third party for purposes of making a determination of ineligibility or suspension;
  - d. it has provided with its offer a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offences in the Policy;
  - e. none of the domestic criminal offences, and other circumstances, described in the Policy that will or may result in a determination of ineligibility or suspension, apply to it, its affiliates and its proposed first tier subcontractors; and
  - f. it is not aware of a determination of ineligibility or suspension issued by PWGSC that applies to it.
5. Where an Offeror is unable to provide any of the certifications required by subsection 4, it must submit with its offer a completed Integrity Declaration Form, which can be found at [Declaration form for procurement](#).
6. Canada will declare non-responsive any offer in respect of which the information requested is incomplete or inaccurate, or in respect of which the information contained in a certification or declaration is found by Canada to be false or misleading in any respect. If Canada establishes after award of the Contract that the Offeror provided a false or misleading certification or declaration, Canada may terminate the Contract for default. Pursuant to the Policy, Canada may also determine the Offeror to be ineligible for award of a contract for providing a false or misleading certification or declaration.

## **GI02 (2014-03-01) Completion of offer**

1. The offer shall be
  - a. submitted on the Offer and Acceptance Form provided through the Government Electronic Tendering Service (GETS) or on a clear and legible reproduced copy of such Offer and Acceptance Form that must be identical in content and format to the Offer and Acceptance Form provided through GETS;
  - b. based on the Offer Documents listed in the Special Instructions to Offerors;
  - c. correctly completed in all respects;
  - d. signed by a duly authorized representative of the Offeror; and
  - e. accompanied by
    - i. any other document or documents specified elsewhere in the solicitation where it is stipulated that said documents are to accompany the offer.
2. Subject to paragraph 6) of GI11, any alteration to the pre-printed or pre-typed sections of the Offer and Acceptance Form, or any condition or qualification placed upon the offer may be cause for disqualification. Alterations, corrections, changes or erasures made to statements or figures entered on the Offer and Acceptance Form by the Offeror shall be initialed by the person or persons signing the offer. Alterations, corrections, changes or erasures that are not initialed shall be deemed void and without effect.
3. Unless otherwise noted elsewhere in the Offer Documents, facsimile copies of offers are not acceptable.
4. Canada will make available Notices of Proposed Procurement (NPP), offer solicitations and related documents for download through the Government Electronic Tendering Service (GETS). Canada is not responsible and will not assume any liabilities whatsoever for the information found on websites of third parties. In the event an NPP, offer solicitation or related documentation would be amended, Canada will not be sending notifications. Canada will post all amendments, including significant enquiries received and their replies, using GETS. It is the sole responsibility of the Offeror to regularly consult GETS for the most up-to-date information. Canada will not be liable for any oversight on the Offeror's part nor for notification services offered by a third party.

## **GI03 (2015-02-25) Identity or legal capacity of the Offeror**

In order to confirm the authority of the person or persons signing the offer or to establish the legal capacity under which the Offeror proposes to enter into Contract, any Offeror who carries on business in other than its own personal name shall, if requested by Canada, provide satisfactory proof of

- a. such signing authority; and
- b. the legal capacity under which it carries on business;

prior to contract award. Proof of signing authority may be in the form of a certified copy of a resolution naming the signatory(ies) that is (are) authorized to sign this offer on behalf of the corporation or partnership. Proof of legal capacity may be in the form of a copy of the articles of incorporation or the registration of the business name of a sole proprietor or partnership.

## **GI04 (2015-02-25) Applicable Taxes**

"Applicable Taxes" means the Goods and Services Tax (GST), the Harmonized Sales Tax (HST), and any provincial tax, by law, payable by Canada such as, the Quebec Sales Tax (QST) as of April 1, 2013.

## **GI05 Listing of Subcontractors/Supplier**

(Applicable on call-ups)

The Bidder must submit the names of Subcontractors/Supplier for the part or parts of the Work listed. See ANNEX D. Failure to do so will result in the disqualification of its bid.

#### **GI06 (2014-03-01) Submission of offer**

1. The Offer and Acceptance Form, duly completed, shall be enclosed and sealed in an envelope provided by the Offeror, and shall be addressed and submitted to the office designated on the Front Page "Invitation to Tender" for the receipt of offers. The offer must be received on or before the date and time set for solicitation closing.
2. Unless otherwise specified in the Special Instructions to Offerors
  - a. the offer shall be in Canadian currency;
  - b. the requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All offers including such provision will render the offer non-responsive.
3. Prior to submitting the offer, the Offeror shall ensure that the following information is clearly printed or typed on the face of the offer envelope:
  - a. Solicitation Number;
  - b. Name of Offeror;
  - c. Return address; and
  - d. Closing Date and Time.
4. Timely and correct delivery of offers is the sole responsibility of the Offeror.

#### **GI07 (2010-01-11) Revision of offer**

1. An offer submitted in accordance with these instructions may be revised by letter or facsimile provided the revision is received at the office designated for the receipt of offers, on or before the date and time set for the closing of the solicitation. The letter or facsimile shall be on the Offeror's letterhead or bear a signature that identifies the Offeror.
2. A revision to an offer that includes unit prices must clearly identify the change(s) in the unit price(s) and the specific item(s) to which each change applies.
3. A letter or facsimile submitted to confirm an earlier revision should be clearly identified as a confirmation.
4. Failure to comply with any of the above provisions may result in the rejection of the non-compliant revision(s) only. The offer shall be evaluated based on the original offer submitted and all other compliant revision(s).

#### **GI08 (2014-09-25) Rejection of offer**

1. Canada may accept any offer, whether it is the lowest or not, or may reject any or all offers.
2. Without limiting the generality of paragraph 1) of GI11, Canada may reject an offer if any of the following circumstances is present:
  - a. the Offeror's offering privileges are suspended or are in the process of being suspended;
  - b. the offering privileges of any employee or subcontractor included as part of the offer are suspended or are in the process of being suspended, which suspension or pending suspension would render that employee or subcontractor ineligible to offer on the Work, or the portion of the Work the employee or subcontractor is to perform;
  - c. the Offeror is bankrupt, or where for whatever reason, its activities are rendered inoperable for an extended period;
  - d. evidence, satisfactory to Canada, of fraud, bribery, fraudulent misrepresentation or failure to comply with any law protecting individuals against any manner of discrimination, has been received with respect to the Offeror, any of its employees or any subcontractor included as part of its offer;
  - e. evidence satisfactory to Canada that based on past conduct or behavior, the Offeror, a sub-contractor or a person who is to perform the Work is unsuitable or has conducted himself/herself improperly;
  - f. with respect to current or prior transactions with Canada

- i. Canada has exercised, or intends to exercise, the contractual remedy of taking the work out of the Offeror's hands with respect to a contract with the Offeror, any of its employees or any subcontractor included as part of its offer; or
  - ii. Canada determines that the Offeror's performance on other contracts is sufficiently poor to jeopardize the successful completion of the requirement being offer on.
3. In assessing the Offeror's performance on other contracts pursuant to subparagraph 2)(f)(ii) of GI11, Canada may consider, but not be limited to, such matters as:
  - a. the quality of workmanship in performing the Work;
  - b. the timeliness of completion of the Work;
  - c. the overall management of the Work and its effect on the level of effort demanded of the department and its representative; and
  - d. the completeness and effectiveness of the Offeror's safety program during the performance of the Work.
4. Without limiting the generality of paragraphs 1), 2) and 3) of GI11, Canada may reject any offer based on a unfavorable assessment of the;
  - a. adequacy of the offer price to permit the work to be carried out and, in the case of a offer providing prices per unit, whether each such price reasonably reflects the cost of performing the part of the work to which that price applies;
  - b. Offeror's ability to provide the necessary management structure, skilled personnel, experience and equipment to perform competently the work under the Contract; and
  - c. Offeror's performance on other contracts.
5. Where Canada intends to reject an offer pursuant to a provision of paragraphs 1), 2), 3) or 4) of GI11, other than subparagraph 2)(a) of GI11, the contracting Authority will inform the Offeror and provide the Offeror ten (10) days within which to make representations, before making a final decision on the offer rejection.
6. Canada may waive informalities and minor irregularities in offers received if Canada determines that the variation of the offer from the exact requirements set out in the Offer Documents can be corrected or waived without being prejudicial to other Offerors.

#### **GI09 (2015-02-25) Offer costs**

No payment will be made for costs incurred in the preparation and submission of an offer in response to the offer solicitation. Costs associated with preparing and submitting an offer, as well as any costs incurred by the Offeror associated with the evaluation of the offer, are the sole responsibility of the Offeror.

#### **GI10 (2012-03-02) Procurement Business Number**

Suppliers are required to have a Procurement Business Number (PBN) before contract award. Suppliers may register for a PBN online at [Supplier Registration Information](#). For non-Internet registration, suppliers may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.

#### **GI11 (2013-04-25) Compliance with applicable laws**

1. By submission of an offer, the Offeror certifies that the Offeror has the legal capacity to enter into a contract and is in possession of all valid licenses, permits, registrations, certificates, declarations, filings, or other authorizations necessary to comply with all federal, provincial and municipal laws and regulations applicable to the submission of the offer and entry into any ensuing contract for the performance of the work.
2. For the purpose of validating the certification in paragraph 1) of GI14, a Offeror shall, if requested, provide a copy of every valid license, permit, registration, certificate, declaration, filing or other authorization listed in the request, and shall provide such documentation within the time limit(s) set out in the request.
3. Failure to comply with the requirements of paragraph 2) of GI14 shall result in disqualification of the offer.



#### **GI12 (2010-01-11) Performance evaluation**

1. Offerors shall take note that the performance of the Offeror during and upon completion of the work shall be evaluated by Canada. The evaluation shall be based on the quality of workmanship; timeliness of completion of the work; project management, contract management and management of health and safety. Should the Offeror's performance be considered unsatisfactory, the Offeror's offering privileges on future work may be suspended indefinitely.
2. The form [PWGSC-TPSGC 2913](#), SELECT - Contractor Performance Evaluation Report Form, is used to record the performance.

#### **GI13 (2011-05-16) Conflict of interest—unfair advantage**

1. In order to protect the integrity of the procurement process, Offerors are advised that Canada may reject an offer in the following circumstances:
  - a. if the Offeror, any of its subcontractors, any of their respective employees or former employees was involved in any manner in the preparation of the offer solicitation or in any situation of conflict of interest or appearance of conflict of interest;
  - b. if the Offeror, any of its subcontractors, any of their respective employees or former employees had access to information related to the offer solicitation that was not available to other Offerors and that would, in Canada's opinion, give or appear to give the Offeror an unfair advantage.
2. The experience acquired by a Offeror who is providing or has provided the goods and services described in the offer solicitation (or similar goods or services) will not, in itself, be considered by Canada as conferring an unfair advantage or creating a conflict of interest. This Offeror remains however subject to the criteria established above.
3. Where Canada intends to reject an offer under this section, the Contracting Authority will inform the Offeror and provide the Offeror an opportunity to make representations before making a final decision. Offerors who are in doubt about a particular situation should contact the Contracting Authority before offer closing. By submitting an offer, the Offeror represents that it does not consider itself to be in conflict of interest nor to have an unfair advantage. The Offeror acknowledges that it is within Canada's sole discretion to determine whether a conflict of interest, unfair advantage or an appearance of conflict of interest or unfair advantage exists.

#### **GI14 (2016-04-04) Code of Conduct for Procurement—offer**

The [Code of Conduct for Procurement](#) provides that Offerors must respond to offer solicitations in an honest, fair and comprehensive manner, accurately reflect their capacity to satisfy the requirements set out in the offer solicitation and resulting contract, submit offers and enter into contracts only if they will fulfill all obligations of the Contract. By submitting an offer, the Offeror is certifying that it is complying with the *Code of Conduct for Procurement*. Failure to comply with the *Code of Conduct for Procurement* may render the offer non-responsive.

## **SPECIAL INSTRUCTIONS TO OFFEROR'S (SI)**

### **SI01 INTRODUCTION**

1. Public Works and Government Services Canada (PWGSC) is inviting Offerors to submit proposals for Standing Offers. The selected offerors shall provide a range of services as identified in the Statement of Work section of this document.
2. It is PWGSC's intention to authorize up to one Standing Offers, each for a period of two (2) years with the possibility of three (3) optional years. The total dollar value of all Standing Offers is estimated to be \$287 437.50 (GST or HST included). Individual call-ups will vary up to a maximum of \$14 350.00 (GST or HST included). Offerors should note that there is no guarantee that the full or any amount of the Standing Offers will be called-up; PWGSC will issue call-ups only when the specific services to be provided under the Standing Offer are needed. Please refer to Section SOP04, CALL-UP PROCEDURE.

### **SI02 OFFER DOCUMENTS**

1. The following are the Offer Documents:
  - a. Request for Standing Offer - Page 1;
  - b. General Instructions to Offeror's- Construction Services
  - c. Special Instructions to Offerors;
  - d. Clauses & Conditions identified in "Call-up Clauses or Resulting Contract Documents;
  - e. Drawings and Specifications;
  - f. Price Proposal form and related Appendix(s); and
  - g. Any amendment issued prior to solicitation closing.

Submission of an Offer constitutes acknowledgement that the Offeror has read and agrees to be bound by these documents.

### **SI03 ENQUIRIES DURING THE SOLICITATION PERIOD**

1. Enquiries regarding this Offer must be submitted in writing to the Contracting Authority named on the Request for Standing Offer (RFSO) Page 1 at e-mail address [keven.harvey@tpsgc-pwgsc.gc.ca](mailto:keven.harvey@tpsgc-pwgsc.gc.ca). Enquiries should be received no later than (5) calendar days prior to the date set for solicitation closing to allow sufficient time to provide a response. Enquiries received after that time may result in an answer NOT being provided.
2. To ensure consistency and quality of the information provided to Offerors the Contracting Authority will examine the content of the enquiry and shall decide whether or not to issue an amendment.
3. All enquiries and other communications related to this offer sent throughout the solicitation period must be directed ONLY to the Contracting Authority named in paragraph 1. above. Failure to comply with this requirement may result in the offer being declared non-compliant.

### **SI04 QUANTITY**

The amount of work and estimated expenditure specified in the RFSO are only an approximation of requirements. The making of an offer by the Offeror shall not constitute an agreement by Canada. Canada may make one or several call-ups against a standing offer.

### **SI05 PWGSC OBLIGATION**

A RFSO does not commit PWGSC to authorize the utilization of a standing offer or to pay any cost incurred in the submission of offers, or cost incurred in making necessary studies for the preparation thereof, or to procure or contract for any services. PWGSC reserves the right to reject or authorize for utilization any offer in whole or in

part, with or without further discussion or negotiation. Canada reserves the right to cancel or amend the RFSO at any time.

**SI06 Site Visit**

Please contact Standing Offer Authority by e-mail if necessary to make an appointment.

**SI07 REVISION OF OFFER**

An offer may be revised by letter or facsimile in accordance with "General Instructions to Offerors – Construction Services to Offerors". The facsimile number for receipt of revisions is (514) 607 - 2867.

**SI08 OFFER VALIDITY PERIOD**

1. The offer cannot be withdrawn for the period of (30) days following the RFSO closing date.
2. Canada reserves the right to seek an extension to the offer validity period. Upon notification in writing from Canada, Offerors shall have the option to either accept or reject the proposed extension.
3. If the extension referred to in paragraph 2 of SI08 is accepted, in writing, by all those who submitted offers, then Canada shall continue immediately with the evaluation of the offers and its approvals processes.
4. If the extension referred to in paragraph 2 of SI09 is not accepted in writing by all those who submitted offers then Canada shall, at its sole discretion, either
  - a. continue to evaluate the offers of those who have accepted the proposed extension and seek the necessary approvals; or
  - b. cancel the request for proposal.
5. The provisions expressed herein do not in any manner limit Canada's rights in law or under G108.

**SI09 INDUSTRIAL SECURITY RELATED REQUIREMENTS**

1. **At offer closing, the Offeror must hold a valid Security Clearance as indicated in section SC01 of the Supplementary Conditions.** Failure to comply with this requirement will render the offer non-compliant and no further consideration will be given to the offer.
2. The successful Offeror's personnel, as well as any subcontractor and its personnel, who are required to perform any part of the work pursuant to the subsequent contract must meet the mandatory security requirement as indicated in section SC01 of the Supplementary Conditions. **Individuals who do not have the required level of security will not be allowed on site.** It is the responsibility of the successful Offeror to ensure that the security requirements are met throughout the performance of the contract. Canada will not be held liable or accountable for any delays or additional costs associated with the successful Offeror's non-compliance with the mandatory security requirement.
3. For additional information on security requirements, offerors should consult the "Security Requirements for PWGSC Offer Solicitations - Instructions for Offerors" on the Standard Procurement Documents Web site Industrial Security Program

**SI10 WEB SITES**

The connection to some of the Web sites in the solicitation documents is established by the use of hyperlinks. The following is a list of the addresses of the Web sites:

Buy and Sell <https://www.achatsetventes-buyandsell.gc.ca>

Canadian economic sanctions <http://www.international.gc.ca/sanctions/index.aspx?lang=eng>

Contractor Performance Evaluation Report (Form PWGSC-TPSGC 2913)  
<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/2913.pdf>

Standard Acquisition Clauses and Conditions (SACC) Manual  
<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R>

PWGSC, Industrial Security Services <Http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>

PWGSC, Code of Conduct and Certifications  
<http://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/contexte-context-eng.html>

Construction and Consultant Services Contract Administration Forms Real Property Contracting  
<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>

Declaration Form  
<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html>

Performance Bond (form PWGSC-TPSGC 505)  
[http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/505\\_eng.pdf](http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/505_eng.pdf)

Trade agreements  
<https://buyandsell.gc.ca/policy-and-guidelines/Policy-and-Legal-Framework/Trade-Agreements>

## CALL-UPS CLAUSES OR RESULTING CONTRACT DOCUMENTS (CD)

1. The following are the "call up" contract documents:
  - a. Contract Page when signed by Canada;
  - b. Duly completed Price Proposal Form and any Appendices attached thereto;
  - c. Drawings and Specifications;
  - d. General Conditions and clauses

GC1 General Provisions – Construction Services	R2810D	(2017-08-17);
GC2 Administration of the Contract	R2820D	(2016-01-28);
GC3 Execution and Control of the Work	R2830D	(2015-02-25);
GC4 Protective Measures	R2840D	(2008-05-12);
GC5 Terms of Payment	R2550D	(2016-01-28);
GC6 Delays and Changes in the Work	R2860D	(2019-05-30);
GC7 Default, Suspension or Termination of Contract	R2870D	(2018-06-21);
GC8 Dispute Resolution	R2884D	(2016-01-28);
GC9 Contract Security	R2890D	(2014-06-26);
GC10 Insurance	R2900D	(2008-05-12);
Allowable Costs for Contract Changes under GC6.4.1	R2950D	(2015-02-25);
Supplementary Conditions		
  - e. Any amendment issued or any allowable offer revision received before the date and time set for solicitation closing;
  - f. Any amendment incorporated by mutual agreement between Canada and the Offeror before acceptance of the offer; and
  - g. Any amendment or variation of the contract documents that is made in accordance with the General Conditions.
2. The documents identified by title, number and date above are incorporated by reference and are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Web site: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>
3. The language of the contract documents is the language of the Price Proposal Form submitted.

## STANDING OFFER PARTICULARS

### SOP01 GENERAL

1. The Offeror acknowledges that a standing offer is not a contract and that the issuance of a Standing Offer and Call-up Authority does not oblige or commit Canada to procure or contract for any services listed in the Standing Offer.
2. The Offeror offers to provide and deliver to Canada the services described in the Standing Offer, in accordance with the pricing set out in the Request for Standing Offer if, and when the Technical Authority may request such services, in accordance with the conditions listed at subsection 3 below.
3. The Offeror understands and agrees that:
  - a. a call-up against the Standing Offer will form a contract only for those services which have been called-up, provided that such call-up is made in accordance with the provisions of the Standing Offer;
  - b. Canada's liability is limited to that which arises from call-ups against the Standing Offer made within the period specified in the Standing Offer;
  - c. Canada has the right to procure the services specified in the Standing Offer by means of any other contract, standing offer or contracting method;
  - d. the Standing Offer cannot be assigned or transferred in whole or in part;
  - e. the Standing Offer may be set aside by Canada at any time.

### SOP02 PERIOD OF THE STANDING OFFER

The period for placing call-ups against the Standing Offer shall be for two (2) years and three (3) optional years following the standing offer contract award date.

### SOP03 CALL-UP LIMITATION

Each call-up against the Standing Offer will have a maximum limitation of expenditure of \$14 350.00 (Applicable Taxes included). Canada will keep track of expenditures and ensure that they do not exceed the maximal allocated total percentage of each retained Offeror.

### SOP04 CALL-UP PROCEDURE

1. Services will be called-up as follows:

For each individual call-up the Offeror will be provided the scope of work and will submit an offer to the Departmental Representative in accordance with the unit rates established under the Standing Offer. The Contractor's offer shall include all of the work as specified including; mobilizing, sub-trades, materials, labour, tools, administration fees and supervision including building permits as per local regulations

2. The Offeror will be authorized in writing by the Contracting Authority to proceed with the work by issuance of a Call-up against the Standing Offer using form 2829. See Annex E.

## **SOP05 STANDING OFFER RESPONSIBLES**

Standing Offer Contracting Authority is :

Name : Keven Harvey

Title : Procurement Specialist

Department : Real Estate Property

Division : Procurement, Quebec Region

Telephone : 514 – 607 - 2867

e-mail : [keven.harvey@tpsgc-pwgsc.gc.ca](mailto:keven.harvey@tpsgc-pwgsc.gc.ca)

The Contracting Authority is responsible for the establishment and administration of the Standing Offer and it's revision if needed. The Contracting Authority is responsible for all contractual related questions regarding call-ups.

Standing Offer Technical Authority is ( will be known following contract award ) :

The Technical Authority represents the Department or Organisation for which the works are executed within a call-up. The Technical Authority is responsible for all technical related questions regarding call-ups.

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

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

Department : \_\_\_\_\_

Division : \_\_\_\_\_

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

e-mail : \_\_\_\_\_

The selected Offeror for the standing offer is (to be completed by Offeror) :

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

Contact : \_\_\_\_\_

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

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

e-mail : \_\_\_\_\_

## **SOP06 INVOICING INSTRUCTIONS**

1. Provide two copies of invoices in electronic format (at least one copy must be an original). Enter the following information on invoices:

- a) Company name, address and telephone number;
- b) Serial number of the invoice and the date;
- c) Order number, ie, XXXXXXXX;
- d) Locations where and dates when services were provided;
- e) Detailed description of products and services provided (cost, quantity);
- f) Amount of Quebec Sales Tax (QST) and Goods and Services Tax (GST).

## POC07 ADRESSE DE FACTURATION

Travaux publics & Services gouvernementaux Canada  
Institut Maurice Lamontagne  
850, route de la Mer  
C.P. 1000  
Mont-Joli (Québec)  
G5H 3Z4

## SUPPLEMENTARY CONDITIONS (SC)

### SC01 INDUSTRIAL SECURITY RELATED REQUIREMENTS, DOCUMENT SAFEGUARDING

The following security requirement (SRCL and related clauses) applies and form part of the Contract.

#### SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE # EE517-191905

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

### SC02 INSURANCE TERMS

- 1) Insurance Contracts
  - (a) The Contractor must, at the Contractor's expense, obtain and maintain insurance contracts in accordance with the requirements of the Certificate of Insurance. Coverage must be placed with an Insurer licensed to carry out business in Canada.
  - (b) Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the agreement. The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the agreement and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.
- 2) Period of Insurance
  - (a) The policies required in the Certificate of Insurance must be in force and be maintained throughout the duration of the standing offer period.
  - (b) The Contractor must be responsible to provide and maintain coverage for Products/Completed Operations hazards on its Commercial General Liability insurance policy, for a period of six (6) years beyond the date of the Certificate of Substantial Performance.



3) Proof of Insurance

- (a) Before commencement of the Work, and no later than thirty (30) days after acceptance of its offer, the Contractor must deposit with Canada a Certificate of Insurance on the form attached herein.
- (b) Upon request by Canada, the Contractor must provide originals or certified true copies of all contracts of insurance maintained by the Contractor pursuant to the Certificate of Insurance.

4) Insurance Proceeds

In the event of a claim, the Contractor must, without delay, do such things and execute such documents as are necessary to effect payment of the proceeds.

5) Deductible

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

**SC03 Note that General Condition 6.5.4 is replaced by the following;**

If the Contractor incurs or incurs additional costs, losses or damages directly attributable to negligence or delay by Canada after the date of the Contract, to provide any information or action to which Canada is expressly obliged under the contract or that industry practice would ordinarily dictate to any owner, the Contractor must, within 10 business days of the date of negligence or delay, notify Canada in writing of its intention to claim the rebate. additional costs incurred or the cost of any loss or damage.

**SC04 TRANSITION TO AN E-PROCUREMENT SOLUTION (EPS)**

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

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

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

Solicitation No. - N° de l'invitation  
EE517-191905/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
MTC120

Client Ref. No. - N° de réf. du client  
R.004269.099

File No. - N° du dossier  
MTC-9-42041

CCC No./N° CCC - FMS No./N° VME

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## APPENDIX 1 - PRICE PROPOSAL FORM

### BA01 IDENTIFICATION

UNDERWATER INSPECTION, MAINTENANCE AND REPAIR  
**Maurice Lamontagne Institute**  
850, route de la Mer, Mont-Joli  
(QUEBEC) G5H 3Z4

### BA02 BUSINESS NAME AND ADDRESS OF OFFEROR

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

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ PBN: \_\_\_\_\_

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

Industrial Security Program Organisation Number (ISP ORG#) \_\_\_\_\_  
(when required)

### BA03 THE OFFER

Complete the Basis of Payment in Appendix 4. Note: The Excel "Basis of Payment" file is available as an attachment.

### BA04 OFFER VALIDITY PERIOD

The offer must not be withdrawn for a period of thirty (30) days following the date of solicitation closing.

### BA05 SIGNATURE

\_\_\_\_\_  
Name and title of person authorized to sign on behalf of Offeror (Type or print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



Solicitation No. - N° de l'invitation  
EE517-191905/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
MTC120

Client Ref. No. - N° de réf. du client  
R.004269.099

File No. - N° du dossier  
MTC-9-42041

CCC No./N° CCC - FMS No./N° VME

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## APPENDIX 3 - SCOPE OF WORK



## Statement of work

# **UNDERWATER INSPECTION AND MAINTENANCE**

## **Maurice Lamontagne Institute**

850, route de la Mer, Mont-Joli  
(QUÉBEC) G5H 3Z4

Client Reference No.

EE517-191905

Update : 09 April 2019



## PART 1 – GENERAL

- 1.1 Interpretation of Documents
- 1.2 Description
- 1.3 Scope of Work
- 1.4 Access to the Site and Buildings
- 1.5 Contractor's Liability
- 1.6 Protection of and Prevention of Disruptions to Building Occupants and Users
- 1.7 Prices
- 1.8 Availability Outside Regular Work Hours
- 1.9 Inspection and Monitoring
- 1.10 Billable Repairs
- 1.11 Service Reports
- 1.12 Cleaning
- 1.13 Site Visit

## PART 2 – PRODUCTS

- 2.1 General
- 2.2 Material Safety Data Sheets (WHMIS)
- 2.3 Provision of Material Safety Data Sheets

## PART 3 – EXECUTION

- 3.1 Workforce Qualifications
- 3.2 Equipment
- 3.3 Worksite Mobilization
- 3.4 Administrative Regulations and Permits
- 3.5 Workmanship
- 3.6 Warranty
- 3.7 Protection of and Prevention of Disruptions to Building Occupants and Users

## PART 4 – OCCUPATIONAL HEALTH AND SAFETY

- 4.1 Health and Safety for maintenance work
- 4.2 OHS clause for diving operations References
- 4.3 References
- 4.4 Documents to Be Submitted
- 4.5 Production of the Notice of Project
- 4.6 Risk/Hazard Assessment
- 4.7 General Requirements
- 4.8 Responsibility
- 4.9 Compliance Requirements
- 4.10 Unforeseen Risks/Hazards
- 4.11 Occupational Health and Safety Co-ordinator
- 4.12 Posting of Documents
- 4.13 Correction of Non-Compliance
- 4.14 Work Stoppage
- 4.15 Lockout
- 4.16 Specific conditions for confined spaces

## **PART 1 – GENERAL**

### **1.1 INTERPRETATION OF DOCUMENTS**

- .1 Public Works and Government Services Canada (PWGSC) Documents will be interpreted in accordance with these Specifications and shall govern all work.
- .2 The term “Departmental Representative” refers to the Departmental Representative of PWGSC or his/her officially authorized delegated representative.
- .3 Order forms are also contractual documents, but they cannot in any way contradict the documents mentioned in the preceding paragraph. Work descriptions and plans may be attached to these forms. Report to the Departmental Representative any errors on forms or appended documents.

### **1.2 DESCRIPTION**

- .1 The purpose of these Specifications is to carry out inspections and underwater maintenance as described in the Scope of Work of these Specifications at the Maurice Lamontagne Institute located at 850 Route de la Mer, Mont-Joli.
- .2 The Contractor must reach an agreement with the Departmental Representative as to the completion date of the inspection and maintenance.
- .3 The Contractor must provide all documents, specialized labour, materials and equipment appropriate for the completion of the work, such as the following:
  - Task Safety Analysis Form
  - Work Procedure for Inspection and Maintenance Work
  - Lockout Procedure
  - Procedure for Working in Confined Spaces
  - Diving Emergency Medical Plan
  - Diver Cards
  - Competency Cards
  - Certification for Working in Confined Spaces
  - Licences
  - Commission des normes, de l'équité, de la santé et de la sécurité du travail du Québec (CNESST) - Construction Site Opening and Closing Notices
  - Necessary Equipment for Proper Execution of the Work

### 1.3 SCOPE OF WORK

**Note:** Here is an example of the work that may be done by the Standing Offer

#### DESCRIPTION OF WORK

##### **Seawater intake system and pre-filters**

- .1 Visual inspection of the two pre-filters of the seawater intake system to assess the condition of the components.
- .2 Observation of the countercurrent washing operation «Backwash»
- .3 Visually inspect the two seawater intake pipes;
- .4 Inspect all flanges of the two lines of the seawater intake and replace them according to wear. Flanges will be provided by PWGSC
- .5 Inspect of concrete pads.
- .6 Inspect and change all sacrificial anodes (if covered with sand, remove sand to carry out the inspection), depending on the degree of wear;
- .7 During the inspection, also carry out a detailed inspection of the level of silica sand within the pre-filters.
- .8 Take videos and pictures of the general condition and any failures;
- .9 Replace a thermograph with a new thermograph to be provided by the Fisheries and Oceans Canada ( DFO) client;

##### **Outfall pipe**

1. Clean the seabed and remove debris from an area comprising 3 m<sup>2</sup>. At the end of the outfall pipe;
2. Visually inspect the concrete foundation of the outfall pipe and take pictures of the general condition and any failures
3. Using a video camera, inspect the extent of sand silting within the end portion of the 36-inch pipe;

##### **Raw sea water intake pipes**

- .1 Replace the two screens located at the ends of the raw sea water intake pipes with two other screens to be provided by the PWGSC Departmental Representative;
- .1 Clean and scrub with a pressure nozzle, the inside surfaces of the two raw of the 1200 foot sea water intake pipes;
- .2 Dredging the level of the seabed in the apron area of the screens. The seabed must be lowered to the level of the bedrock in an area comprising 5 m<sup>2</sup>, located in front of the entrance of the pipes;



- .3 Observation of the countercurrent washing operation «Backwash»
- .4 Visually inspect the concrete pad and take pictures of the general condition and any failures;

#### **Valve inspection**

- .1 Inspect the check valve at the bottom of the P-18 manhole. The inspection will be done in confined space. Conduct the inspection at low tide and wear a diving suit. See map.

### **1.3 OTHER TASKS TO BE PERFORMED**

- .1 Visually inspect all flanges and other components located in the two wells of the Block E pumping station;
- .2 Recommend appropriate procedures to be followed to inspect and carry out maintenance on the components of these facilities and structures;
- .3 Following the cleaning and inspection work, draft a report and recommendations and submit two copies of the report and recommendations as well as two copies of a video of the operations to the Departmental Representative.
- .4 Upon completion of the Inspection, the Contractor must restore the site to its natural state;
- .5 Comply with all occupational health and safety standards and possess relevant certificates prior the beginning of the mandate;
- .6 While carrying out the project, it is vitally important to co-ordinate project activities with PWGSC officials and employees responsible for building maintenance.

#### **Necessary equipment**

- .1 A team of divers to carry out the project;
- .2 Diving equipment along with a high-definition video camera combined with an image and sound recording system to be used to record the operations on DVD;
- .3 A boat;
- .4 A hyperbaric chamber;
- .5 A truck equipped with a scrubber nozzle releasing water at 2,100-PSI pressure at a minimum rate of 120 gallons per minute. Must also have the ability to perform the scrubbing operation at distance of at least 1,200 feet;
- .6 A tanker truck;
- .7 All necessary equipment for working in confined spaces will be provided by the Contractor.

#### **1.4 ACCESS TO THE SITE AND BUILDINGS**

- .1 The Departmental Representative will set out the procedures for obtaining access to the site;
- .2 Access to the buildings will be subject to the regulations in effect, depending on the building. The wearing of an ID card may be required.
- .3 The Contractor must keep to a minimum the number of vehicles to be parked on the site. The vehicleS must also be identified.

#### **1.5 CONTRACTOR'S LIABILITY**

- .1 Assume liability for all accidents or damage caused by the Contractor's employees to government property or any person on the premises. The Contractor must repair any damage at its own expense and to the PWGSC Departmental Representative's satisfaction;
- .2 Assume liability for all accidents or damage caused by the Contractor's equipment to government property or to any person on the premises where the equipment is defective or has been left unattended. The Contractor must repair any damage at its own expense and to the PWGSC Departmental Representative's satisfaction;
- .3 Assume liability for the safety of the Contractor's employees and assume occupational health and safety liability for the work that the Contractor will be performing;
- .4 Assume full liability for the safety of the Contractor's own equipment and materials during and after work hours. PWGSC will not be held liable for vandalism, theft or loss.

#### **1.6 PROTECTION OF AND PREVENTION OF DISRUPTIONS TO BUILDING OCCUPANTS AND USERS**

- .1 Maintenance and repair work must be carried out in such a way as to avoid disrupting the regular operations of building users and will be carried out in accordance with a schedule that inconveniences building occupants and users as little as possible. To schedule maintenance and repair work, it is necessary to co-operate with the building managers to ensure that the arrangements made are acceptable to the said managers.

#### **1.7 PRICES**

- .1 Using the Basis of Payment form, provide an hourly rate for each trade and each piece of equipment required to perform the work. PWGSC will not be committed in any way to undertaking the work based on the submitted rates.
- .2 Submission of bids for work: Where the Departmental Representative requests that the Contractor submit a bid for the possible performance of work, the Contractor must be able to provide a detailed breakdown of the

costs of the following in its bid:

- Number of hours of work planned;
- Description and cost of parts and materials that may be used (if applicable);
- Delivery deadlines imposed by suppliers (if applicable);
- Work schedule.

## **1.8 AVAILABILITY OUTSIDE REGULAR WORK HOURS**

### Communication

- .1 Able to be reached by telephone and fax promptly during regular work hours from 8:00 am to 5:00 pm, Monday to Friday, except for statutory holidays;
- .2 Able to be reached by telephone outside regular work hours in the evening and on weekends and statutory holidays. During the implementation of the award of this Standing Offer, the contractor must provide telephone numbers and procedures for obtaining access to emergency services.

## **1.9 INSPECTIONS AND MONITORING**

- .1 Be available to the Departmental Representative when the latter inspects maintenance work;
- .2 Submit all work for inspection and acceptance by the Departmental Representative.

## **1.10 BILLABLE REPAIRS**

- .1 If during the inspection of equipment, it is found that repairs must be made, the Contractor must submit a written proposal to the PWGSC Departmental Representative.

## **1.11 SERVICE REPORTS**

- .1 After each scheduled maintenance visit, the Contractor's technician must fill out a full service report, including the date, a list of tasks carried out, parts replaced and the number of hours worked.

In addition to the inspection service report, the Contractor must notify us of any irregularities or premature wear of parts.

At every visit, the Contractor must have its service report signed by the Departmental Representative for verification purposes and to indicate the Departmental Representative's acceptance of the work, and give a copy of the report to the Departmental Representative.

## **1.12 CLEANING**

- .1 While the work is carried out, keep workspace clean and free of waste matter and debris. Place volatile waste in covered metal containers and remove daily.
- .2 After work, leave the premises clean and free of waste matter, debris, materials, tools and equipment. Carry out the cleaning to the satisfaction of the PWGSC Departmental Representative.
- .3 Dispose of waste matter outside government property, while complying with federal, provincial and municipal regulations to protect the environment. Waste matter also includes demolition materials not retained by the federal government. Every disposal of toxic products and water containing suspended solids must be approved by the PWGSC Departmental Representative.
- .4 In order to dispose of waste matter, the Contractor is responsible for finding a site where disposal of waste matter is authorized and must pay the fees required by the site owner.

## **1.13 SITE VISIT**

- .1 Contact the Standing Offer Authority if necessary to make an appointment.

## **PART 2 – PRODUCTS**

### **2.1 GENERAL**

- .1 The Contractor must use parts and new materials that are free of defects. All like-new refurbished parts and materials will not be accepted.
- .2 The Contractor must have parts at its disposal that are essential to the implementation of the work described in these Specifications.

### **2.2 MATERIAL SAFETY DATA SHEETS (WHMIS)**

- .1 Hazardous products must be in their original containers when brought into the workplace. Each container must be labelled in accordance with Workplace Hazardous Materials Information System (WHMIS) requirements.
- .2 Consider as hazardous products all chemical products, such as cleaning products, varnishes, paints, solvents, coatings, gases and other toxic products.
- .3 Prior to the commencement of work, submit material safety data sheets for all hazardous products to the Departmental Representative for approval. These sheets must comply with Workplace Hazardous Materials Information System (WHMIS) requirements, as follows:
  - 1. Product Information: product identifier (name), manufacturer and suppliers' names, addresses and emergency telephone numbers
  - 2. Hazardous Ingredients
  - 3. Physical Data
  - 4. Fire or Explosion Hazard Data
  - 5. Reactivity Data: information on the chemical instability of a product and the substances it may react with
  - 6. Toxicological Properties: health effects
  - 7. Preventive Measures
  - 8. First Aid Measures
  - 9. Preparation Information: who is responsible for preparation and date of preparation of MSDS

### **2.3 PROVISION OF MATERIAL SAFETY DATA SHEETS**

- .1 Upon the PWGSC Departmental Representative's request, be able to provide material safety data sheets for products used.

## **PART 3 – EXECUTION**

### **3.1 WORKER QUALIFICATIONS**

- .1 Employees working on this project must be previously authorized by the Departmental Representative in accordance with the following criteria.
- .2 The work set out in these Specifications must be carried out by qualified, permanent employees directly employed by the company and the persons who carry out the work set out in these Specifications must have diver certification cards.
- 3 If during the project, an authorized person is no longer available or that person's qualifications have changed, the person must be replaced by another person who meets the requirements of the contract documents as well as the same conditions to the satisfaction of the Departmental Representative.
- .4 All persons who handle hazardous materials must be familiar with WHMIS requirements for products used (see Part 2 of the Specifications).

### **3.2 EQUIPMENT**

- .1 The Contractor must use one or more service trucks that it owns to perform the work set out in these Specifications. These trucks must contain tools and service equipment.

### **3.3 WORKSITE MOBILIZATION**

- .1 On the date scheduled for the commencement of work, the Contractor is to report to the site with all necessary tools, equipment, materials and parts required to begin the work and continue without interruption.

### **3.4 ADMINISTRATIVE REGULATIONS AND PERMITS**

- .1 The Contractor must execute this Contract in accordance with federal, provincial and municipal regulations and codes governing the various stages of the work.
  - .2 In order to be qualified to execute the Contract, the Contractor must have the necessary licences and permits for practising various specialized trades associated with the work.
- NB: Certifications for work in confined spaces must be valid for the work to be performed and their cost must be assumed by the Contractor.

### **3.5 WORKMANSHIP**

- .1 The work must be performed according to trade practices (best recognized methods). If during an inspection, the Departmental Representative finds that a structure is not in compliance, the structure must be rebuilt at the Contractor's expense.
- .2 The Contractor must have all of the specialized equipment and skilled employees required to fully carry out its work. The Departmental Representative reserves the right to charge to the Contractor the cost of materials and labour incurred by PWGSC to help the Contractor carry out its work.

### **3.6 WARRANTY**

- .1 Provide a written document stating that the work, including parts and labour, is guaranteed against defects under normal use conditions for a period of one year from the date of acceptance of the full completion of the work. Defects that occur during this period will be corrected or repaired by the Contractor at its own expense and to the Departmental Representative's satisfaction.

### **3.7 PROTECTION OF AND PREVENTION OF DISRUPTIONS TO BUILDING OCCUPANTS AND USERS**

- .1 Maintenance and repair work must be carried out in such a way as to avoid disrupting the regular operations of building users and will be carried out in accordance with a schedule that inconveniences building occupants and users as little as possible. To schedule maintenance and repair work, it is necessary to co-operate with the building managers to ensure that the arrangements made are acceptable to the said managers.
- .2 In accordance with Quebec Department of Labour safety standards, take all safety measures and precautions to protect persons and property from any accidents or damages arising during the performance of the maintenance and repair services.

## PART 4 – OCCUPATIONAL HEALTH AND SAFETY

Occupational health and safety measures during inspections and maintenance:

### CONTENT OF THE SECTION

Various aspects of occupational health and safety that PWGSC must take into account in order to demonstrate reasonable due diligence in the area of occupational health and safety on construction sites as well as to meet the requirements set out in PWGSC/RPB departmental policy PM 073 – Occupational Health and Safety – Construction.

#### 4.1 HEALTH AND SAFETY FOR MAINTENANCE WORK

1. By accepting this proposed contract, the contractor agrees to take on all responsibilities normally assumed by the principal contractor and the employer, pursuant to the *Act Respecting Occupational Health and Safety*, and to supervise all work.
2. The contractor must manage his activities such that the health and safety of his personnel, the occupants of the building or installation, and the public, as well as environmental protection, always take precedence over issues of cost or work scheduling.

In addition, the contractor must respect the whole of the requirements of this specification, in particular:

3. Respect at all times the provisions of the *Act Respecting Occupational Health and Safety*, the *Regulation respecting Occupational Health and Safety*, and the *Safety Code for the Construction Industry*, where applicable.
4. Provide the PWGSC representative with a work safety plan specific to the whole of the activities that can be realized in the building at least 10 days before the beginning of work. The contractor must update his program thereafter if the work differ from the initial forecasts. The PWGSC representative can, according to the reception of the program and constantly during the contract, to require that the program be modified or supplemented for better reflecting the reality of the work environment. The contractor must then make the necessary corrections before the beginning of work.

The work safety program must be based on the hazards identified and must take account of all information and requirements of this specification. The program must be applied throughout the contract and must fulfill the following requirements.

- a) identifies the risks for each category of task to be carried out under the contract and the corresponding preventive measures based on regulatory requirements.
  - b) identifies the person responsible for applying the preventive measures.
  - c) considers the risks that could affect the health and safety of the workers, the occupants of the building or installation, and the public.
  - d) includes a procedure in the event of accident.
  - e) includes an inspection schedule for the work site based on your risk identification.
  - f) identifies repair tasks that could possibly be assigned under this contract.
  - g) includes written commitment from all parties to comply with the prevention program.
5. Prior to use of mechanical equipment, provide the PWGSC representative with a mechanical inspection certificate for machinery used in the work, signed by a competent mechanic (e.g. lift platforms).



6. For use of equipment for lifting persons or materials, ensure that the inspections required by the standards are met and be able to provide a copy of certificates of inspection upon request of Representative of the Ministry.
7. Provide the PWGSC representative with copies of the training certificates required for work covered in this specification and the work safety plan (e.g. asbestos, lockout, first aid, Health and Safety on Construction Sites, etc.).
8. At least three days prior to using controlled products at the work site, provide the PWGSC representative with material safety data sheets for these products.
9. Make sure of the maintenance and the good condition of the material, the equipment, the tools and the protective gear used to carry out work. Equipment, tools and protective gear which cannot be installed, fitted or used without compromising the health or safety of workers or the public shall be deemed inadequate for the work to be executed. The PWGSC representative reserves the right to prohibit to use of this material of tools considered to be dangerous, defective or not suitable.
10. Inspect the work site and give the inspection grids, pursuant to section 4e) of this document, duly filled out at the PWGSC representative.
11. Regardless of the number of workers, designate one person as responsible for health and safety at the work site, and grant him/her the authority to order a work stoppage and resumption should he/she deem it necessary for health and safety reasons.
12. Follow first aid and first responder standards in compliance with applicable policies and regulations, as well as any other provision of this specification.
13. Ensure that your workers have received the training and information required to carry out the work safely, and that all required safety devices and equipment are available, are in compliance with standards, laws and regulations, and are used by the workers.
14. Make sure you are familiar with the emergency plan for the building or installation, and provide your workers with training and information so they are capable of implementing it.
15. Advise your workers that they have the right to refuse any work that poses a danger to their health or safety.
16. Mark off the work area; control access and barricade as needed.
17. Take all necessary measures to keep the work site clean and orderly for the duration of the work, and at the end of each workday, ensure nothing at the work site represents a safety hazard.
18. When a worker is required to work alone in an isolated place where it is impossible for him/her to obtain help, identify the risks involved and provide the PWGSC representative with a procedure aimed at eliminating these risks and rapidly obtaining help in the event of an emergency.
19. In the event of an unexpected incident, take all necessary measures, including imposing a work stoppage, to protect the health and safety of the workers and the public, and immediately notify the PWGSC representative.
20. The use of subcontractors is prohibited except with special authorization by the PWGSC representative, who will base his/her decision on the subcontractor's ability to fulfill the requirements of this specification.

#### 4.2 OHS CLAUSE FOR DIVING OPERATIONS

In accepting this contract, the Contractor agrees to satisfy the following requirements:

Compliance with all the requirements of the *Regulation respecting occupational health and safety* (S-2.1, r.19.1), more specifically section XXVI.1, entitled *Underwater Work*. Compliance, furthermore, with the latest editions of standards CAN/CSA Z275.2 – *Occupational Safety Code for Diving Operations*, CAN/CSA Z275.1 – *Hyperbaric Chambers* and CAN/CSA Z275.4 –

*Competency Standard for Diving Operations*. In the event of conflict between these requirements, the most stringent requirement shall apply.

In addition to the above, in cases where construction work is involved, compliance with the *Safety Code for the Construction Industry* (S-2.1, r.4).

Before starting the work, submit to the Departmental Representative the following documents, as per the *Regulation respecting occupational health and safety*:

the professional diving training certificate of each member of the dive team OR a document recognizing the skills of those persons in accordance with the *Competency Standard for Diving Operations*,

CAN/CSA Z275.4-02, as per section 312.8 of the Regulation;

the workplace first-aid training certificate of each member of the dive team;

the medical certificate of each member of the dive team;

for each dive included in this contract, a dive plan containing the following information, in addition to that required under the

*Regulation respecting occupational health and safety*:

- the thermal protection to be used;
- the repetitive dive factor;
- the no-decompression limit;
- the circumstances in which the dive must be terminated;
- the procedures to be followed to ensure that machinery, equipment or devices that could create a hazard have been locked out;
- the decompression table to be used, as required; and

notification confirming that a system for communicating with the Service d'assistance médicale pour les urgences en plongée [medical assistance service designated by the Department] is available at the diving station at all times.

The Contractor shall take into account the following specific characteristics of the work site, and adapt its dive plan accordingly:

Note to plan drafter: consult your client and request information regarding site features, in particular:

- Dive near the entrance or exit of, or inside of, a submerged water line (will specify if used)
- Dive upstream or downstream from a hydraulic structure or hydroelectric power plant (will specify if used)
- Dive in a waterway (will specify if used)
- Dive in an environment with an obstruction
- Dive in a restricted access area
- Dive at a contaminated environment (will specify if used)
- Dive at a site likely to show a pressure differential (will specify if used)
- Ice diving (will specify if used)
- Other features (will specify if used)

Follow the link below for the definitions of the terms used in the list above:

[http://www2.publicationsduquebec.gouv.qc.ca/dynamicSearch/telecharge.php?type=3&file=/S\\_2\\_1/S2\\_1R13\\_A.HTM3&file=/S\\_2\\_1/S2\\_1R13\\_A.HTM](http://www2.publicationsduquebec.gouv.qc.ca/dynamicSearch/telecharge.php?type=3&file=/S_2_1/S2_1R13_A.HTM3&file=/S_2_1/S2_1R13_A.HTM) (section 312.1).

Where the dive takes place at one of the following locations, provide to the Departmental Representative confirmation that the authorities concerned have been notified:

- upstream or downstream from a hydraulic structure or submerged water line;
- in marine waterways; or
- in port facilities.

If the dive station is more than 2 metres above the water, provide to the Departmental Representative:

- a drawing of the equipment used to transport the worker through the air-water interface, if a device other than a stage is used for that purpose; and
- a drawing of the device used to hoist the stage or other device, unless that device is a crane or boom truck.

If the dive is carried out from a vessel, provide to the Departmental Representative the following documents:

- proof of qualification of the vessel operator; and
- the vessel's certificate of compliance from Transport Canada.

Before starting the work, carry out an underwater rescue simulation at the site, as required under section 312.31 of the *Regulation respecting occupational health and safety*.

On a daily basis, complete and provide to the Departmental Representative a checklist confirming the presence and condition of the equipment required at the dive site as per the dive plan.

Ensure that all other documents required under section XXVI of the *Regulation respecting occupational health and safety* are available at the site at all times (diving logbook, diver's logbook, etc.).

All persons assigned to this contract and who remain above water shall comply with sections 355 to 357 of the *Regulation respecting occupational health and safety*.

Where an emergency vessel is required in order to comply with section 357 of the *Regulation respecting occupational health and safety*, obtain the vessel's certificate of compliance issued by Transport Canada, and provide it to the Departmental Representative.

#### 4.3 REFERENCES

1. *Canada Labour Code, Part II, Canada Occupational Health and Safety Regulations*
2. Canadian Standards Association (CSA)
3. Safety Code for the construction industry, RRQ, c S-2.1, r 6 (1997) (concerning marine works)
4. Province of Quebec - *Act Respecting Occupational Health and Safety*, RSQ, c S-2.1 1997 (updated on July 26, 2005)
5. Health Canada / Workplace Hazardous Materials Information System (WHMIS) - Material safety data sheets (MSDSs)

#### 4.4 DOCUMENTS TO BE SUBMITTED

1. Submit, no later than seven days after the date on which the Instructions to Contractor are served and prior to the mobilization of workers, an occupational health and safety plan drawn up specifically for the worksite and including the following items:
  2. Results of the assessment of safety risks/hazards specific to the worksite;
3. Results of the assessment of safety risks/hazards associated with each task

and activity listed in the work plan.

4. Submit to the Department Representative copies of reports of occupational health and safety inspections carried out on the worksite by the Contractor's authorized representative.
5. Submit copies of incident and accident reports.
6. Submit WHMIS material safety data sheets (MSDS).
7. The Departmental Representative will review the occupational health and safety plan prepared by the Contractor for the worksite and will submit his/her observations to the Contractor, if necessary, in the days following receipt of this document. If necessary, the Contractor will revise its occupational health and safety plan and resubmit it to the Departmental Representative no later than three days following receipt of the Departmental Representative's observations.
8. The Departmental Representative's review of the final version of the occupational health and safety plan prepared by the Contractor for the worksite must not be construed as an endorsement of this plan and does not in any way limit the Contractor's overall liability for occupational health and safety during the construction work.
9. Medical surveillance: Where required under a statute, regulation or safety program, submit, prior to the commencement of work, a certificate of medical surveillance for each person working on the worksite. Submit to the Departmental Representative additional certificates for any new employees working on the worksite.
10. Emergency response plan: State the procedures and steps to be followed in case of an emergency on the worksite.

#### **4.5 PRODUCTION OF THE NOTICE OF PROJECT**

**Prior to the commencement of work, send the Notice of Project to the competent provincial authorities.**

#### **4.6 RISK/HAZARD ASSESSMENT**

Carry out an assessment of safety risks and hazards on the worksite that may affect performance of the work.

#### **4.7 GENERAL REQUIREMENTS**

Draw up an occupational health and safety plan specific to the worksite and based on a risk/hazard assessment conducted prior to the commencement of work. Put this plan into effect and ensure that all employees on the worksite comply with the plan in every respect up until the time of demobilization.

The Departmental Representative may submit his/her observations in writing if the plan contains irregularities or raises concerns, and may require the submission of a revised plan in which these irregularities are corrected or these concerns are addressed.

#### 4.8 RESPONSIBILITY

Take responsibility for the health and safety of people on the worksite as well as for the protection of property on the worksite. In areas adjacent to the site, also take responsibility for the protection of people and the environment insofar as they are affected by the work.

Comply and ensure that employees comply with the safety requirements set out in the contract documents, with applicable federal, provincial and territorial acts and regulations and local bylaws, and with the occupational health and safety plan drawn up for the worksite.

#### 4.9 COMPLIANCE REQUIREMENTS

Comply with the Quebec *Act Respecting Occupational Health and Safety* and the Quebec *Regulation respecting industrial and commercial establishments*.

Comply with the *Canada Occupational Health and Safety Regulations* pursuant to the *Canada Labour Code*.

#### 4.10 UNFORESEEN RISKS/HAZARDS

Where an unforeseen or peculiar safety-related factor, hazard or condition occurs during performance of the work, follow procedures in place for Employee's Right to Refuse Work in accordance with acts and regulations of the province having jurisdiction and advise Departmental Representative orally and in writing.

#### 4.11 OCCUPATIONAL HEALTH AND SAFETY CO-ORDINATOR

1. Employ and assign to the work, a competent and authorized representative as Occupational Health and Safety Co-ordinator. The following are required of the Occupational Health and Safety Co-ordinator:
2. Practical experience acquired on a worksite where activities similar to those to be carried out in the project were performed;
3. A working knowledge of occupational safety and health regulations;
4. Be responsible for delivering the Contractor's occupational health and safety training sessions and ensuring that employees who fail to complete the required training are not permitted to enter the worksite to perform work;
5. Be responsible for implementation of, compliance in every detail with, and monitoring of the Contractor's occupational health and safety plan;
6. Be on site during execution of the work and report directly to the worksite supervisor, and follow the worksite supervisor's instructions.

#### 4.12 POSTING OF DOCUMENTS

**Ensure that applicable documents, articles, notices and orders are posted in a conspicuous location on the worksite in accordance with the acts and regulations of the province having jurisdiction.**

#### 4.13 CORRECTION OF NON-COMPLIANCE

Take immediate steps to correct situations deemed non-compliant in occupational health and safety plans by the competent authority or by the Departmental Representative.

Submit to the Departmental Representative a written report outlining measures taken to correct non-compliance in the area of occupational health and safety.

The Departmental Representative may order cessation of the work if the Contractor fails to correct conditions deemed not in compliance with occupational health and safety regulations.

#### 4.14 WORK STOPPAGE

In the event of an unforeseen incident, take all necessary measures, including stopping work, to protect the health and safety of workers and the public and contact the PWGSC representative immediately.

#### 4.15 LOCKOUT

1. For every work on energized equipment or equipment that may be started accidentally, the Contractor shall draw up and implement a lockout procedure and complete the Request for Electrical Isolation Form provided by the Manager in Charge of Worksite.

Although the hereunder list is not exhaustive, here are some examples for which the use of the form is obligatory:

- 1) main building power feeders
  - 2) feeder supply panels and sub-panels
  - 3) bus ducts
  - 4) motor control centres
  - 5) emergency power circuits
  - 6) fire alarm and fire protection equipment
  - 7) mechanical protective equipment
  - 8) alarm circuit for building services, including all heating, ventilating and air conditioning equipment
  - 9) circuits supplying more than one (1) piece of equipment
  - 10) circuits affecting one (1) single piece of equipment used in a cooling or heating system.
2. Notwithstanding the previous paragraphs, the Contractor shall, in emergency situation, receive an oral guarantee of isolation of the Manager in Charge of Worksite and immediately countersign the request of electrical isolation.
  3. The procedure requested at paragraph 1 must comply with the principles listed in the “*Le cadenassage*” pamphlet published by the *Association paritaire pour la santé et la sécurité du travail secteur construction (ASP Construction)*.
  4. Supervisors and all workers concerned must have followed ASP Construction’s “*Les techniques de cadenassage*” course [(514 355-6190 or 1 800 361-2061)] or an equivalent course given by another firm.
  5. Identify every work that must absolutely be done on live equipment and establish the safety measures that will be applied, including the personal protective equipment and complete a work permit for live equipment.

#### 4.16 SPECIFIC CONDITIONS FOR CONFINED SPACES

##### Classification and assessment of confined spaces

PWGSC is classifying and assessing all confined spaces on properties for which it is responsible. Confined spaces are divided into three categories: 1- low-risk, 2- medium-risk, 3- high-risk. An assessment is produced for each confined space. This report shows all the characteristics and entrance requirements of the confined space and will serve as a basis for the issuance of permits and the development of work processes.

All confined spaces shall be properly identified according to their classification. A signboard approved by PWGSC is placed at the entrance of confined spaces or installed as close as possible to such spaces.

##### Class 1

Regarding all class 1 (low-risk) confined spaces, all persons involved shall have followed a basic training. Though it is not necessary to implement special work practices in low-risk confined spaces, the Contractor shall implement methods that ensure the health and general safety of persons who must work in these spaces.

Before having access to confined spaces, the manager responsible for the workplace shall be informed of the expected date and time of entry and exit.

Persons who have access to low-risk confined spaces must record the relevant information in the Confined Space Entry Log (ELF 103 form ), ie, all persons entering this class of confined space shall record each entry and each exit.

##### Class 2 and 3

Regarding all class 2 and 3 confined spaces (medium- and high-risk), the following measures shall be strictly applied.

1. The Contractor's prevention program shall include a written procedure which identifies:
  - Necessary work tools;
  - Instruments, installed or to be installed in the confined space, and measures to take for their installation, use, maintenance, protection and moving;
  - Pipes and conduits entering the confined space;
  - Risks and security measures to be taken depending on the work to be carried out;
  - Hazardous material that may be found in the confined space;
  - Appropriate rescue methods and equipment as well as emergency plan.
2. The Contractor shall complete an access permit (ELF 101 form). The permit shall be valid for the duration of a work shift and shall take into account information contained in the assessment report and special conditions related to the work to be carried out. The Contractor may use his own form if it provides all the information that appears on the appended form.
3. The Contractor shall complete a Hot Work Permit when the work to be carried out includes operations such as welding, cutting or any other activity that creates flames or sparks (ELF form 102).



4. All persons having access to the confined space and the safety guard shall have the following training certificates:
  - Safety for work in PWGSC confined spaces (ASP Construction or equivalent training)
  - Workplace First Aid and CPR (organization recognized by the CNESST)
  - Use of ventilating equipment (ASP Construction or equivalent training)
  - Use of safety harness (ASP Construction or equivalent training)
  - Use and maintenance of respiratory protection equipment (ASP Construction or equivalent training)
  - Gas detection equipment (ASP Construction or equivalent training)
  - When the use of air adduction adduction respirators or autonomous respirators is planned for, thorough training in the preparation, maintenance and use of such equipment (Manufacturer, supplier or recognized organization).
  - In remote areas where no local rescue and emergency intervention unit is available, the Contractor shall designate persons who are capable of carrying out rescue operations in confined spaces. First-aid attendant designated by the Contractor shall have relevant training in the use of rescue equipment.
5. All persons who must use air adduction respirators or autonomous respirators shall present a medical certificate confirming that they are fit to use this kind of equipment. This certificate shall be valid for two years.
6. Employees who are required to work in sewage collection systems or other similar systems shall be immunized against infectious diseases, in compliance with the immunization program prescribed by Health Canada, which is, against diphtheria and tetanus and for work to be done at the Correctional Service Canada, against hepatitis « B ».
7. The antidiphtheria-tetanus vaccination is strongly recommended, though it is not mandatory.
8. The Contractor shall establish emergency and rescue procedures in co-operation with municipal and ambulance services. These procedures, together with the relevant phone numbers and the whereabouts of the nearest phone shall be conspicuously posted near the work station.
9. Before entry into a confined space, and every 15 minutes thereafter, the Contractor shall take readings of oxygen concentration, flammable gases and all toxic gases likely to be present, carbon monoxide and hydrogen sulphide in particular. These readings shall be recorded in a register, unless the detecting devices are equipped with an alarm and operate on a continuous basis. Detecting devices that are used shall be calibrated and adjusted by a competent person according to the manufacturer's directives, so that the alarms comply with the limits set out on the permit.

NOTE: for welding and cutting tasks, readings of concentration must be done on a continuous basis.
10. The Contractor is responsible for the provision and maintenance of gas detecting devices. The Engineer may at any time require the Contractor's equipment to be checked for accuracy by a qualified person. In the event of failure of a detecting device, work shall be suspended immediately and all workers shall leave the confined space. In these circumstances, no claim for time lost shall be accepted.
11. If a detecting device alarm is set off, all workers shall leave the confined space. The Contractor shall then find the source of contamination, neutralize it, ventilate the confined space to eliminate contaminant residues and authorize access to the confined space only when concentrations of oxygen and gas have returned to normal.



12. Compressed gas cylinders or welding equipment shall not be brought into confined spaces: this equipment shall remain outside and shall not block entrances or exits; all cylinders shall be properly secured.
13. Tools and electrical devices used to gain access to confined spaces shall be grounded and, when necessary, designed to be explosion-proof. All equipment must be connected to a ground fault interrupter outlet or to a step-down transformer. The Contractor shall, at his own cost, hire a qualified electrician to adjust power receptacles and/or circuit breakers that he intends to use which do not meet these criteria.
14. The Contractor shall provide a ventilation system to keep concentrations of contaminants below admissible limits.
15. The Contractor shall put up posters to prevent unauthorized persons from entering the confined space.
16. When it is impossible to maintain the noise level under 85 dB, the Contractor shall provide all workers with ear protection adapted to the desired level of attenuation and work to be carried out.
17. The Contractor shall ensure that all workers wear the required personal protection equipment.
18. The Contractor shall assign a competent person to assume the function of safety guard. The safety guard shall:

Be properly informed of work procedures in a confined space.

Ensure constant communication with all workers in the confined space. The instructions that are applied shall be adapted to confined spaces. The Contractor shall choose means of communication according to identified risks and other relevant factors, that is the protection equipment the workers must wear, noise levels in confined spaces and surrounding areas, remoteness, lighting conditions, etc.

Be familiar with gas detecting devices and see to their proper functioning for the duration of the work.

Be familiar with auxiliary ventilation systems and see to their proper functioning for the duration of the work.

Be familiar with emergency procedures.

Ensure that:

- All workers who enter the confined space respect the Contractor's work procedure.
- The working conditions and the environment inside the confined space are in no way detrimental to workers' health and safety.

19. The safety guard shall, at all times, be posted at the entrance of the confined space and shall not leave his station as long as there is a worker inside the confined space.
20. The Contractor shall designate a person to be in charge of the safety of the confined space. This person shall be present at all times on the job site.
21. The same person may act as a security guard and be responsible for the safety of confined spaces, provided all requirements of both functions are met.

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Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
MTC120

Client Ref. No. - N° de réf. du client  
R.004269.099

File No. - N° du dossier  
MTC-9-42041

CCC No./N° CCC - FMS No./N° VME

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**APPENDIX 4 – BASIS OF PAYMENT**

APPENDICE 4 - Base de paiement

PERIOD FROM THE ACCEPTANCE OF THE STANDING OFFER (FOR 2 FIRM YEARS + 3 optional years)

\*\*\*Submit a firm price per hour or per unit for each item mentioned below and the total amount. \*\*\*

1. Hourly rate for employees and machinery

Directly employed workers or productive workers assigned solely to the work, including the service call.  
The time is calculated from the time the Contractor is on the site.  
Hourly rates do not apply to meal times or travel outside the site.  
Hourly rates apply for all days of the week, including weekends.  
Quantities are for evaluation purposes only.

NAME OF COMPAGNY:						OPTIONAL YEAR (3rd year)	
DATE OF ACCEPTANCE OF OFFER (2 FIRM YEARS)						OPTIONAL YEAR (2nd year)	
Inspection Work, Cleaning and Maintenance						OPTIONAL YEAR (1st year)	
Item	Description	Approximate Quantity of use	Firm Unit Price or Firm Rate Per Hour	TOTAL	Firm Unit Price or Firm Rate Per Hour	TOTAL	Firm Unit Price or Firm Rate Per Hour
1.1	Hyperbaric chamber Transport (to and from)	X 1	= \$0,00	\$0,00	\$0,00	\$0,00	\$0,00
1.2	Hyperbaric chamber Daily rental	X 3 days	= \$0,00	\$0,00 day	\$0,00	\$0,00 day	\$0,00 day
1.3	Hyperbaric chamber 1 x chamber operator	X 8 hours	= \$0,00	\$0,00 hour	\$0,00	\$0,00 hour	\$0,00 hour
1.4	Equipment for work in confined spaces – Crane attachment * Firm price per work order when necessary	X 1	= \$0,00	\$0,00	\$0,00	\$0,00	\$0,00
1.5	Equipment for work in confined spaces – 4 gas detector * Firm price per work order when necessary	X 1	= \$0,00	\$0,00	\$0,00	\$0,00	\$0,00

# APPENDICE 4 - Base de paiement

Hourly rates apply for all days of the week, including weekends.  
Quantities are for evaluation purposes only.

NAME OF COMPAGNY:												
Inspection Work, Cleaning and Maintenance			DATE OF ACCEPTANCE OF OFFER (2 FIRM YEARS)			OPTIONAL YEAR (1st year)		OPTIONAL YEAR (2nd year)		OPTIONAL YEAR (3rd year)		
			Firm Unit Price or Firm Rate Per Hour	TOTAL	Firm Unit Price or Firm Rate Per Hour	TOTAL	Firm Unit Price or Firm Rate Per Hour	TOTAL	Firm Unit Price or Firm Rate Per Hour	TOTAL		
Item	Description	Approximate Quantity of use										
1.6	Boat Boat rental per day, all included: Captain, gasoline, oil, insurance and other related costs. Must be a reasonable size for carrying out the work.	X	2	days	=	\$0,00	\$0,00	day	\$0,00	day	\$0,00	day
1.7	Scrubber truck  Hourly rental, all included: Operator, gasoline, oil, insurance and other related costs. The conveyer truck must be equipped with a nozzle releasing water at a power of 2100 PSI to 120 gallons/minute, minimum. Must have the ability to scrub at least 1100 feet away is also required. Must be a reasonable size for carrying out the work.	X	8	hours	=	\$0,00	\$0,00	hour	\$0,00	hour	\$0,00	hour
1.8	Vacuum truck - Hourly rental, all included: Operator, gasoline, oil, insurance and other related costs. Must be a reasonable size for carrying out the work.  Tank truck	X	1		=	\$0,00	\$0,00		\$0,00		\$0,00	
1.9	Hourly rental, all included: Operator, gasoline, oil, insurance and other related costs. Must be a reasonable size for carrying out the work.  Travel expense rate (travel to and from the site):	X	8	hours	=	\$0,00	\$0,00	hour	\$0,00	hour	\$0,00	hour
1.10	Expenses apply to the entire work team travelling between the company's place of business and the worksite.	X	1		=	\$0,00	\$0,00		\$0,00		\$0,00	

Hourly rates apply for all days of the week, including weekends.  
Quantities are for evaluation purposes only.

Inspection et travaux sous-marins  
Institut Maurice-Lamontagne  
850, route de la mer  
Mont-Joli (Québec)

## **APPENDIX 5 - EVALUATION PROCEDURES OR BASIS OF SELECTION**

### **1. EVALUATION PROCEDURE**

Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.

Before bidding, the Offeror must ensure that it has the resources available and qualified to meet the entire requirement described in the Statement of Work and to comply with the security requirements.

## **APPENDIX 5 - EVALUATION PROCEDURES OR BASIS OF SELECTION**

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Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.

Before bidding, the Offeror must ensure that it has the resources available and qualified to meet the entire requirement described in the Statement of Work and to comply with the security requirements.

#### **1.1 FINANCIAL EVALUATION**

Mandatory financial criterion at close of bids; Offerors must submit firm all-in rates in accordance with and based on the format used in the Basis of Payment in Appendix 4, (also as an attachment) FOB Destination for services, not including Applicable Taxes, but including all customs duties and all applicable excise taxes.

#### **1.2 EVALUATION METHOD**

The bid price will be evaluated in Canadian dollars, not including Goods and Services Tax or Harmonized Sales Tax, FOB Destination, including Canadian customs duties and excise taxes. The bid price will be calculated by determining to total evaluation amount. That amount will be calculated by totalling the evaluation amount for this period.

### **2. BASIS OF SELECTION**

An offer must comply with the requirements of the Request for Standing Offers to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing Offer.

#### **1.1 FINANCIAL EVALUATION**

Mandatory financial criterion at close of bids; Offerors must submit firm all-in rates in accordance with and based on the format used in the Basis of Payment in Appendix 4, (also as an attachment) FOB Destination for services, not including Applicable Taxes, but including all customs duties and all applicable excise taxes.

#### **1.2 EVALUATION METHOD**

The bid price will be evaluated in Canadian dollars, not including Goods and Services Tax or Harmonized Sales Tax, FOB Destination, including Canadian customs duties and excise taxes. The bid price will be calculated by determining to total evaluation amount. That amount will be calculated by totalling the evaluation amount for this period.

Solicitation No. - N° de l'invitation  
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File No. - N° du dossier  
MTC-9-42041

CCC No./N° CCC - FMS No./N° VME

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### **3. BASIS OF SELECTION**

An offer must comply with the requirements of the Request for Standing Offers to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing Offer.

## APPENDIX 6 VOLUNTARY CERTIFICATION TO SUPPORT THE USE OF APPRENTICES

(page 1 of 2)

### PUBLIC WORKS AND GOVERNMENT SERVICES CANADA APPRENTICE PROCUREMENT INITIATIVE

1. To encourage employers to participate in apprenticeship training, Offerors, bidding on construction and maintenance contracts by Public Works and Government Services Canada (PWGSC) are being asked to sign a voluntary certification, signaling their commitment to hire and train apprentices.
2. Canada is facing skills shortages across various sectors and regions, especially in the skilled trades. Equipping Canadians with skills and training is a shared responsibility. The Government of Canada made a commitment to support the use of apprentices in federal construction and maintenance contracts. Contractors have an important role in supporting apprentices through hiring and training and are encouraged to certify that they are providing opportunities to apprentices as part of doing business with the Government of Canada.
3. The Government of Canada is encouraging apprenticeships and careers in the skilled trades. In addition, the government offers a tax credit to employers to encourage them to hire apprentices. Information on this tax measure administered by the Canada Revenue Agency can be found at: [www.cra-arc.gc.ca](http://www.cra-arc.gc.ca). Employers are also encouraged to find out what additional information and supports are available from their respective provincial or territorial jurisdiction.
4. Signed certifications on page 2 of 2 will be used to better understand contractor use of apprentices on Government of Canada maintenance and construction contracts and may inform future policy and program development.
5. The Contractor hereby certifies the following:

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

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

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

If you accept fill out and sign page 2 of 2.

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



Solicitation No. - N° de l'invitation  
EE517-191905/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
MTC120

Client Ref. No. - N° de réf. du client  
R.004269.099

File No. - N° du dossier  
MTC-9-42041

CCC No./N° CCC - FMS No./N° VME

### Voluntary Certification

(To be filled out and returned with offer on a voluntary basis)

(page 2 of 2)

*Note: The Offeror will be asked to fill out a report every six months or at project completion as per sample "Voluntary Reports for Apprentices Employed during the Contract" provided at Annex C*

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

Signature: \_\_\_\_\_

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

Company Legal Name: \_\_\_\_\_

Standing Offer Solicitation Number : \_\_\_\_\_

Number of company employees: \_\_\_\_\_

Number of apprentices planned to be working on this contract: \_\_\_\_\_

Trades of those apprentices:

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Solicitation No. - N° de l'invitation  
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## **ANNEX A - SECURITY REQUIREMENT CHECK LIST (SRCL)**



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

EE517-191905

Security Classification / Classification de sécurité

S.O.

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 Travaux publics et Services Gouvernementaux Canada		2. Branch or Directorate / Direction générale ou Direction Biens immobiliers
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
4. Brief Description of Work - Brève description du travail Lieu: Institut Maurice Lamontagne, 850 route de la Mer, Mont-Joli, Québec G5H 3Z4 2 ans + 3 années d'option - 1 visite / année Description: Inspection et travaux pour: Les travaux sous-marins, la prise d'eau de mer et le pré-filtre		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui
6. Indicate the type of access required - Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p.ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Non Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciales sans entreposage de nuit?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

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 ☐ Yes  
If Yes, indicate the level of sensitivity:  
Dans l'affirmative, Indiquer le niveau de sensibilité :

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

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

Document Number / Numéro du document :

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

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

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

Special comments:  
Commentaires spéciaux :

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

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

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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





**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 Secret	COSMIC Top Secret COSMIC Très Secret	Protected Protégé			Confidential Confidentiel	Secret	Top Secret Très Secret
											A	B	C			
Information / Assets Renseignements / Biens																
Production																
IT Media Support TI																
IT Link Lien électronique																

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

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

☒ No  
Non ☐ Yes  
Oui

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



**PART D - AUTHORIZATION / PARTIE D - AUTORISATION**

**13. Organization Project Authority / Chargé de projet de l'organisme**

Name (print) - Nom (en lettres moulées)

Nancy Plourde

Title - Titre

Gestionnaire des immeubles et des installations

Signature

Telephone no. - N° de téléphone

(418) 649-2711

Facsimile - Télécopieur

(418) 649-2898

E-mail address - Adresse courriel

nancy.plourde@tpsgc-pwgsc.gc.ca

Date

2018.10.23

**14. Organization Security Authority / Responsable de la sécurité de l'organisme**

Name (print) - Nom (en lettres moulées)

Sylvain Francoeur,  
Agent régional, sûreté - Région du Québec  
Pêches et Océans Canada / Gouvernement du Canada

Title - Titre

Signature

Signature  
numérique de  
Francoeur, Sylvain  
r, Sylvain

Signature  
numérique de

Signature  
numérique de  
Francoeur, Sylvain  
Date : 2018.10.19  
14:45:25 -04'00'

Telephone - Tél. : 418-648-4169 / Télécopieur : 418-648-3383

E-mail address - Adresse courriel

Sylvain.Francoeur@dfo-mpo.gc.ca

**15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?**

Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

☒ No  
Non ☐ Yes  
Oui

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

Name (print) - Nom (en lettres moulées)

Eric Bonenfant

Title - Titre

Agent des immeubles et des installations

Signature

Telephone no. - N° de téléphone

(418) 649-2701

Facsimile - Télécopieur

(418) 649-2898

E-mail address - Adresse courriel

eric.bonenfant@tpsgc-pwgsc.gc.ca

Date

2018-10-22

**17. Contracting Security Authority / Autorisé contractante en matière de sécurité**

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Saumur, Jacques  
0

Digitally signed by Saumur,  
Jacques 0  
Date: 2018.11.16 11:26:15 -05'00'

Telephone no. - N° de téléphone

( ) -

Facsimile - Télécopieur

( ) -

E-mail address - Adresse courriel

Date

Solicitation No. - N° de l'invitation  
EE517-191905/A

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## ANNEX B - CERTIFICATE OF INSURANCE (Not required at solicitation closing) CERTIFICATE OF INSURANCE



Page 1 of 2

Description and Location of Work	Contract No. EE517-191905
UNDERWATER INSPECTION, MAINTENANCE AND REPAIR, <b>Maurice Lamontagne Institute</b> , 850, route de la Mer, Mont-Joli (QUEBEC) G5H 3Z4	Project No. R.004269.099

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

Type of Insurance	Insurer Name and Policy Number	Inception Date D / M / Y	Expiry Date D / M / Y	Limits of Liability		
<b>Commercial General Liability</b> <b>Umbrella/Excess Liability</b>				Per Occurrence	Annual General Aggregate	Completed Operations Aggregate
				\$	\$	\$
<b>Pollution Liability</b>				\$	<input type="checkbox"/> Per Incident <input type="checkbox"/> Per Occurrence	Aggregate
				\$		\$
<b>Marine Liability</b>				\$		
<b>Insert other type of insurance as required</b>				\$		

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

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

Telephone number

Signature

Date D / M / Y

CERTIFICATE OF INSURANCE Page 2 of 2

General

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

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

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

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

Commercial General Liability

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

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

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

The policy must have the following minimum limits:

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

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

**Contractors Pollution Liability**

The policy must have a limit usual for a contract of this nature, but not less than **\$1,000,000** per incident or occurrence and in the aggregate.

**Marine Liability**

The insurance coverage must be provided by a Protection & Indemnity (P&I) insurance policy and must include excess collision liability and pollution liability.

The insurance must be placed with a member of the International Group of Protection & Indemnity Associations or with a fixed market in an amount of not less than the limits determined by the *Marine Liability Act*, S.C. 2001, c. 6. Coverage must include crew liability, if it is not covered by the statutory requirements of the Territory or Province having jurisdiction over such employees.

The policy must waive all rights of subrogation against Canada as represented by Public Works and Government Services Canada for any and all loss of or damage to the watercraft however caused.

**Other types of Insurance**

To be inserted below according to specifics of project.

**Use separate page if needed.**



## **ANNEX C - VOLUNTARY REPORT FOR APPRENTICES EMPLOYED DURING THE CONTRACT (Sample)**

*(This report is not required at Offer deposit)*

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

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

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

Number of apprentices hired	Trade

## **ANNEX D - LISTING OF SUBCONTRACTORS/SUPPLIERS (Could be asked for on individual call-ups)**

**On request from the Project Manager, to be submitted on call-ups**

### **LISTING OF SUBCONTRACTORS AND SUPPLIERS**

The Bidder must submit the list of Subcontractors/Suppliers for any division of the Work as listed in the table below. If "own forces" of the General Contractor are planned to be used to execute certain division(s) of work, it must also be indicated in the table below.

	Subcontractor/Supplier	Division
1		
2		
3		
4		

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## ANNEX E – FORM 2829 SAMPLE



Public Works and  
Government Services  
Canada

Travaux publics et  
Services gouvernementaux  
Canada

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

In accordance with STANDING OFFER NO.		Conformément à l'OFFRE PERMANENTE N°	Call-up no. - N° de commande
Dated and the terms and conditions therein, you are requested to carry out the work described below.		en date du et les modalités qui y sont énumérées, vous êtes prié d'exécuter les travaux décrits ci-après.	
Contractor's name and address - Nom et adresse de l'entrepreneur		Send invoice to - Expédier la facture à	
Project no. - N° du projet	Note: Quote standing offer number, project number and call-up number on your invoice. Inscrire le numéro de l'offre permanente, le numéro du projet et le numéro de commande sur la facture.		
Location of work - Endroit des travaux		Call-up cost, GST extra - Coût de la commande, TPS en plus	

Work description - Description des travaux

**SAMPLE ONLY**  
**ÉCHANTILLON SEULEMENT**

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

Signature

Date

Departmental Representative - Représentant du ministère

Signature

Date

PWGSC-TPSGC 2829 (03/2006)