



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Bid Receiving PWGSC/TPSGC reception des soumissions

Victory Building/Édifce Victory

Room 310/pièce 310

269 Main Street/269 rue Main

Winnipeg

Manitoba

R3C 1B3

Bid Fax: (204) 983-0338

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

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

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

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

Comments - Commentaires

DOCUMENT CONTAINS A SECURITY
REQUIREMENT

Vendor/Firm Name and Address

Raison sociale et adresse du fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Public Works and Government Services Canada - Western Region

Victory Building/Édifce Victory

Room 310/pièce 310

269 Main Street/269 rue Main

Winnipeg

Manitoba

R3C 1B3

Title - Sujet Mechanical Systems Repair	
Solicitation No. - N° de l'invitation W4M00-20C038/A	Date 2020-01-14
Client Reference No. - N° de référence du client W4M00-20C038	GETS Ref. No. - N° de réf. de SEAG PW-\$PWZ-117-10966
File No. - N° de dossier PWZ-9-42161 (117)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2020-02-05	
Time Zone Fuseau horaire Central Standard Time CST	
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Gerstmar, Denise	Buyer Id - Id de l'acheteur pwz117
Telephone No. - N° de téléphone (306)241-1018 ()	FAX No. - N° de FAX (204)983-0338
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: The Department of National Defence RP OPS DET WPG Contracts 17 Wing Winnipeg PO Box 17000, Stn Forces Winnipeg MB R3J 3Y5	
Security - Sécurité This request for a Standing Offer includes provisions for security. Cette Demande d'offre à commandes comprend des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION	3
1.1 INTRODUCTION	3
1.2 SUMMARY	3
1.3 SECURITY REQUIREMENTS	4
1.4 DEBRIEFINGS	4
1.5 ANTICIPATED MIGRATION TO AN E-PROCUREMENT SOLUTION (EPS).....	4
1.6 HEALTH & SAFETY REQUIREMENTS	4
PART 2 - OFFEROR INSTRUCTIONS	4
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	4
2.2 SUBMISSION OF OFFERS	5
2.3 FORMER PUBLIC SERVANT	6
2.4 ENQUIRIES - REQUEST FOR STANDING OFFERS.....	8
2.5 APPLICABLE LAWS	8
2.6 PUBLIC WORKS AND GOVERNMENT SERVICES CANADA APPRENTICE PROCUREMENT INITIATIVE	8
PART 3 - OFFER PREPARATION INSTRUCTIONS.....	9
3.1 OFFER PREPARATION INSTRUCTIONS.....	9
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION	11
4.1 EVALUATION PROCEDURES	11
4.2 BASIS OF SELECTION.....	11
PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION	12
5.1 CERTIFICATIONS REQUIRED WITH THE OFFER.....	12
5.2 CERTIFICATIONS PRECEDENT TO THE ISSUANCE OF A STANDING OFFER AND ADDITIONAL INFORMATION.....	12
PART 6 – SECURITY AND FINANCIAL REQUIREMENTS	13
6.1 SECURITY REQUIREMENTS	13
6.2 FINANCIAL CAPABILITY	13
PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES	14
A. STANDING OFFER.....	14
7.1 OFFER - ATTACHED AT ANNEX E	14
7.2 SECURITY REQUIREMENTS	14
7.3 STANDARD CLAUSES AND CONDITIONS.....	14
7.4 TERM OF STANDING OFFER.....	15
7.5 AUTHORITIES	16
7.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS.....	16
7.7 IDENTIFIED USERS	17
7.8 CALL-UP PROCEDURES	17
7.9 ESTIMATES	17
7.10 CALL-UP INSTRUMENT	17
7.11 LIMITATION OF CALL-UPS.....	18
7.12 FINANCIAL LIMITATION	18
7.13 PRIORITY OF DOCUMENTS.....	18
7.14 CERTIFICATIONS AND ADDITIONAL INFORMATION	18
7.15 APPLICABLE LAWS.....	19
7.16 TRANSITION TO AN E-PROCUREMENT SOLUTION (EPS).....	19
B. RESULTING CONTRACT CLAUSES	20

Solicitation No. - N° de l'invitation
W4M00-20C038/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
PWZ117

Client Ref. No. - N° de réf. du client
W4M00-20C038

File No. - N° du dossier
PWZ-9-42161

CCC No./N° CCC - FMS No./N° VME

7.1	STATEMENT OF WORK.....	20
7.2	STANDARD CLAUSES AND CONDITIONS.....	20
7.3	TERM OF CONTRACT.....	22
7.4	PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS.....	22
7.5	PAYMENT.....	22
7.6	INVOICING INSTRUCTIONS.....	23
7.7	INSURANCE REQUIREMENTS.....	23
ANNEX A	25
	STATEMENT OF WORK.....	25
ANNEX B	40
	BASIS OF PAYMENT.....	40
ANNEX C	41
	HEALTH AND SAFETY REQUIREMENTS.....	41
ANNEX D	43
	PERIODIC USAGE REPORT FORM.....	43
ANNEX E	44
	OFFER.....	44
	APPENDIX 2 - INTEGRITY PROVISIONS.....	56
	APPENDIX 3 - VOLUNTARY CERTIFICATION TO SUPPORT THE USE OF APPRENTICES.....	57
ANNEX F	58
	INSURANCE REQUIREMENTS.....	58
ANNEX G	61
	VOLUNTARY REPORTS FOR APPRENTICES EMPLOYED DURING THE CONTRACT.....	61
ANNEX H	62
	SECURITY REQUIREMENTS CHECK LIST.....	62
ANNEX I	62
	TO PART 3 OF THE REQUEST FOR STANDING OFFERS.....	63
	ELECTRONIC PAYMENT INSTRUMENTS.....	63

Solicitation No. - N° de l'invitation
W4M00-20C038/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
PWZ117

Client Ref. No. - N° de réf. du client
W4M00-20C038

File No. - N° du dossier
PWZ-9-42161

CCC No./N° CCC - FMS No./N° VME

PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

The Annexes include the Statement of Work, the Basis of Payment, the Electronic Payment Instruments, and any other annexes

1.2 Summary

Mechanical Systems Repair Standing Offer, 17 Wing, CFB Winnipeg, MB.

Work under this standing offer includes the provision of skilled licensed labour, tools, equipment, supervision and material as requested by Department of National Defence in the form of call ups for mechanical systems repairs at the 17 Wing, CFB Winnipeg, Mb. Services are to be provided on an "as required" basis. It is anticipated that only 1 firm will be issued a standing offer. The Standing Offer will be established for a period of two (2) years with three (3) optional one (1) year periods.

This procurement contains MANDATORY requirements. See Part 4 and 5 of the RFSO for details.

There is a security requirement associated with this requirement. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7A - Standing Offer.

This RFSO allows offerors to use the epost Connect service provided by Canada Post Corporation to transmit their offers electronically. Offerors must refer to Part 2 of the RFSO entitled Offeror

Solicitation No. - N° de l'invitation
W4M00-20C038/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
PWZ117

Client Ref. No. - N° de réf. du client
W4M00-20C038

File No. - N° du dossier
PWZ-9-42161

CCC No./N° CCC - FMS No./N° VME

Instructions and Part 3 of the RFSO entitled Offer Preparation Instructions, for further information on using this method.

1.3 Security Requirements

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

1.4 Debriefings

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

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

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

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

1.6 Health & Safety Requirements

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

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The 2006 (2019-03-04) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

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

Delete: 60 days
Insert: 120 days

Solicitation No. - N° de l'invitation
W4M00-20C038/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
PWZ117

Client Ref. No. - N° de réf. du client
W4M00-20C038

File No. - N° du dossier
PWZ-9-42161

CCC No./N° CCC - FMS No./N° VME

2.2 Submission of Offers

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

Note: For offerors choosing to submit using epost Connect for offers closing at the Bid Receiving Unit in the Western Region the email address is:

ROReceptionSoumissions.WRBidReceiving@tpsgc-pwgsc.gc.ca

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

Facsimile number: 204-983-0338

2.2.1 Revision of Offer

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

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

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

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

Facsimile number for receipt of revisions: 204-983-0338

2.2.2 Firm Price and/or Rates

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

2.2.3 Form

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

2.2.4 Alterations

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

Solicitation No. - N° de l'invitation
W4M00-20C038/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
PWZ117

Client Ref. No. - N° de réf. du client
W4M00-20C038

File No. - N° du dossier
PWZ-9-42161

CCC No./N° CCC - FMS No./N° VME

2.2.5 Incomplete Offers

Incomplete offers may be rejected.

2.2.6 Taxes

The offeror is responsible for all applicable taxes.

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

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

2.2.7 Performance Evaluation

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

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

2.3 Former Public Servant

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

Definitions

For the purposes of this clause,

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

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

Solicitation No. - N° de l'invitation
W4M00-20C038/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
PWZ117

Client Ref. No. - N° de réf. du client
W4M00-20C038

File No. - N° du dossier
PWZ-9-42161

CCC No./N° CCC - FMS No./N° VME

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Offeror must provide the following information:

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

Solicitation No. - N° de l'invitation
W4M00-20C038/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
PWZ117

Client Ref. No. - N° de réf. du client
W4M00-20C038

File No. - N° du dossier
PWZ-9-42161

CCC No./N° CCC - FMS No./N° VME

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

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

2.4 Enquiries - Request for Standing Offers

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

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

2.5 Applicable Laws

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

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

2.6 Public Works and Government Services Canada Apprentice Procurement Initiative

1. To encourage employers to participate in apprenticeship training, Contractors bidding on construction and maintenance contracts by Public Works and Government Services Canada (PWGSC) are being asked to sign a voluntary certification, signaling their commitment to hire and train apprentices.
2. Canada is facing skills shortages across various sectors and regions, especially in the skilled trades. Equipping Canadians with skills and training is a shared responsibility. In Economic Action Plan (EAP) 2013, the Government of Canada made a commitment to support the use of apprentices in federal construction and maintenance contracts. Contractors have an important role in supporting apprentices through hiring and training and are encouraged to certify that they are providing opportunities to apprentices as part of doing business with the Government of Canada.
3. Through the Economic Action Plan 2013 and support for training programs, the Government of Canada is encouraging apprenticeships and careers in the skilled trades. In addition, the government offers a tax credit to employers to encourage them to hire apprentices. Information on this tax measure administered by the Canada Revenue Agency can be found at: www.cra-arc.gc.ca. Employers are also encouraged to find out what additional information and supports are available from their respective provincial or territorial jurisdiction.
4. Signed certifications ([Appendix 3](#)) 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.

Solicitation No. - N° de l'invitation
W4M00-20C038/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
PWZ117

Client Ref. No. - N° de réf. du client
W4M00-20C038

File No. - N° du dossier
PWZ-9-42161

CCC No./N° CCC - FMS No./N° VME

5. The Contractor hereby certifies the following:

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

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

To support this initiative, a voluntary certification signaling the Contractor's commitment to hire and train apprentices is available at Appendix 3.

If you accept fill out and sign Appendix 3.

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

- If the Offeror chooses to submit its offer electronically, Canada requests that the Offeror submits its offer in accordance with section 08 of the 2006 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation. The offer must be gathered per section and separated as follows:

Section I: Financial Offer

Section II: Certifications

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

Section I: Financial Offer (one hard copy)

Section II: Certifications (one hard copy)

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

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

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

Solicitation No. - N° de l'invitation
W4M00-20C038/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
PWZ117

Client Ref. No. - N° de réf. du client
W4M00-20C038

File No. - N° du dossier
PWZ-9-42161

CCC No./N° CCC - FMS No./N° VME

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

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

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

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

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

Section I: Financial Offer

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

3.1.1 Electronic Payment of Invoices - Offer

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete [Annex J](#) Electronic Payment Instruments, to identify which ones are accepted.

If [Annex J](#) Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

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

3.1.2 Exchange Rate Fluctuation

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

Section II: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.
- (c) Offers shall be evaluated on the basis of the lowest compliant offer being recommended for issuance of a Standing Offer.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Criteria

- .1 Pursuant to the General Instructions, submission of Request for Standing Offer (RFSO), offers must be submitted to the office designated for the receipt of offers, and must be received on or before the date and time set for solicitation closing shown on page 1 of the RFSO. A rate must be entered for each item listed in the unit price schedule of the offer.

MANDATORY REQUIREMENTS – Precedent to issuance of a Standing Offer

- .1 Health & Safety Requirements
- .2 Code of Conduct Certifications
- .3 Proof of Insurance – upon request
- .4 Former Public Servant – Competitive Requirements

4.1.2 Financial Evaluation

4.1.2.1 Evaluation of Price-Offer

SACC Manual Clause M0220T (2016-01-28), Evaluation of Price-Offer

4.2 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.

SACC Manual Clause M0069T (2007-05-25), Basis of Selection

4.2.1 Ranking

- 1. The firm submitting the lowest price compliant submission will be issued a Standing Offer.

Solicitation No. - N° de l'invitation
W4M00-20C038/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
PWZ117

Client Ref. No. - N° de réf. du client
W4M00-20C038

File No. - N° du dossier
PWZ-9-42161

CCC No./N° CCC - FMS No./N° VME

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Offer

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

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

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

5.2.1 Integrity Provisions – Required Documentation

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

5.3.1 Additional Certifications Precedent to Issuance of a Standing Offer

5.3.1.1 Insurance – See Annex F

5.3.1.2 Health & Safety Requirements - See Annex C.

5.3.1.3 Requisite certificates or licenses identified in the RFSO (eg: Journeyman Tickets) must be submitted upon request including all appendices

5.3.1.4 Status and Availability of Resources

SACC Manual Clause [M3020T](#) (2016-01-28), Status of Availability of Resources – Offer

PART 6 – SECURITY AND FINANCIAL REQUIREMENTS

6.1 Security Requirements

1. Before issuance of a standing offer, the following conditions must be met:
 - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
 - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7A - Standing Offer;
 - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful Offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.
2. For additional information on security requirements, offerors should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

6.2 Financial Capability

Financial Statements: In order to confirm an offeror's financial capability to perform the Contract, the Standing Offer Authority may during the RFSO evaluation phase, request from that offeror current financial information. The requested financial information may include, but is not limited to, an offeror's most recent audited financial statements or financial statements certified by an offeror's chief financial officer. The information provided will be considered in the offer evaluation and selection process. If an offer is found to be non-responsive on the basis that an offeror is considered financially incapable of performing the Work, that offeror will receive a written notification from the Standing Offer Authority.

Should an offeror provide the requested information to Canada in confidence while indicating that the disclosed information is confidential, Canada will treat the information in a confidential manner in accordance with the Access to Information Act, R.S. 1985, c.A-1.

Solicitation No. - N° de l'invitation
W4M00-20C038/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
PWZ117

Client Ref. No. - N° de réf. du client
W4M00-20C038

File No. - N° du dossier
PWZ-9-42161

CCC No./N° CCC - FMS No./N° VME

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer - attached at Annex E

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

7.2 Security Requirements

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE # W4M00-20C038

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 Security Program (CSP) of the Industrial Security Sector (ISS), 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 CSP/ISS/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CSP/ISS/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
 - a) Security Requirements Check List and security guide (if applicable), attached at Annex H;
 - b) *Industrial Security Manual* (Latest Edition).

For additional information on security requirements, proponents should consult the Industrial Security web site at: <http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>

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

7.3 Standard Clauses and Conditions

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

7.3.1 General Conditions

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

Solicitation No. - N° de l'invitation
W4M00-20C038/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
PWZ117

Client Ref. No. - N° de réf. du client
W4M00-20C038

File No. - N° du dossier
PWZ-9-42161

CCC No./N° CCC - FMS No./N° VME

7.3.2 Standing Offers Reporting

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

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

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

The quarterly reporting periods are defined as follows:

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

The data must be submitted to the Standing Offer Authority no later than 15 calendar days after the end of the reporting period.

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from July 1, 2020 to 30 June 2022.

7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional three (3) periods, from July 1, 2022 to June 30, 2023, July 1, 2023 to June 30, 2024 and July 1, 2024 to June 30, 2025 under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority fifteen (15) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

Solicitation No. - N° de l'invitation
W4M00-20C038/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
PWZ117

Client Ref. No. - N° de réf. du client
W4M00-20C038

File No. - N° du dossier
PWZ-9-42161

CCC No./N° CCC - FMS No./N° VME

7.5 Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Denise Gerstmar
Title: Procurement Specialist
Public Works and Government Services Canada
Procurement Branch
Directorate: Western
Address: 600 – 2010 12th Avenue, Regina SK S4P 0M3
Telephone: 306-241-1018
Facsimile: 204-983-0338
E-mail address: denise.gerstmar@pwgsc-tps.gc.ca

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

7.5.2 Project Authority

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

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

7.5.3 Offeror's Representative

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

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

Solicitation No. - N° de l'invitation
W4M00-20C038/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
PWZ117

Client Ref. No. - N° de réf. du client
W4M00-20C038

File No. - N° du dossier
PWZ-9-42161

CCC No./N° CCC - FMS No./N° VME

7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: The Department of National Defence, 17 Wing Winnipeg, Manitoba.

7.8 Call-up Procedures

1. Best Standing Offer: the offer that provides lowest prices will be retained.
The Project Authority will establish the scope of work to be performed by the successful firm and negotiate the level of effort required to perform the work based on the hourly rates contained in the Standing Offer.

7.9 Estimates

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

7.10 Call-up Instrument

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

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
2. Any of the following forms could be used which are available through [PWGSC Forms Catalogue](#) website:
 - PWGSC-TPSGC 942 Call-up Against a Standing Offer
 - PWGSC-TPGSC 942-2 Call-up Against a Standing Offer - Multiple Delivery
 - PWGSC-TPSGC 944 Call-up Against Multiple Standing Offers (English version)
 - PWGSC-TPSGC 945 Commande subséquente à plusieurs offres à commandes (French version)

or

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

Solicitation No. - N° de l'invitation
W4M00-20C038/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
PWZ117

Client Ref. No. - N° de réf. du client
W4M00-20C038

File No. - N° du dossier
PWZ-9-42161

CCC No./N° CCC - FMS No./N° VME

7.11 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$40,000.00 (Applicable Taxes included).

7.12 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of **\$TO BE IN INSERTED AT STANDING OFFER AWARD** (Goods and Services Tax or Harmonized Sales Tax excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or three (3) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

7.13 Priority of Documents

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

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

7.14 Certifications and Additional Information

7.14.1 Compliance

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

Solicitation No. - N° de l'invitation
W4M00-20C038/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
PWZ117

Client Ref. No. - N° de réf. du client
W4M00-20C038

File No. - N° du dossier
PWZ-9-42161

CCC No./N° CCC - FMS No./N° VME

7.14.2 SACC Manual Clauses

SACC Manual clause M3020C (2016-01-28), Status of Availability of Resources - Standing Offer

7.15 Applicable Laws

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

7.16 Transition to an e-Procurement Solution (EPS)

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

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

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

B. RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.2 Standard Clauses and Conditions

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	<u>R2810D</u>	(2017-08-17);
GC2 Administration of the Contract	<u>R2820D</u>	(2016-01-28);
GC3 Execution and Control of the Work	<u>R2830D</u>	(2019-11-28);
GC4 Protective Measures	<u>R2840D</u>	(2008-05-12);
GC5 Terms of Payment	<u>R2550D</u>	(2019-11-28);
GC6 Delays and Changes in the Work	<u>R2860D</u>	(2019-05-30);
GC7 Default, Suspension or Termination of Contract	<u>R2870D</u>	(2018-06-21);
GC8 Dispute Resolution	<u>R2884D</u>	(2016-01-28);
GC9 Contract Security	<u>R2890D</u>	(2014-06-26);
GC10 Insurance	<u>R2900D</u>	(2008-05-12);
Allowable Costs for Contract Changes under GC6.4.1 Supplementary Conditions	<u>R2950D</u>	(2015-02-25);
- 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.

A contract is formed between Canada and the Offeror only when a Call-up duly signed is issued by the Departmental Representative and accepted by the Offeror*. The Offeror shall then be referred to as "the Contractor" and the Contract includes the Offer, the Specifications referred to in the Unit Price Schedule, the General Conditions, and the Call-up.

Interpretation

Solicitation No. - N° de l'invitation
W4M00-20C038/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
PWZ117

Client Ref. No. - N° de réf. du client
W4M00-20C038

File No. - N° du dossier
PWZ-9-42161

CCC No./N° CCC - FMS No./N° VME

"*Accepted by the Offeror*" * means that the Offeror has agreed to, and commenced performance of the work.

"*Minister*" includes a person acting for the Minister, the Minister's successor in office, their lawful deputy and their representatives appointed for the purpose of the Standing Offer.

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

"*Superintendent*" or "*Supervisor*" means the employee or representative of the Contractor designated by the Contractor to act as Superintendent;

"*Unit Price Table*" means the table of prices per unit set out in the Offer; and

"*Work*" means, subject only to any express stipulation in the Contract to the contrary, everything that is necessary to be done, furnished or delivered by the Contractor to perform the Contract in accordance with the work as described in each Call-up, and in the technical specifications or statement of work.

7.2.2 CHANGES TO GC5 R2550D - TERMS OF PAYMENT

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

GC5.4 Payment

.1 Terms of Payment

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

Solicitation No. - N° de l'invitation
W4M00-20C038/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
PWZ117

Client Ref. No. - N° de réf. du client
W4M00-20C038

File No. - N° du dossier
PWZ-9-42161

CCC No./N° CCC - FMS No./N° VME

shall commence upon receipt of the requested information. Payment shall be made prior to or on the thirtieth (30) day after receipt of the corrected invoice or the required information.

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

7.3 Term of Contract

7.3.1 Period of the Contract

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

7.4 Proactive Disclosure of Contracts with Former Public Servants

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

7.5 Payment

7.5.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit price(s) as specified in Annex B – Basis of Payment.

Customs duties are included and Applicable Taxes are extra.

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

Solicitation No. - N° de l'invitation
W4M00-20C038/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
PWZ117

Client Ref. No. - N° de réf. du client
W4M00-20C038

File No. - N° du dossier
PWZ-9-42161

CCC No./N° CCC - FMS No./N° VME

7.5.2 Limitation of Price

SACC Manual clause C6000C (2017-08-17) Limitation of Price

7.5.3 SACC Manual Clauses

SACC Manual clause A9117C (2007-11-30), T1204 - Direct Request by Customer Department

7.5.4 Electronic Payment of Invoices – Call-up

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);

7.6 Invoicing Instructions

DND

.1 Invoices

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

7.7 Insurance Requirements

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

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

Solicitation No. - N° de l'invitation
W4M00-20C038/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
PWZ117

Client Ref. No. - N° de réf. du client
W4M00-20C038

File No. - N° du dossier
PWZ-9-42161

CCC No./N° CCC - FMS No./N° VME

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

Solicitation No. - N° de l'invitation
W4M00-20C038/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
PWZ117

Client Ref. No. - N° de réf. du client
W4M00-20C038

File No. - N° du dossier
PWZ-9-42161

CCC No./N° CCC - FMS No./N° VME

ANNEX A STATEMENT OF WORK

DEPARTMENT OF NATIONAL DEFENCE

SPECIFICATION

STANDING OFFER AGREEMENT
MECHANICAL CONSTRUCTION

17 WING, WINNIPEG MB R3J 3Y5

1 SITE OF WORK

17 Wing area of responsibility, PO Box 17000 Stn Forces, Winnipeg MB R3J 3Y5.

2 WORK INCLUDED

The work under this contract comprises the supply of all labour, material, tools, equipment, transportation and supervision necessary to carry out repairs, alterations and additions as directed by the Engineer.

.1 Work required includes, but is not limited to:

.1 Services of:

- .1 provincially licensed journeyman plumber/apprentice,
- .2 provincially licenced journeyman steamfitter/apprentice,
- .3 provincially licenced journeyman welder/apprentice, qualifications must be job specific as directed by the Engineer,
- .4 provincially licenced journeyman sheet metal worker/apprentice,
- .5 provincially licenced journeyman refrigeration mechanic/apprentice,
- .6 provincially licensed gasfitter, and
- .7 any other qualified person, required to carry out maintenance, alterations and additions as directed by the Engineer.

.2 Work required:

- .1 Installation/maintenance to plumbing, fixtures, drains, hot and cold water lines, furnaces, ductwork, and all associated components as directed.
- .2 Installation/maintenance to all air handling systems, heating systems, refrigeration units, and all associated components as directed.
- .3 Construction of or alterations to the interior and/or exterior of buildings.

3 SECURITY REQUIREMENT

- .1 The Contractor is required to supply the names of all personnel that will require access to 17 Wing and its associated units to the Engineer upon award of contract and on a regular basis as employees change or as requested by the Engineer.
- .2 This requirement is in place to ensure quick access to 17 Wing and associated Units. If a Contractor's employee name is not provided in advance, the Contractor's employee may experience delays in getting access. Any time lost while the Contractor's employees are waiting for access due to names not being forwarded to the Engineer, will be the responsibility of the Contractor.

4 SUB CONTRACTING

- .1 All subcontractors will be the sole responsibility of the General Contractor.
- .2 All subcontractors will be approved by the Engineer.
- .3 All subcontractors must be fully qualified to Journeyman status in their respective trades and for the specific job.

5 PRODUCTS

- .1 Supply of materials and replacement parts required for the performance of work will be provided at a laid down cost, excluding provincial sales tax. The Goods and Services Tax is to be shown as separate item.
- .2 A copy of supplier's paid invoices to be supplied to Engineer on demand.

6 SERVICES

- .1 Services. Services shall be provided on an "as required" basis and shall be available on five calendar days excluding emergencies.
- .2 Service Calls. The Contractor shall accept all calls from the Engineer or the Engineer's authorized representative for inspections and/or repairs as may be required, the Engineer will be contacted and the request actioned within 3 calendar days after receipt of notice. All requests for services will be confirmed, in writing, by Requisition on SOA.
- .3 Emergency Calls. Contractor to provide contact number where they can be reached on a 24/7 basis. The Engineer will be contacted and the request actioned within 2 hrs of receipt of notification. A telephone answer service is not acceptable.
- .4 Tradespeople. Tradespeople provided on this contract must be fully qualified in their respective trade with proven experience at the licenced journeyman level.

7 TRANSPORTATION

The Contractor shall provide transportation on the site for the Contractor's employees and their tools, equipment and materials, required for the performance of the work designated under this contract.

8 TOOLS AND EQUIPMENT

The supply of all tools and equipment required for the satisfactory performance of work under this contract shall be the responsibility of the Contractor. DND equipment/tools will not be used.

9 INVOICES

- .1 All invoices submitted for payment shall be accompanied by Requisition on SOA
- .2 Invoices are to include a breakdown as follows:
 - .1 Rates of pay and hours of work for each tradesperson.
 - .2 An itemized list of materials used, by cost, shall be shown on all invoices submitted for payment.
 - .3 Extended total.
 - .4 Goods and Services Tax (GST) to be shown as a separate item.
 - .5 Where sub-contracting is involved, a copy of sub-contractor's paid invoice shall accompany the invoice against the requisition.
 - .6 Where discount or mark-up is applicable, please indicate separately.
- .3 Invoices submitted for payment against this contract that are not properly identified will be returned to the Contractor for proper annotation before certification for payment is made.

10 WORK ESTIMATES

- .1 The Engineer will normally request an approximate cost for call-ups, in which case a verbal estimate is acceptable.

- .2 If a "Quote" is requested, a written quote shall be faxed to the Engineer requesting it, at no cost to DND.

11 CODES AND STANDARDS

- .1 Perform all work in accordance with the latest edition of the National Building Code of Canada (NBC), Canadian Electrical Code, National Plumbing Code, Natural Gas Installation Code, National Fire Codes, National Fire Protection Association Standards, any applicable provincial or local codes.
- .2 Materials and workmanship must conform to or exceed applicable standards of Canadian Government Specifications Board (CGSB), Canadian Standards Association (CSA), American Society for Testing and Materials (ASTM) and other referenced organizations.
- .3 Conform to latest revision of dated referenced standards, effective as published by the standard authority. Standards or codes not dated shall be deemed the edition in force on date of this specification.
- .4 Refrigeration mechanics/apprentices must perform work within guidelines of the Ozone-depleting Substances Regulations 1998, the Federal Halocarbon Regulations and the Manitoba Ozone-depleting Substances Act and Regulations. In the event of conflict between any of the above regulations, the most stringent regulation shall apply.
- .5 Refrigeration mechanics/apprentices must possess a valid Manitoba Atmosphere Protection Environmental Certificate and provide to the Engineer all applicable records, reports and notices required by the regulations outlined in 11.4 above.
- .6 Apprentice tradesmen will be accompanied by Journeyman at all times.

12 SETTING OUT OF WORK

- .1 Locate general reference points and take action necessary to prevent their disturbance.
- .2 Employ a competent person to lay out work in accordance with control lines provided by Engineer.

13 SCAFFOLDING

Construct and maintain scaffolding in a rigid, secure and safe manner. Erect independent of walls. Remove promptly when no longer required.

14 FIRES

Fires and burning of rubbish on-site not permitted.

15 ROUGHING-IN

Be responsible for obtaining manufacturer's literature and for correct roughing-in and hook-up of equipment and fixtures.

16 CUTTING, FITTING AND PATCHING

- .1 Execute cutting (including excavation), fitting and patching of work that may be required to make work fit properly together to receive or be received by other work.
- .2 Where existing work is altered or cut, patch and make good to match existing, adjacent surfaces.
- .3 Make cuts with clean, true, smooth edges. Make patches inconspicuous in final assembly.
- .4 Fit work airtight to pipes, sleeves, ducts and conduits.

17 LOCATION OF FIXTURES

Locations of fixtures, apparatus, outlets, etc., shown or specified, shall be considered as approximate. Actual locations shall be as directed and required to suit conditions at time of installation and as is reasonable. Before installation, inform Engineer of impending installation and consult with Engineer for actual location.

18 EXISTING SERVICES

- .1 Where work of this contract involves breaking into or connecting to existing services, carry out work at times directed by governing authorities, with a minimum of disturbance to pedestrian and vehicular traffic, and to occupants and function of existing building.
- .2 Provide adequate bridging over trenches which cross sidewalks or roads to permit normal traffic.
- .3 Protect, relocate or maintain existing active services as required. When inactive services are encountered, cap off in a manner approved by authorities having jurisdiction over the service.

19 ADDITIONAL DRAWINGS

Engineer may furnish additional drawings to assist the proper execution of work. These will be issued for clarification purposes only. Such drawings shall have the same meaning and intent as if they were included with original drawings.

20 TEMPORARY FACILITIES

- .1 Sanitary Facilities. If required, provide sanitary facilities for workforce in accordance with governing regulations and ordinances.
- .2 Enclosure of Structure. Provide temporary weathertight enclosures.
 - .1 Post notices and take such precautions as required by local health authorities. Keep areas and premises in a sanitary condition.
 - .2 Erect enclosures to allow accessibility for installation of materials and working inside of enclosure.
 - .3 Design enclosures to withstand wind pressure.
- .3 Power and Water. Contractor shall be responsible for making arrangements for power and water with the occupant of the housing unit and will make payment for such power and water used, as demanded by the occupant. Water and power from Base buildings, armouries and satellites will be provided free of charge.
- .4 Drainage. Provide temporary drainage and pumping as necessary to keep excavations and site of the work free from water at all times.
 - .1 Do not pump water containing silt in suspension into existing sewer or drainage system.
- .5 Removal of Temporary Facilities. Remove all temporary facilities from site when directed by Engineer.
 - .1 Restore connection points for electric power and water to original condition.

21 SAFETY REQUIREMENTS

- .1 General. The Contractor will be responsible to take all necessary steps to protect personnel (workers, visitors, general public) and property from any harm during the course of the contract.
- .2 Construction Safety Measures. Observe and enforce construction safety measures required by the most recent edition of the National Building Code of Canada, provincial government, Workers Compensation Board, and municipal statutes and authorities.
 - .1 In event of conflict between any provisions of above authorities, the most stringent provision will apply.
- .3 Work Procedures and Equipment.
 - .1 All work procedures and equipment will be in accordance with legislated standards.
 - .2 A "Hot Work" permit is required for any hot work such as welding, cutting, or brazing in any area on Base (see Annex A to this specification). Hot Work permits are issued and controlled by the Wing Fire Chief.
 - .3 Position cranes, hoists or scaffolding and operate them in a manner that will not result in damage to nearby aircraft, equipment or personnel even if slung loads or smaller objects fall or the equipment collapses.
- .4 Barricades. Barricade dangerous work sites, trenches and excavations.
- .5 Unguarded Work Sites. When work sites are left unguarded, especially overnight, powered equipment must be left at zero energy potential, material must be safely positioned and stacked, and portable ladders leading to elevated work platforms removed and secured.
- .6 Lockout Procedure. When persons would be placed at risk should the facility, machine or equipment become energized or move during inspection, maintenance, or repair, lockout procedures are required. Lockouts must be initiated by qualified Department of National Defence (DND) tradespeople although each tradesperson or worker responsible for the job or the equipment/facility will separately lockout.
- .7 Safety Personnel and Responsibility:
 - .1 The Contractor shall supply competent personnel, implement their safety program and ensure that DND and provincial safety and health standards are being complied with.
 - .2 DND shall monitor daily to ensure safety requirements are met and safety records are properly kept and maintained. Initial disregard for safety standards will cause the contract to be reviewed and a written record of the review will become part of the contract document.
 - .3 The Contractor will report to the contract supervisor and jurisdictional authorities any accident or incident involving contractor, DND or public personnel and/or property arising from the Contractor's execution of work.

21 SAFETY REQUIREMENTS (cont'd)

- .8 Delay Due to Health and Safety Regulations Infractions:
 - .1 The Contractor will include all provisions of the contract in any agreement with sub-contractors and hold all sub-contractors equally responsible for safe work performance.
 - .2 If the Contractor is responsible for a delay in the progress of work due to an infraction of legislated health and safety requirements, the Contractor will, without additional cost to DND, work such overtime, acquire and use equipment or material for the execution as deemed necessary in the opinion of the contract supervisor, to avoid delay in the final completion of the work or any operation thereof.
- .9 Fire Safety Requirements. Comply with requirements of Fire Orders and Precautions for Civilian Contractors as issued by the Wing Fire Chief.
- .10 Overloading. No part of the work shall be loaded to the point, which will endanger its safety.
- .11 Falsework. Falsework shall conform with CSA S269.1-1975, national, provincial and/or local codes and by-laws governing this type of work.
- .12 Solvent and Adhesives. Take suitable fire precautions. Smoking is not permitted in working area. Use in well ventilated areas only. Do not dispose of volatile wastes, paint thinners, etc. in storm or sanitary sewers.

22 HAZARDOUS MATERIALS

- .1 Material Safety Data Sheets must be provided to the Wing Construction Engineering Officer for any controlled product being brought onto 17 Wing.

23 MATERIALS

- .1 General. Use new materials unless otherwise specified.
- .2 Manufacturers' Instructions. Unless otherwise specified, comply with manufacturers' latest printed instructions for materials and installation methods to be used.
 - .1 Notify Engineer, in writing, of any conflict between these specifications and manufacturers' instructions so that the Engineer can designate which specification is to be followed.
- .3 Delivery and Storage. Deliver, store and maintain packaged materials with manufacturers' seals and labels intact.
 - .1 Prevent damage, adulteration and soiling of materials during delivery, handling and storage. Immediately remove rejected materials from site.
 - .2 Store materials in accordance with suppliers' instructions.

24 CLEANING

- .1 General. Conduct cleaning and disposal operations to comply with local ordinances and anti-pollution laws.
 - .1 Do not bury rubbish and waste materials on project site.
 - .2 Do not dispose of wastes into streams or waterways.
 - .3 Store volatile wastes in covered metal containers and remove from premises daily.
 - .4 Prevent accumulation of wastes which create hazardous conditions. Do not conceal waste material in hidden spaces.
 - .5 Provide adequate ventilation during use of volatile or noxious substances.
- .2 Materials. Use only cleaning materials recommended by manufacturer of surface to be cleaned and as recommended by cleaning material manufacturer.
- .3 Cleaning During Construction. Maintain project grounds and public properties free from accumulations of waste materials and rubbish.
 - .1 Wet down materials and rubbish to prevent blowing dust.
 - .2 Provide on-site containers for collection of waste materials and rubbish.
 - .3 Remove waste materials and rubbish from site.
- .4 Final Cleaning. In preparation for substantial completion or occupancy, conduct final inspection of sight-exposed interior and exterior surfaces and of concealed spaces.
 - .1 Remove grease, dust, dirt, stains, labels, fingerprints and other foreign materials from sight-exposed interior and exterior finished surfaces including glass.
 - .2 Broom clean and damp mop hard surfaces. Vacuum carpets; rake exterior work areas.
 - .3 Remove debris and materials from roof areas.
 - .4 Leave entire work area neat and clean.

25 ALTERATIONS TO EXISTING BUILDING

Execute work with least possible interference or disturbance to occupants and normal use of premises. Arrange with Engineer to facilitate execution of work.

26 USE OF PREMISES

The Contractor shall confine the Contractor's apparatus, storage of materials and operations of the Contractor's workers to the limits indicated by law ordinances under the direction of the Engineer, and shall not unreasonably encumber the site.

Solicitation No. - N° de l'invitation
W4M00-20C038/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
PWZ117

Client Ref. No. - N° de réf. du client
W4M00-20C038

File No. - N° du dossier
PWZ-9-42161

CCC No./N° CCC - FMS No./N° VME

27 CONTRACT STANDING OPERATING PROCEDURE FOR HALOCARBONS

- .1 The enclosed Standing Operating Procedure for Halocarbons and Federal Halocarbon Regulations dated 2003 shall be followed whenever a contracting agency is called upon to perform refrigeration or air-conditioning work directly associated with the recovery, charging, or leak testing of systems.
- .2 The form entitled "Contractors" must be completed for all related call-ins, plus any additional applicable form (s) such as Service Log, Leak Test Notice, Add New System, Disposal or Decommissioning Notice and Halocarbon Release Report (enclosed).
- .3 Once completed, these forms are to be sent to the Contract OPI and furtherance to the Wing Environment Office for inputting into the Federal Halocarbon Management System (FHMS).

Annexes:

Annex A Hot Work Permit

Enclosures: 1

Solicitation No. - N° de l'invitation
W4M00-20C038/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
PWZ117

Client Ref. No. - N° de réf. du client
W4M00-20C038

File No. - N° du dossier
PWZ-9-42161

CCC No./N° CCC - FMS No./N° VME

Annex A

SAMPLE NUMBER 1

HOT WORK PERMIT

DATE _____ SUPERVISOR _____

BUILDING _____ FLOOR _____

WORK TO BE DONE _____

SPECIAL PRECAUTIONS TO BE TAKEN _____

FIRE WATCH PROVIDED _____ NAME _____

The location where this work is to be done has been checked, and necessary precautions have been taken. Permission is granted for this work.

SIGNED _____
Fire Inspector/Shop Foreman

Work area and all adjacent areas to which sparks, hot slag and heat might have spread (including floors and ceilings above and below, and on the opposite sides of walls) were inspected 30 minutes after the work was completed and were found in a fire safe condition.

SIGNED _____
Job Supervisor

DISTRIBUTION

Original to supervisor and returned to
Fire Prevention Section upon completion of work

Duplicate to be held by Fire Prevention Inspector

Solicitation No. - N° de l'invitation
W4M00-20C038/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
PWZ117

Client Ref. No. - N° de réf. du client
W4M00-20C038

File No. - N° du dossier
PWZ-9-42161

CCC No./N° CCC - FMS No./N° VME

SAMPLE NUMBER 2

Before approving any cutting, welding or use of open flame, the Wing Fire Inspector or the Wing Fire Inspector's appointed representative (Shop Foreman) shall inspect the work area and confirm that all necessary precautions have been taken to prevent fire in accordance with NFPA 51B.

Precautions

YES/NO	Sprinklers in service
YES/NO	Smoke detectors/fire alarm system
YES/NO	F.A. system shut down
YES/NO	F.A. system not shut down
YES/NO	Cutting and welding equipment in good repair
YES/NO	Floors swept clean of combustibles
YES/NO	Combustible floors protected (wet down, covered in wet sand, or metal shields)
YES/NO	Flammable liquids removed or adequately covered
YES/NO	All wall and floor openings covered
YES/NO	Covers set up below work area to catch hot slag and sparks.

Work on Walls or Ceilings

(tanks, containers, ducts, dust collectors, etc.)

YES/NO	Equipment cleaned of all combustibles
YES/NO	Containers purged of flammable liquids

Fire Watch

YES/NO	To be provided during and for 30 minutes following operation
YES/NO	Extinguisher on site
YES/NO	Trained in use of extinguisher and in sounding fire alarm

FOR FURTHER ASSISTANCE OR ADVICE,
CONTACT CE FIRE PREVENTION STAFF PRIOR TO BEGINNING WORK

Solicitation No. - N° de l'invitation
W4M00-20C038/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
PWZ117

Client Ref. No. - N° de réf. du client
W4M00-20C038

File No. - N° du dossier
PWZ-9-42161

CCC No./N° CCC - FMS No./N° VME

STANDING OPERATING PROCEDURE FOR HALOCARBONS

Compliance of these operating procedures is applicable to all equipment and systems containing halocarbons as listed in Schedule 1 of the Federal Halocarbon Regulations.

1. While on DND owned or leased property, every contractor shall ensure compliance with all applicable Federal, Provincial and/or Municipal legislation and associated regulations. This includes, but is not limited to, the latest editions of the Federal Halocarbon Regulations (FHR), Refrigeration Code of Practice, Canadian Environmental Protection Act, and (CEPA, 1999) and is in compliance with WHMIS. Applicable legislation can be found at the Environment web page: <http://www.ec.gc.ca/> or a copy can be requested from 17 Wing Contracts. The contractor is also responsible for complying with all provincial safety laws and regulations and provincial authorities responsible for enforcing these regulatory instruments. Additionally the contractor shall comply with all 17 Wing Winnipeg, 1 Canadian Air Division and/or National Defence Headquarters policies, guidelines and directives. If there is any confusion, overlap or duplication the most stringent regulation, policy or guideline shall apply.
2. In the event of a leak of any size of halocarbons the contractor shall immediately respond with adequate resources as deemed appropriate by Wing specialists such as Environmental Officer, Hazmat Officer and Mechanical Supervisor. All clean up, restoration and rehabilitation shall be conducted in accordance with the above.
3. Under section 24 of the Manitoba Ozone Depleting Substance (ODS) Regulation 103/94, a person who owns, operates, services, installs or repairs equipment from which there has been a release of an ODS (accidental or not) over 10 kilograms (22 pounds) must report the incident immediately to an Environment Officer. Report the incident by faxing the completed information on ODS Leak report Form to (204) 948-2420 and by calling (204) 945-7017 (toll free 1-800-282-8069 extension 7017 outside Winnipeg). A copy of the release report must also be sent to 17 Wing Environment at Fax No. 833-2607.
4. All tradespeople that install, service, leak test or charge halocarbon refrigeration and air conditioning system must have all of the following: valid Ozone Depletion Prevention Card, a valid Trade Qualification Certificate (TQC) be qualified journeyman or apprentice under the direct supervision of a journeyman. This applies to all sub-contractors who service refrigeration and air conditioning systems.
5. All invoices must be accompanied by the appropriate documentation such as: leak test notice, decommissioning notice, release report, service log. These documents must be in order prior to payment.
6. The 17 Wing mechanical shop must be informed of all new equipment that contains any refrigerant prior to the equipment arriving at the Wing.
7. Contractors shall be responsible for the actions of their employees, agents or sub-contractors.
8. These terms and conditions apply to all contractors performing work on behalf of the Department of National Defence at 17 Wing Winnipeg and associated facilities (including satellite sites). Further information or clarification can be obtained by contacting the Wing Environment Office at (204) 833-2500 extension 2054.

I have read, understand, and agree to comply with the above stipulations.

Contractor's Signature

Date

17 Wing/OPI

Date

Solicitation No. - N° de l'invitation
W4M00-20C038/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
PWZ117

Client Ref. No. - N° de réf. du client
W4M00-20C038

File No. - N° du dossier
PWZ-9-42161

CCC No./N° CCC - FMS No./N° VME

**17 Wing Environment
Contractors Procedures for Reporting Halocarbon Releases:**

Less Than 100 KG (220 LBS):

1. Complete the 17 Wing Winnipeg Hazardous Materials Incident Report.
2. Forward report to Wing Hazardous Materials Coordinator (WHMC) (FAX 2607).
3. Complete and submit as required a Provincial Release Report (PRR).
4. Forward a copy of the PRR to WHMC (FAX 2607).

100 KG (220 LBS) or Greater:

Immediately Contact W EnvO (204) 291-7175 for Wing Ops (204) 833-2700

1. Complete the 17 Wing Winnipeg Hazardous Materials Incident Report.
2. Forward report to WHMC (FAX 2607).
3. Immediately inform Environment Canada and the Province of the release.
4. Forward your completed copy of the Environment Canada and Provincial Release Reports to WHMC (FAX 2607).

NOTE: The contractor is responsible to ensure that they have the correct reporting addresses, telephone numbers and contacts for their respective areas.
A copy of same is to be sent to WHMC (FAX 2607).

ENVIRONMENT CANADA REPORTING TELEPHONE NUMBERS:

Alberta - 1 800 222 6514
Manitoba - 944-4888
NWT - 1 867 920 8130
Ontario - 1 800 268 6060
Sask - 1 800 667 7525

Solicitation No. - N° de l'invitation
W4M00-20C038/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
PWZ117

Client Ref. No. - N° de réf. du client
W4M00-20C038

File No. - N° du dossier
PWZ-9-42161

CCC No./N° CCC - FMS No./N° VME

17 WING HALOCARBON MANAGEMENT PROGRAM DOCUMENTATION INSTRUCTIONS

These instructions have been created to assist contractors completing 17 Wing's Halocarbon Management Program documentation, which is required under the Federal Halocarbon Regulations, 2003.

Note: All work conducted on halocarbon containing equipment must be done by or under the supervision of a certified journeyman technician. A copy of the journeyman technician's certification will be required to be submitted.

The following documents will be available from DND for the contractor to use when conducting work on any equipment/systems containing halocarbons.

Preventative Maintenance Service Log Report (PMSL)

The PMSL - This report is printed on yellow colour paper and will be completed:

- On all refrigeration and air-conditioning units when servicing is conducted. This will include service calls not related to refrigeration equipment of the unit.
- Once the work is finished the completed PMSL report is to be returned to DND.

If a leak is detected while conducting maintenance on the equipment the following is to occur using the "System Leak Test Notice report" printed on green colour paper.

System Leak Test Notice Report (SLTN)

- Complete the PMSL report section for the maintenance/loss of refrigerant.
- Complete the System Leak Test Notice (SLTN) report.
- Return the PMSL and SLTN reports to DND.
- Obtain a leak test tag and sleeve from DND, fill out all the information and place the tag within the unit's electrical compartment.
- Original copies of the PMSL and the SLTN report will be forwarded to DND.

Decommissioning Report

When a refrigeration unit is to be decommissioned a "Preventative Maintenance Service Log" (PMSL) printed on yellow colour paper, and a "Decommissioning Notice" form printed on blue colour paper is to be completed in its entirety and returned to DND. In addition, a decommissioning tag must be affixed to the unit. Please note the procedure:

- Complete a Preventative Maintenance Service Log (PMSL).
- Complete a Decommissioning Notice.
- Return the Decommissioning Notice and the PMSL to DND.
- Obtain a Decommissioning tag and sleeve from DND, fill out all the information and place the tag on the unit in a visual/dry location.
- Original copies of the Decommissioning Report (which includes the PMSL as well as the Decommissioning Notice) will be forwarded to DND.

Installation of New Units

Upon installation of a new unit, a PMSL and an SLTN report must be completed. Please note the following procedure:

- Complete the PMSL report section for the installation.

Solicitation No. - N° de l'invitation
W4M00-20C038/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
PWZ117

Client Ref. No. - N° de réf. du client
W4M00-20C038

File No. - N° du dossier
PWZ-9-42161

CCC No./N° CCC - FMS No./N° VME

- Once installed a leak test must be completed. Complete the System Leak Test Notice (SLTN) report.
- Return the PMSL and SLTN reports to DND.
- Obtain a leak test tag and sleeve from DND, fill out all the information and place the tag within the unit's electrical compartment.
- Original copies of the PMSL and the SLTN report will be forwarded to DND.

Solicitation No. - N° de l'invitation
W4M00-20C038/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
PWZ117

Client Ref. No. - N° de réf. du client
W4M00-20C038

File No. - N° du dossier
PWZ-9-42161

CCC No./N° CCC - FMS No./N° VME

ANNEX B BASIS OF PAYMENT

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

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

.1 Hourly Rates:

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

See attached for details

ANNEX C HEALTH AND SAFETY REQUIREMENTS

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

1.) SPECIAL INSTRUCTIONS TO BIDDERS (SI):

WCB AND SAFETY PROGRAM

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

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

2.) SUPPLEMENTARY CONDITIONS (SC):

Workplace Safety and Health

1. EMPLOYER/PRIME CONTRACTOR

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

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

Solicitation No. - N° de l'invitation
W4M00-20C038/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
PWZ117

Client Ref. No. - N° de réf. du client
W4M00-20C038

File No. - N° du dossier
PWZ-9-42161

CCC No./N° CCC - FMS No./N° VME

2. SUBMITTALS

2.1 The Contractor shall provide to Canada:

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

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

3. LABOUR AUTHORITY CONTACT:

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

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

MANITOBA

Manitoba Labour
Workplace Safety and Health Branch
200 – 401 York Avenue
Winnipeg, Manitoba, R3C 0P8
Attention: Client Services

Telephone: (204) 945-6848
Facsimile: (204) 945-4556__

Solicitation No. - N° de l'invitation
W4M00-20C038/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
PWZ117

Client Ref. No. - N° de réf. du client
W4M00-20C038

File No. - N° du dossier
PWZ-9-42161

CCC No./N° CCC - FMS No./N° VME

ANNEX D PERIODIC USAGE REPORT FORM

Return to:

Denise Gerstmar	(204) 983-0338	Denise.gerstmar@pwgsc-tpsgc.gc.ca
<i>Name</i>	<i>Fax</i>	<i>Email address</i>

at:

Public Works and Government Services Canada
Real Property Contracting, Procurement Branch
Suite 310, 269 Main Street
Winnipeg, Manitoba R3C 1B3

SUPPLIER: _____

REPORT FOR THE PERIOD ENDING: _____

Item No.	Description of Work	Value of the Call-Up/Contract	GST/HST
(A) Total Dollar Value Call-ups for this reporting period:			
(B) Accumulated Call-Up totals to date:			
(A+B) Total Accumulated Call-Ups:			

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

PREPARED BY: _____

NAME: _____

TELEPHONE NO.: _____

SIGNATURE: _____ DATE: _____

ANNEX E OFFER

Description of Work: Winnipeg, Manitoba
DND, 17 Wing, CFB Winnipeg, Manitoba
Mechanical System Repair Standing Offer

1. OFFER

- .1 This Standing Offer is made by the Offeror to Canada;
- .2 This Offer is to furnish all necessary tools, plant, equipment, services, materials and labour to execute and complete the Work described above in careful and workmanlike manner;
- .3 The Work shall be more particularly described in individual Call-ups to be issued by the Project Authority, hereinafter called the "Departmental Representative";
- .4 Individual Call-ups may be issued, from time to time, during the period identified in Part 7A, clause 7.4.1, hereinafter called the "Term".

2. GENERAL PROVISIONS

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

The Offeror agrees:

- .1 to carry out individual work projects as requisitioned from time to time by the Departmental Representative in Call-ups Against a Standing Offer, in Part 7A, clause 7.9, copies of which the Offeror acknowledges to have in its possession, in accordance with the requirements set out therein and in consideration of payment of amounts to be determined pursuant to section 3. Below;
- .2 to provide, on demand from the Departmental Representative, a detailed price estimate, calculated in accordance with section 4 below, and a proposed work schedule for each work project; and
- .3 to commence Work promptly upon receipt of each Call-up issued pursuant to this Offer, duly signed by the Departmental Representative.
- .4 This Offer does not constitute a binding contract between Canada and the Offeror. The Departmental Representative shall have the right to issue a Call-up with those other offerors which have also submitted offers to Canada.

Solicitation No. - N° de l'invitation
W4M00-20C038/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
PWZ117

Client Ref. No. - N° de réf. du client
W4M00-20C038

File No. - N° du dossier
PWZ-9-42161

CCC No./N° CCC - FMS No./N° VME

-
- .5 A contract is formed between Canada and the Offeror only when a Call-up duly signed is issued by the Departmental Representative and accepted by the Offeror. The Offeror shall then be referred to as "the Contractor" and the Contract includes the Offer, the Specifications referred to in the Unit Price Schedule below, the General Conditions and the Call-up.
 - .6 The estimated number of hours, the quantities of material and plant, and the amount of the Allowance for Unspecified material set out in the Unit Price Schedule are for the purpose of comparative evaluation of the offers and do not express an obligation on the part of Canada to order any or all of the work, material or plant listed therein.
 - .7 The Offeror declares that no bribe, gift or benefit has been or will be paid, given, promised or offered directly or indirectly to any official or employee of Canada or to a member of the family of such person, with a view to influence the entry into or the administration of any contract which may result from this Offer.

3. FINANCIAL TERMS

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

Solicitation No. - N° de l'invitation
W4M00-20C038/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
PWZ117

Client Ref. No. - N° de réf. du client
W4M00-20C038

File No. - N° du dossier
PWZ-9-42161

CCC No./N° CCC - FMS No./N° VME

- .2 The hourly rates requested in the offer and acceptance for specific types of service shall be the total cost to perform the work including but not limited to:
- i. labour including supervision, allowances and liability insurance;
 - ii. travel time;
 - iii. transportation/vehicle expenses;
 - iv. tools and tackle;
 - v. overhead and profit;
 - vi. any other incidental expenses other than supply of materials and replacement parts relating to the delivery of labour.

- .3 It is considered that regular hours of work fall between 0700 and 1600 hours, Monday to Friday.

4. PRICES

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

4.1 Unit Price Schedules - Rates

Rates must include any and all related expenses, including travel, meals and accommodation.

Taxes, if applicable, are not to be included.

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

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

SCHEDULE A
Year 1 – July 1, 2020 to June 30, 2021

Col.1	Col.2	Col.3	Col.4	Col.5	Col.6
Item	Class of Labour, material or plant	Unit	Estimated Hours/ Quantity	Unit Price \$ ¢	Estimated total price \$ ¢
1.	Hourly rate, including travel time and all related expenses. a) During Regular Hours: 0700 - 1600 hours, Monday through Friday				
a.	i) Journeyman Plumber	Per hour	500	\$	\$
	ii) Apprentice	Per hour	200	\$	\$
b.	i) Journeyman Steamfitter	Per hour	500	\$	\$
	ii) Apprentice	Per hour	200	\$	\$
c.	i) Journeyman Welder	Per hour	500	\$	\$
	ii) Apprentice	Per hour	200	\$	\$
d.	i) Journeyman Sheet Metal Worker	Per hour	200	\$	\$
	ii) Apprentice	Per hour	100	\$	\$
e.	i) Journeyman Refrigeration Mechanic	Per hour	200	\$	\$
	ii) Apprentice	Per hour	100	\$	\$
f.	i) Journeyman Gasfitter	Per hour	200	\$	\$
	ii) Apprentice	Per hour	100	\$	\$
2.	Hourly rate, including travel time and all related expenses. a) Outside Regular Hours: Monday through Sunday, including all day Saturday, Sunday and holidays.				
a.	i) Journeyman Plumber	Per hour	500	\$	\$
	ii) Apprentice	Per hour	200	\$	\$
b.	i) Journeyman Steamfitter	Per hour	500	\$	\$
	ii) Apprentice	Per hour	200	\$	\$
c.	i) Journeyman Welder	Per	500	\$	\$

Solicitation No. - N° de l'invitation
W4M00-20C038/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
PWZ117

Client Ref. No. - N° de réf. du client
W4M00-20C038

File No. - N° du dossier
PWZ-9-42161

CCC No./N° CCC - FMS No./N° VME

	ii) Apprentice	hour			
		Per hour	200	\$	\$
d.	i) Journeyman Sheet Metal Worker	Per hour	200	\$	\$
	ii) Apprentice	Per hour	100	\$	\$
e.	i) Journeyman Refrigeration Mechanic	Per hour	200	\$	\$
	ii) Apprentice	Per hour	100	\$	\$
f.	i) Journeyman Gasfitter	Per hour	200	\$	\$
	ii) Apprentice	Per hour	100	\$	\$
3.	Contractors mark-up on allowance for unspecified material, replacement parts, required permits and certificates. (% markup x \$20,000) (% x \$20,000)+ \$20,000	%	\$20,000.00	_____ %	\$
Year 1 – Subtotal (GST/HST extra)					\$

SCHEDULE B
Year 2 – July 1, 2021 to June 30, 2022

Col.1	Col.2	Col.3	Col.4	Col.5	Col.6
Item	Class of Labour, material or plant	Unit	Estimated Hours/ Quantity	Unit Price \$ ¢	Estimated total price \$ ¢
1.	Hourly rate, including travel time and all related expenses. a) During Regular Hours: 0700 - 1600 hours, Monday through Friday				
a.	i) Journeyman Plumber	Per hour	500	\$	\$
	ii) Apprentice	Per hour	200	\$	\$
b.	i) Journeyman Steamfitter	Per hour	500	\$	\$
	ii) Apprentice	Per hour	200	\$	\$
c.	i) Journeyman Welder	Per hour	500	\$	\$
	ii) Apprentice	Per hour	200	\$	\$
d.	i) Journeyman Sheet Metal Worker	Per hour	200	\$	\$
	ii) Apprentice	Per hour	100	\$	\$
e.	i) Journeyman Refrigeration Mechanic	Per hour	200	\$	\$

Solicitation No. - N° de l'invitation
W4M00-20C038/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
PWZ117

Client Ref. No. - N° de réf. du client
W4M00-20C038

File No. - N° du dossier
PWZ-9-42161

CCC No./N° CCC - FMS No./N° VME

	ii) Apprentice	Per hour	100	\$	\$
f.	i) Journeyman Gasfitter	Per hour	200	\$	\$
	ii) Apprentice	Per hour	100	\$	\$
2.	Hourly rate, including travel time and all related expenses. a) Outside Regular Hours: Monday through Sunday, including all day Saturday, Sunday and holidays.				
a.	i) Journeyman Plumber	Per hour	500	\$	\$
	ii) Apprentice	Per hour	200	\$	\$
b.	i) Journeyman Steamfitter	Per hour	500	\$	\$
	ii) Apprentice	Per hour	200	\$	\$
c.	i) Journeyman Welder	Per hour	500	\$	\$
	ii) Apprentice	Per hour	200	\$	\$
d.	i) Journeyman Sheet Metal Worker	Per hour	200	\$	\$
	ii) Apprentice	Per hour	100	\$	\$
e.	i) Journeyman Refrigeration Mechanic	Per hour	200	\$	\$
	ii) Apprentice	Per hour	100	\$	\$
f.	i) Journeyman Gasfitter	Per hour	200	\$	\$
	ii) Apprentice	Per hour	100	\$	\$
3.	Contractors mark-up on allowance for unspecified material, replacement parts, required permits and certificates. (% markup x \$20,000) (% x \$20,000)+ \$20,000	%	\$20,000.00	_____ %	\$
Year 2 – Subtotal (GST/HST extra)					\$

SCHEDULE C
Option Year 1 – July 1, 2022 to June 30, 2023

Col.1	Col.2	Col.3	Col.4	Col.5	Col.6
Item	Class of Labour, material or plant	Unit	Estimated Hours/ Quantity	Unit Price \$ ¢	Estimated total price \$ ¢
1.	Hourly rate, including travel time and all related expenses. a) During Regular Hours: 0700 - 1600 hours, Monday through Friday				
a.	i) Journeyman Plumber	Per hour	500	\$	\$
	ii) Apprentice	Per hour	200	\$	\$
b.	i) Journeyman Steamfitter	Per hour	500	\$	\$
	ii) Apprentice	Per hour	200	\$	\$
c.	i) Journeyman Welder	Per hour	500	\$	\$
	ii) Apprentice	Per hour	200	\$	\$
d.	i) Journeyman Sheet Metal Worker	Per hour	200	\$	\$
	ii) Apprentice	Per hour	100	\$	\$
e.	i) Journeyman Refrigeration Mechanic	Per hour	200	\$	\$
	ii) Apprentice	Per hour	100	\$	\$
f.	i) Journeyman Gasfitter	Per hour	200	\$	\$
	ii) Apprentice	Per hour	100	\$	\$
2.	Hourly rate, including travel time and all related expenses. a) Outside Regular Hours: Monday through Sunday, including all day Saturday, Sunday and holidays.				
a.	i) Journeyman Plumber	Per hour	500	\$	\$
	ii) Apprentice	Per hour	200	\$	\$
b.	i) Journeyman Steamfitter	Per hour	500	\$	\$
	ii) Apprentice	Per hour	200	\$	\$

Solicitation No. - N° de l'invitation
W4M00-20C038/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
PWZ117

Client Ref. No. - N° de réf. du client
W4M00-20C038

File No. - N° du dossier
PWZ-9-42161

CCC No./N° CCC - FMS No./N° VME

c.	i) Journeyman Welder	Per hour	500	\$	\$
	ii) Apprentice	Per hour	200	\$	\$
d.	i) Journeyman Sheet Metal Worker	Per hour	200	\$	\$
	ii) Apprentice	Per hour	100	\$	\$
e.	i) Journeyman Refrigeration Mechanic	Per hour	200	\$	\$
	ii) Apprentice	Per hour	100	\$	\$
f.	i) Journeyman Gasfitter	Per hour	200	\$	\$
	ii) Apprentice	Per hour	100	\$	\$
3.	Contractors mark-up on allowance for unspecified material, replacement parts, required permits and certificates. (% markup x \$20,000) (% x \$20,000)+ \$20,000	%	\$20,000.00	_____ %	\$
Option Year 1 – Subtotal (GST/HST extra)					\$

Solicitation No. - N° de l'invitation
W4M00-20C038/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
PWZ117

Client Ref. No. - N° de réf. du client
W4M00-20C038

File No. - N° du dossier
PWZ-9-42161

CCC No./N° CCC - FMS No./N° VME

SCHEDULE D
Option Year 2 – July 1, 2023 to June 30, 2024

Col.1	Col.2	Col.3	Col.4	Col.5	Col.6
Item	Class of Labour, material or plant	Unit	Estimated Hours/ Quantity	Unit Price \$ ¢	Estimated total price \$ ¢
1.	Hourly rate, including travel time and all related expenses. a) During Regular Hours: 0700 - 1600 hours, Monday through Friday				
a.	i) Journeyman Plumber	Per hour	500	\$	\$
	ii) Apprentice	Per hour	200	\$	\$
b.	i) Journeyman Steamfitter	Per hour	500	\$	\$
	ii) Apprentice	Per hour	200	\$	\$
c.	i) Journeyman Welder	Per hour	500	\$	\$
	ii) Apprentice	Per hour	200	\$	\$
d.	i) Journeyman Sheet Metal Worker	Per hour	200	\$	\$
	ii) Apprentice	Per hour	100	\$	\$
e.	i) Journeyman Refrigeration Mechanic	Per hour	200	\$	\$
	ii) Apprentice	Per hour	100	\$	\$
f.	i) Journeyman Gasfitter	Per hour	200	\$	\$
	ii) Apprentice	Per hour	100	\$	\$
2.	Hourly rate, including travel time and all related expenses. a) Outside Regular Hours: Monday through Sunday, including all day Saturday, Sunday and holidays.				
a.	i) Journeyman Plumber	Per hour	500	\$	\$
	ii) Apprentice	Per hour	200	\$	\$
b.	i) Journeyman Steamfitter	Per hour	500	\$	\$
	ii) Apprentice	Per hour	200	\$	\$

Solicitation No. - N° de l'invitation
W4M00-20C038/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
PWZ117

Client Ref. No. - N° de réf. du client
W4M00-20C038

File No. - N° du dossier
PWZ-9-42161

CCC No./N° CCC - FMS No./N° VME

c.	i) Journeyman Welder	Per hour	500	\$	\$
	ii) Apprentice	Per hour	200	\$	\$
d.	i) Journeyman Sheet Metal Worker	Per hour	200	\$	\$
	ii) Apprentice	Per hour	100	\$	\$
e.	i) Journeyman Refrigeration Mechanic	Per hour	200	\$	\$
	ii) Apprentice	Per hour	100	\$	\$
f.	i) Journeyman Gasfitter	Per hour	200	\$	\$
	ii) Apprentice	Per hour	100	\$	\$
3.	Contractors mark-up on allowance for unspecified material, replacement parts, required permits and certificates. (% markup x \$20,000) (% x \$20,000)+ \$20,000	%	\$20,000.00	_____ %	\$
Option Year 2 – Subtotal (GST/HST extra)					\$

Solicitation No. - N° de l'invitation
W4M00-20C038/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
PWZ117

Client Ref. No. - N° de réf. du client
W4M00-20C038

File No. - N° du dossier
PWZ-9-42161

CCC No./N° CCC - FMS No./N° VME

SCHEDULE E
Option Year 3 – July 1, 2024 to June 30, 2025

Col.1	Col.2	Col.3	Col.4	Col.5	Col.6
Item	Class of Labour, material or plant	Unit	Estimated Hours/ Quantity	Unit Price \$ ¢	Estimated total price \$ ¢
1.	Hourly rate, including travel time and all related expenses. a) During Regular Hours: 0700 - 1600 hours, Monday through Friday				
a.	i) Journeyman Plumber	Per hour	500	\$	\$
	ii) Apprentice	Per hour	200	\$	\$
b.	i) Journeyman Steamfitter	Per hour	500	\$	\$
	ii) Apprentice	Per hour	200	\$	\$
c.	i) Journeyman Welder	Per hour	500	\$	\$
	ii) Apprentice	Per hour	200	\$	\$
d.	i) Journeyman Sheet Metal Worker	Per hour	200	\$	\$
	ii) Apprentice	Per hour	100	\$	\$
e.	i) Journeyman Refrigeration Mechanic	Per hour	200	\$	\$
	ii) Apprentice	Per hour	100	\$	\$
f.	i) Journeyman Gasfitter	Per hour	200	\$	\$
	ii) Apprentice	Per hour	100	\$	\$
2.	Hourly rate, including travel time and all related expenses. a) Outside Regular Hours: Monday through Sunday, including all day Saturday, Sunday and holidays.				
a.	i) Journeyman Plumber	Per hour	500	\$	\$
	ii) Apprentice	Per hour	200	\$	\$
b.	i) Journeyman Steamfitter	Per hour	500	\$	\$
	ii) Apprentice	Per hour	200	\$	\$

Solicitation No. - N° de l'invitation
W4M00-20C038/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
PWZ117

Client Ref. No. - N° de réf. du client
W4M00-20C038

File No. - N° du dossier
PWZ-9-42161

CCC No./N° CCC - FMS No./N° VME

c.	i) Journeyman Welder	Per hour	500	\$	\$
	ii) Apprentice	Per hour	200	\$	\$
d.	i) Journeyman Sheet Metal Worker	Per hour	200	\$	\$
	ii) Apprentice	Per hour	100	\$	\$
e.	i) Journeyman Refrigeration Mechanic	Per hour	200	\$	\$
	ii) Apprentice	Per hour	100	\$	\$
f.	i) Journeyman Gasfitter	Per hour	200	\$	\$
	ii) Apprentice	Per hour	100	\$	\$
3.	Contractors mark-up on allowance for unspecified material, replacement parts, required permits and certificates. (% markup x \$20,000) (% x \$20,000)+ \$20,000	%	\$20,000.00	_____ %	\$
Option Year 3 – Subtotal (GST/HST extra)					\$

4.2 TOTAL EVALUATED PRICE (Initial 1 Year Term + 2nd Year+ option year 1 + option year 2 + option year 3)

Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6
Sub Total SCHEDULE A) Year 1	Sub Total SCHEDULE B) Year 2	Sub Total SCHEDULE C) Option Year 1	Sub Total SCHEDULE D) Option Year 2	Sub Total SCHEDULE E) Option Year 3	Total Evaluated Price (col.1 + col.2 + col.3 + col.4 + col.5 = col.6)
\$	\$	\$	\$	\$	\$

Solicitation No. - N° de l'invitation
W4M00-20C038/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
PWZ117

Client Ref. No. - N° de réf. du client
W4M00-20C038

File No. - N° du dossier
PWZ-9-42161

CCC No./N° CCC - FMS No./N° VME

APPENDIX 3 - VOLUNTARY CERTIFICATION TO SUPPORT THE USE OF APPRENTICES

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

Name: _____

Signature: _____

Company Name: _____

Company Legal Name: _____

Solicitation Number: _____

Optional information to provide: _____

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

Trades of those apprentices:

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

ANNEX F INSURANCE REQUIREMENTS

- 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.

Solicitation No. - N° de l'invitation
W4M00-20C038/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
PWZ117

Client Ref. No. - N° de réf. du client
W4M00-20C038

File No. - N° du dossier
PWZ-9-42161

CCC No./N° CCC - FMS No./N° VME

The Insurance Terms have been amended. Refer to Part 6 clause 3.

CERTIFICATE OF INSURANCE

Page 1 of 2



Travaux publics et Services gouvernementaux Canada / Public Works and Government Services Canada

Description and Location of Work : Mechanical System Repair Department if National Defence 17 Wing Winnipeg Winnipeg, Manitoba	Contract No. W4M00-20C038 Project No.
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Name of Insurer, Broker or Agent	Address (No., Street)	City	Province	Postal Code
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Name of Insured (Contractor) Code	Address (No., Street)	City	Province	Postal
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Additional Insured

Her Majesty the Queen in Right of Canada as represented by the Minister of Public Works and Government Services

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

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

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

Telephone

Signature
/ Y

Date D / M

Solicitation No. - N° de l'invitation
W4M00-20C038/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
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Client Ref. No. - N° de réf. du client
W4M00-20C038

File No. - N° du dossier
PWZ-9-42161

CCC No./N° CCC - FMS No./N° VME

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 insurance policies must be endorsed to provide Canada with not less than thirty (30) days notice in writing in advance of a cancellation of insurance or any reduction in 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) **\$2,000,000** Each Occurrence Limit;
- (b) **\$2,000,000** General Aggregate Limit per policy year if the policy contains a General Aggregate; and
- (c) **\$2,000,000** Products/Completed Operations Aggregate Limit.

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

Solicitation No. - N° de l'invitation
W4M00-20C038/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
PWZ117

Client Ref. No. - N° de réf. du client
W4M00-20C038

File No. - N° du dossier
PWZ-9-42161

CCC No./N° CCC - FMS No./N° VME

ANNEX H
SECURITY REQUIREMENTS CHECK LIST

See attached.

Solicitation No. - N° de l'invitation
W4M00-20C038/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
PWZ117

Client Ref. No. - N° de réf. du client
W4M00-20C038

File No. - N° du dossier
PWZ-9-42161

CCC No./N° CCC - FMS No./N° VME

ANNEX I
to PART 3 OF THE REQUEST FOR STANDING OFFERS

ELECTRONIC PAYMENT INSTRUMENTS

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

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);

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

1) Contracting Government Department or Organization / Ministère ou organisme gouvernemental d'origine (DN)		2) Branch or Directorate / Direction générale ou Direction RP OPS DET WINNIPEG	
3) Subcontract Number / Numéro du contrat de sous-traitance N/A		4) Name and Address of Subcontractor / Nom et adresse du sous-traitant N/A	
5) Brief Description of Work / Brève description du travail REPAIRS/MAINTENANCE/REPLACEMENT OF MECHANICAL SYSTEMS			
6) a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> Yes / Oui <input type="checkbox"/> No / Non	
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"/> Yes / Oui <input type="checkbox"/> No / Non	
7) a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur a-t-il 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)			
b) Will the supplier and its employees (e.g. agents, 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"/> Yes / Oui <input checked="" type="checkbox"/> No / Non	
c) Is this a commercial courier or delivery requirement with no overnight storage? / Il s'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> Yes / Oui <input type="checkbox"/> No / Non	
7) a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input type="checkbox"/>		NATO / OTAN <input type="checkbox"/>	
Foreign / Étranger <input type="checkbox"/>			
7) b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>		All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	
Not releasable / À ne pas diffuser <input type="checkbox"/>		No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	
Restricted to / Limité à: <input type="checkbox"/>		Restricted to / Limité à: <input type="checkbox"/>	
Specify country(ies) / Préciser le(s) pays:		Specify country(ies) / Préciser le(s) pays:	
7) c) Level of information / Niveau d'information			
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	
SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>	
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SI/INT) / TRÈS SECRET (SI/INT) <input type="checkbox"/>		TOP SECRET (SI/INT) / TRÈS SECRET (SI/INT) <input type="checkbox"/>	

TBS/SCT 350-103/06 (1/12)

Security Classification / Classification de sécurité

PART I - ACCESS TO SENSITIVE INFORMATION
 1. 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 classifiés PROTÉGÉS et/ou CLASSIFIÉS?
 Dans l'affirmative, indiquez le niveau de sensibilité: No Yes Out

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

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

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

PART II - PERSONNEL SECURITY / PARTIE II - PERSONNEL / FOURNISSEUR
 10 a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

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

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?
 If yes, will unscreened personnel be escorted? / Dans l'affirmative, le personnel en question sera-t-il escorté? No Yes Out
 On DND premises, unscreened pers. may only access public/reception zones No Yes Out

PART III - SAFEGUARDS SUPPLIER / PARTIE III - 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 Out

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 Out

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 seront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? No Yes Out

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 Out

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 Out

TBS/SCT 310-103(804/12)

Security Classification / Classification de sécurité

TABLEAU RÉCAPITULATIF / PARTIE D'OPTION
 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 kiosk), the summary chart is automatically populated by your responses to previous questions. Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par kiosque), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMINTC				
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTRICTED	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COMINTC TOP SECRET / COMINTC TRÈS SECRET	PROTECTED / PROTÉGÉ			SECRET	TOP SECRET / TRÈS SECRET
											A	B	C		
Information / Informations															
Programs / Programmes															
IT / IT															
IT Support / Support IT															
IT User / Utilisateur IT															
IT Equipment / Matériel IT															

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

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

12. b) Was the documentation attached to this SRCL PROTECTED and/or CLASSIFIED?
 La documentation associée à la présente LVRS 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 attachment(s) (e.g. SECRET with Attachments).
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

PARTIE D'AUTORISATION / PARTIE D'AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres majuscules) CLAUDE J J TALLEFER		Title - Titre CONTRACT INSPECTOR RP OPS DET WINNIPEG	Signature
Telephone No. - N° de téléphone 204-292-1400	Facsimile No. - N° de télécopieur 204-833-2622	E-mail address - Adresse courriel Claude.Talfer@forces.gc.ca	Date OCTOBER 25 2018
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres majuscules) Sasa Medjovic		Title - Titre Senior Security Analyst Industrial Security	Signature
Telephone No. - N° de téléphone 919 006 0288	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel sasa.medjovic@crces.gc.ca	Date 2019-08-29
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?			
		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres majuscules) Denise Gerstmar		Title - Titre Procurement Specialist	Signature
Telephone No. - N° de téléphone 138 241 018	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel denise.gerstmar@crces.gc.ca	Date 2020-01-14
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres majuscules)		Title - Titre GoodDavidson, son, Vanessa	Digitally signed by GoodDavidson, Vanessa Date: 2019.10.30 15:39:10 -04'00'
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	