



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada

1713 Bedford Row

Halifax, N.S./Halifax, (N.É.)

Halifax

Nova Scotia

B3J 1T3

Bid Fax: (902) 496-5016

REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

Proposal To: Public Works and Government Services Canada

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

Proposition aux: Travaux Publics et Services Gouvernementaux Canada

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

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du

fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Atlantic Region Acquisitions/Région de l'Atlantique
Acquisitions

1713 Bedford Row

Halifax, N.S./Halifax, (N.É.)

Halifax

Nova Scot

B3J 1T3

Title - Sujet POL Dispensing Units Maintenance	
Solicitation No. - N° de l'invitation W010C-190186/A	Date 2020-01-20
Client Reference No. - N° de référence du client W010C-19-0186	
GETS Reference No. - N° de référence de SEAG PW-\$HAL-122-5973	
File No. - N° de dossier HAL-9-82020 (122)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2020-03-03	Time Zone Fuseau horaire Atlantic Standard Time AST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Chinye (HAL), Chukwudi	Buyer Id - Id de l'acheteur hal122
Telephone No. - N° de téléphone (902) 401-7604 ()	FAX No. - N° de FAX (902) 496-5016
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE WILLOW PARK BLDG 7 STN FORCES HALIFAX NOVA SCOTIA B3K5X5 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée See Herein	Delivery Offered - Livraison proposée
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

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File No. - N° du dossier
HAL-9-82020

Buyer ID - Id de l'acheteur
Hal122
CCC No./N° CCC - FMS No./N° VME

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PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification, the Insurance Requirements, DND 626 Task Authorization Form and any other annexes.

1.2 Summary

Work to be performed under this services contract comprises of the furnishings of all labour, equipment, materials, tools and supervision required for the inspection, cleaning, calibration & maintenance of POL Dispensing units, pumps, flow meters, level monitors, leak detectors & leak testing fuel distribution systems at CFB Halifax Nova Scotia, in accordance to the Statement of Work in Annex A- Job No. W010C-190186.

"There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders 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".

This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder

Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information."

1.3 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation 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.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The [2003](#) (2019-03-04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 90 days

2.2 Submission of Bids

Bids must be submitted only to the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit specified below by the date and time indicated on page 1 of the bid solicitation:

RETURN BIDS TO:

Bid Receiving
Public Works and Government Services Canada
1713 Bedford Row,
Halifax, N.S.
B3J 1T3

TPSGC.RARceptionSoumissionsNE-ARBidReceivingNS.PWGSC@tpsgc-pwgsc.gc.ca

Note: Bids 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 [2003](#), or to send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

Facsimile number: (902-496-5016)."

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 FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes () No ()**

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

- a. name of former public servant;

-
- b. date of termination of employment or retirement from the Public Service.

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

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes () No ()**

If so, the Bidder must provide the following information:

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

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders 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 the Bidder do so, so that the proprietary nature of the question(s) is eliminated and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.5 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Nova Scotia.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, 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 Bidders.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

- If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

The bid must be gathered per section and separated as follows:

Section I: Technical Bid
Section II: Financial Bid
Section III: Certifications

If the Bidder chooses to submit its bid in hard copies, Canada requests that the Bidder submits its bid in separately bound sections as follows:

Section I: Technical Bid (One hard copy)

Section II: Financial Bid (One hard copy)

Section III: 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 Bidder is simultaneously providing copies of its bid 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.

"Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (One hard copy)

Section II: Financial Bid (One hard copy)

Section III: 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."

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

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

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

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

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

Section I: Technical Bid

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Section II: Financial Bid

3.1.1 Bidders must submit their financial bid in accordance with the "Basis of Payment in Annex "B").

3.1.2 Electronic Payment of Invoices – Bid

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

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

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

3.1.3 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation

3.1.4 SACC Manual Clauses

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

4.1.1.1. Mandatory Technical Criteria

To be considered responsive, a bid must meet all of the following mandatory evaluation criteria. Bids not meeting all of the mandatory requirements will be given no further consideration.

The bidder must provide evidence of its experience and past performance by referencing projects or contracts satisfactorily rendered for a minimum of three (3) years within the last ten (10) years in the repairs of POL dispensing units and monitoring systems, wherein the range of services provided are comparable to those described in this Request for Proposal. Merely stating that the bidder has been in business or performing POL dispensing unit contracts/projects within the last ten (10) years or more does not constitute evidence nor past performance. The bidder's start and completion date for all referenced project or contract must total three (3) years. The Start and completion dates for each project must be completed by each bidder. For evaluation purposes, Projects on or after January 01, 2010 constitutes past ten (10) years.

Bidder's can provide more projects and contracts to demonstrate three (3) years' experience. Please provide the information in the format shown below and submit a separate table for each Project.

PROJECT/CONTRACT NO. 1	
Name of client organization or Company Name: _____	
Name and title of client contact	Name: _____ Title: _____
Telephone and facsimile number of client contact	Phone No.: _____ Fax No.: _____
Start date of Project/Contract	Month _____ Year _____

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HAL-9-82020

Buyer ID - Id de l'acheteur
Hal122
CCC No./N° CCC - FMS No./N° VME

Completion date of Project/Contract		Month _____ Year _____
Brief Description of Project or Contract: _____ _____ _____ _____ _____ _____		
PROJECT/CONTRACT NO. 2		
Name of client organization or Company Name: _____		
Name and title of client contact	Name: _____ Title: _____	
Telephone and facsimile number of client contact	Phone No.: _____ Fax No.: _____	
Start date of Project/Contract	Month _____ Year _____	
Completion date of Project/Contract	Month _____ Year _____	
Brief Description of Project or Contract: _____ _____ _____ _____ _____ _____		
PROJECT/CONTRACT NO. 3		
Name of client organization or Company Name: _____		
Name and title of client contact	Name: _____ Title: _____	
Telephone and facsimile number of client contact	Phone No.: _____ Fax No.: _____	
Start date of Project/Contract	Month _____ Year _____	

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Completion date of Project/Contract	Month _____ Year _____
Brief Description of Project or Contract:	

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

SACC Manual Clause [A0220T](#) (2014-06-26), Evaluation of Price-Bid

4.2 Basis of Selection

4.2.1 Mandatory Technical Criteria

SACC Manual Clause [A0031T](#) (2010-08-16), Basis of Selection – Mandatory Technical Criteria

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the Integrity declaration form available on the [Forms for the Integrity](#)

Regime 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 Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder 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 specified will render the bid 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>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid list at the time of contract award.

5.2.3 Additional Certifications Precedent to Contract Award

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

1. Before award of a contract, the following conditions must be met:

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
- (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
- (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, Bidders 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.

6.5 Insurance Requirements

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex E .

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

PART 7 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

7.1 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

7.1.2 Task Authorization

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

7.1.2.1 Task Authorization Process

1. The Technical Authority will provide the Contractor with a description of the task using the "DND 626, Task Authorization Form.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis(bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Technical Authority, within two (2) calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Technical Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

7.1.2.2 Task Authorization Limit

The Technical Authority may authorize individual task authorizations up to a limit of \$23,000.00, Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Technical Authority and Contracting Authority before issuance.

7.1.2.3 Canada's Obligation - Portion of the Work - Task Authorizations

Canada's obligation with respect to the portion of the Work under the Contract that is performed through task authorizations is limited to the total amount of the actual tasks performed by the Contractor.

7.1.2.4 Periodic Usage Reports - Contracts with Task Authorizations

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below or in Annex "G". If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

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

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31; and

4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than (14) calendar days after the end of the reporting period.

Reporting Requirement- Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain :

For each authorized task:

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

For all authorized tasks:

- i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

7.1.2.5 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by RPOSH (H) contracts personnel ONLY. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

7.2 Standard Clauses and Conditions

All clauses and conditions identified in the Contract 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.

7.2.1 General Conditions

2035 (2018-06-21), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

7.3 Security Requirements

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

PWGSC FILE No W010C-19-0186

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 Contract Security Program (CSP) of the Industrial Security Sector (ISS), Public Works and Government Services (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP/ISS/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the 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 C;
 - b) *Industrial Security Manual* (Latest Edition).

7.4 Term of Contract

7.4.1 Period of the Contract

The Work is to be performed during the period of _____ to _____ **(One year from contract award which would be determined prior to contract award).**

7.4.3 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period(s) under the same conditions. The Contractor

agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 30 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

The Contracting Authority for the Contract is:

Name: Chukwudi Chinye

Title: Supply Specialist

Public Works and Government Services Canada

Acquisitions Branch

Address: 1713 Bedford Row, Halifax, NS B3J 3C9

Telephone: 902-401-5476

Facsimile: 902-496-5016

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

7.5.2 Project Authority

The Project Authority for the Contract is: (To be determined at contract award,

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____-____-____

Facsimile: ____-____-____

E-mail address: _____

In its absence, the Project Authority is:

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____-____-____

Facsimile: ____-____-____

E-mail address: _____

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

7.5.3 Contractor's Representative (To be completed by bidder.).

Name: _____
Telephone Number: _____
Cellular Number: _____
Facsimile Number: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Payment

7.7.1 Basis of Payment

The Contractor will be paid firm monthly rates, in arrears, as follows, for the In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price, as specified in Annex A. *Customs duties are excluded and Applicable Taxes are extra.*

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

7.7.2 Limitation of Expenditure-Scheduled Maintenance

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____ (to be determined at contract award). Customs duties are excluded and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of

the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75% committed, or
- b. four months before the contract expiry date, or
- c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.7.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of **\$50,000.00**. Customs duties are excluded and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.7.3 Single Payment

H1000C-Single Payment-2008-05-12

7.7.4 SACC Manual clauses

T1204 - Direct Request by Customer Department

7.7.5 Electronic Payment of Invoices – Contract

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);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

7.7.6 Discretionary Audit

Discretionary Audit- C0705C- 2010-01-11

7.7.7 Time Verification

Time Verification-C0711C-2008-05-12

7.8 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Each invoice must be supported by:
 - a. a copy of time sheets to support the time claimed;
 - b. a copy of the release document and any other documents as specified in the Contract;
 - c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
 - d. a copy of the monthly progress report.
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
 - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

7.9 Certifications and Additional Information

7.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the

Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

7.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Nova Scotia.

7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (c) the general conditions (2035-,2018-06-21-Higher Complexity - Services);
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) Annex D, Insurance Requirements;
- (h) the signed Task Authorizations (including all of its annexes, if any);
- (i) the Contractor's bid dated _____, (*insert date of bid*)

7.12 Foreign Nationals (Canadian Contractor *OR* Foreign Contractor)

SACC Manual clause [A2000C](#) (2006-06-16) Foreign Nationals (Canadian Contractor)

SACC Manual clause [A2001C](#) (2006-06-16) Foreign Nationals (Foreign Contractor)

7.13 Insurance – Specific Requirements

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

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

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

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7.14 ... SACC Manual clause

Canadian Forces Site Regulations-A9062C-2011-05-16

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ANNEX “A”

STATEMENT OF WORK

ANNEX "B"

BASIS OF PAYMENT

TABLE 1: SCHEDULED MAINTENANCE

TRAVEL TO AND FROM SITES MUST BE INLCUDED IN THE PRICE PER UNIT RATE IN TABLE 1 BELOW

YEAR 1:

Column A	Column B Item Description	Column C Unit of Measurement	Column D Estimated Quantity	Column E Price Per Unit	Column F Extended Price= Col D *Column E
Monitoring and Leak Detection Equipment Inspection and Testing					
ROUTINE MAINTENANACE					
1	Annual Inspections within Halifax Regional Municipality (HRM)	Per inspection	36	\$ _____	\$ _____
2	Annual Inspections outside Halifax Regional Municipality (HRM)	Per Inspection	5	\$ _____	\$ _____
POL Dispensing Units: Routine Maintenance as stipulated in Annex A-Statement of Work					
3	Annual Inspections within HRM	Per Inspection	14	\$ _____	\$ _____
Dipping of Tanks as stipulated in Annex A- Statement of Work					
4	Annual Dipping of tanks within HRM	Per dip	84	\$ _____	\$ _____
5	Annual dipping of tanks outside HRM	Per dip	23	\$ _____	\$ _____
Table 1: Total Year 1					\$ _____ +HST

TABLE 2

TASK AUTHORIZATION (as and when requested basis)

Year 1:

Column A	Column B Item Description	Column C Unit of Measurement	Column D Estimated Quantity	Column E Price Per Unit	Column F Extended Price= Col D *Column E
Labour rates during normal working hours – Includes travel time to and from the work site and all related expenses. Estimated Annual Usage (D) is for evaluation purposes only and does not infer all the quantities for that item will be utilized or that the quantities may not be exceeded. Normal hours: 07:30-1600 hours-Monday to Friday					
1	a) Service Technician	Per hour	100	\$ _____	\$ _____
	b) Technician Helper	Per hour	100	\$ _____	\$ _____
Labour rates outside normal working hours – Includes travel time to and from the work site and all related expenses. Estimated Annual Usage (D) is for evaluation purposes only and does not infer all the quantities for that item will be utilized or that the quantities may not be exceeded. Outside Normal hours-16:01 and 07:30, weekends and holidays					
2	a) Service Technician	Per hour	20	\$ _____	\$ _____
	b) Technician Helper	Per Hour	20	\$ _____	\$ _____
Table 1-Total Year 1					\$ _____+HST

Materials and Replacement parts will be at the contractors net cost plus a mark-up of 10% with supporting documentation such as invoice and receipts.

Year 1 Total- Table 1- Total Year 1 + Table 2- Total Year 1 =\$ _____+HST

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TABLE 1: SCHEDULED MAINTENANCE

TRAVEL TO AND FROM SITES MUST BE INLCUED IN THE PRICE PER UNIT RATE IN TABLE 1 BELOW

OPTION YEAR 1:

Column A	Column B Item Description	Column C Unit of Measurement	Column D Estimated Quantity	Column E Price Per Unit	Column F Extended Price= Col D *Column E
Monitoring and Leak Detection Equipment Inspection and Testing					
ROUTINE MAINTENANACE					
1	Annual Inspections within Halifax Regional Municipality (HRM)	Per inspection	36	\$ _____	\$ _____
2	Annual Inspections outside Halifax Regional Municipality (HRM)	Per Inspection	5	\$ _____	\$ _____
POL Dispensing Units: Routine Maintenance as stipulated in Annex A-Statement of Work					
3	Annual Inspections within HRM	Per Inspection	14	\$ _____	\$ _____
Dipping of Tanks as stipulated in Annex A- Statement of Work					
4	Annual Dipping of tanks within HRM	Per dip	84	\$ _____	\$ _____
5	Annual dipping of tanks outside HRM	Per dip	23	\$ _____	\$ _____
Table 1: Total Option Year 1					\$ _____ +HST

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TABLE 2

TASK AUTHORIZATION (as and when requested basis)

Option Year 1:

Column A	Column B Item Description	Column C Unit of Measurement	Column D Estimated Quantity	Column E Price Per Unit	Column F Extended Price= Col D *Column E
Labour rates during normal working hours – Includes travel time to and from the work site and all related expenses. Estimated Annual Usage (D) is for evaluation purposes only and does not infer all the quantities for that item will be utilized or that the quantities may not be exceeded. Normal hours: 07:30-1600 hours-Monday to Friday					
1	a) Service Technician	Per hour	100	\$ _____	\$ _____
	b) Technician Helper	Per hour	100	\$ _____	\$ _____
Labour rates outside normal working hours – Includes travel time to and from the work site and all related expenses. Estimated Annual Usage (D) is for evaluation purposes only and does not infer all the quantities for that item will be utilized or that the quantities may not be exceeded. Outside Normal hours-16:01 and 07:30, weekends and holidays.					
2	a) Service Technician	Per hour	20	\$ _____	\$ _____
	b) Technician Helper	Per Hour	20	\$ _____	\$ _____
Table 1-Total Year Option 1					\$ _____+HST

Materials and Replacement parts will be at the contractors net cost plus a mark-up of 10% with supporting documentation such as invoice and receipts.

Option Year 1 Total= Total Option Year 1 (Table 1) + Total Option Year 1 (Table 2)
=\$ _____+HST

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TABLE 1: SCHEDULED MAINTENANCE

TRAVEL TO AND FROM SITES MUST BE INCLUDED IN THE PRICE PER UNIT RATE IN TABLE 1 BELOW

OPTION YEAR 2:

Column A	Column B Item Description	Column C Unit of Measurement	Column D Estimated Quantity	Column E Price Per Unit	Column F Extended Price= Col D *Column E
Monitoring and Leak Detection Equipment Inspection and Testing					
ROUTINE MAINTENANCE					
1	Annual Inspections within Halifax Regional Municipality (HRM)	Per inspection	36	\$ _____	\$ _____
2	Annual Inspections outside Halifax Regional Municipality (HRM)	Per Inspection	5	\$ _____	\$ _____
POL Dispensing Units: Routine Maintenance as stipulated in Annex A-Statement of Work					
3	Annual Inspections within HRM	Per Inspection	14	\$ _____	\$ _____
Dipping of Tanks as stipulated in Annex A- Statement of Work					
4	Annual Dipping of tanks within HRM	Per dip	84	\$ _____	\$ _____
5	Annual dipping of tanks outside HRM	Per dip	23	\$ _____	\$ _____
Table 1: Total Option Year					\$ _____ +HST

TABLE 2

TASK AUTHORIZATION (as and when requested basis)

Option Year 2:

Column A	Column B Item Description	Column C Unit of Measurement	Column D Estimated Quantity	Column E Price Per Unit	Column F Extended Price= Col D *Column E
Labour rates during normal working hours – Includes travel time to and from the work site and all related expenses. Estimated Annual Usage (D) is for evaluation purposes only and does not infer all the quantities for that item will be utilized or that the quantities may not be exceeded. Normal hours: 07:30-1600 hours-Monday to Friday					
1	a) Service Technician	Per hour	100	\$ _____	\$ _____
	b) Technician Helper	Per hour	100	\$ _____	\$ _____
Labour rates outside normal working hours – Includes travel time to and from the work site and all related expenses. Estimated Annual Usage (D) is for evaluation purposes only and does not infer all the quantities for that item will be utilized or that the quantities may not be exceeded. Outside Normal hours-16:01 and 07:30, weekends and holidays					
2	a) Service Technician	Per hour	20	\$ _____	\$ _____
	b) Technician Helper	Per Hour	20	\$ _____	\$ _____
Table 1-Total Year Option 2					\$ _____+HST

Materials and Replacement parts will be at the contractors net cost plus a mark-up of 10% with supporting documentation such as invoice and receipts.

Option Year 2 Total= Total Option Year 2 (Table 1) + Total Option Year 2 (Table 2)
= \$ _____+HST

Grand Total = Year 1 total +Option Year 1 Total + Option Year 2 total= \$ _____+HST

The Grand total amount will be considered during the evaluation of all bids tendered.

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ANNEX “C”

SECURITY REQUIREMENTS CHECK LIST

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ANNEX “D” to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

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

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

ANNEX “E”

INSURANCE REQUIREMENTS

Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)

-
- i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

Automobile Liability Insurance

1. The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.
2. The policy must include the following:
 - a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
 - b. Accident Benefits - all jurisdictional statutes
 - c. Uninsured Motorist Protection
 - d. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.

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ANNEX “F”

DND 626 TASK AUTHORIZATION FORM

(attached)

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ANNEX "G"

Periodic Usage Reports - Contracts with Task Authorization

The Contractor must provide quarterly Task Authorization (TA) usage reports . The Contractor agrees that it is their responsibility to implement a system for tracking TAs under this Contract for the purposes of providing usage reports. This is to ensure that the Limitation of Expenditure indicated for "as and when requested" Work under this Contract is not exceeded.

Each Task Authorization Usage Report must include all the completed TAs for goods and services supplied under this Contract.

Task Authorization Usage Report Submission Schedule:

REPORT DUE	WORK PERIOD START DATE	WORK PERIOD END DATE
15 January	01 October	31 December
15 April	01 January	31 March
15 July	01 April	30 June
15 October	01 July	30 September

The Contractor must provide information on each completed TA using the following format:

TA NUMBER	TA DOLLAR VALUE (GST INCLUDED)	CUMULATIVE TA DOLLAR VALUE (GST INCLUDED)	COMMENTS
Total Dollar Value of TAs for this Period:			
Accumulated TAs to Date (Cumulative Dollar Value + Period Dollar Value):			

[] Check this box if you are submitting a NIL **REPORT** (We have not done any business with Canada under this Contract, for this period).

SEND TO:

Chukwudi.chinye@pwgsc.gc.ca

Or

Facsimile: (902)496-5016

Department of National Defence



Specification

Service Contract

Maintenance of POL Dispensing & Fuel Monitoring Systems

CFB Halifax, NS

Job No.W010C-19-0186

2019-03-06

<u>Section</u>	<u>Title</u>	<u>Pages</u>
<u>Division 01 - General Requirements</u>		
01 11 00	General Instructions	11
01 35 30	Health and Safety Requirements	8
01 35 35	DND Fire Safety Requirements	5
01 35 36	Security, Safety and Fire Regulations CFAD Bedford, NS	7
01 35 37	Access to DRDC Atlantic Complex	1
01 35 43	Environmental Procedures	2
01 61 00	Common Product Requirements	3
01 74 11	Cleaning	2
<u>Division 23 - Heating, Ventilating and Air-Conditioning (HVAC)</u>		
23 05 00	Mechanical General Requirements	11
23 05 00.01	Annex A Fuel Dispensing Units (Pumps)	1
23 05 00.02	Annex B Fuel Tank Monitoring Systems	21
23 05 00.03	Annex C Fuel Tanks to Be Dipped for Water	4

PART 1 - GENERAL

- | | | |
|--------------------------------|----|--|
| <u>1.1 RELATED SECTIONS</u> | .1 | Section 23 05 00 General Mechanical Requirements. |
| <u>1.2 DESCRIPTION OF WORK</u> | .1 | Work under this Service Contract comprises the furnishing of all labour, materials, tools, equipment, transportation and supervision required to perform the inspection, cleaning, calibration and maintenance of POL dispensing units, pumps, flow meters, level as specified herein. |
| <u>1.3 ENGINEER</u> | .1 | All reference to the Engineer in this specification, who is the Contract Inspector which is representing the Real Property Operations Section - Halifax (RPOS(H)). |
| <u>1.4 WORK INCLUDED</u> | .1 | Work under this Service Contract comprises the following: <ul style="list-style-type: none"> .1 Conduct the annual maintenance inspection of POL dispenser units specified in Annex A. .2 Conduct the annual fuel tank electronic monitoring inspection of fuel level probes, liquid sensors and vacuum alarms of systems specified in Annex B .3 Conduct the annual dips to check for water content for the tanks specified in Annex C. .4 Prepare and provide written reports to the Engineer. |
| | .2 | The Contractor will be notified of additional work as requested by the Engineer with the issue of a DND 626 "Task Authorization" form for the following: <ul style="list-style-type: none"> .1 conduct repairs identified during the maintenance program; .2 conduct repairs to various POL dispensing units, fuel level monitors and leak detection systems; .3 conduct leak testing of tanks or piping systems when requested by Engineer; |

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| 1.4 WORK INCLUDED
<u>(Cont'd)</u> | .2 | (Cont'd) |
| | .4 | respond to emergency and operational service calls as required by the Engineer; and |
| | .5 | conduct clean up. |
| 1.5 WORK AND MATERIALS
<u>NOT INCLUDED</u> | .1 | The performance of Work by trades not covered by the Contractor's license. If such Work is found to be necessary, the Contractor must notify the Engineer and must not proceed until such Work has been completed. |
| | .2 | Normal functions of operation including: |
| | .1 | starting and/or stopping of motors; |
| | .2 | adjusting of pump meters between regular inspections; |
| | .3 | replacement of light bulbs; and/or |
| | .4 | lubrication of pump outboard bearings and motor bearings between regular inspections. |
| 1.6 LOCATIONS OF JOB
<u>SITES</u> | .1 | Work sites covered under this Service Contract are as follows: |
| | .1 | Halifax Regional Municipality (HRM) |
| | .1 | Stadacona - Halifax, NS; |
| | .2 | Windsor Park - Halifax, NS; |
| | .3 | Willow Park - Halifax, NS; |
| | .4 | Halifax Armoury - Halifax, NS; |
| | .5 | HMC Dockyard - Halifax, NS; |
| | .6 | Royal Artillery (RA) Park - Halifax, NS; |
| | .7 | Damage Control School - Herring Cove, NS; |
| | .8 | Ferguson's Cove - Ferguson's Cove, NS; |

1.6 LOCATIONS OF JOB
SITES
(Cont'd)

- .1 (Cont'd)
 - .1 (Cont'd)
 - .9 Osbourne Head Gunnery Range - Cow Bay, NS;
 - .10 12 Wing Shearwater - Eastern Passage, NS;
 - .11 Naval Armament Depot (NAD) - Dartmouth, NS;
 - .12 DRDC Atlantic - Dartmouth, NS;
 - .13 Wright's Cove Degaussing Range - Dartmouth, NS;
 - .14 CFAD Bedford - Bedford, NS; and
 - .15 Bedford Armoury - Bedford, NS.
 - .2 Outlying areas:
 - .1 NRS Newport Coroner - Newport Corner, NS;
 - .2 NRS Mill Cove - Mill Cove, NS;
 - .3 Windsor Armoury - Windsor, NS;
 - .4 Truro Armoury - Truro, NS;
 - .5 Great Village Tx site - Great Village, NS;
 - .6 Masstown - Masstown, NS;
 - .7 Springhill Armoury - Springhill, NS;
 - .8 Amherst Armoury - Amherst, NS; and
 - .9 Pictou Armoury - Pictou, NS.
 - .3 Cape Breton areas:
 - .1 Victoria Park - Sydney, NS;
 - .2 Glace Bay Armoury - Glace Bay, NS; and
 - .3 Sydney Radar Station - Sydney, NS.

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| <u>1.7 SITE ACCESS</u> | .1 | Access to the site is under the direction of the Department of National Defence. All visitors entering areas issuing a daily pass will be aware of the requirement for search as a condition of issue. |
| | .2 | While within the confines of CFB Halifax all employees and representatives of the Contractor must comply with all of the Standing Orders as promulgated by Base/Unit Authorities. |
| <u>1.8 PRE-JOB MEETING</u> | .1 | Immediately upon receipt of award of Service Contract, the successful Contractor will contact the Engineer to arrange a pre-job meeting prior to commencement of any work. |
| | .2 | The Engineer will provide the Contractor with a list of his/her authorized representatives at the pre-job meeting. |
| <u>1.9 CONTRACTOR QUALIFICATIONS</u> | .1 | The Contractor must satisfy the Engineer that he/she has adequate and qualified staff to perform the service expected. This includes all service calls within an acceptable time period and having adequate parts on hand to meet the requirements of the job, both during silent and normal working hours. |
| | .2 | Whenever the Contractor uses sub-contractors, they too must perform to and comply with all requirements of this Service Contract. |
| <u>1.10 WORKMANSHIP</u> | .1 | Workmanship must be the best quality executed by workers experienced and skilled in the respective duties for which they are employed. |
| | .2 | Do not employ any unfit person or anyone unskilled in their required duties. The Engineer reserves the right to require the dismissal from the site, workers deemed incompetent, careless, insubordinate or otherwise objectionable. |
| | .3 | Decisions as to the quality or fitness of workmanship in cases of dispute rest solely with the Engineer whose decision is final. |
| | .4 | The Contractor will employ a competent and experienced supervisor with the authority to speak on his behalf on day-to-day routine matters. |

<u>1.10 WORKMANSHIP (Cont'd)</u>	.5	All Work must be performed by fully qualified (factory trained) mechanics. Must be certified with the Province of Nova Scotia to install or remove fuel tanks.
<u>1.11 CONTRACTOR'S USE OF SITE</u>	.1	Contractor will be briefed on use of site by the Engineer.
	.2	Do not unreasonably encumber site with materials or equipment.
	.3	Move stored products or equipment which interferes with operations of Engineer or other Contractors.
	.4	The Engineer will brief the Contractor on access to restricted areas.
	.5	Obtain a properly completed excavation permit from the Engineer prior to carrying out any excavations on site.
<u>1.12 PARKING</u>	.1	In limited areas, a parking space will be made available on site for Contractor vehicles to drop off equipment and supplies. Maintain and administer this space as directed.
	.2	The Contractor may have to pay for parking at the following locations:
	.1	Stadacona - Halifax, NS;
	.2	Windsor Park - Halifax, NS;
	.3	Willow Park - Halifax, NS;
	.4	Royal Artillery (RA) Park - Halifax, NS;
	.5	Halifax Armoury - Halifax, NS;
	.6	HMC Dockyard - Halifax, NS; and
	.7	Dockyard Annex (NAD) - Dartmouth, NS.
<u>1.13 NORMAL WORKING HOURS</u>	.1	Normal working hours will be 0730 to 1600 hours, Monday to Friday. Any work carried out other than normal working hours must be authorized by the Engineer.

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| 1.14 CODES AND
STANDARDS | .1 | Perform work in accordance with the latest edition of National Building Code of Canada (NBC), Canadian Electrical Code Part 1, Canada Labour Code Part II, National Fire Code of Canada, CSA and ULC Standards, NS Fall Protection and Scaffolding regulations, and any other federal, provincial or local code applicable. In any case of conflict or discrepancy, the more stringent requirements will apply. |
| | .2 | Meet or exceed requirements of Contract documents, specified standards, codes and referenced documents. |
| 1.15 PROTECTION OF
EXISTING FACILITIES | .1 | The Contractor must take all necessary precautions to ensure against damage to existing facilities. Any damage to such facilities as a result of the Contractor's operations must be repaired or replaced by the Contractor at his own expense, as soon as is reasonably possible. |
| | .2 | Special coverings and protection must be provided to protect plants, walls, projections and adjacent work where materials are being removed, installed or hoisted. |
| | .3 | The Contractor must protect all occupant owned furnishings and equipment, and the building from damage during execution of the Contract. |
| | .4 | Where the Engineer considers it necessary, provide and erect warning signs and barriers. |
| 1.16 ALTERATIONS,
ADDITIONS OR REPAIRS TO
EXISTING BUILDING | .1 | Execute work with least possible interference or disturbance to building operations, occupants, public and normal use of premises. Arrange with Engineer to facilitate execution of work. |
| | .2 | Where security has been reduced by work of Contract, provide temporary means to maintain security. |
| | .3 | Provide temporary dust screens, barriers, warning signs in locations where renovation and alteration work is adjacent to areas used by public or government staff. |

1.17 EXISTING SERVICES

- .1 Where Work involves breaking into or connecting to existing services, give 48 hours notice for necessary interruption of mechanical or electrical service throughout course of work. Minimize duration of interruptions. Carry out work at times as directed by governing authorities with minimum disturbance to pedestrian and tenant operations.
- .2 Provide alternative routes for personnel, pedestrian and vehicular traffic.
- .3 Establish location and extent of service lines in area of work before starting Work. Notify Engineer of findings.
- .4 Submit schedule to and obtain approval from Engineer for any shut-down or closure of active service or facility including power and communications services. Adhere to approved schedule and provide notice to affected parties.
- .5 Where unknown services are encountered, immediately advise and confirm findings in writing.
- .6 Protect, relocate or maintain existing active services. When inactive services are encountered, cap off in manner approved by authorities having jurisdiction.

1.18 CUTTING, FITTING AND PATCHING

- .1 Execute cutting (including excavation), fitting and patching required to make work fit properly.
- .2 Where new work connects with existing and where existing work is altered, or cut, patch and make good to match existing work.
- .3 Obtain Engineer's approval before cutting, boring or sleeving load-bearing members.
- .4 Make cuts with clean, true, smooth edges. Make patches inconspicuous in final assembly.
- .5 Fit work airtight to pipe, sleeves, ducts and conduits.

1.19 POWER AND WATER SUPPLY

- .1 DND may provide, free of charge, temporary electric power and water for construction purposes.

1.19 POWER AND WATER
SUPPLY
(Cont'd)

- .2 Engineer will determine delivery points and quantitative limits. Engineer's written permission is required before any connection is made. Connect to existing power supply in accordance with Canadian Electrical Code.
- .3 Provide, at no cost to DND, all equipment and temporary lines to bring these services to project site.
- .4 Supply of temporary services by DND is subject to DND requirements and may be discontinued by DND site representative at any time without notice, without acceptance of any liability for damage or delay caused by such withdrawal of temporary services.
- .5 After the temporary service lines are no longer required, the Contractor must remove all lines and equipment, restore the connection points to their original condition and return the land to its original contour.

1.20 PRODUCT DATA

- .1 If supplying new or different components, submit duplicate copies of product data indicating all details as specified.
- .2 Do not proceed with work until relevant submissions are reviewed by Engineer.
- .3 Present product data in SI metric units, if available.
- .4 Contractor's responsibility for errors and omissions in submission is not relieved by Engineer's review of submissions.
- .5 Notify Engineer, in writing at time of submission, identifying deviations from requirements of Contract documents stating reasons for deviations.
- .6 Contractor's responsibility for deviations in submission from requirements of Contract Documents is not relieved by Engineer's review of submission, unless Engineer gives written acceptance of specific deviations.
- .7 Make any changes in submissions which Engineer may require consistent with Contract documents and resubmit as directed by Engineer.

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| 1.20 PRODUCT DATA
(Cont'd) | .8 | Notify Engineer, in writing, when resubmitting, of any revisions other than those requested by Engineer. |
| | .9 | Submissions must include details of appropriate portions of work as applicable: <ul style="list-style-type: none"> .1 fabrication; .2 layout, showing dimensions, including identified field dimensions, and clearances; .3 setting or erection details; .4 capacities; .5 performance characteristics; .6 standards; .7 operation weight; .8 wiring diagrams; .9 single line and schematic diagrams; .10 relationship to adjacent work; and .11 operation and maintenance instructions. |
| | .10 | Product data, including manufacturers' catalogue sheets, brochures, literature, performance charts and diagrams, use to illustrate standard manufactured products may form part of product data submission provided that information not applicable to project is deleted and additional details applicable to the project are provided as necessary. |

1.21 EMERGENCY AND
SERVICE CALL-UPS

- .1 The Contractor must maintain and provide the Engineer with contact numbers to be able to provide response to request for service from the Engineer or representative on a 24 hour, 7 day per week basis. If the request for service from the after hours Departmental Representative, the Contractor must, immediately upon completion of the service, report back to the Engineer describing the action taken to correct the problem. The following Work priorities and response time will apply:
 - .1 Emergency:
 - .1 A priority of "Emergency" is defined as a deficiency or breakdown that require immediate attention to reduce the potential for danger to occupants, the genral public, the environment, or the facility. Maintenance and minor construction identified with this priority must be responded to immediately and must be reported without delay to designated manager.
 - .1 Standard response times:
 - .1 Urban/rural: ASAP - maximum 2 hours.
 - .2 Routine:
 - .1 A priority of "Routine" is defined as essential maintenance and minor construction which should be rectified at the earliest possible opportunity. It is considered as deficiencies or breakdowns that do not impair current operations or pose any danger to the occupants, the general public, the environment, or the facility.
 - .1 Standard response times:
 - .1 Urban/rural: 4 hours.
 - .2 The Contractor will be advised of the personnel authorized to request emergency service. Services undertaken at the request of unauthorized persons will be done at the Contractor's risk, with regards to payment.

<u>1.21 EMERGENCY AND SERVICE CALL-UPS (Cont'd)</u>	.3	Report service calls executed outside normal working hours to the Engineer, immediately on the next working day.
<u>1.22 INSPECTION</u>	.1	All work and materials covered by this specification will be subject to inspection at any time by the Engineer or his/her representative.
<u>1.23 REPORTING IRREGULARITIES</u>	.1	The Contractor must notify the Engineer of irregularities in the work area, such as structural defects, mechanical and/or electrical problems and/or any work beyond the scope of work.
<u>PART 2 - PRODUCTS</u>		
<u>2.1 NOT USED</u>	.1	Not used.
<u>PART 3 - EXECUTION</u>		
<u>3.1 NOT USED</u>	.1	Not used.

END OF SECTION

PART 1 - GENERAL

1.1 WORK SAFETY MEASURES

- .1 Observe and enforce construction safety measures by complying with the requirements of the following statutes and authorities:
 - .1 Canada Labour Code Part II and the Canada Occupational Health and Safety Regulations;
 - .2 Nova Scotia Occupational Health and Safety Act and supporting Occupational General Safety Regulations as amended from time to time;
 - .3 most recent amendments to the National Building Code of Canada, Part 8 and National Fire Code of Canada.
 - .4 Health Canada/Workplace Hazardous Materials Information System (WHMIS).
- .2 Refer to Section 01 35 35 DND Fire Safety Requirements.
- .3 Engineer will provide a copy of any relevant special written instructions to be followed.
- .4 Before Work Begins
 - .1 Bidder/Tender to provide documentation if requested by the Crown, indicating all safety training attained for each person who will be involved with the Service Contract.
- .5 The following disciplinary measures will be taken for any violations of safety under this Service Contract:
 - .1 First Violation:
 - .1 Verbal warning issued to the Contractor for the first violation of a safety regulation (Violation will be documented on Contract file, copy to Contractor and PSPC.).
 - .2 Second Violation:

- 1.1 WORK SAFETY MEASURES
(Cont'd)
- .5 (Cont'd)
- .2 (Cont'd)
- .1 Written warning to Contractor for second violation of a safety regulation (Violation will be documented on Contract file, copy to Contractor and PSPC.).
- .3 Third Violation:
- .1 A third violation of a safety regulation may result in the termination of the Service Contract.
- .4 Serious Violation:
- .1 For a serious violation of a safety regulation as deemed by a regulator, project manager or safety officer a recommendation will be made to the Contracting Authority to immediately terminate the Contract/Standing Offer (Violation documented on Contract file, copies to Contractor and PSPC.).
- 1.2 HAZARD ASSESSMENTS
- .1 Contractor must implement and carry out a health and safety hazard assessment program as part of the Work. Program to include:
- .1 Initial Hazard Assessment:
- .1 Carried out upon notification of Contract award and/or prior to commencement of Work.
- .2 On-going Hazard Assessments:
- .1 Performed during the progress of Work identifying new or potential health risks and safety hazards not previously known. As a minimum, hazards assessments must be carried out when:
- .1 new sub-trade work, new sub-contractor(s) or new workers arrive at the site to commence another portion of the Work;
- .2 the scope of Work has been changed;
- .3 Work conducted in confined spaces; and/or

1.2 HAZARD ASSESSMENTS (Cont'd)

- .1 (Cont'd)
- .2 (Cont'd)
- .4 potential hazard or weakness in current health and safety practices are identified by the Engineer.
- .2 Hazard assessments will be project and site specific, based on review of Service Contract documents and site.
- .3 Each hazard assessment to be made in writing. Keep copies of all assessments on site for duration of Work. Upon request, make available to Engineer.
- .4 The Contractor must notify the Engineer of suspected hazardous material during work and not apparent from drawings, specifications, or report pertaining to work (e.g. lead, asbestos etc.). Do not disturb such material pending instructions from the Engineer. The Engineer will make the necessary arrangements for testing the material as required.

1.3 ASBESTOS PRODUCT AND ASBESTOS ACTIVITY

- .1 Within the confines of the Base/Unit, the provision of new products containing fibrous asbestos materials is prohibited.
- .2 Demolition or disturbance of spray or trowel-applied asbestos can be hazardous to health. Should material resembling spray or trowel-applied asbestos be encountered in course of work, stop work and notify Engineer immediately. Do not proceed until written instructions have been received from Engineer.

1.4 HAZARDOUS MATERIAL SPILL

- .1 The Contractor or sub-contractors must report to the DND Fire Department and the Engineer for any incident or spill involving hazardous materials (HAZMAT).
- .2 In the event of a hazardous material spill, the following procedures for initial actions must be followed:
 - .1 ensure safety of all personnel;
 - .2 assess spill hazards and risks;
 - .3 ventilate area if release is indoors and remove all sources of ignition;

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| 1.4 HAZARDOUS MATERIAL SPILL
<u>(Cont'd)</u> | .2 | (Cont'd) |
| | .4 | stop the spill if safely possible (e.g. shut off pump, replace cap, tip drum upward, patch leaking hole etc.). |
| | .5 | no matter the volume is, contact the DND Fire Department and provide the following information: |
| | .1 | time of the spill; |
| | .2 | location; |
| | .3 | special considerations: |
| | .1 | personal safety; |
| | .2 | environmental. |
| | .4 | type and amount of spill; |
| | .5 | person reporting the spill: |
| | .1 | name; |
| | .2 | company; and |
| | .3 | telephone number. |
| | .6 | contain the spill; |
| | .7 | isolate the area as required; |
| | .8 | provide Material Safety Data Sheet (MSDS) to DND Fire Department and Engineer; |
| | .9 | contact the Engineer; and |
| | .10 | clean up minor spills using appropriate protective equipment and supplies. |
| 1.5 FASTENING DEVICES
<u>EXPLOSIVE ACTUATED</u> | .1 | Explosive actuated devices must not be used without the approval of the Engineer. |

1.5 FASTENING DEVICES EXPLOSIVE ACTUATED (Cont'd)

- .2 Operator must have the appropriate training before using the explosive actuated device.
- .3 Follow the manufacturer's safety guidelines and ensure the applicable personal protective equipment is used.

1.6 HOT WORK

- .1 All hot work activity is to take place with Engineer's approval and written permission from the DND Fire Department (hot work permit). Hot work permits and fire watch requirements will be provided by the DND Fire Department.
- .2 The ventilation system in the area of any hot work is to be isolated to prevent migration of fumes/smoke and to reduce any possible spread of fire to other areas of the facility.
- .3 Contractor is to employ an employee trained in the use of fire extinguishers as fire watch during any hot work for a minimum of 30 minutes after activity has ceased.

1.7 CONFINED SPACES

- .1 All work in confined spaces will be carried out in compliance with the Canada Occupational Safety and Health Regulations, Part XI.
- .2 The Contractor to provide and maintain all equipment as required by any person to enter and/or perform work in a safe manner, in compliance with the Canada Occupational Safety and Health Regulations, Part XI.
- .3 The Contractor to provide and maintain training, as required by the Canada Occupational Safety and Health Regulations, Part XI.
 - .1 The Contractor and/or his employees must provide proof of training and qualifications when requested by the Engineer.
- .4 The Contractor to provide the Engineer with a copy of an "entry permit" for each and every entry into the confined space to ensure compliance with the Canada Occupational Safety and Health Regulations, Part XI.
- .5 The Contractor to have a hazard assessment of the confined space performed.

1.7 CONFINED SPACES
(Cont'd)

- .5 (Cont'd)
- .1 The Contractor to provide the Engineer with a copy of the hazard assessment.
 - .6 The Contractor must have a written rescue plan posted on site.
 - .7 The Contractor must inform DND Fire Department and Central Heating plant before entering any service tunnel.

1.8 FALL PROTECTION

- .1 All work carried out above the mandatory height restrictions, from unguarded structure and/or scaffolding, will be done in compliance with the Canada Occupational Safety and Health Regulations, Part XII, Section 12.10.
- .2 The components of a fall protection system must meet the standards as outlined in the Canada Occupational Safety and Health Regulations, Part XII, Section 12.10(2).
- .3 The Contractor is to ensure fall protection equipment is maintained, inspected and tested by a qualified technician as required by the Canada Occupational Safety and Health Regulations, Part XII, Section 12.3.

1.9 ARC FLASH

- .1 The Contractor is to ensure all electrical equipment such as switchboards, panel boards, motor control centres and meter socket enclosures be marked to warn persons of potential electric shock and arc flash hazards. This labeling is required for all new and modified installations.
- .2 The warning label must also include information regarding "arc flash hazard category (0 to 4)" and the "Flash Protection Boundary" as defined in NFPA 70E. All projects specifications must include short circuit study and flash hazard analysis.

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| 1.9 ARC FLASH
(Cont'd) | .3 | In accordance with the CSA Standards Z462 Workplace Electrical Safety, electrical Contractors are required to perform a shock and flash hazard analysis to select the appropriate PPE to wear. Electrical contractors are required arc-rated personal protective equipment while troubleshooting and diagnostic testing that cannot be performed unless the electrical conductor or circuit part is energized. All Contractor work practices must protect each employee from arc flash and from contact with live parts directly with any part of the body or indirectly through some other conductive object. |
| 1.10 SAFETY | .1 | It is the Contractor's responsibility to be familiar with all applicable safety acts, regulations, codes and Service Contract requirements. These must be identified and addressed in the safety plan, by identifying Standard Operating Procedures (SOP) and safe work practices (SWP) which incorporate clear and specific control measures, applicable rules, procedures and practices, all of which will become mandatory. |
| | .2 | The Contractor must ensure all workers and authorized persons entering the work site are notified of and abide by the posted safety plan, safety rules, procedures, safe work practices and applicable safety acts, regulations, and codes. Any person not complying with these will not be permitted on the site. |
| | .3 | Contractor must ensure that all applicable personal protective equipment (PPE) is used. |
| | .1 | All personnel are required to wear hard hats, in accordance with CSA Z94.1, Industrial Protective Headwear. |
| | .2 | All personnel are required to wear safety footwear, in accordance with CSA Z195, Protective Footwear. |
| | .3 | All personnel are required to wear eye and face protection, in accordance with CSA Z94.3.1, Selection, Use, and Care of Protective Eyewear. |
| | .4 | When and where noise level is above 85 decibels; all personnel are required to wear hearing protection, in accordance with CSA Z94.2, Hearing Protection Devices - Performance, Selection, Care and Use. |

1.10 SAFETY (Cont'd)	.3	(Cont'd)
	.5	Where toxic or noxious gas fumes, or oxygen deficiency or excessive dust may occur, so as to create a hazard to life, safety or health; all personnel are required to wear respiratory protection, in accordance with CAN/CSA Z94.4, Selection, Use, and Care of Respirators.
	.4	The Engineer will coordinate arrangements for the Contractor to be briefed on site safety within 14 days of award of Service Contract.
1.11 SITE SIGNS AND NOTICES	.1	Safety and instruction signs and notices:
	.1	Signs and notices for safety and instruction must be in both official languages. Graphic symbols must conform to latest version of "Signs and Symbols for the Workplace".
<u>PART 2 - PRODUCTS</u>		
<u>2.1 NOT USED</u>	.1	Not used.
<u>PART 3 - EXECUTION</u>		
<u>3.1 NOT USED</u>	.1	Not used.

END OF SECTION

PART 1 - GENERAL

<u>1.1 EMERGENCY REPORTING</u>	.1	Telephone numbers for emergency reporting will be provided by the Engineer at the first safety briefing.
<u>1.2 FIRE SAFETY ENFORCEMENT</u>	.1	Within the confines the Base/Unit, the prescription and enforcement of mandatory fire safety measures will be exercised under the authority of the DND Fire Department.
	.2	Comply with and enforce compliance by all Contractor personnel with all requirements of this specification section, and with the most recent edition of the National Building Code of Canada (NBC) and the National Fire Code of Canada (NFC), including all subsequent revisions issued by the National Research Council of Canada.
	.3	The Engineer reserves the right to require the dismissal from the site of persons deemed careless or otherwise in violation of the fire safety requirements.
<u>1.3 FIRE SAFETY BRIEFING</u>	.1	Prior to commencement of work under this Service Contract, the Engineer will arrange a meeting of all parties concerned to review and clarify requirements for fire safety measures. This may involve a briefing by the DND Fire Department.
<u>1.4 FIRE WATCH</u>	.1	For hot work activity, the Contractor will provide the service of fire-watch persons on a scale and schedule as prescribed by the DND Fire Department at the time of issuance of the hot work permit.
<u>1.5 FIRE EXTINGUISHERS</u>	.1	Supply fire extinguishers, as scaled by the DND Fire Department, necessary to protect work in progress and Contractor's physical plant on site.
<u>1.6 SMOKING PRECAUTIONS</u>	.1	Smoking not permitted on DND property except in designated smoking areas. This includes smoking in passenger motor vehicles.

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| 1.6 SMOKING
PRECAUTIONS
<u>(Cont'd)</u> | .2 | In accordance with these fire safety requirements particular to the work area and site, the Engineer and DND Fire Department will designate hazardous areas as well as non-restricted areas where smoking may be permitted. |
| | .3 | Smoking is prohibited in all buildings. |
| | .4 | In all other areas, exercise care and comply with written or oral directives of the Engineer for the use of smoking materials. |
| 1.7 REPORTING FIRES
<u></u> | .1 | Report immediately all fire incidents as follows: <ul style="list-style-type: none"> .1 activate nearest fire alarm box; or .2 dial 9-1-1 or designated number given at the time of briefing; and .3 telephone the Engineer. |
| | .2 | Person activating fire alarm must remain at the alarm to direct the Fire Department to the scene of the fire. |
| | .3 | When reporting fire by telephone, give location of fire, name and number of building and be prepared to direct the Fire Department to the scene of the fire. |
| 1.8 INTERIOR AND
EXTERIOR FIRE
PROTECTION AND ALARM
SYSTEMS
<u></u> | .1 | Notify DND Fire Department at least 48 hours prior to scheduling any work that may require fire alarm and/or protection systems to be: <ul style="list-style-type: none"> .1 obstructed in any way; .2 shut-off; and/or .3 left inactive at end of working day or shift without authorization from DND Fire Department. |
| | .2 | Do not commence any such work until Engineer confirms approval and direction by the DND Fire Department. |

1.8 INTERIOR AND EXTERIOR FIRE PROTECTION AND ALARM SYSTEMS <u>(Cont'd)</u>	.3	Fire hydrants, standpipes and hose systems will not be used for other than fire fighting purposes unless authorized by the Engineer and the DND Fire Department.
1.9 BLOCKAGE OF ACCESS FOR FIRE APPARATUS	.1	Advise DND Fire Department of work that would impede fire apparatus response. This includes violation of minimum overhead clearance, as prescribed by the DND Fire Department, erecting of barricades and digging of trenches.
1.10 RUBBISH AND WASTE MATERIALS	.1	Keep rubbish and waste materials at minimum quantities.
	.2	Storage: <ul style="list-style-type: none"> .1 Where it is necessary to store oily waste in work areas exercise extreme care to ensure maximum possible safety and cleanliness. .2 Deposit greasy or oily rags and materials subject to spontaneous combustion in approved receptacles approved by the Base Fire Chief and removed as directed by the Engineer.
	.3	Burning of rubbish is prohibited.
	.4	Removal: <ul style="list-style-type: none"> .1 Remove rubbish from work site at end of work day or or shift or as directed by the Engineer.
1.11 FLAMMABLE AND COMBUSTIBLE LIQUIDS	.1	Handling, storage and use of flammable and combustible liquids governed by current National Fire Code of Canada and guided by the requirements established by the DND Fire Department.

1.11 FLAMMABLE AND COMBUSTIBLE LIQUIDS (Cont'd)

- .2 Keep flammable and combustible liquids such as gasoline, kerosene and naphtha for ready use in quantities not exceeding 30 litres provided they are stored in approved safety cans bearing Underwriters' Laboratory of Canada or Factory Mutual seal of approval. Storage of quantities of flammable and combustible liquids exceeding 30 litres for work purposes requires permission of DND Fire Department.
- .3 The Engineer reserves the right to require removal from the site any storage containers not acceptable to the DND Fire Department.
- .4 Transfer of flammable and combustible liquids is prohibited within buildings or jetties.
- .5 Transfer of flammable and combustible liquids will not be carried out in vicinity of open flames or any type of heat producing devices.
- .6 Do not use flammable liquids having flash point below 38 degrees C such as naphtha or gasoline as solvents or cleaning agents.
- .7 Store flammable and combustible waste liquids, for disposal, in approved containers located in safe ventilated area. Keep quantities minimum and DND Fire Department is to be notified when disposal is required.

1.12 HAZARDOUS SUBSTANCES

- .1 Work entailing use of toxic or hazardous materials, chemicals and/or explosives, or otherwise creating hazard to life, safety or health, in accordance with National Fire Code of Canada, and measures prescribed by the DND Fire Department.
- .2 Obtain from DND Fire Department a "hot work" permit for work involving welding, burning or use of blowtorches and salamanders, in buildings or facilities.
- .3 When Work is carried out in dangerous or hazardous areas involving use of heat, provide fire watchers equipped with sufficient fire extinguishers. Determination of dangerous or hazardous areas along with level of protection necessary for fire watch is at discretion of DND Fire Department. Contractors are responsible for providing fire watch service for work on scale established and in conjunction with DND Fire Department at pre-work conference.

<u>1.12 HAZARDOUS SUBSTANCES (Cont'd)</u>	.4	Provide ventilation where flammable liquids, such as lacquers or urethanes are used, eliminate sources of ignition. Inform DND Fire Department prior to and at cessation of such work.
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<u>1.13 FIRE INSPECTION</u>	.1	Co-ordinate site inspections by DND Fire Department through Engineer.
	.2	Allow DND Fire Department unrestricted access to work site.
	.3	Co-operate with DND Fire Department during routine fire safety inspection of work site.
	.4	Immediately remedy unsafe fire situations observed by DND Fire Department.

PART 2 - PRODUCTS

<u>2.1 NOT USED</u>	.1	Not used.
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PART 3 - EXECUTION

<u>3.1 NOT USED</u>	.1	Not used.
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END OF SECTION

PART 1 - GENERAL

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| <u>1.1 GENERAL</u> | .1 | The Contractor must ensure that all their personnel are familiar with these regulations and requirements. |
| | .2 | The following is a summary the security, safety and fire regulations Canadian Forces Ammunition Depot (CFAD) Bedford, as promulgated by the Base Commander of CFB Halifax and administered by the Superintendent CFAD Bedford, NS. |
| | .3 | Contractor's personnel will be subject to all of the regulations while working within confines of CFAD Bedford. |
| <u>1.2 PRE JOB SECURITY AND SAFETY MEETING</u> | .1 | Prior to commencement of Work, the Contractor must meet with the site security, safety and fire regulations officers. In accordance with direction of Engineer and these site officers, ensure that all employees of the Contractor are given thorough instructions on security, safety and fire precautions peculiar to an ammunition depot and that the regulations are fully complied with, at all times, by all Contractor personnel. |
| <u>1.3 SECURITY PASSES</u> | .1 | Contractors must report to the NCO I/C Commissionaires at building 153; submit names of all their personnel and description of all their vehicles to arrange the issue of the required temporary passes prior to proceeding to work within the confines of the Depot. |
| <u>1.4 CONDITIONS FOR ACCESS</u> | .1 | All visitors will be issued a daily and will be required to sign acknowledgement that they are aware of and consent to the following conditions for access. |
| | .2 | The person to whom this pass is issued agrees to return the pass to the security guard at the gate when the Contract or employment at CFAD Bedford expires. |
| | .3 | All vehicles entering and leaving CFAD Bedford may be searched to ensure that no prohibited articles are taken into nor contraband articles are taken out of the ammunition depot. |

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| <u>1.5 FIRE SERVICE CFAD
BEDFORD</u> | .1 | Fire service at CFAD Bedford is provided by the DND Fire Service from 0730 until 1600 hours, Monday to Friday. All Contract work will be ended by 1530 hours daily. Fire response at all other times is provided by HRM. Before any work is carried out during silent hours, the Dockyard Platoon Chief must be contacted at 427-0550, local 3500. |
| <u>1.6 SEARCHES</u> | .1 | The Canadian Corps of Commissionaires may conduct a personal search of individuals at any time within the Ammunition Depot. Vehicles entering or leaving the Depot may be searched to ensure that contraband articles are not taken into the explosives area and that property is not taken out without authorization. |
| <u>1.7 ALARMS</u> | .1 | Depot Alarms: |
| | .1 | A siren is sounded only in the event of an emergency such as a fire, explosion, thunderstorm or evacuation. A siren is also sounded to signify "All Clear". |
| | .2 | Fire Emergency: |
| | .1 | A series of "Hi-Lo" sounds on the Depot alarm system signifies an emergency in the explosive area. Contractors must cease operations and proceed in their own vehicles to the nearest exit gate out of the explosive area. If no vehicle available proceed to the nearest "Fire Assembly Point" at buildings 169 or 143. |
| | .3 | Thunder and Lightning: |
| | .1 | A series of "Beeps" on the Depot alarm system signifies a thunder/lightning storm warning. Contractors must cease operations and proceed in their own vehicles to the nearest exit gate out of the explosive area. If no vehicle available proceed to the nearest "Fire Assembly Point" at buildings 169 or 143. |
| | .4 | Evacuation: |

- 1.7 ALARMS (Cont'd)
- .4 (Cont'd)
- .1 A series of "Slow Whoops" on the Depot alarm system signifies that evacuation in the explosive area has been ordered by the Superintendent. The evacuation could be extended to include the non-explosive area as well as so ordered by the Superintendent.
- .5 All Clear:
- .1 A continuous blast on the Depot alarm system signifies that the emergency situation is "All Clear".
- 1.8 REPORTING OF FIRES
- .1 All fires, regardless of whether they have been extinguished or not, must be reported immediately to the DND Fire Department.
- .2 All Contractors and employees must familiarize themselves with the locations of the nearest fire alarm box or telephone.
- .3 Fires may be reported by ringing the nearest street alarm box or by telephoning 9-1-1. Persons reporting the fire must remain at the alarm box or telephone until the Fire Department arrives and be prepared to direct fire fighters to the scene of the fire.
- 1.9 PROHIBITED ARTICLES
- .1 The following articles are prohibited and/or controlled from being taken inside the explosive area. Permission by the Superintendent may be granted for certain articles:
- .1 matches or other flame producing equipment (including vehicle lighters);
- .2 pipes, smoking appliances, tobacco products, or smoking materials in any form;
- .3 explosives or chemicals;
- .4 lights, lamps or electrical devices/tools which are not explosion proof;
- .5 cameras;
- .6 food and drink; and

1.9 PROHIBITED ARTICLES (Cont'd)

- .1 (Cont'd)
- .7 radio transmitting devices (i.e. mobile radios, cellular phone phones, remote car starters, and garage door openers, etc).
- .2 No persons will introduce, possess or consume alcoholic beverages, narcotics or any intoxicant within the confines of the Ammunition Depot.
- .3 The site security officers will seize and hold at the gate, any such materials found by search.

1.10 SAFETY AND FIRE REGULATIONS

- .1 Smoking:
 - .1 Is strictly prohibited in explosive areas.
- .2 Buildings:
 - .1 Smoking is prohibited in all buildings.
- .3 Safety Precautions Electrical/Electronic Equipment:
 - .1 All personnel operating or maintaining electrical/electronic equipment involving the use of voltage higher than 50 V must brief the site safety and fire safety officers concerning all safety rules in the operating and instructional manuals covering the equipment.
- .4 Flammables, Explosives or Chemicals:
 - .1 As required, may be allowed into the explosive area provided that the Depot Safety Officer and the Depot Fire Department are made aware of this and that approval by the Superintendent is given. These items after approval may be transported by the Contractors provided the transportation route is known by the Depot Fire Department and adequate fire extinguishers are available.
- .5 Open Flame or Welding:

1.10 SAFETY AND FIRE
REGULATIONS
(Cont'd)

- .5 (Cont'd)
- .1 Prior approval must be obtained before commencing any work involving cutting, welding or use of open flame appliances in or around buildings containing explosives. The Fire Safety Officer will check out the work area and ensure that adequate fire extinguishers and first aid appliances are available and that fire watchers have been posted.
- .6 Fuel Dispensing Containers:
- .1 Contractors must ensure that all of their fuel dispensing containers meet or exceed the following standards:
- .1 type II safety container, leakproof, Terne plate construction, UL listed and FM approved;
- .2 container must have spring-operated spout cap which opens to allow vapours to escape and self closes on release of internal pressures;
- .3 container must have flexible or rigid built-in metal dispensing nozzle to prevent static sparks;
- .4 standard of Acceptance: Protectoseal, model nos. 247, 249, 8410 and 8420;
- .5 other acceptable products: Safe-T-Way; and
- .6 any other model must be approved by the BFC.
- .7 Violation of any of the above regulations will result in immediate cancellation of the offender's security pass and expulsion from the site.

1.11 TRAFFIC REGULATIONS

- .1 Vehicles:
- .1 All operators must adhere strictly to the following rules while proceeding through the Ammunition Depot:
- .1 drivers must not leave the motors of their vehicles running or leave the vehicles unattended when parked between buildings or traverses;

- 1.11 TRAFFIC REGULATIONS (Cont'd)
- .1 (Cont'd)
- .1 (Cont'd)
- .2 drivers must not drive vehicles in the direction opposite to that indicated by the "One-way" signs;
- .3 no one will operate a vehicle within the Depot area at a speed greater than 25 kilometres per hour at any time;
- .4 no one will operate a vehicle within the Depot area at a speed greater than 8 kilometres per hour at any time, while passing between blast walls and buildings;
- .5 no one will leave a vehicle unattended within 10 metres of a fire hydrant or within 30 metres of a building containing explosives; and
- .6 all vehicles must be equipped with a fire extinguisher of a suitable size and type so that it may be used to extinguish any fire originating in that vehicle.
- .2 Violation of any of the above regulations will result in immediate cancellation of the offender's vehicle pass and expulsion from the site.
- .2 Roadways:
- .1 In the event of a fire or emergency all roads and buildings within CFAD Bedford must be accessible at all times. Contractors required to disrupt roadways during the course of their work, must ensure that at least one lane of each roadway is passable, at all times. Vehicles not required to transport personnel to the nearest exit gate must be parked on the side of the road and away from the nearest building.
- .3 Fueling:

- 1.11 TRAFFIC REGULATIONS (Cont'd)
- .3 (Cont'd)
- .1 Fueling of vehicles within the explosive areas is prohibited. Small equipment (lawn mowers, chainsaws, etc.) may be re-fueled, but only at sites designated by the Safety Officer and Fire Safety Officer. Comply with all safety practices pertaining to re-fueling hot equipment. Provide adequate fire extinguishers of types prescribed by the Fire Safety Officer. Only approved safety dispensing containers, as specified at sub-paragraph 1.10.6, will be permitted within the confines of the Ammunition Depot.
- .4 Violation of any of the above regulations will result in immediate cancellation of the vehicle pass and expulsion of the offender from the site.

PART 2 - PRODUCTS

- 2.1 NOT USED .1 Not used.

PART 3 - EXECUTION

- 3.1 NOT USED .1 Not used.

PART 1 - GENERAL

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|------------------------|----|--|
| <u>1.1 SITE ACCESS</u> | .1 | Contractor's personnel are required to report to the main desk each morning, sign the register and obtain an identification badge which must be displayed on their person at all times. Upon leaving the Complex at the end of the day, or at lunch time, the Contractor's personnel must report to the main desk, return the badge and be signed off the register. |
| <u>1.2 PARKING</u> | .1 | Contractor's vehicles will be allowed into the inner compound only under the following conditions; namely, for short periods of time, to load or unload equipment and supplies and then remove to the visitor's parking lot area or to the adjacent street. The site supervisor of the contracting firm will be allowed to park his/her vehicle, for short periods of time, in one of the visitor's parking slots or, if filled, he/she will be permitted to park in the inner compound while making periodic progress visits. It is emphasized that contractors' vehicles entering the inner compound can be subject to search by the Commissionaire on duty upon their departure. DRDC Atlantic reserves the right to limit the above-mentioned parking privileges if they are being abused. |

PART 2 - PRODUCTS

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| <u>2.1 NOT USED</u> | .1 | Not used. |
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PART 3 - EXECUTION

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|---------------------|----|-----------|
| <u>3.1 NOT USED</u> | .1 | Not used. |
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END OF SECTION

PART 1 - GENERAL

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| <u>1.1 DEFINITIONS</u> | .1 | Environmental Pollution and Damage: |
| | .1 | Presence of chemical, physical, biological elements or agents which adversely affect human health and welfare; unfavourably alter ecological balances of importance to human life; affect other species of importance to humans; or degrade environment aesthetically, culturally and/or historically. |
| | .2 | Environmental Protection: |
| | .1 | Prevention/control of pollution and habitat or environment disruption during construction. |
| <u>1.2 FIRES</u> | .1 | Fires and burning of rubbish on site is not permitted. |
| <u>1.3 DISPOSAL OF WASTE</u> | .1 | Do not dispose of waste or volatile materials, such as mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers. |
| | .2 | Do not bury rubbish and waste materials on site. |
| | .3 | All spills must be reported immediately to the Engineer and cleanup will be done at Contractor's expense. |
| <u>1.4 DRAINAGE</u> | .1 | Control disposal or runoff of water containing suspended materials or other harmful substances in accordance with local authority requirements. |
| <u>1.5 POLLUTION CONTROL</u> | .1 | Control emissions from equipment and plant in accordance with local authorities' emission requirements. |
| | .2 | Cover or wet down dry materials and rubbish to prevent blowing dust and debris. Provide dust control for temporary roads. |

PART 2 - PRODUCTS

2.1 NOT USED .1 Not used.

PART 3 - EXECUTION

3.1 NOT USED .1 Not used.

END OF SECTION

PART 1 - GENERAL

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| <u>1.1 QUALITY</u> | .1 | Products, materials, equipment and articles incorporated in Work must be new, not damaged or defective, and of best quality for purpose intended. If requested, furnish evidence as to type, source and quality of products provided. |
| | .2 | Defective products, whenever identified prior to completion of Work, will be rejected, regardless of previous inspections. Inspection does not relieve responsibility, but is precaution against oversight or error. Remove and replace defective products at own expense and be responsible for delays and expenses caused by rejection. |
| | .3 | Should disputes arise as to quality or fitness of products, decision rests strictly with Engineer based upon requirements of Contract Documents. |
| | .4 | Unless otherwise indicated in specifications, maintain uniformity of manufacture for any particular or like item throughout building. |
| | .5 | Permanent labels, trademarks and nameplates on products are not acceptable in prominent locations, except where required for operating instructions, or when located in mechanical or electrical rooms. |
| <u>1.2 AVAILABILITY</u> | .1 | Immediately upon signing Contract, review product delivery requirements and anticipate foreseeable supply delays for items. If delays in supply of products are foreseeable, notify Engineer of such, in order that substitutions or other remedial action may be authorized in ample time to prevent delay in performance of Work. |
| | .2 | In event of failure to notify Engineer at commencement of Work and should it subsequently appear that Work may be delayed for such reason, Engineer reserves right to substitute more readily available products of similar character, at no increase in Contract Price or Contract Time. |
| <u>1.3 STORAGE, HANDLING AND PROTECTION</u> | .1 | Handle and store products in manner to prevent damage, adulteration, deterioration and soiling and in accordance with manufacturer's instructions when applicable. |

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| 1.3 STORAGE, HANDLING
AND PROTECTION
<u>(Cont'd)</u> | .2 | Store packaged or bundled products in original and undamaged condition with manufacturer's seal and labels intact. Do not remove from packaging or bundling until required in Work. |
| | .3 | Store products subject to damage from weather in weatherproof enclosures. |
| | .4 | Remove and replace damaged products at own expense and to satisfaction of Engineer. |
| | .5 | Touch-up damaged factory finished surfaces to Engineer's satisfaction. Use touch-up materials to match original. Do not paint over name plates. |
| 1.4 TRANSPORTATION
<u></u> | .1 | Pay costs of transportation of products required in performance of Work. |
| | .2 | Transportation cost of products supplied by Owner will be paid for by Engineer. Unload, handle and store such products. |
| 1.5 MANUFACTURER'S
INSTRUCTIONS
<u></u> | .1 | Unless otherwise indicated in specifications, install or erect products in accordance with manufacturer's instructions. Do not rely on labels or enclosures provided with products. Obtain written instructions directly from manufacturers. |
| | .2 | Notify Engineer in writing, of conflicts between specifications and manufacturer's instructions, so that Engineer will establish course of action. |
| | .3 | Improper installation or erection of products, due to failure in complying with these requirements, authorizes Engineer to require removal and re-installation at no increase in Contract Price or Contract Time. |
| 1.6 REMEDIAL WORK
<u></u> | .1 | Perform remedial work required to repair or replace parts or portions of Work identified as defective or unacceptable. Co-ordinate adjacent affected Work as required. |
| | .2 | Perform remedial work by specialists familiar with materials affected. Perform in a manner to neither damage nor put at risk any portion of Work. |

1.7 LOCATION OF FIXTURES .1 Consider location of fixtures, outlets, and mechanical and electrical items indicated as approximate.

.2 Inform Engineer of conflicting installation. Install as directed.

1.8 FASTENINGS .1 Provide metal fastenings and accessories in same texture, colour and finish as adjacent materials, unless indicated otherwise.

.2 Prevent electrolytic action between dissimilar metals and materials.

.3 Use non-corrosive hot dip galvanized steel fasteners and anchors for securing exterior work, unless stainless steel or other material is specifically requested in affected specification Section.

.4 Space anchors within individual load limit or shear capacity and ensure they provide positive permanent anchorage. Wood, or any other organic material plugs are not acceptable.

.5 Keep exposed fastenings to a minimum, space evenly and install neatly.

.6 Fastenings which cause spalling or cracking of material to which anchorage is made are not acceptable.

1.9 ACCEPTABILITY OF MATERIALS .1 After award of Work, requests for "acceptance" of materials in addition to those presently established as "acceptable" by Contract documents need be provided to the Engineer.

.2 Requests must be supported with sufficient project information to enable an assessment to be made for approval.

PART 2 - PRODUCTS

2.1 NOT USED .1 Not used.

PART 3 - EXECUTION

3.1 NOT USED .1 Not used.

END OF SECTION

PART 1 - GENERAL

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| <u>1.1 PROJECT CLEANLINESS</u> | .1 | Maintain Work in tidy condition, free from accumulation of waste products and debris, other than that caused by Owner or other Contractors. |
| | .2 | Remove waste materials from site at daily regularly scheduled times or dispose of as directed by Engineer. Do not burn waste materials on site. |
| | .3 | Make arrangements with and obtain permits from authorities having jurisdiction for disposal of waste and debris. |
| | .4 | Solid waste materials that are generated within Halifax Regional Municipality (HRM) or the Cape Breton Region Municipality (CBRM) and do not require specialized out of county disposal sites must be disposed of within the boundaries of the HRM or CBRM at a licensed or approved facility as per bylaw S-600 for HRM and S-300 for CBRM. |
| | .5 | Store volatile waste in covered metal containers, and remove from premises at end of each working day. |
| | .6 | Use only cleaning materials recommended by manufacturer of surface to be cleaned, and as recommended by cleaning material manufacturer. |
| | .7 | Schedule cleaning operations so that resulting dust, debris and other contaminants will not fall on wet, newly painted surfaces nor contaminate building systems. |
| <u>1.2 FINAL CLEANING</u> | .1 | When Work is Substantially Performed remove surplus products, tools, construction machinery and equipment not required for performance of remaining Work. |
| | .2 | Remove waste products and debris other than that caused by others, and leave Work clean and suitable for occupancy. |
| | .3 | Prior to final review remove surplus products, tools, construction machinery and equipment. |

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| 1.2 FINAL CLEANING
(Cont'd) | .4 | Remove waste products and debris other than that caused by Owner or other Contractors. |
| | .5 | Inspect finishes, fitments and equipment and ensure specified workmanship and operation. |
| | .6 | Broom clean and wash exterior walks, steps and surfaces; rake clean other surfaces of grounds. |
| | .7 | Remove dirt and other disfiguration from exterior surfaces. |
| | .8 | Sweep and wash clean paved areas. |
| | .9 | Clean equipment and fixtures to sanitary condition; clean or replace filters of mechanical equipment. |
| | .10 | Remove debris and surplus materials from crawl areas and other accessible concealed spaces. |

PART 2 - PRODUCTS

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|--------------|----|-----------|
| 2.1 NOT USED | .1 | Not used. |
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PART 3 - EXECUTION

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|--------------|----|-----------|
| 3.1 NOT USED | .1 | Not used. |
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END OF SECTION

PART 1 - GENERAL

<u>1.1 RELATED SECTIONS</u>	.1	Section 01 11 00 General Instructions.
<u>1.2 REFERENCES</u>	.1	Underwriters Laboratories of Canada (ULC)
	.1	ULC S675.1 Standard for Volumetric Detection Devices for Underground and Aboveground Storage Tanks for Flammable and Combustible Liquids.
	.2	ULC S675.2 Standard for Nonvolumetric Leak Detection Devices for Underground and Aboveground Storage Tanks and Piping for Flammable and Combustible Liquids.
	.2	Canadian Council of Ministers of the Environment (CCME)
	.1	CCME PN 1326, Environmental Code of Practice for Aboveground and Underground Storage Tank Systems for Petroleum Products and Allied Petroleum Products.
	.3	Canadian Environmental Protection Act, 1999
	.1	Storage Tank Systems for Petroleum Products and Allied Petroleum Products Regulations, SOR/DORS/2008-197.
	.4	Environmental Protection Agency (EPA)
	.1	EPA 530/UST-90/004 through EPA 530/UST-90/010, Standard Test Procedures for Evaluating Various Leak Detection Methods.
	.5	National Fire Code of Canada (NFC)
<u>1.3 GENERAL</u>	.1	As per Section 01 61 00 Common Product Requirements.
	.2	Materials and parts used must be as specified by the manufacturer of the equipment.

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| 1.3 GENERAL
(Cont'd) | .3 | If in an emergency the Contractor installs parts other than those specified, he must replace them with specified parts before claiming payment, and no claim for other than the specified parts will be made by the Contractor. |
| | .4 | All replaced parts and materials, whether serviceable or unserviceable must be returned to the Engineer upon completion of work. |
| | .5 | The Contractor must carry a complete stock of parts necessary for the work included in this Contract. |
| 1.4 ALTERATIONS &
SUBSTITUTIONS | .1 | The Contractor must not make any changes in the design and installation of equipment and fixtures without prior written authority by the Engineer. |
| | .2 | The Contractor must provide an updated "as-built" drawing compliant to SOR/2008-197:34.(2) for all system design changes. (e.g. Replace in kind does not require print.) |
| 1.5 MAINTENANCE
INSPECTIONS
(DISPENSERS) | .1 | The Contractor must provide annual preventive maintenance inspections of dispensing pumps, belts, hoses, nozzles, swivels, pump sumps and tanks. The inspections must be carried out and will include any work detailed therein which does not require the replacement or installation of major parts or materials. The maintenance report must be completed in three (3) copies. One (1) copy to be retained by Contractor and two (2) copies will be forwarded to the Engineer. A digital copy must be provided to RPOS(H) tank coordinator. |
| | .2 | On completion of the first inspection, the Contractor must present a report to the Engineer to include (within 7 seven days): <ul style="list-style-type: none"> .1 a list of "orphan" equipment and, if possible, a statement on whether the cost of maintaining this equipment is likely to be excessive in view of its condition. .2 recommendation on major repairs and replacements necessary for continued efficient operation of the equipment will be presented to the Engineer within two (2) days. |

1.5 MAINTENANCE INSPECTIONS (DISPENSERS) <u>(Cont'd)</u>	.2	(Cont'd)
	.3	the Contractor must notify the Engineer seven (7) days prior the beginning of inspection in order to ascertain the time and date are acceptable to both parties.
	.3	Upon award of Contract, the Contractor must perform the annual inspection within 2 weeks of award.
1.6 MAINTENANCE INSTRUCTIONS (MONITOR AND LEAK DETECTION SYSTEMS) <u></u>	.1	The Contractor must provide annual preventive maintenance inspections of monitoring and leak detection systems. The inspections must be carried out and will include any work detailed therein which does not require the replacement or installation of major parts or materials.
	.2	The Contractor must use and fill out the forms found in Annex A Fuel Dispensing Units (Pumps) and Annex B Fuel Tank Monitoring Systems of this specification. One (1) copy to be retained by Contractor and two (2) copies will be forwarded to the Engineer.
	.3	General Visual Inspection:
	.1	Inspect for signs of corrosion inside the monitor.
	.2	Check for broken or frayed insulation on all wires and be sure that the wires are secure at the terminals.
	.3	Check all PC boards for cracks.
	.4	Check to see that there is no loose or missing attaching hardware for components (transformers, PC boards, brackets, etc.).
	.5	Check to see that all interconnecting cable connectors are firmly seated and check connector ends for cracks and flat cable for breaks.
	.6	Check fuse holder contacts for corrosion.
	.7	Check monitor for cracked display lens and damaged or missing buttons.

1.6 MAINTENANCE
INSTRUCTIONS (MONITOR
AND LEAK DETECTION
SYSTEMS)
(Cont'd)

- .3 (Cont'd)
- .8 Check the mounting of the equipment to be sure all components are mounted properly and in accordance with instructions contained in the Site Preparation and Installation Manual.
 - .9 Dip tank to confirm probe level is accurate.
 - .10 Confirm high, high high, low level, and vacuum alarms are working properly. State method used (manually or electronic)
 - .11 For Veeder Root system plug in laptop to confirm alarms and levels are accurate (Veeder Root program).
 - .12 Verify outside alarms and emergency lights work when alarms are activated.
 - .13 Verify that no unapproved modifications to the equipment have been made, no unapproved parts are being used, and previous repairs and modifications bring the unit to original factory condition.
 - .14 Verify that the unit is installed indoors in an accessible location.
 - .15 Verify that the console has #12 AWG (or larger diameter) conductor from barrier to earth ground in the power panel.
 - .16 Verify power wires are installed in conduit.
 - .17 Verify console chassis ground connection.
 - .18 Verify conduits enter console only through preformed knockouts.
 - .19 Ensure console to probe runs do not exceed 1000 feet.
 - .20 Ensure console to sensor wiring runs do not exceed 1000 feet.
 - .21 Check that probe and sensor wiring and conduit meet manufacturer's requirements.

1.6 MAINTENANCE
INSTRUCTIONS (MONITOR
AND LEAK DETECTION
SYSTEMS)
(Cont'd)

- .3 (Cont'd)
 - .22 Sealoffs are installed between building and tanks on probe and sensor conduits.
 - .23 Ensure probe and sensor wiring connections in tank area are installed in suitable weatherproof junction boxes.
 - .24 Check all outdoor wiring connections for probes and sensors are sealed with epoxy sealing kits.
 - .25 Send copy of completed digital DND Annual Electronic Monitoring Inspections to the RPOS(H) tank coordinator.
- .4 Consoles:
 - .1 Check printer for paper if equipped.
 - .2 Print out or check system inventory and verify to actual inventory.
 - .3 Print out or record system setup values, then verify if battery backup is working by powering the unit down and then back up with the circuit breaker. If programming is lost, the battery is bad and the unit will need service.
 - .4 Verify in-tank tests are being performed as required by the printing reports.
 - .5 Press alarm / test button to verify power, warning and alarm indicators light and audible alarm sounds.
 - .6 Verify line leak tests are being performed (if line leak installed).
- .5 Mag Probes and Cap Probes:
 - .1 Inspect probe cables for any cracking or swelling.
 - .2 Mag probes only - Inspect floats and probe shaft for any residue build up and clean with mineral spirits as necessary.
 - .3 Cap Type 0 probes only - Run diagnostic check on probe and verify there are no open or shorted segments.

1.6 MAINTENANCE
INSTRUCTIONS (MONITOR
AND LEAK DETECTION
SYSTEMS)
(Cont'd)

- .6 Alarms for Fuel Level Probes:
 - .1 Verify alarms function properly for pre-set "high level" limits. If necessary, temporarily alter level limit to simulate alarm state and reset limit to original level.
 - .2 Some alarm systems are relayed to the DND Fire Hall. Ensure DND Fire Services are notified prior to triggering any alarm.
- .7 Volumetric Line Leak Detection System:
 - .1 Check flexible fuel control lines for any chafing or excessive corrosion.
- .8 Piping Sump Sensor (Float Type):
 - .1 Inspect sensors to verify float moves freely.
 - .2 Turn sensor upside down to verify the monitor liquid alarm is activated.
- .9 Dispenser Pan Sensor:
 - .1 Inspect sensor cables for any cracking or swelling.
 - .2 Verify sensor is firmly secured in an upright position on the bottom of the pan.
- .10 Containment Sump Sensor:
 - .1 Inspect sensor cables for any cracking or swelling.
 - .2 Verify sensor is firmly secured in an upright position on the bottom of the containment sump.
- .11 Vapour Sensor:
 - .1 Inspect sensor cables for any cracking or swelling.
- .12 Groundwater Sensor:
 - .1 Inspect sensor cables for any cracking or swelling.

- 1.6 MAINTENANCE INSTRUCTIONS (MONITOR AND LEAK DETECTION SYSTEMS)
(Cont'd)
- .12 (Cont'd)
- .2 Lift sensor above water level in the well and verify the system activates a "WATER OUT" alarm.
- .13 Hydrostatic Sensor:
- .1 Inspect sensor cables for any cracking or swelling.
- .2 Remove sensor from brine reservoir and verify floats move freely. With sensor in its upright position, the system should activate a "FUEL ALARM". Turn the sensor upside down to be sure the system activates a "WATER ALARM". If the sensor does not alarm in both conditions then service will be required.
- .14 The Contractor must produce a report for each system inspected and make 3 copies. One (1) copy to be retained by Contractor and two (2) copies will be forwarded to the Engineer.
- .15 The system inspection report must contain, as a minimum, the following information:
- .1 storage tank AO number associated with the monitoring equipment;
- .2 location of the equipment;
- .3 manufacturer's name and model of equipment;
- .4 date of the inspection;
- .5 results of the inspection;
- .6 analysis of the inspection results; and
- .7 recommendations and cost estimates on repairs and replacements necessary for continued efficient operation of the equipment; all other terms and conditions remain as stated in original award documents.
- .16 The Contractor must provide a schedule stating the date the work is to be carried out on each system. The schedule must be submitted (three (3) copies) to the Engineer seven (7) days prior to commencement of any work.

1.7 EXTERIOR TANKS

- .1 The Contractor must conduct annual dips of tanks found in Annex C to check for water content. Contractor to use and fill out the form in Annex C MARLANT Tank Dip Checks.
- .2 The Contractor must coordinate with the Engineer dates for dipping the tanks in order to ensure access without delays.
- .3 Tanks that require additional work to dip tanks, such as equipment removal and reinstallation, will be conducted under a DND 626 "Task Authorization".
- .4 The Contractor must provide a report of results to the Engineer. Send completed digital copy of Marlant Tank Dip Checks to the RPOS(H) tank coordinator.

1.8 TANK/LINE LEAK TESTING (OPTIONAL)

- .1 The tank precision leak detection test must be completed in accordance with SOR/DORS/2008-197.
- .2 The piping precision leak detection test must be completed in accordance with SOR/DORS/2008-197.
- .3 Tank/line leak testing will be done on a "Call-In" basis only.
- .4 The Contractor will provide all labour, materials and equipment for leak testing of underground and aboveground fuel tanks, associated piping and systems.
- .5 The Contractor will provide certification that the testing method meets the applicable federal, provincial or municipal requirements for sensitivity for precision leak tests for underground and aboveground fuel tanks and associated piping and that the sensitivity is not impacted by tank size, thermal expansion of the fuel products, product vapours, or length and size of piping.
- .6 Tests will be conducted during normal working hours and without interrupting the operation of the tank/piping system unless otherwise authorized by the Engineer.
- .7 A summary of the tank location, capacity and inventory is listed in Annex B.

- | | | |
|---|----|--|
| 1.8 TANK/LINE LEAK
TESTING (OPTIONAL)
<u>(Cont'd)</u> | .8 | The Contractor must produce a report for each test conducted and make 3 copies. One (1) copy to be retained by Contractor and two (2) copies will be forwarded to the Engineer within 10 days of the test. |
| | .9 | The tank / line leak test report must contain, as a minimum, the following information: <ul style="list-style-type: none"> .1 the test or inspection date; .2 the storage tank system identification number; .3 the type of petroleum product or allied petroleum product stored in the system; .4 the test or inspection results; .5 the testing method; .6 the name and address of the individual and, if applicable, the company that performed the test or inspection; .7 the components of the corrosion analysis program referred to in subparagraph 23(1)(a)(ii) of SOR/DORS/2008-197; and .8 recommendation and cost estimates on repairs and replacements necessary for continued efficient operation of the equipment. |
| 1.9 LEAK TESTING
REQUIREMENTS | .1 | Tank / line leak testing will be done by one of the following methods: <ul style="list-style-type: none"> .1 A pressure liquid media leak detection test that meets the requirements of a precision leak detection test, is performance certified by a third party, and that is conducted by testing technicians trained in the care and usage of the test device. .2 A static liquid media leak detection test, lasting a minimum of one hour, that shows a leak rate that does not exceed 0.38 L/h and that shows no visual evidence of a leak. .3 A high-vacuum, high-pressure inert gas pipe leak detection test conducted in accordance with the following procedures: |

1.9 LEAK TESTING
REQUIREMENTS
(Cont'd)

- .1 (Cont'd)
- .3 (Cont'd)
 - .1 This test may be used for a leak detection test for piping systems that are in use and that have a volume of less than 1000 L.
 - .2 Whenever permitted by the equipment design and installation, product contained in the piping system is drained prior to conducting the pressure decline test procedure.
 - .3 Pumps, dispensers or other auxiliary equipment connected to the piping that cannot be subjected to the pressure of the test must be isolated from the test procedures to prevent equipment damage.
 - .4 Test vacuums or pressures will be more than 350 kPa (gauge) or 1.5 times the maximum operating pressure, whichever is greater; be less than 700 kPa (gauge) except when the piping system is designed for such pressures, and not exceed the equipment manufacturer's design limitations.
 - .5 Stabilization time is required after vacuum or pressurization.
- .4 Low-vacuum or low-pressure inert gas pipe leak detection tests conducted according to the following procedures:
 - .1 A vacuum or pressure decline test using an inert gas may be used to conduct a leak detection test on the secondary containment of double-wall storage tank systems and double-wall pipe.
 - .2 Contained in the secondary containment system must be drained prior to conducting the pressure decline test procedure;
 - .3 Vacuum or test pressure must be conducted between 20 kPa and 35 kPa, and not exceed the equipment manufacturer's design limitations.
 - .4 Stabilization time required after vacuum or pressurization.

<u>1.10 WORKMANSHIP</u>	.1	All work must be performed by fully qualified (factory trained) mechanics. Tank installers / removal must be registered with the Province of Nova Scotia.
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PART 2 - PRODUCTS

<u>2.1 NOT USED</u>	.1	Not used.
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PART 3 - EXECUTION

<u>3.1 NOT USED</u>	.1	Not used.
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END OF SECTION

Fuel Dispensing Units (Pumps)

#	Tank AO#	Location	Product	Facility Type	Make of Dispensor	Model	Meter Calibration Date	Comments (nozzles / hoses / breakaways / swivels / belts / pumps / sumps checks)
1	0058-K006-K0001	CFAD Bedford	gasoline	Cardlock/keylock	Dresser/Wayne	G6201P/27A8GJK		
2	0058-K013-K0001	CFAD Bedford	diesel	Cardlock/keylock	Dresser/Wayne	G6201P/27A8GJK		
3	0180-K066-K0001	Dockyard Jetty NC	gasoline	Cardlock/keylock	Dresser/Wayne	3/G7203P/27A8GJK/L		
4	0180-K034-K0001	Dockyard Jetty NC	diesel	Cardlock/keylock	Dresser/Wayne	3/G7203P/27A8GJK/L		
5	0180-K070-K0001	Dockyard	diesel	Service Station/ Gas Bar	Dresser/Wayne	3/G7201P/2HJK/L		
6	0361-K033-K0001	Shearwater SH32	gasoline	Cardlock/keylock	Tokheim Gasboy	9153ATW-2		
7	0361-K070-K0001	Shearwater SH32	diesel	Cardlock/keylock	Tokheim Gasboy	9153ATW-3		
8	0176-K006-K0001	Willow Park WL6	gasoline	Cardlock/keylock	Dresser/Wayne	3/G7207P/2CHJK/L		
9	0176-K004-K0001	Willow Park WL6	diesel	Cardlock/keylock	Dresser/Wayne	3/G7203P/28CHJK/L		
10	0176-K010-K0001	Willow Park WL6	diesel (small)	Cardlock/keylock	Dresser/Wayne	3/G7203P/28CHJK/HL		
11	0361-K107-K0002	Shearwater Tk 1	bulk fuel turbo	Fuel Dispensing	Smith Meters/Liquid Controls Corp	R318785		
12	0361-K107-K0004	Shearwater Tk 2	bulk fuel turbo					
13	0361-K107-K0001	Shearwater Tk 3	bulk fuel turbo					
14	0361-K107-K0005	Shearwater	Plus 100					

Fuel Tank Monitoring Systems																							
#	Location	EC#	AO#	PRIN#	Contents	Capacity	Equipment Manufacturer	Equipment	Types of sensors	Y/N	Date inspected	Name of technician	Name of company	Testing method	Testing method P/F	Inspection results							
1	CFAD Bedford fuel dispensing point	00006944	0058-K013-K0001	15795	diesel	10,121 L	Veeder-Root TLS350	Level probe	Level indicator	Y													
									High High Alarm 92%	Y													
									High Alarm 82%	Y													
									Low alarm 40%	Y													
									Liquid transit sump sensor	Y													
								Sensors	Liquid pump sump sensor	Y													
									Liquid sensor (secondary confinement)	Y													
									Vacuum sensor -9 Hg														
									Visual/audio alarm	Y													
									Level indicator	Y													
2	CFAD Bedford fuel dispensing point	00006964	0058-K006-K0001	9367	gasoline	10,121 L	Veeder-Root TLS351	Level probe	High High Alarm 92%	Y													
									High Alarm 82%	Y													
									Low alarm 40%	Y													
									Liquid transit sump sensor	Y													
									Liquid pump sump sensor	Y													

MARLANT Tank Dip Checks									
#	Location	Building #	Address	AO#	Date Inspected	Technician	Water level (mm)	Comments	
1	Amherst Armoury	AMHARM1	34 Acadia St., Amherst, NS	0016-K002-K0001					
2		AMHARM2	34 Acadia St., Amherst, NS	0016-K003-K0001					
3		AMHARM3	34 Acadia St., Amherst, NS	0016-K005-K0001					
4	Bedford Armoury	BA1	255 Damascus Rd, Bedford, NS	0058-K015-K0001					
5		BM259 (APU)	318 Arsenal Rd, Bedford, NS	0058-K021-K0001					
6		BM39	285 Carbon Rd, Bedford, NS	0058-K019-K0001					
7		BM192 (APU)	85 Chrome Lane, Bedford, NS	0058-K014-K0001					
8		BM158 (gasoline)	137 Tin Cresc, Bedford, NS (fuel dispensing point)	0058-K006-K0001					
9	CFAD Bedford	BM158 (diesel)	137 Tin Cresc, Bedford, NS (fuel dispensing point)	0058-K013-K0001					
10		BM212	142 Jetty Rd, Bedford, NS	0058-K018-K0001					
11		BM36	232 Copper Rd, Bedford, NS	0058-K020-K0001					
12		BM239	10 Sulphur Rd, Bedford, NS	0058-K023-K0001					
13		BM230	261 Nickel Rd, Bedford, NS	0058-K022-K0001					
14		BM203	203 Carbon Rd, Bedford, NS	0058-K024-K0001					
15		DC28 (APU)	57 Fire Rd, Herring Cove, NS	0393-K015-K0001					
16	DCD School	DC18	46 Smoke Rd, Herring Cove, NS	0393-K005-K0001					
17		DC37	73 Smoke Rd, Herring Cove, NS	0393-K009-K0002					
18		DC37	73 Smoke Rd, Herring Cove, NS	0393-K009-K0001					
19	Degaussing Range	DG8	290 Degaussing Ln, Dartmouth, NS	0439-K011-K0001					
20		D293 (CHP APU)	2434 Provo Wallis St, Halifax, NS	0180-K065-K0001					
21		D62 (CHP)	2434 Provo Wallis St, Halifax, NS	0180-K079-K0001					
22		D62 (CHP)	2434 Provo Wallis St, Halifax, NS	0180-K079-K0001					
23		D200	2365 Provo Wallis St, Halifax, NS	0180-K029-K0002					
24	HMC Dockyard	D201 A (APU)	2737 Provo Wallis St, Halifax, NS	0180-K059-K0001					
25		D201 B (APU)	2737 Provo Wallis St, Halifax, NS	0180-K058-K0001					
26		D40 (APU)	2498 Provo Wallis St, Halifax, NS	0180-K022-K0001					
27		D196 (APU Firehall)	2636 Provo Wallis St, Halifax, NS	0180-K074-K0001					
28		Rainbow Gate	5088 Provo Wallis St, Halifax, NS	0180-K077-K0001					
29		D283 (diesel)	Jetty NC, fuel dispensing point	0180-K034-K0001					
30		D283 (gasoline)	Jetty NC, fuel dispensing point	0180-K066-K0001					
31	DRDC Atlantic	Crane fuel dispensing	Provo Wallis St, Halifax, NS	0180-K070-K0001					
32		DA26	9 Grove St, Dartmouth, NS	0119-K013-K0001					

33	Ferguson's Cove	FG1	1 Ferguson's Cove Rd, Halifax NS	0090-K001-K0001				
34	Glouce Bay Armoury	GBARM1	76 Sterling Rd, Glace Bay, NS	0162-K003-K0001				
35		GV1	600 Mill Lane Rd, Great Village, NS	0174-K002-K0001				
36	Great Village	GV1 Bldg 10 (pond)	600 Mill Lane Rd, Great Village, NS	0174-K004-K0001				
37		GV12 (APU)	600 Mill Lane Rd, Great Village, NS	0174-K001-K0001				
38	Halifax Armoury	HA1 (APU)	2261 North Park St, Halifax, NS	0178-K013-K0001				
39	Masstown	MA6 (APU)	Highway 2, Masstown, NS	0276-K002-K0001				
40		MC8	1062 Parkwood Dr, Mill Cove, NS	0251-K007-K0001				
41	Mill Cove	MC28 (APU)	1062 Parkwood Dr, Mill Cove, NS	0251-K006-K0001				
42		W5 (APU)	68 Armand Rd, Dartmouth, NS	0119-K012-K0001				
43	NAD	W29 (CHP)	66 Ordinance Rd, Dartmouth, NS	0119-K005-K0001				
44		NC39 (APU Sewage Plant)	Second St, off Highway 1, Newport Corner, NS	0288-K010-K0001				
45	Newport Corner	NC38 (APU)	9 First Ave, off Highway 1, Newport Corner, NS	0288-K009-K0001				
46		NC9	9 First Ave, off Highway 1, Newport Corner, NS	0288-K001-K0001				
47	Pictou Armoury	PT ARM 4	44 Dawson St, off Union St, Pictou, NS	0312-K002-K0001				
48		PT ARM 3	44 Dawson St, off Union St, Pictou, NS	0312-K001-K0001				
49		RA1	5500 Royal Artillery Crt, Halifax, NS	0178-K001-K0001				
50		RA2	5480 Royal Artillery Crt, Halifax, NS	0178-K002-K0001				
51	Royal Artillery Park	RA3	5460 Royal Artillery Crt, Halifax, NS	0178-K012-K0001				
52		RA6	1556 Brunswick St, Halifax, NS	0178-K004-K0001				
53		RA2 (APU)	5480 Royal Artillery Crt, Halifax, NS	0178-K014-K0001				
54		SH14 (Canex)	60 Provider Rd, Shearwater, NS	0361-K015-K0001				
55		SH349 (CHP)	85 Provider Rd, Shearwater, NS	0361-K126-K0001				
56		SH365 (APU CHP)	85 Provider Rd, Shearwater, NS	0361-K060-K0001				
57		SH38A (Tower)	89 Fire Hall Rd, Shearwater, NS	0361-K067-K0001				
58		SH47 (Fire Hall)	127 Fire Hall Rd, Shearwater, NS	0361-K136-K0001				
59		SH45 (Tower garage)	81 Tarnac Rd, Shearwater, NS	0361-K068-K0001				
60		SH41 (Tower APU)	Bunker Ln, Shearwater, NS	0361-K075-K0001				
61		SH64 (rink)	66 Boundary Rd, Shearwater, NS	0361-K076-K0001				
62		SH35N	124 Bonaventure St, Shearwater, NS	0361-K099-K0001				
63		SH215 (birdman))	Shearwater airfield, Shearwater, NS	0361-K100-K0001				
64		SHHGR344 (APU)	Controlled airfield, Shearwater, NS	0361-K104-K0001				
65		SH POL (Tk#3)	POL compound	0361-K107-K0001				
66		SH POL (Tk#1)	POL compound	0361-K107-K0002				
67	Shearwater	SH POL (Tk#2)	POL compound	0361-K107-K0004				
68		SH4	48 Cadet Rd, Shearwater, NS	0361-K110-K0001				
69		SH228	across from 20 Magnificent Ave, Shearwater, NS	0361-K122-K0001				

70	SH364	32 Horse Ln, Shearwater, NS	0361-K127-K0001				
71	SHHGRA (JTF)	99 Tarnac Rd, Shearwater, NS	0361-K130-K0001				
72	SHHGR342 (Hi-Fog)	423 Magnificent Ave, Shearwater, NS	0361-K153-K0001				
73	SH32 (diesel)	336 Magnificent Ave, Shearwater, NS	0361-K070-K0001				
74	SH32 (gasoline)	336 Magnificent Ave, Shearwater, NS	0361-K033-K0001				
75	SHHGR342 (APU)	432 Magnificent Ave, Shearwater, NS	0361-K136-K0001				
76	SH343 (APU)	443 Magnificent Ave, Shearwater, NS	0361-K139-K0001				
77	SH330 (MHTC) Tk #1	371 Magnificent Ave, Shearwater, NS	0361-K146-K0001				
78	SH330 (MHTC) Tk #2	371 Magnificent Ave, Shearwater, NS	0361-K146-K0002				
79	SH330 (MHTC)	371 Magnificent Ave, Shearwater, NS	0361-K148-K0001				
80	SH Toucan Bldg	Shearwater airfield, Shearwater, NS	0361-K152-K0001				
81	SA1	2 1/2 North St, Springhill, NS	0380-K001-K0001				
82	SA2	2 1/2 North St, Springhill, NS	0380-K005-K0001				
83	S11 (CHP)	2782 Rutherford St, Halifax, NS	0179-K016-K0001				
84	S7 (Chapel)	2710 Admiral's Way, Halifax, NS	0179-K019-K0001				
85	S105 (Juno Tower)	2648 Lorne Terrace, Halifax, NS	0179-K020-K0001				
86	S82 (APU)	5416 Gangway Rd, Halifax, NS	0179-K029-K0001				
87	S83 (APU)	5345 Marjori Russell Ln, Halifax, NS	0179-K030-K0001				
88	S20 (Museum)	2729 Admirals Way, Halifax, NS	0179-K031-K0001				
89	S117 (Tribute Tower)	2818 Pusser Ln, Halifax, NS	0179-K081-K0001				
90	Sydney Radar Station	155 Military Rd, Sydney, NS	0417-K002-K0001				
91	Truro Armoury	126 Willow St, Truro, NS	0438-K002-K0001				
92	VP41	5 Garrison Rd, Sydney, NS	0417-K003-K0001				
93	VP42	4 Garrison Rd, Sydney, NS	0417-K001-K0001				
94	VP40	10 Garrison Rd, Sydney, NS	0417-K004-K0001				
95	WL40 (APU)	3188 Husky Dr, Halifax, NS	0176-K020-K0001				
96	WL6 (Supply APU)	Bison Cresc, Halifax, NS	0176-K043-K0001				
97	WL59 (WL Armoury APU)	3225 Husky Dr, Halifax, NS	0176-K038-K0001				
98	WL57 (TEME APU)	3367 Windsor St, Halifax, NS	0176-K031-K0001				
99	WL6 (gasoline)	Quartermaster Rd, Halifax, NS	0176-K006-K0001				
100	WL6 (diesel)	Quartermaster Rd, Halifax, NS	0176-K004-K0001				
101	WL6 (diesel)	Quartermaster Rd, Halifax, NS	0176-K010-K0001				
102	WP62 (CHP)	6461 Hawk Terrace, Halifax, NS	0177-K003-K0001				
103	WP62 (CHP APU)	6461 Hawk Terrace, Halifax, NS	0177-K019-K0001				
104	WP92 (MP APU)	3281 Watch Dog Rd, Halifax, NS	0177-K014-K0002				
105	WP26 (APU)	6264 Barracks Dr, Halifax, NS	0177-K016-K0001				
106	WP64 (APU)	3242 Watch Dog Rd, Halifax, NS	0177-K015-K0001				

107	Windsor Armoury	WA2	62 Fort Edward St., Windsor, NS	0452-K001-K0001					
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Note: You may have to contact the EGS Shop for access to APU's



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

W010C-19-0186

Security Classification / Classification de sécurité

UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction RPO Unit (Atlantic)	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Work under this Service Contract comprises the furnishing of all labour, materials, tools, equipment, services & supervision required for the inspection, cleaning, calibration & maintenance of POL dispensing units, pumps, flow metres, level monitors, leak detectors & leak testing fuel distribution systems as specified in attached specification W010C-190186 dated 2019-03-06			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input 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"/>			
Restricted to: / Limité à : Specify country(ies): / Préciser le(s) pays : <input type="checkbox"/>		Restricted to: / Limité à : Specify country(ies): / Préciser le(s) pays : <input type="checkbox"/>	
7. c) Level of information / Niveau d'information			
PROTECTED A <input type="checkbox"/>		NATO UNCLASSIFIED <input type="checkbox"/>	
PROTÉGÉ A <input type="checkbox"/>		NATO NON CLASSIFIÉ <input type="checkbox"/>	
PROTECTED B <input type="checkbox"/>		NATO RESTRICTED <input type="checkbox"/>	
PROTÉGÉ B <input type="checkbox"/>		NATO DIFFUSION RESTREINTE <input type="checkbox"/>	
PROTECTED C <input type="checkbox"/>		NATO CONFIDENTIAL <input type="checkbox"/>	
PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIEL <input type="checkbox"/>	
CONFIDENTIAL <input type="checkbox"/>		NATO SECRET <input type="checkbox"/>	
CONFIDENTIEL <input type="checkbox"/>		NATO SECRET <input type="checkbox"/>	
SECRET <input type="checkbox"/>		COSMIC TOP SECRET <input type="checkbox"/>	
SECRET <input type="checkbox"/>		COSMIC TRÈS SECRET <input type="checkbox"/>	
TOP SECRET <input type="checkbox"/>			
TRÈS SECRET <input type="checkbox"/>			
TOP SECRET (SIGINT) <input type="checkbox"/>			
TRÈS SECRET (SIGINT) <input type="checkbox"/>			
		PROTECTED A <input type="checkbox"/>	
		PROTÉGÉ A <input type="checkbox"/>	
		PROTECTED B <input type="checkbox"/>	
		PROTÉGÉ B <input type="checkbox"/>	
		PROTECTED C <input type="checkbox"/>	
		PROTÉGÉ C <input type="checkbox"/>	
		CONFIDENTIAL <input type="checkbox"/>	
		CONFIDENTIEL <input type="checkbox"/>	
		SECRET <input type="checkbox"/>	
		SECRET <input type="checkbox"/>	
		TOP SECRET <input type="checkbox"/>	
		TRÈS SECRET <input type="checkbox"/>	
		TOP SECRET (SIGINT) <input type="checkbox"/>	
		TRÈS SECRET (SIGINT) <input type="checkbox"/>	



PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

☒ No ☐ Yes
Non Oui

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

Document Number / Numéro du document :

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

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

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

Special comments:

Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?

Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?

☒ No ☐ Yes
Non Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté?

☐ No ☐ Yes
Non Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?

Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?

Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

☒ No ☐ Yes
Non Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?

Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

☒ No ☐ Yes
Non Oui

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?

Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?

Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

☒ No ☐ Yes
Non Oui



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

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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
				CONFIDENTIEL	TRES SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL	COSMIC COSMIC TRES SECRET	A	B	C	CONFIDENTIEL	TRES SECRET			
Information / Assets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Renseignements / Biens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Media /	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Support TI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Link /	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lien électronique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

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

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

☒ No
Non

☐ Yes
Oui

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



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat
W010C-19-0186

Security Classification / Classification de sécurité
UNCLASSIFIED

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

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

Name (print) - Nom (en lettres moulées)

Lt Emond-Bernatchez

Title - Titre

Contracts Officer

Signature

Telephone No. - N° de téléphone
902-722-1811

Facsimile No. - N° de télécopieur
902-722-1847

E-mail address - Adresse courriel
Olivier.Emond-
Bernatchez@forces.gc.ca

Date

JUN 04 2019

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

Name (print) - Nom (en lettres moulées)

**Dawn Murray - DDSO - Industrial Security
SRCL Team Lead**

Title - Titre

Signature

Telephone No. - N° de téléphone

902-722-1274
E-mail: dawn.murray@forces.gc.ca

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

6 June 2019

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

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

☒ No ☐ Yes
Non Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name

Denis Lecompte
Contract Security Officer, Contract Security Division
denis.lecompte@tpsgc-pwgsc.gc.ca

Title - Titre

Signature

Lecompte,
Denis

Digitally signed by Lecompte,
Denis
Date: 2019.06.24 10:27:45
-04'00'

Telephone

Tel/Tél 613-952-7907

de télécopieur

E-mail address - Adresse courriel

Date

**TASK AUTHORIZATION
AUTORISATION DES TÂCHES**

All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.		Contract no. – N° du contrat Task no. – N° de la tâche
Amendment no. – N° de la modification	Increase/Decrease – Augmentation/Réduction	Previous value – Valeur précédente
To – À Delivery location – Expédiez à Delivery/Completion date – Date de livraison/d'achèvement	<p>TO THE CONTRACTOR</p> <p>You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task.</p> <p>Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract.</p> <p>À L'ENTREPRENEUR</p> <p>Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande.</p> <p>Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 40%; text-align: center;"> _____ Date </div> <div style="width: 55%; text-align: center;"> _____ for the Department of National Defence pour le ministère de la Défense nationale </div> </div>	
Contract item no. N° d'article du contrat	Services	Cost Prix
	GST/HST TPS/TVH	
	Total	
<p>APPLICABLE ONLY TO PWGSC CONTRACTS: The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.</p> <p>NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC : La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.</p> <div style="margin-top: 20px;"> _____ for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux </div>		

Instructions for completing DND 626 - Task Authorization

Contract no.

Enter the PWGSC contract number in full.

Task no.

Enter the sequential Task number.

Amendment no.

Enter the amendment number when the original Task is amended to change the scope or the value.

Increase/Decrease

Enter the increase or decrease total dollar amount including taxes.

Previous value

Enter the previous total dollar amount including taxes.

To

Name of the contractor.

Delivery location

Location where the work will be completed, if other than the contractor's location.

Delivery/Completion date

Completion date for the task.

for the Department of National Defence

Signature of the DND person who has delegated **Authority** for signing DND 626 (level of authority based on the dollar value of the task and the equivalent signing authority in the PAM 1.4). **Note:** the person signing in this block ensures that the work is within the scope of the contract, that sufficient funds remain in the contract to cover this task and that the task is affordable within the Project/Unit budget.

Services

Define the requirement briefly (attach the SOW) and identify the cost of the task using the contractor's quote on the level of effort. The Task must use the basis of payment stipulated in the contract. If there are several basis of payment then list here the one(s) that will apply to the task quote (e.g. milestone payments; per diem rates/labour category hourly rates; travel and living rates; firm price/ceiling price, etc.). All the terms and conditions of the contract apply to this Task Authorization and cannot be ignored or amended for this task. Therefore it is not necessary to restate these general contract terms and conditions on the DND 626 Task form.

Cost

The cost of the Task broken out into the individual costed items in **Services**.

GST/HST

The GST/HST cost as appropriate.

Total

The total cost of the task. The contractor may not exceed this amount without the approval of DND indicated on an amended DND 626. The amendment value may not exceed 50% (or the percentage for amendments established in the contract) of the original value of the task authorization. The total cost of a DND 626, including all amendments, may not exceed the funding limit identified in the contract.

Applicable only to PWGSC contracts

This block only applies to those Task Authorization contracts awarded by PWGSC. The contract will include a specified threshold for DND sole approval of the DND 626 and a percentage for DND to approve amendments to the original DND 626. Tasks that will exceed these thresholds must be passed to the PWGSC Contracting Authority for review and signature prior to authorizing the contractor to begin work.

Note:

Work on the task may not commence prior to the date this form is signed by the DA Authority - for tasks within the DND threshold; and by both DND and PWGSC for those tasks over the DND threshold.

Instructions pour compléter le formulaire DND 626 - Autorisation des tâches

N° du contrat

Inscrivez le numéro du contrat de TPSGC en entier.

N° de la tâche

Inscrivez le numéro de tâche séquentiel.

N° de la modification

Inscrivez le numéro de modification lorsque la tâche originale est modifiée pour en changer la portée.

Augmentation/Réduction

Inscrivez le montant total de l'augmentation ou de la diminution, y compris les taxes.

Valeur précédente

Inscrivez le montant total précédent, y compris les taxes.

À

Nom de l'entrepreneur.

Expédiez à

Endroit où le travail sera effectué, si celui-ci diffère du lieu d'affaires de l'entrepreneur.

Date de livraison/d'achèvement

Date d'achèvement de la tâche.

pour le ministère de la Défense nationale

Signature du représentant du MDN auquel on a délégué le **pouvoir d'approbation** en ce qui a trait à la signature du formulaire DND 626 (niveau d'autorité basé sur la valeur de la tâche et le signataire autorisé équivalent mentionné dans le MAA 1.4). **Nota :** la personne qui signe cette attache de signature confirme que les travaux respectent la portée du contrat, que suffisamment de fonds sont prévus au contrat pour couvrir cette tâche et que le budget alloué à l'unité ou pour le projet le permet.

Services

Définissez brièvement le besoin (joignez l'ET) et établissez le coût de la tâche à l'aide de la soumission de l'entrepreneur selon le niveau de difficulté de celle-ci. Les modalités de paiement stipulées dans le contrat s'appliquent à la tâche. Si plusieurs d'entre elles sont prévues, énumérez ici celle/celles qui s'appliquera/ront à la soumission pour la tâche à accomplir (p.ex. acompte fondé sur les étapes franchies; taux quotidien ou taux horaire établi selon la catégorie de main-d'œuvre; frais de déplacement et de séjour; prix fixe ou prix plafond; etc.). Toutes les modalités du contrat s'appliquent à cette autorisation de tâche et ne peuvent être négligées ou modifiées quant à la tâche en question. Il n'est donc pas nécessaire de répéter ces modalités générales afférentes au contrat sur le formulaire DND 626.

Prix

Mentionnez le coût de la tâche en le répartissant selon les frais afférents à chaque item mentionné dans la rubrique **Services**.

TPS/TVH

Mentionnez le montant de la TPS/TVH, s'il y a lieu.

Total

Mentionnez le coût total de la tâche. L'entrepreneur ne peut dépasser ce montant sans l'approbation du MDN, formulaire DND 626 modifié à l'appui. Le coût de la modification ne peut pas être supérieur à 50 p. 100 du montant initial prévu dans l'autorisation de tâche (ou au pourcentage prévu dans le contrat pour les modifications). Le coût total spécifié dans le formulaire DND 626, y compris toutes les modifications, ne peut dépasser le plafond de financement mentionné dans le contrat.

Ne s'applique qu'aux contrats de TPSGC

Le présent paragraphe s'applique uniquement aux autorisations de tâche accordées par TPSGC. On inscrira dans le formulaire DND 626 un plafond précis qui ne pourra être approuvé que par le MDN et un pourcentage selon lequel le MDN pourra approuver des modifications au formulaire DND 626 original. Les tâches dont le coût dépasse ces plafonds doivent être soumises à l'autorité contractante de TPSGC pour examen et signature avant qu'on autorise l'entrepreneur à débiter les travaux.

Nota :

Les travaux ne peuvent commencer avant la date de signature de ce formulaire par le responsable du MDN, pour les tâches dont le coût est inférieur au plafond établi par le MDN, et par le MDN et TPSGC pour les tâches dont le coût dépasse le plafond établi par le MDN.