



Bid Fax: (902) 496-5016

B3J 1T3

Solicitation No. - N° de l'invitation
W3554-206280/A
Client Ref. No. - N° de réf. du client
W3554-20-6280

Amd. No. - N° de la modif.
File No. - N° du dossier
HAL-9-83065

Buyer ID - Id de l'acheteur
HAL218
CCC No./N° CCC - FMS No./N° VME

IMPORTANT NOTICE TO BIDDERS

Security

This notice is to advise ALL interested bidders that in order to be awarded a contract which contains a security requirement, all bidders MUST hold a valid Security Clearance granted or approved by PWGSC Canadian Industrial Security Directorate (CISD) at the level indicated in this solicitation document. Should the bidder not currently hold a valid Security Clearance or require the level to be upgraded, PWGSC will sponsor the bidder. Please submit your written request with the following information to Darren Conrad by facsimile 902-496-5016 or by e-mail to Darren.Conrad@pwgsc-tpsgc.gc.ca

- Legal Company Name
- Mailing address
- Surname and given name of contact person
- Telephone number of contact person
- Title of contact person
- Facsimile number
- E-mail address of contact person
- Procurement Business Number
- Preferred Language of correspondence
- Level of Security Required

Additional information on PWGSC security can be found on the following web site:
<http://ssi-iss.tpsgc-pwgsc.gc.ca> or by dialing 1-866-368-4646 (Toll free).

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer. |

The Annexes include the Statement of Work, the Basis of Payment, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification and any other annexes

1.2 Summary

Work under this Standing Offer comprises the furnishing of all labour, materials, tools, equipment, transportation and supervision required to perform Shipboard Generated Hazardous Waste Removal Services in HMC Dockyard and onboard HMC Ships/Submarines within the Halifax Region Municipality in accordance with Annex A, Statement of Work, for a period of two (2) years plus three (3) additional one (1) year optional periods.

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

1.3 Security Requirements

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or

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

1.4 Debriefings

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

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

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

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

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: 60 days

Insert: 90 days

2.2 Submission of Offers

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

Note: For bidders choosing to submit using epost Connect for bids closing at the Bid Receiving Unit in Nova Scotia (NS) the email address is:

TPSGC.RAReceptionSoumissionsNE-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.

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

2.3 Former Public Servant

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

Definitions

For the purposes of this clause,

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Offeror must provide the following information:

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

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

2.4 Enquiries - Request for Standing Offers

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

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

2.5 Applicable Laws

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

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, by deleting the name of the Canadian province or

territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the offerors.

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

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

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

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

Section I: Technical Offer (1 hard copy)

Section II: Financial Offer (1 hard copies)

Section III: Certifications (1 hard copy)

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

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

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

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

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

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

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

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and

- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Offer

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

Section II: Financial Offer

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

3.1.1 Electronic Payment of Invoices - Offer

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

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

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

Section III: Certifications Offerors must submit the certifications and additional information required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

The following documentation is required with bid submission:

- a. Offerors shall provide detailed examples of their firms experience in providing Shipboard Generated Hazardous Waste Removal/Disposal Services in the last four (4) years, of similar size, scope, and complexity with their bid submission. (two (2) in number required)
- b. Proof of registration to ISO quality management system or quality management system approved by FMFCS Quality Management Section, (ISO certificate or copy of quality management system required with bid)

- c. Offerors shall provide a copy of their current Waste Oil Collectors License and Industrial Waste Permit as issued by the Department of Environment for Nova Scotia, along with any other required hazardous waste disposal/storage permits with their bid submission. (Including any sub-contractors)
- d. The Offeror must provide a copy of their Risk Management Plan with their bid submission.
- e. Documentation of Confined Space Training: Must identify qualified confined space trained personnel. (Minimum of four (4)).

Please note that in addition to the required documentation above with the bid that firms responding to this requirement may be asked to provide, within ten (10) calendar days following a request from the Standing Offer or Project Authority, any other trade certificates relevant to the services described in the Statement of Requirement.

4.1.2 Financial Evaluation

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

4.2 Basis of Selection

The Offerer is required to complete the Basis of Payment, Annex B.

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Offer

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

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

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

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

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

5.2.3 Status and Availability of Resources

The Offeror certifies that, should it be issued a standing offer as a result of the Request for Standing Offer, every individual proposed in its offer will be available to perform the Work resulting from a call-up against the Standing Offer as required by Canada's representatives and at the time specified in a call-up or agreed to with Canada's representatives. If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

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

5.2.4 Certificate of Recognition

All firms tendering for this requirement must comply with the Nova Scotia Occupational Health and Safety Act, 1996, C.7, s.1. Firms must provide, within ten (10) calendar days following a request from the Contracting Authority, a copy of a valid "Letter of Good Standing " indicating active participation towards achieving, or having achieved a "Certificate of Recognition" or equivalent issued by an association or institution prior to Contract Award/Acceptance of Offer.

5.2.5 Workers Compensation Certification

All firms tendering for this requirement must provide, within ten (10) calendar days following a request from the Contracting Authority, a confirmation letter from the vendor that Worker's Compensation (1.2) and Certificate of Recognition (1.3) will be maintained for the life of the Contract

5.2.6 Safety Policy

All firms tendering for this requirement must provide, within ten (10) calendar days following a request from the Contracting Authority, a copy of the company safety policy, signed by the owner of the company, or designated and authorized representative.

5.2.7 WHMIS Certification

All firms tendering for this requirement must provide, within ten (10) calendar days following a request from the Contracting Authority, copies of WHMIS training certificates that demonstrate that contractor employees proposed to perform the services described under this solicitation/contract have completed WHMIS training within the last two (2) years.

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

6.1 Security Requirements

1. At the Request for Standing Offers closing date, the following conditions must be met:
 - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
 - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicate in Part 7A - Standing Offer;
 - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

6.2 Insurance Requirements

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

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

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

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

7.2 Security Requirements

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

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE# W3554-206280

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

7.3 Standard Clauses and Conditions

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

7.3.1 General Conditions

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

7.3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

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

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

The quarterly reporting periods are defined as follows:

- _ 1st quarter: April 1 to June 30;
- _ 2nd quarter: July 1 to September 30;
- _ 3rd quarter: October 1 to December 31;
- _ 4th quarter: January 1 to March 31.

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

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups and providing services against the Standing Offer is from 1 April 2020 to 31 March 2022 inclusive.

7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional three (3), one (1) year period(s) under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority dix (10) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

7.4.3 Delivery Points

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

7.5 Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Darren Conrad
Supply Specialist

Public Services and Procurement Canada
Atlantic Region - Acquisitions Directorate
1713 Bedford Row
Halifax, Nova Scotia
B3J 3C9

Telephone: 902-403-8584
Facsimile: 902-496-5016
E-mail address: Darren.Conrad@pwgsc-tpsgc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for

any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

7.5.2 Project Authority

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

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

7.5.3 Offeror's Representative (BIDDER TO COMPLETE)

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____-____-____

Facsimile: ____-____-____

E-mail address: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: _____.

7.8 Call-up Instrument

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

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

or

3. An equivalent form or electronic call-up document which contains at a minimum the following information:
 - standing offer number;
 - statement that incorporates the terms and conditions of the Standing Offer;

- description and unit price for each line item;
- total value of the call-up;
- point of delivery;
- confirmation that funds are available under section 32 of the Financial Administration Act;
- confirmation that the user is an Identified User under the Standing Offer with authority to enter into a contract.

7.9 Limitation of Call-ups

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

7.10 Financial Limitation

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

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

7.11 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2017-06-21), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010C (2018-06-21), General Conditions – Services (Medium Complexity);
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Security Requirements Check List;
- h) Annex E, Insurance Requirements;
- i) the Offeror's offer dated _____ (*insert date of offer*), (*if the offer was clarified or amended, insert at the time of issuance of the offer: "as clarified on _____" or "as amended on _____" and insert date(s) of clarification(s) or amendment(s) if applicable*).

7.12 Certifications and Additional Information

7.12.1 Compliance

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

7.13 Applicable Laws

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

7.14 Transition to an e-Procurement Solution (EPS)

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

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

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

B. RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

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

Section 13, Interest on Overdue Accounts, of 2010C will not apply to payments made by credit cards.

7.3 Term of Contract

7.3.1 Delivery Date

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

7.4 Proactive Disclosure of Contracts with Former Public Servants

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

7.5 Payment

7.5.1 Basis of Payment

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 B. Customs duties are included and Applicable Taxes are extra.

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

7.5.2 Limitation of Price

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

7.5.3 Multiple Payments

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

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

7.5.4 SACC Manual Clauses

SACC Manual clause A9062C (2011-05-16), Canadian Forces Site Regulations
SACC Manual clause A9019C (2011-05-16), Hazardous Waste Disposal
SACC Manual clause D3014C (2007-11-30), Transportation of Dangerous Goods/Hazardous Products
SACC Manual clause D3015C (2014-09-25), Dangerous Goods / Hazardous Products – Labelling and Packaging Compliance

7.5.5 Electronic Payment of Invoices – Call-up

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

7.6 Invoicing Instructions

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

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
- b. a copy of the release document and any other documents as specified in the Contract;

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.

7.7 Insurance – Specific Requirements

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

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

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

ANNEX A

STATEMENT OF WORK

W3554-206280
Ship Repair Generated Hazardous Waste Removal/Disposal Services
Standing Offer Agreement

STATEMENT OF WORK

1) REQUIREMENT: To provide Ship Repair Generated Hazardous Waste Removal/Disposal Services in CFB Halifax and onboard HMC Ships/Submarines/Aux. Vessels within the Halifax Region Municipality, (HRM), area, as and when requested.

2) SCOPE OF WORK: To provide services, labour, tools and equipment, and materials necessary to perform Ship Repair Generated Hazardous Waste Removal/Disposal Services located at CFB Halifax and onboard HMC Ships/Submarines/Aux. Vessels within the Halifax Region Municipality. All work is to be performed in accordance with the specifications assigned to each specific call-up as directed by the Fleet Maintenance Facility Cape Scott (FMFCS), or Base Logistics, (Blog), CFB Halifax Contracts Offices.

3) All work must be conducted in accordance with the labour and environmental regulations within the jurisdiction that the work is carried out in. All personnel must be fully trained and additionally, the personnel and equipment must be certified and licensed as required under all local, provincial and federal laws and regulation.

The Contractor must also provide all labour, material, equipment, tools and supervision necessary for the identification, (including testing), labelling, packaging, preparation of profile documentation sheets, loading, transportation and disposal of ship repair generated hazardous waste products. A disposal certificate and/or completed manifest must accompany all invoices. The certificate and/or manifest must show that the disposition of materials has been in accordance with current Federal, Provincial and Municipal Regulations and Legislation. Payment will not be made until the disposal certificate and/or manifest has been provided.

Excluded Services: this arrangement does not include oily bilge water removal which is carried out under a separate agreement.

4) The following items are examples of ship repair generated hazardous waste products that may be contracted for by FMFCS/Base Logistics. The following list is not exhaustive and is for information purposes only. The supplier is responsible to follow all the requirements for the transportation of the hazardous material to the disposal facility in accordance with all applicable federal, provincial and municipal regulations

- Absorbent waste (Rags, spill pads and Filters)
- Used /Waste Oil
- Waste Fuel
- Engine Coolant
- Paint, painting products
- AFFF, (Aqueous film forming foam)
- Used / Expired Oxygen Generators from Emergency Escape Breathing Devices, (EEBD)
- Grey and black water, (including tank cleaning after initial pumping if requested)

5) Point of Ownership The Offeror shall dispose the hazardous waste in accordance with all Federal, Provincial, and Municipal laws and regulations that are applicable, including shipping document requirements outlined in the revised Transportation of Dangerous Goods Regulations. The Offeror will assume all ownership and all future liability for the disposal of the hazardous waste products as soon as the waste is loaded/commencement of being pumped onto the Offeror's vehicle.

6) Risk Management Plan: The Offeror shall have in place a risk management plan, covering the loss, prevention and minimization mechanisms in the event of a hazardous waste incident. The plan should contain sufficient risk management measures to prove, if an incident did occur, that due diligence will be undertaken by the Offeror, in compliance with the minimum standards of the Canadian Environmental Protection Act, Section 34 of the Fisheries Act, and all other pertinent Federal, Provincial and Municipal regulations for hazardous waste removal, transportation, and disposal. The Offeror must provide a copy of the Risk Management Plan with their bid submission.

7) It is mandatory that the supplier provide a copy of their current Waste Oil Collectors License and Industrial Waste Permit as issued by the Department of Environment for Nova Scotia, along with any other required hazardous waste disposal/storage permits with their bid submission.

8) STANDING OFFER PERIOD: The standing offer is established for a period of two years from the date of award with the option to renew for three (3) additional one (1) year extensions.

9) STATEMENT OF CONTRACTOR REQUIREMENTS, (SOCR): The successful bidder shall adhere to all quality, environmental and safety requirements established in the SOCR REV 9 when performing all specified work herein.

10) WORK CANCELLATION: Due to the operational nature of the vessels FMFCS/BLog reserves the right to cancel any or all work associated with this agreement for reasons beyond its control. This includes but is not limited to unforeseen ship deployment, fueling, ammunition storing and/or any other factors that prevent work from being completed within the specified period.

11) WORKER ORIENTATION: If work is to be carried out onboard a submarine, all workers must have 1 day sub-awareness training course, to be carried out at contractor's expense. The successful bidder shall contact the Requisitioning Authority prior to the work to arrange for the training.

12) WORKSITE CLEANLINESS: The successful bidder shall be responsible to clean the worksite at the end of each working day/completion of tasking. Debris and materials arising from the work must be removed daily.

13) PHOTOGRAPHY: Any use of photographic or video recording onboard the vessel is prohibited unless approval is authorized by the Requisitioning Authority and the Ship Security Officer.

14) PARKING: Parking is not permitted on jetties and only in designated areas within the industrial H.M.C. Dockyard area. Any requirements to access jetties for the purpose of loading/unloading equipment and materials must be forwarded to the Requisitioning Authority in advance. DND will not be responsible for any parking tickets issued as a result of any abuse of temporary parking allowances for these purposes. Access will be limited to two vehicles at any time.

15) WORKSITE ACCESS: The successful bidder shall provide the Requisitioning Authority with a list of personnel who meet all of the security requirements and who will require access to the worksite to perform the contracted services upon contract award in addition to any vehicles which will require access. All personnel authorized for access must possess photo identification on their person at all times while on the worksite at CFB Halifax.

NOTE: FMF Cape Scott/BLog reserve the right to restrict access to the worksite for reasons beyond our control. In such cases the successful bidder shall be provided with 24 hours notice in order to reschedule their work plans.

16) QUALITY DOCUMENTATION: All documentation as specified in job instructions/specifications, to be provided at time of invoicing, (I.E. disposal certificates).

17) GOVERNMENT SMOKING POLICY: The successful bidder shall ensure that its personnel shall comply with the policy of the Government of Canada, which permits smoking in designated areas only.

18) MARLANT DRUG AND ALCOHOL POLICY: MARLANT has developed a zero tolerance policy to create a Drug and Alcohol Free Workforce. No contractor personnel shall come to work after using or while impaired by drugs or alcohol. The contractor will be asked to remove any personnel offending this policy from the premises for the remainder of the workday at the contractor's expense.

19) ADDITIONAL REQUIREMENTS

19a) The contractor shall be required to be available for hours of work stipulated by the Fleet Maintenance Facility Cape Scott, Contracts Office/ Base Logistics, including hours required outside of normal working hours. The contractor must respond within 24 hours of receiving a call up from FMFCS/Blog, and complete the requirement within 72 hours of receiving the call up, (unless otherwise stated in call up documentation).

19b) The contractor must be available for on-site consultation as deemed necessary by the Fleet Maintenance Facility Cape Scott, Contracts Office/Base Logistics.

19c) The contractor is responsible to ensure the health and safety of their personnel and shall comply with:

1. All DND, Federal, Provincial and Municipal regulations;
2. All site safety regulations and procedures; and
3. The Contractor shall have in place an Occupational and Safety Management System, employing written safe work procedures by conducting Job Hazard Analysis for each job order in both shop and field work.

19d) The contractor shall comply with all DND, Federal, Provincial and Municipal regulations and:

1. Shall be prepared to take appropriate precautions to safely work in spaces that may contain hazardous material;
2. Shall be required to provide all appropriate equipment, devices, tools and machinery, including general and specialized Personal Protective Equipment (PPE) which is certified, maintained in proper working condition and is used in the prescribed manner (Canada Labour Code, Part II, Para 125(w) refers) for all personnel in their employ.

19e) The contractor shall have Safety Data Sheets (SDS) for all controlled products used in the performance of work specified in any call-up. Such SDS shall be held at the worksite by the contractor's personnel and be readily available. The contractor shall ensure that any toolbox, storage box, and/or trailer used to store work related equipment and supplies in support of work, display product labelling and/or placards to demonstrate when any hazardous controlled items are stored within. All such containers must also clearly display the contractor's name and a contact number.

20) SECURITY REQUIREMENTS

20a) All of the contractor's personnel which are to be employed against this standing offer must be cleared to reliability and a copy of their security clearances must be provided with the contractors bid submission.

20b) The successful bidder must ensure a Visitor Clearance Request (VCR), is submitted for all the security screened personnel upon standing offer award, and ensure that the VCR is valid for the duration of the agreement. The Security Officer of the successful bidder is to contact:

Public Works and Government Services Canada
CIISD Canadian and International Industrial Security Directorate
2745 Iris Street, 3rd Floor
Ottawa, Ontario
K1A 0S5
Tel: 613-948-4176

VCR's are required for all personnel accessing Department of National Defence property. Failure to obtain a Visitor Clearance Request could result in the termination of the Standing Offer.

20c) The Contractor must ensure that all personnel employed are in possession of Photo Identification on their person at all times while working within DND property

21) STOP WORK: If a DND 'stop work' order is invoked after commencement of the work, it will be the responsibility of the Offeror to demonstrate to DND that productive work was performed between the time of authorization and the stop work, and to substantiate costs incurred associated with such productive work.

22) FINANCIAL INSTRUCTIONS:

22a) Basis of Payment: All prices quoted are to include all equipment, testing, shipping, administrative, and processing charges.

22b) Subcontracts, where authorized, will be charged at costs with no mark-up. All subcontractors must meet all the security requirements, (including VCR), and be approved by the FMFCS Contracts Office/Base Logistics prior to work commencing.

22c) FMFCS Contracts Office/Base Logistics will make payment within 30 days upon receipt of the Offeror's original invoice, with required documentation, (I.E. disposal certificates, manifest, waybills), in the requestors Office. All rendered services will be to the satisfaction and acceptance of the Technical Authority prior to payment. Invoices are not to be submitted prior to the completion of the work as stated in the call-up document. This request has no provisions for advance payments, progress payments, or deposits.

23) MANDATORY REQUIREMENTS:

23a) Bidders shall provide detailed examples of the firms experience in providing Shipboard Generated Hazardous Waste Removal/Disposal Services in the last four (4) years, of similar size, scope, and complexity with their bid submission. (2 in number required)

23b) Proof of registration to ISO quality management system or quality management system approved by FMFCS

Quality Management Section, (ISO certificate or copy of quality management system required with bid)

23c) Copy of proposed employee's valid security clearances at the Reliability level who will be employed against the SOA with their bid submission. (Including any sub-contractors)

23d) Bidders shall provide a copy of their current Waste Oil Collectors License and Industrial Waste Permit as issued by the Department of Environment for Nova Scotia, along with any other required hazardous waste disposal/storage permits with their bid submission. (Including any sub-contractors)

23e) The Offeror must provide a copy of their Risk Management Plan with their bid submission.

23f) The offeror must provide a copy of confined space certificates and a list of all personnel that they intend on employing for grey/black water tank cleaning. (Minimum 4 personnel). (Including any sub-contractors)

24) EVALUATION CRITERIA AND BASIS OF SELECTION:

24a) In order to be considered as responsive, a bidder must meet all the mandatory criteria. The bidder who meets all the mandatory requirements and has the lowest costs for the estimated disposal requirements will be recommended for award of the SOA.

STATEMENT OF CONTRACTOR REQUIREMENTS (SOCR)

1. Management System Overview

- 1.1 Fleet Maintenance Facility Cape Scott is dedicated to providing high quality engineering and maintenance services to our customers. Our highly trained, skilled and mobile workforce will achieve this through continuous improvement of all our processes. We have the ability to adapt to the customers needs to ensure fleet readiness in any situation. We are committed to meeting all relevant regulations and legislation and preventing pollution.
- 1.2 The objectives of the Fleet Maintenance Facility Cape Scott Management System are:
 - Customer satisfaction;
 - Providing a safe workplace; and
 - Protecting the environment.
- 1.3 The Fleet Maintenance Facility Cape Scott Management System is based upon the following standards:
 - Quality Management System - ISO 9001: 2008
 - Environmental Management System - ISO 14001: 2004
 - DND General Safety Program
 - C-23-VIC-000/AM-001, QA for Safety in Subs
- 1.4 The Contractor shall be responsible for implementing a quality system appropriate to the scope of the work to be performed. It is recommended that the quality system be based on ISO 9001:2008 - Quality Management Systems - Requirements. It is not the intent to require that the Contractor be registered to the applicable standard, however, the Contractor's quality management system must address each requirement contained in the standard.
- 1.5 The Contractor's Quality Management System should include, at a minimum, processes to:

- identify when work they perform or material they produce does not conform to their/our standards;
- Ensure that any nonconformance is recorded and is corrected;
- Maintain a method for analyzing nonconformance data and initiating corrective and preventive action;
- Ensure all corrective action is recorded and effectively implemented to improve their practices;
- Control all documentation related to their practices;
- Continually review and audit their practices to ensure they adhere with accepted standards;
- Manage and monitor the performance of their sub-contractors;
- Ensure their management reviews the findings of any evaluation or audit to assist with continuous improvement, including the findings of any evaluation conducted by FMF Cape Scott;
- Manage employee awareness and competence through certification and training as part of process management.

- 1.6 Fleet Maintenance Facility Cape Scott reserves the right to verify conformance and compliance with this requirement. This verification may be accomplished by monitoring the provision of services or by having Fleet Maintenance Facility Cape Scott audit the contractor's processes or systems.

2. Contractor Requirements - General

- 2.1 The Contractor's personnel, employed in the provision of contracted services, shall be required to attend worksite orientation meetings for the purpose of informing their personnel of health, safety and/or environmental hazards at the work site prior to the commencement of any contracted work, as requested by Fleet Maintenance Facility Cape Scott.
- 2.2 Fleet Maintenance Facility Cape Scott retains the right to stop work temporarily if, in the opinion of Fleet Maintenance Facility Cape Scott, the work is not being performed in accordance with all applicable safety and environmental regulations and legislation or is being performed in a manner that is contrary to the specified requirements. The purpose of the stop work will be resolve any problems identified so to enable work to progress properly.

3. Contractor Requirements - Quality

- 3.1 The Contractor shall be responsible for performing or having performed all inspections and tests necessary to substantiate that the materiel or services provided conform to the drawings, specifications and contract requirements. The Contractor shall keep accurate and complete inspection records which shall, upon request, be made available to the authorized Department of National Defence (DND) representative, who may make copies thereof and take extracts there from during the performance of the Contract and for a period of three (3) years thereafter.
- 3.2 The Contracting Authority and DND shall have access to the Work at any time during working hours where any part of the Work is being carried out and may make examinations and such tests of the Work as they may think fit under the circumstances. Should the Work or any part thereof not be in accordance with the requirements of the Contract, the authorized DND representative shall have the right to reject the Work and require its correction or replacement at the Contractor's expense. DND shall inform the Contractor of the motives for any such rejection for non-conformance.

3.3 Notwithstanding the foregoing, all materiel is subject to verification and acceptance by DND at destination. The authorized DND representative at destination may either be the consignee(s), the Technical Authority, or a Quality Management representative.

3.4 The Contractor shall not enter into sub-contracts without prior permission of the Fleet Maintenance Facility Cape Scott, Contracts Office. In all cases, where sub-contracting is approved, the Contractor is responsible to verify that the sub-contractor's quality system meets the requirements as established herein.

4. Contractor Requirements - Environment

4.1 The Contractor shall notify the Fleet Maintenance Facility Cape Scott Contracts Office of all significant environmental aspects associated with contracted work that will be performed within CFB Halifax, prior to commencing work. The Contractor must specify how they intend to control activities, including the use of products and/or materials that could potentially spill, cause contamination, or otherwise have an adverse impact upon the environment.

4.2 The Contractor shall ensure that any hazardous materials or products used in the performance of the work are supported at all times with Material Safety Data Sheets at the worksite. The Contractor's staff shall be trained in the Workplace Hazardous Materials Information System (WHMIS).

4.3 The Contractor shall ensure that any hazardous materials, products or wastes are not left unattended on worksites, jetties, laydown areas, synchrolift or other areas within CFB Halifax. Any Contractor who requires an exemption to this requirement shall submit requests to the Fleet Maintenance Facility Cape Scott Contracts Office in advance. Such requests must clearly identify the proposed containment used to contain the hazards, any emergency response plans in the event of a spill or damage to the containment system. Containment systems must clearly identify all hazardous materials, products or wastes to be held through the use of appropriate placarding. No requests for exemption will be approved unless all conditions above are met. In addition, Contractors must ensure that containers of paints, solvents or other hazards are properly secured when the product is not in use.

4.4 The Contractor shall remove and properly dispose of all such hazardous products and/or materials from the worksite and CFB Halifax upon completion of the work.

4.5 The Contractor shall provide copies of any applicable licenses of disposal or certificates of destruction for any hazardous materials and/or substances generated as a result of the work, upon completion of the work and subsequent disposal.

5. Contractor Requirements - Safety

5.1 The Contractor, and any approved sub-contractors, shall comply with any legislative requirements and industry standards within the appropriate health and safety jurisdiction and comply with the specified provincial and federal regulatory instruments, as appropriate.

5.2 The Contractor shall abide by all applicable Workers' Compensation legislation and coverage for all personnel employed in the provision of contracted services and any approved sub-contracted services.

- 5.3 The Contractor shall be required to provide all appropriate equipment, devises, tools and machinery, including proper Personal Protective Equipment (PPE) for their personnel employed in the provision of contracted services, and will ensure that all provided is maintained in proper working condition; and, is used in the prescribed manner (Canada Labour Code, Part II, Para 125(w) refers) as and when required.
- 5.4 The Contractor shall ensure all personnel engaged in the provision of services are properly trained in Confined Space Entry and Man-A-Loft procedures prior to the commencement of any work.
- 5.5 The Contractor is required to develop emergency response instructions for any contracted work that includes high-risk work they will be required to perform on-site. These instructions shall be provided to Fleet Maintenance Facility Cape Scott.
- 5.6 Prior to removal of any substance or material (such as deck coatings, hull finishes, etc.) the contractor shall determine what hazards to health and/or environment might be involved. Prior to work commencement, the costs associated with protecting the environment and personnel from exposure to the hazards must be identified and approved. Fleet Maintenance Facility Cape Scott, Contracts Office, retains the right to terminate and/or re-schedule work dependant on the scope of hazard protection required.

ANNEX B

BASIS OF PAYMENT

Normal working hours: Monday to Friday, 0730 - 1700 hrs.

Outside normal working hours: To include all day Saturday, Sunday and statutory holidays.

Estimated quantity (B) for each item of this Basis of Payment is an estimate only for evaluation purposes and does not infer all the quantities for that item will be utilized or that the quantities may not be exceeded.

Table 1 Pricing Table – Year 1 April 01, 2020 to March 31, 2021					
Item	Description	Unit of issue	Rates (A)	Est. Qty (B)	Year 1 Unit Price (A x B)
A.	Labour rates - On-site service				
.1	Technician (normal hours)	per hour	\$_____	800	\$_____
.2	Technician (outside normal hours)	per hour	\$_____	300	\$_____
.3	Transport Truck	per hour	\$_____	200	\$_____
.4	Vacuum Truck	per hour	\$_____	200	\$_____
.5	Hydroblast unit – nominal pressure min 3000 psi, max 5000 psi	per hour	\$_____	50	\$_____
B.	Disposal Fees				
.1	Black Water Pumping	per litre	\$_____	28,000 l	\$_____
.2	Black Water Tank Cleaning	per tank	\$_____	2 tanks	\$_____
.3	Grey Water	per litre	\$_____	2,600 l	\$_____
.4	Waste Fuel	Per litre	\$_____	8,190 l	\$_____
.5	Waste Oil	per litre	\$_____	40,000 l	\$_____
.6	AFFF Shipboard Tank	per litre	\$_____	7,200 l	\$_____

Solicitation No. - N° de l'invitation
W3554-206280/A
Client Ref. No. - N° de réf. du client
W3554-20-6280

Amd. No. - N° de la modif.
File No. - N° du dossier
HAL-9-83065

Buyer ID - Id de l'acheteur
HAL218
CCC No./N° CCC - FMS No./N° VME

.7	AFFF Cans	per litre	\$ _____	7,000 l	\$ _____
.8	Paint Cans in Triwalls	per triwall	\$ _____	20 l	\$ _____
.9	Paint Liquid	per litre	\$ _____	2,500 l	\$ _____
.10	Engine Coolant	per litre	\$ _____	7,000 l	\$ _____
.11	Used/Expired Oxygen Generators from Emergency Escape Breathing Devices, (EEBD's):	per unit / kg	\$ _____	375 units / 550 kg	\$ _____
.12	Absorbent Waste	per 360 l drum	\$ _____	600 drum	\$ _____
.13	Sample Testing	per test	\$ _____	20 test	\$ _____
Table 1 – Year 1 Total Price					\$ _____
Note: Contractor to provide a fixed price list of additional analysis and materials that could be used during this Standing Offer Agreement.					

Table 2 Pricing Table – Year 2 April 01, 2021 to March 31, 2022					
Item	Description	Unit of issue	Rates (A)	Est. Qty (B)	Year 2 Unit Price (A x B)
A.	Labour rates - On-site service				
.1	Technician (normal hours)	per hour	\$ _____	800	\$ _____
.2	Technician (outside normal hours)	per hour	\$ _____	300	\$ _____
.3	Transport Truck	per hour	\$ _____	200	\$ _____
.4	Vacuum Truck	per hour	\$ _____	200	\$ _____
.5	Hydroblast unit – nominal pressure min 3000 psi, max 5000 psi	per hour	\$ _____	50	\$ _____
B.	Disposal Fees				

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.1	Black Water Pumping	per litre	\$ _____	28,000 l	\$ _____
.2	Black Water Tank Cleaning	per tank	\$ _____	2 tanks	\$ _____
.3	Grey Water	per litre	\$ _____	2,600 l	\$ _____
.4	Waste Fuel	Per litre	\$ _____	8,190 l	\$ _____
.5	Waste Oil	per litre	\$ _____	40,000 l	\$ _____
.6	AFFF Shipboard Tank	per litre	\$ _____	7,200 l	\$ _____
.7	AFFF Cans	per litre	\$ _____	7,000 l	\$ _____
.8	Paint Cans in Triwalls	per triwall	\$ _____	20 l	\$ _____
.9	Paint Liquid	per litre	\$ _____	2,500 l	\$ _____
.10	Engine Coolant	per litre	\$ _____	7,000 l	\$ _____
.11	Used/Expired Oxygen Generators from Emergency Escape Breathing Devices, (EEBD's):	per unit / kg	\$ _____	375 units / 550 kg	\$ _____
.12	Absorbent Waste	per 360 l drum	\$ _____	600 drum	\$ _____
.13	Sample Testing	per test	\$ _____	20 test	\$ _____
Table 2 – Year 2 Total Price					\$ _____
Note: Contractor to provide a fixed price list of additional analysis and materials that could be used during this Standing Offer Agreement.					

Table 3 Pricing Table – Option Year 1 April 01, 2022 to March 31, 2023					
Item	Description	Unit of issue	Rates (A)	Est. Qty (B)	Opt Year 1 Unit Price (A x B)
A.	Labour rates - On-site service				
.1	Technician (normal hours)	per hour	\$ _____	800	\$ _____

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.2	Technician (outside normal hours)	per hour	\$ _____	300	\$ _____
.3	Transport Truck	per hour	\$ _____	200	\$ _____
.4	Vacuum Truck	per hour	\$ _____	200	\$ _____
.5	Hydroblast unit – nominal pressure min 3000 psi, max 5000 psi	per hour	\$ _____	50	\$ _____
B.	Disposal Fees				
.1	Black Water Pumping	per litre	\$ _____	28,000 l	\$ _____
.2	Black Water Tank Cleaning	per tank	\$ _____	2 tanks	\$ _____
.3	Grey Water	per litre	\$ _____	2,600 l	\$ _____
.4	Waste Fuel	Per litre	\$ _____	8,190 l	\$ _____
.5	Waste Oil	per litre	\$ _____	40,000 l	\$ _____
.6	AFFF Shipboard Tank	per litre	\$ _____	7,200 l	\$ _____
.7	AFFF Cans	per litre	\$ _____	7,000 l	\$ _____
.8	Paint Cans in Triwalls	per triwall	\$ _____	20 l	\$ _____
.9	Paint Liquid	per litre	\$ _____	2,500 l	\$ _____
.10	Engine Coolant	per litre	\$ _____	7,000 l	\$ _____
.11	Used/Expired Oxygen Generators from Emergency Escape Breathing Devices, (EEBD's):	per unit / kg	\$ _____	375 units / 550 kg	\$ _____
.12	Absorbent Waste	per 360 l drum	\$ _____	600 drum	\$ _____
.13	Sample Testing	per test	\$ _____	20 test	\$ _____
Table 3 – Option Year 1 Total Price					\$ _____
Note: Contractor to provide a fixed price list of additional analysis and materials that could be used during this Standing Offer Agreement.					

Table 4 Pricing Table – Option Year 2 April 01, 2023 to March 31, 2024					
Item	Description	Unit of issue	Rates (A)	Est. Qty (B)	Opt Year 2 Unit Price (A x B)
A.	Labour rates - On-site service				
.1	Technician (normal hours)	per hour	\$_____	800	\$_____
.2	Technician (outside normal hours)	per hour	\$_____	300	\$_____
.3	Transport Truck	per hour	\$_____	200	\$_____
.4	Vacuum Truck	per hour	\$_____	200	\$_____
.5	Hydroblast unit – nominal pressure min 3000 psi, max 5000 psi	per hour	\$_____	50	\$_____
B.	Disposal Fees				
.1	Black Water Pumping	per litre	\$_____	28,000 l	\$_____
.2	Black Water Tank Cleaning	per tank	\$_____	2 tanks	\$_____
.3	Grey Water	per litre	\$_____	2,600 l	\$_____
.4	Waste Fuel	Per litre	\$_____	8,190 l	\$_____
.5	Waste Oil	per litre	\$_____	40,000 l	\$_____
.6	AFFF Shipboard Tank	per litre	\$_____	7,200 l	\$_____
.7	AFFF Cans	per litre	\$_____	7,000 l	\$_____
.8	Paint Cans in Triwalls	per triwall	\$_____	20 l	\$_____
.9	Paint Liquid	per litre	\$_____	2,500 l	\$_____
.10	Engine Coolant	per litre	\$_____	7,000 l	\$_____

.11	Used/Expired Oxygen Generators from Emergency Escape Breathing Devices, (EEBD's):	per unit / kg	\$ _____	375 units / 550 kg	\$ _____
.12	Absorbent Waste	per 360 l drum	\$ _____	600 drum	\$ _____
.13	Sample Testing	per test	\$ _____	20 test	\$ _____
Table 4 – Option Year 2 Total Price					\$ _____
Note: Contractor to provide a fixed price list of additional analysis and materials that could be used during this Standing Offer Agreement.					

Table 5 Pricing Table – Option Year 3 April 01, 2024 to March 31, 2025					
Item	Description	Unit of issue	Rates (A)	Est. Qty (B)	Opt Year 3 Unit Price (A x B)
A.	Labour rates - On-site service				
.1	Technician (normal hours)	per hour	\$ _____	800	\$ _____
.2	Technician (outside normal hours)	per hour	\$ _____	300	\$ _____
.3	Transport Truck	per hour	\$ _____	200	\$ _____
.4	Vacuum Truck	per hour	\$ _____	200	\$ _____
.5	Hydroblast unit – nominal pressure min 3000 psi, max 5000 psi	per hour	\$ _____	50	\$ _____
B.	Disposal Fees				
.1	Black Water Pumping	per litre	\$ _____	28,000 l	\$ _____
.2	Black Water Tank Cleaning	per tank	\$ _____	2 tanks	\$ _____
.3	Grey Water	per litre	\$ _____	2,600 l	\$ _____
.4	Waste Fuel	Per litre	\$ _____	8,190 l	\$ _____

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.5	Waste Oil	per litre	\$ _____	40,000 l	\$ _____
.6	AFFF Shipboard Tank	per litre	\$ _____	7,200 l	\$ _____
.7	AFFF Cans	per litre	\$ _____	7,000 l	\$ _____
.8	Paint Cans in Triwalls	per triwall	\$ _____	20 l	\$ _____
.9	Paint Liquid	per litre	\$ _____	2,500 l	\$ _____
.10	Engine Coolant	per litre	\$ _____	7,000 l	\$ _____
.11	Used/Expired Oxygen Generators from Emergency Escape Breathing Devices, (EEBD's):	per unit / kg	\$ _____	375 units / 550 kg	\$ _____
.12	Absorbent Waste	per 360 l drum	\$ _____	600 drum	\$ _____
.13	Sample Testing	per test	\$ _____	20 test	\$ _____
Table 5 – Option Year 3 Total Price					\$ _____
Note: Contractor to provide a fixed price list of additional analysis and materials that could be used during this Standing Offer Agreement.					

Total bid pricing = Table 1 + Table 2 + Table 3 + Table 4

Table 1 \$ _____

Table 2 \$ _____

Table 3 \$ _____

Table 4 \$ _____

Table 5 \$ _____

Total Bid Price: \$ _____

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ANNEX C

SECURITY REQUIREMENTS CHECK LIST

(***SEE ATTACHED***)

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ANNEX D to PART 3 OF THE REQUEST FOR STANDING OFFERS

ELECTRONIC PAYMENT INSTRUMENTS

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

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

ANNEX E

INSURANCE REQUIREMENTS

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
 - m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
 - n. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
 - o. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal

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strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.
For the province of Quebec, send to:

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

For other provinces and territories, send to:

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

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

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ANNEX F

USAGE REPORTS

Dollar Value Usage Report

Company Name:	Usage This Quarter: \$
Date:	Usage To Date: \$
Reporting Period:	

<u>Call-Up Number</u>	<u>Date of Call- Up</u>	<u>Call-Up Value</u>

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ANNEX G

LIST OF NAMES

In accordance with Part 5, Article 5.2.1 – Integrity Provision – List of Names, please complete the Form below.

Complete Legal Name of Company	
Company's address	
Company's Procurement Business Number (PBN)	
Solicitation number	
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Board of Directors (Use Format – first name last name)	
Or put the list as an attachment	
1. Director	
2. Director	
3. Director	
4. Director	
5. Director	
6. Director	
7. Director	
8. Director	
9. Director	
10. Director	
Other members	
Comments	

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		DND		2. Branch or Directorate / Direction générale ou Direction Fleet Maintenance Facility Cape Scott	
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 To provide Shipboard Generated Hazardous Waste Removal Services in HMC Dockyard and onboard HMC Ships/Submarines within the Halifax Region Municipality.					
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?				<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?				<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis					
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)				<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.				<input type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?				<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès					
Canada <input type="checkbox"/>		NATO / OTAN <input type="checkbox"/>		Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion					
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>		All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>		No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>					
Restricted to: / Limité à : Specify country(ies): / Préciser le(s) pays : <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"/>		PROTECTED A <input type="checkbox"/>	
PROTÉGÉ A <input type="checkbox"/>		NATO NON CLASSIFIÉ <input type="checkbox"/>		PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B <input type="checkbox"/>		NATO RESTRICTED <input type="checkbox"/>		PROTECTED B <input type="checkbox"/>	
PROTÉGÉ B <input type="checkbox"/>		NATO DIFFUSION RESTREINTE <input type="checkbox"/>		PROTÉGÉ B <input type="checkbox"/>	
PROTECTED C <input type="checkbox"/>		NATO CONFIDENTIAL <input type="checkbox"/>		PROTECTED C <input type="checkbox"/>	
PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIEL <input type="checkbox"/>		PROTÉGÉ C <input type="checkbox"/>	
CONFIDENTIAL <input type="checkbox"/>		NATO SECRET <input type="checkbox"/>		CONFIDENTIAL <input type="checkbox"/>	
CONFIDENTIEL <input type="checkbox"/>		NATO SECRET <input type="checkbox"/>		CONFIDENTIEL <input type="checkbox"/>	
SECRET <input type="checkbox"/>		COSMIC TOP SECRET <input type="checkbox"/>		SECRET <input type="checkbox"/>	
SECRET <input type="checkbox"/>		COSMIC TRÈS SECRET <input type="checkbox"/>		SECRET <input type="checkbox"/>	
TOP SECRET <input type="checkbox"/>				TOP SECRET <input type="checkbox"/>	
TRÈS SECRET <input type="checkbox"/>				TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) <input type="checkbox"/>				TOP SECRET (SIGINT) <input type="checkbox"/>	
TRÈS 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 Non ☐ Yes Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

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

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

Document Number / Numéro du document :

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

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

☒

RELIABILITY STATUS
COTE DE FIABILITÉ

☐

CONFIDENTIAL
CONFIDENTIEL

☐

SECRET
SECRET

☐

TOP SECRET
TRÈS SECRET

☐

TOP SECRET- SIGINT
TRÈS SECRET - SIGINT

☐

NATO CONFIDENTIAL
NATO CONFIDENTIEL

☐

NATO SECRET
NATO SECRET

☐

COSMIC TOP SECRET
COSMIC TRÈS SECRET

☐

SITE ACCESS
ACCÈS AUX EMPLACEMENTS

Special comments:

Commentaires spéciaux :

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

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

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☒ No Non ☐ Yes Oui

If Yes, will unscreened personnel be escorted?

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

☒

No Non

☐

Yes Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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



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

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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
				Information / Assets Renseignements / Biens	<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"/>	
IT Media / 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"/>	
IT Link / 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"/>	

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 indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).