



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Public Works and Government Services Canada
Canada Place/Place du Canada
10th Floor/10e étage
9700 Jasper Ave/9700 ave Jasper
Edmonton
Alberta
T5J 4C3
Bid Fax: (780) 497-3510

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

Public Works and Government Services Canada
Canada Place / Place du Canada
10th Floor / 10e étage
9700 Jasper Ave / 9700 ave Jasper
Edmonton
Alberta
T5J 4C3

Title - Sujet Boiler Inspection and Repair	
Solicitation No. - N° de l'invitation W684E-19LP04/A	Date 2020-03-30
Client Reference No. - N° de référence du client W684E-19LP04	
GETS Reference No. - N° de référence de SEAG PW-\$PWU-066-11824	
File No. - N° de dossier PWU-9-42234 (066)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2020-05-12	Time Zone Fuseau horaire Mountain Daylight Saving Time MDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Lee, Mony	Buyer Id - Id de l'acheteur pwu066
Telephone No. - N° de téléphone (780) 224-6675 ()	FAX No. - N° de FAX (780) 497-3510
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE EDMONTON GARRISON PO BOX 10500 STATION FORCES EDMONTON Alberta T5J4J5 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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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 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, the DND 626 Task Authorization Form and any other annexes.

1.2 Summary

For the supply of skilled labour, materials, tools, equipment, transportation, incidentals, and supervision necessary to perform inspections, maintenance and repairs of boilers for the Department of National Defence (DND), Canadian Force Base (CFB) Edmonton in accordance with the terms and conditions contained the Request for Proposal.

The period of the resulting contract will be for a period of three (3) years with Canada retaining an irrevocable option to extend the contract for two (2) additional one (1) year periods under the same conditions.

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.

The Federal Contractors Program (FCP) for employment equity applies to this procurement; refer to Part 5 – Certifications and Additional Information, Part 7 - Resulting Contract Clauses and the annex titled Federal Contractors Program for Employment Equity - Certification.

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: 120 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:

Western Region Bid Receiving Unit
Public Works and Government Services Canada
Canada Place
Suite 1000, 9700 Jasper Avenue
Edmonton, Alberta
T5J 4C3

ROReceptionSoumissions.WRBidReceiving@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: (780) 497-3510

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.

2.3.1 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.

2.3.2 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](#).

2.3.3 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 FIVE (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 Alberta.

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.

2.6 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least FIVE (5) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

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: Financial Bid
Section II: 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: Financial Bid (one (1) hard copy)
Section II: Certifications (one (1) hard 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.

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: 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

The Bidder must complete Annex "G" Electronic Payment Instruments to identify which electronic payment instruments they are willing to accept.

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

If Annex "G" 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 II: 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 – required prior to award

Bidder must have a minimum of one (1) certified journeyperson with plumber/gasfitter first class in the Province of Alberta and one (1) apprentice with 4th class power engineer. Proof of certifications must be provided.

4.1.2 Financial Evaluation

Bids will be evaluated based on the prices detailed in Annex B – Basis of Payment. A rate must be entered for each line item for the contract period and the option years.

The sum of each year will be added together to obtain the TOTAL EVALUATED PRICE.

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

4.2 Basis of Selection

4.2.1 Mandatory Technical Criteria

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

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](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.

5.1.2 Additional Certifications Required with the Bid

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) (<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](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) 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.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex titled Federal Contractors Program for Employment Equity - Certification, before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting 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 Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder 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 Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability.

5.2.3.2 Workers Compensation

1. The recommended bidder shall provide to the Contracting Authority, prior to Contract award:
 - a) a Workers Compensation Board letter of good standing, also listing covered Directors, Principals, Proprietor(s) or Partners who will be or who are anticipated to be present on the work site(s).
2. The recommended bidder shall deliver all of the above documents to the Contracting Authority on or before the date stated (usually 3-5 days after notification) by the Contracting Authority. Failure to comply with the request may result in the proposal being declared non-compliant.

PART 6 - SECURITY 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.

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.

7.1.1 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 Project Authority will provide the Contractor with a description of the task using the "Task Authorization Form for non-DND clients" or "DND 626, Task Authorization Form" or "Task Authorization" form specified in Annex "F".

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 Project Authority within seven (7) 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 Project 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 Project Authority may authorize individual task authorizations up to a limit of \$100,000.00
Applicable Taxes included, inclusive of any revisions.

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

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

SACC *Manual* clause [B9031C](#) (2011-05-16), Canada's Obligation - Portion of the Work - Task Authorizations

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 fifteen (15) 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.

7.1.2.6 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by Department of National Defence (DND), Canadian Forces Base (CFB) Edmonton. 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.

1. The Contractor 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), Public Works and Government Services Canada (PWGSC).

2. The Contractor personnel requiring access to sensitive site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
4. The Contractor must comply with the provisions of the:
 - a) Security Requirements Check List and security guide (if applicable), attached at Annex D;
 - b) *Industrial Security Manual* (Latest Edition).

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from _____ to _____ inclusive. *(to be inserted at contract award).*

7.4.2 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 FIVE (5) 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:

Mony Lee
Procurement Specialist
Procurement Branch, Western Region
Public Services and Procurement Canada
Canada Place, Suite 1000
9700 Jasper Avenue
Edmonton AB, T5J 4C3

Telephone: 780-224-6675
Facsimile: 780-497-3510
Email: mony.lee@pwgsc-tpsgc.gc.ca

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 named in the contract)

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

Name: _____
Title: _____
Organization: _____
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 Payment

7.7.1 Basis of Payment

Annex "B", Basis of Payment: SCHEDULED REQUIREMENTS

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit price as specified in Annex "B" for a cost of \$ _____ **(to be inserted at contract award)**. 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.

Annex "B", Basis of Payment: UNSCHEDULED REQUIREMENTS

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid the firm unit price(s) in accordance with the basis of payment, in Annex "B", as specified in the authorized TA. 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 authorized, in writing, by the Contracting Authority before their incorporation into the Work.

7.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____ **(to be inserted at contract award)**. Customs duties are included 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.

7.7.3 Method of Payment

SACC *Manual* clause [H1000C](#) (2008-05-12), Single Payment
SACC *Manual* clause [H1001C](#) (2008-05-12), Multiple Payments

7.7.4 SACC *Manual* clauses

[A9117C](#) (2007-11-30), T1204 - Direct Request by Customer Department
[C0705C](#) (2010-01-11), Discretionary Audit

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)

7.8 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. Each invoice must be supported by:

- a. a copy of the invoices, receipts, vouchers for all direct expenses

2. Invoices must be distributed as follows:

The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

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.

7.9.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms 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 Alberta.

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;
- (b) the general conditions 2035 ([2018-06-21](#)) General Conditions - Higher Complexity - Services ;
- (c) Annex "A", Statement of Work;
- (d) Annex "B", Basis of Payment;
- (e) Annex "C", Security Requirements Check Lis;
- (f) Annex "D", Insurance Requirements;
- (g) the signed Task Authorizations (including all of its annexes, if any);
- (h) the Contractor's bid dated _____.

7.12 Defence Contract

SACC Manual clause [A9006C](#) (2012-07-16) Defence Contract

7.13 Foreign Nationals (Canadian Contractor [OR](#) Foreign Contractor)

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

[OR](#)

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

7.14 SACC Manual Clause

SACC Manual clause [A9062C](#) (2011-05-16), Canadian Forces Site Regulations

7.15 Insurance Requirements

The Contractor must comply with the insurance requirements specified in **Annex D**. 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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ANNEX “A”

STATEMENT OF WORK

See attached document.

Title: “Department of National Defence Specification: Boiler Operation and Domestic Hot Water Boilers Maintenance and Repairs”

ANNEX "B"

BASIS OF PAYMENT

- Unit Prices are to include ALL applicable expenses, including travel time and personnel expenses, to perform the work and are to remain firm for the period of the contract.
- Overtime (outside of regular working hours) must be authorized in advance by the Project Authority.
- GST is not to be included in the prices but will be added as a separate item to any invoice issued against the contract.
- A percentage mark-up on parts and materials must be provided otherwise it will be taken as zero.
- Estimated usages are for evaluation purposes only and not to be construed as a firm commitment from Canada. Actual usage may vary from these amounts.

Schedule A: Year 1

ITEM	DESCRIPTION	ESTIMATED ANNUAL USAGE (A)	FIRM UNIT PRICE (B)	EXTENDED PRICE (C) = A x B
SCHEDULED REQUIREMENTS				
1)	Monthly maintenance checks / minor inspection of "Year Round" boilers	12 month	\$ _____	\$ _____
2)	Monthly maintenance checks / minor inspection of "Year Round" Domestic Hot Water Boilers	12 months	\$ _____	\$ _____
3)	Monthly maintenance checks / minor inspection of all boilers <u>except</u> boilers indicated "year round" (Sept 1 – May 31)	9 months	\$ _____	\$ _____
4)	Major Inspection as per Annex "A" – Statement of Work. Assist Alberta Boilers Safety Associated (ABSA) with regulated annual inspections.	1 lot	\$ _____	\$ _____
UNSCHEDULED REQUIREMENTS				
1)	Firm Labour Rates			
a)	<i>During "Regular Working Hours"</i> Monday through Friday (07:30 to 16:00 hours), excluding statutory holidays			
i)	Journeyman "Supervisor" – Plumber/Gasfitter First Class	100 hour	\$ _____ / hour	\$ _____
ii)	Apprentice "Daily Duty Person" – 4 th Class power engineer	150 hours	\$ _____ / hour	\$ _____
iii)	Helper – Plumber/Gasfitter	100 hours	\$ _____ / hour	\$ _____
iv)	Tradesmen	20 hours	\$ _____ / hour	\$ _____
b)	<i>Outside "Regular Working Hours"</i> Monday through Friday (16:00 to 07:30 hours), excluding statutory holidays			
i)	Journeyman "Supervisor" – Plumber/Gasfitter First Class	10 hours	\$ _____ / hour	\$ _____
ii)	Apprentice "Daily Duty Person" – 4 th Class power engineer	30 hours	\$ _____ / hour	\$ _____
iii)	Helper - Plumber/Gasfitter	30 hours	\$ _____ / hour	\$ _____
iv)	Tradesmen	10 hours	\$ _____ / hour	\$ _____
c)	<i>Outside "Regular Working Hours"</i> Weekends and statutory holidays			

i)	Journeyman "Supervisor" – Plumber/Gasfitter First Class	10 hours	\$_____ / hour	\$_____
ii)	Apprentice "Daily Duty Person" – 4 th Class power engineer	30 hours	\$_____ / hour	\$_____
iii)	Helper - Plumber/Gasfitter	30 hours	\$_____ / hour	\$_____
iv)	Tradesmen	10 hours	\$_____ / hour	\$_____
3)	Material and Replacement Parts at the Contractor's mark up on allowance for unspecified material, replacement parts, required permits and certification. = (% markup + \$25,000.00) Verification of contractor's cost to be provided upon request of the Project Authority.	\$25,000.00	____%	\$_____
Subtotal A: Estimated Total 1st Year Applicable Taxes Extra				\$_____

Schedule B) Year 2

ITEM	DESCRIPTION	ESTIMATED ANNUAL USAGE (A)	FIRM UNIT PRICE (B)	EXTENDED PRICE (C) = A x B
SCHEDULED REQUIREMENTS				
1)	Monthly maintenance checks / minor inspection of "Year Round" boilers	12 month	\$_____	\$_____
2)	Monthly maintenance checks / minor inspection of "Year Round" Domestic Hot Water Boilers	12 months	\$_____	\$_____
3)	Monthly maintenance checks / minor inspection of all boilers except boilers indicated "year round" (Sept 1 – May 31)	9 months	\$_____	\$_____
4)	Major Inspection as per Annex "A" – Statement of Work. Assist Alberta Boilers Safety Association (ABSA) with regulated annual inspections.	1 lot	\$_____	\$_____
UNSCHEDULED REQUIREMENTS				
1)	Firm Labour Rates			
a)	<i>During "Regular Working Hours"</i> Monday through Friday (07:30 to 16:00 hours), excluding statutory holidays			
i)	Journeyman "Supervisor" – Plumber/Gasfitter First Class	100 hour	\$_____ / hour	\$_____
ii)	Apprentice "Daily Duty Person" – 4 th Class power engineer	150 hours	\$_____ / hour	\$_____
iii)	Helper – Plumber/Gasfitter	100 hours	\$_____ / hour	\$_____
iv)	Tradesmen	20 hours	\$_____ / hour	\$_____
b)	<i>Outside "Regular Working Hours"</i> Monday through Friday (16:00 to 07:30 hours), excluding statutory holidays			
i)	Journeyman "Supervisor" – Plumber/Gasfitter First Class	10 hours	\$_____ / hour	\$_____
ii)	Apprentice "Daily Duty Person" – 4 th	30 hours	\$_____ / hour	\$_____

	Class power engineer			
iii)	Helper - Plumber/Gasfitter	30 hours	\$ / hour	\$
iv)	Tradesmen	10 hours	\$ / hour	\$
c)	<i>Outside "Regular Working Hours"</i> Weekends and statutory holidays			
i)	Journeyman "Supervisor" – Plumber/Gasfitter First Class	10 hours	\$ / hour	\$
ii)	Apprentice "Daily Duty Person" – 4 th Class power engineer	30 hours	\$ / hour	\$
iii)	Helper - Plumber/Gasfitter	30 hours	\$ / hour	\$
iv)	Tradesmen	10 hours	\$ / hour	\$
3)	Material and Replacement Parts at the Contractor's mark up on allowance for unspecified material, replacement parts, required permits and certification. = (% markup + \$25,000.00) Verification of contractor's cost to be provided upon request of the Project Authority.	\$25,000.00	%	\$
Subtotal B: Estimated Total 2nd Year Applicable Taxes Extra				\$

Schedule C) Year 3

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>ESTIMATED ANNUAL USAGE</u> (A)	<u>FIRM UNIT PRICE</u> (B)	<u>EXTENDED PRICE</u> (C) = A x B
SCHEDULED REQUIREMENTS				
1)	Monthly maintenance checks / minor inspection of "Year Round" boilers	12 month	\$	\$
2)	Monthly maintenance checks / minor inspection of "Year Round" Domestic Hot Water Boilers	12 months	\$	\$
3)	Monthly maintenance checks / minor inspection of all boilers <u>except</u> boilers indicated "year round" (Sept 1 – May 31)	9 months	\$	\$
4)	Major Inspection as per Annex "A" – Statement of Work. Assist Alberta Boilers Safety Associated (ABSA) with regulated annual inspections.	1 lot	\$	\$
UNSCHEDULED REQUIREMENTS				
1)	Firm Labour Rates			
a)	<i>During "Regular Working Hours"</i> Monday through Friday (07:30 to 16:00 hours), excluding statutory holidays			
i)	Journeyman "Supervisor" – Plumber/Gasfitter First Class	100 hour	\$ / hour	\$
ii)	Apprentice "Daily Duty Person" – 4 th Class power engineer	150 hours	\$ / hour	\$
iii)	Helper – Plumber/Gasfitter	100 hours	\$ / hour	\$

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iv)	Tradesmen	20 hours	\$_____ / hour	\$_____
b)	<i>Outside "Regular Working Hours"</i> Monday through Friday (16:00 to 07:30 hours), excluding statutory holidays			
i)	Journeyman "Supervisor" – Plumber/Gasfitter First Class	10 hours	\$_____ / hour	\$_____
ii)	Apprentice "Daily Duty Person" – 4 th Class power engineer	30 hours	\$_____ / hour	\$_____
iii)	Helper - Plumber/Gasfitter	30 hours	\$_____ / hour	\$_____
iv)	Tradesmen	10 hours	\$_____ / hour	\$_____
c)	<i>Outside "Regular Working Hours"</i> Weekends and statutory holidays			
i)	Journeyman "Supervisor" – Plumber/Gasfitter First Class	10 hours	\$_____ / hour	\$_____
ii)	Apprentice "Daily Duty Person" – 4 th Class power engineer	30 hours	\$_____ / hour	\$_____
iii)	Helper - Plumber/Gasfitter	30 hours	\$_____ / hour	\$_____
iv)	Tradesmen	10 hours	\$_____ / hour	\$_____
3)	Material and Replacement Parts at the Contractor's mark up on allowance for unspecified material, replacement parts, required permits and certification. = (% markup + \$25,000.00) Verification of contractor's cost to be provided upon request of the Project Authority.	\$25,000.00	____%	\$_____
Subtotal C: Estimated Total 3rd Year Applicable Taxes Extra				\$_____

Continued

Schedule D) Option Year 1

ITEM	DESCRIPTION	ESTIMATED ANNUAL USAGE (A)	FIRM UNIT PRICE (B)	EXTENDED PRICE (C) = A x B
SCHEDULED REQUIREMENTS				
1)	Monthly maintenance checks / minor inspection of "Year Round" boilers	12 month	\$ _____	\$ _____
2)	Monthly maintenance checks / minor inspection of "Year Round" Domestic Hot Water Boilers	12 months	\$ _____	\$ _____
3)	Monthly maintenance checks / minor inspection of all boilers <u>except</u> boilers indicated "year round" (Sept 1 – May 31)	9 months	\$ _____	\$ _____
4)	Major Inspection as per Annex "A" – Statement of Work. Assist Alberta Boilers Safety Associated (ABSA) with regulated annual inspections.	1 lot	\$ _____	\$ _____
UNSCHEDULED REQUIREMENTS				
1)	Firm Labour Rates			
a)	<i>During "Regular Working Hours"</i> Monday through Friday (07:30 to 16:00 hours), excluding statutory holidays			
i)	Journeyman "Supervisor" – Plumber/Gasfitter First Class	100 hour	\$ _____ / hour	\$ _____
ii)	Apprentice "Daily Duty Person" – 4 th Class power engineer	150 hours	\$ _____ / hour	\$ _____
iii)	Helper – Plumber/Gasfitter	100 hours	\$ _____ / hour	\$ _____
iv)	Tradesmen	20 hours	\$ _____ / hour	\$ _____
b)	<i>Outside "Regular Working Hours"</i> Monday through Friday (16:00 to 07:30 hours), excluding statutory holidays			
i)	Journeyman "Supervisor" – Plumber/Gasfitter First Class	10 hours	\$ _____ / hour	\$ _____
ii)	Apprentice "Daily Duty Person" – 4 th Class power engineer	30 hours	\$ _____ / hour	\$ _____
iii)	Helper - Plumber/Gasfitter	30 hours	\$ _____ / hour	\$ _____
iv)	Tradesmen	10 hours	\$ _____ / hour	\$ _____
c)	<i>Outside "Regular Working Hours"</i> Weekends and statutory holidays			
i)	Journeyman "Supervisor" – Plumber/Gasfitter First Class	10 hours	\$ _____ / hour	\$ _____
ii)	Apprentice "Daily Duty Person" – 4 th Class power engineer	30 hours	\$ _____ / hour	\$ _____
iii)	Helper - Plumber/Gasfitter	30 hours	\$ _____ / hour	\$ _____
iv)	Tradesmen	10 hours	\$ _____ / hour	\$ _____
3)	Material and Replacement Parts at the Contractor's mark up on allowance for unspecified material, replacement parts, required permits and certification. = (% markup + \$25,000.00) Verification of contractor's cost to be provided upon request of the Project Authority.	\$25,000.00	____%	\$ _____
Subtotal D: Estimated Total 4th Year Applicable Taxes Extra				\$ _____

Schedule E) Option Year 2

ITEM	DESCRIPTION	ESTIMATED ANNUAL USAGE (A)	FIRM UNIT PRICE (B)	EXTENDED PRICE (C) = A x B
SCHEDULED REQUIREMENTS				
1)	Monthly maintenance checks / minor inspection of "Year Round" boilers	12 month	\$ _____	\$ _____
2)	Monthly maintenance checks / minor inspection of "Year Round" Domestic Hot Water Boilers	12 months	\$ _____	\$ _____
3)	Monthly maintenance checks / minor inspection of all boilers <u>except</u> boilers indicated "year round" (Sept 1 – May 31)	9 months	\$ _____	\$ _____
4)	Major Inspection as per Annex "A" – Statement of Work. Assist Alberta Boilers Safety Associated (ABSA) with regulated annual inspections.	1 lot	\$ _____	\$ _____
UNSCHEDULED REQUIREMENTS				
1)	Firm Labour Rates			
a)	<i>During "Regular Working Hours"</i> Monday through Friday (07:30 to 16:00 hours), excluding statutory holidays			
i)	Journeyman "Supervisor" – Plumber/Gasfitter First Class	100 hour	\$ _____ / hour	\$ _____
ii)	Apprentice "Daily Duty Person" – 4 th Class power engineer	150 hours	\$ _____ / hour	\$ _____
iii)	Helper – Plumber/Gasfitter	100 hours	\$ _____ / hour	\$ _____
iv)	Tradesmen	20 hours	\$ _____ / hour	\$ _____
b)	<i>Outside "Regular Working Hours"</i> Monday through Friday (16:00 to 07:30 hours), excluding statutory holidays			
i)	Journeyman "Supervisor" – Plumber/Gasfitter First Class	10 hours	\$ _____ / hour	\$ _____
ii)	Apprentice "Daily Duty Person" – 4 th Class power engineer	30 hours	\$ _____ / hour	\$ _____
iii)	Helper - Plumber/Gasfitter	30 hours	\$ _____ / hour	\$ _____
iv)	Tradesmen	10 hours	\$ _____ / hour	\$ _____
c)	<i>Outside "Regular Working Hours"</i> Weekends and statutory holidays			
i)	Journeyman "Supervisor" – Plumber/Gasfitter First Class	10 hours	\$ _____ / hour	\$ _____
ii)	Apprentice "Daily Duty Person" – 4 th Class power engineer	30 hours	\$ _____ / hour	\$ _____
iii)	Helper - Plumber/Gasfitter	30 hours	\$ _____ / hour	\$ _____
iv)	Tradesmen	10 hours	\$ _____ / hour	\$ _____
3)	Material and Replacement Parts at the Contractor's mark up on allowance for unspecified material, replacement parts, required permits and certification. = (% markup + \$25,000.00) Verification of contractor's cost to be provided upon request of the Project Authority.	\$25,000.00	____ %	\$ _____
Subtotal E: Estimated Total 5th Year Applicable Taxes Extra				\$ _____

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TOTAL EVALUATED PRICE

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

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ANNEX “C”

SECURITY REQUIREMENTS CHECK LIST

See attached document.

ANNEX "D"

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 **\$5,000,000** 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 Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - (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) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

ANNEX "F"

TASK AUTHORIZATION REPORT

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:

PERIOD OF WORK	REPORT DUE
1 st quarter: 01 April to 30 June	15 July
2 nd quarter: 01 July to 30 September	15 October
3 rd quarter: 01 October to 31 December	15 January
4 th quarter: 01 January to 31 March	15 April

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:

TPSGC.ROPAequipedesoutien-WRAPSupportTeam.PWGSC@tpsgc-pwgsc.gc.ca

OR Facsimile: (780) 497-3510

ANNEX “G” to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

As indicated in Part 3, clause 3.1.2, the Bidder must complete the information requested below, to identify which electronic payment instruments are accepted for the payment of invoices.

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 "H" to PART 5 OF THE BID SOLICITATION

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\) – Labour's](#) website.

Date: _____ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- ☐ A1. The Bidder certifies having no work force in Canada.
- ☐ A2. The Bidder certifies being a public sector employer.
- ☐ A3. The Bidder certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- ☐ A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

- ☐ A5.1. The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.

OR

- ☐ A5.2. The Bidder certifies having submitted the [Agreement to Implement Employment Equity \(LAB1168\)](#) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- ☐ B1. The Bidder is not a Joint Venture.

OR

- ☐ B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)



DEPARTMENT OF NATIONAL DEFENCE
SPECIFICATION

**BOILER OPERATION AND DOMESTIC
HOT WATER BOILERS
MAINTENANCE AND REPAIRS**

<u>SECTION</u>	<u>PAGES</u>
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Safety Requirements	5 - 8
Boiler Operation	9
Boiler Maintenance	10 - 11
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Buildings & Boilers Domestic Hot Water Boilers	Annex A
Boiler Checklist	Annex B
Inspections	Annex C
Heating Plant Supervision	Annex D
Health & Safety	22 – 24

General Instructions (Section 01005)

1 Outline of Contract

- .1 Works under this Contract is to cover the supply of all labour, equipment, tools, materials and boiler treatment Outlined in Sections 15520, 15521, 15522, and Annexes. This work is to provide for the operation, maintenance, inspections and repair of heating boilers, domestic hot water boilers humidifier that are gas fired and associated equipment and there systems located in various buildings maintained by RPOS Section Edmonton (West).
- .2 Report in writing to the RP OPS SECT EDMONTON Representative (Project Authority) deficiencies or deletions concerning boilers humidifiers boilers and Domestic hot water boilers within 05 days of commencing work.
- .3 The area of responsibility will define as follows:
 - .1 The boiler(s) heating and domestic hot water, up to the main isolation valve on the boiler;
 - .2 The condensate return tank(s) including pumps, motors, back flow preventers, valves and piping from the tank(s) to the isolation valve;
 - .3 Raw water make-up valve(s), back flow preventers and piping to the water softener(s), boilers or the condensate return tank(s), whichever may be the case;
 - .4 Chemical feed system (mixing tanks, softeners, pumps, motors valves and piping and boiler treatment chemicals
 - .5 Any pressure, temperature gauges located on the steam, condensate, hot water and raw water systems
 - .6 The natural gas regulator and lines from the regulator to the burner inclusive;
 - .7 Drain lines from the boiler or tanks to the floor drain for the sanitary sewer; and
 - .8 Electric power sources from the main panel to the end use device(s) such as motors, controls, switches, etc.

2 Location of Boilers

- .1 As detailed in Annex A

3 Frequency of Boiler Checks

- .1 As per Annex C & D

4 Standards

- .1 All repairs and servicing shall be in accordance with Canadian Standards Association (CSA), American Society of Mechanical Engineers (ASME) and Provincial Regulations Codes, (whichever is more stringent).
- .2 The Supervisor (Journeymen) will be qualified to a plumber/gasfitter first class in the province of Alberta. The daily duty person(S) (Apprentice) will be 4th class power engineers at minimum. Any person working or repairing the gas train of any boiler will be qualified to a first class plumber /gas fitter in the province of Alberta. All others (Helpers') will be plumber/gasfitter at minimum.
- .3 All other tradesmen will be certified within their respective trades.

- .4 The contractor is to be in good standing with Worker's Compensation Board (WCB).

5 Invoicing

- .1 The contractor shall attach the original copy of the wholesalers invoice and delivery charges for requested parts to the invoice submitted to the RP OPS SECT EDMONTON Representative
- .2 The contractor shall submit a separate invoice, with an itemized list for work that was requested by The RP OPS SECT EDMONTON Representative
- .3 GST is to be a separate item

6 Communications

- .1 The contractor will equip the Supervisor and the daily duty person(s) with cell phones that can be contacted at any time while on duty.
- .2 On commencement of contract, the contractor will provide the cell phone numbers of these devices to the RP OPS SECT EDMONTON Representative.

7 Cleaning

- .1 The contractor is to prevent accumulation of wastes, which create hazardous conditions. Do not dispose of volatile waste liquids in storm or sanitary drains. Store volatile wastes in covered metal containers and remove from premises daily. Provide adequate ventilation during use of volatile or noxious substances. Remove grease, dust, dirt, stains, labels, fingerprints and other foreign materials from sight, exposed interior and exterior surfaces, resultant from work under this Contract. All debris and waste will to be removed and disposed of Off DND property.

8 Guarantee/Warranty

- .1 Without restricting any warranty or guarantee implied or stipulated by law, the Contractor will, at their own expense, rectify and make good any defect or fault attributed to equipment provided and/or workmanship for a period of one year from final date of acceptance.

9 Work Schedule

- .1 Normal hours of work for RPOS.SEC. Edmonton is from 07:30hrs/7:30 a.m. to 1600hrs/4:00 p.m. Monday through Friday, with the exception of statutory holidays.
- .2 Work scheduled outside the normal working hours or days, will be cleared by the RP OPS SECT EDMONTON Representative.
- .3 Emergency works, may be required on a 24 hrs/day, 7 days/week.
- .4 After hour's service calls will be from 1600 hrs/ 4:00 p.m. through 07:30 hrs/7:30 a.m, seven (7) days a week.

**Safety Requirements
Section 01545**

10 Contractors Use of Site

- .1 Do not unreasonably encumber site with material or equipment.
- .2 Move stored products or equipment which may interfere with operation of DND employees.
- .3 Obtain and pay for use of additional storage or work areas needed for operations.
- .4 On site office space will not be provided by the RP OPS SECT EDMONTON Representative, for use by the contractor for the duration of this Service Contract.

11 Cutting, Fitting and Patching

- .1 Execute cutting, fitting and patching required making work fit properly together.
- .2 Where new work connects with existing and existing work is altered, cut, patch and make good to match existing work.
- .3 Maintain an orderly and clean work area.

12 Environmental

- .1 Contractor and tradesmen will not operate any motor vehicle on grassed areas unless approved by the RP OPS SECT EDMONTON Representative for specific work.
- .2 Draining off glycol to facilitate repairs will be performed by capturing all excess glycol in approved containers. All spills of glycol to drain will be reported immediately to the RP OPS SECT EDMONTON Representative and recorded in the Boiler Room Operation & Maintenance Log Book.

13 Vehicles/Transportation

- .1 The contractor shall maintain motor vehicle transportation for his employees. All vehicles used for maintenance purposes shall be capable of carrying materials, cargo, and be equipped with an approved spill kit. The vehicle will be properly marked with company identifier
- .2 Base traffic and parking rules are enforceable by the Military Police. Loading zone restrictions apply to vehicles stopped on streets and the use of four way flashers is encouraged.

14 Security

- .1 The RP OPS SECT EDMONTON Representative shall issue keys to allow access to boiler rooms. Contractor shall be responsible for the safe care and custody of these keys. The contractor will immediately report loss or theft of keys to the RP OPS SECT EDMONTON representative.
- .2 These keys will not be copied or duplicated by the contractor or employees

- .3 The contractors and employees shall wear identification including the name of the employee and a company identifier
- .4 On completion of checks or work, the contractor and employees are responsible to ensure that all entrance doors to the boiler room are secured and locked.

15 Safety Measures

- .1 Observe and enforce safety measures required by Provincial Government, WCB, Occupational Health and Safety (OH&S) and municipal statutes and authorities.
- .2 In event of conflict between any provisions of above authorities, the most stringent provision will apply.
- .3 In the event of further infractions and disputes, the contractor shall notify the appropriate authorities.
- .4 Where the contractor has incurred a safety infractions, RP OPS SECT EDMONTON Representative will order operations to cease until contractor takes corrective action at no cost to DND.

16 WHMIS Requirements

- .1 The contractor shall assure that all employees will be trained and up to date with WHMIS guidelines and rules.
- .2 Before commencement of work the contractor shall obtain, and give copies to the RP OPS SECT EDMONTON Representative all MSDS sheets for materials, which will be used in conjunction with operational inspections, minor repairs, maintenance and chemical use which fall under the WHMIS guidelines.
- .3 The contractors must inform, in writing, to RP OPS SECT EDMONTON Representative of any known hazards associated with the work or products that are to be used.
- .4 Comply with WHMIS and regulatory agency requirements in handling and disposal of hazardous materials, products and containers.
- .5 Where the contractor is in violation of the requirements of WHMIS. The RP OPS SECT EDMONTON Representative will order operations to cease until the contractor takes corrective action at no cost to DND.
- .6 The contractor will have a spill kit, and will be trained in the use of it.

17 Overloading

- .1 Ensure no part of work subjected to a load that may endanger its safety or will cause permanent deformation.

18 Scaffolding

- .1 Designs and construct of scaffolding in accordance with CSA S269.2-M87.

19 Compliance Requirements

- .1 Comply with the latest edition of the Province of Alberta Occupation Health & Safety Act and Regulations made pursuant to the act.
- .2 The contractor will be acting as the “Prime (Principal if applicable) Contractor” for this contract and will certify this agreement in writing with the RP OPS SECT EDMONTON Representative.

20 Fire Safety Plan

- .1 Contractor and their personnel will be familiar with this section and its requirements.

21 Fire Department Briefing

- .1 The RP OPS SECT EDMONTON Representative will coordinate and arrangements for the Contractor to be briefed on fire safety by the Fire Chief. When the contract has be awarded

22 Reporting Fires

- .1 All personnel are to be thoroughly familiar with the contents of the orders and regulations specified in this paragraph and in addition are to be conversant with relevant regulations pertaining to reporting a fire and all fire incidents to the nearest Fire Department by the following means available.
- .2 Reporting a Fire at Steele Barracks/ Edmonton Garrison
 - .1 Activate nearest pull station (fire alarm) call 911
 - .2 On base Activate pull station (fire alarm) dial 911, give location and nature of incident
 - .3 State that you are calling from the Edmonton Garrison
- .3 Reporting a Fire at HMCS NonSuch (BLG.-42)
 - .1 Activate nearest pull station (fire alarm) call 911
 - .2 Call City of Edmonton 911 and then
 - .3 Notify the Edmonton Garrison Fire Department. Dial 973-4011, ext 4434, give location and nature of incident.
 - .4 When transmitting an alarm by telephone, give your name the location of the fire and the name or number of the building, and be prepared to verify the location.
- .5 Before starting any hot work (open flame) or welding the worker must obtain a Hot Work Permit from the Edmonton Garrison fire hall (780 973-4011 ext 4434). The worker must know the location of the nearest pull station and or the nearest telephone covering the area of work.
- .6 The contractor will supply fire extinguishers, as scaled by Fire Chief, necessary to protect the work in progress and be trained in the proper use of them
- .7 Fire Watch: wherever work is being carried out in dangerous or hazardous areas involving the use of heat(open flame)or welding a fire watchers, provided with sufficient fire equipment to control or extinguish fire, shall be provided. Private contractors are responsible for providing firewatcher service on a scale established in conjunction with the RP OPS SECT EDMONTON Representative prior to commencing work.

23 Fire Protection and Alarm Systems

- .1 Fire protection and alarm systems shall not be:
 - .1 Obstructed
 - .2 Tampered with, shut-off
 - .3 Left inactive at the end of a working day or shift without authorization from the Garrison Fire Chief.
 - .4 The Garrison Fire Chief must be notified before disconnecting the power to buildings with fire alarm systems.

24 Smoking Policy

- .1 Smoking is prohibited in all DND buildings. No Smoking within five metres of a doorway, window or intake vent of a public place or workplace.

25 Rubbish and Waste Materials

- .1 Keep Rubbish and waste materials to a minimum.
- .2 Removal:
 - .1 All rubbish shall be removed from the work site at the end of the working day or shift or as directed.
- .3 Storage:
 - .1 Extreme care is required where it is necessary to store oily waste in work areas to ensure maximum possible cleanliness and safety.
 - .2 Greasy or oily rags or materials subject to spontaneous combustion shall be deposited and kept in an approved receptacle and removed as required

26 Hazardous Substances

- .1 If the work entails the use of any toxic or hazardous materials, chemicals and/or explosives, or otherwise creates a hazard to life, safety or health, work shall be in accordance with the National Fire Code of Canada.
- .2 Wherever work that will be carried out in a dangerous or hazardous areas involving the use of heat (open flame or electric arc welding), firewatcher, equipped with sufficient fire extinguishers shall be provided. The determination of dangerous or hazardous areas along with the level of precaution necessary for Fire Watch shall be at the discretion of the Edmonton Garrison Fire Chief. Contractors are responsible for providing fire watch service for their work on a scale established by the Edmonton Garrison Fire Chief.
- .3 Where flammable liquids are to be used, such as lacquers or urethane, proper ventilation is required and all sources of ignition are will be extinguished. The Fire Chief is to be informed prior to and at the cessation of such work.

27 Questions and/or Clarification

- .1 Any questions or clarification on Fire Safety in addition to the above requirements shall be directed to the RP OPS SECT EDMONTON Representative who will clear it through the Edmonton Garrison Fire Chief.

Boiler Operation Section 15520

PART 1 - GENERAL

1.1 Work Covered

Heating boilers (hot water and steam) from September 01 to May 31. Year round boilers and domestic hot water boilers as per Annex A. Work under this section, including Annex B shall include

Checking, monitoring, adjustment and minor repair of the boilers listed in Annex A. Low pressure steam boilers require checking twice a day within an each 24-hour period and at least 7 hours apart 7 days per week. See Annex D for clarification. Hot water boilers require checks once in 24-hour intervals, 7 days per week. Humidifier boilers (gas fired) to be checked once a day

- .1 Normal hours for daily operations are 07:30 to 1600 hours 7 day per week. The contractor will be expected to have the necessary personnel on site for mandated checks.
- .2 Note: The time required, to complete adjustments, checks, monitoring, etc shall be up to the contractor. Contractor may assign more than one person to complete this task.
- .3 Once the scheduled boiler checks are completed, the daily duty person(s) will spend remaining time assisting the Supervisor with maintenance tasks.
- .4 Answers all boiler alarms, correct the problem and restart the boiler or start the backup boiler. After hour Service Calls will be from 1600 hrs.4:00pm to 0730 hrs. 7:30am, seven (7) days a week.
- .5 The log book in each boiler room are to be filled out with all maintenance work done or work which will require action by the boiler maintenance persons (reference section 15521)
- .6 Other duties, which may be assigned by the Supervisor.
- .7 Except where indicated as "Year Round Operation" in Annex A, boilers will be shut down for the summer months (June, July and August) in order to accomplish boiler maintenance and inspections. Domestic hot water boilers are year round.
- .8 DND reserves the right to deviate from the dates in Para 1.1.1 above. The RP OPS SECT EDMONTON Representative will issue the direction for such a deviation with 24-hour notice given to the contractor.

1.2 Qualifications

- .1 The daily duty persons shall be qualified to a 4th class power engineer at minimum. Supervisor will be plumber/ gasfitter first class at minimum

Boiler Maintenance Section 15521

1.3 Definition of Repairs

- .1 **Minor repairs:** any repair or adjustment performed safely by one person will not cause more than one hour down time and parts are either pre-issued or not needed.
- .2 **Emergency Repairs:** Equipment failure causing danger to building systems or significant inconvenience to building occupants if not repaired and the system cannot be "babysat" or circumvented until day maintenance repair.

1.4 Call in

- .1 The Supervisor will be contacted by the following persons only:
 - .1 The RP OPS SECT EDMONTON representative
 - .2 Daily duty persons
 - .3 The Alarm Monitor room from the Edmonton Garrison Fire Hall.

PART 2 – PRODUCTS

2.1 Materials

- .1 The Contractors will supply all test equipment required to test boiler water. Chemical treatment will be carried out according to Betz Dearborn Chemical Standards. The Log Book will be filled out indicating the amount of chemical/salt added to the system. The contractor will send a report once a month to the RP OPS SECT EDMONTON Representative regarding the water test results for each boiler tested
- .2 Materials and parts used shall be those specified by the manufacturer of the equipment, provided that the parts are readily available. Alternative parts may be installed with the approval of the RP OPS SECT EDMONTON Representative

Note: All salts required for balancing and maintaining softeners. Shall be supplied and stored by the contractor

3.1 Method of Work

- .1 Do maintenance monitoring, operation and checks as detailed in Part 1. Para 1.1 of Work Covered and Annexes A / B.
- .2 Record date and times of monitoring, pressure and temperature at the boilers, water meter reading of the make up water, boiler status and test results in the Mechanical Operation and Maintenance Log Book.
- .3 Answer all boiler alarms as needed. Reset, restart or adjust systems or place backup boiler on line as required. After resetting or restarting the boiler, monitor operation for one heating cycle to ensure that boiler does not go off line again.
- .4 Report equipment failures requiring emergency repair to:

- .1 During regular working hours to the RP OPS SECT EDMONTON Representative.
- .2 During after-hours to the Edmonton Garrison fire hall at 780-973-4011-ext 4434. On the first regular day of work, report the repairs to the RP OPS SECT EDMONTON Representative. Record all checks and work done in the O&M Log Book.
- .3 When a boiler(s) is scheduled for shut down, for the summer months, the "wet lay-up" method is required
- .4 Due to building being upgraded, existing boilers may go off line and new boilers may go on line The RP OPS SECT EDMONTON Representative will notify the contractor prior to the changes. Negotiations will take place to determine contract credits / extras based on deletions or additions of boiler systems to the contract.
- .5 Do maintenance repairs, services or inspections as required. Submit a detailed maintenance report to the RP OPS SECT EDMONTON Representative, with recommendations for repairs/replacement of equipment. Report should also include detailed cost estimates on a weekly basis
- .6 Purchase of materials for repairs as requested by the RP OPS SECT EDMONTON Representative. Repairs to or replacement of a unit (each) item with a material & labour will require authorization by the RP OPS SECT EDMONTON Representative.
- .7 The Contractor shall not remove any equipment from the job site without the permission of the RP OPS SECT EDMONTON Representative
- .8 Record boiler maintenance and observed maintenance repair problems in the Boiler Room Operation and Maintenance Log Book for review by RP OPS SECT EDMONTON Representative
- .9 All modifications to the system is to be approved by RP OPS SECT EDMONTON Representative prior to commencing.

Boiler Repairs Section 15522

1.1 Scope

- .1 Scheduled repairs on any system, steam ,hot water heating boilers and domestic hot water boilers and its' associated systems in buildings maintained by Edmonton Garrison.
- .2 Emergency repairs of any steam, hot water or domestic hot water boiler and/or associated systems located in Base buildings as approved by RP OPS SECT EDMONTON Representative.

1.2 Definitions

- .1 **Scheduled repair:** As requested by The RP OPS SECT EDMONTON Representative, any work arranged in advance that could be performed during normal working hours. When authorized, this may also include the procurement of parts, materials and services.
- .2 **Inspections:** As requested, to perform inspections as detailed in Annex C. When authorized, this may also include the procurement of parts or materials or services and the repair of problems found.
- .3 **Emergency repairs:** Work which may be requested to commence upon 1 hour notice, 24 hours per day and to proceed as quickly as possible to restore boilers to a working condition for the purpose of building heating services to a level of safe operation. This may involve temporary repairs leaving permanent repair for the Supervisor.

1.3 Qualification of Worker

- .1 The supervisor shall be qualified to Plumber/Gasfitter First class at minimum
- .2 The daily duty person(s) are to be 4th class power engineer at minimum
- .3 Helper(s) shall be qualified to plumber/gasfitter at minimum
- .4 Additional tradespersons shall be qualified to Alberta Journeyman trade standards.

1.4 Codes and Standards

- .1 All work shall be in accordance with PM Directives, CSA, ASME and Provincial Regulations and Codes (whichever is more stringent).

1.5 Labour Tools and Equipment

- .1 When authorized by RPO SECT EDMONTON Representative, Contractor shall also obtain the services of specialists.

1.6 Scheduling

- .1 Emergency works: May be required 24 hours per day, seven (7) days a week. The Contractor must provide qualified tradesmen within one (1) hour from the time of receipt

of call-up. After hours service calls will be from 1600hrs to 07:30(4:00pm to 7:30am), seven (7) days a week.

- .2 Normal works that is performed between the hours of 07:30 and 1600 hours five days per week. Permission to work outside of the normal working hours, must be approved by the RP OPS SECT EDMONTON Representative before commencement of work.

1.7 Call Out

- .1 Call out to do scheduled work shall be by the RP OPS SECT EDMONTON Representative
- .2 Call out to do emergency work shall be by:
 - .1 The Alarm Monitor from the Garrison Fire Hall.
 - .2 The Contractor's Daily duty persons or supervisor.
 - .3 The RP OPS SECT EDMONTON Representative

1.8 Parts Materials and Services

- .1 When requested, the Contractor shall procure parts, materials and specialized services to complete work.

1.9 Quality

- .1 Materials and parts used shall be those specified by the manufacturer of the equipment, if the parts are readily available. Alternative parts may be installed with the approval of the RP OPS SECT EDMONTON Representative.

1.10 Method of Work

- .1 The Commencement of work on scheduled time/dates or within one hour of call up for emergency work. Work to proceed expeditiously to completion.
- .2 Remove litter and waste materials from work site at the end of each day. On completion of work, leave the site clean. Dispose of waste materials off DND property and to a site approved by the RP OPS SECT EDMONTON Representative.

Annex A

Building Boilers and Domestic Hot Water Boilers

Table 1

	BLDG#	BLR#	MEDIUM	DESCRIPTION	SERIAL#	MODEL	BTU/HP
			STEAM				
1	161	B3	S	LATTNER PRO SERRIES	49524	85230	215 KG/H
2	185	B1	S	CLEAVER BROOKS 3450 PPH BOILER	5-87514	CB700-100	2040 KG/H
3	185	B2	S	CLEAVER BROOKS 3450 PPH BOILER	5-87530	CB700-100	2040 KG/H
4	191	B1	S	VOLCANO INTERNATIONAL INC	9944-S		1271 KG/H
5	200	B1	S	BOILERSMITH LTD	5.847594		271 KG/H
6	200	B2	S	SASKATOON BOILER CO LTD	2916		1271 KG/H
7	201	B1	S	VOLCANO INTERNATIONAL INC	9932-S		1270 KG/H
8	210	B4	S	WEIL MCLEAN	880502187	Model 88 Series 1	987 KG/H
9	210	B5	S	PVI INDUSTRIES INC	129690314	30-5B 250A PG	510 KG/H
10	236	B3	S	BRYAN FLEXTUBE STEAM BOILER	82563	CL150-S-15- FDG	862 KG/H
11	301	B1	S	CLEAVER BROOKS 980 KW BOILER	682-E	BF-150E-W8	2347 KG/H
12	301	B2	S	CLEAVER BROOKS 980 KW BOILER	683-E	BF-150E-W8	2347 KG/H
13	304	B1	S	CLEAVER BROOKS 196 KW BOILER	5-38315	P723-30	508 KG/H
14	304	B2	S	WEIL MCLEAN 4480 KW BOILER	810110	CRW- E4625.52	717 KG/H
15	400	B3	S	PVI STEAM BOILER	5965636	WH-400E-M	495 KG/H
16	403	B4	S	BRYAN SMITH CORPORATION	79710	F850-S-15- G1	496 KG/H

Table 2

	BLDG#	BLR#	MEDIUM	DESCRIPTION	SERIAL#	MODEL	KW/HP
1	135	B1	HW/GLY	EVO	031149198-11-08	HWH00199.8	5865KW
2	135	B2	HW/GLY	EVO	031149181-03-08	HWH 199.8	5865KW
3	HNGR 2	B1	HW/GLY	CLEAVER BROOKS	BT-6020		3462 KW
4	HNGR 2	B2	HW/GLY	CLEAVER BROOKS	BT-6021		3462 KW
5	HNGR 2	B3	HW/GLY	CLEAVER BROOKS	5.1143071		3456 KW
6	HNGR 2	B4	HW/GLY	CLEAVER BROOKS	5.1143072		3456 KW
7	161	B1	HW	SUPERSHOT/ALLIED ENGINEERING	AJH-7240	AAE-2320-N-E-M	381 KW
8	161	B2	HW	SUPERSHOT/ALLIED ENGINEERING	AJH-7241	AAE-2320-N-E-M	381 KW
9	162	B1	HW	WEIL MCLEAN	980371		271 KW
10	162	B2	HW	WEIL MCLEAN	980372		271 KW
12	163	B1	HW/GLY	TELEDYNE LARS BOILER	C96J08833	HH50001NJCCCX	1371 KW
13	163	B2	HW/GLY	TELEDYNE LARS BOILER	C96J08836	HH50001NJCCCX	1371 KW
14	164	B1	HW/GLY	TELEDYNE LARS BOILER	C96J08835	HH50001NJCCCX	1371 KW
15	164	B2	HW/GLY	TELEDYNE LARS BOILER	C96J08834	HH50001NJCCCX	1371 KW
16	172	B1	Glycol	WEIL MCLEAN	990430		191 KW
17	175	B1	HW/GLY	CLEAVER BROOKS FLEXABLE	BT5446	FLX	3182 KW
18	175	B2	HW/GLY	CLEAVER BROOKS FLEXABLE	BT5447	FLX	1034 KW
19	175	B3	HW/GLY	CLEAVER BROOKS FLEXABLE	BT5448	FLX	3182 KW
20	176	B1	HW/GLY	RAYPACK E2100Y-N-2P	960529634	E2100T-N-2P	645 KW
21	176	B2	HW/GLY	RAYPACK E2100Y-N-2P	960529633	E2100T-N-2P	645 KW
22	177	B1	Glycol	WEIL MCLEAN	OO625	ALGB 11 W	381 KW
23	177	B2	Glycol	WEIL MCLEAN	OO626	ALGB 11 W	381 KW
24	179	B1	HW/GLY	RAYPACK E4000Y-N-2P	960229169	B4000T-B-2P	3182 KW
25	179	B2 B3	HW/GLY	RAYPACK E4000Y-N-2P	960329168	B4000T-B-2P	3182 KW
26	179	ROOF	HW/GLY	RBI FUTERA SERIES	950927165	B724-T-N	322 KW
27	180	B1	HW	RAYPACK 145MBTU	950927165	B724-T-N	322 KW
28	181	B1	HW	RAYPACK/RAYTHERM	960830543	E962-T-N-2P	322 KW
29	181	B2	HW	RAYPACK/RAYTHERM	010330898	FB100250SSSS	322 KW
30	182	B1	HW	WEIL MCLEAN	920810		191 KW
31	183	B2	HW	WEIL MCLEAN	920809		191 KW
32	186	B1		WEIL MCLEAN	920805		191 KW
33	186	B2		WEIL MCLEAN	920806		191 KW
34	192	B1	HW/GLY	WEIL MCLEAN	990428		190 KW
35	192	B2	HW/GLY	WEIL MCLEAN	990429		149 KW
36	192	B3	HW/GLY	WEIL MCLEAN	H72852		381KW
37	204	B1	HW	RAYPAK CANADA	990339788		322KW

BLDG#	BLR#	MEDIUM	DESCRIPTION	SERIAL#	MODEL	BTU/HP
210	B1	HW/GLY	WEIL MCLEAN	880502171	Model 88 Series 1	1538 KW
210	B2	HW/GLY	WEIL MCLEAN	880502172	Model 88 Series 1	1538 KW
210	B3	HW/GLY	WEIL MCLEAN	880502170	Model 88 Series 1	1538 KW
221	B1	HW	VOLCANO INTERNATIONAL INC	557-E	BF-501-W7HL	1242 KW
222	B1	HW	RAYPAK CANADA LTD	990339787	E1223-T-N-2P	322 KW
222	B2	HW	RAYPAK CANADA LTD	990339789	E1223-T-N-2P	322 KW
235	B1	HW	M G SERIES	MFH-5536	MG125-N-E-MOD	36.63 KW
236	B1	HW	VOLCANO INTERNATIONAL INC	4538-G	ST-350T-W8X	3530 KW
236	B2	HW	VOLCANO INTERNATIONAL INC	4537-G	ST-350T-W8X	3530 KW
318	B1	HW	WEIL MCLEAN	12300773-73		271 KW
318	B2	HW	WEIL MCLEAN	12300773-74		271 KW
318	B3	HW	WEIL MCLEAN	12300773-75		271 KW
400	B1	HW	PVI WATER BOILER	129690305	125 WBE 250A-TP	1289 KW
400	B2	HW	PVI WATER BOILER	129690306	125 WBE 250A-TP	1289 KW
403	B1	HW/GLY	RENDAMAX TECHNOLOGIES	GFO 255	R18-244	1021.5-KW
403	B2	HW/GLY	RENDAMAX TECHNOLOGIES	GFO 253	R18-244	1021.5-KW
403	B3	HW/GLY	RENDAMAX TECHNOLOGIES	GFO 254	R18-244	1021.5-KW
404	B1	HW/GLY	RAYPACK/RAYTHERM	960128532	B3500 WTD-N-2P	1043 KW
404	B2	HW/GLY	RAYPACK/RAYTHERM	960128531	B3500 WTD-N-2P	1043 KW
405	B1	HW/GLY	RAYPACK/RAYTHERM	960128533	B3500 WTD-N-2P	1043 KW
405	B2	HW/GLY	RAYPACK/RAYTHERM	9.601E+09	B3500 WTD-N-2P	1043 KW
407	B1	HW	RENDAMAX TECHNOLOGIES	CFO-232	R18-280	1172.4 KW
407	B2	HW	RENDAMAX TECHNOLOGIES	CFO-230	R18-280	1172.4 KW
407	B3	HW	RENDAMAX TECHNOLOGIES	CFO-231	R18-280	1172.4 KW
212	B1	HW	De DIETRICH	A100113460312001	GT 430-8A	507 KW
212	B2	HW	De DIETRICH	A1001134603120002	GT 43008A	507 KW
700	B1	HW	VIESMANN	7142361200199104	CT-57	632.9 KW
700	B2	HW	VIESMANN	714361200198107	CT3-57	632.9 KW
417	B1	HW	AERCO	G-17-0801	8935.72	
417	B2	HW	AERCO	G-17-0802	8935.72	
417	B3	HW	AERCO	G-17-0803	8935.72	
418	B2	HW	VITOCROSSAL		CM2-400	
418	B3	HW	VITOCROSSAL		CM-400	

YEAR ROUND OPERATION

List of boilers and domestic hot water boilers requiring year round operation (winter & summer)

Building	Description
135	Mechanical
161	MFRC
162	Old Health Services
163	Barrack Block
164	Barrack Block
177	RPO Sec. Edmonton
181	Old Base HQ
417	Health Services
185	Swimming pool
192	Sigs
210	Heating Boiler
210	Steam Boiler
400	HQ & Sigs
407	LTF
700	Base HQ
418	TAPV
212	French Grey Inn
HGR 2	Boiler upstairs

DOMESTIC HOT WATER BOILERS

BLG.	BOILERS	DHW	DESCRIPTION	SERIAL#	MODEL
185	one	yes	RAYPAK	95092212	E824TB-N
210	one	yes	OLSON	K235237	OMGB175HID
222	one	yes	RAYPAK	990339786	E1223TB-N-2P
403	One of two	yes	AO SMITH	96-34976	DW-1810SH110E
403	two of two	yes	AO SMITH	96-34975	DW-1810SH110E
HGR.2	one of two	yes	AO SMITH	Z14B-9949211	DW-1810D110EZ-14
HGR.2	Two of two	yes	AO SMITH	C9844076	DW-13505110EZ-14

Annex B

Boiler Check-List

Checklist

Note: All checks information will be recorded in the Boiler Room Operation and Maintenance Log Book.

1. Check boiler for pressure and temperature.
2. Blow down boiler, low water make up, low water cut off, water column and gauge glass as required.
3. Observe the boiler start and run cycle for correct operation and check for proper operation of pressure relief valves.
4. Check main boiler loop circulating pump(s) for vibration, temperature, noise and leaks. If any problems noticed, write it down in the Log Book and report the problem to the RP OPS SECT EDMONTON representative.
5. Check condensate pump(s), boiler feed pump(s), and chemical feed pump(s) for vibration, temperature, noise and leaks. If any problems noticed, write it down in the Log Book and report the problem to the RP OPS SECT EDMONTON representative
6. Check expansion tank or condensate tank level. Add make-up water as required.
7. Check gauge glass and valve gland for leaks. Make adjustments as required.
8. Check air louvres, blower motors, for quiet operation and freedom of operation.
9. Check boiler control panel lights are functioning as required.
10. Check if heat timer for building heat control is powered and in auto position.
11. Check the water level in chemical tank and ensure chemical pump is operating properly. Fill as required.
12. Check water softeners for total hardness and brine and salt levels. Regenerate or refill as required.
13. Test water in all hot water heating boilers once a week. Test steam boiler water twice weekly. Add chemicals as required. Permissible nitrate range - 800-1000 PPM
Permissible moly range - 75-150 PPM. Permissible specific conductance - under 3500 mmhos. Permissible condensate ph range – 8.5 – 10.0
14. Record test results, chemicals added, actions taken in Maintenance Log book and once a month send a water test report to RP OPS SECT EDMONTON representative.
15. Maintain cleanliness of Mechanical Room.

Annex C

Inspections

Major Inspection

- .1 Major Inspections on the steam boilers are carried out and completed on an annual basis; inspections on the hot water heating boilers are on a bi-annual basis, half of the boilers one year and the other half the next year as per the direction of the Project Authority. Inspections are to occur during summer operation, June 1 to September 14.

Major inspections for year round boilers are scheduled so that there is at least one operational heating boiler on that loop. Provide inspection schedule to the RP OPS SECT EDMONTON Representative.
- .2 Drain and flush boiler. Remove end doors, hand hole covers, side panels and inspection plugs as applicable. Inspect all passages and surfaces for leaks corrosion etc. Reassemble boiler.
- .3 Disassemble and inspect column assembly.
- .4 Disassemble and inspect all valves. Repack glands.
- .5 Hand test safety valve on shutdown, test under pressure after start-up.
- .6 Open and clean combustion chamber. Inspect burner, breaching and refractory.
- .7 Inspect all natural gas lines for secure mounting and leak test all fittings.
- .8 Lubricate motors and linkages as required.
- .9 Test the operation of all level controls on the boiler.
- .10 Test operations of all safety controls pressure controls on the boiler.
- .11 Perform a combustion analysis. Test for temperature of stack, carbon monoxide, oxygen, and burner efficiency
- .12 Inspect condensate return tank or surge tank. Drain and Flush, inspect for leaks and corrosion. Check pump's Couplings, packing.
- .13 Inspect all steam traps for proper operation.
- .14 Inspect heating timers for correct settings and operation.
- .15 Write a report indicating building, boiler, deficiencies found and corrective action taken or recommended.

Minor Inspection (Monthly)

- .1 Check for leaks on all boiler room piping and gland seals.
- .2 Check all piping and conduits for mounting, insulation, and paint.
- .3 Check the combustion chamber for flame impingement, condition of refractory, carbon deposits.
- .4 Hand test all safety valve.
- .5 Test the gas line for leaks.
- .6 Check for burner operation and sequence.
- .7 Check correct operation of Hi and Low water level controls. Check low water cut off. Check Hi pressure cut off and normal pressure operation controls.
- .8 Visually inspects the return system tank, pipe connections, valve and pump glands.
- .9 Check feed water or circulation pumps for operation, vibration overheating and motor couplings.
- .10 Check chemical system pump operation, and pumping rate check for leaks and the condition of the chemical tank.
- .11 Lubricate linkages and motors as required.
- .12 Check softeners clock times for regeneration, loose or broken gears, the brine draw setting, for unobstructed discharge lines. Check brine storage tank for salt level and test dumping rate.
- .13 Check heat timers for proper operation and settings.
- .14 Write a report indicating building, boiler, deficiencies and corrective action taken (if any).

Annex D

HEATING PLANTS SUPERVISION

Heating Plants Supervision

The plants in all building regulated under provincial regulation will be checks twice in a 24-hour period and at least 7-hours apart. The boilers that fall under this (act.) are any boilers that are over 750kw.

This is a list of boilers that fall under the (act) at the Edmonton Garrison.

DND may suspend checks for a period not exceeding 96 consecutive hours if the period is only on weekends or statutory holidays and the buildings are unoccupied.

BLG	BOILERS	MEDIUM	TOTAL KW
42	TWO	STEAM	1,824
HGR 2	TWO UP	HOT WATER	988
HGR. 2	TWO DOWN	HOT WATER	1,732
163	TWO	HOT WATER`	2,742
164	TWO	HOT WATER	2,742
175	THREE	HOT WATER	1,895
210	THREE	HOT WATER	1,005
221	ONE	HOT WATER	879
236	TWO	HOT WATER	2,984
301	TWO	STEAM	942
318	THREE	HOT WATER	813
403	THREE	HOT WATER	989
404	TWO	HOT WATER	2,086
405	TWO	HOT WATER	2,086
407	THREE	HOT WATER	989

**Health and Safety
Section 01705**

PART 1 General

1.1 RELATED SECTIONS

- .1 Section 01005 – General Instructions.

1.2 REFERENCES

- .1 Canada Labour Code, Part 2, Canada Occupational Safety and Health Regulations.
- .2 Province of Alberta
 - .1 Occupational Health and Safety Act, Latest Edition.

1.3 SUBMITTALS

- .1 Submit site specific Health and Safety Plan: Within 7 days after contract award and prior to commencement of Work. Health and Safety Plan must include:
 - .1 Results of site specific safety hazard assessment.
 - .2 Results of safety and health risk or hazard analysis for site tasks and operation.
- .2 Submit 3 copies of Contractor's authorized representative's work site health and safety inspection reports to the RP OPS SECT EDMONTON Representative weekly.
- .3 Submit copies of reports or directions issued by Federal, Provincial and Territorial health and safety inspectors.
- .4 Submit copies of incident and accident reports.
- .5 Submit Material Safety Data Sheets (MSDS) to the RP OPS SECT EDMONTON Representative.
- .6 The RP OPS SECT EDMONTON Representative will review Contractor's site specific Health and Safety Plan and provide comments to Contractor within 7 days after receipt of plan. Revise plan as appropriate and resubmit plan to the RP OPS SECT EDMONTON Representative within 3 days after receipt of comments from the RP OPS SECT EDMONTON Representative.
- .7 The RP OPS SECT EDMONTON Representative review of Contractor's final Health and Safety plan should not be construed as approval and does not reduce the Contractor's overall responsibility for construction Health and Safety.
- .8 Medical Surveillance: Where prescribed by legislation, regulation or safety program, submit certification of medical surveillance for site personnel prior to commencement of Work, and submit additional certifications for any new site personnel to the RP Ops SEC EDMONTON Representative
- .9 On site Contingency and Emergency Response Plan: Address standard operating procedures to be implemented during emergency situations.

- .1 Comply with existing building and on site contingency and emergency response plan.
- 1.4 SAFETY ASSESSMENT
 - .1 Perform site specific safety hazard assessment related to project.
- 1.5 MEETINGS
 - .1 Schedule and administer Health and Safety meeting with The RP OPS SECT EDMONTON Representative prior to commencement of work.
- 1.6 REGULATORY REQUIREMENTS
 - .1 Do Work in accordance with Section - General Instructions
- 1.7 GENERAL REQUIREMENTS
 - .1 Develop written site specific Health and Safety Plan based on hazard assessment prior to commencing any site Work and continue to implement, maintain, and enforce plan until final demobilization from site. Health and Safety Plan must address project specifications.
 - .2 The RP OPS SECT EDMONTON Representative may respond in writing, where deficiencies or concerns are noted and may request re submission with correction of deficiencies or concerns.
 - .3 The contractor and employee will wear (PPE) Personal Protected Equipment when working with chemicals.
- 1.8 RESPONSIBILITY
 - .1 Be responsible for health and safety of persons on site, safety of property on site and for protection of persons adjacent to site and environment to extent that they may be affected by conduct of Work.
 - .2 Comply with and enforce compliance by employees with safety requirements of Contract Documents, applicable federal, provincial, territorial and local statutes, regulations, and ordinances, and with site specific Health and Safety Plan.
 - .3 All contractors and employee will wear (PPE) persona protected equipment when handling chemicals
- 1.9 COMPLIANCE REQUIREMENTS
 - .1 Where work is performed at a height exceeding the standard in the above codes, the Contractor shall provide fall protection systems using existing fall protection anchors, or in their absence, provide temporary anchors acceptable to the . RPO SECTION EDMONTON Representative
- 1.10 UNFORSEEN HAZARDS
 - .1 Should any unforeseen or peculiar safety related factor, hazard, or condition become evident during performance of Work, and follow procedures in place for Employee's Right to Refuse Work in accordance with Acts and Regulations of Province having jurisdiction. Advise RP Ops SECTION EDMONTON Representative verbally and in writing.

1.11 POSTING OF DOCUMENTS

- .1 Ensure applicable items, articles, notices and orders are posted in conspicuous location on site in accordance with Acts and Regulations of Province having jurisdiction, and in consultation with RP Ops SECTION EDMONTON Representative

1.12 CORRECTION OF NON COMPLIANCE

- .1 Immediately address health and safety non compliance issues identified by authority having jurisdiction or by RP Ops SECTION EDMONTON Representative.
- .2 RP Ops SECTION EDMONTON Representative with written report of action taken to correct non compliance of health and safety issues identified.
- .3 RP Ops SECTION EDMONTON Representative may stop Work if non compliance of the health and safety regulations are not corrected.

1.13 BLASTING

- .1 Blasting or other use of explosives is not permitted.

1.14 POWDER ACTUATED DEVICES

- .1 Use powder actuated devices only after receipt of written permission from Engineer Services Company Representative

1.15 WORK STOPPAGE

- .1 Give precedence to safety and health of public and site personnel and protection of environment over cost and schedule considerations for Work.



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

W684E - 19LP04

UNCLASSIFIED

Security Classification / Classification de sécurité

SECURITY REQUIREMENTS CHECK LIST (SRCL)

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine **DND** 2. Branch or Directorate / Direction générale ou Direction **CFB Edmonton**

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

REPAIR AND MAINTENANCE OF BIOLERS AND DOMESTIC HOT WATER BOILERS

5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? ☒ No Non ☐ 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? ☒ No Non ☐ 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) ☒ No Non ☐ 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. ☐ No Non ☒ 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? ☒ No Non ☐ 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 ☐ NATO / OTAN ☐ Foreign / Étranger ☐

7. b) Release restrictions / Restrictions relatives à la diffusion

Canada	NATO / OTAN	Foreign / Étranger
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:

7. c) Level of information / Niveau d'information

Canada	NATO	Foreign
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>



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 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 Production																
IT Media / Support TI																
IT Link / Lien électronique																

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

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non ☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non ☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer 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

W684E - 19LP04

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)	Title - Titre	Signature
Van-Tine Jr. Maj.	OC	<i>Josh Van</i>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
780-973-4011 ext 2300	780-973-4020	<i>vanjinemajjr@rpo(west)edmonton</i>
		Date
		19 Nov 2019

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

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
SASA MEDJOVIC	Senior security analyst	MEDJOVIC SASHA 234
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
613-996-0286		sasa.medjovic@forces.gc.ca
		Date

Digitally signed by MEDJOVIC, SASHA 234
DN: cn=CA, o=GC, ou=NDM, ou=Personnel, ou=INTERN, cn=MEDJOVIC, # 34996234
Reason: I am approving this document
Location: your signing location here
Date: 2019.12.03 16:15:37
Foxit PhantomPDF Version: 9.6.0

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?	<input type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
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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

Stephanie Tompkins Contract Security Officer Stephanie.tompkins@tqgsc-pwgsc.gc.ca	Title - Titre	Signature
		Tompkins Stephanie
No. - N° de télécopieur	E-mail address - Adresse courriel	Date

Digitally signed by
Tompkins, Stephanie
Date: 2019.12.09
09:55:27 -05'00'