



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

**Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada**  
1713 Bedford Row  
Halifax, N.S./Halifax, (N.É.)  
Halifax  
Nova Scotia  
B3J 1T3  
Bid Fax: (902) 496-5016

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

Regional Individual Standing Offer (RISO)  
Offre à commandes individuelle régionale (OCIR)

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

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

**Comments - Commentaires**

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

**Issuing Office - Bureau de distribution**  
Atlantic Region Acquisitions/Région de l'Atlantique  
Acquisitions  
1713 Bedford Row  
Halifax, N.S./Halifax, (N.É.)  
Halifax  
Nova Scot  
B3J 1T3

<b>Title - Sujet</b> Propane and Natural gas maint	
<b>Solicitation No. - N° de l'invitation</b> W684H-200007/A	<b>Date</b> 2020-04-02
<b>Client Reference No. - N° de référence du client</b> W684H-20-0007	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$HAL-502-10967
<b>File No. - N° de dossier</b> HAL-9-83255 (502)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2020-05-14</b>	
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Parsons, Richard	<b>Buyer Id - Id de l'acheteur</b> hal502
<b>Telephone No. - N° de téléphone</b> (902)399-8427 ( )	<b>FAX No. - N° de FAX</b> (902)496-5016
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE REAL PROPERTY OPERATIONS CFB HALIFAX BUILDING WL7 99000 PO BOX 99000 STATION FORCES HALIFAX NOVA SCOTIA B3K5X5 Canada	
<b>Security - Sécurité</b> This request for a Standing Offer includes provisions for security. Cette Demande d'offre à commandes comprend des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

**THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT / CE DOCUMENT CONTIENT DES EXIGENCES RELATIVES A LA SECURITE**

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

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

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, the Standing Offer Reporting Form, and the Integrity Provisions – Board of Directors List.

### **1.2 Summary**

- 1.2.1** Work under this Standing Offer Agreement comprises the furnishing of all labour, material, tools, equipment, transportation and supervision required for the repairs of propane and natural gas units at various locations of CFB Halifax within the Halifax Regional Municipality (HRM) as specified herein.
- 1.2.2** This RFSO allows offerors to use the epost Connect service provided by Canada Post Corporation to transmit their offers electronically. Offerors must refer to Part 2 of the RFSO entitled Offeror Instructions and Part 3 of the RFSO entitled Offer Preparation Instructions, for further information on using this method.

### **1.3 Security Requirements**

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

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

#### 1.4 Debriefings

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

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

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

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

### PART 2 - OFFEROR INSTRUCTIONS

#### 2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: 60 days  
Insert: 90 days

#### 2.2 Submission of Offers

Offers 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 RFSO:

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

**Note: For bidders choosing to submit using epost Connect, the email address is:**

[TPSGC.RARceptionSoumissionsNE-ARBidReceivingNS.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.RARceptionSoumissionsNE-ARBidReceivingNS.PWGSC@tpsgc-pwgsc.gc.ca)

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

Facsimile number: (902)496-5016

### 2.3 Former Public Servant

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

#### Definitions

For the purposes of this clause,

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

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

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

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

## Former Public Servant in Receipt of a Pension

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

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

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

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

## Work Force Adjustment Directive

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

If so, the Offeror must provide the following information:

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

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

## 2.4 Enquiries - Request for Standing Offers

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

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such

except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

## 2.5 Applicable Laws

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

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

## PART 3 - OFFER PREPARATION INSTRUCTIONS

### 3.1 Offer Preparation Instructions

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

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

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

Section I: Technical Offer (1 hard copy)  
Section II: Financial Offer (1 hard copy)  
Section III: Certifications (1 hard copy)

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

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

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

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

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

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

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

#### **Section I: Technical Offer**

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

#### **Section II: Financial Offer**

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

##### **3.1.1 Exchange Rate Fluctuation**

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

#### **Section III: Certifications**

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

### **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

#### **4.1 Evaluation Procedures**

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

##### **4.1.1 Technical Evaluation**

###### **4.1.1.1 Mandatory Technical Criteria**

**OFFERS MUST INCLUDE AND MEET ALL OF THE MANDATORY REQUIREMENTS STATED BELOW TO BE CONSIDERED COMPLIANT. OFFERS NOT INCLUDING AND MEETING ALL OF THE MANDATORY REQUIREMENTS BELOW WILL BE DEEMED NON-RESPONSIVE AND WILL BE GIVEN NO FURTHER CONSIDERATION.**

#### **CONTRACTOR QUALIFICATIONS**

Offerors must possess a minimum of five (5) years of experience for projects of similar size and nature to the requirement stated at Annex A. Offerors **MUST** use the tables below to list two (2) major projects/contracts to support their experience claims. The Client Contact provided in the tables below will be used as a reference check.

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

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

**TECHNICIAN QUALIFICATIONS**

**A minimum of three (3) tradespersons that hold a valid Gas Fitter Level 1, each with five (5) years' experience are required for this Standing Offer. The Offeror will provide only Journeymen personnel with a valid Certificate of Qualification issued by the province of Nova Scotia (or equivalent authority).**

**Offerors must provide copies of the required Qualification Certificates for each Tradesperson that will be employed in this Standing Offer. Bidders must also provide resumes and two (2) references per Tradesperson for the purpose of substantiating their experience claims.**

#### **4.1.2 Financial Evaluation**

##### **4.1.2.1 Evaluation of Price**

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

#### **4.2 Basis of Selection**

**4.2.1** SACC Manual Clause [M0031T](#) (2007-05-25), Mandatory Technical Criteria only

### **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

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

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

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

#### **5.1 Certifications Required with the Offer**

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

##### **5.1.1 Integrity Provisions - Declaration of Convicted Offences**

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

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

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

##### **5.2.1 Integrity Provisions – Required Documentation**

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

## 5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

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

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

## 5.2.3 Additional Certifications Precedent to Issuance of a Standing Offer

### 5.2.3.1 Status and Availability of Resources

[M3020T](#) (2016-01-28), Status and Availability of Resources

## PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

### 6.1 Security Requirements

1. At the Request for Standing Offers closing date, the following conditions must be met:
  - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
  - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicate in Part 7A - Standing Offer;
  - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. For additional information on security requirements, offerors should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

## PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 7.1 Offer

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

#### 7.2 Security Requirements

### SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE #: W684H-200007

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance at the level of SECRET, issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).

2. The Contractor/Offeror personnel requiring access to sensitive site(s) must EACH hold a valid personnel security screening at the level of SECRET, or RELIABILITY STATUS, as required, 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/Offeror must comply with the provisions of the:
  - (a) Security Requirements Check List and security guide (if applicable), attached at Annex C
  - (b) Industrial Security Manual (Latest Edition).

NOTE: There are multiple levels of personnel security screenings associated with this file. In this instance, a Security Classification Guide must be added to the SRCL clarifying these screenings. The Security Classification Guide is normally generated by the organization's project authority and/or security authority.

#### **Additional Security Requirements for 12 Wing Shearwater Airfield Operation Zone (AOZ):**

1. The Contractor and / or Sub-contractor's employees must have as a minimum, "reliability Status" security clearance in order to access any restricted site, or be accompanied by an assigned, qualified, security cleared escort.
2. The Airfield Operation Zone (AOZ) safety and security briefing is required by all personnel needing access while driving work vehicles onto the AOZ.
3. Any vehicles accessing the runways, Helo landing areas or taxi areas as defined by 12 Wing Shearwater Air Traffic Control, must have a RAMP qualified escort at all times.
4. A valid, up-to-date Contract Employee Access List (CEAL) along with the AOZ safety and security brief, under most circumstances, will guarantee AOZ access; although 12 Wing Ops will have the final decision, dependent upon the current Threat-Risk-Analysis (TRA) and immediate operational requirements.

#### **Visit Clearance Request:**

*Immediately upon award of the Standing Offer Agreement, the Contractor must apply for a "Visit Clearance Request (VCR)" for each employee in order to access DND property. Proof of the VCR application must be provided to the Base Security Officer (BSO)/Unit Security Supervisor (USS) within 30 days after award of SOA. The Contractor is responsible to maintain the VCR list up to date on a yearly basis for the duration of the Standing Offer.*

### **7.3 Standard Clauses and Conditions**

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

### 7.3.1 General Conditions

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

### 7.3.2 Standing Offers Reporting

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

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

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

The quarterly reporting periods are defined as follows:

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

The data must be submitted to the Standing Offer Authority no later than 30 calendar days after the end of the reporting period.

## 7.4 Term of Standing Offer

### 7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from June 1, 2020 to May 31, 2021.

### 7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional **four (4), one-year periods**, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

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

### 7.4.3 Delivery Points

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

## 7.5 Authorities

### 7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Richard Parsons  
Title: A/Supply Officer  
Public Works and Government Services Canada

Acquisitions Branch  
Address: 1713 Bedford Row, Halifax, NS, B3J 1T3

Telephone: (902)399-8427  
Facsimile: (902)496-5016  
E-mail address: [richard.parsons@pwgsc-tpsgc.gc.ca](mailto:richard.parsons@pwgsc-tpsgc.gc.ca)

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

### 7.5.2 Project Authority

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

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

### 7.5.3 Offeror's Representative (To be filled out by bidder)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
E-mail address: \_\_\_\_\_

### 7.6 Proactive Disclosure of Contracts with Former Public Servants

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

### 7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: **DND authorized users within Real Property Operations Section – Halifax.**

### 7.8 Call-up Instrument

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

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
2. Any of the following forms could be used which are available through [PWGSC Forms Catalogue](#) website:
  - PWGSC-TPSGC 942 Call-up Against a Standing Offer



## **7.12 Certifications and Additional Information**

### **7.12.1 Compliance**

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

### **7.12.2 Status of Availability of Resources**

SACC Manual clause [M3020C](#) (2016-01-28), Status of Availability of Resources

## **7.13 Applicable Laws**

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

## **7.14 Transition to an e-Procurement Solution (EPS)**

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

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

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

## **B. RESULTING CONTRACT CLAUSES**

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

### **7.1 Statement of Work**

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

### **7.2 Standard Clauses and Conditions**

#### **7.2.1 General Conditions**

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

### **7.3 Term of Contract**

#### **7.3.1 Period of the Contract**

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

### **7.3.2 Delivery Date**

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

### **7.4 Proactive Disclosure of Contracts with Former Public Servants**

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

### **7.5 Payment**

#### **7.5.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, as specified in Annex B. Customs duties are excluded and Applicable Taxes are extra.

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

#### **7.5.2 Limitation of Price**

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

#### **7.5.3 Single Payment**

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

#### **7.5.4 Electronic Payment of Invoices – Call-up**

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

- a. Direct Deposit (Domestic and International);

The Contractor will be required to provide the following to the Accounts Payable Section:

1. Banking information for direct deposit; and,
2. Email address.

### **7.6 Invoicing Instructions**

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. Invoices must be distributed as follows:

The original and one (1) copy must be forwarded to the following address for certification and payment:

Accounts Payable Section  
Real Property Operations Section - Halifax  
Maritime Forces Atlantic PO Box 99000  
Station Forces, Willow Park Bldg 7  
Halifax, NS B3K 5X5

Invoices must be submitted within 30 days of completion of Work.  
Each invoice will indicate the following information:

1. Contract number;
2. Work order/ serial number;
3. Requisition/order offer number;
4. Building number or location;
5. Dates during which the Work was accomplished;
6. A detailed description of the Work performed, with itemized list of materials & labour (a copy of the Contractor's invoice from his material supplier will also be included plus any other costs being charged), labour, overhead, profit and applicable taxes will be included separately on the invoice.
7. Labour costs are to be broken down by trade and sub-trade. Labour time sheets will also be provided upon request.

No invoices will be processed without proper information as outlined.

### **7.7 Insurance**

SACC Manual clause [G1005C](#) (2016-01-28) Insurance – No Specific Requirement

### **7.8 SACC Manual Clauses**

[A9062C](#) (2011-05-16) Canadian Forces Site Regulations

Solicitation No. - N° de l'invitation  
W684H-200007  
Client Ref. No. - N° de réf. du client

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

Buyer ID - Id de l'acheteur  
ha1502  
CCC No./N° CCC - FMS No./N° VME

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## **ANNEX "A"**

### **STATEMENT OF WORK**

(See Attachment)

**ANNEX "B"**

**BASIS OF PAYMENT**

**Please Complete the Following Tables and Submit With Bid**

1. Regular working hours: Monday to Friday 0730 – 1600 hrs.
2. The estimated annual usage figures (Column D) are for evaluation purposes only and does not infer all the quantities for that item will be utilized or that the quantities may not be exceeded.

<b>Table 1 – Pricing for Standing Offer Year 1</b> June 01, 2020 to May 31, 2021				
<b>Column A Item</b>	<b>Column B Unit of measurement</b>	<b>Column C Unit rate</b>	<b>Column D Estimated annual usage</b>	<b>Column E Bid price E = C x D</b>
<b>First Hour:</b> Includes travel and <b>First Hour</b> of productive labour.				
Gas Fitter Class A Regular working hours (0730-1600) (Monday-Friday)	per call	\$ _____	30	\$ _____
Gas Fitter Class A Outside regular working hours (Evenings, weekends and holidays)	per call	\$ _____	10	\$ _____
Gas Fitter Class B Regular working hours (0730-1600) (Monday-Friday)	per call	\$ _____	20	\$ _____
Gas Fitter Class B Outside regular working hours (Evenings, weekends and holidays)	per call	\$ _____	10	\$ _____
Labourer Regular working hours (0730-1600) (Monday-Friday)	per call	\$ _____	20	\$ _____
Labourer Outside normal working hours (Evenings, weekends and holidays)	per call	\$ _____	10	\$ _____
<b>Subsequent Hours: Labour Only</b>				
Gas Fitter Class A Regular working hours (0730-1600) (Monday-Friday)	per hour	\$ _____	30	\$ _____
Gas Fitter Class A Outside regular working hours (Evenings, weekends and holidays)	per hour	\$ _____	10	\$ _____

Gas Fitter Class B Regular working hours (0730-1600) (Monday-Friday)	per hour	\$ _____	20	\$ _____
Gas Fitter Class B Outside regular working hours (Evenings, weekends and holidays)	per hour	\$ _____	10	\$ _____
Labourer Regular working hours (0730-1600) (Monday-Friday)	per hour	\$ _____	20	\$ _____
Labourer Outside normal working hours (Evenings, weekends and holidays)	per hour	\$ _____	10	\$ _____
<b>Total Evaluated Price Year 1 - Table 1</b>				\$ _____
An allocation for materials, specialty equipment, rental equipment, replacement parts, etc. will be at the Contractor's net cost plus a mark-up of 10% applied to the net cost with supporting documentation such as invoice and receipts.				

<b>Table 2 – Pricing for Standing Offer Option Year 1</b> June 01, 2021 to May 31, 2022				
<b>Column A Item</b>	<b>Column B Unit of measurement</b>	<b>Column C Unit rate</b>	<b>Column D Estimated annual usage</b>	<b>Column E Bid price E = C x D</b>
<b>First Hour:</b> Includes travel and <b>First Hour</b> of productive labour.				
Gas Fitter Class A Regular working hours (0730-1600) (Monday-Friday)	per call	\$ _____	30	\$ _____
Gas Fitter Class A Outside regular working hours (Evenings, weekends and holidays)	per call	\$ _____	10	\$ _____
Gas Fitter Class B Regular working hours (0730-1600) (Monday-Friday)	per call	\$ _____	20	\$ _____
Gas Fitter Class B Outside regular working hours (Evenings, weekends and holidays)	per call	\$ _____	10	\$ _____
Labourer Regular working hours (0730-1600) (Monday-Friday)	per call	\$ _____	20	\$ _____
Labourer Outside normal working hours (Evenings, weekends and holidays)	per call	\$ _____	10	\$ _____

<b>Subsequent Hours: Labour Only</b>				
Gas Fitter Class A Regular working hours (0730-1600) (Monday-Friday)	per hour	\$ _____	30	\$ _____
Gas Fitter Class A Outside regular working hours (Evenings, weekends and holidays)	per hour	\$ _____	10	\$ _____
Gas Fitter Class B Regular working hours (0730-1600) (Monday-Friday)	per hour	\$ _____	20	\$ _____
Gas Fitter Class B Outside regular working hours (Evenings, weekends and holidays)	per hour	\$ _____	10	\$ _____
Labourer Regular working hours (0730-1600) (Monday-Friday)	per hour	\$ _____	20	\$ _____
Labourer Outside normal working hours (Evenings, weekends and holidays)	per hour	\$ _____	10	\$ _____
<b>Total Evaluated Price Option Year 1 - Table 2</b>				\$ _____
An allocation for materials, specialty equipment, rental equipment, replacement parts, etc. will be at the Contractor's net cost plus a mark-up of 10% applied to the net cost with supporting documentation such as invoice and receipts.				

<b>Table 3 – Pricing for Standing Offer Option Year 2</b> June 01, 2022 to May 31, 2023				
<b>Column A Item</b>	<b>Column B Unit of measurement</b>	<b>Column C Unit rate</b>	<b>Column D Estimated annual usage</b>	<b>Column E Bid price E = C x D</b>
<b>First Hour:</b> Includes travel and <b>First Hour</b> of productive labour.				
Gas Fitter Class A Regular working hours (0730-1600) (Monday-Friday)	per call	\$ _____	30	\$ _____
Gas Fitter Class A Outside regular working hours (Evenings, weekends and holidays)	per call	\$ _____	10	\$ _____
Gas Fitter Class B Regular working hours (0730-1600) (Monday-Friday)	per call	\$ _____	20	\$ _____

Gas Fitter Class B Outside regular working hours (Evenings, weekends and holidays)	per call	\$ _____	10	\$ _____
Labourer Regular working hours (0730- 1600) (Monday-Friday)	per call	\$ _____	20	\$ _____
Labourer Outside normal working hours (Evenings, weekends and holidays)	per call	\$ _____	10	\$ _____
<b>Subsequent Hours: Labour Only</b>				
Gas Fitter Class A Regular working hours (0730- 1600) (Monday-Friday)	per hour	\$ _____	30	\$ _____
Gas Fitter Class A Outside regular working hours (Evenings, weekends and holidays)	per hour	\$ _____	10	\$ _____
Gas Fitter Class B Regular working hours (0730- 1600) (Monday-Friday)	per hour	\$ _____	20	\$ _____
Gas Fitter Class B Outside regular working hours (Evenings, weekends and holidays)	per hour	\$ _____	10	\$ _____
Labourer Regular working hours (0730- 1600) (Monday-Friday)	per hour	\$ _____	20	\$ _____
Labourer Outside normal working hours (Evenings, weekends and holidays)	per hour	\$ _____	10	\$ _____
<b>Total Evaluated Price Option Year 2 - Table 3</b>				\$ _____
An allocation for materials, specialty equipment, rental equipment, replacement parts, etc. will be at the Contractor's net cost plus a mark-up of 10% applied to the net cost with supporting documentation such as invoice and receipts.				

<b>Table 4 – Pricing for Standing Offer Option Year 3</b>				
June 01, 2023 to May 31, 2024				
<b>Column A Item</b>	<b>Column B Unit of measurement</b>	<b>Column C Unit rate</b>	<b>Column D Estimated annual usage</b>	<b>Column E Bid price E = C x D</b>
<b>First Hour:</b> Includes travel and <b>First Hour</b> of productive labour.				
Gas Fitter Class A Regular working hours (0730-1600) (Monday-Friday)	per call	\$ _____	30	\$ _____
Gas Fitter Class A Outside regular working hours (Evenings, weekends and holidays)	per call	\$ _____	10	\$ _____
Gas Fitter Class B Regular working hours (0730-1600) (Monday-Friday)	per call	\$ _____	20	\$ _____
Gas Fitter Class B Outside regular working hours (Evenings, weekends and holidays)	per call	\$ _____	10	\$ _____
Labourer Regular working hours (0730-1600) (Monday-Friday)	per call	\$ _____	20	\$ _____
Labourer Outside normal working hours (Evenings, weekends and holidays)	per call	\$ _____	10	\$ _____
<b>Subsequent Hours: Labour Only</b>				
Gas Fitter Class A Regular working hours (0730-1600) (Monday-Friday)	per hour	\$ _____	30	\$ _____
Gas Fitter Class A Outside regular working hours (Evenings, weekends and holidays)	per hour	\$ _____	10	\$ _____
Gas Fitter Class B Regular working hours (0730-1600) (Monday-Friday)	per hour	\$ _____	20	\$ _____
Gas Fitter Class B Outside regular working hours (Evenings, weekends and holidays)	per hour	\$ _____	10	\$ _____
Labourer Regular working hours (0730-1600) (Monday-Friday)	per hour	\$ _____	20	\$ _____

Labourer Outside normal working hours (Evenings, weekends and holidays)	per hour	\$ _____	10	\$ _____
<b>Total Evaluated Price Option Year 3 - Table 4</b>				\$ _____
An allocation for materials, specialty equipment, rental equipment, replacement parts, etc. will be at the Contractor's net cost plus a mark-up of 10% applied to the net cost with supporting documentation such as invoice and receipts.				

<b>Table 5 – Pricing for Standing Offer Option Year 4</b> June 01, 2024 to May 31, 2025				
<b>Column A Item</b>	<b>Column B Unit of measurement</b>	<b>Column C Unit rate</b>	<b>Column D Estimated annual usage</b>	<b>Column E Bid price E = C x D</b>
<b>First Hour:</b> Includes travel and <b>First Hour</b> of productive labour.				
Gas Fitter Class A Regular working hours (0730- 1600) (Monday-Friday)	per call	\$ _____	30	\$ _____
Gas Fitter Class A Outside regular working hours (Evenings, weekends and holidays)	per call	\$ _____	10	\$ _____
Gas Fitter Class B Regular working hours (0730- 1600) (Monday-Friday)	per call	\$ _____	20	\$ _____
Gas Fitter Class B Outside regular working hours (Evenings, weekends and holidays)	per call	\$ _____	10	\$ _____
Labourer Regular working hours (0730- 1600) (Monday-Friday)	per call	\$ _____	20	\$ _____
Labourer Outside normal working hours (Evenings, weekends and holidays)	per call	\$ _____	10	\$ _____
<b>Subsequent Hours: Labour Only</b>				
Gas Fitter Class A Regular working hours (0730- 1600) (Monday-Friday)	per hour	\$ _____	30	\$ _____
Gas Fitter Class A Outside regular working hours (Evenings, weekends and holidays)	per hour	\$ _____	10	\$ _____

Gas Fitter Class B Regular working hours (0730-1600) (Monday-Friday)	per hour	\$ _____	20	\$ _____
Gas Fitter Class B Outside regular working hours (Evenings, weekends and holidays)	per hour	\$ _____	10	\$ _____
Labourer Regular working hours (0730-1600) (Monday-Friday)	per hour	\$ _____	20	\$ _____
Labourer Outside normal working hours (Evenings, weekends and holidays)	per hour	\$ _____	10	\$ _____
<b>Total Evaluated Price Option Year 4 - Table 5</b>				\$ _____
An allocation for materials, specialty equipment, rental equipment, replacement parts, etc. will be at the Contractor's net cost plus a mark-up of 10% applied to the net cost with supporting documentation such as invoice and receipts.				

**Total Bid Price for Evaluation (Sum of Tables 1, 2, 3, 4 and 5)**

**Table 1 Total** \$ \_\_\_\_\_

**Table 2 Total** \$ \_\_\_\_\_

**Table 3 Total** \$ \_\_\_\_\_

**Table 4 Total** \$ \_\_\_\_\_

**Table 5 Total** \$ \_\_\_\_\_

**Total Bid Price** \$ \_\_\_\_\_

All prices are in Canadian dollars, Goods and Services Tax or the Harmonized Sales Tax excluded, Canadian Customs Duties Taxes included.

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.

*End of Basis of Payment*

Solicitation No. - N° de l'invitation  
W684H-200007  
Client Ref. No. - N° de réf. du client

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

Buyer ID - Id de l'acheteur  
ha1502  
CCC No./N° CCC - FMS No./N° VME

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## **ANNEX "C"**

### **SECURITY REQUIREMENTS CHECK LIST**

(See Attachment)

**ANNEX “D”**

**Standing Offer Reporting Form**

Please fax to the Standing offer authority named herein.

Please use the Standing Offer number in the Subject line and clearly indicate:

- The standing offer number for which data is submitted;
- The period for which the data has been accumulated (start date to end date);
- The Department with whom the standing offer was arranged;
- The start date and the end date for the standing offer; and
- The total spend to date, by government department.

Standing Offer		(Insert Standing Offer #)	Start Date of SO (DD/MM/YYYY)	End Date of SO (DD/MM/YYYY)	
Total Value to Date (\$)		Total Value for Reporting Period (\$)	Start Reporting Period (DD/MM/YYYY)	End Reporting Period (DD/MM/YYYY)	
Department Requesting	Order Number	Work Description	Date of Order	Date of Delivery	Value of Order (not including HST)

**ANNEX "E"**

**INTEGRITY PROVISIONS – LIST OF DIRECTORS**

Please provide list of names of the following entities, according to the ownership nature of the company

1. For a Corporation - each current member of the Bidder's Board of Directors;

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2. For a Partnership, General Partnership or Limited Partnership - the names of all current partners;

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3. For a Sole Proprietorship or an individual doing business under a firm name - the name of the sole proprietor or individual;

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4. In the case of a joint venture - For a Joint Venture - the names of all current members of the Joint venture;

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5. For an individual - the full name of the person

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Department of National Defence



Statement of Work

Standing Offer Agreement

## **Propane and Natural Gas Units Maintenance**

CFB Halifax, NS

Job No.W684H-200007

2020-02-18

<u>Section</u>	<u>Title</u>	<u>Pages</u>
<u>Division 01 - General Requirements</u>		
01 11 00	General Instructions	9
01 35 30	Health and Safety Requirements	9
01 35 35	DND Fire Safety Requirements	5
01 35 36	Security, Safety and Fire Regulations CFAD Bedford	7
01 35 37	Access to DRDC Atlantic Complex	1
01 35 43	Environmental Procedures	2
01 74 11	Cleaning	2
<u>Division 23 - Heating, Ventilating and Air-Conditioning (HVAC)</u>		
23 11 00	Propane and Natural Gas Units Maintenance	2

PART 1 - GENERAL

- 1.1 RELATED SECTIONS .1 Section 23 11 00 - Propane and Natural Gas Units Maintenance.
- 1.2 DESCRIPTION OF WORK .1 Work under this requirement comprises the furnishing of all labour, material, tools, equipment, transportation, and supervision required to perform repairs to propane and natural gas units at various locations of CFB Halifax within the Halifax Regional Municipality (HRM), as specified herein.
- 1.3 DEPARTMENTAL REPRESENTATIVE .1 All reference to the Departmental Representative in this specification, who is the Contract Inspector which is representing the Real Property Operations Section - Halifax (RPOS(H)).
- 1.4 WORK INCLUDED .1 Work included in this requirement includes but will not be limited to the following:
- .1 Provide repair service to various types of propane and natural gas units and associated equipment on an "as required basis".
  - .2 Replacement or installation of propane and natural gas units and associated equipment as requested by the Departmental Representative.
  - .3 Provide an emergency repair service available on a 24 hour, seven (7) day per week basis.
  - .4 Conduct clean up.
- 1.5 LOCATIONS OF JOB SITES .1 Areas covered under this specification include but not limited to the following locations:
- .1 Halifax Regional Municipality (HRM) area:
    - .1 Stadacona - Halifax, NS;
    - .2 Windsor Park - Halifax, NS;
-

1.5 LOCATIONS OF JOB  
SITES

(Cont'd)

- .1 (Cont'd)
  - .1 (Cont'd)
  - .3 Willow Park - Halifax, NS;
  - .4 HMC Dockyard - Halifax, NS;
  - .5 Royal Artillery (RA) Park - Halifax, NS;
  - .6 Halifax Armoury - Halifax, NS;
  - .7 Damage Control School - Herring Cove, NS;
  - .8 12 Wing Shearwater - Eastern Passage, NS;
  - .9 Naval Armement Depot (NAD) - Dartmouth, NS;
  - .10 DRDC Atlantic - Dartmouth, NS;
  - .11 CFAD Bedford - Bedford, NS; and
  - .12 Bedford Rifle Range - Bedford, NS.

1.6 SITE ACCESS

- .1 Access to the site is under the direction of the Department of National Defence. All visitors entering areas issuing a daily pass will be aware of the requirement for search as a condition of issue.
- .2 While within the confines of CFB Halifax all employees and representatives of the Contractor must comply with all of the Standing Orders as promulgated by Base/Unit Authorities.

1.7 PRE-JOB MEETING

- .1 Immediately upon receipt of award of Standing Offer Agreement, the successful Contractor will contact the Departmental Representative to arrange a pre-job meeting prior to commencement of any work.
- .2 The Departmental Representative will provide the Contractor with a list of his/her authorized representatives at the pre-job meeting.

1.8 WORKMANSHIP

- .1 Workmanship must be the best quality executed by workers experienced and skilled in the respective duties for which they are employed. All Work must be performed by qualified technicians.
- .2 Do not employ any unfit person or anyone unskilled in their required duties. The Departmental Representative reserves the right to require the dismissal from the site, workers deemed incompetent, careless or insubordinate.
- .3 Decisions as to the quality or fitness of workmanship in cases of dispute rest solely with the Departmental Representative whose decision is final.
- .4 The Contractor will employ a competent and experienced supervisor with the authority to speak on his behalf on day-to-day routine matters.
- .5 Whenever the Contractor uses sub-contractors, they too must perform to and comply with all requirements.

1.9 NORMAL WORKING HOURS

- .1 Normal working hours will be 0730 to 1600 hours, Monday to Friday. Any work carried out other than normal working hours must be authorized by the Departmental Representative.

1.10 CONTRACTOR'S USE OF SITE

- .1 Contractor will be briefed on use of site by the Departmental Representative.
- .2 Do not unreasonably encumber site with materials or equipment.
- .3 Move stored products or equipment which interferes with operations of Departmental Representative or other Contractors.
- .4 The Departmental Representative will brief the Contractor on access to restricted areas.

1.11 PARKING

- .1 In limited areas, a parking space will be made available on site for Contractor vehicles to drop off equipment and supplies. Maintain and administer this space as directed.
-

1.11 PARKING  
(Cont'd)

- .2 The Contractor may have to pay for parking at the following locations:
- .1 Stadacona - Halifax, NS;
  - .2 Windsor Park - Halifax, NS;
  - .3 Royal Artillery (RA) Park - Halifax, NS;
  - .4 Halifax Armoury - Halifax, NS; and
  - .5 HMC Dockyard - Halifax, NS.

1.12 CODES AND  
STANDARDS

- .1 Perform work in accordance with the latest edition of the National Building Code of Canada (NBC), Canadian Electrical Code Part I, Canada Labour Code Part II, National Fire Code of Canada, NS Fuel Safety Regulations under the Technical Safety Act, CSA and ULC Standards, NS Fall Protection and Scaffold Regulations, DND/CF Asbestos management directives, and any other applicable federal, provincial and municipal regulations and by-laws. In any case of conflict or discrepancy, the more stringent requirements will apply.
- .2 Meet or exceed requirements of Standing Offer documents, specified standards, codes and referenced documents.

1.13 PROTECTION OF  
EXISTING FACILITIES

- .1 The Contractor must take all necessary precautions to ensure against damage to existing facilities. Any damage to such facilities as a result of the Contractor's operations must be repaired or replaced by the Contractor at his/her own expense, as soon as is reasonably possible.
- .2 Special coverings and protection must be provided to protect plants, walls, projections and adjacent work where materials are being removed, installed or hoisted.
- .3 The Contractor must protect all occupant owned furnishings and equipment, and the building from damage during execution of this requirement.
- .4 Where the Departmental Representative considers it necessary, provide and erect warning signs and barriers.
-

1.14 ALTERATIONS,  
ADDITIONS OR REPAIRS TO  
EXISTING BUILDING

- .1 Execute work with least possible interference or disturbance to building operations, occupants, public and normal use of premises. Arrange with Departmental Representative to facilitate execution of work.
- .2 Where security has been reduced by work of Contract, provide temporary means to maintain security.
- .3 Provide temporary dust screens, barriers, warning signs in locations where renovation and alteration work is adjacent to areas used by public or government staff.
- .4 Use only elevators existing in building for moving workers and material.
  - .1 Protect walls of passenger elevators, to approval of prior to approval of Departmental Representative prior to use.
  - .2 Accept liability for damage, safety of equipment and overloading of existing equipment.

1.15 EXISTING SERVICES

- .1 Notify Departmental Representative and utility companies of intended interruption of services and obtain required permission.
  - .2 Where Work involves breaking into or connecting to existing services, give 24 hours notice for necessary interruption of mechanical or electrical service throughout course of work. Minimize duration of interruptions. Carry out work at times as directed by governing authorities with minimum disturbance to tenant operations.
  - .3 Provide alternative routes for personnel, pedestrians and vehicular traffic.
  - .4 Establish location and extent of service lines in area of work before starting Work. Notify Departmental Representative of findings.
  - .5 Submit schedule to and obtain approval from Departmental Representative for any shut-down or closure of active service or facility. Adhere to approved schedule and provide notice to affected parties.
-

- 1.15 EXISTING SERVICES (Cont'd)
- .6 Provide temporary services when directed by Departmental Representative to maintain critical building and tenant systems.
  - .7 Where unknown services are encountered, immediately advise Departmental Representative and confirm findings in writing.
  - .8 Protect, relocate or maintain existing active services. When inactive services are encountered, cap off in manner approved by authorities having jurisdiction.
  - .9 Record locations of maintained, re-routed and abandoned service lines.
- 1.16 CUTTING, FITTING AND PATCHING
- .1 Execute cutting, fitting and patching required to make work fit properly.
  - .2 Where new work connects with existing and where existing work is altered, or cut, patch and make good to match.
  - .3 Obtain Departmental Representative's approval before cutting, boring or sleeving load-bearing members.
  - .4 Make cuts with clean, true, smooth edges. Make patches inconspicuous in final assembly.
- 1.17 CONCEALMENT
- .1 Conceal pipes, ducts and wiring in floor, wall and ceiling construction of finished areas except where directed otherwise by the Departmental Representative.
- 1.18 LICENSES AND PERMITS
- .1 The Contractor will be responsible for obtaining and paying for all licenses and permits required to perform the Work.
- 1.19 POWER AND WATER SUPPLY
- .1 DND may provide, free of charge, temporary electric power and water for construction purposes.
  - .2 Departmental Representative will determine delivery points and quantitative limits. Departmental Representative's written permission is required before any connection is made. Connect to existing power supply in accordance with Canadian Electrical Code.
-



1.21 EMERGENCY AND  
SERVICE CALL-UPS

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

1.21 EMERGENCY AND SERVICE CALL-UPS (Cont'd) .3 Report service calls executed outside normal working hours to the Departmental Representative, immediately on the next working day.

1.22 INSPECTION .1 All work and materials covered by this specification will be subject to inspection at any time by the Departmental Representative or his/her representative.

1.23 REPORTING IRREGULARITIES .1 The Contractor must notify immediately the Departmental Representative of irregularities in the work area, such as accidents, spills, structural defects, mechanical and/or electrical problems and/or any beyond the scope of work.

PART 2 - PRODUCTS

2.1 NOT USED .1 Not used.

PART 3 - EXECUTION

3.1 NOT USED .1 Not used.

PART 1 - GENERAL

1.1 WORK SAFETY  
MEASURES

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

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

1.2 HAZARD ASSESSMENTS  
(Cont'd)

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

1.3 ASBESTOS PRODUCT &  
ASBESTOS ACTIVITY

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

1.4 HAZARDOUS MATERIAL  
SPILL

- .1 The Contractor or sub-contractors must report to the DND Fire Department and the Departmental Representative for any incident or spill involving hazardous materials (HAZMAT).
- .2 In the event of a hazardous material spill, the following procedures for initial actions must be followed:
  - .1 ensure safety of all personnel;

- 1.4 HAZARDOUS MATERIAL SPILL  
(Cont'd)
- .2 (Cont'd)
- .2 assess spill hazards and risks;
- .3 ventilate area if release is indoors and remove all sources of ignition;
- .4 stop the spill if safely possible (e.g. shut off pump, replace cap, tip drum upward, patch leaking hole etc.).
- .5 no matter the volume is, contact the DND Fire Department and provide the following information:
- .1 time of the spill;
- .2 location;
- .3 special considerations:
- .1 personal safety;
- .2 environmental.
- .4 type and amount of spill;
- .5 person reporting the spill:
- .1 name;
- .2 company; and
- .3 telephone number.
- .6 contain the spill;
- .7 isolate the area as required;
- .8 provide Material Safety Data Sheets (MSDS) to DND Fire Department and Departmental Representative;
- .9 contact the Departmental Representative; and
- .10 clean up minor spills using appropriate protective equipment and supplies.

1.5 FASTENING DEVICES  
EXPLOSIVE ACTUATED

- .1 Explosive actuated devices must not be used without the approval of the Departmental Representative.
- .2 Operator must have the appropriate training before using the explosive actuated device.
- .3 Follow the manufacturer's safety guidelines and ensure the applicable personal protective equipment is used.

1.6 HOT WORK

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

1.7 CONFINED SPACES

- .1 All work in confined spaces will be carried out in compliance with the Canada Occupational Safety and Health Regulations, Part XI.
  - .2 The Contractor to provide and maintain all equipment as required by any person to enter and/or perform work in a safe manner, in compliance with the Canada Occupational Safety and Health Regulations, Part XI.
  - .3 The Contractor to provide and maintain training, as required by the Canada Occupational Safety and Health Regulations, Part XI.
    - .1 The personnel entering and working in confined spaces must have at all times valid certifications when working in confined spaces. The employees must provide proof of training and qualifications when requested by Departmental Representative or the Unit Safety Officer.
-

1.7 CONFINED SPACES  
(Cont'd)

- .4 The Contractor to provide the Departmental Representative with a copy of an "entry permit" for each and every entry into the confined space to ensure compliance with the Canada Occupational Safety and Health Regulations, Part XI.
- .5 The Contractor to have a hazard assessment of the confined space performed.
  - .1 The Contractor to provide the Departmental Representative with a copy of the hazard assessment.
- .6 The Contractor must have a written rescue plan posted on site.
- .7 Contractor must inform DND Fire Department and Central Heating plant before entering any service tunnel.

1.8 FALL PROTECTION

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

1.9 ARC FLASH

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

- 1.9 ARC FLASH (Cont'd) .3 In accordance with the CSA Standards Z462 Workplace Electrical Safety, electrical Contractors are required to perform a shock and flash hazard analysis to select the appropriate PPE to wear. Electrical contractors are required arc-rated personal protective equipment while troubleshooting and diagnostic testing that cannot be performed unless the electrical conductor or circuit part is energized. All Contractor work practices must protect each employee from arc flash and from contact with live parts directly with any part of the body or indirectly through some other conductive object.
- 1.10 SAFETY .1 It is the Contractor's responsibility to be familiar with all applicable safety acts, regulations, codes and requirements. These must be identified and addressed in the safety plan, by identifying Standard Operating Procedures (SOP) and safe work practices (SWP) which incorporate clear and specific control measures, applicable rules, procedures and practices, all of which will become mandatory.
- .2 The Contractor must ensure all workers and authorized persons entering the work site are notified of and abide by the posted safety plan, safety rules, procedures, safe work practices and applicable safety acts, regulations, and codes. Any person not complying with these will not be permitted on the site.
- .3 Contractor must ensure that all applicable personal protective equipment (PPE) is used.
- .1 All personnel are required to wear hard hats, in accordance with CSA Z94.1, Industrial Protective Headwear.
- .2 All personnel are required to wear safety footwear, in accordance with CSA Z195, Protective Footwear.
- .3 All personnel are required to wear eye and face protection, in accordance with CSA Z94.3.1, Selection, Use, and Care of Protective Eyewear.
- .4 When and where noise level is above 85 decibels; all personnel are required to wear hearing protection, in accordance with CSA Z94.2, Hearing Protection Devices - Performance, Selection, Care and Use.
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1.10 SAFETY <u>(Cont'd)</u>	.3	(Cont'd)
	.5	Where toxic or noxious gas fumes, or oxygen deficiency or excessive dust may occur, so as to create a hazard to life, safety or health; all personnel are required to wear respiratory protection, in accordance with CAN/CSA Z94.4, Selection, Use, and Care of Respirators.
	.4	The Departmental Representative will coordinate arrangements for the Contractor to be briefed on site safety within 14 days of award of Standing Offer Agreement.
1.11 SECURITY INCIDENT <u>RESPONSE</u>	.1	Security incident can be defined as any fact or event which could affect your personal or organizational security.
	.2	When performing Work on the premises of CFB Halifax, security incidents or threats could occur at any time such as bomb threats, active intruder, lockdowns etc.
	.3	When a security incident occurs, the Contractor shall: .1 stop the work safely; .2 account for all your personnel in a secure area; .3 report to the building main office or facility manager for further directives; and .4 call the Departmental Representative.
	.4	The above actions must be taken also during Base/Unit security training exercises.
1.12 SITE SIGNS AND <u>NOTICES</u>	.1	Safety and instruction signs and notices: .1 Signs and notices for safety and instruction must be in both official languages. Graphic symbols must conform to latest version of "Signs and Symbols for the Workplace".
<u>PART 2 - PRODUCTS</u>		
<u>2.1 NOT USED</u>	.1	Not used.

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PART 3 - EXECUTION

3.1 NOT USED .1 Not used.

PART 1 - GENERAL

- 1.1 EMERGENCY REPORTING .1 Telephone numbers for emergency reporting will be provided by the Departmental Representative at the fire safety briefing.
- 1.2 FIRE SAFETY ENFORCEMENT .1 Within the confines the Base/Unit, the prescription and enforcement of mandatory fire safety measures will be exercised under the authority of the DND Fire Department.
- .2 Comply with and enforce compliance by all Contractor personnel with all requirements of this specification section, and with the most recent edition of the National Building Code of Canada (NBC) and the National Fire Code of Canada (NFC), including all subsequent revisions issued by the National Research Council of Canada.
- 1.3 FIRE SAFETY BRIEFING .1 Prior to commencement of work under this requirement, the Departmental Representative will arrange a meeting of all parties concerned to review and clarify requirements for fire safety measures. This may involve a briefing by the DND Fire Department.
- 1.4 FIRE WATCH .1 For hot work activity, the Contractor will provide the service of fire-watch persons on a scale and schedule as prescribed by the DND Fire Department at the time of issuance of the hot work permit.
- 1.5 FIRE EXTINGUISHERS .1 The Contractor will supply fire extinguishers, as scaled by the DND Fire Department, necessary to protect work in progress and Contractor's physical plant on site.
- 1.6 SMOKING PRECAUTIONS .1 Smoking not permitted on DND property except in designated smoking areas. This includes smoking in passenger motor vehicles.
- .2 In accordance with these fire safety requirements particular to the work area and site, the Departmental Representative and the DND Fire Department will designate hazardous areas as well as non-restricted areas where smoking may be permitted.
-

- 1.6 SMOKING PRECAUTIONS  
(Cont'd)
- .3 Smoking is prohibited in all buildings.
- .4 In all other areas, exercise care and comply with written or oral directives of the Departmental Representative for the use of smoking materials.
- 1.7 REPORTING FIRES
- .1 Report immediately all fire incidents as follows:
- .1 activate nearest fire alarm box; or
  - .2 dial 9-1-1 or designated number given at the time of briefing; and
  - .3 telephone the Departmental Representative.
- .2 Person activating fire alarm must remain at the alarm to direct the Fire Department to the scene of the fire.
- .3 When reporting fire by telephone, give location of fire, name and number of building and be prepared to direct the Fire Department to the scene of the fire.
- 1.8 INTERIOR AND EXTERIOR FIRE PROTECTION AND ALARM SYSTEMS
- .1 Notify DND Fire Department at least 48 hours prior to scheduling any work that may require fire alarm and/or protection systems to be:
- .1 obstructed in any way;
  - .2 shut-off; and/or
  - .3 left inactive at end of working day or shift without authorization from DND Fire Department.
- .2 Do not commence any such work until Departmental Representative confirms approval and direction by the DND Fire Department.
- .3 Fire hydrants, standpipes and hose systems will not be used for other than fire fighting purposes unless authorized by the Departmental Representative and the DND Fire Department.
-

1.9 BLOCKAGE OF ACCESS  
FOR FIRE APPARATUS

- .1 Advise DND Fire Department of work that would impede fire apparatus response. This includes violation of minimum overhead clearance, as prescribed by the DND Fire Department, erecting of barricades and digging of trenches.

1.10 RUBBISH AND WASTE  
MATERIALS

- .1 Keep rubbish and waste materials at minimum quantities.
- .2 Storage:
  - .1 Where it is necessary to store oily waste in work areas exercise extreme care to ensure maximum possible safety and cleanliness.
  - .2 Deposit greasy or oily rags and materials subject to spontaneous combustion in approved receptacles approved by the DND Fire Department and removed as directed by the Departmental Representative.
- .3 Burning of rubbish is prohibited.
- .4 Removal:
  - .1 Remove rubbish from work site at end of work day or shift or as directed by the Departmental Representative.

1.11 FLAMMABLE AND  
COMBUSTIBLE LIQUIDS

- .1 Handling, storage and use of flammable and combustible liquids governed by current National Fire Code of Canada and guided by the requirements established by the DND Fire Department.
  - .2 Keep flammable and combustible liquids such as gasoline, kerosene and naphtha for ready use in quantities not exceeding 30 litres provided they are stored in approved safety cans bearing Underwriters' Laboratory of Canada or Factory Mutual seal of approval. Storage of quantities of flammable and combustible liquids exceeding 30 litres for work purposes requires permission of DND Fire Department.
  - .3 The Departmental Representative reserves the right to require removal from the site any storage containers not acceptable to the DND Fire Department.
-

1.11 FLAMMABLE AND  
COMBUSTIBLE LIQUIDS  
(Cont'd)

- .4 Transfer of flammable and combustible liquids is prohibited within buildings or jetties.
- .5 Transfer of flammable and combustible liquids will not be carried out in vicinity of open flames or any type of heat producing devices.
- .6 Do not use flammable liquids having flash point below 38 degrees C such as naphtha or gasoline as solvents or cleaning agents.
- .7 Store flammable and combustible waste liquids, for disposal, in approved containers located in safe ventilated area. Keep quantities minimum and DND Fire Department is to be notified when disposal is required.

1.12 HAZARDOUS  
SUBSTANCES

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

1.13 FIRE INSPECTION

- .1 Co-ordinate site inspections by DND Fire Department through the Departmental Representative.
- .2 Allow DND Fire Department unrestricted access to work site.

- |  |    |   |
|--|----|---|
| <u>1.13 FIRE INSPECTION</u><br><u>(Cont'd)</u> | .3 | Co-operate with DND Fire Department during routine fire safety inspection of work site. |
|  | .4 | Immediately remedy unsafe fire situations observed by DND Fire Department.              |

PART 2 - PRODUCTS

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

PART 3 - EXECUTION

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

PART 1 - GENERAL

1.1 GENERAL

- .1 The Contractor must ensure that all their personnel are familiar with these regulations and requirements.
- .2 The following is a summary the security, safety and fire regulations Canadian Forces Ammunition Depot (CFAD) Bedford, as promulgated by the Base Commander of CFB Halifax and administered by the Superintendent CFAD Bedford, NS.
- .3 Contractor's personnel will be subject to all of the regulations while working within confines of CFAD Bedford.

1.2 PRE JOB SECURITY AND SAFETY MEETING

- .1 Prior to commencement of Work, the Contractor must meet with the site security, safety and fire regulations officers. In accordance with direction of Departmental Representative and these site officers, ensure that all employees of the Contractor are given thorough instructions on security, safety and fire precautions peculiar to an ammunition depot and that the regulations are fully complied with, at all times, by all Contractor personnel.

1.3 SECURITY PASSES

- .1 Contractors must report to the NCO I/C Commissionaires at building 153; submit names of all their personnel and description of all their vehicles to arrange the issue of the required temporary passes prior to proceeding to work within the confines of the Depot.

1.4 CONDITIONS FOR ACCESS

- .1 All visitors will be issued a visitor's pass and will be required to sign acknowledgement that they are aware of and consent to the following conditions for access.
  - .2 Contractor will be escorted by a commissionnaire or CFAD employee in order to access the site.
  - .3 All persons to whom this pass is issued agrees to return the pass to the security guard at the gate when the Contract or employment at CFAD Bedford expires.
-

- 1.4 CONDITIONS FOR ACCESS (Cont'd) .4 All vehicles entering and leaving CFAD Bedford may be searched to ensure that no prohibited articles are taken into nor contraband articles are taken out of the ammunition depot.
- 1.5 FIRE SERVICE CFAD BEDFORD .1 Fire service at CFAD Bedford is provided by the DND Fire Service from 0730 until 1600 hours, Monday to Friday. All Contract work will be ended by 1530 hours daily. Fire response at all other times is provided by HRM. Before any work is carried out during silent hours, the Dockyard Platoon Chief must be contacted at 427-0550, local 3500.
- 1.6 SEARCHES .1 The Canadian Corps of Commissionaires may conduct a personal search of individuals at any time within the Ammunition Depot. Vehicles entering or leaving the Depot may be searched to ensure that contraband articles are not taken into the explosives area and that property is not taken out without authorization.
- 1.7 ALARMS .1 Depot Alarms:
- .1 A siren is sounded only in the event of an emergency such as a fire, explosion, thunderstorm or evacuation. A siren is also sounded to signify "All Clear".
- .2 Fire Emergency:
- .1 A series of "Hi-Lo" sounds on the Depot alarm system signifies an emergency in the explosive area. Contractors must cease operations and proceed in their own vehicles to the nearest exit gate out of the explosive area. If no vehicle available proceed to the nearest "Fire Assembly Point" at buildings 169 or 143.
- .3 Thunder and Lightning:
- .1 A series of "Beeps" on the Depot alarm system signifies a thunder/lightning storm warning. Contractors must cease operations and proceed in their own vehicles to the nearest exit gate out of the explosive area. If no vehicle available proceed to the nearest "Fire Assembly Point" at buildings 169 or 143.
-

1.7 ALARMS  
(Cont'd)

- .4 Evacuation:
- .1 A series of "Slow Whoops" on the Depot alarm system signifies that evacuation in the explosive area has been ordered by the Superintendent. The evacuation could be extended to include the non-explosive area as well as so ordered by the Superintendent.
- .5 All Clear:
- .1 A continuous blast on the Depot alarm system signifies that the emergency situation is "All Clear".

1.8 REPORTING OF FIRES

- .1 All fires, regardless of whether they have been extinguished or not, must be reported immediately to the Base Fire Department.
- .2 All Contractors and employees must familiarize themselves with the locations of the nearest fire alarm box or telephone.
- .3 Fires may be reported by ringing the nearest street alarm box or by telephoning 9-1-1. Persons reporting the fire must remain at the alarm box or telephone until the Fire Department arrives and be prepared to direct fire fighters to the scene of the fire.

1.9 PROHIBITED ARTICLES

- .1 The following articles are prohibited and/or controlled from being taken inside the explosive area. Permission by the Superintendent may be granted for certain articles:
- .1 matches or other flame producing equipment (including vehicle lighters);
- .2 pipes, smoking appliances, tobacco products, or smoking materials in any form;
- .3 explosives or chemicals;
- .4 lights, lamps or electrical devices/tools which are not explosion proof;
- .5 cameras;
-

1.9 PROHIBITED ARTICLES  
(Cont'd)

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

1.10 SAFETY AND FIRE  
REGULATIONS

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

1.10 SAFETY AND FIRE  
REGULATIONS  
(Cont'd)

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

1.11 TRAFFIC REGULATIONS

- .1 Vehicles:
- .1 All operators must adhere strictly to the following rules while proceeding through the Ammunition Depot:
-

1.11 TRAFFIC REGULATIONS  
(Cont'd)

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

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

PART 2 - PRODUCTS

- 2.1 NOT USED .1 Not used.

PART 3 - EXECUTION

- 3.1 NOT USED .1 Not used.

PART 1 - GENERAL

1.1 SITE ACCESS .1 Contractor's personnel are required to report to the main desk each morning, sign the register and obtain an identification badge which must be displayed on their person at all times. Upon leaving the Complex at the end of the day, or at lunch time, the Contractor's personnel must report to the main desk, return the badge and be signed off the register.

1.2 PARKING .1 Contractor's vehicles will be allowed into the inner compound only under the following conditions; namely, for short periods of time, to load or unload equipment and supplies and then remove to the visitor's parking lot area or to the adjacent street. The site supervisor of the contracting firm will be allowed to park his/her vehicle, for short periods of time, in one of the visitor's parking slots or, if filled, he/she will be permitted to park in the inner compound while making periodic progress visits. It is emphasized that contractors' vehicles entering the inner compound can be subject to search by the Commissionaire on duty upon their departure. DRDC Atlantic reserves the right to limit the above-mentioned parking privileges if they are being abused.

PART 2 - PRODUCTS

2.1 NOT USED .1 Not used.

PART 3 - EXECUTION

3.1 NOT USED .1 Not used.

PART 1 - GENERAL

- 1.1 DEFINITIONS .1 Environmental Pollution and Damage:
- .1 Presence of chemical, physical, biological elements or agents which adversely affect human health and welfare; unfavourably alter ecological balances of importance to human life; affect other species of importance to humans; or degrade environment aesthetically, culturally and/or historically.
- .2 Environmental Protection:
- .1 Prevention/control of pollution and habitat or environment disruption during construction.
- 1.2 FIRES .1 Fires and burning of rubbish on site is not permitted.
- 1.3 DISPOSAL OF WASTE .1 Do not dispose of waste or volatile materials, such as mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers.
- .2 Do not bury rubbish and waste materials on site.
- .3 All spills must be reported immediately to the Departmental Representative and cleanup will be done at Contractor's expense.
- 1.4 DRAINAGE .1 Ensure pumped water into waterways, sewer or drainage systems is free of suspended materials.
- .2 Control disposal or runoff of water containing suspended materials or other harmful substances in accordance with local authority requirements.

PART 2 - PRODUCTS

- 2.1 NOT USED .1 Not used.
-

PART 3 - EXECUTION

3.1 NOT USED .1 Not used.

PART 1 - GENERAL

1.1 PROJECT CLEANLINESS

- .1 Maintain Work in tidy condition, free from accumulation of waste products and debris, other than that caused by Owner or other Contractors.
- .2 Remove waste materials from site at daily regularly scheduled times or dispose of as directed by the Departmental Representative. Do not burn waste materials on site.
- .3 Make arrangements with and obtain permits from authorities having jurisdiction for disposal of waste and debris.
- .4 Solid waste materials that are generated within Halifax Regional Municipality (HRM) and do not require specialized out of county disposal sites must be disposed of within the boundaries of the HRM at a licensed or approved facility as per bylaw S-600.
- .5 Clean interior areas prior to start of finishing work, and maintain areas free of dust and other contaminants during finishing operations.
- .6 Store volatile waste in covered metal containers, and remove from premises at end of each working day.
- .7 Provide adequate ventilation during use of volatile or noxious substances. Use of building ventilation systems is not permitted for this purpose.
- .8 Use only cleaning materials recommended by manufacturer of surface to be cleaned, and as recommended by cleaning material manufacturer.
- .9 Schedule cleaning operations so that resulting dust, debris and other contaminants will not fall on wet, newly painted surfaces nor contaminate building systems.

1.2 FINAL CLEANING

- .1 When Work is Substantially Performed remove surplus products, tools, construction machinery and equipment not required for performance of remaining Work.
-

1.2 FINAL CLEANING  
(Cont'd)

- .2 Remove waste products and debris other than that caused by others, and leave Work clean and suitable for occupancy.
- .3 Inspect finishes, fitments and equipment and ensure specified workmanship and operation.
- .4 Broom clean and wash exterior walks, steps and surfaces; rake clean other surfaces of grounds.
- .5 Remove dirt and other disfiguration from exterior surfaces.
- .6 Sweep and wash clean paved areas.

PART 2 - PRODUCTS

2.1 NOT USED

- .1 Not used.

PART 3 - EXECUTION

3.1 NOT USED

- .1 Not used.

PART 1 - GENERAL

- 1.1 RELATED SECTIONS .1 Section 01 11 00 - General Instructions.
- 1.2 REFERENCES .1 Canadian Standards Association (CSA)
- .1 CSA B149.1, Natural gas and propane installation code.
  - .2 CSA B149.2, Propane storage and handling code.
  - .3 CSA B149.3, Code for the field approval of fuel-burning appliances and equipment.
- .2 Fuel Safety Regulations under Section 49 of the Technical Safety Act, N.S. Reg. 11/2011.
- 1.3 DESCRIPTION OF UNITS .1 Units in this Standing Offer Agreement includes but will not be limited to the following:
- .1 boilers and associated equipment;
  - .2 furnace and associated equipment;
  - .3 pre-ignition unit;
  - .4 water heaters;
  - .5 unit heaters;
  - .6 stoves;
  - .7 ovens; and
  - .8 fireplaces.
-

1.3 DESCRIPTION OF UNITS .2 The propane and natural gas appliances and pilot start for gas  
(Cont'd) burner units are intended to include the appliance complete with  
propane or natural gas burner, and its associated accessories, such  
as controls, filters, regulators, thermostats, combustion chambers,  
flue pipe, valves, vents, piping, transformers, wiring harness and  
thermocouples.

1.4 TRADESPERSON .1 All Work conducted on propane or natural gas units must be  
performed by a tradesperson who holds a valid Gas Fitter  
certification as determined in the above references. **In addition,  
Tradespersons must hold a valid Gas Fitter Level 1 certification  
with 5 years' experience.**

PART 2 - PRODUCTS

2.1 MATERIALS .1 All replacement parts must be either new or tradeline factory  
reconditioned of the proper type, and size to provide dependable  
and efficient operation.

PART 3 - EXECUTION

3.1 MANUFACTURER'S .1 Unless otherwise specified, obtain and comply with  
manufacturer's latest printed instructions for materials and installation methods.  
INSTRUCTIONS .2 Notify the Departmental Representative in writing of any conflict  
between these specifications and manufacturer's instructions. The  
Departmental Representative will designate which document to be  
followed.  
.3 Provide a copy of appropriate manufacturer's instructions to the  
Departmental Representative prior to installing materials  
or equipment.



**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: **NATIONAL DEFENCE**      2. Branch or Directorate / Direction générale ou Direction: **MARLANT/RPOS(H)**

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  
Description of Work: Work under this SO comprises the furnishing of all labour, material, tools, equipment, transportation & supervision required for repairs of propane and natural gas units at various locations of CFB Halifax within the Halifax Regional Municipality (HRM) as specified within the attached Specification W684H-200007 dated 2020-02-18

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 <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
---------------------------------	--------------------------------------	---

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

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

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

PROTECTED A / 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?  No  Yes  
 Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  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?  No  Yes  
 Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  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<br>COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input checked="" type="checkbox"/> SECRET<br>SECRET | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET- SIGINT<br>TRÈS SECRET - SIGINT         | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET  | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>ACCÈS AUX EMPLACEMENTS              |   |  |  |

Special comments:

Commentaires spéciaux : Personnel required to have LEVEL II SECRET SECURITY for any access to work inside the LEVEL II Locations within CFB Halifax and Outlying Areas -

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?  No  Yes  
 Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  Non  Oui  
 If Yes, will unscreened personnel be escorted?  No  Yes  
 Dans l'affirmative, le personnel en question sera-t-il escorté?  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?  No  Yes  
 Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?  Non  Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  No  Yes  
 Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?  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?  No  Yes  
 Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?  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?  No  Yes  
 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?  Non  Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  No  Yes  
 Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?  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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Media / Support TI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Link / Lien électronique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

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

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED? / La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

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

# Security Requirement Checklist (SRCL) Supplemental Security Guide

Part A - Multiple Release Restrictions: Security Guide							
To be completed in addition to SRCL question 7.b) when release restrictions are therein identified. Indicate to which levels of information release restrictions apply. Make note in the chart if a level of information bears multiple restrictions (e.g. a portion of the SECRET information bears the caveat Canadian Eyes Only while the remainder of the SECRET information has no release restrictions.)							
Canadian Information							
Citizenship Restriction	PROTECTED			CLASSIFIED			
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	TOP SECRET (SIGINT)
No Release Restrictions							
Not Releasable							
Restricted to:							
Permanent Residents Included*							
NATO Information							
Citizenship Restriction	NATO UNCLASSIFIED	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET		
All NATO Countries							
Restricted to:							
Permanent Residents Included*							
Foreign Information							
Citizenship Restriction	PROTECTED			CLASSIFIED			
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	TOP SECRET (SIGINT)
No Release Restrictions							
Restricted to :							
Permanent Residents Included*							
COMSEC Information							
Citizenship Restriction	PROTECTED			CLASSIFIED			
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	TOP SECRET (SIGINT)
Not Releasable							
Restricted to:							
DND ONLY Embedded Contractor (Access to Controlled Goods)							
Restriction							
SECRET clearance with CEO applies							

\*When release restrictions are indicated, specify if permanent residents are allowed to be included.

## Security Requirement Checklist (SRCL) Supplemental Security Guide

<b>Part B - Multiple Levels of Personnel Screening: Security Classification Guide</b> <small>To be completed in addition to SRCL question 10.a) when multiple levels of personnel screening are therein identified. Indicate which personnel screening levels are required for which portions of the work/access involved in the contract.</small>			
Level of Personnel Clearance (e.g. Reliability, Secret)	Position / Description/Task	Access to sites and/or information. Levels of Information to be accessed.	Citizenship Restriction (if any)
Reliability	Task	Access to Operational Zones	
Secret(Level II)	Task	Access to Secure Zones	

Part C – Safeguards / Information Technology (IT) Media – 11d = yes
IT security requirements must be specified in a separate technical document and submitted with the SRCL

### OTHER SECURITY INSTRUCTIONS

The majority of the required work will be in areas of buildings where the required level of security is RELIABILITY STATUS.

However, there will be times that work will be conducted in areas where security is at a higher level, ie....supply areas, secure areas, Operations Zone on the Airfield in Shearwater. It is for these reasons that a level of SECRET Level II clearance will be required.

For these reasons we are requesting both RELIABILITY and SECRET Level II Status for W684H-200007 Propane & Natural Gas Unit Maintenance, Halifax Area – CFB Halifax

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

<b>Partie A - Restrictions Multiples Relative à la Diffusion: Guide de Sécurité</b>							
A être remplis en supplément de la question 7.b) lorsque des restrictions relative à la diffusion sont identifié. Veuillez indiquer à quel niveau d'information est-ce-que les restrictions relative à la diffusion s'appliquent. Veuillez noter dans le tableau si un niveau d'information comprend des restrictions multiples (i.e. Une portion de l'information SECRET porte le caveat Pour Les Yeux Canadiens Seulement et le reste de l'information SECRET n'a aucune restrictions relative à la diffusion.)							
<b>Information Canadienne</b>							
Restriction sur la citoyenneté	PROTÉGÉ			CLASSIFIÉ			
	A	B	C	CONFIDENTIEL	SECRET	TRÈS SECRET	TRÈS SECRET (SIGINT)
Aucune restriction relative à la diffusion							
À ne pas diffuser							
Limité à:							
Incluant Résident Permanent*							
<b>Information OTAN</b>							
Restriction sur la Citoyenneté	NATO NON CLASSIFIÉ	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL	NATO SECRET	COSMIC TRÈS SECRET		
Tous les pays de l'OTAN							
Limité à:							
Incluant Résident Permanent *							
<b>Information Étrangère</b>							
Restriction sur la Citoyenneté	PROTÉGÉ			CLASSIFIÉ			
	A	B	C	CONFIDENTIEL	SECRET	TRÈS SECRET	TRÈS SECRET (SIGINT)
Aucune restriction relative à la diffusion							
Limité à:							
Incluant Résident Permanent *							
<b>Information COMSEC</b>							
Restriction sur la Citoyenneté	PROTÉGÉ			CLASSIFIÉ			
	A	B	C	CONFIDENTIEL	SECRET	TRÈS SECRET	TRÈS SECRET (SIGINT)
À ne pas diffuser							
Limité à:							
<b>DND SEULEMENT Contracteur Incorporé (Accès aux Marchandises Contrôlées)</b>							
Restriction							
Cote de sécurité SECRET avec Yeux Canadiens Seulement s'applique							

\* Lorsqu'une restriction relative à la diffusion est indiquée, spécifié si les résidents permanents ont le droit d'être inclus.

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

<b>Partie B - Niveau multiple de contrôle de la sécurité du personnel: Guide de classification de la sécurité</b>			
<small>A être remplis en supplément de la question 10.a) Lorsque des niveaux multiple de contrôle de la sécurité du personnel sont identifiés. Veuillez indiquer quels niveaux de sécurité du personnel sont requis pour quelles portions du travail/accès dans le contrat.</small>			
Niveau de sécurité du personnel (i.e. fiabilité, secret)	Poste / Description/Tâche	Accès a des sites et/ou information. Niveau d'information à être accédé.	Restriction a la citoyenneté (s'il y en à)
cote de fiabilité	Tâche	Accès à des sites	
Secret	Tâche	Accès à des sites	

<b>Partie C – Mesures de Protection / Technologie de l'Information (TI) – 11d = oui</b>
Les besoins de sécurité TI doivent être spécifié dans un document technique séparé et soumis avec la LVERS.

### AUTRE INSTRUCTIONS DE SÉCURITÉ

La majorité des travaux exigés de clôture seront dans les zones des bâtiments nécessitant uniquement un niveau de cote de fiabilité.

Cependant, si les travaux exigés peuvent se produire dans des zones d'accès réservé (par exemple, une zone d'approvisionnement, un endroit à accès restreint, la zone de travail de l'aérodrome de Shearwater) alors dans ces cas, un niveau de contrôle de la sécurité du personnel de secret sera nécessaire.

Pour ces raisons, nous demandons à la fois le besoin d'un niveau de contrôle de la sécurité du personnel de fiabilité ainsi que secret pour le dossier W684H-200007-- Maintenance du Groupe de Propane et de Gaz Naturel .. Zone Halifax, BFC Halifax.