



## RETURN BIDS TO:

## RETOURNER LES SOUMISSIONS À:

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

Please see herein.

## REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

### Proposal To: Public Works and Government Services Canada

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

### Proposition aux: Travaux Publics et Services Gouvernementaux Canada

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

### Comments - Commentaires

THIS DOCUMENT CONTAINS A SECURITY  
REQUIREMENT.

### Vendor/Firm Name and Address

Raison sociale et adresse du  
fournisseur/de l'entrepreneur

### Issuing Office - Bureau de distribution

Public Works and Government Services Canada/Travaux  
publics et Services gouvernementaux Canada  
Harry Hays Building (HHB)  
Room 759, 220-4th Avenue SE  
Calgary  
Alberta  
T2G 4X3

<b>Title - Sujet</b> Overhead Doors	
<b>Solicitation No. - N° de l'invitation</b> W6897-200010/A	<b>Date</b> 2020-05-08
<b>Client Reference No. - N° de référence du client</b> W6897-200010	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$CAL-137-7068	
<b>File No. - N° de dossier</b> CAL-9-42127 (137)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2020-06-23</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Mountain Daylight Saving Time MDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Loi, Ngan	<b>Buyer Id - Id de l'acheteur</b> cal137
<b>Telephone No. - N° de téléphone</b> (403) 973-2796 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> RPOU (West) Det Suffield P.O. Box 6000 Stn Main Medicine Hat, AB T1A 8K8 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

<b>Delivery Required - Livraison exigée</b> See Herein	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>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</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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W6897-200010/A  
Client Ref. No. - N° de réf. du client  
W6897-200010

Amd. No. - N° de la modif.  
File No. - N° du dossier  
CAL-9-42127

Buyer ID - Id de l'acheteur  
Cal137  
CCC No./N° CCC - FMS No./N° VME

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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 and Insurance Requirements: includes specific requirements that must be addressed by offerors; and   |
| Part 7 | 7A, Standing Offer, and 7B, Resulting Contract Clauses:<br><br>7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;<br><br>7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer. |

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

### **1.2 Summary**

- 1.2.1 For the supply of all labour, material, tools, equipment and supervision necessary to complete Preventive Maintenance assessment/service of overhead doors, emergency repairs and requisitioned repair work on an as and when required basis at CFB Suffield, Ralston, Alberta.
- The period of the Standing Offer is for one (1) year from Date of Issuance with two (2) additional one-year option periods.
- 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.

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### 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: 120 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:

### PWGSC Western Region Bid Receiving Unit

Only offers submitted using epost Connect service will be accepted. The Offeror must send an email requesting to open an epost Connect conversation to the following address:

[roreceptionSoumissions.wrbidreceiving@tpsgc-pwgsc.gc.ca](mailto:roreceptionSoumissions.wrbidreceiving@tpsgc-pwgsc.gc.ca)

Note: Offers will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instruction 2006, or to send offers through an epost Connect message if the Offeror is using its own licensing agreement for epost Connect. It is the Offeror's responsibility to ensure the request for opening an epost Connect conversation is sent to the email address above at least six days before the Request for Standing Offers closing date.

**Transmission of offers by facsimile or hardcopy to PWGSC will not be accepted.**

## 2.3 Former Public Servant

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

### Definitions

For the purposes of this clause,

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

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

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

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

#### **Former Public Servant in Receipt of a Pension**

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

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

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

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

#### **Work Force Adjustment Directive**

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

If so, the Offeror must provide the following information:

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

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

## **2.4 Enquiries - Request for Standing Offers**

All enquiries must be submitted in writing to the Standing Offer Authority no later than seven (7) 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 Alberta.

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**

The Offeror must submit its offer electronically 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

**Offers transmitted by facsimile or hardcopy will not be accepted.**

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

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

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

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



### 3.1.1 Electronic Payment of Invoices - Offer

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

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

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

### 3.1.2 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

Ability to perform the full scope of work as described in Annex A – Statement of Work.

#### 4.1.2 Financial Evaluation

##### 4.1.2.1 The evaluated offer will be established using the following calculation:

For each year, the unit price quoted for each line item will be multiplied by the estimated usages to obtain the extended price per line item.

The extended price for each line item will be summed to arrive at the total price for each year.

The total price for each year will be added.

SACC Manual Clause [M0222T](#) (2016-01-28), Evaluation of Price-Canadian/Foreign Bidders

### 4.2 Basis of Selection – Mandatory Technical Criteria Only

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

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## 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.

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## PART 6 - SECURITY AND INSURANCE REQUIREMENTS

### 6.1 Security Requirements

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

### 6.2 Insurance Requirements - Proof of Availability - Prior to issuance of a Standing Offer

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

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

---

## PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 7.1 Offer

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

#### 7.2 Security Requirements

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

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

#### 7.3 Standard Clauses and Conditions

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

##### 7.3.1 General Conditions

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

##### 7.3.2 Standing Offers Reporting

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

The Offeror must provide this data in accordance with the reporting requirements detailed in annex entitled "F". 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 thirty (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 and providing services against the Standing Offer is from Date of Issuance to TBD inclusive.

##### **7.4.2 Extension of Standing Offer**

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional two periods, from TBD to TBD and from TBD to TBD 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 thirty (30) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

##### **7.4.3 Delivery Points**

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

#### **7.5 Authorities**

##### **7.5.1 Standing Offer Authority**

The Standing Offer Authority is:

Ngan Loi  
A/Procurement Specialist  
Public Works and Government Services Canada  
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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: (To be determined)

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

## 7.5.3 Technical Representative

The Technical Authority for the Contract is: (To be determined)

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

## 7.5.4 Offeror's Representative

(to be completed by Offeror)

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: Department of National Defence – CFB Suffield.

## 7.8 Call-up Instrument

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

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

- PWGSC-TPGSC 942-2 Call-up Against a Standing Offer - Multiple Delivery
- PWGSC-TPSGC 944 Call-up Against Multiple Standing Offers (English version)
- PWGSC-TPSGC 945 Commande subséquente à plusieurs offres à commandes (French version)

or

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

### 7.9 Limitation of Call-ups

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

### 7.10 Financial Limitation

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

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or four (4) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

### 7.11 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2017-06-21), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010C (2018-06-21), General Conditions - Services (Medium Complexity);
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex D, Security Requirements Check List;
- h) Annex E, Insurance Requirements;
- i) the Offeror's offer dated \_\_\_\_\_ (*insert date of offer*)

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## **7.12 Certifications and Additional Information**

### **7.12.1 Compliance**

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

### **7.13 Applicable Laws**

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

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

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

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

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

## **B. RESULTING CONTRACT CLAUSES**

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

### **7.1 Statement of Work**

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

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

#### **7.2.1 General Conditions**

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

Section 13 Interest on Overdue Accounts, of 2010C (2018-06-21), General Conditions - Services (Medium Complexity) will not apply to payments made by credit cards.

### **7.3 Term of Contract**

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

The Work is to be performed during the period of Date of Issuance to TBD.



### 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 firm unit prices as specified in Annex "B". Customs duties are included and Applicable Taxes are extra.

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

#### 7.5.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ TBD. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75% committed, or
  - b. four months before the contract expiry date, or
  - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

#### 7.5.3 Single Payment

**H1000C** (2008-05-12), Single Payment

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#### 7.5.4 SACC Manual Clauses

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

C0710C (2007-11-30), Time and Contract Price Verification

C0711C (2008-05-12), Time Verification

C2000C (2007-11-30), Taxes - Foreign-based Contractor

#### 7.5.5 Electronic Payment of Invoices – Call-up

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

#### 7.6 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
  - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
  - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

#### 7.7 Insurance – Specific Requirements

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

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

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

#### 7.8 SACC Manual Clauses

B1501C (2018-06-21), Electrical equipment

#### 7.9 Overtime – Fixed Time Rate

The Contractor must not perform any overtime under the Contract unless authorized in advance and in writing by the Contracting Authority. Any request for payment must be accompanied by a copy of the overtime authorization and a report containing the details of the overtime performed pursuant to the written authorization.

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**ANNEX "A"**  
**STATEMENT OF WORK**

**Part 1. SUMMARY OF WORK (Section 01 11 00)**

**1.1 DESCRIPTION OF WORK**

1. For the supply of all labour, material, tools, equipment and supervision necessary to complete Preventive Maintenance assessment/service of overhead doors, emergency repairs and requisitioned repair work on an as and when required basis at CFB Suffield, Ralston, Alberta.
2. The period of Standing Offer is for 1 year from Date of issuance with two (2) additional one (1) year option periods.

**1.2 DOCUMENTS REQUIRED**

1. Maintain at job site, one copy of each of the following:
  - Specifications
  - Addenda

**1.3 OFFEROR'S USE OF SITE**

1. Access to the site of the work to be as directed by the Technical Authority.
2. Movement around the site is subject to restrictions laid down by the Technical Authority.
3. Do not unreasonably encumber the site with materials and equipment.

**1.4 ACCEPTABILITY OF MATERIALS**

1. Materials and parts will be those specified by the manufacturer of the material and/or the Technical Authority.
2. The Offeror will not make any changes in the design and installation of material without prior written approval of Technical Authority.
3. If, in an emergency, the Offeror installs material other than those specified, he will replace them with specified parts before claiming payment, but no claim for other than specified material will be made.
4. All replaced parts and materials not under warranty, whether serviceable or unserviceable, will be returned to the Technical Authority for inspection on completion of the work.
5. All manufactured articles, materials and equipment will be applied, installed, connected, erected, used, cleaned and conditioned as specified by the manufacturer.
6. Request for acceptance of material other than those specified will be submitted in writing to the Technical Authority. The request must be supported with sufficient product information to enable the Technical Authority to make an assessment.
7. Materials must be CSA approved where applicable.

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## **1.5 CODES AND STANDARDS**

1. Work performed must be in accordance with the National Building Code of Canada (NBC) and any other codes in force at time of tendering unless otherwise specified.
2. Work to meet or exceed requirements of specified standards, codes and referenced documents.

## **1.6 OVERLOADING**

1. Ensure no part of work is subjected to a load which will endanger its safety or will cause permanent deformation.

## **1.7 TEMPORARY STRUCTURES**

1. The Offeror will furnish and maintain all equipment such as temporary stairs, ramps, ladders, scaffolds, hoists, chutes, etc., as may be required for the work.

## **1.8 CUTTING, PATCHING AND FITTING**

1. Execute cutting, fitting, and patching required to make work fit properly together.
2. Obtain Technical Authority's approval before cutting, boring or sleeving load bearing members.

## **1.9 ALTERATIONS, ADDITIONS, OR REPAIRS TO EXISTING BUILDING EQUIPMENT**

1. Execute work with least possible interference or disturbance to occupants, public and normal use of premises. Arrange with the Technical Authority to facilitate execution of work.
2. Where security has been reduced by work of contract, provide temporary means to maintain security.
3. Provide temporary dust screens, barriers, warning signs in locations where renovation and alteration work is adjacent to areas used by public or government staff.

## **1.10 WORK REQUISITION**

The work to be performed upon acceptance of a price breakdown when requested by the Technical Authority on a call-up is as follows:

1. The Offeror will provide service during regular working hours on an 8 hour per day, 5 day per week basis, Monday to Friday inclusive.
2. The Offeror will also provide emergency service after normal working hours, nights, Saturdays, Sundays, and holidays.
3. The Offeror will advise the Technical Authority of the telephone number or location at which he or his representative may be contacted at all times.
4. The Offeror, on receipt of a signed Offer for this requirement will be advised by the Technical Authority in writing, the names of persons authorized to request service. Work undertaken at the request of others will be entirely at the Offeror's risk with regard to payment.
5. The Offeror will not refuse any call for service required by the Technical Authority and will carry out the service with a minimum of delay.
6. When the service is required, this Technical Authority or persons authorized to request service will notify the Offeror and detail the job. Service will be requisitioned on a call-up. This form will

detail the work to be done and will be signed by the Technical Authority or persons authorized to request service. Two copies of this form will be given to the Offeror.

7. The Offeror will proceed to the location of the job and carry out the work. On completion of the work detailed on the call-up, the Offeror will report to the Technical Authority and have two copies of the Form initialled indicating the work has been satisfactorily completed. The Offeror will retain one copy of the form and return the other signed and dated copy with his invoice on completion of the work to the Technical Authority, Real Properties Operations Unit (West), CFB Suffield, Box 6000, Station Main, Medicine Hat, Alberta, T1A 8K8.

#### **1.11 CLEAN UP**

1. On completion of all work, the Offeror will remove all surplus materials, plants, tools, equipment, and debris and leave the building and site in a clean and tidy condition to the complete satisfaction of the Technical Authority. The Offeror will not remove any salvageable material or equipment from the job site without permission from the Service Site Authority.

### **Part 2. DND FIRE SAFETY REQUIREMENTS (Section 01 35 35)**

#### **2.1 FIRE SAFETY PLAN**

1. Offeror shall be familiar with this Section and its requirements.
2. The Offeror must provide a Fire Safety Plan in accordance with the National Fire Code of Canada (NFCC 2010) section 5.6.1.3. The Offeror's responsibility for a Fire Safety Plan is limited to their construction activities and not for the whole building. Responsibility for fire safety of the building areas outside of the construction limits will remain with DND. DND/CF is responsible for the Fire Safety Plan for the occupied portions of the building. The plan shall be submitted to Real Property Operation Unit (RPOU) by the Offeror within 10 business days of award for approval by the Base Fire Chief prior to commencement of construction or demolition operations.

A copy of the approved Fire Safety Plan shall be posted and maintained on site at all times during construction and the Offeror shall ensure all persons accessing the construction site are briefed and adhere to the requirements of the plan.

#### **2.2 FIRE DEPARTMENT BRIEFING**

1. The Technical Authority will co-ordinate arrangements for Offeror for briefing on Fire Safety at pre work conference by Fire Chief before work is commenced.

#### **2.3 REPORTING FIRES**

1. Know location of nearest fire alarm box/pull station and telephone, including emergency phone number.
  - Base: 4911
  - Cellular Phone: 911 or 1-403-544-4991
2. Report immediately fire incidents to Fire Department as follows:
  - Activate nearest fire alarm box/pull station; or
  - Telephone.

3. Person activating fire alarm box/pull station will remain at muster point to direct Fire Department to scene of fire.
4. When reporting fire by telephone, give location of fire, name or number of building and be prepared to verify location.

## **2.4 INTERIOR AND EXTERIOR FIRE PROTECTION AND ALARM SYSTEMS**

1. Fire protection and alarm system will not be:
  - Obstructed;
  - Shut off; and
  - Left inactive at end of working day or shift without authorization from Fire Chief.
2. Fire hydrants, standpipes and hose systems will not be used for other than firefighting purposes unless authorized by Fire Chief.

## **2.5 FIRE EXTINGUISHERS**

1. Supply fire extinguishers, as scaled by Fire Chief, necessary to protect work in progress and Offeror's physical plant on site.
2. In addition to the requirements mentioned above, the Fire Safety Plan shall include the number and location of Fire Extinguishers, and the location of the Muster Point, in the event of an emergency. Also include measures for controlling fire hazards created during construction, in and around the construction site.

## **2.6 BLOCKAGE OF ROADWAYS**

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

## **2.7 FIRE PRECAUTIONS**

1. Offerors are responsible for providing a Fire Watch service on a scale established in conjunction with the Base Fire Chief prior to the job start up.
2. Base Fire Chief is to be advised of all cases involving the use of flame or spark producing devices including heating equipment in or around buildings.
3. Appropriate permits must be obtained prior to job start-up.

## **2.8 SMOKING PRECAUTIONS**

1. Although smoking is not permitted in hazardous areas, care must still be exercised in the use of smoking materials in non-restricted areas.
2. Smoking is not permitted in DND buildings.

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## **2.9 RUBBISH AND WASTE MATERIALS**

1. Keep rubbish and waste materials at minimum quantities.
2. Burning of rubbish is prohibited.
3. Remove rubbish from work site at end of work day or shift or as directed.
4. Storage:
  - Store oily waste in approved receptacles to ensure maximum cleanliness and safety.
  - Deposit greasy or oily rags and materials subject to spontaneous combustion in approved receptacles and remove specified.

## **2.10 FLAMMABLE AND COMBUSTIBLE LIQUIDS**

1. Handling, storage and use of flammable and combustible liquids governed by current National Fire Code of Canada.
2. Keep flammable and combustible liquids such as gasoline, kerosene and naphtha for ready use in quantities not exceeding 45 liters 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 45 liters for work purposes requires permission of Fire Chief.
3. Transfer of flammable and combustible liquids is prohibited within buildings or jetties.
4. Transfer of flammable and combustible liquids will not be carried out in vicinity of open flames or any type of heat producing devices.
5. Do not use flammable liquids having flash point below 38 degrees C such as naphtha or gasoline as solvents or cleaning agents.
6. Store flammable and combustible waste liquids, for disposal, in approved containers located in safe ventilated area. Keep quantities minimum and Fire Department is to be notified when disposal is required.

## **2.11 HAZARDOUS SUBSTANCES/HOT WORK/ TEMPORARY HEAT PERMITS**

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
2. Obtain from Fire Chief a "Hot Work" permit for work involving spark-producing equipment, welding, burning or use of blowtorches, in buildings or facilities on government land. Hot Work permits may be issued between 0700 – 1000 hours daily.
3. Temporary Heating – temporary heaters shall be stamped as approved by a recognized testing agency (i.e. CDA, CSA, and ULC). Only indirect flame type heaters are to be used. Only in exceptional circumstances are torpedo type heaters to be used and they will require 24 hour on site supervision. Heater permits require 24 hours' notice and can be obtained from the Chief Fire Inspector daily between 0700 – 1000 hours. After normal working hours, callouts for Fire Prevention staff to inspect and issue permits shall be at the Offeror's expense.
4. Heaters are to have an original and legible installation plate affixed stating clearances to be maintained from combustible materials. Stated clearances will be maintained at all times.
5. Heaters shall be installed by a qualified gas fitter to meet the requirements of the Propane Installation Code or the National Gas Installation Code, whichever is applicable.

6. All LPG cylinders shall be supported against upset by non-combustible cable or chain. Cylinders shall be protected against damage.
7. A permit becomes invalid if a heater is moved from the original location for which the permit was issued. A new permit must be obtained.
8. 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 Fire Chief. Offerors are responsible for providing fire watch service for work on scale established and in conjunction with Fire Chief at pre work conference.
9. Provide ventilation where flammable liquids, such as lacquers or urethanes are used, eliminate sources of ignition. Inform Fire Chief prior to and at cessation of such work.

## **2.12 QUESTIONS AND/OR CLARIFICATION**

1. Direct questions or clarification on Fire Safety in addition to above requirements to Fire Chief.

## **2.13 FIRE INSPECTION**

1. Co-ordinate site inspections by Fire Chief through Real Property Operation Unit (RPOU) Representative.
2. Allow Fire Chief unrestricted access to work site.
3. Cooperate with Fire Chief during routine fire safety inspection of work site.
4. Immediately remedy unsafe fire situations observed by Fire Chief.

## **Part 3. ENVIRONMENTAL PROCEDURES (Section 01 35 43)**

### **3.1 ENVIRONMENTAL RESPONSIBILITY**

1. All work under this Standing Offer is to be conducted in an environmentally responsible manner. Maintain awareness of particularly environmentally sensitive areas located throughout the Base.

### **3.2 WORK AREA**

1. Under the direction of the Technical Authority, define and mark the construction area work limits prior to work commencing.
2. All work is to be restricted to designated work area, designated access roads and designated ancillary worksites.

### **3.3 FUEL MANAGEMENT**

1. Ensure that any fuel storage and transfer areas on site are designed, operated and maintained in accordance with the requirements of current applicable federal, provincial and municipal legislation, guidelines and codes, including the 2003 Environmental Code of Practice for Aboveground and Underground Storage Tank Systems Containing Petroleum and Allied Petroleum Products, published by the Canadian Council for Ministers of the Environment (CCME), and the most current version of the National Fire Code of Canada (NFCC), from the National Research Council (NRC).
2. Ensure requirements of Storage Tank Systems for Petroleum Products and Allied Petroleum Products Regulations 2008 Version.



3. Fuel storage and handling areas must be completely contained to prevent spills or leaks from migrating outside the designated storage or handling area, per the requirements of the NFCC.
4. Appropriate clean-up materials shall be readily available to deal with spills or leaks.

### **3.4 FIRES**

1. Fires and burning of rubbish on site are not permitted.
2. Additional requirements in accordance with Section 01 35 35 – DND Fire Safety Requirements.

### **3.5 WASTE MANAGEMENT**

1. Do not bury rubbish and waste materials on site.
2. Ensure that all waste materials, equipment and debris are adequately contained on site.
3. Remove from DND property for disposal all wastes or volatile materials, such as mineral spirits, oil or paint thinner.
4. Ensure that sufficient numbers of waste and recycling containers are located on site and properly maintained and emptied to prevent overloading.
5. Minimize amount of waste to landfills by segregating recyclable materials from the waste stream into appropriate recycling containers. Ensure separation of materials into appropriate recycling or waste bins.
6. Additional requirements in accordance with Section 01 74 19 – Waste Management and Disposal

### **3.6 DRAINAGE**

1. Provide temporary drainage and pumping as necessary to keep excavations and site free from water.
2. Do not pump water containing suspended materials into waterways, sewer or drainage systems.
3. Control disposal or runoff of water containing suspended materials or other harmful substances in accordance with local authority requirements.

### **3.7 SOIL HANDLING**

1. Remove topsoil before any construction procedures commence to avoid compaction of topsoil.
2. Handle topsoil only when it is dry and warm
3. Pile topsoil in berms in locations as directed by Technical Authority. Stockpile height not to exceed 2.5 - 3m.
4. Topsoil is to be replaced as the finish layer over all areas to be reseeded.
5. Avoid soil handling activities under high wind or unfavorable weather conditions, as directed by the Technical Authority.

### **3.8 SITE CLEARING AND PLANT PROTECTION**

1. Minimal surface disturbance techniques are to be employed on prairie landscapes.
2. When vegetation or brush removal is required, such activities are to be completed using non-chemical means, unless otherwise authorized by the Technical Authority.
3. Protect trees and plants on site and adjacent properties where indicated.
4. Wrap in burlap, trees and shrubs adjacent to construction work, storage areas and trucking lanes, and encase with protective wood framework from grade level to height of 2 m.
5. Protect roots of designated trees to drip line during excavation and site grading to prevent disturbance or damage. Avoid unnecessary traffic, dumping and storage of materials over root zones.
6. Minimize stripping of topsoil and vegetation.
7. Restrict tree removals to areas indicated or designated by Technical Authority.

8. Salvage vegetation and store at approved sites for future replacement as required and directed by Technical Authority.

### **3.9 WORK ADJACENT TO WATERWAYS**

1. Do not operate construction equipment in waterways.
2. Do not use waterway beds for borrow material.
3. Do not dump excavated fill, waste material or debris in waterways.
4. Design and construct temporary crossings to minimize erosion to waterways.
5. Do not skid logs or construction materials across waterways.
6. Avoid indicated spawning beds when constructing temporary crossings of waterways.
7. Do not blast under water or within 100 m of indicated spawning beds.
8. Enclose entire work area that is adjacent to waterway with an approved silt barrier to prevent addition of suspended sediments into the waterway.
9. In cases where silt barriers are not sufficient install additional erosion control devices as required to prevent any sediment from entering waterways.

### **3.10 POLLUTION CONTROL**

1. Maintain temporary erosion and pollution control features installed under this contract.
2. Control emissions from equipment and plant to local authorities emission requirements.
3. Prevent sandblasting and other extraneous materials from contaminating air beyond application area, by providing temporary enclosures.
4. Cover or wet down dry materials and rubbish to prevent blowing dust and debris. Provide dust control for temporary roads.

### **3.11 EQUIPMENT**

1. Equipment that is to be used in the execution of the work shall be maintained in a manner that will not be detrimental to the environment and in compliance with the Canadian Environmental Protection Act (CEPA). Equipment that is in violation shall be removed from the site until such time as it does comply with the above requirements.
2. Equipment and vehicles used on the prairie shall be cleaned to remove weeds and spores prior to arriving on site.
3. Construction equipment shall be well maintained, free from leaks and mechanical defects.
4. When equipment and vehicles are not in use, they must be stored in designated areas approved by the Technical Authority.

### **3.12 STORAGE AND HANDLING**

1. All hazardous substances (any substance that is poisonous or exhibits flammability, corrosivity, reactivity or toxicity) shall be stored and handled in a manner that is not harmful to human life and will not pollute the environment.
2. All hazardous substances stored outdoors will be situated in or on a secondary containment device capable of fully containing 1.5 times the quantity of the largest container stored in or on it. Storage sites shall be consolidated to the greatest extent possible to reduce the number of hazardous sites.
3. Where hazardous substances are stored indoors in quantities that cannot be contained safely by the building structure in the event of a leak, the Technical Authority may direct that such substances be stored in or on proper secondary containment devices.

### **3.13 RESTORATION**

1. Disturbed vegetated areas must be reclaimed to re-establish vegetative cover.
2. All destabilized areas must be restabilized and restored to pre-work conditions.
3. Reseed using only native seeds and plants approved by the Technical Authority for site restoration, unless otherwise approved by the Technical Authority. No exceptions to native seeds will be considered for reclamation of prairie areas.
4. Areas to be restored must be maintained and monitored to ensure successful restoration as determined in consultation with the Technical Authority prior to work commencing. Areas where revegetation efforts where not successful must be reseeded, or replanted at no extra cost to the crown.

### **3.14 CLEAN UP**

1. Leaks or spills of hazardous substances, regardless of the quantity of whether indoors or outdoors, shall be stopped and cleaned up immediately and be prevented from entering storm or sanitary sewer systems or contaminating soil or water.
2. All spilled substances and materials contaminated by the spill will be collected in leak proof containers or double bagged for disposal off DND property. Disposal shall be in a manner, which is acceptable to the local authority having jurisdiction over disposal of such substances.

### **3.15 REPORTING**

1. All releases of hazardous substances into the environment (e.g., ground, water, drains, sewer systems, ditches, roads, parking areas, etc.) shall be reported to the Technical Authority as soon as possible.

### **3.16 INSPECTIONS**

1. The project site from time to time may be inspected to ensure compliance with federal, provincial and local environmental requirements.
2. All spills reported under paragraph 3.15.1 of this Section are subject to inspection by the Base Environmental Officer and the Technical Authority to confirm cleanup and disposal have been carried out satisfactorily.

## **Part 4. SAFETY REQUIREMENTS (Section 01 35 45)**

### **4.1 CONSTRUCTION SAFETY MEASURES**

1. All Offeror and their personnel shall be familiar and comply with this section and its requirement.
2. Observe construction safety measures of National Building Code latest edition, National Fire Code of Canada latest edition, Workers'/Workmen's Compensation Board, Canada Labour Code, Part II and Canada Occupational Health & Safety Regulations and in any situation of conflict or discrepancy, the more stringent requirements shall apply.

### **4.2 BASE SAFETY OFFICER BRIEFING**

1. The RPOU Representative will coordinate/arrange for on-site employees and sub-contractors be briefed on Base Safety requirements. This will occur at the pre-commencement meeting by the Base Safety Officer and will be completed before any work is started.
2. The Base Safety Briefing is valid for one year from date of orientation and is transferable from job site to job site.

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#### **4.3 FMA SAFETY REQUIREMENTS**

1. Offeror's doing work in the Force Maintenance Area (FMA), are to have one initial briefing per contract by the Chief Clerk in Building 229, before any work may commence. FMA includes all buildings east of the Jenner Highway.

#### **4.4 EPG AND BASE RANGE AREA**

1. When work is to be performed in the EPG (Experimental Proving Ground) and/or in the Base Range area, Offeror's and their personnel must attend a DRDC Field Safety Briefing and/or Range Safety Briefing from Range Control in order to obtain approval for access to site prior to any work commencing. All vehicles must be registered with the governing authority before entering the EPG and Range Control areas. The Offeror's Project superintendent will be provided with a radio that is able to communicate with the governing authority. All other Offeror vehicles must have a communication device, which will be the responsibility of the Offeror.

#### **4.5 TOOLS AND EQUIPMENT**

1. DND owned equipment, tools, devices, and machinery, including Personal Protective Equipment will not be provided to the Offeror.

#### **4.6 CONFINED SPACE ENTRY POLICY**

1. No employee shall enter or be permitted to enter any confined space unless such entry is made in compliance with the applicable Federal Occupational Health and Safety Regulations and the Canada Labour Code, Part II Standards. Offeror will make himself and employees aware of and abide by the Base Policy on confined space entry and the locations affected by said policy.

#### **4.7 FIRE SAFETY REQUIREMENTS**

1. Comply with requirements of Sections 01 35 35 – DND Fire Safety Requirements.

#### **4.8 SCAFFOLDING**

1. Design and construct scaffolding in accordance with CSA S269.

#### **4.9 OVERLOADING**

1. Ensure no part of work is subjected to loading that will endanger its safety or will cause permanent deformation.

#### **4.10 WHMIS 2015**

1. Comply with all requirements of the Workplace Hazardous Materials Information System 2015 (WHMIS) regarding use, handling, storage, and disposal of hazardous materials and regarding labelling and provision of material safety data sheets acceptable to Human Resources Skills Development Canada and Health and Welfare Canada.
2. All employees who handle or are exposed to hazardous materials as defined under the Controlled Products Act (WHMIS Legislation) shall be WHMIS trained in accordance with the Act.
3. Safety Data Sheets (SDS) for all materials falling under the WHMIS program shall be supplied to the work site by the Offeror or user(s), and readily accessible to all on-site personnel.

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4. Deliver copies of Safety Data Sheets to Technical Authority on delivery of materials.

#### **4.11 FALL PROTECTION**

1. Approved fall protection equipment and methods shall be used in accordance with Canada Labour Code Part II and the associated CSA Standards.
2. Safety belts and lanyards shall be worn where falling hazards exist, as described under the Canada Labour Code, Part II. Offeror and their personnel shall ensure they adhere to and strictly enforce the applicable federal regulations where it is impractical to provide adequate work platforms or staging.
3. All elevated work sites shall have the area underneath cordoned off to prevent injuries from falling objects and anyone working in the proximity of said elevated work sites must utilize proper Personal Protective Equipment to avoid injury from possible falling objects.

#### **4.12 PERSONAL PROTECTIVE EQUIPMENT (PPE)**

1. Offerors and their personnel shall comply with all Federal Safety Standards in relation to Personal Protective Equipment.
2. Hardhats and safety boots shall be worn at all times at construction sites and when operating mobile equipment and any location in which an overhead hazard exists and the individuals work within close proximity could possibly be exposed to that hazard.
3. Eye and/or face protection shall be worn when handling materials liable to injure or irritate eyes when engaging in any work, producing hazard from flying objects or when operating power lawn equipment or tools.
4. Hearing protection shall be worn when entering or working in elevated noise hazard area. This includes, but not limited to, constructions sites, shop operations, lawn care and operators of equipment or vehicles, which produce noise levels above 85 decibels.
5. Respirators shall be worn when a workers is or may be exposed to an oxygen deficient area or to harmful concentration of gas, vapours, smoke, fumes, mists, dusts or as recommended by the Material Safety Data Sheets (MSDS).
6. Protective clothing shall be worn at all times in all stores and industrial environments, construction sites and while performing any type of landscaping/lawn care activity. No shorts, muscle shirts, capris pants or non-safety footwear allowed at all times.

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## **Part 5. TEMPORARY UTILITIES (Section 01 51 00)**

### **5.1 POWER AND WATER SUPPLY**

1. DND can provide, free of charge, temporary electric power and water for construction purposes.
2. Technical Authority will determine delivery point and quantitative limits. Technical Authority's written permission is required before any connection is made. Connect to existing power supply in accordance with Canadian Electrical Code.
3. Provide, at no cost to DND, all equipment and temporary lines to bring these services to project site.
4. Supply of temporary services by DND is subject to DND requirements and may be discontinued by DND site representative at any time without notice, without acceptance of any liability from or delay caused by such withdrawal of temporary services.

## **6. CLEANING (Section 01 74 11)**

### **6.1 GENERAL CLEANING**

1. Conduct cleaning and disposal operations to comply with local ordinances and antipollution laws.
2. Store volatile waste in covered metal containers and remove from premises at end of each working day.
3. Provide adequate ventilation during use of volatile or noxious substances. Use of building ventilation systems is not permitted for this purpose.

### **6.2 MATERIALS**

Use only cleaning materials recommended by manufacturer of surface to be cleaned and as recommended by cleaning material manufacturer.

### **6.3 CLEANING DURING CONSTRUCTION**

1. Provide on-site containers for collection of waste materials and debris.
2. Schedule cleaning operations so that resulting dust, debris and other contaminants will not fall on wet, newly painted surfaces nor contaminate building systems.

### **6.4 FINAL CLEANING**

1. Remove grease, dust, dirt, stains, labels, fingerprints, and other foreign materials from interior and exterior finished surfaces including glass and other polished surfaces.
2. Clean lighting reflectors, lenses, and other lighting surfaces.
3. Broom clean paved surface. Rake clean other surfaces of grounds.
4. Remove debris and surplus materials from crawl areas and other accessible concealed spaces.
5. Remove snow and ice from access to buildings.

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## APPENDIX A

### DRDC DOOR

#### PM 120 C

#### OVERHEAD DOORS DRDC

#### FREQ

**BLDG #:** 1, 4, 9, 11, , 13A, , 15, 18, 19, 25, 33, 34,35, 43, 49, 51, 52, 53, 59,60, 61, 62, 64, 74, 77, 78, 93, 96, 111, 113, 114, 140,144, 148, 152,153, 155, 477, 560, 561,562,568,595,599 and 640.

1. Inspect for proper operation of all electrical and mechanically operated parts.
2. Examine all track and roller alignments checking all parts for damage and wear.
3. Make required adjustments to control components, belts, cables, door limits and leveling arrangements at the time of regular inspection.
4. Lubricate moving parts, clean and tighten components as required.
5. Note damaged components of door and frame.
6. Conduct annual tests as per CSA Standard.

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Building No.	Qty.	Size	Type	Operation	Location
1	1	8'3.5"x7'1"	METAL ROLLING	ELECTRIC	CENTRAL LAB
4	3	9'10"x10'	METAL	MANUAL	PSD WORK SHOP/OFFICES
9	1	16'x12'	METAL	MANUAL	EXP WORK SHOP
11	1	10'x10'	METAL	MANUAL	RANGE TECH BLDG
13A	1	10'x10'	METAL	MANUAL	DEF TECHNOLOGIES BLDG
15	1	12'x12'	METAL	ELECTRIC	RPV AERIAL TARGET LAB
15	1	12'x12'6"	METAL	MANUAL	RPV AERIAL TARGET LAB
15	1	12'x13'6"	METAL	ELECTRIC	RPV AERIAL TARGET LAB
15	1	12'x11'7"	METAL	ELECTRIC	RPV AERIAL TARGET LAB
18	1	10'x10'	METAL	ELECTRIC	PAINT SHOP
19	1	9'x9'	WOOD	MANUAL	EAST END
19	1	9'x9'	WOOD	ELECTRIC	WEST END
25	2	12'x10'	METAL	MANUAL	ROCKET ASSEMBLY BLDG
33	1	16'x10'	WOOD	ELECTRIC	DTD FIELD LAB
34	1	18'x10'	WOOD	ELECTRIC	MES ASSEMBLY
34	1	16'x10'	WOOD	ELECTRIC	MES ASSEMBLY
42	1	9'x8'	METAL	MANUAL	1.8 M BLAST TUBE
49	1	20'x13'	METAL	MANUAL	FIELD TEST COMP ASSEMBLY
51	2	14'x14'	METAL	ELECTRIC	MES TRIALS SUPPORT
51	1	16'x14'	METAL	ELECTRIC	MES TRIALS SUPPORT
52	1	14'x10'	WOOD	MANUAL	EDIG FIELD ASSEMBLY
53	1	20'2"x14'	WOOD	MANUAL	LLAD FIELD ASSEMBLY
59	1	20'x12'	METAL	ELECTRIC	CAMERON CENTER
60	1	8'x9'	METAL	ELECTRIC	CAMERON CENTER
61	1	12'2"x11'11"	METAL	MANUAL	TARGET ASSEMBLY
62	1	14'X7'3"	WOOD	MANUAL	RPV HANGER #2
64	1	10'x10'	METAL	ELECTRIC	EXPLOSIVE STORAGE #1
74	1	16'x12'	METAL	ELECTRIC	RPV FIELD ASSEMBLY
77	1	16'x16'	METAL	ELECTRIC	DRONE ASSEMBLY
78	1	12'x12'	WOOD	MANUAL	SHOCK & COMBUSTION
93	1	12'x12'	METAL	MANUAL	UTILITY BLDG CAMRON CENTRE
96	3	12'x16'	METAL	MANUAL	DSD TEST FACILITY
111	1	9'x7'	METAL	MANUAL	MAGAZINE STORAGE
113	1	9'x7'	METAL	MANUAL	MAGAZINE STORAGE
114	1	20'x14'	METAL	MANUAL	DRES FIELD ELECT WORK SHOP
114	1	10'x10'	METAL	MANUAL	DRES FIELD ELECT WORK SHOP
140	1	10'x14'	METAL	MANUAL	FIELD STORAGE BLDG
144	1	12'x12'	METAL	ELECTRIC	URBAN WARFARE
144	1	18'x14'	METAL	ELECTRIC	URBAN WARFARE
148	1	14'x14'	METAL	ELECTRIC	1.8 M BLAST TUBE FACILITY
152	1	8'x7'	METAL	MANUAL	CHEMICAL STORAGE CAM CENTER
153	1	9' x 9'	METAL	MANUAL	CAMERON CENTER
155	1	10'x10'	METAL	ELECTRIC	DRES EXPLOSIVES WORK SHOP
477	1	12' x 12'	METAL	ELECTRIC	COLD STORAGE
560	1	8'x8'	METAL	ELECTRIC	DRES CENTRAL STORES
560	1	8'x10'	METAL	ELECTRIC	DRES CENTRAL STORES
561	12	9' x 9'	METAL	MANUAL	MINI SELF STORAGE



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562	1	8' x 8'	METAL	MANUAL	RITSAL CENTER
568	6	10' x 12'	METAL	ELECTRIC	CAMERON CENTER
568	1	10' x 10'	METAL	ELECTRIC	CAMERON CENTER
595	2	8' x 8'	METAL	MANUAL	RITSAL CENTER
599	5	12' x 12'	METAL	ELECTRIC	TRANSPORT FACILITY
640	2	16' x 12'	METAL	ELECTRIC	IMACH CENTER

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## APPENDIX B

### SHARED DOOR

#### PM 120 Checklist

#### OVERHEAD SHARED DOOR

#### FREQ

**BLDG #:** R-4, R-33, R-34, R-40, R-44, R-48, 86, 89, 164, 183, 240, 310, 311, 312, 318, 322, 370, 373, 380, 386, 401, 408, 427, 436, 483, 536, 563, 564, 565, 566, 580, 581, 582, 587, 700, 911.

**SHARED TRAINING BLDG#:** 98, 377, 433, 604

1. Inspect for proper operation of all electrical and mechanically operated parts.
2. Examine all track and roller alignments checking all parts for damage and wear.
3. Make required adjustments to control components, belts, cables, door limits and leveling arrangements at the time of regular inspection.
4. Lubricate moving parts, clean and tighten components as required.
5. Note damaged components of door and frame.
6. Conduct annual tests as per CSA Standard.

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Building No.	Qty.	Size	Type	Operation	Location
86	1	9'x7'9"	METAL	MANUAL	BASE TELECOM
86	1	9'x8'	METAL	MANUAL	BASE TELECOM
89	1	9'x8'	METAL	MANUAL	Kitchen & SNCO Mess
164	3	12'x12'	METAL	MANUAL	Ammo Storage
183	2	12'x12'	METAL	MANUAL	FFE Bldg.
240	2	8'x8'	WOOD	MANUAL	Ammo Workshop
300	2	12'x12'	METAL	ELECTRIC	FIRE HALL
310	3	12'x13'	METAL	ELECTRIC	NORTH SPV GARAGE
310	2	12'x13'	WOOD	MANUAL	EAST SPV GARAGE
310	1	14'x15'	WOOD	MANUAL	EAST SPV GARAGE
311	2	10'x12'	METAL	MANUAL	POL
312	5	14'8"X13'	METAL	ELECTRIC	BASE MAINTENANCE
312	2	9'x8'	METAL	MANUAL	BASE MAINTENANCE
318	1	9'X9'	METAL	MANUAL	AUTO REPAIR CLUB RALSTON
318	1	10'x12'8"	METAL	MANUAL	AUTO REPAIR CLUB RALSTON
322	1	18'x14'	METAL	MANUAL	SUPPLY STORAGE/OFFICE
322	1	18'x14'	METAL	ELECTRIC	SUPPLY STORAGE/OFFICE
370	2	12'x12'	METAL	ELECTRIC	SUPPLY STORAGE/OFFICE
370	3	9'10"x9'7"	METAL	ELECTRIC	RPOU STORES UTIL
373	2	8'x7'	METAL	MANUAL	RPOU STORAGE BLDG
380	2	8'x7'	METAL	MANUAL	GROUND MAINT STORAGE BLDG
386	1	20'x10'	METAL	MANUAL	HAZMAT STORAGE BLDG
401	2	11'x9'	METAL	MANUAL	RPOU/ GROUND MAINTENANCE
401	1	12'x14'	METAL	MANUAL	RPOU/ GROUND MAINTENANCE
401	2	8'x9'	METAL	MANUAL	RPOU/ GROUND MAINTENANCE
408	1	11'x10'9"	METAL	MANUAL	RPOU/ GROUND MAINTENANCE
408	2	11'x11'	METAL	MANUAL	RPOU/ CARPENTER & PAINT SHOP
427	1	9'2"x10'	METAL	MANUAL	WATER TREATMENT PLANT
427	1	16'x10'	METAL	ELECTRIC	WATER TREATMENT PLANT
427	1	20'x10'	METAL	ELECTRIC	WATER TREATMENT PLANT
436	1	8'x7'	STEEL ROLL	MANUAL	KITCHEN & SNCO/OFFICERS MESS
483	1	11'10"x11'9"	METAL	ELECTRIC	HAZMAT
483	1	11'10"x11'9"	METAL	MANUAL	HAZMAT
483	1	6'x10'	STEEL ROLL	MANUAL	HAZMAT INTERIOR
536	4	9'x9'	METAL	ELECTRIC	GROUND MAINTENANCE STORAGE
563	1	9'x8'	METAL	MANUAL	TRADES COMPOUND
564	1	9'x8'	METAL	MANUAL	TRADES COMPOUND
565	2	10'x9'	METAL	MANUAL	G6 STORAGE GARAGE
566	1	16'x7'	METAL	MANUAL	SUPPLY STORAGE

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580	2	9'x9'	METAL	ELECTRIC	MECHANICAL SERVICES GARAGE
581	4	9'x9'	METAL	ELECTRIC	MP VEHICLE GARAGE
582	1	20'x16'	METAL	ELECTRIC	FFE BLDG
587	1			MANUAL	GATE 24
700	1	63'x16'	METAL	ELECTRIC	AIRPORT RUNWAY
911	1	10'x10'	STEEL ROLL	ELECTRIC	FIREHALL
911	8	16'x16'	METAL	ELECTRIC	FIREHALL
R4	1	10'x8'	WOOD	MANUAL	OLD ZAMBONI ROOM
R4	1	10'x8'2"	STEEL ROLL	MANUAL	OLD ZAMBONI ROOM
R4	1	12'4"x11'9"	STEEL ROLL	ELECTRIC	NEW ZAMBONI ROOM
R4	1	9'10"x11'10"	METAL	MANUAL	NEW ZAMBONI ROOM
R33	1	16'x7'	WOOD	MANUAL	GARAGE NORTH OF ROAD
R34	1	8'x8'	METAL	MANUAL	SOUTH
R40	1	9'x7'	METAL	MANUAL	NEXT TO GOLF DRIVING RANGE
R44	3	10'x10'	METAL	MANUAL	EAST, EAST, WEST
R48	1	8'x8'	METAL	MANUAL	CANEX, RALSTON
<b>TOTAL DOORS</b>	<b>90</b>				
098 S/TRAINING	1	10'x9'	METAL	MANUAL	RANGE CONTROL GARAGE
377 S/TRAINING	4	16'x16'3"	METAL	MANUAL	HEAVY EQUIPMENT
433 S/TRAINING	2	12'5"x12'3"	METAL	MANUAL	RANGE CONTROL (LAZY D)
604 S/TRAINING	3	13'2"x14'	METAL	ELECTRIC	RANGE CONTROL
604 S/TRAINING	1	11'x10'	METAL	ELECTRIC	RANGE CONTROL
<b>TOTAL DOORS</b>	<b>11</b>				

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A complete list of the minimum mandatory criteria are detailed below. Bidders are to clearly demonstrate compliance with each mandatory specification.

1. Bidders **must** show compliance by addressing each of the Mandatory Technical Criteria in the Compliance Matrix, whether the product offered “meets” or “doesn’t meet”.
2. It is requested that supporting technical documentation, including but not limited to, specification sheets, technical brochures, photographs or illustrations be provided with the bid at solicitation close and be cross-referenced on the Compliance Matrix for each performance specification to outline where in the supporting technical documentation it demonstrates compliance. It is the Bidders responsibility to ensure that the submitted supporting technical documentation provides detail to prove that the proposed product(s) meet the requirements of the Performance Specification. If published supporting technical document is not available, the Bidder should prepare a written narrative complete with a detailed explanation of how its bid demonstrates technical compliance.
3. If the supporting documentation referenced above or in the specification has not been provided at bid closing, the Contracting Authority will notify the Bidder that they must provide supporting documentation within two (2) business days following notification. Failure to comply with the request of the Contracting Authority within that time period, will deem the bid non-responsive and the bid will be given no further consideration.
4. Bidders must address any concerns with the performance specifications in written detail to the Contracting Authority before bid closing as outlined in the Request for Proposal (RFP) document.
5. **Failure to meet each mandatory requirement will result in the bid being deemed non-responsive, and be given no further consideration.**

## COMPLIANCE MATRIX - MANDATORY REQUIREMENTS

Item	Mandatory Technical Criteria	Performance Specification Met?  Bidder <b>must</b> indicate either Yes/No	Performance Specification Offered: Bidder should indicate how they meet the performance specification by recording this information in this column	Cross Reference: In this column, Bidders should cross-reference where this performance specification is indicated in their supporting documents.
<b>M1. Mandatory Service Technician's Experience and Past Performance</b>	<p>To carry out the work on this requirement, the Offeror must provide three (3) qualified Service Technicians in the field of maintenance services for overhead doors.</p> <p>The Offeror must provide the name of each Service Technician:</p> <p>Technician 1: _____  Technician 2: _____  Technician 3: _____</p> <p>The Offeror must provide evidence of its Service Technician's recent experience by referencing at least two (2) similar project/contract within the past five (5) years. It's mandatory that the Service Technician has experience in the field of maintenance services for overhead doors.</p>			
<b>M2. Mandatory Offeror's Experience and Past Performance</b>	<p>The Offeror must provide evidence of its experience by referencing two (2) similar projects/contract within the past five (5) years. It is mandatory that the Offeror has experience in the field of maintenance services for overhead doors.</p>			

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## **ANNEX "B"**

### **BASIS OF PAYMENT**

- 1) The Offeror will be paid for on a unit price basis or the actual hours worked at the firm hourly rates detailed below. All additional chargeable time, over and above the first half hour, will be rounded to the nearest quarter hour.
- 2) The Offeror will submit the prices for tradesmen and helper for repair work in accordance with the specification. Rate per hour will include all tools and equipment required for repairing or replacing Overhead Doors. Such prices will include expenses, cost of doing estimates, all other overhead and profit.
- 3) Rates per hour for the above noted tradesmen will be broken down to:
  - a. Rate per hour during regular working hours Monday through Friday.
  - b. Rate per hour outside regular working hours Monday through Friday.
  - c. Rate per hour outside regular working hours (weekends and statutory holidays).
- 4) Overtime work (hours in excess of those authorized on a call-up) will be at the discretion and approval of the Technical Authority.
- 5) Cost of transportation for a trip to CFB Suffield will be paid a maximum once per day regardless of the number of work orders carried out that day. If a job will take longer than one day, the Offeror will be paid the per trip rate for each day he/she reports to the job.
- 6) All materials used in repair work will be invoiced at the Offeror's cost plus a mark-up. For tendering purposes, the Offeror will submit his/her percent of mark up on material. A percentage mark-up on material and replacement parts must be provided, otherwise it will be taken as zero.
- 7) The estimated usages shown below are for evaluation purposes only, and are Annual estimated usages.
- 8) All applicable taxes are to be excluded from the prices quoted herein. If applicable, taxes must be shown as a separate item on the invoice.
- 9) Prices must be quoted for all line items.

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**Year One – for one year from Date of Issuance:**

**A. Annual Preventive Maintenance assessment of Overhead Doors**

DESCRIPTION	Price per unit	Estimated annual usage	Extended price
<b>PREVENTIVE MAINTENANCE ASSESSMENT</b> - For the provision of Preventive Maintenance assessment of all overhead doors identified in Annex A and B of CFB Suffield as needed.  Inspections are to include minor adjustments, cleaning, lubrication, and tightening of overhead doors.	\$ _____ / Inspection	121	\$ _____

**B. Repairs and Servicing of Overhead Doors (On an as and when required basis)**

1	LABOUR	Direct or productive labour used exclusive in work, as detailed herein		
	During Regular Working Hours (Monday to Friday, excluding statutory holidays)			
	Type of worker	Hourly rate	Estimated Hours	Extended Price
a	Mechanic	\$_____/hour	800	\$_____
b	Helper (Mechanic)	\$_____/hour	800	\$_____
c	Electrician	\$_____/hour	20	\$_____
d	Helper (Electrician)	\$_____/hour	20	\$_____
	Outside Regular Working Hours (Monday to Friday, excluding statutory holidays)			
	Type of worker	Hourly rate	Estimated Hours	Extended Price
e	Mechanic	\$_____/hour	100	\$_____
f	Helper (Mechanic)	\$_____/hour	100	\$_____
g	Electrician	\$_____/hour	6	\$_____
h	Helper (Electrician)	\$_____/hour	6	\$_____
	Outside Regular Working Hours (Weekends and statutory holidays)			
	Type of worker	Hourly rate	Estimated Hours	Extended Price
i	Mechanic	\$_____/hour	100	\$_____
j	Helper (Mechanic)	\$_____/hour	100	\$_____
k	Electrician	\$_____/hour	7	\$_____
l	Helper (Electrician)	\$_____/hour	7	\$_____
2	EQUIPMENT			
	Equipment	Daily Rate	Estimated Days	Extended Price
a	Scissor lift (Man lift), when required	\$_____/day	50	\$_____
3	TRAVEL			
	During Regular Working Hours (Monday to Friday, excluding statutory holidays)			
	Type of worker	Price per Trip	Estimated Trips	Extended Price
a	Mechanic	\$_____/trip	200	\$_____



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b	Helper (Mechanic)	\$ _____/trip	200	\$ _____
c	Electrician	\$ _____/trip	5	\$ _____
d	Helper (Electrician)	\$ _____/trip	5	\$ _____
Outside Regular Working Hours (Monday to Friday, excluding statutory holidays)				
	<b>Type of worker</b>	<b>Price per Trip</b>	<b>Estimated Trips</b>	<b>Extended Price</b>
e	Mechanic	\$ _____/trip	25	\$ _____
f	Helper (Mechanic)	\$ _____/trip	25	\$ _____
g	Electrician	\$ _____/trip	2	\$ _____
h	Helper (Electrician)	\$ _____/trip	2	\$ _____
Outside Regular Working Hours (Weekends and statutory holidays)				
	<b>Type of worker</b>	<b>Price per Trip</b>	<b>Estimated Trips</b>	<b>Extended Price</b>
i	Mechanic	\$ _____/trip	10	\$ _____
j	Helper (Mechanic)	\$ _____/trip	10	\$ _____
k	Electrician	\$ _____/trip	2	\$ _____
l	Helper (Electrician)	\$ _____/trip	2	\$ _____
4	<b>Material and replacement parts (except free issue) at laid down cost (which includes invoice cost, transportation costs, exchange, customs and brokerage charges) plus a mark-up (which includes purchasing expenses, internal handling, G &amp; A expenses and profit) excluding applicable taxes.</b>			
	Mark-up Percentage	Estimated Expenditures on Material and Replacement Parts	Extended Price	
a	_____ %	\$50,000.00	\$ _____	

**TOTAL EVALUATED PRICE FOR YEAR 1: \$ \_\_\_\_\_**

**Option Year One – From TBD to TBD**

**A. Annual Preventive Maintenance assessment of Overhead Doors**

DESCRIPTION	Price per unit	Estimated annual usage	Extended price
<b>PREVENTIVE MAINTENANCE ASSESSMENT</b> - For the provision of Preventive Maintenance assessment of all overhead doors identified in Annex A and B of CFB Suffield as needed.  Inspections are to include minor adjustments, cleaning, lubrication, and tightening of overhead doors.	\$_____/Inspection	121	\$_____

**B. Repairs and Servicing of Overhead Doors (On an as and when required basis)**

1	LABOUR	Direct or productive labour used exclusive in work, as detailed herein		
	During Regular Working Hours (Monday to Friday, excluding statutory holidays)			
	Type of worker	Hourly rate	Estimated Hours	Extended Price
a	Mechanic	\$_____/hour	800	\$_____
b	Helper (Mechanic)	\$_____/hour	800	\$_____
c	Electrician	\$_____/hour	20	\$_____
d	Helper (Electrician)	\$_____/hour	20	\$_____
	Outside Regular Working Hours (Monday to Friday, excluding statutory holidays)			
	Type of worker	Hourly rate	Estimated Hours	Extended Price
e	Mechanic	\$_____/hour	100	\$_____
f	Helper (Mechanic)	\$_____/hour	100	\$_____
g	Electrician	\$_____/hour	6	\$_____
h	Helper (Electrician)	\$_____/hour	6	\$_____
	Outside Regular Working Hours (Weekends and statutory holidays)			
	Type of worker	Hourly rate	Estimated Hours	Extended Price
i	Mechanic	\$_____/hour	100	\$_____
j	Helper (Mechanic)	\$_____/hour	100	\$_____
k	Electrician	\$_____/hour	7	\$_____
l	Helper (Electrician)	\$_____/hour	7	\$_____
2	EQUIPMENT			
	Equipment	Daily Rate	Estimated Days	Extended Price
a	Scissor lift (Man lift), when required	\$_____/day	50	\$_____
3	TRAVEL			
	During Regular Working Hours (Monday to Friday, excluding statutory holidays)			
	Type of worker	Price per Trip	Estimated Trips	Extended Price
a	Mechanic	\$_____/trip	200	\$_____

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b	Helper (Mechanic)	\$ _____/trip	200	\$ _____
c	Electrician	\$ _____/trip	5	\$ _____
d	Helper (Electrician)	\$ _____/trip	5	\$ _____
Outside Regular Working Hours (Monday to Friday, excluding statutory holidays)				
	<b>Type of worker</b>	<b>Price per Trip</b>	<b>Estimated Trips</b>	<b>Extended Price</b>
e	Mechanic	\$ _____/trip	25	\$ _____
f	Helper (Mechanic)	\$ _____/trip	25	\$ _____
g	Electrician	\$ _____/trip	2	\$ _____
h	Helper (Electrician)	\$ _____/trip	2	\$ _____
Outside Regular Working Hours (Weekends and statutory holidays)				
	<b>Type of worker</b>	<b>Price per Trip</b>	<b>Estimated Trips</b>	<b>Extended Price</b>
i	Mechanic	\$ _____/trip	10	\$ _____
j	Helper (Mechanic)	\$ _____/trip	10	\$ _____
k	Electrician	\$ _____/trip	2	\$ _____
l	Helper (Electrician)	\$ _____/trip	2	\$ _____
4	<b>Material and replacement parts (except free issue) at laid down cost (which includes invoice cost, transportation costs, exchange, customs and brokerage charges) plus a mark-up (which includes purchasing expenses, internal handling, G &amp; A expenses and profit) excluding applicable taxes.</b>			
Item	Mark-up Percentage	Estimated Expenditures on Material and Replacement Parts	Extended Price	
a	_____ %	\$50,000.00	\$ _____	

**TOTAL EVALUATED PRICE FOR OPTION YEAR 1: \$ \_\_\_\_\_**

**Option Year Two – From TBD to TBD**

**A. Annual Preventive Maintenance assessment of Overhead Doors**

DESCRIPTION	Price per unit	Estimated annual usage	Extended price
<b>PREVENTIVE MAINTENANCE ASSESSMENT</b> - For the provision of Preventive Maintenance assessment of all overhead doors identified in Annex A and B of CFB Suffield as needed.  Inspections are to include minor adjustments, cleaning, lubrication, and tightening of overhead doors.	\$ _____ / Inspection	121	\$ _____

**B. Repairs and Servicing of Overhead Doors (On an as and when required basis)**

1	LABOUR	Direct or productive labour used exclusive in work, as detailed herein		
	During Regular Working Hours (Monday to Friday, excluding statutory holidays)			
	Type of worker	Hourly rate	Estimated Hours	Extended Price
a	Mechanic	\$_____/hour	800	\$_____
b	Helper (Mechanic)	\$_____/hour	800	\$_____
c	Electrician	\$_____/hour	20	\$_____
d	Helper (Electrician)	\$_____/hour	20	\$_____
	Outside Regular Working Hours (Monday to Friday, excluding statutory holidays)			
	Type of worker	Hourly rate	Estimated Hours	Extended Price
e	Mechanic	\$_____/hour	100	\$_____
f	Helper (Mechanic)	\$_____/hour	100	\$_____
g	Electrician	\$_____/hour	6	\$_____
h	Helper (Electrician)	\$_____/hour	6	\$_____
	Outside Regular Working Hours (Weekends and statutory holidays)			
	Type of worker	Hourly rate	Estimated Hours	Extended Price
i	Mechanic	\$_____/hour	100	\$_____
j	Helper (Mechanic)	\$_____/hour	100	\$_____
k	Electrician	\$_____/hour	7	\$_____
l	Helper (Electrician)	\$_____/hour	7	\$_____
2	EQUIPMENT			
	Equipment	Daily Rate	Estimated Days	Extended Price
a	Scissor lift (Man lift), when required	\$_____/day	50	\$_____
3	TRAVEL			
	During Regular Working Hours (Monday to Friday, excluding statutory holidays)			
	Type of worker	Price per Trip	Estimated Trips	Extended Price
a	Mechanic	\$_____/trip	200	\$_____

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b	Helper (Mechanic)	\$ _____/trip	200	\$ _____
c	Electrician	\$ _____/trip	5	\$ _____
d	Helper (Electrician)	\$ _____/trip	5	\$ _____
Outside Regular Working Hours (Monday to Friday, excluding statutory holidays)				
	<b>Type of worker</b>	<b>Price per Trip</b>	<b>Estimated Trips</b>	<b>Extended Price</b>
e	Mechanic	\$ _____/trip	25	\$ _____
f	Helper (Mechanic)	\$ _____/trip	25	\$ _____
g	Electrician	\$ _____/trip	2	\$ _____
h	Helper (Electrician)	\$ _____/trip	2	\$ _____
Outside Regular Working Hours (Weekends and statutory holidays)				
	<b>Type of worker</b>	<b>Price per Trip</b>	<b>Estimated Trips</b>	<b>Extended Price</b>
i	Mechanic	\$ _____/trip	10	\$ _____
j	Helper (Mechanic)	\$ _____/trip	10	\$ _____
k	Electrician	\$ _____/trip	2	\$ _____
l	Helper (Electrician)	\$ _____/trip	2	\$ _____
4	<b>Material and replacement parts (except free issue) at laid down cost (which includes invoice cost, transportation costs, exchange, customs and brokerage charges) plus a mark-up (which includes purchasing expenses, internal handling, G &amp; A expenses and profit) excluding applicable taxes.</b>			
Item	Mark-up Percentage		Estimated Expenditures on Material and Replacement Parts	Extended Price
a	_____ %		\$50,000.00	\$ _____

**TOTAL EVALUATED PRICE FOR OPTION YEAR 2: \$ \_\_\_\_\_**

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## ANNEX "C"

### PREVENTATIVE MAINTENANCE CHECKLIST

Inspection Date \_\_\_\_\_  
Building # \_\_\_\_\_  
Equipment/Door # \_\_\_\_\_  
WO # \_\_\_\_\_  
Door Size \_\_\_\_\_  
Manual/Electric \_\_\_\_\_  
Inspected By \_\_\_\_\_

Activity	Completed	N/A
Check for proper operation, Binding or misalignment; Adjust as necessary		
Check and lubricate door guides, Pulleys, Chain and hinges.		
Inspect and lubricate motor gear box, Drive chain (or belt), and motor; Adjust as necessary		
Check operation of limit switch and door travel; Adjust as necessary		
Check electrical operator wiring, connections and contacts; Adjust as necessary		
Check operation of chain and manual release and adjust them to proper length		
Inspect all other hardware for damage or wear		
Clean track, Chain, Operator and area around equipment		

#### Notes

#### Recommendations

All major repairs and replacement of parts are required to be listed in the recommendations section to be raised on a separate work order.

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## ANNEX "D"


### SECURITY REQUIREMENTS CHECK LIST

 <b>Gouvernement du Canada</b>		<b>Contract Number / Numéro du contrat</b> W6897-200010	
		<b>Security Classification / Classification de sécurité</b> UNCLASSIFIED	
<b>SECURITY REQUIREMENTS CHECK LIST (SRCL)</b> <b>LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)</b>			
<b>PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE</b>			
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine <b>DEPT. OF NATIONAL DEFENCE</b>		2. Branch or Directorate / Direction générale ou Direction <b>BASE ENGR. CANADIAN FORCES BASE SUFFIELD</b>	
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 Supply all material, labour, tools, equipment and supervisory complete semi / annual inspectional service of overhead doors. Emergency repairs and replacement repair work on all doors when required basis at CFB Sault Ste. Marie, Ontario.			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input type="checkbox"/>		NATO / OTAN <input type="checkbox"/>	
Foreign / Étranger <input type="checkbox"/>			
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>		All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>			
Restricted to / Limité à <input type="checkbox"/>		Restricted to / Limité à <input type="checkbox"/>	
Specify country(ies) / Préciser le(s) pays		Specify country(ies) / Préciser le(s) pays	
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input type="checkbox"/>		NATO UNCLASSIFIED <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input type="checkbox"/>		NATO NON CLASSIFIED <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO RESTRICTED <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>		NATO DIFFUSION RESTREINTE <input type="checkbox"/>	
SECRET SECRET <input type="checkbox"/>		NATO CONFIDENTIAL <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>		NATO CONFIDENTIAL <input type="checkbox"/>	
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		NATO SECRET <input type="checkbox"/>	
		COSMIC TOP SECRET <input type="checkbox"/>	
		COSMIC TRÈS SECRET <input type="checkbox"/>	
		PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
		PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
		PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
		CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	
		SECRET SECRET <input type="checkbox"/>	
		TOP SECRET TRÈS SECRET <input type="checkbox"/>	
		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	

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Security Classification / Classification de sécurité  
UNCLASSIFIED




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<b>PART A (continued) / PARTIE A (suite)</b>			
8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? If yes, indicate the level of sensitivity. Dans l'affirmative, indiquer le niveau de sensibilité.	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui		
9. Will the supplier require access to extremely sensitive INFOSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui		
Short Title(s) of material / Titre(s) abrégé(s) du matériel: Document Number / Numéro du document:			
<b>PART B (PERSONNEL SUPPLIER) / PARTIE B (PERSONNEL FOURNISSEUR)</b>			
10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis			
<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITE	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRÉT	<input type="checkbox"/> TOP SECRET TRÈS SECRÉT
<input type="checkbox"/> TOP SECRET - SIGHT TRÈS SECRÉT - SIGHT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRÉT	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRÉT
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS	Special comments: Commentaires spéciaux:		
NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided. REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.			
10. b) May unscreened personnel be used for portions of the work? Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? If Yes, will unscreened personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	<input type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
<b>PART C (SAFEGUARDS (SUPPLIER) / PARTIE C (MESURES DE PROTECTION (FOURNISSEUR))</b>			
<b>INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS</b>			
11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises? Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
11. b) Will the supplier be required to safeguard COMSEC information or assets? Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
<b>PRODUCTION</b>			
11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises? Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
<b>INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)</b>			
11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data? Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	

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du Canada

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**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 RESTRICTED	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COMSEC TOP SECRET / COMSEC TRÈS SECRET	PROTECTED / PROTÉGÉ		
											A	B	C
Information / Accès / renseignements / Sites / Production													
IT Assets / Support IT / LIAISON													
IT Assets / Support IT / LIAISON													

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

La description du travail visé par la présente LVERIS 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 LVERIS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?



No / Non



Yes / Oui

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

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Security Classification / Classification de sécurité  
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Canada

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**ANNEX "E"**

**INSURANCE REQUIREMENTS**

**Commercial General Liability Insurance**

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
  - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - j. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
  - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

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**ANNEX "F"**

**STANDING OFFER USAGE REPORT**

**Return to:**

Public Works and Government Services Canada  
Acquisitions Branch

Facsimile: (780) 497-3510

Email: [TPSGC.ROPAequipedesoutien-WRAPSupportTeam.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.ROPAequipedesoutien-WRAPSupportTeam.PWGSC@tpsgc-pwgsc.gc.ca)

**Quarterly Usage Report Schedule:**

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

SUPPLIER: \_\_\_\_\_

STANDING OFFER NO: \_\_\_\_\_

DEPARTMENT OR AGENCY: \_\_\_\_\_

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

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

PREPARED BY: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

Solicitation No. - N° de l'invitation  
W6897-200010/A  
Client Ref. No. - N° de réf. du client  
W6897-200010

Amd. No. - N° de la modif.  
File No. - N° du dossier  
CAL-9-42127

Buyer ID - Id de l'acheteur  
Cal137  
CCC No./N° CCC - FMS No./N° VME

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**ANNEX “G” to PART 3 OF THE REQUEST FOR STANDING OFFERS**

**ELECTRONIC PAYMENT INSTRUMENTS**

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

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