

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**

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

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

### Regional Individual Standing Offer (RISO)

### Offre à commandes individuelle régionale (OCIR)

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

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

## Comments - Commentaires

THERE IS A SECURITY REQUIREMENT WITH THIS SOLICITATION.

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

**Issuing Office - Bureau de distribution**

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

<b>Title - Sujet</b> RISO Mechanical	
<b>Solicitation No. - N° de l'invitation</b> W6899-200061/A	<b>Date</b> 2020-05-15
<b>Client Reference No. - N° de référence du client</b> W6899-20-0061	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$HAL-501-10990
<b>File No. - N° de dossier</b> HAL-9-83256 (501)	<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 2020-06-25</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Atlantic Daylight Saving Time ADT
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Beck, Sue	<b>Buyer Id - Id de l'acheteur</b> hal501
<b>Telephone No. - N° de téléphone</b> (902)240-5159 ( )	<b>FAX No. - N° de FAX</b> (902)496-5016
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> REAL PROPERTY OPERATIONS DET GREENWOOD 14 WING GREENWOOD PO BO STATION MAIN GREENWOOD Nova Scotia B0P1R0 Canada	
<b>Security - Sécurité</b> This request for a Standing Offer includes provisions for security. Cette Demande d'offre à commandes comprend des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

## **IMPORTANT NOTICE TO BIDDERS**

### **Security**

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

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

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

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W6899-200061  
Client Ref. No. - N° de réf. du client  
W6899-20-0061

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

Buyer ID - Id de l'acheteur  
HAL501  
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, Financial 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 Security Requirements Checklist, the Standing Offer Reporting Form and any other annexes.

### **1.2 Summary**

- 1.2.1** The Request for an Individual Standing Offer is for the supply and coordination of all work, material, equipment, transportation and supervision to perform maintenance, construction work in the mechanical trade in accordance with the specification W6899-20-006, dated 2020-02-24 as and when required.

Categories of services include the following:

1. Plumber
2. Oil Burner Mechanic
3. Refrigeration Mechanic
4. Steamfitter
5. Sheet Worker
6. Millwright
7. Electrician (as it relates to the mechanical requirements)

The period of the standing offer is for a one (1) year period from date of issuance. There will be 2 option periods of one (1) year each.

Delivery points for the required services include the following areas:

- 14 Wing Greenwood, NS;
- Camp Aldershot, Kentville, NS;
- Middleton Armoury, Middleton, NS;
- Yarmouth Armoury, Yarmouth, NS;
- Granville Range, Granville Ferry, NS.

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

### 1.3 Security Requirements

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, offerors should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

### 1.4 Debriefings

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

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

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

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

## PART 2 - OFFEROR INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: 60 days

Insert: 90 days

### 2.1.1 SACC Manual Clauses

SACC Manual Clause [B1000T](#) (2014-06-26), Condition of Material

## 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.

Note: For offerors choosing to submit using epost Connect the email address is:

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

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

## 2.3 Former Public Servant

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

### Definitions

For the purposes of this clause,

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

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

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

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant

to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

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

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

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

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

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

### **Work Force Adjustment Directive**

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

If so, the Offeror must provide the following information:

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

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

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

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

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



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## 2.5 Applicable Laws

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

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

## PART 3 - OFFER PREPARATION INSTRUCTIONS

### 3.1 Offer Preparation Instructions

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

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

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

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

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

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

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

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

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

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

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

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

## **Section I: Technical Offer**

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

## **Section II: Financial Offer**

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

### **3.1.1 Electronic Payment of Invoices - Offer**

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

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

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

### **3.1.2 Exchange Rate Fluctuation**

SACC Manual Clause [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**

All tradesmen must be journeymen or apprentices, and in possession of a valid trade proficiency certificate acceptable to Nova Scotia Department of Labour (see Annex G).

### **CONTRACTOR QUALIFICATIONS**

Work under this Contract covers the services of a mechanical contractor to provide all labour, material, equipment and supervision necessary to perform minor construction and/or maintenance projects at 14 Wing, Greenwood N.S. when required.

- 1 When services are required, the Engineer will issue a DSS 942 (Call-Up Against the Standing Offer), specifying the requirement of each project.
- 2 Work is to be performed in accordance with applicable Federal and Provincial codes and regulations, and 14 Wing, Greenwood's standard operating procedures. Where a conflict exists between codes and/or regulations the most stringent shall apply.
- 3 All tradesmen must be journeymen or apprentices, and in possession of a valid trade proficiency certificate acceptable to the Nova Scotia Department of Labour. Apprentices will work under the direct supervision of an on-site journeymen. **Copies of trade proficiency certificates are to be submitted with the Contractor's tender. Any bid received without at least one certificate per journeymen and apprentice per trade will be considered non-responsive.**
- 4 Trade proficiency certificates to be submitted are:
  1. Plumber
  2. Electrician
  3. General Labour
  4. RM Tech
  5. Oil Burner Tech
  6. Sheet Metal Tech
  7. Millwright
  8. Plumber Apprentice
  9. Millwright Apprentice
  10. RM Tech Apprentice

#### 4.1.2 Financial Evaluation

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

#### 4.2 Basis of Selection

4.2.1 SACC Manual Clause [M0031T](#) (2007-05-25), Basis of Selection - Mandatory Technical Criteria Only

### PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

#### 5.1 Certifications Required with the Offer

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

### 5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

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

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

#### 5.2.1 Integrity Provisions – Required Documentation

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

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

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

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

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

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

##### 5.2.3.1 Status and Availability of Resources

SACC Manual Clause [M3020T](#) (2016-01-28), Status of Availability of Resources Offer

## PART 6 - SECURITY, FINANCIAL 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 **Industrial Security Program (ISP)** of Public Works and Government Services Canada (<http://ssi-iss.tpsgcpwgsc.gc.ca/index-eng.html>) website.

## 6.2 Insurance Requirements –

The Contractor must comply with the insurance requirements specified in Annex F. 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.

## PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 7.1 Offer

- 7.1.1 The Offeror offers to fulfill the requirement in accordance with the Requirement 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 Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
- 2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.

3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISC/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
  - a) Security Requirements Check List and security guide (if applicable), attached at Annex "C";
  - b) *Industrial Security Manual* (Latest Edition).

### 7.3 Standard Clauses and Conditions

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

#### 7.3.1 General Conditions

SACC Manual Clause [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 F, entitled "Usage Reporting". 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 fifteen (15) calendar days after the end of the reporting period.

### 7.4 Term of Standing Offer

#### 7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from date of Issuance of Standing Offer Agreement for a period of one year.

#### 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 two (2) additional one year (1) periods, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

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

#### 7.4.3 Delivery Points

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

### 7.5 Authorities

#### 7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Sue Beck  
Title: Supply Officer, Acquisitions  
Public Works and Government Services Canada  
Address: 1713 Bedford Row, Halifax, NS B3J1T3  
  
Telephone: (902) 240-5159  
Facsimile: (902) 496-5016  
E-mail address: sue.beck@pwgsc-tpsgc.gc.ca

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

#### 7.5.2 Project Authority

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
E-mail address: \_\_\_\_\_

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

### 7.5.3 Offeror's Representative (please complete with your offer)

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 Users authorized to make call-ups against the Standing Offer is: The Department of National Defence, 14 Greenwood, Nova Scotia. Contact person James McMaster Mechanical/Civil Contracts Inspector RPOP's Atlantic14 Wing Greenwood NS.

### 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;



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## 7.9 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed **\$60,000** (Applicable Taxes included).

### 7.10 Financial Limitation

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

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

### 7.11 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2017-06-21), General Conditions - Standing Offers - Goods or Services;
- d) the general conditions 2010C (2018-06-21), General conditions: Services (medium complexity ;
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Security Requirements Check List;
- h) Annex D, Electronic Payment;
- i) Annex E, Insurance Requirements;
- j) Annex F, Quarterly Reports;
- k) Annex G, Integrity Provisions - List of Directors;
- l) Annex H, List of Security Cleared Personnel;
- m) the Offeror's offer dated \_\_\_\_\_ (*insert date of offer*).

### 7.12 Certifications and Additional Information

#### 7.12.1 Compliance

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

#### 7.12.2 SACC Manual Clauses

SACC Manual Clause M3020C (2016-01-28), Status of Availability of Resources – Standing Offer

### 7.13 Applicable Laws

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

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

During the period of the Standing Offer, Canada may transition to an EPS for more efficient processing and management of individual call-ups for any or all of the SO's applicable goods and services. Canada reserves the right, at its sole discretion, to make the use of the new e-procurement solution mandatory. Canada agrees to provide the Offeror with at least a three-month notice to allow for any measures necessary for the integration of the Offer into the EPS. The notice will include a detailed information package indicating the requirements, as well as any applicable guidance and support.

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

## B. RESULTING CONTRACT CLAUSES

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

### 7.1 Statement of Work

The Contractor must provide the items detailed in the call-up against the Standing Offer, Annex A.

### 7.2 Standard Clauses and Conditions

#### 7.2.1 General Conditions

*SACC Manual* Clause [2010C](#) (2018-06-21), General conditions: Services (medium complexity) apply to and form part of the Contract.

### 7.3 Term of Contract

#### 7.3.1 Period of the Contract

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

#### 7.3.2 Routine Requirements

All required goods or services shall be delivered or rendered within **five** working days upon receipt of a request for delivery on form PWGSC 942, Call-up against a Standing Offer. Requests may also be made by other means such as telephone or facsimile transceiver, but must be confirmed in writing on a PWGSC form or applicable call-up document.

### 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 as specified in Annex B, Basis of Payment. Custom duties are included (*if applicable*) and Applicable Taxes are extra.

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

### **7.5.2 Limitation of Price**

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

### **7.5.3 Method of Payment**

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

SACC Manual clause [A9117C](#) (2007-11-30), T1204 - Direct Request by Customer Department

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

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);

## **7.6 Invoicing Instructions**

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

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
- b. a copy of the release document and any other documents as specified in the Contract;
- c. a copy of the invoices, receipts, vouchers for all direct expenses;

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; one (1) copy must be forwarded to the consignee.

## **7.7 Insurance**

The Contractor must comply with the insurance requirements specified in Annex F. 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

SACC Manual clause [B7500C](#) (2006-06-16), Excess Goods  
SACC Manual clause [M3000C](#) (2006-08-15), Price List  
SACC Manual clause [A0285C](#) (2007-05-25), Workers Compensation  
SACC Manual clause [C0711C](#) (2008-05-12), Time Verification  
SACC Manual clause [A9062C](#) (2011-05-16), Canadian Forces Site Regulations  
SACC Manual clause [C0705C](#) (2010-01-11), Discretionary Audit  
SACC Manual clause [D5328C](#) (2014-06-26), Inspection and Acceptance

Solicitation No. - N° de l'invitation  
W6899-200061  
Client Ref. No. - N° de réf. du client  
W6899-20-0061

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

Buyer ID - Id de l'acheteur  
HAL501  
CCC No./N° CCC - FMS No./N° VME

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## **ANNEX A**

### **STATEMENT OF WORK**

See attached **JOB NO. L-G111-9900/1112 W6899-200061**

**Copies of trade proficiency certificates are to be submitted with the Contractor's tender. Any bid received without at least one certificate per journeymen and apprentice per trade will be considered non-responsive.**

DEPARTMENT OF NATIONAL DEFENCE



SPECIFICATION

MECHANICAL STANDING OFFER

14 WING GREENWOOD, N.S.

Contract Manager:  
Mr J McMaster 902-765-1494 Ext 1531

JOB NO. L-G111-9900/1112  
W6899-200061

2020-02-24

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- |          |                            |    |  |
|----------|----------------------------|----|--|
| <u>1</u> | <u>References</u>          | .1 | National Building Code of Canada (NBC) 1985 including all amendments up to tender closing date.  |
| <u>2</u> | <u>Description of Work</u> | .1 | Work under this Contract covers the services of a mechanical contractor to provide all labour, material, equipment and supervision necessary to perform minor construction and/or maintenance projects at 14 Wing, Greenwood N.S. when required.<br>.1 When services are required, the Engineer will issue a DSS 942 (Call-Up Against the Standing Offer), specifying the requirement of each project.<br>.2 Work is to be performed in accordance with applicable Federal and Provincial codes and regulations, and 14 Wing, Greenwood's standard operating procedures. Where a conflict exists between codes and/or regulations the most stringent shall apply.<br>.3 All tradesmen must be journeymen or apprentices, and in possession of a valid trade proficiency certificates acceptable to the Nova Scotia Department of Labour. Apprentices will work under the direct supervision of an on-site journeymen. Copies of trade proficiency certificates are to be submitted with the Contractor's tender. Any bid received without at least one certificate per journeymen and apprentice per trade will be considered non-responsive.<br>.4 Trade proficiency certificates to be submitted are:<br>.1 Plumber<br>.2 Oil Burner Mechanic<br>.3 Refrigeration Mechanic<br>.4 Steamfitter<br>.5 Sheet Worker<br>.6 Millwright |
| <u>3</u> | <u>Codes</u>               | .1 | Perform work in accordance with National Building Code of Canada (NBC) and any other code of provincial or local application provided that in any case of conflict or discrepancy, the more stringent requirements shall apply.  |



- .2 Meet or exceed requirements of:
  - .1 contract documents,
  - .2 specified standards, codes and referenced documents.

4 Documents  
Required

- .1 Maintain at job site, one copy each of following:
  - .1 Contract drawings.
  - .2 Specifications.
  - .3 Addenda.
  - .4 Reviewed shop drawings.
  - .5 Change orders.
  - .6 Other modifications to Contract.
  - .7 Field test reports.
  - .8 Copy of approved work schedule.
  - .9 Manufacturers' installation and application instructions.

5 Products Supplied  
by Engineer

- .1 Products supplied by Engineer:
  - .1 Engineer will provide manufacturers' installation drawings and instructions.
- .2 Contractor's duties:
  - .1 Unless otherwise directed by Engineer, order products supplied by Engineer from designated suppliers. Order in quantities and at times compatible with construction schedule and site storage capacity.
  - .2 Unload and handle at site.
  - .3 Promptly inspect delivered products, and give written report to Engineer on condition of all items received.
  - .4 Pay demurrage charges.
  - .5 Install, connect and finish products as specified.

6 Work Schedule

- .1 Engineer will provide schedule through to Contract completion date.
  - .1 Commencement and completion of work of each Section of Specification.
  - .2 Final completion date within time period required by Contract documents.
- .2 Interim reviews of work progress based on work schedule will be conducted as decided by Engineer and schedule updated by

Contractor in conjunction with and to approval of Engineer.

- .3 Paint occupied areas and carry out noise generating work at times schedule by Engineer.
- .4 Schedule early completion of areas designated by Engineer for use before substantial completion of entire project.

#### 7 Cost Breakdown

- .1 The Contractor will provide a cost breakdown for each DSS 942 (call-up against the Standing offer). The breakdown of each call-up will provided the following in detail; material, labour, equipment rental cost, temporary facilities, mark-ups and all other associated costs for approval by Engineer. The cost breakdown will be used as a basis for payment.

#### 8 Contractor's Use of Site

- .1 Use of site: exclusive and complete for execution of work except as indicated Engineer.
- .2 Obtain and pay for use of additional storage or work areas when required by Engineer.

#### 9 Project Meetings

- .1 Hold project meetings at times and locations approved by Engineer.
- .2 Notify participants of meetings.
- .3 Engineer will arrange project meetings and assume responsibility for setting times and recording and distributing minutes.

#### 10 Briefing

- .1 The contractor and his employees will attend fire/safety briefings, airfield/security briefings and environmental briefings as directed by the Engineer.

#### 11 Setting Out of Work

- .1 Engineer will provide only those survey control points and set such stakes as

necessary to define general location, alignment and elevations of work. Give Engineer reasonable notice of requirements for such control points and stakes.

- .2 Set grades and lay out work in detail from control points and grades established by Engineer.
- .3 Assume full responsibility for and execute complete layout of work to locations, lines and elevations indicated.
- .4 Provide devices needed to lay out and construct work.
- .5 Supply such devices as straight edges and templates required to facilitate Engineer's inspection of work.
- .6 Supply stakes and other survey markers required for laying out work.

#### 12 Location of Equipment and Fixtures

- .1 Location of equipment, fixtures and outlets indicated or specified are to be considered as approximate.
- .2 Locate equipment, fixtures and distribution systems to provide minimum interference and maximum usable space and in accordance with manufacturer's recommendations for safety, access and maintenance.
- .3 Inform Engineer of impending installation and obtain his approval for actual location.
- .4 Submit field drawings to indicate relative position of various services and equipment when required by Engineer.

#### 13 Concealment

- .1 Conceal pipes, ducts and wiring in floor, wall and ceiling construction of finished areas except where indicated otherwise.

#### 14 Cutting, and Patching

- 1 Obtain Engineer's approval before cutting, boring or sleeving load-bearing members.

- .2 Cut and patch as required to make work fit.
- .3 Make cuts with clean, true, smooth edges.
- .4 Where new work connects with existing and where existing work is altered, cut, patch and make good to match existing work.

#### 15 Existing Services

- .1 Where Work involves breaking into or connecting to existing services, carry out work at times directed by authorities having jurisdiction, with minimum of disturbance to pedestrian and vehicular traffic.
- .2 Before commencing work, establish location and extent of service lines in area of Work and notify Engineer of findings.
- .3 Submit schedule to and obtain approval from Engineer for any shut-down or closure of active service or facility. Adhere to approved schedule and provide notice to affected parties.
- .4 Where unknown services are encountered, immediately advise Engineer and confirm findings in writing.
- .5 Remove abandoned service lines within 2 m of structures. Cap or otherwise seal lines at cut-off points as directed by Engineer.
- .6 Record locations of maintained, re-routed and abandoned service lines.

#### 16 Alterations, Additions or Repairs to Existing Building

- .1 Execute work with least possible interference or disturbance to occupants, public and normal use of premises. Arrange with Engineer to facilitate execution of work.
- .2 Where security has been reduced by work of Contract, provide temporary means to maintain security.

- .3 Where elevators, dumbwaiters, conveyors or escalators exist in building, only those assigned for Contractor's use may be used for moving personnel and material within building. Protect walls of passenger elevators, to approval of Engineer before use. Accept liability for damage, safety of equipment and overloading of existing equipment.
- .4 Provide temporary dust screens, barriers, warning signs in locations where renovation and alteration work is adjacent to areas used by public or government staff.

#### 17 Additional Drawings

- .1 Engineer may furnish additional drawings for clarification. These additional drawings have same meaning and intent as if they were included with plans referred to in Contract documents.

#### 18 Relics and Antiquities

- .1 Protect relics, antiquities, items of historical or scientific interest such as cornerstones and contents, commemorative plaques, inscribed tablets, and similar objects found during course of work.
- .2 Give immediate notice to Engineer and await Engineer's written instructions before proceeding with work in this area.
- .3 Relics, antiquities and items of historical or scientific interest remain her Majesty's property.

#### 19 National Parks Act

- .1 For projects located within boundaries of National Park, perform work in accordance with National Parks Act.

#### 20 Building Smoking Environment

- .1 Comply with smoking restrictions.

#### 21 Asbestos Discovery

- .1 Demolition of spray or trowel-applied asbestos can be hazardous to health. Should

material resembling spray or trowel-applied asbestos be encountered in course of demolition work stop work and notify Engineer immediately. Do not proceed until written instructions have been received from Engineer.



1 General

- .1 This section specifies general requirements and procedures for contractors submissions of shop drawings, product data, samples and mock-ups to Engineer for review. Additional specific requirements for submissions are specified in individual sections of Divisions 2 to 16.
- .2 Do not proceed with work until relevant submissions are reviewed by Engineer.
- .3 Present shop drawings, product data, samples and mock-ups in SI Metric units.
- .4 Where items or information is not produced in SI Metric units converted values are acceptable.
- .5 Contractor's responsibility for errors and omissions in submission is not relieved by Engineer's review of submissions.
- .6 Notify Engineer, in writing at time of submission, identifying deviations from requirements of Contract Documents stating reasons for deviations.
- .7 Contractor's responsibility for deviations in submission from requirements of Contract Documents is not relieved by Engineer's review of submission, unless Engineer gives written acceptance of specific deviations.
- .8 Make any changes in submissions which Engineer may require consistent with Contract Documents and resubmit as directed by Engineer.
- .9 Notify Engineer, in writing, when resubmitting, of any revisions other than those requested by Engineer.

2 Submission  
Requirements

- .1 Coordinate each submission with requirements of work and Contract Documents. Individual submissions will not be reviewed until all related information is available.



- .2 Allow 4 days for Engineers review of each submission.
- .3 Accompany submissions with transmittal letter, in duplicate, containing:
  - .1 Date.
  - .2 Project title and number.
  - .3 Contractor's name and address.
  - .4 Identification and quantity of each shop drawing, product data and sample.
  - .5 Other pertinent data.
- .4 Submissions shall include:
  - .1 Date and revision dates.
  - .2 Project title and number.
  - .3 Name and address of:
    - .1 Subcontractor.
    - .2 Supplier.
    - .3 Manufacturer.
  - .4 Contractor's stamp, signed by Contractors authorized representative certifying approval of submissions, verification of field measurements and compliance with Contract Documents.
  - .5 Details of appropriate portions of Work as applicable:
    - .1 Fabrication
    - .2 Layout, showing dimensions, including identified field dimensions, and clearances.
    - .3 Setting or erection details.
    - .4 Capacities.
    - .5 Performance characteristics.
    - .6 Standards.
    - .7 Operating weight.
    - .8 Wiring diagrams.
    - .9 Single line and schematic diagrams.
    - .10 Relationship to adjacent work.
- .5 After Engineer's review, distribute copies.

3 Shop drawings

- .1 Shop drawings: original drawings, or modified standard drawings provided by Contractor, to illustrate details of portions of Work, which are specific to project requirements.

- .2 Maximum sheet size: 850 x 1050 mm.
- .3 Submit shop drawings as follows:
  - .1 opaque diazo prints 4 copies
- .4 Cross-reference shop drawing information to applicable portions of Contract Documents.

#### 4 Product Data

- .1 Product data: manufacturers catalogue sheets, brochures, literature, performance charts and diagrams, used to illustrate standard manufactured products.
- .2 Submit 4 copies of product data.
- .3 Sheet size: 215 x 280 mm, maximum of 3 modules.
- .4 Delete information not applicable to project.
- .5 Supplement standard information to provide details applicable to project.
- .6 Cross-reference product data information to applicable portions of Contract Documents.

#### 5 Samples

- .1 Samples: examples of materials, equipment, quality, finishes, workmanship.
- .2 Where colour, pattern or texture is criterion, submit full range of samples.
- .3 Reviewed and accepted samples will become standard of workmanship and material against which installed work will be verified.

#### 6 Mock-ups

- .1 Mock-ups: field-erected example of work complete with specified materials and workmanship.
- .2 Erect mock-ups at locations acceptable to Engineer.
- .3 Reviewed and accepted mock-ups will become standards of workmanship and material against which installed work will be verified.

7 Shop Drawings  
Review

- .1 The review of shop drawings by the Department of National Defence is for the sole purpose of ascertaining conformance with the general concept. This review shall not mean that the Department of National Defence approves the detail design inherent in the shop drawings, responsibility for which shall remain with the Contractor submitting same, and such review shall not relieve the Contractor of responsibility for errors or omissions in the shop drawings or of responsibility for meeting all requirements of the construction and contract documents. Without restricting the generality of the foregoing, the Contractor is responsible for dimensions to be confirmed and correlated at the job site, for information that pertains solely to fabrication processes or to techniques of construction and installation and for co-ordination of the work of all sub-trades.

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| <u>1     References</u>   | .1 | CSA S269.1-1975 Falsework for Construction Purposes.   |
|   | .2 | CAN/CSA-S269.2-M87 Access Scaffolding for Construction Purposes.   |
|   | .3 | FCC No. 301-1982 Standard for Construction Operations.   |
| <u>2     Construction<br/>Safety Measures</u>                         | .1 | Observe construction safety measures of National Building Code 1990 Part 8, Provincial Government, Workers'/Workmen's Compensation Board and municipal authority provided that in any case of conflict or discrepancy more stringent requirements shall apply.                                     |
|   | .2 | Comply with requirements of FCC No. 301.   |
| <u>3     Overloading</u>  | .1 | Ensure no part of Work is subjected to loading that will endanger its safety or will cause permanent deformation.  |
| <u>4 Falsework</u>  | .1 | Design and construct falsework in accordance with CSA S269.1.  |
| <u>5 Scaffolding</u>  | .1 | Design and construct scaffolding in accordance with CSA S269.2   |
| <u>6 Minimum Work<br/>Practice: Asbestos-<br/>Containing Products</u> | 1  | In view of fact that inhalation of asbestos fibres may be hazardous to health, but without in any way guaranteeing their effectiveness as protection against health hazards, the following practices shall apply.  |
|   | .2 | When working with asbestos-containing materials workers shall wear respirators acceptable to Labour Canada or Provincial Labour Department as suitable for asbestos exposure in work area. Workers shall also be educated as to risks, and be trained in safe work practices. Power tools shall be |

equipped with high efficiency particulate air-filtered vacuum equipment.

- .3 When working in an enclosed area separate work area from rest of project by barrier capable of preventing spread of asbestos fibres outside of work area.
- .4 When working with asbestos-cement pipe comply with recommendations of Asbestos-Cement Pipe Producers Association "Recommended Work Practices for A/C Pipe" subject to more stringent requirements of 6.2 above.
- .5 Upon completion of work, clean work areas using wet methods or high efficiency particulate air-filtered vacuum equipment. Remove waste asbestos-containing material in sealed containers labelled as to contents to disposal area acceptable to authorities having jurisdiction.
- .6 In event of conflict between these requirements and those of Provincial Governments, Labour Canada, or Health and Welfare Canada, more stringent requirements shall apply.

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7 WHMIS

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- .1 Comply with requirements of Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage, and disposal of hazardous materials; and regarding labelling and provision of material safety data sheets acceptable to Labour Canada and Health and Welfare Canada.
- .2 Deliver copies of WHMIS data sheets to Engineer on delivery of materials.

PART 1 - GENERAL

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| <u>1.1 Fire Department Briefing</u>                                | .1 | Engineer will coordinate arrangements for the contractor to be briefed on Fire Safety at their pre-work conference by Fire Chief before any work is commenced.                      |
| <u>1.2 Reporting Fires</u>   | .1 | Know the location of nearest fire alarm box and telephone, including the emergency phone number.  |
|  | .2 | Report immediately all fire incidents to the Fire Department as follows:<br>.1 activate nearest fire alarm box and telephone 911.   |
|  | .3 | Person activating fire alarm box will remain at the box to direct Fire Department to scene of fire.   |
|  | .4 | When reporting a fire, give location of fire, name or number of building and be prepared to verify the location.  |
| <u>1.3 Interior and Exterior Fire Protection and Alarm Systems</u> | .1 | Fire protection and alarm system will not be:<br>.1 obstructed;<br>.2 shut-off; and<br>.3 left inactive at the end of a working day or shift without authorization from Fire Chief. |
|  | .2 | Fire hydrants, standpipes and hose systems will not be used for other than fire-fighting purposes unless authorized by Fire Chief.  |
| <u>1.4 Fire Extinguishers</u>                                      | .1 | Supply fire extinguishers, as scaled by fire Chief, necessary to protect, the work in progress and the contractors physical plant on site.  |
| <u>1.5 Blockage of Roadways</u>                                    | .1 | Advise Fire Chief of any work that would impede fire apparatus response. This   |

includes violation of minimum overhead clearance, as prescribed by fire chief, erecting of barricades and the digging of trenches.

#### 1.6 Smoking Precautions

- .1 Observe at all times smoking regulations.

#### 1.7 Rubbish and Waste Materials

- .1 Rubbish and waste materials are to be kept to a minimum.
- .2 The burning of rubbish is prohibited.
- .3 Removal:
  - .1 Remove all rubbish from the work site at the end of the work day or shift or as directed.
- .4 Storage:
  - .1 Store oily waste in approved receptacles to ensure maximum cleanliness and safety.
  - .2 Deposit greasy or oily rags and materials subject to spontaneous combustion in an approved receptacles and remove as required in 1.8.3.1.

#### 1.8 Flammable and Combustible Liquids

- .1 The handling, storage and use of flammable and combustible liquids are to be governed by the current National Fire Code of Canada.
- .2 Flammable and combustible liquids such as gasoline, kerosene and naphtha will be kept for ready use in quantities not exceeding 45 litres provided they are stored in approved safety cans bearing the Underwriter's Laboratory of Canada or Factory Mutual seal of approval. Storage of quantities of flammable and combustible liquids exceeding 45 litres for work purposes, requires the permission of the 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 the



vicinity of open flames or any type of heat-producing devices.

- .5 Flammable liquids having a flash point below 38°C such as naphtha or gasoline will not be used as solvents or cleaning agents.
- .6 Flammable and combustible waste liquids, for disposal, will be stored in approved containers located in a safe ventilated area. Quantities are to be kept to a minimum and the Fire Department is to be notified when disposal is required.

#### 1.9 Hazardous Substances

- .1 Work entailing the use of toxic or hazardous materials, chemicals and/or explosives, otherwise creates a hazard to life, safety or health, will be in accordance with the National Fire Code of Canada.
- .2 Obtain from Fire Chief a "Hot Work" permit for work involving welding, burning or the use of blow torches and salamanders, in buildings or facilities.
- .3 When work is carried out in dangerous or hazardous areas involving use of heat, provide fire watchers, equipped with sufficient fire extinguishers. Determination of dangerous or hazardous areas along with the level of protection necessary for Fire Watch is at the discretion of the Fire Chief. Contractors are responsible for providing fire watch service for work on a scale established and in conjunction with the Fire Chief at the pre-work conference.
- .4 Where flammable liquids, such as lacquers or urethanes are to be used, proper ventilation will be assured and all sources of ignition are to be eliminated. The Fire Chief is to be informed prior to and at the cessation of such work.

#### 1.10 Questions and/or Clarification

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

- 1.11 Fire Inspection
- .1 Site inspections by Fire Chief will be coordinated through Engineer.
  - .2 Allow Fire Chief unrestricted access to the work site.
  - .3 Co-operate with the Fire Chief during routine fire safety inspection of the work site.
  - .4 Immediately remedy all unsafe fire situations observed by the Fire Chief.

PART 2 - PRODUCTS Not Used.

PART 3 - EXECUTION Not Used.

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|---|---|
| <u>1 Fires</u>                              | .1 Fires and burning of rubbish on site not permitted.  |
| <u>2 Disposal of Wastes</u>                 | .1 Do not bury rubbish and waste materials on site unless approved by Engineer.<br><br>.2 Do not dispose of waste or volatile materials, such as mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers.  |
| <u>3 Drainage</u>                           | .1 Provide temporary drainage and pumping as necessary to keep excavations and site free from water.<br><br>.2 Do not pump water containing suspended materials into waterways, sewer or drainage systems.<br><br>.3 Control disposal or runoff of water containing suspended materials or other harmful substances in accordance with local authority requirements.  |
| <u>4 Site Clearing and Plant Protection</u> | .1 Protect trees and plants on site and adjacent properties where indicated.<br><br>.2 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.<br><br>.3 Protect roots of designated trees to dripline during excavation and site grading to prevent disturbance or damage. Avoid unnecessary traffic, dumping and storage of materials over root zones.<br><br>.4 Minimize stripping of topsoil and vegetation.<br><br>.5 Restrict tree removal to areas indicated or designated by Engineer. |

5 Work Adjacent to  
Waterways

- .1 Do not operate construction equipment in waterways.
- .2 Do not use waterway beds for borrow material without Engineer's approval.
- .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.

6 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.

1 General

- .1 Use new material and equipment unless otherwise specified.
- .2 Within four (4) days of written request by Engineer, submit following information for materials and equipment proposed for supply:
  - .1 name and address of manufacturer,
  - .2 trade name, model and catalogue number,
  - .3 performance, descriptive and test data,
  - .4 manufacturer's installation or application instructions,
  - .5 evidence of arrangements to procure.
- .3 Use products of one manufacturer for material and equipment of same type or classification unless otherwise specified.

2 Manufacturers Instructions

- .1 Unless otherwise specified, comply with manufacturer's latest printed instructions for materials and installation methods.
- .2 Notify Engineer in writing of any conflict between these specifications and manufacturers instructions. Engineer will designate which document is to be followed.

General

- .3 Provide metal fastenings and accessories in same texture, colour and finish as base metal in which they occur. Prevent electrolytic action between dissimilar metals. Use non-corrosive fasteners, anchors and spacers for securing exterior work.
- .4 Space anchors within limits of load bearing or shear capacity and ensure that they provide positive permanent anchorage. Wood plugs not acceptable.

SPEC NOTE: Re 3.3. Specifier to ensure concealed fasteners are shown on drawings.

- .5 Fastenings which cause spalling or cracking are not acceptable.
- .6 Obtain Engineer's approval before using explosive actuated fastening devices. If

approval is obtained comply with CSA Z166-1975.

3 Fastenings  
Equipment

SPEC NOTE: Omit 4 for heavy civil work or if not applicable.

- .1 Use fastenings of standard commercial sizes and patterns with material and finish suitable for service.
- .2 Use heavy hexagon heads, semi-finished unless otherwise specified. Use No. 304 stainless steel for exterior areas.
- .3 Bolts may not project more than one diameter beyond nuts.
- .4 Use plain type washers on equipment, sheet metal and soft gasket lock type washers where vibrations occur. Use resilient washers with stainless steel.

4 Delivery and  
Storage

- .1 Deliver, store and maintain packaged material and equipment with manufacturer's seals and labels intact.
- .2 Prevent damage, adulteration and soiling of material and equipment during delivery, handling and storage. Immediately remove rejected material and equipment from site.
- .3 Store material and equipment in accordance with suppliers instructions.
- .4 Touch-up damaged factory finished surfaces to Engineer's satisfaction. Use primer or enamel to match original. Do not paint over name plates.

5 Contractor's  
Options for Selection  
of Materials for  
Tendering

SPEC NOTE: Use 6 for projects administered by DOT.

- .1 Materials specified by referenced standard, select any material that meets or exceeds the specified standard.

- .2 Where materials are required to be listed on the "Canadian General Standards Board, Qualified Products List" select any manufacturer so listed.
- .3 Materials specified by "Prescriptive" or "Performance" specification, select any material meeting or exceeding specification.
- .4 Materials specified by naming one or more materials, select any material named. For the purpose of these specifications, the term "Acceptable Material" is deemed to be a complete and working commodity as described by a manufacturer's name, catalogue number, trade name or any combination thereof.
- .5 When materials are specified by a Standard, Prescriptive or Performance specifications, upon request of the Engineer, obtain from manufacturer an independent testing laboratory reporting, showing that the material or equipment meets or exceeds the specified requirements.

## 6 Substitution

SPEC NOTE: Use 7 for projects administered by DOT.

- .1 No substitutions will be permitted without prior written approval of Engineer.
- .2 Proposals for substitution may only be submitted after award of contract. Such request must include statements of respective costs of items originally specified and the proposed substitution.
- .3 Proposals will be considered by Engineer if:
  - .1 materials selected by tenderer from those specified, are not available;
  - .2 delivery date of materials selected from those materials specified would unduly delay completion of contract, or
  - .3 alternative material to those specified, which are brought to the attention of and considered by Engineer as equivalent to the material specified and will result in a credit to the Contract amount.

- .4 Should proposed substitution be accepted either in part or in whole, assume full responsibility and costs when substitution affects other work on project. Pay for design or drawing changes required as result of substitution.
- .5 Amounts of all credits arising from approval of substitutions will be determined by Engineer and Contract Price will be reduced accordingly.

7      Construction  
Equipment and Plant

- .1 On request, prove to the satisfaction of Engineer that the construction equipment and plant are adequate to manufacture, transport, place and finish work to quality and production rates specified. If inadequate, replace or provide additional equipment or plant as directed.
- .2 Maintain construction equipment and plant in good operating order.



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|----------|-------------------------------------|--|
| <u>1</u> | <u>General</u>                      | <ul style="list-style-type: none"><li>.1 Conduct cleaning and disposal operations to comply with local ordinances and anti-pollution laws.</li><li>.2 Store volatile waste in covered metal containers, and remove from premises at end of each working day.</li><li>.3 Provide adequate ventilation during use of volatile or noxious substances. Use of building ventilation systems is not permitted for this purpose.</li></ul>  |
| <u>2</u> | <u>Materials</u>                    | <ul style="list-style-type: none"><li>.1 Use only cleaning materials recommended by manufacturer of surface to be cleaned, and as recommended by cleaning material manufacturer.</li></ul>   |
| <u>3</u> | <u>Cleaning During Construction</u> | <ul style="list-style-type: none"><li>.1 Provide on-site containers for collection of waste materials, and debris.</li><li>.2 Dispose of waste materials, and debris off site.</li><li>.3 Schedule cleaning operations so that resulting dust, debris and other contaminants will not fall on wet, newly painted surfaces nor contaminate building systems.</li></ul>  |
| <u>4</u> | <u>Final Cleaning</u>               | <ul style="list-style-type: none"><li>.1 Remove grease, dust dirt, stains, labels, fingerprints, and other foreign materials, from interior and exterior finished surfaces including glass and other polished surfaces.</li><li>.2 Clean lighting reflectors, lenses, and other lighting surfaces.</li><li>.3 Broom clean paved surfaces; rake clean other surfaces of grounds.</li><li>.4 Remove debris and surplus materials from crawl areas and other accessible concealed spaces.</li><li>.5 Remove snow and ice from access to building.</li></ul> |

1      Record Drawings

- .1   Engineer will provide two sets of white prints for record drawing purposes.
- .2   Maintain project record drawings and record accurately deviations from Contract documents.
- .3   Record changes in red. Mark on one set of prints and at completion of project and prior to final inspection, neatly transfer notations to second set and submit both sets to Engineer.
- .4   Record following information:
  - .1   Depths of various elements of foundation in relation to first floor level.
  - .2   Horizontal and vertical location of underground utilities and appurtenances referenced to permanent surface improvement.
  - .3   Location of internal utilities and appurtenances concealed in construction, referenced to visible and accessible features of structure.
  - .4   Field changes of dimension and detail.
  - .5   Changes made by Change Order or Field Order.

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|----------|-----------------|----|---|
| <u>1</u> | <u>Manual</u>   | .1 | An organized compilation of operating and maintenance data including detailed technical information, documents and records describing operation and maintenance of individual products or systems as specified in individual sections of Divisions 02 - 16. |
| <u>2</u> | <u>General</u>  | .1 | Assemble, coordinate, bind and index required data into Operation and Maintenance Manual.   |
|          |                 | .2 | Submit complete operation and maintenance manual to Engineer two (2) weeks prior to application for payment.  |
|          |                 | .3 | Submit four (4) copies in English.  |
|          |                 | .4 | Organize data into same numerical order as contract specifications.   |
|          |                 | .5 | Material: label each section with tabs protected with celluloid covers fastened to hard paper dividing sheets.  |
|          |                 | .6 | Type lists and notes.   |
|          |                 | .7 | Drawings, diagrams and manufacturers literature must be legible.  |
| <u>3</u> | <u>Binders</u>  | .1 | Binders: vinyl, hard covered, 3 "D" ring, loose leaf, sized for 215 x 280 mm paper, with spine pocket.  |
|          |                 | .2 | Identify contents of each binder on spline.   |
| <u>4</u> | <u>Contents</u> | .1 | Binder 1:   |
|          |                 | .1 | Cover sheet containing:   |
|          |                 | .1 | Date submitted.   |
|          |                 | .2 | Project title, location and project number.   |
|          |                 | .3 | Names and addresses of Contractor, and all Sub-contractors.   |
|          |                 | .2 | Table of Contents of all binders.   |
|          |                 | .3 | List of maintenance materials as specified in Section 01731 - Maintenance Materials, Special Tools and Spare Parts.   |

- .4 List of special tools as specified in Section 01731 - Maintenance Materials, Special Tools and Spare Parts.
- .5 List of spare parts as specified in Section 01731 - Maintenance Materials, Special Tools and Spare Parts.
- .6 Warranties, guarantees.
- .7 Copies of approvals, and certificates.
- .2 Shop drawings:
  - .1 Bind separately one complete set of reviewed final shop drawings and product data.

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|----------|------------------------------|--|
| <u>1</u> | <u>General</u>               | <ul style="list-style-type: none"><li>.1 Specific requirements for maintenance materials, tools and spare parts are specified in individual sections of Divisions 02 to 16.</li><li>.2 Deliver maintenance materials, special tools and spare parts to Engineer.</li><li>.3 Prepare lists of maintenance materials special tools and spare parts for inclusion in Manual specified Section 01731.</li></ul>  |
| <u>2</u> | <u>Maintenance Materials</u> | <ul style="list-style-type: none"><li>.1 Deliver specified items packaged to prevent damage.</li><li>.2 Identify, on carton or package, colour, room No., system or area as applicable where item is used.</li></ul>   |
| <u>3</u> | <u>Special Tools</u>         | <ul style="list-style-type: none"><li>.1 Assemble special tools as specified.</li><li>.2 Include following:<ul style="list-style-type: none"><li>.1 Identification tag reference.</li><li>.2 Identification of equipment or system for which tools are applicable.</li><li>.3 Instruction on intended use of tool.</li></ul></li><li>.3 Identify special tools to indicate equipment or system for which tools are intended.</li></ul>                                       |
| <u>4</u> | <u>Spare Parts</u>           | <ul style="list-style-type: none"><li>.1 Assemble spare parts as specified.</li><li>.2 Include the following:<ul style="list-style-type: none"><li>.1 Part number.</li><li>.2 Identification of equipment or system for which parts are applicable.</li><li>.3 Installation instructions as applicable.</li><li>.4 Name and address of nearest supplier.</li></ul></li><li>.3 Identify spare parts to indicate equipment or system for which parts are applicable.</li></ul> |

1      General  
Protection

- .1 Do not disrupt airport business except as permitted by Engineer.
- .2 Provide temporary protection for safe handling of personnel, pedestrians and vehicular traffic.
- .3 Provide barricades and lights where directed.

2      Movement of  
Equipment and  
Personnel

- .1 In areas of airport not closed to aircraft traffic:
  - .1 Obtain Engineer's approval on scheduling of work.
  - .2 Control movements of equipment and personnel as directed by Engineer.
  - .3 Provide competent flagmen at locations designated by Engineer to relay signals from airport traffic control tower to equipment and personnel wishing to cross live traffic areas.
  - .4 Signals from airport traffic control tower to be obeyed instantly.

3      Unserviceable  
Areas

- .1 Mark off areas made unserviceable for aircraft by work of this Contract by providing plainly visible danger markings by day and red lights by night. Open flames and inflammable fuels not permitted.
- .2 Park equipment not in use and stockpile materials so that their tops are below a 50 to 1 ratio from ends of useable landing strip and below 20 to 1 ratio from sides of aircraft traffic areas. Where directed, mark tops with red lights.

4      Trenching

- .1 On pavements open to aircraft traffic, obtain Engineer's written permission to undertake trenching which cannot be completed, backfilled and sealed within one working day.

5      Airport  
Facilities

- .1 Engineer will stake or inform as to the location of underground facilities such as



cables, pipes and ducts. Notify Engineer of work areas sufficiently in advance of operations so that underground facilities can be located.

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|----------|-------------------------------------|----|---|
| <u>1</u> | <u>General</u>                      | .1 | This section covers items common to all sections of Division 15.  |
| <u>2</u> | <u>Equipment List</u>               | .1 | Complete list of equipment and materials to be used on this project and forming part of tender documents by adding manufacturer's name, model number and details of materials, and submit for approval. |
|          |                                     | .2 | Submit for approval within 3 days after award of contract.  |
| <u>3</u> | <u>Permits, Fees and Inspection</u> | .1 | Submit to authority having jurisdiction necessary number of drawings and specifications for examination and approval prior to commencement of work.   |
|          |                                     | .2 | Pay associated fees.  |
|          |                                     | .3 | Engineer will provide drawings and specifications required by authority having jurisdiction at no cost.   |
|          |                                     | .4 | Notify Engineer of changes required by Authority having jurisdiction prior to making changes.   |
|          |                                     | .5 | Furnish Certificates of Acceptance from authorities having jurisdiction on completion of work to Engineer.  |
| <u>4</u> | <u>Equipment Installation</u>       | .1 | Unions or flanges: provide for ease of maintenance and disassembly.   |
|          |                                     | .2 | Space for servicing, disassembly and removal of equipment and components: provide as recommended by manufacturer or as indicated.   |
|          |                                     | .3 | Equipment drains: pipe to floor drains.   |
|          |                                     | .4 | Install equipment, rectangular cleanouts and similar items parallel to or perpendicular to building lines.  |

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|-----------|---|----|--|
| <u>5</u>  | <u>Anchor Bolts and<br/>Templates</u>   | .1 | Supply anchor bolts and templates for<br>installation by other divisions.  |
| <u>6</u>  | <u>Trial Usage</u>                      | .1 | Engineer may use equipment and systems for<br>test purposes prior to acceptance. Supply<br>labour, material, and instruments required<br>for testing.  |
|           |   | .2 | Trial usage to apply to equipment and<br>systems as indicated.   |
| <u>7</u>  | <u>Protection of<br/>Openings</u>       | .1 | Protect equipment and systems openings from<br>dirt, dust, and other foreign materials with<br>materials appropriate to system.  |
| <u>8</u>  | <u>Care, Operation<br/>and Start-up</u> | .1 | Instruct Engineer and operating personnel in<br>the operation, care and maintenance of<br>equipment.   |
|           |   | .2 | Arrange and pay for services of<br>manufacturer's factory service engineer to<br>supervise start-up of installation, check,<br>adjust, balance and calibrate components as<br>required by Engineer.  |
|           |   | .3 | Provide these services for such period, and<br>for as many visits as necessary to put<br>equipment in operation, and ensure that<br>operating personnel are conversant with all<br>aspects of its care and operation.                      |
| <u>9</u>  | <u>Electrical</u>                       | .1 | Electrical work to conform to C.S.A.<br>C22 .1-98.   |
| <u>10</u> | <u>Motors</u>                           | .1 | Provide motors for mechanical equipment as<br>specified.   |
|           |   | .2 | If delivery of specified motor will delay<br>delivery or installation of any equipment,<br>install motor approved by Engineer for<br>temporary use. Final acceptance of equipment<br>will not occur until specified motor is<br>installed. |

- .3 Motors under 373 W 1/2 HP: speed as indicated, continuous duty, built-in overload protection, resilient mount, single phase, 120 V, unless otherwise specified or indicated.
- .4 Motors 373 W 1/2 HP and larger: EEMAC Class B, squirrel cage induction, speed, voltage and single phase or 3 phase as indicated, continuous duty, drip proof, ball bearing, maximum temperature rise 40°C, unless otherwise specified or indicated.

#### 11 Belt Drives

- .1 Fit reinforced belts in sheave matched to drive. Multiple belts to be matched sets.
- .2 Use cast iron or steel sheaves secured to shafts with removable keys unless otherwise specified.
- .3 For motors under 7.5 kW: standard adjustable pitch drive sheaves, having plus or minus 10% range. Use mid-position of range for specified r/min.
- .4 For motors 7.5 kW and over: sheave with split tapered bushing and keyway having fixed pitch unless specifically required for item concerned. Provide sheave of correct size to suit balancing.
- .5 Minimum drive rating: 1.5 times nameplate rating on motor. Keep overhung loads within manufacturer's design requirements on prime mover shafts.
- .6 Motor slide rail adjustment plates to allow for centre line adjustment.

#### 12 Guards

- .1 Provide guards for unprotected drives.
- .2 Guards for belt drives:
  - .1 Expanded metal screen welded to steel frame.
  - .2 Minimum 1.2 mm thick sheet metal tops and bottoms.
  - .3 38 mm dia holes on both shaft centres for insertion of tachometer.

- .4 Removable for servicing.
- .3 Provide means to permit lubrication and use of test instruments with guards in place.
- .4 Install belt guards to allow movement of motors for adjusting belt tension.
- .5 Guard for flexible coupling:
  - .1 "U" shaped, minimum 1.6 mm thick galvanized mild steel.
  - .2 Securely fasten in place.
  - .3 Removable for servicing.
- .6 Unprotected fan inlets or outlets:
  - .1 Wire or expanded metal screen, galvanized, 19 mm mesh.
  - .2 Net free area of guard: not less than 80% of fan openings.
  - .3 Securely fasten in place.
  - .4 Removable for servicing.

### 13 Equipment Supports

- .1 Equipment supports supplied by equipment manufacturer: specified elsewhere in Division 15.
- .2 Equipment supports not supplied by equipment manufacturer: fabricate from structural grade steel meeting requirements of Structural Steel for Building. Submit structural calculations with shop drawings.
- .3 Mount base mounted equipment on chamfered edge housekeeping pads, minimum of 100 mm high and 50 mm larger than equipment dimensions all around. Concrete as specified.

### 14 Sleeves

- .1 Pipe sleeves: at points where pipes pass through masonry, concrete or fire rated assemblies and as indicated.
- .2 Schedule 40 steel pipe.
- .3 Sleeves with annular fin continuously welded at midpoint:
  - .1 Through foundation walls.

- .2 Where sleeve extends above finished floor.
- .4 Sizes: minimum 6 mm clearance all around, between sleeve and uninsulated pipe or between sleeve and insulation.
- .5 Terminate sleeves flush with surface of concrete and masonry walls, concrete floors on grade and 25 mm above other floors.
- .6 Fill voids around pipes:
  - .1 Caulk between sleeve and pipe in foundation walls and below grade floors with waterproof fire retardant non-hardening mastic.
  - .2 Where sleeves pass through walls or floors, provide space for firestopping. Where pipes/ducts pass through fire rated walls, floors and partitions, maintain fire rating integrity.
  - .3 Ensure no contact between copper tube or pipe and ferrous sleeve.
  - .4 Fill future-use sleeves with lime plaster or other easily removable filler.
  - .5 Coat exposed exterior surfaces of ferrous sleeves with heavy application of zinc rich paint to CGSB 1-GP-181M+Amdt-Mar-78.

#### 15 Preparation for Firestopping

- .1 Firestopping material and installation within annular space between pipes, ducts, insulation and adjacent fire separation.
- .2 Uninsulated unheated pipes not subject to movement: no special preparation.
- .3 Uninsulated heated pipes subject to movement: wrap with non-combustible smooth material to permit pipe to move without damaging fire stopping material.
- .4 Insulated pipes and ducts: ensure integrity of insulation and vapour barrier at fire separation.

#### 16 Escutcheons

- .1 On pipes passing through walls, partitions, floors and ceilings in finished areas.

- .2 Chrome or nickel plated brass or Type 302 stainless steel, one piece type with set screws.
- .3 Outside diameter to cover opening or sleeve.
- .4 Inside diameter to fit around finished pipe.

#### 17 Tests

- .1 Give 24 h written notice of date for tests.
- .2 Insulate or conceal work only after testing and approval by Engineer.
- .3 Conduct tests in presence of Engineer.
- .4 Bear costs including retesting and making good.
- .5 Piping:
  - .1 General: maintain test pressure without loss for 4 h unless otherwise specified.
  - .2 Hydraulically test steam and hydronic piping systems at 1-1/2 times system operating pressure or minimum 860 kPa, whichever is greater.
  - .3 Test natural gas systems to CAN1-B149.1-M86 and requirements of authorities having jurisdiction.
  - .4 Test fuel oil systems to CSA B139 1976, CSA B139S1-1982 and authorities having jurisdiction.
  - .5 Test drainage, waste and vent piping to National Building Code and authorities having jurisdiction.
  - .6 Test domestic hot, cold and recirculation water piping at 1-1/2 times system operating pressure or minimum 860 kPa, whichever is greater.
  - .7 Test fire systems in accordance with authorities having jurisdiction and as specified elsewhere.
- .6 Equipment: test as specified in relevant sections.
- .7 Prior to tests, isolate all equipment or other parts which are not designed to withstand test pressures or test medium.

- 18 Painting
- .1 As indicated.
  - .2 Apply at least one coat of corrosion resistant primer paint to ferrous supports and site fabricated work.
  - .3 Prime and touch up marred finished paintwork to match original.
  - .4 Restore to new condition, finishes which have been damaged too extensively to be merely primed and touched up.
- 19 Spare Parts
- .1 Furnish spare parts in accordance with Section 01731 - Maintenance Materials Special Tools and Spare Parts as follows:
    - .1 One set of packing for each pump.
    - .2 One casing joint gasket for each size pump.
    - .3 One head gasket set for each heat exchanger.
    - .4 One glass for each gauge glass.
    - .5 One set of belts for each piece of machinery.
    - .6 One filter cartridge or set of filter media for each filter or filter bank in addition to final operating set.
- 20 Special Tools
- .1 Provide one set of special tools required to service equipment as recommended by manufacturers and in accordance with Section 01731 - Maintenance Materials Special Tools and Spare Parts.
    - .1 Furnish one commercial quality grease gun, grease and adapters to suit different types of grease and grease fittings.
- 21 Access Doors
- .1 Supply access doors to concealed mechanical equipment for operating, inspecting, adjusting and servicing.
  - .2 Flush mounted 600 x 600 mm for body entry and 300 x 300 mm for hand entry unless otherwise noted. Doors to open 180°, have



rounded safety corners, concealed hinges, screwdriver latches and anchor straps.

- .3 Material:
  - .1 Special areas such as tiled or marble surfaces: use stainless steel with brushed satin or polished finish as directed by Engineer.
  - .2 Remaining areas: use prime coated steel.
- .4 Installation:
  - .1 Locate so that concealed items are accessible.
  - .2 Locate so that hand or body entry (as applicable) is achieved.
  - .3 Installation is specified in applicable sections.
- .5 Acceptable trade names: Buensod, Le Hage & Zurn.

## 22 Dielectric Couplings

- .1 General:
  - .1 To be compatible with and to suit pressure rating of piping system.
  - .2 Where pipes of dissimilar metals are joined.
- .2 Pipes NPS 2 and under: isolating unions.
- .3 Pipes NPS 2-1/2 and over: isolating flanges.

## 23 Drain Valves

- .1 Locate at low points and at section isolating valves unless otherwise specified.
- .2 Minimum NPS 3/4 unless otherwise specified: bronze, with hose end male thread and complete with cap and chain.

## 24 Demonstration and Operating and Maintenance Instructions

- .1 Supply tools, equipment and personnel to demonstrate and instruct operating and maintenance personnel in operating, controlling, adjusting, trouble-shooting and servicing of all systems and equipment during regular work hours, prior to acceptance.

- .2 Use operation and maintenance manual, as-built drawings, audio visual aids, etc. as part of instruction materials.
- .3 Instruction duration time requirements as specified in appropriate sections.
- .4 Where deemed necessary, Engineer may record these demonstrations on video tape for future reference.

25     Operation and  
Maintenance Manual

- .1 Provide operation and maintenance data for incorporation into manual specified in Section 01730 - Operation and Maintenance Manual.
- .2 Operation and maintenance manual to be approved by, and final copies deposited with, Engineer before final inspection.
- .3 Operation data to include:
  - .1 Control schematics for each system including environmental controls.
  - .2 Description of each system and its controls.
  - .3 Description of operation of each system at various loads together with reset schedules and seasonal variances.
  - .4 Operation instruction for each system and each component.
  - .5 Description of actions to be taken in event of equipment failure.
  - .6 Valves schedule and flow diagram.
  - .7 Colour coding chart.
- .4 Maintenance data shall include:
  - .1 Servicing, maintenance, operation and trouble-shooting instructions for each item of equipment.
  - .2 Data to include schedules of tasks, frequency, tools required and task time.
- .5 Performance data to include:
  - .1 Equipment manufacturer's performance data sheets with point of operation as left after commissioning is complete.

- .2 Equipment performance verification test results.
- .3 Special performance data as specified elsewhere.
- .4 Testing, adjusting and balancing reports as specified.

- .6 Approvals:
  - .1 Submit 2 copies of draft Operation and Maintenance Manual to Engineer for approval. Submission of individual data will not be accepted unless so directed by Engineer.
  - .2 Make changes as required and re-submit as directed by Engineer.
- .7 Additional data:
  - .1 Prepare and insert into operation and maintenance manual when need for same becomes apparent during demonstrations and instructions specified above.

#### 26 Shop Drawings and Product Data

- .1 Submit shop drawings and product data in accordance with Section 01340 - Shop Drawings, Product Data, Samples and Mock-ups.
- .2 Shop drawings and product data shall show:
  - .1 Mounting arrangements.
  - .2 Operating and maintenance clearances. eg. access door swing spaces.
- .3 Shop drawings and product data shall be accompanied by:
  - .1 Detailed drawings of bases, supports, and anchor bolts.
  - .2 Acoustical sound power data, where applicable.
  - .3 Points of operation on performance curves.
  - .4 Manufacturer to certify as to current model production.
  - .5 Certification of compliance to applicable codes.
- .4 In addition to transmittal letter referred to in Section 01340 - Shop Drawings Product Data and Samples: use MCAC "Shop Drawing Submittal Title Sheet". Identify section and paragraph number.

- 27 Existing Systems
- .1 Connections into existing systems to be made at time approved by Engineer. Request written approval of time when connections can be made.
  - .2 Be responsible for damage to existing plant by this work.

- 28 Cleaning
- .1 Clean mechanical (building) systems in accordance with Section 01710 - Cleaning.
  - .2 Clean interior and exterior of all systems including strainers. Vacuum interior of ductwork and air handling units.
  - .3 In preparation for final acceptance, clean and refurbish all equipment and leave in operating condition including replacement of all filters in all air and piping systems.

- 29 As-built Drawings
- .1 Site records:
    - .1 Engineer will provide 1 set of reproducible mechanical drawings. Provide sets of white prints as required for each phase of the work. Mark thereon all changes as work progresses and as changes occur. This shall include changes to existing mechanical systems, control systems and low voltage control wiring.
    - .2 On a weekly basis, transfer information to reproducibles, revising reproducibles to show all work as actually installed.
    - .3 Use different colour waterproof ink for each service.
    - .4 Make available for reference purposes and inspection at all times.
  - .2 As-built drawings:
    - .1 Prior to start of Testing, Adjusting and Balancing (TAB), finalize production of as-built drawings.
    - .2 Identify each drawing in lower right hand corner in letters at least 12 mm high as follows: - "AS BUILT DRAWINGS: THIS DRAWING HAS BEEN REVISED TO SHOW MECHANICAL

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SYSTEMS AS INSTALLED" (Signature of Contractor) (date).

.3 Submit to Engineer for approval and make corrections as directed.

.4 TAB to be performed using as-built drawings.

.5 Submit completed reproducible as-built drawings with Operating and Maintenance Manuals.

.3 Submit copies of as-built drawings for inclusion in final TAB report.

## ANNEX B

### BASIS OF PAYMENT

Please enter the hourly rate for each individual class of labour. The hourly rate includes travel time and all related expenses.

The total evaluated price will be used for evaluation purposes only and does constitute a guarantee or commitment on behalf of Canada for the quantity or amount to be used under the subsequent standing offer.

A rate must be entered for each item.

The Offeror agrees that the Prices per Unit as tendered govern in calculating the Total Evaluated Price.

The Offeror understands that any errors in the extension of the Price per Unit or in the addition of any of the tables will be corrected in order to obtain the correct Total Evaluated Price. Unit prices will prevail.

Materials and replacement parts will be at the contractor's net costs plus a mark-up of 10%. All supporting documentation such as invoices and receipts are required for reimbursement.

**Please complete the following 4 tables in their entirety:**

**Table 1 (Initial Year)**

(A)	(B)	(C)	(D)	(E)	(D) * (E)
ITEM	CLASS OF LABOUR	UNIT OF MEASURE	ESTIMATED QUANTITY (HOURS)	UNIT PRICE	ESTIMATED TOTAL
<b>REGULAR HOURS: 07:30 - 1600 Monday to Friday</b>					
1	Plumber	Per Hour	8000	\$	\$
2	Electrician	Per Hour	7000	\$	\$
3	General Labour	Per Hour	3000	\$	\$
4	RM Tech	Per Hour	4000	\$	\$
5	Oil Burner Mechanic	Per Hour	4000	\$	\$
6	Sheet Metal Worker	Per Hour	3000	\$	\$
7	Millwright	Per Hour	2000	\$	\$
8	Plumber Apprentice	Per Hour	800	\$	\$
9	Millwright Apprentice	Per Hour	3000	\$	\$
10	RM Tech Apprentice	Per Hour	150	\$	\$
<b>Total of Table 1</b>				Add Lines 1-10	\$

**Table 2 (1<sup>st</sup> Option Year)**

(A)	(B)	(C)	(D)	(E)	(D) * (E)
ITEM	CLASS OF LABOUR	UNIT OF MEASURE	ESTIMATED QUANTITY (HOURS)	UNIT PRICE	ESTIMATED TOTAL
<b>REGULAR HOURS: 07:30 - 1600 Monday to Friday</b>					
1	Plumber	Per Hour	8000	\$	\$
2	Electrician	Per Hour	7000	\$	\$
3	General Labour	Per Hour	3000	\$	\$
4	RM Tech	Per Hour	4000	\$	\$
5	Oil Burner Mechanic	Per Hour	4000	\$	\$
6	Sheet Metal Worker	Per Hour	3000	\$	\$
7	Millwright	Per Hour	2000	\$	\$
8	Plumber Apprentice	Per Hour	800	\$	\$
9	Millwright Apprentice	Per Hour	3000	\$	\$
10	RM Tech Apprentice	Per Hour	150	\$	\$
<b>Total of Table 2</b>				Add Lines 1-10	\$

**Table 3 (2<sup>nd</sup> Option Year)**

(A)	(B)	(C)	(D)	(E)	(D) * (E)
ITEM	CLASS OF LABOUR	UNIT OF MEASURE	ESTIMATED QUANTITY (HOURS)	UNIT PRICE	ESTIMATED TOTAL
<b>REGULAR HOURS: 07:30 - 1600 Monday to Friday</b>					
1	Plumber	Per Hour	8000	\$	\$
2	Electrician	Per Hour	7000	\$	\$
3	General Labour	Per Hour	3000	\$	\$
4	RM Tech	Per Hour	4000	\$	\$
5	Oil Burner Mechanic	Per Hour	4000	\$	\$
6	Sheet Metal Worker	Per Hour	3000	\$	\$
7	Millwright	Per Hour	2000	\$	\$
8	Plumber Apprentice	Per Hour	800	\$	\$
9	Millwright Apprentice	Per Hour	3000	\$	\$
10	RM Tech Apprentice	Per Hour	150	\$	\$
<b>Total of Table 3</b>				Add Lines 1-10	\$

**Table 4**

(A)	(B)	(C)	(D)
Table 1 Total	Table 2 Total	Table 3 Total	Estimated Total Evaluated Price (A)+(B)+(C)
\$ _____	\$ _____	\$ _____	\$ _____

Solicitation No. - N° de l'invitation  
W6899-200061  
Client Ref. No. - N° de réf. du client  
W6899-20-0061

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

Buyer ID - Id de l'acheteur  
HAL501  
CCC No./N° CCC - FMS No./N° VME

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## **ANNEX C**

### **SECURITY REQUIREMENTS CHECK LIST**

Please see attached





Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

W6899-200061

Security Classification / Classification de sécurité  
Unclassified

**SECURITY REQUIREMENTS CHECK LIST (SRCL)**  
**LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

**PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE**

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine <b>DND</b>		2. Branch or Directorate / Direction générale ou Direction <b>RP Ops Del Greenwood</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 W6899-20061 - Mechanical Repairs SOA - 1. To provide all labour, equipment and transportation for Mechanical Repairs required at 14 Wing Greenwood, Camp Aldershot, and Middleton, Yarmouth, Armouries under Job No. L-G111-9900/1112. Construction sites are located within Operations Zones.			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input type="checkbox"/>		NATO / OTAN <input type="checkbox"/>	
Foreign / Étranger <input type="checkbox"/>			
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>		All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	
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 NATO NON CLASSIFIÉ <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input type="checkbox"/>		NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>		NATO SECRET NATO SECRET <input type="checkbox"/>	
SECRET SECRET <input type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>			
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <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"/>	



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

W6899-200061

Security Classification / Classification de sécurité  
Unclassified

**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

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

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

Document Number / Numéro du document :

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

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

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

Special comments:

Commentaires spéciaux :

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

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

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

If Yes, will unscreened personnel be escorted?

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

Unscreened personnel may only access Public and Reception  
Zones

☒ No ☐ Yes  
Non Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Unclassified

Canada



Government  
of Canada

Gouvernement  
du Canada

Contract Number / Numéro du contrat

W6899200061

Security Classification / Classification de sécurité  
Unclassified

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

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

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL  CONFIDENTIEL	SECRET	TOP SECRET  TRÈS SECRET	NATO RESTRICTED  NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET  TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens Production																
IT Media / Support TI																
IT Link / Lien électronique																

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

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

☒ No  
Non

☐ Yes  
Oui

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

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

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

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

☒ No  
Non

☐ Yes  
Oui

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

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée

« Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

## **ANNEX D**

### **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);

## ANNEX E

### INSURANCE REQUIREMENTS

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

#### For the province of Quebec, send to:

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

**For other provinces and territories, send to:**

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

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

## ANNEX F

### QUARTERLY REPORTS

The Offeror must provide the usage reports on a quarterly basis in an Excel format to the Standing Offer Authority. Usage reports must be completed in full and provide all the following information;

<b>Standing Offers Reporting</b>				
<b>Dollar Usage Reports</b>				
Company Name:	_____	Value of Standing Offer:	\$ _____	
Standing Offer No.	W0100-200234	Past Usage to Date:	\$ _____	
		Usage This Quarter:	\$ _____	
Period of Report (Dates):		Total Usage to Date:	\$ _____	
		Remaining Balance:	\$ _____	
<b>Call Up Number</b>	<b>Date of Call-Up</b>	<b>Customer Location</b>	<b>Call-Up Value</b>	<b>PO Number</b>
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	

## ANNEX G

### INTEGRITY PROVISIONS – LIST OF DIRECTORS

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

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

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

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

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

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

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**ANNEX H**

**LIST OF SECURITY CLEARED PERSONNEL**

(Please provide at bid closing if available)

Legal Name	D.O.B. (MM/DD/YY)	Current Clearance Level	Clearance Number

**LIST OF PROPOSED INDIVIDUALS**

(All tradespersons must be a journeymen and in possession of a valid trade proficiency certificate acceptable to The Nova Scotia Department of Labour.

Legal Name	Trade	Trade Certificate Included