



**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
Bid Receiving Public Works & Government  
Services Canada/Réception des soumissions Travaux  
publics et Services gouvernementaux Canada  
1713 Bedford Row  
Halifax, N.S./Halifax, (N.E.)  
Halifax  
Nova Scotia  
B3J 1T3  
Bid Fax: (902) 496-5016

**REQUEST FOR PROPOSAL**  
**DEMANDE DE PROPOSITION**

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

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

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

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

**Comments - Commentaires**

<b>Title - Sujet</b> Heating System Inspection	
<b>Solicitation No. - N° de l'invitation</b> W684H-200006/A	<b>Date</b> 2020-06-02
<b>Client Reference No. - N° de référence du client</b> W684H-20-0006	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$PWA-502-6000	
<b>File No. - N° de dossier</b> PWA-0-84006 (502)	<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 2020-07-14</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Atlantic Daylight Saving Time ADT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Parsons (PWA), Richard	<b>Buyer Id - Id de l'acheteur</b> pwa502
<b>Telephone No. - N° de téléphone</b> (902) 399-8427 ( )	<b>FAX No. - N° de FAX</b> (902) 496-5016
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE REAL PROPERTY OPERATIONS SECTION (HALIFAX) BLDG 7, WILLOW PARK P.O. BOX 99000 STATION FORCES HALIFAX NOVA SCOTIA B3K5X5 CANADA	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**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.E.)  
Halifax  
Nova Scot  
B3J 1T3

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

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

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Solicitation No. - N° de l'invitation  
W684H-200006  
Client Ref. No. - N° de réf. du client

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

Buyer ID - Id de l'acheteur  
Hal 502  
CCC No./N° CCC - FMS No./N° VME

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## PART 1 - GENERAL INFORMATION

### 1.1 Security Requirements

1. At the date of bid closing, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
  - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
  - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. For additional information on security requirements, Bidders should refer to the [Contract Security Program of Public Works and Government Services Canada](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

### 1.2 Statement of Work

Work under this Service Contract comprises the furnishing of all labour, materials, tools, equipment, transportation and supervision required to perform the inspection, maintenance and emergency repairs to various commercial and domestic boilers / furnaces and associated distribution systems of the Cape Breton Detachment area of CFB Halifax in accordance with Annex A.

The period of this Contract is for one year with two additional one-year options.

### 1.3 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

### 1.4 epost Connect service

This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

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The [2003](#) (2020-05-28) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 90 days

## 2.2 Submission of Bids

Offers must be submitted only to the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit specified below by the date and time indicated on page 1 of the RFSO:

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

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

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

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

Facsimile number: (902)496-5016

## 2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to 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, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2019-01](#) 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.

## **2.4 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

## **2.5 Applicable Laws**

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Nova Scotia.

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

## **2.6 Optional Site Visit**

A site visit is optional. Arrangements for a visit are to be organized with the contracting officer. The following is required 48 hours prior to visit: Company name, names of persons and phone numbers. This is required for the Contract Inspector to prepare the appropriate paperwork to allow the personnel on DND premises.

# **PART 3 - BID PREPARATION INSTRUCTIONS**

## **3.1 Bid 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 Bidder is simultaneously providing copies of its bid using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through epost Connect service, the wording of the electronic copy provided through epost Connect service will have priority over the wording of the other copies.

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

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

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

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

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

**Section I: Technical Bid**

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

**Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment.

**3.1.2 Exchange Rate Fluctuation**

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

**3.1.3 SACC Manual Clauses**

**Section III: Certifications**

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

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

**4.1 Evaluation Procedures**

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

**4.1.1 Technical Evaluation**

**4.1.1.1 Mandatory Technical Criteria**

**INFORMATION TO BE SUBMITTED WITH THE BID**

Bidder must provide 2 references in good standing for similar projects in size and nature.

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

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

## INFORMATION TO BE SUBMITTED UPON REQUEST

Bidder certifies that they are experienced in the inspection, maintenance and repairs of various types of oil burning boilers / furnaces and associated equipment and have at least 5 years' experience. **Bidder must be able to provide proof upon request** by Canada, clearly demonstrating experience, as identified above, for a period of 5 years.

### 4.1.2 Financial Evaluation

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

### 4.2 Basis of Selection

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

## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

### 5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

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

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the 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 Contract Award and Additional Information

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

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### 5.2.1 Integrity Provisions – Required Documentation

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

### 5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

## PART 6 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

### 6.1 Security Requirements

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

#### SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE No W684H-200006

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
4. The Contractor/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).

#### Visit Clearance Request:

Immediately upon award of the Service Contract (SC), the Contractor must apply for a "Visit Clearance Request (VCR)" for each employee in order to access DND property. Proof of the VCR application must be provided to the Base Security Officer (BSO)/Unit Security Supervisor (USS) within 30 days after award

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of SC. The Contractor is responsible to maintain the VCR list up to date on a yearly basis for the duration of the Service Contract.

## **6.2 Statement of Work**

Work under this Service Contract comprises the furnishing of all labour, materials, tools, equipment, transportation and supervision required to perform the inspection, maintenance and emergency repairs to various commercial and domestic boilers / furnaces and associated distribution systems of the Cape Breton Detachment area of CFB Halifax in accordance with Annex A.

### **6.2.1 Task Authorization Process**

#### **6.2.1.1 Task Authorization:**

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

#### **6.2.1.2 Task Authorization Process:**

1. The Technical Authority will provide the Contractor with a description of the task using DND 626, Task Authorization Form.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Technical Authority, within 7 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Technical Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

#### **6.2.1.3 Task Authorization - Department of National Defence**

The administration of the Task Authorization process will be carried out by Real Property Operations Unit (Atlantic), CFB Halifax, Department of National Defence. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

#### **6.2.1.4 Periodic Usage Reports - Contracts with Task Authorizations**

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract. The Contractor must provide this data in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

The data must be submitted on an annual basis to the Contracting Authority.

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

## Reporting Requirement- Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

### For each authorized task:

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

### For all authorized tasks:

- i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

## 6.3 Standard Clauses and Conditions

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

### 6.3.1 General Conditions

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

## 6.4 Term of Contract

### 6.4.1 Period of the Contract

The period of the contract is for one year from August 1, 2020 to July 31, 2021 inclusive.

### 6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one-year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor before the

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expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

## 6.5 Authorities

### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Richard Parsons  
Title: A/Supply Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
Address: 1713 Bedford Row, Halifax, NS, B3J 1T3

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

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

### 6.5.2 Project Authority

The Project Authority for the Contract is: **(To be completed at award)**

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

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

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

### 6.5.3 Contractor's Representative (To be filled out by bidder)

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

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

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## 6.6 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: 2019-01](#) of the Treasury Board Secretariat of Canada.

## 6.7 Payment

### 6.7.1 Basis of Payment – Scheduled Inspections

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B. Customs duties are excluded and Applicable Taxes are extra.

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

### 6.7.2 Basis of Payment - Limitation of Expenditure - Task Authorizations

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment in Annex B, to the limitation of expenditure specified in the authorized TA.

Canada's liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are excluded and Applicable Taxes are extra.

#### 6.7.2.1 Basis of Payment - Firm Unit Prices - Task Authorizations

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid the firm unit prices in accordance with the basis of payment, in Annex B, as specified in the authorized TA. Customs duties are excluded and Applicable Taxes are extra.

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

### 6.7.3 Task Authorization Limit – determined at contract award

The Technical Authority may authorize individual task authorizations up to a limit of \$ \_\_\_\_\_, Applicable Taxes included, inclusive of any revisions.

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

#### 6.7.3.1 Limitation of Expenditure - Cumulative Total of all Task Authorizations - determined at contract award

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ \_\_\_\_\_. Customs duties are

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excluded and Applicable Taxes are extra.

2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.

3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75 percent committed, or
- b. four (4) months before the contract expiry date, or
- c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.

4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

#### **6.7.4 Payment**

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

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

#### **6.7.5 Electronic Payment of Invoices – Contract**

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

- a. Direct Deposit (Domestic and International);

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

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

#### **6.8 Invoicing Instructions**

Invoices to be made out and forwarded to:

Cape Breton Support Detachment Sydney  
1 Desbarres St. Victoria Park  
Sydney, NS  
B1P 6Z2

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

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Contract number;  
Work order / serial number;  
Requisition / order offer number;  
Building number or location;  
Dates during which the Work was accomplished;

A detailed description of the Work performed, with itemized list of materials & labour (a copy of the Contractor's invoice from his material supplier will also be included plus any other costs being charged), labour, overhead, profit and applicable taxes will be included separately on the invoice.

Labour costs are to be broken down by trade and sub-trade. Labour time sheets will also be provided upon request.

No invoices will be processed without proper information as outlined.

## **6.9 Certifications and Additional Information**

### **6.9.1 Compliance**

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

### **6.10 Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Nova Scotia.

### **6.11 Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010C (2018-06-21) General conditions - Services (medium complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) the Contractor's bid dated \_\_\_\_\_ (insert date of bid)

### **6.12 Insurance**

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

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Buyer ID - Id de l'acheteur  
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## **ANNEX "A"**

### **STATEMENT OF WORK**

(See attachment)

**ANNEX "B"**

**Basis of Payment**

1. **Regular working hours:** Monday to Friday 0730 – 1600.
2. **Outside Regular Hours:** Defined as outside regular working hours, Monday to Friday 1600 – 0730, to include all day Saturday, Sunday and Statutory holidays.

Pricing shall be submitted in accordance with the following:

**Year 1:** August 01, 2020 to July 31, 2021

<b>Table 1A</b> <b>Pricing Table for Service Contract - Year 1</b> <b>August 01, 2020 to July 31, 2021</b>					
Location	Description	Unit of measurement	Estimated amount (A)	Price per inspection (B)	Extended price (C) = (A*B)
I. Perform the annual cleaning and inspection of all the boiler/furnaces systems in each building. Fixed price per location includes all associated costs to perform work at each location including the provision of the reports. Refer to Annex B of the Service Contract Specification for the list of all units at each location.					
1. VP40, Victoria Park, Sydney, NS	Annual cleaning / inspection	per unit	26	\$ _____	\$ _____
2. VP41, Victoria Park, Sydney, NS	Annual cleaning / inspection	per unit	10	\$ _____	\$ _____
3. VP42, Victoria Park, Sydney, NS	Annual cleaning / inspection	per unit	7	\$ _____	\$ _____
4. GB1, Glace Bay Armoury, Glace Bay, NS	Annual cleaning / inspection	per unit	4	\$ _____	\$ _____
5. SR1, Sydney rifle range, Sydney, NS	Annual cleaning / inspection	per unit	1	\$ _____	\$ _____
<b>Total Extended Price Year 1 - Table 1A</b>					\$ _____

<b>Table 1B</b> <b>Pricing Table for Service Contract Task Authorization - Year 1</b> <b>August 01, 2020 to July 31, 2021</b>				
Item description	Unit of issue	Estimated usage (A)	Unit price (B)	Extended price (C) = (A*B)
II. Service calls to perform various types of repair work as requested by the Departmental Representative with the issue of a DND 626 "Task Authorization" form on an "as and when requested basis". Price per hour for repairs on boilers/furnaces including travel and <b>First</b> hour of productive labour.				

Technician (1 <sup>st</sup> hour during normal working hours)	per hour	15	\$ _____	\$ _____
Labourer (1 <sup>st</sup> hour during normal working hours)	per hour	15	\$ _____	\$ _____
Technician (Subsequent hours during normal working hours)	per hour	40	\$ _____	\$ _____
Labourer (Subsequent hours during normal working hours)	per hour	40	\$ _____	\$ _____
Technician (1 <sup>st</sup> hour outside normal working hours, weekends and holidays)	per hour	10	\$ _____	\$ _____
Labourer (1 <sup>st</sup> hour outside normal working hours, weekends and holidays)	per hour	10	\$ _____	\$ _____
Technician (Subsequent hours outside normal working hours, weekends and holidays)	per hour	30	\$ _____	\$ _____
Labourer (Subsequent hours outside normal working hours, weekends and holidays)	per hour	30	\$ _____	\$ _____
<b>Total Extended Price Year 1 - Table 1B</b>				\$ _____
Materials and replacement parts will be at the Contractor's net cost plus a mark-up of 10% with supporting documentation such as invoice and receipts.				

**Total Year 1 = Table 1A Total + Table 1B Total = \$ \_\_\_\_\_**

**Option Year 1: August 01, 2021 to July 31, 2022**

<b>Table 2A Pricing Table for Service Contract - Option Year 1 August 01, 2021 to July 31, 2022</b>					
<b>Location</b>	<b>Description</b>	<b>Unit of measurement</b>	<b>Estimated amount (A)</b>	<b>Price per inspection (B)</b>	<b>Extended price (C) = (A*B)</b>
1. Perform the annual cleaning and inspection of all the boiler/furnaces systems in each building. Fixed price per location includes all associated costs to perform work at each location including the provision of the reports. Refer to Annex B of the Service Contract Specification for the list of all units at each location.					
1. VP40, Victoria Park, Sydney, NS	Annual cleaning / inspection	per unit	26	\$ _____	\$ _____
2. VP41, Victoria Park, Sydney, NS	Annual cleaning / inspection	per unit	10	\$ _____	\$ _____
3. VP42, Victoria Park, Sydney, NS	Annual cleaning / inspection	per unit	7	\$ _____	\$ _____
4. GB1, Glace Bay Armoury,	Annual cleaning /	per unit	4	\$ _____	\$ _____

Glance Bay, NS	inspection				
5. SR1, Sydney rifle range, Sydney, NS	Annual cleaning / inspection	per unit	1	\$_____	\$_____
<b>Total Extended Price Option Year 1 - Table 2A</b>					\$_____

**Table 2B  
Pricing Table for Service Contract Task Authorization – Option Year 1  
August 01, 2021 to July 31, 2022**

II. Service calls to perform various types of repair work as requested by the Departmental Representative with the issue of a DND 626 "Task Authorization" form on an "as and when requested basis". Price per hour for repairs on boilers/furnaces including travel and **First** hour of productive labour.

Item description	Unit of issue	Estimated usage (A)	Unit price (B)	Extended price (C) = (A*B)
Technician (1 <sup>st</sup> hour during normal working hours)	per hour	15	\$_____	\$_____
Labourer (1 <sup>st</sup> hour during normal working hours)	per hour	15	\$_____	\$_____
Technician (Subsequent hours during normal working hours)	per hour	40	\$_____	\$_____
Labourer (Subsequent hours during normal working hours)	per hour	40	\$_____	\$_____
Technician (1 <sup>st</sup> hour outside normal working hours, weekends and holidays)	per hour	10	\$_____	\$_____
Labourer (1 <sup>st</sup> hour outside normal working hours, weekends and holidays)	per hour	10	\$_____	\$_____
Technician (Subsequent hours outside normal working hours, weekends and holidays)	per hour	30	\$_____	\$_____
Labourer (Subsequent hours outside normal working hours, weekends and holidays)	per hour	30	\$_____	\$_____
<b>Total Extended Price Option Year 1 - Table 2B</b>				\$_____

Materials and replacement parts will be at the Contractor's net cost plus a mark-up of 10% with supporting documentation such as invoice and receipts.

**Total Option Year 1 = Table 2A Total + Table 2B Total = \$\_\_\_\_\_**

**Option Year 2: August 01, 2022 to July 31, 2023**

<b>Table 3A Pricing Table for Service Contract - Option Year 2 August 01, 2022 to July 31, 2023</b>					
<b>Location</b>	<b>Description</b>	<b>Unit of measurement</b>	<b>Estimated amount (A)</b>	<b>Price per inspection (B)</b>	<b>Extended price (C) = (A*B)</b>
I. Perform the annual cleaning and inspection of all the boiler/furnaces systems in each building. Fixed price per location includes all associated costs to perform work at each location including the provision of the reports. Refer to Annex B of the Service Contract Specification for the list of all units at each location.					
1. VP40, Victoria Park, Sydney, NS	Annual cleaning / inspection	per unit	26	\$_____	\$_____
2. VP41, Victoria Park, Sydney, NS	Annual cleaning / inspection	per unit	10	\$_____	\$_____
3. VP42, Victoria Park, Sydney, NS	Annual cleaning / inspection	per unit	7	\$_____	\$_____
4. GB1, Glace Bay Armoury, Glace Bay, NS	Annual cleaning / inspection	per unit	4	\$_____	\$_____
5. SR1, Sydney rifle range, Sydney, NS	Annual cleaning / inspection	per unit	1	\$_____	\$_____
<b>Total Extended Price Option Year 2 - Table 3A</b>					\$_____

<b>Table 3B Pricing Table for Service Contract Task Authorization – Option Year 2 August 01, 2022 to July 31, 2023</b>				
<b>Item description</b>	<b>Unit of issue</b>	<b>Estimated usage (A)</b>	<b>Unit price (B)</b>	<b>Extended price (C) = (A*B)</b>
II. Service calls to perform various types of repair work as requested by the Departmental Representative with the issue of a DND 626 “Task Authorization” form on an “as and when requested basis”. Price per hour for repairs on boilers/furnaces including travel and <b>First</b> hour of productive labour.				
Technician (1 <sup>st</sup> hour during normal working hours)	per hour	15	\$_____	\$_____
Labourer (1 <sup>st</sup> hour during normal working hours)	per hour	15	\$_____	\$_____
Technician (Subsequent hours during normal working hours)	per hour	40	\$_____	\$_____
Labourer (Subsequent hours during normal working hours)	per hour	40	\$_____	\$_____
Technician (1 <sup>st</sup> hour outside normal working hours,	per hour	10	\$_____	\$_____

weekends and holidays)				
Labourer (1 <sup>st</sup> hour outside normal working hours, weekends and holidays)	per hour	10	\$ _____	\$ _____
Technician (Subsequent hours outside normal working hours, weekends and holidays)	per hour	30	\$ _____	\$ _____
Labourer (Subsequent hours outside normal working hours, weekends and holidays)	per hour	30	\$ _____	\$ _____
<b>Total Cost Option Year 2 - Table 3B</b>				\$ _____
Materials and replacement parts will be at the Contractor's net cost plus a mark-up of 10% with supporting documentation such as invoice and receipts.				

**Total Option Year 2 = Table 3A Total + Table 3B Total = \$ \_\_\_\_\_**

**Grand total = Total Year 1 + Total Option Year 1 + Total Option Year 2**

**Grand total = \$ \_\_\_\_\_**

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**ANNEX "C"**

**SECURITY REQUIREMENTS CHECK LIST**

**(See Attachment)**

Solicitation No. - N° de l'invitation  
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File No. - N° du dossier

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**ANNEX "D"**

**Task Authorization Form – DND 626**

**(See Attachment)**

**ANNEX "E"**

**INTEGRITY PROVISIONS – LIST OF DIRECTORS**

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

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

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

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

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

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

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Department of National Defence



Specification

Service Contract

**Oil Boiler/Furnace Maintenance  
for Cape Breton Area**

CFB Halifax, NS

Job No.W684H-200006

2020-03-25

<u>Section</u>	<u>Title</u>	<u>Pages</u>
<u>Division 01 - General Requirements</u>		
01 11 00	General Instructions	8
01 35 30	Health and Safety Requirements	9
01 35 35	DND Fire Safety Requirements	5
01 35 43	Environmental Procedures	2
01 61 00	Common Product Requirements	4
01 74 11	Cleaning	2
<u>Division 23 - Heating, Ventilating and Air-Conditioning (HVAC)</u>		
23 52 00	Boilers, Furnaces and Distribution Systems	6
23 52 00.01	Annex A - Boiler/Furnace Condition Report	1
23 52 00.02	Annex B - List of Units for Annual Inspection	2

PART 1 - GENERAL

- 1.1 RELATED SECTIONS .1 Section 01 61 00 - Common Product Requirements.
- .2 Section 23 52 00 - Boilers, Furnaces and Distribution Systems.
- 1.2 DESCRIPTION OF WORK .1 Work under this requirement comprises the furnishing of all labour, material, tools, equipment, transportation, and supervision required to perform the inspection, maintenance and emergency repairs to commercial and domestic boilers/furnaces and associated distribution systems of the Cape Breton Detachment area of CFB Halifax, as specified herein.
- 1.3 DEPARTMENTAL REPRESENTATIVE .1 All reference to the Departmental Representative in this specification, who is the Contract Inspector which is representing the Real Property Operations Section - Halifax (RPOS(H)).
- 1.4 WORK INCLUDED .1 Work included in this Service Contract comprises the following:
- .1 Perform the annual inspection to various types of commercial and heating domestic boiler/furnace units listed in the Annex B - List of Units for Annual Inspection. Perform Inspection as detailed in Section 23 52 00 - Boilers, Furnaces and Distribution Systems. Annual inspection will include:
- .1 cleaning of boiler/furnace unit;
- .2 replacement of parts as detailed in Section 23 52 00;
- .3 check all associated equipment detailed in Section 23 52 00;
- .4 provide Departmental Representative with boiler/furnace condition report for each unit as laid out in Annex A - Boiler/Furnace Condition Report.
-

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- 1.4 WORK INCLUDED  
(Cont'd)
- .1 (Cont'd)
    - .1 (Cont'd)
    - .2 The Contractor will be notified of additional work as requested by the Departmental Representative with the issue of a DND 626 "Task Authorization" form for the following:
      - .1 Conduct repairs identified during the maintenance program.
      - .2 Respond to emergency and operational service calls on an "as required basis" to boilers and furnaces and associated equipment.
      - .3 Conduct the replacement of boiler/furnace as requested by the Departmental Representative.
      - .4 Provide an emergency repair service available on a 24 hour, seven (7) day per week basis.
      - .5 Conduct clean up.
- 1.5 LOCATIONS OF JOB  
SITES
- .1 Areas covered under this specification include but not limited to the following locations:
    - .1 Cape Breton area:
      - .1 Victoria Park - Sydney, NS;
      - .2 Glace Bay Armoury- Glace Bay, NS; and
      - .3 Sydney Rifle Range - off highway 125.
- 1.6 SITE ACCESS
- .1 Access to the site is under the direction of the Department of National Defence. All visitors entering areas issuing a daily pass will be aware of the requirement for search as a condition of issue.
  - .2 While within the confines of CFB Halifax all employees and representatives of the Contractor must comply with all of the Standing Orders as promulgated by Base/Unit Authorities.
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1.7 PRE-JOB MEETING

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

1.8 WORKMANSHIP

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

1.9 NORMAL WORKING HOURS

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

1.10 CONTRACTOR'S USE OF SITE

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

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- |   |    |  |
|---|----|--|
| <u>1.10 CONTRACTOR'S USE<br/>OF SITE<br/>(Cont'd)</u> | .4 | The Departmental Representative will brief the Contractor on access to restricted areas.   |
| <br>  |    |  |
| <u>1.11 PARKING</u>                                   | .1 | In limited areas, a parking space will be made available on site for Contractor vehicles to drop off equipment and supplies. Maintain and administer this space as directed.   |
| <br>  |    |  |
| <u>1.12 CODES AND<br/>STANDARDS</u>                   | .1 | Perform work in accordance with the latest edition of the National Building Code of Canada (NBC), Canadian Electrical Code Part I, CSA B139 Installation code for oil-burning equipment, National Plumbing Code of Canada (NPC), Canada Labour Code Part II, National Fire Code of Canada, NS Fall Protection and Scaffold Regulations, DND/CF Asbestos management directives, and any other applicable federal, provincial and municipal regulations and by-laws. In any case of conflict or discrepancy, the more stringent requirements will apply. |
|   | .2 | Meet or exceed requirements of Contract documents, specified standards, codes and referenced documents.  |
| <br>  |    |  |
| <u>1.13 PROTECTION OF<br/>EXISTING FACILITIES</u>     | .1 | The Contractor must take all necessary precautions to ensure against damage to existing facilities. Any damage to such facilities as a result of the Contractor's operations must be repaired or replaced by the Contractor at his/her own expense, as soon as is reasonably possible.   |
|   | .2 | Special coverings and protection must be provided to protect plants, walls, projections and adjacent work where materials are being removed, installed or hoisted.   |
|   | .3 | The Contractor must protect all occupant owned furnishings and equipment, and the building from damage during execution of this requirement.   |
|   | .4 | Where the Departmental Representative considers it necessary, provide and erect warning signs and barriers.  |
-

1.14 ALTERATIONS,  
ADDITIONS OR REPAIRS  
TO EXISTING BUILDING

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

1.15 EXISTING SERVICES

- .1 Notify Departmental Representative and utility companies of intended interruption of services and obtain required permission.
- .2 Where Work involves breaking into or connecting to existing services, give 48 hours notice for necessary interruption of mechanical or electrical service throughout course of work. Minimize duration of interruptions. Carry out work at times as directed by governing authorities with minimum disturbance to tenant operations.
- .3 Establish location and extent of service lines in area of work before starting Work. Notify Departmental Representative of findings.
- .4 Submit schedule to and obtain approval from Departmental Representative for any shut-down or closure of active service or facility. Adhere to approved schedule and provide notice to affected parties.
- .5 Provide temporary services when directed by Departmental Representative to maintain critical building and tenant systems.
- .6 Where unknown services are encountered, immediately advise Departmental Representative and confirm findings in writing.

1.16 CUTTING, FITTING  
AND PATCHING

- .1 Execute cutting, fitting and patching required to make work fit properly.
  - .2 Where new work connects with existing and where existing work is altered, or cut, patch and make good to match.
-

- 1.16 CUTTING, FITTING AND PATCHING (Cont'd)
- .3 Obtain Departmental Representative's approval before cutting, boring or sleeving load-bearing members.
  - .4 Make cuts with clean, true, smooth edges. Make patches inconspicuous in final assembly.
  - .5 Fit work airtight to pipe, sleeves, ducts and conduits.
- 1.17 CONCEALMENT
- .1 Conceal pipes, ducts and wiring in floor, wall and ceiling construction of finished areas except where directed otherwise by the Departmental Representative.
- 1.18 POWER AND WATER SUPPLY
- .1 DND may provide, free of charge, temporary electric power and water for construction purposes.
  - .2 Departmental Representative will determine delivery points and quantitative limits. Departmental Representative's written permission is required before any connection is made. Connect to existing power supply in accordance with Canadian Electrical Code.
  - .3 Provide, at no cost to DND, all equipment and temporary lines to bring these services to project site.
  - .4 Supply of temporary services by DND is subject to DND requirements and may be discontinued by DND site representative at any time without notice, without acceptance of any liability for damage or delay caused by such withdrawal of temporary services.
  - .5 After the temporary service lines are no longer required, the Contractor must remove all lines and equipment, restore the connection points to their original condition and return the land to its original contour.
- 1.19 HEATING AND VENTILATING
- .1 Provide temporary heat and ventilation as required to:
    - .1 facilitate progress of work;
    - .2 protect work and products against dampness and cold;
    - .3 prevent moisture condensation on surfaces;
-

1.19 HEATING AND  
VENTILATING  
(Cont'd)

- .1 (Cont'd)
  - .4 provide ambient temperatures and humidity levels for storage, installation and curing of materials; and
  - .5 provide adequate ventilation to meet health regulations for safe working environment.
- .2 Maintaining strict supervision of operation of temporary heating and ventilating equipment to:
  - .1 conform with applicable codes and standards;
  - .2 enforce safe practices;
  - .3 prevent abuse of services;
  - .4 prevent damage to finishes; and
  - .5 vent direct-fired combustion units to outside.

1.20 EMERGENCY AND  
SERVICE CALL-UPS

- .1 The Contractor must maintain and provide the Departmental Representative with contact numbers to be able to provide response to request for service from the Departmental Representative or representative on a 24 hours, 7 days per week basis. If the request for the service from the after hours Departmental Representative, the Contractor must, immediately upon completion of the service, report back to the Departmental Representative describing the action taken to correct the problem. The following Work priorities and response time will apply:
  - .1 Emergency:
    - .1 A priority of "Emergency" is defined as a deficiency or breakdown that requires immediate attention to reduce the potential for danger to occupants, the general public, the environment, or the facility. Maintenance and repairs identified with this priority must be responded to immediately and must be reported without delay to designated manager.
    - .1 Standard response times:

1.20 EMERGENCY AND  
SERVICE CALL-UPS  
(Cont'd)

- .1 (Cont'd)
  - .1 (Cont'd)
    - .1 Urban/rural: ASAP - 2 hours.
  - .2 Routine:
    - .1 A priority of "Routine" is defined as essential maintenance and repairs which should be rectified at the earliest possible opportunity. It is considered as deficiencies or breakdowns that do not impair current operations or pose any danger to the occupants, the general public, the environment, or the facility.
      - .1 Standard response times:
        - .1 Urban/rural: 4 hours.
  - .2 The Contractor will be advised of the personnel authorized to request emergency service. Services undertaken at the request of unauthorized persons will be done at the Contractor's risk, with regards to payment.
  - .3 Report service calls executed outside normal working hours to the Departmental Representative, immediately on the next working day.

1.21 INSPECTION

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

1.22 REPORTING  
IRREGULARITIES

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

PART 2 - PRODUCTS

2.1 NOT USED

- .1 Not used.

PART 3 - EXECUTION

3.1 NOT USED .1 Not used.

PART 1 - GENERAL

1.1 WORK SAFETY  
MEASURES

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

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

1.2 HAZARD ASSESSMENTS  
(Cont'd)

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

1.3 ASBESTOS PRODUCT &  
ASBESTOS ACTIVITY

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

1.4 HAZARDOUS MATERIAL  
SPILL

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

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

1.5 FASTENING DEVICES  
EXPLOSIVE ACTUATED

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

1.6 HOT WORK

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

1.7 CONFINED SPACES

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

1.7 CONFINED SPACES  
(Cont'd)

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

1.8 FALL PROTECTION

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

1.9 ARC FLASH

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

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

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PART 3 - EXECUTION

3.1 NOT USED .1 Not used.

PART 1 - GENERAL

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

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

1.9 BLOCKAGE OF ACCESS  
FOR FIRE APPARATUS

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

1.10 RUBBISH AND WASTE  
MATERIALS

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

1.11 FLAMMABLE AND  
COMBUSTIBLE LIQUIDS

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

1.11 FLAMMABLE AND  
COMBUSTIBLE LIQUIDS  
(Cont'd)

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

1.12 HAZARDOUS  
SUBSTANCES

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

1.13 FIRE INSPECTION

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

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

PART 2 - PRODUCTS

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

PART 3 - EXECUTION

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

PART 1 - GENERAL

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

PART 2 - PRODUCTS

- 2.1 NOT USED .1 Not used.

PART 3 - EXECUTION

3.1 NOT USED .1 Not used.

PART 1 - GENERAL

1.1 SECTIONS CONNEXES

- .1 Section 01 11 00 - General Instructions.
- .2 Section 23 52 00 - Boilers, Furnaces and Distribution Systems.

1.2 QUALITY

- .1 Products, materials, equipment and articles incorporated in Work must be new, not damaged or defective, and of best quality for purpose intended. If requested, furnish evidence as to type, source and quality of products provided.
- .2 Defective products, whenever identified prior to completion of Work, will be rejected, regardless of previous inspections. Inspection does not relieve responsibility, but is precaution against oversight or error. Remove and replace defective products at own expense and be responsible for delays and expenses caused by rejection.
- .3 Should disputes arise as to quality or fitness of products, decision rests strictly with Departmental Representative based upon requirements of Contract Documents.
- .4 Unless otherwise indicated in specifications, maintain uniformity of manufacture for any particular or like item throughout building.
- .5 Permanent labels, trademarks and nameplates on products are not acceptable in prominent locations, except where required for operating instructions, or when located in mechanical or electrical rooms.

1.3 AVAILABILITY

- .1 Immediately upon signing Contract, review product delivery requirements and anticipate foreseeable supply delays for items. If delays in supply of products are foreseeable, notify Departmental Representative of such, in order that substitutions or other remedial action may be authorized in ample time to prevent delay in performance of Work.
-

- 1.3 AVAILABILITY (Cont'd) .2 In event of failure to notify Departmental Representative at commencement of Work and should it subsequently appear that Work may be delayed for such reason, Departmental Representative reserves right to substitute more readily available products of similar character, at no increase in Contract Price or Contract Time.
- 1.4 STORAGE, HANDLING AND PROTECTION .1 Handle and store products in manner to prevent damage, adulteration, deterioration and soiling and in accordance with manufacturer's instructions when applicable.
- .2 Store packaged or bundled products in original and undamaged condition with manufacturer's seal and labels intact. Do not remove from packaging or bundling until required in Work.
- .3 Store products subject to damage from weather in weatherproof enclosures.
- .4 Remove and replace damaged products at own expense and to satisfaction of Departmental Representative.
- .5 Touch-up damaged factory finished surfaces to Departmental Representative's satisfaction. Use touch-up materials to match original. Do not paint over name plates.
- 1.5 TRANSPORTATION .1 Pay costs of transportation of products required in performance of Work.
- .2 Transportation cost of products supplied by Owner will be paid for by Departmental Representative. Unload, handle and store such products.
- 1.6 MANUFACTURER'S INSTRUCTIONS .1 Unless otherwise indicated in specifications, install or erect products in accordance with manufacturer's instructions. Do not rely on labels or enclosures provided with products. Obtain written instructions directly from manufacturers.
- .2 Notify Departmental Representative in writing, of conflicts between specifications and manufacturer's instructions, so that Departmental Representative will establish course of action.
-

- 1.6 MANUFACTURER'S INSTRUCTIONS (Cont'd) .3 Improper installation or erection of products, due to failure in complying with these requirements, authorizes Departmental Representative to require removal and re-installation at no increase in Contract Price or Contract Time.
- 1.7 REMEDIAL WORK .1 Perform remedial work required to repair or replace parts or portions of Work identified as defective or unacceptable. Co-ordinate adjacent affected Work as required.
- .2 Perform remedial work by specialists familiar with materials affected. Perform in a manner to neither damage nor put at risk any portion of Work.
- 1.8 LOCATION OF FIXTURES .1 Consider location of fixtures, outlets, and mechanical and electrical items indicated as approximate.
- .2 Inform Departmental Representative of conflicting installation. Install as directed.
- 1.9 FASTENINGS .1 Provide metal fastenings and accessories in same texture, colour and finish as adjacent materials, unless indicated otherwise.
- .2 Prevent electrolytic action between dissimilar metals and materials.
- .3 Use non-corrosive hot dip galvanized steel fasteners and anchors for securing exterior work, unless stainless steel or other material is specifically requested in affected specification Section.
- .4 Space anchors within individual load limit or shear capacity and ensure they provide positive permanent anchorage. Wood, or any other organic material plugs are not acceptable.
- .5 Keep exposed fastenings to a minimum, space evenly and install neatly.
- .6 Fastenings which cause spalling or cracking of material to which anchorage is made are not acceptable.
-

1.10 FASTENINGS -  
EQUIPMENT

- .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.

1.11 ACCEPTABILITY OF  
MATERIALS

- .1 After award of Work, requests for "acceptance" of materials in addition to those presently established as "acceptable" by Contract Documents need be provided to the Departmental Representative.
- .2 Request must be supported with sufficient product information to enable an assessment to be made for approval.

1.12 CONFORMANCE

- .1 When material or equipment is specified by standard or performance specifications, upon request of Departmental Representative, obtain from manufacturer an independant testing laboratory report, stating that material or equipment meets or exceeds specified requirements.

PART 2 - PRODUCTS

2.1 NOT USED

- .1 Not used.

PART 3 - EXECUTION

3.1 NOT USED

- .1 Not used.

PART 1 - GENERAL

1.1 PROJECT CLEANLINESS

- .1 Maintain Work in tidy condition, free from accumulation of waste products and debris, other than that caused by Owner or other Contractors.
- .2 Remove waste materials from site at daily regularly scheduled times or dispose of as directed by the Departmental Representative. Do not burn waste materials on site.
- .3 Make arrangements with and obtain permits from authorities having jurisdiction for disposal of waste and debris.
- .4 Solid waste materials that are generated within Cape Breton Regional Municipality (CBRM) and do not require specialized out of county disposal sites must be disposed of within the boundaries of the CBRM at a licensed or approved facility as per bylaw S-300.
- .5 Clean interior areas prior to start of finishing work, and maintain areas free of dust and other contaminants during finishing operations.
- .6 Store volatile waste in covered metal containers, and remove from premises at end of each working day.
- .7 Provide adequate ventilation during use of volatile or noxious substances. Use of building ventilation systems is not permitted for this purpose.
- .8 Use only cleaning materials recommended by manufacturer of surface to be cleaned, and as recommended by cleaning material manufacturer.
- .9 Schedule cleaning operations so that resulting dust, debris and other contaminants will not fall on wet, newly painted surfaces nor contaminate building systems.

1.2 FINAL CLEANING

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

1.2 FINAL CLEANING  
(Cont'd)

- .2 Remove waste products and debris other than that caused by others, and leave Work clean and suitable for occupancy.
- .3 Inspect finishes, fitments and equipment and ensure specified workmanship and operation.
- .4 Remove stains, spots, marks and dirt from decorative work, electrical and mechanical fixtures, furniture fitments, walls, and floors.
- .5 Remove debris and surplus materials from crawl areas and other accessible concealed spaces.

PART 2 - PRODUCTS

2.1 NOT USED

- .1 Not used.

PART 3 - EXECUTION

3.1 NOT USED

- .1 Not used.

PART 1 - GENERAL

1.1 RELATED SECTIONS

- .1 Section 01 11 00 - General Instructions.
- .2 Section 01 61 00 - Common Product Requirements.

1.2 REFERENCES

- .1 ASME
  - .1 ASME Boiler and Pressure Vessel Code (BPVC), Section VII.
- .2 CSA Group
  - .1 CSA B51, Boiler, pressure vessel, and pressure piping code.
  - .2 CSA B139, Installation code for oil-burning equipment.
  - .3 CSA B140.7, Oil Burning Equipment: Steam and Hot-Water Boilers.
- .3 Electrical and Electronic Manufacturers Association of Canada (EEMAC)

1.3 DESCRIPTION OF UNITS

- .1 Steam and Hydronic:
    - .1 The steam and hydronic boiler is intended to include the complete boiler and distribution system complete with oil burner, oil accessories, such as controls, all filters, thermostats, draft regulators, combustion chambers, smoke pipe, fuel tanks, valves, vents, gauges, piping, condensate pumps and tanks, high and low water shut offs, automatic boiler feed steam traps, strainers, radiator valves, controls and wiring, baseboard radiation and unit heaters which are to be kept free of dust and foreign materials.
      - .1 Note: Distribution system also includes zone valves, circulator pumps, and related controls.
  - .2 Furnace:
-

1.3 DESCRIPTION OF UNITS  
(Cont'd)

- .2 (Cont'd)
- .1 The furnaces are intended to include the oil burner, oil accessories, such as controls, air and oil filters, thermostats, humidistats, draft regulators, combustion chambers, smoke pipe, fuel tanks, valves, vents, tank gauges, piping, humidifiers, damper and fan motors on warm air units.
- .3 Oil burners listed in Annex B - List of Units for Annual Inspection consist of various types of boilers and furnaces.

1.4 ANNUAL INSPECTION

- .1 The Contractor must perform an annual inspection for all units listed in Annex B - List of Units for Annual Inspection and will consist of the following tasks:
- .1 A complete clean up of all units as soon as the Service Contract is awarded, to be completed by end of the Service Contract year.
- .1 This will include the removal of all soot, carbon and scale from the combustion and gas passes as well as the smoke pipe, and the removal of all dust, lint and foreign objects from the baseboard radiation and unit heaters, plenum and air handling side of furnaces.
- .2 Open and close commercial boiler for Labour Canada inspector to inspect.
- .1 To include all new gaskets to close up boiler and clean water side of boiler.
- .2 If boiler is approved by Labour Canada inspector, the Contractor will close the boiler and perform efficiency test.
- .3 Contractor must forward the Labour Canada inspection sheet to the Departmental Representative. Failure to forward inspection sheet will require Contractor to redo the annual inspection at no additional cost to the Departmental Representative (DND).
-

1.4 ANNUAL INSPECTION  
(Cont'd)

- .1 (Cont'd)
  - .2 (Cont'd)
  - .4 Contractor will follow Labour Canada inspector directions and recommendations at all times and must notify Departmental Representative of opening and closing of commercial boilers.
  - .3 Test for water in oil tanks.
  - .4 A complete overhaul of the burner assembly including motor forced draft fan, electrodes, combustion tube and head, fuel pump, solenoid valves where fitted, photocells and ignition transformer, replacing parts as consider necessary. It will be the responsibility of the Contractor to determine if parts must be replaced in order to maintain serviceability of units.
  - .5 Replace all burner nozzles and oil filters annually.
  - .6 Check the complete control system, including wiring and wiring harness, and replace controls and wiring where necessary.
  - .7 Check thermostats and humidistats to ensure proper installation and functioning. Replace when necessary.
  - .8 Contractor must ensure that all smoke pipe joints are tight and secure with a minimum of three (3) sheet metal screws per joints.
  - .9 Carry out a combustion test of each unit to ensure the units are set up to provide maximum efficiency with a smoke maximum of one (1).
  - .10 In addition to the regular combustion test required on all units at each overhaul, the Contractor will carry out a warm air furnace smoke test to ensure that all joints in the combustion chambers, heat exchangers, etc. are tight. The purpose of this test is to ensure that combustion gases cannot escape to the warm air side of the furnace. All tests must be recorded and any defect found must be immediately reported to the Departmental Representative.
-

1.4 ANNUAL INSPECTION  
(Cont'd)

- .1 (Cont'd)
- .11 Fill out a Boiler/Furnace Condition Report for each unit as laid out in Annex A of this specification.
- .2 If it is found at any time that the furnace, hot water boiler, steam boiler or parts such as oil tank complete with oil lines and gauge, duct work, flue pipe complete with reducer, condensate pump complete with tank and lines, steam lines, unit heaters, and humidifiers are found to be defective beyond the service stated in this section, these items must be immediately brought to the attention of the Departmental Representative. A decision will be given as to the action to be taken, which may result in a negotiated price. These items are not intended to be covered in the "Unit Price" of the "Basis of Payment".
- .3 All work and parts replacement in para 1.4.1 are intended to be covered in the "Unit Price" of the "Basis of Payment" for domestic units during the entire period of this Service Contract.
- .4 The Contractor must exhibit extreme diligence in the performance of the service inspection. The importance of this aspect of the Service Contract cannot be over emphasized.

1.5 SERVICE CALLS

- .1 The Contractor must provide service calls in accordance with Section 01 11 00 - General Instructions.
- .2 Contractor will be responsible to answer all service calls during the period of the Service Contract and give uninterrupted service on all furnace units as specified. No extra charge will be honored for re-occurring service calls or cleanups made during the season because of failure of the Contractor to do thorough cleanup, adjustments, inspections or part replacement at the initial overhaul.
- .3 Service calls on units other than designated in the "Unit Price" structure must be honored with the same promptness and efficient service as for units covered in the "Unit Price".
-

1.5 SERVICE CALLS .4 Additional service calls not covered within the specification, such  
(Cont'd) as shortage of oil, leaky tanks, flooded basements, electrical  
failures external to the unit, emergencies, and unit or major  
component replacement must be honored by the Contractor but  
will be paid for as a separate item and supported with a DND 626  
"Task Authorization".

1.6 REPORTS .1 The Contractor must provide a typed report to the Departmental  
Representative after the annual service inspection (Annex A -  
Boiler/Furnace Condition Report) on the condition of each system  
including:

- .1 identification of system and building;
- .2 starting and finishing times requirements noted;
- .3 detailed itemized list of all equipment replaced complete  
with equipment costs and manhour charge out rate;
- .4 detailed itemized list of non-serviceable parts replaced;
- .5 comments of technician, reference condition of system(s);  
and
- .6 any deviation from code requirements noted.

## PART 2 - PRODUCTS

2.1 MATERIALS .1 Materials and products in accordance with Section 01 61 00 -  
Common Product Requirements.

.2 All replacement parts must be either new or factory reconditioned  
of the proper type and size to provide dependable and efficient  
operation.

---

PART 3 - EXECUTION

3.1 MANUFACTURER'S  
INSTRUCTIONS

- .1 Comply with manufacturer's written recommendations or specifications, including product technical bulletins, handling, storage and installation instructions, and datasheet.

3.2 INSTALLATION

- .1 Install in accordance with ASME Boiler and Pressure Vessels Code, regulations of NS and authority having jurisdiction, except where specified otherwise, and manufacturer's recommendations.
- .2 Make required piping connections to inlets and outlets recommended by boiler manufacturer.
- .3 Maintain clearances as indicated or if not indicated, as recommended by manufacturer for operation, servicing and maintenance without disruption of operation of any other equipment/system.
- .4 Oil fired installations in accordance with CSA B139.

Location of Boiler/Furnace: \_\_\_\_\_

Make of Unit: \_\_\_\_\_

Make of Humidifier: \_\_\_\_\_

Age of Unit: \_\_\_\_\_

**EFFICIENCY TEST RESULTS:**

Smoke: \_\_\_\_\_

Draft: \_\_\_\_\_

Temp: \_\_\_\_\_

CO: \_\_\_\_\_

Efficiency Rate: \_\_\_\_\_

Nozzle Size: \_\_\_\_\_

BTU: \_\_\_\_\_

**CONDITION OF:**

Baffles: \_\_\_\_\_

Flue Pipe: \_\_\_\_\_

Reducer: \_\_\_\_\_

Duct Work: \_\_\_\_\_

Humidifier: \_\_\_\_\_

Wiring Harness: \_\_\_\_\_

Heat Exchanger: \_\_\_\_\_

Oil Tank, Gauge & Lines: \_\_\_\_\_

\_\_\_\_\_

Overall Condition of Boiler/Furnace: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Technician:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**List of Units for Annual Inspection:**

<b>Victoria Park</b>			
<b>Building</b>	<b>Description</b>	<b>Manufacturer</b>	<b>Units</b>
VP40	Indirect Fired Industrial Heaters Model # OIDM-20 Model # OIDM-65 Model # OIDM-85	I.C.E. Manufacturing Ltd	3 ea 1 ea 1 ea
VP40	(Furnace) Oil Burners Model # R6	Gordon Piatt	2 ea
VP40	(Furnace) Oil Burners Model # WL20ZA	Weisshaupt	3 ea
VP40	Low Intensity Radiant Tubular Heaters Model # 2570-115-08 Model # 2570-115-06	Inject-A-Ray	2 ea 3 ea
VP40	Radiant Heater Burners Model # 40 F3 Model # 40 F5	Riello	3 ea 2 ea
VP40	Domestic Hot Water Boiler Model # COF245-934	A.O. Smith	2 ea
VP40	Domestic Hot Water Boiler(Oil Burner) Model # M-SR	Flamelock	2 ea
VP40	Fuel Transfer Pump Model # GB 341	Brook & Hansen	2 ea
VP41	Heating Water Boiler Model # V1111W	Burnham	2 ea
VP41	Heating Water Boiler Burner Model # CF2300A	Beckett	2 ea
VP41	Domestic Hot Water Boiler Model # COF245-934	A.O. Smith	2 ea
VP41	Domestic Hot Water Boiler(Oil Burner) Model # M-SR	Flamelock	2 ea
VP41	Fuel Transfer Pump Model # GB 341	Brook & Hansen	2 ea
VP42	Heating Water Boiler Model # 28 Series	Smith	2 ea
VP42	Heating Water Burner Model # C2-OAC	Bell & Gossett	2 ea
VP42	Domestic Hot Water Boiler Model # COF700-930	A.O. Smith	1 ea
VP42	Domestic Hot Water Boiler(Oil Burner) Model # M-SR	Flamelock	1 ea
VP42	Fuel Transfer Pump Model # 03GB6131-2	Albany Pump Co.	1 ea

<b>Glace Bay Armoury</b>			
<b>Building</b>	<b>Description</b>	<b>Manufacturer</b>	<b>Units</b>
GB1	Boiler Steam Model # 668	Weil-Maclean	1 ea
GB1	Boiler Burner Model # CF2300A Nozzle – 6.5 GPH	Beckett	1 ea
GB1	Boiler Steam Model # 28-S-4	Weil-Maclean	1 ea
GB1	Boiler Burner Model # CF1400	Beckett	1 ea

<b>Sydney Rifle Range</b>			
<b>Building</b>	<b>Description</b>	<b>Manufacturer</b>	<b>Units</b>
SR1	Unit Heater(square) Model # 108585 Type # 12-25H	Trane	1 ea



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

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

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine: **National Defence**      2. Branch or Directorate / Direction générale ou Direction: **Real Property Operations Section (Hfx)**

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:  
Work under this Standing Offer comprises the furnishing of all labour, material, tools, equipment, transportation and supervision required to perform the inspection, maintenance and emergency repairs to commercial and domestic boilers / furnaces associated with distribution systems of the Cape Breton Detachment.

5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées?       No / Non       Yes / Oui

5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?       No / Non       Yes / Oui

6. Indicate the type of access required / Indiquer le type d'accès requis

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) / Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)       No / Non       Yes / Oui

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.       No / Non       Yes / Oui

6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?       No / Non       Yes / Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

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

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

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

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

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



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

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
 Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui  
 If Yes, indicate the level of sensitivity:  
 Dans l'affirmative, indiquer le niveau de sensibilité :

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

Short Title(s) of material / Titre(s) abrégé(s) du matériel :  
 Document Number / Numéro du document :

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

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

- |   |   |   |  |
|---|---|---|--|
| <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 : Escort will be provided as required IAW site USS Security protocols

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

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

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

If Yes, will unscreened personnel be escorted?  
 Dans l'affirmative, le personnel en question sera-t-il escorté?  No / Non  Yes / Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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



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

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

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÉS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
				CONFIDENTIEL		TRÉS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL			A	B	C	CONFIDENTIEL		TRÉS SECRET
Information / Assets Renseignements / Biens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
IT Media / Support TI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
IT Link / Lien électronique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						

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

**TASK AUTHORIZATION  
AUTORISATION DES TÂCHES**

<p>All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.</p>		<p>Contract no. – N° du contrat</p> <hr/> <p>Task no. – N° de la tâche</p>
<p>Amendment no. – N° de la modification</p>	<p>Increase/Decrease – Augmentation/Réduction</p>	<p>Previous value – Valeur précédente</p>
<p>To – À</p>	<p><b>TO THE CONTRACTOR</b></p> <p>You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task.</p> <p>Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract.</p> <p><b>À L'ENTREPRENEUR</b></p> <p>Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande.</p> <p>Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.</p>	
<p>Delivery location – Expédié à</p>	<p>_____</p> <p style="text-align: center;">Date</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">for the Department of National Defence pour le ministère de la Défense nationale</p>	
<p>Delivery/Completion date – Date de livraison/d'achèvement</p>	<p>_____</p>	
<p>Contract item no. N° d'article du contrat</p>	<p>Services</p>	<p>Cost Prix</p>
	<b>GST/HST TPS/TVH</b>	
	<b>Total</b>	
<p><b>APPLICABLE ONLY TO PWGSC CONTRACTS:</b> The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.</p> <p><b>NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC :</b> La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.</p>		
<p>_____</p> <p style="text-align: center;">for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux</p>		

## Instructions for completing DND 626 - Task Authorization

### Contract no.

Enter the PWGSC contract number in full.

### Task no.

Enter the sequential Task number.

### Amendment no.

Enter the amendment number when the original Task is amended to change the scope or the value.

### Increase/Decrease

Enter the increase or decrease total dollar amount including taxes.

### Previous value

Enter the previous total dollar amount including taxes.

### To

Name of the contractor.

### Delivery location

Location where the work will be completed, if other than the contractor's location.

### Delivery/Completion date

Completion date for the task.

### for the Department of National Defence

Signature of the DND person who has delegated **Authority** for signing DND 626 (level of authority based on the dollar value of the task and the equivalent signing authority in the PAM 1.4). **Note:** the person signing in this block ensures that the work is within the scope of the contract, that sufficient funds remain in the contract to cover this task and that the task is affordable within the Project/Unit budget.

### Services

Define the requirement briefly (attach the SOW) and identify the cost of the task using the contractor's quote on the level of effort. The Task must use the basis of payment stipulated in the contract. If there are several basis of payment then list here the one(s) that will apply to the task quote (e.g. milestone payments; per diem rates/labour category hourly rates; travel and living rates; firm price/ceiling price, etc.). All the terms and conditions of the contract apply to this Task Authorization and cannot be ignored or amended for this task. Therefore it is not necessary to restate these general contract terms and conditions on the DND 626 Task form.

### Cost

The cost of the Task broken out into the individual costed items in **Services**.

### GST/HST

The GST/HST cost as appropriate.

### Total

The total cost of the task. The contractor may not exceed this amount without the approval of DND indicated on an amended DND 626. The amendment value may not exceed 50% (or the percentage for amendments established in the contract) of the original value of the task authorization. The total cost of a DND 626, including all amendments, may not exceed the funding limit identified in the contract.

### Applicable only to PWGSC contracts

This block only applies to those Task Authorization contracts awarded by PWGSC. The contract will include a specified threshold for DND sole approval of the DND 626 and a percentage for DND to approve amendments to the original DND 626. Tasks that will exceed these thresholds must be passed to the PWGSC Contracting Authority for review and signature prior to authorizing the contractor to begin work.

### Note:

Work on the task may not commence prior to the date this form is signed by the DA Authority - for tasks within the DND threshold; and by both DND and PWGSC for those tasks over the DND threshold.

## Instructions pour compléter le formulaire DND 626 - Autorisation des tâches

### N° du contrat

Inscrivez le numéro du contrat de TPSGC en entier.

### N° de la tâche

Inscrivez le numéro de tâche séquentiel.

### N° de la modification

Inscrivez le numéro de modification lorsque la tâche originale est modifiée pour en changer la portée.

### Augmentation/Réduction

Inscrivez le montant total de l'augmentation ou de la diminution, y compris les taxes.

### Valeur précédente

Inscrivez le montant total précédent, y compris les taxes.

### À

Nom de l'entrepreneur.

### Expédiez à

Endroit où le travail sera effectué, si celui-ci diffère du lieu d'affaires de l'entrepreneur.

### Date de livraison/d'achèvement

Date d'achèvement de la tâche.

### pour le ministère de la Défense nationale

Signature du représentant du MDN auquel on a délégué le **pouvoir d'approbation** en ce qui a trait à la signature du formulaire DND 626 (niveau d'autorité basé sur la valeur de la tâche et le signataire autorisé équivalent mentionné dans le MAA 1.4). **Nota :** la personne qui signe cette attache de signature confirme que les travaux respectent la portée du contrat, que suffisamment de fonds sont prévus au contrat pour couvrir cette tâche et que le budget alloué à l'unité ou pour le projet le permet.

### Services

Définissez brièvement le besoin (joignez l'ET) et établissez le coût de la tâche à l'aide de la soumission de l'entrepreneur selon le niveau de difficulté de celle-ci. Les modalités de paiement stipulées dans le contrat s'appliquent à la tâche. Si plusieurs d'entre elles sont prévues, énumérez ici celle/celles qui s'appliquera/ront à la soumission pour la tâche à accomplir (p.ex. acompte fondé sur les étapes franchies; taux quotidien ou taux horaire établi selon la catégorie de main-d'œuvre; frais de déplacement et de séjour; prix fixe ou prix plafond; etc.). Toutes les modalités du contrat s'appliquent à cette autorisation de tâche et ne peuvent être négligées ou modifiées quant à la tâche en question. Il n'est donc pas nécessaire de répéter ces modalités générales afférentes au contrat sur le formulaire DND 626.

### Prix

Mentionnez le coût de la tâche en le répartissant selon les frais afférents à chaque item mentionné dans la rubrique **Services**.

### TPS/TVH

Mentionnez le montant de la TPS/TVH, s'il y a lieu.

### Total

Mentionnez le coût total de la tâche. L'entrepreneur ne peut dépasser ce montant sans l'approbation du MDN, formulaire DND 626 modifié à l'appui. Le coût de la modification ne peut pas être supérieur à 50 p. 100 du montant initial prévu dans l'autorisation de tâche (ou au pourcentage prévu dans le contrat pour les modifications). Le coût total spécifié dans le formulaire DND 626, y compris toutes les modifications, ne peut dépasser le plafond de financement mentionné dans le contrat.

### Ne s'applique qu'aux contrats de TPSGC

Le présent paragraphe s'applique uniquement aux autorisations de tâche accordées par TPSGC. On inscrira dans le formulaire DND 626 un plafond précis qui ne pourra être approuvé que par le MDN et un pourcentage selon lequel le MDN pourra approuver des modifications au formulaire DND 626 original. Les tâches dont le coût dépasse ces plafonds doivent être soumises à l'autorité contractante de TPSGC pour examen et signature avant qu'on autorise l'entrepreneur à débiter les travaux.

### Nota :

Les travaux ne peuvent commencer avant la date de signature de ce formulaire par le responsable du MDN, pour les tâches dont le coût est inférieur au plafond établi par le MDN, et par le MDN et TPSGC pour les tâches dont le coût dépasse le plafond établi par le MDN.