



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

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

800 Burrard Street, Room 219

800, rue Burrard, pièce 219

Vancouver

British Columbia

V6Z 0B9

Bid Fax: (604) 775-9381

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

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

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

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

**Comments - Commentaires**

THIS STANDING OFFER CONTAINS A SECURITY  
REQUIREMENT.

**Vendor/Firm Name and Address**

Raison sociale et adresse du  
fournisseur/de l'entrepreneur

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada - Pacific  
Region

800 Burrard Street, Room 219

800, rue Burrard, pièce 219

Vancouver

British C

V6Z 0B9

<b>Title - Sujet</b> General Construction Services SOA	
<b>Solicitation No. - N° de l'invitation</b> W6862-200080/A	<b>Date</b> 2020-07-24
<b>Client Reference No. - N° de référence du client</b>	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$PWY-038-8804
<b>File No. - N° de dossier</b> PWY-0-43003 (038)	<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 2020-08-21</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Pacific Daylight Saving Time PDT	
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Chiasson (PWY), Danielle	<b>Buyer Id - Id de l'acheteur</b> pwy038
<b>Telephone No. - N° de téléphone</b> (604)349-7097 ( )	<b>FAX No. - N° de FAX</b> (604)775-6633
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DND - Various Locations, Comox - Lazo, BC	
<b>Security - Sécurité</b> This request for a Standing Offer includes provisions for security. Cette Demande d'offre à commandes comprend des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

## REQUEST FOR STANDING OFFER (RFSO)

This RFSO is for call-ups below \$100,000  
No contract security is asked for.

General Construction Trade Services SOA  
CFB Comox, Lazo, BC

### IMPORTANT NOTICE TO OFFERORS

#### PROMPT PAYMENT IN THE CONSTRUCTION INDUSTRY

##### Prompt Payment Principles

Public Services and Procurement Canada advocates that construction-related payments should follow these three principles:

- **Promptness:** The department will review and process invoices promptly. If disputes arise, Public Services and Procurement Canada will pay for items not in dispute, while working to resolve the disputed amount quickly and fairly
- **Transparency:** The department will make construction payment information such as payment dates, company names, contract and project numbers, publicly available; likewise, contractors are expected to share this information with their lower tiers
- **Shared responsibility:** Payers and payees are responsible for fulfilling their contract terms including their obligations to make and receive payment, and to adhere to industry best practices

For more information: <http://www.tpsgc-pwgsc.gc.ca/biens-property/divulgtion-disclosure/psdic-ppci-eng.html>

#### THIS DOCUMENT CONTAINS AN INDUSTRIAL SECURITY REQUIREMENT

For further instructions please consult "Special Instruction to Offeror", SI09, "Industrial Security related requirements" and "Supplementary Conditions" SC01 Industrial Security requirements, document safeguarding location.

#### PWGSC UPDATE ON ASBESTOS USE

Effective April 1, 2016, all Public Works and Government Services Canada (PWGSC) contracts for new construction and major rehabilitation will prohibit the use of asbestos-containing materials. Further information can be found at <https://www.tpsgc-pwgsc.gc.ca/biens-property/ami-asb/amiante-asbestos-eng.html>

#### ANTICIPATED MIGRATION TO AN E-PROCUREMENT SOLUTION (EPS)

Canada is currently developing an online EPS for faster and more convenient ordering of goods and services. In support of the anticipated transition to this system and how it may impact any resulting Standing Offer that is issued under this solicitation, refer to SC03 Transition to an e-Procurement Solution (EPS).

#### LISTING OF SUBCONTRACTORS/SUPPLIERS

Take note that "Listing of Subcontractors and Suppliers" has been amended. See GI05 of the General Instructions.

#### TENDER ENQUIRIES:

Danielle Chiasson  
Supply Specialist  
Tel: (604) 349-7097  
Email: [Danielle.Chiasson@pwgsc-tpsgc.gc.ca](mailto:Danielle.Chiasson@pwgsc-tpsgc.gc.ca)

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## GENERAL INSTRUCTIONS TO OFFERORS – CONSTRUCTION SERVICES (GI)

### GI01 (2016-04-04) Integrity provisions—Offer

1. The *Ineligibility and Suspension Policy* (the “Policy”) in effect on the date the offer solicitation is issued, and all related Directives in effect on that date, are incorporated by reference into, and form a binding part of the offer solicitation. The Offeror must comply with the Policy and Directives, which can be found at [Ineligibility and Suspension Policy](#).
2. Under the Policy, charges and convictions of certain offences against a Offeror, its affiliates or first tier subcontractors, and other circumstances, will or may result in a determination by Public Works and Government Services Canada (PWGSC) that the Offeror is ineligible to enter, or is suspended from entering into a contract with Canada. The list of ineligible and suspended Suppliers is contained in PWGSC’s Integrity Database. The Policy describes how enquiries can be made regarding the ineligibility or suspension of Suppliers.
3. In addition to all other information required in the offer solicitation, the Offeror must provide the following:
  - a. by the time stated in the Policy, all information required by the Policy described under the heading “Information to be Provided when Offering, Contracting or Entering into a Real Property Agreement”; and
  - b. with its offer, a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offences in the Policy. The list of foreign criminal charges and convictions must be submitted using an Integrity Declaration Form, which can be found at [Declaration form for procurement](#).
4. Subject to subsection 5, by submitting an offer in response to this offer solicitation, the Offeror certifies that:
  - a. it has read and understands the [Ineligibility and Suspension Policy](#);
  - b. it understands that certain domestic and foreign criminal charges and convictions, and other circumstances, as described in the Policy, will or may result in a determination of ineligibility or suspension under the Policy;
  - c. it is aware that Canada may request additional information, certifications, and validations from the Offeror or a third party for purposes of making a determination of ineligibility or suspension;
  - d. it has provided with its offer a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offences in the Policy;
  - e. none of the domestic criminal offences, and other circumstances, described in the Policy that will or may result in a determination of ineligibility or suspension, apply to it, its affiliates and its proposed first tier subcontractors; and
  - f. it is not aware of a determination of ineligibility or suspension issued by PWGSC that applies to it.
5. Where an Offeror is unable to provide any of the certifications required by subsection 4, it must submit with its offer a completed Integrity Declaration Form, which can be found at [Declaration form for procurement](#).
6. Canada will declare non-responsive any offer in respect of which the information requested is incomplete or inaccurate, or in respect of which the information contained in a certification or declaration is found by Canada to be false or misleading in any respect. If Canada establishes after award of the Contract that the Offeror provided a false or misleading certification or declaration, Canada may terminate the Contract for default. Pursuant to the Policy, Canada may also determine the Offeror to be ineligible for award of a contract for providing a false or misleading certification or declaration.

### GI02 (2014-03-01) Completion of offer

1. The offer shall be  
RFSO (01-2020)

- a. submitted on the Offer and Acceptance Form provided through the Government Electronic Tendering Service (GETS) or on a clear and legible reproduced copy of such Offer and Acceptance Form that must be identical in content and format to the Offer and Acceptance Form provided through GETS;
  - b. based on the Offer Documents listed in the Special Instructions to Offerors;
  - c. correctly completed in all respects;
  - d. signed by a duly authorized representative of the Offeror; and
  - e. accompanied by
    - i. any other document or documents specified elsewhere in the solicitation where it is stipulated that said documents are to accompany the offer.
2. Subject to paragraph 6) of GI08, any alteration to the pre-printed or pre-typed sections of the Offer and Acceptance Form, or any condition or qualification placed upon the offer may be cause for disqualification. Alterations, corrections, changes or erasures made to statements or figures entered on the Offer and Acceptance Form by the Offeror shall be initialed by the person or persons signing the offer. Alterations, corrections, changes or erasures that are not initialed shall be deemed void and without effect.
3. Unless otherwise noted elsewhere in the Offer Documents, facsimile copies of offers are not acceptable.
4. Canada will make available Notices of Proposed Procurement (NPP), offer solicitations and related documents for download through the Government Electronic Tendering Service (GETS). Canada is not responsible and will not assume any liabilities whatsoever for the information found on websites of third parties. In the event an NPP, offer solicitation or related documentation would be amended, Canada will not be sending notifications. Canada will post all amendments, including significant enquiries received and their replies, using GETS. It is the sole responsibility of the Offeror to regularly consult GETS for the most up-to-date information. Canada will not be liable for any oversight on the Offeror's part nor for notification services offered by a third party.

### **GI03 (2015-02-25) Identity or legal capacity of the Offeror**

In order to confirm the authority of the person or persons signing the offer or to establish the legal capacity under which the Offeror proposes to enter into Contract, any Offeror who carries on business in other than its own personal name shall, if requested by Canada, provide satisfactory proof of

- a. such signing authority; and
- b. the legal capacity under which it carries on business;

prior to contract award. Proof of signing authority may be in the form of a certified copy of a resolution naming the signatory(ies) that is (are) authorized to sign this offer on behalf of the corporation or partnership. Proof of legal capacity may be in the form of a copy of the articles of incorporation or the registration of the business name of a sole proprietor or partnership.

### **GI04 (2015-02-25) Applicable Taxes**

"Applicable Taxes" means the Goods and Services Tax (GST), the Harmonized Sales Tax (HST), and any provincial tax, by law, payable by Canada such as, the Quebec Sales Tax (QST) as of April 1, 2013.

### **GI05 Listing of Subcontractors/Supplier**

[\(Applicable on call-ups\)](#)

The Bidder must submit the names of Subcontractors/Supplier for the part or parts of the Work listed. See ANNEX D. Failure to do so will result in the disqualification of its bid.

### **GI06 (2014-03-01) Submission of offer**

RFSO (01-2020)

1. The Offer and Acceptance Form, duly completed, shall be enclosed and sealed in an envelope provided by the Offeror, and shall be addressed and submitted to the office designated on the Front Page "Invitation to Tender" for the receipt of offers. The offer must be received on or before the date and time set for solicitation closing.
2. Unless otherwise specified in the Special Instructions to Offerors
  - a. the offer shall be in Canadian currency;
  - b. the requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All offers including such provision will render the offer non-responsive.
3. Prior to submitting the offer, the Offeror shall ensure that the following information is clearly printed or typed on the face of the offer envelope:
  - a. Solicitation Number;
  - b. Name of Offeror;
  - c. Return address; and
  - d. Closing Date and Time.
4. Timely and correct delivery of offers is the sole responsibility of the Offeror. Due to the impacts of the COVID-19 pandemic and to encourage physical distancing, the bid receiving unit in Vancouver will remain open but with limited staff and limited hours: Tuesdays, Thursdays and Fridays only, from 10:30 am to 2:30 pm (Pacific Daylight Time).

#### **GI07 (2010-01-11) Revision of offer**

1. An offer submitted in accordance with these instructions may be revised by letter or facsimile provided the revision is received at the office designated for the receipt of offers, on or before the date and time set for the closing of the solicitation. The letter or facsimile shall be on the Offeror's letterhead or bear a signature that identifies the Offeror.
2. A revision to an offer that includes unit prices must clearly identify the change(s) in the unit price(s) and the specific item(s) to which each change applies.
3. A letter or facsimile submitted to confirm an earlier revision should be clearly identified as a confirmation.
4. Failure to comply with any of the above provisions may result in the rejection of the non-compliant revision(s) only. The offer shall be evaluated based on the original offer submitted and all other compliant revision(s).

#### **GI08 (2014-09-25) Rejection of offer**

1. Canada may accept any offer, whether it is the lowest or not, or may reject any or all offers.
2. Without limiting the generality of paragraph 1) of GI08, Canada may reject an offer if any of the following circumstances is present:
  - a. the Offeror's offering privileges are suspended or are in the process of being suspended;
  - b. the offering privileges of any employee or subcontractor included as part of the offer are suspended or are in the process of being suspended, which suspension or pending suspension would render that employee or subcontractor ineligible to offer on the Work, or the portion of the Work the employee or subcontractor is to perform;
  - c. the Offeror is bankrupt, or where for whatever reason, its activities are rendered inoperable for an extended period;

- d. evidence, satisfactory to Canada, of fraud, bribery, fraudulent misrepresentation or failure to comply with any law protecting individuals against any manner of discrimination, has been received with respect to the Offeror, any of its employees or any subcontractor included as part of its offer;
  - e. evidence satisfactory to Canada that based on past conduct or behavior, the Offeror, a sub-contractor or a person who is to perform the Work is unsuitable or has conducted himself/herself improperly;
  - f. with respect to current or prior transactions with Canada
    - i. Canada has exercised, or intends to exercise, the contractual remedy of taking the work out of the Offeror's hands with respect to a contract with the Offeror, any of its employees or any subcontractor included as part of its offer; or
    - ii. Canada determines that the Offeror's performance on other contracts is sufficiently poor to jeopardize the successful completion of the requirement being offer on.
3. In assessing the Offeror's performance on other contracts pursuant to subparagraph 2)(f)(ii) of GI08, Canada may consider, but not be limited to, such matters as:
- a. the quality of workmanship in performing the Work;
  - b. the timeliness of completion of the Work;
  - c. the overall management of the Work and its effect on the level of effort demanded of the department and its representative; and
  - d. the completeness and effectiveness of the Offeror's safety program during the performance of the Work.
4. Without limiting the generality of paragraphs 1), 2) and 3) of GI08, Canada may reject any offer based on a unfavorable assessment of the;
- a. adequacy of the offer price to permit the work to be carried out and, in the case of a offer providing prices per unit, whether each such price reasonably reflects the cost of performing the part of the work to which that price applies;
  - b. Offeror's ability to provide the necessary management structure, skilled personnel, experience and equipment to perform competently the work under the Contract; and
  - c. Offeror's performance on other contracts.
5. Where Canada intends to reject an offer pursuant to a provision of paragraphs 1), 2), 3) or 4) of GI08, other than subparagraph 2)(a) of GI08, the contracting Authority will inform the Offeror and provide the Offeror ten (10) days within which to make representations, before making a final decision on the offer rejection.
6. Canada may waive informalities and minor irregularities in offers received if Canada determines that the variation of the offer from the exact requirements set out in the Offer Documents can be corrected or waived without being prejudicial to other Offerors.

#### **GI09 (2015-02-25) Offer costs**

No payment will be made for costs incurred in the preparation and submission of an offer in response to the offer solicitation. Costs associated with preparing and submitting an offer, as well as any costs incurred by the Offeror associated with the evaluation of the offer, are the sole responsibility of the Offeror.

#### **GI10 (2019-05-30) Procurement Business Number**

1. Bidders are required to have a Procurement Business Number (PBN) before Contract award. Bidders may register for a PBN in the Supplier Registration Information system on Web site: <https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/register-as-a-supplier> . For non-Internet registration, Bidders may contact the nearest Supplier Registration Agent.

### **G111 (2013-04-25) Compliance with applicable laws**

1. By submission of an offer, the Offeror certifies that the Offeror has the legal capacity to enter into a contract and is in possession of all valid licenses, permits, registrations, certificates, declarations, filings, or other authorizations necessary to comply with all federal, provincial and municipal laws and regulations applicable to the submission of the offer and entry into any ensuing contract for the performance of the work.
2. For the purpose of validating the certification in paragraph 1) of G111, a Offeror shall, if requested, provide a copy of every valid license, permit, registration, certificate, declaration, filing or other authorization listed in the request, and shall provide such documentation within the time limit(s) set out in the request.
3. Failure to comply with the requirements of paragraph 2) of G111 shall result in disqualification of the offer.

### **G112 (2010-01-11) Performance evaluation**

1. Offerors shall take note that the performance of the Offeror during and upon completion of the work shall be evaluated by Canada. The evaluation shall be based on the quality of workmanship; timeliness of completion of the work; project management, contract management and management of health and safety. Should the Offeror's performance be considered unsatisfactory, the Offeror's offering privileges on future work may be suspended indefinitely.
2. The form [PWGSC-TPSGC 2913](#), SELECT - Contractor Performance Evaluation Report Form, is used to record the performance.

### **G113 (2011-05-16) Conflict of interest—unfair advantage**

1. In order to protect the integrity of the procurement process, Offerors are advised that Canada may reject an offer in the following circumstances:
  - a. if the Offeror, any of its subcontractors, any of their respective employees or former employees was involved in any manner in the preparation of the offer solicitation or in any situation of conflict of interest or appearance of conflict of interest;
  - b. if the Offeror, any of its subcontractors, any of their respective employees or former employees had access to information related to the offer solicitation that was not available to other Offerors and that would, in Canada's opinion, give or appear to give the Offeror an unfair advantage.
2. The experience acquired by a Offeror who is providing or has provided the goods and services described in the offer solicitation (or similar goods or services) will not, in itself, be considered by Canada as conferring an unfair advantage or creating a conflict of interest. This Offeror remains however subject to the criteria established above.
3. Where Canada intends to reject an offer under this section, the Contracting Authority will inform the Offeror and provide the Offeror an opportunity to make representations before making a final decision. Offerors who are in doubt about a particular situation should contact the Contracting Authority before offer closing. By submitting an offer, the Offeror represents that it does not consider itself to be in conflict of interest nor to have an unfair advantage. The Offeror acknowledges that it is within Canada's sole discretion to determine whether a conflict of interest, unfair advantage or an appearance of conflict of interest or unfair advantage exists.

### **G114 (2016-04-04) Code of Conduct for Procurement—offer**

The [Code of Conduct for Procurement](#) provides that Offerors must respond to offer solicitations in an honest, fair and comprehensive manner, accurately reflect their capacity to satisfy the requirements set out in the offer solicitation and resulting contract, submit offers and enter into contracts only if they will fulfill all obligations of the Contract. By submitting an offer, the Offeror is certifying that it is complying with the *Code of Conduct for Procurement*. Failure to comply with the *Code of Conduct for Procurement* may render the offer non-responsive.

## **SPECIAL INSTRUCTIONS TO OFFEROR'S (SI)**

### **SI01 INTRODUCTION**

1. Public Works and Government Services Canada (PWGSC) is inviting Offerors to submit proposals for Standing Offers. The selected offerors shall provide a range of services as identified in the Statement of Work section of this document.
2. It is PWGSC's intention to authorize up to two (2) Standing Offers, each for a period of three (3) years. The total dollar value of all Standing Offers, for the three (3) year period, is estimated to be \$3,150,000.00 (GST or HST included). Individual call-ups will vary up to a maximum of \$60,000.00 (GST or HST included). Offerors should note that there is no guarantee that the full or any amount of the Standing Offers will be called-up; PWGSC will issue call-ups only when the specific services to be provided under the Standing Offer are needed. Please refer to Section SOP04, CALL-UP PROCEDURE.

PWGSC will also hold a two (2) irrevocable options to extend the Standing Offer by up to two (2) additional consecutive twelve (12) month periods under the same conditions. It is to be noted that Canada is not obliged to exercise any of these two (2) options. The exercise of any option will be at Canada's sole discretion, by providing notification in writing to the Contractor at least thirty (30) days prior to the Contract expiry date or the expiry date of an exercised option period.

### **SI02 OFFER DOCUMENTS**

1. The following are the Offer Documents:
  - a. Request for Standing Offer - Page 1;
  - b. General Instructions to Offeror's- Construction Services
  - c. Special Instructions to Offerors;
  - d. Clauses & Conditions identified in "Call-up Clauses or Resulting Contract Documents;
  - e. Drawings and Specifications;
  - f. Price Proposal form and related Appendix(s); and
  - g. Any amendment issued prior to solicitation closing.

Submission of an Offer constitutes acknowledgement that the Offeror has read and agrees to be bound by these documents.

### **SI03 ENQUIRIES DURING THE SOLICITATION PERIOD**

1. Enquiries regarding this Offer must be submitted in writing to the Contracting Authority named on the Request for Standing Offer (RFSO) Page 1 at e-mail address [Danielle.chiasson@tpsgc-pwgsc.gc.ca](mailto:Danielle.chiasson@tpsgc-pwgsc.gc.ca). Enquiries should be received no later than (5) business days prior to the date set for solicitation closing to allow sufficient time to provide a response. Enquiries received after that time may result in an answer NOT being provided.
2. To ensure consistency and quality of the information provided to Offerors the Contracting Authority will examine the content of the enquiry and shall decide whether or not to issue an amendment.
3. All enquiries and other communications related to this offer sent throughout the solicitation period must be directed ONLY to the Contracting Authority named in paragraph 1. above. Failure to comply with this requirement may result in the offer being declared non-compliant.

### **SI04 QUANTITY**

The amount of work and estimated expenditure specified in the RFSO are only an approximation of requirements. The making of an offer by the Offeror shall not constitute an agreement by Canada. Canada may make one or several call-ups against a standing offer.

#### **SI05 PWGSC OBLIGATION**

A RFSO does not commit PWGSC to authorize the utilization of a standing offer or to pay any cost incurred in the submission of offers, or cost incurred in making necessary studies for the preparation thereof, or to procure or contract for any services. PWGSC reserves the right to reject or authorize for utilization any offer in whole or in part, with or without further discussion or negotiation. Canada reserves the right to cancel or amend the RFSO at any time.

#### **SI06 SITE VISIT**

Due to the COVID-19 pandemic, there will be no site visit.

#### **SI07 REVISION OF OFFER**

An offer may be revised by letter or facsimile in accordance with "General Instructions to Offerors – Construction Services to Offerors". The facsimile number for receipt of revisions is (604) 775-9381.

#### **SI08 OFFER VALIDITY PERIOD**

1. The offer cannot be withdrawn for the period of 180 days following the RFSO closing date.
2. Canada reserves the right to seek an extension to the offer validity period. Upon notification in writing from Canada, Offerors shall have the option to either accept or reject the proposed extension.
3. If the extension referred to in paragraph 2 of SI08 is accepted, in writing, by all those who submitted offers, then Canada shall continue immediately with the evaluation of the offers and its approvals processes.
4. If the extension referred to in paragraph 2 of SI08 is not accepted in writing by all those who submitted offers then Canada shall, at its sole discretion, either
  - a. continue to evaluate the offers of those who have accepted the proposed extension and seek the necessary approvals; or
  - b. cancel the request for proposal.
5. The provisions expressed herein do not in any manner limit Canada's rights in law or under GI11.

#### **SI09 INDUSTRIAL SECURITY RELATED REQUIREMENTS**

1. At offer award, the Offeror must hold a valid Security Clearance as indicated in section SC01 of the Supplementary Conditions. Failure to comply with this requirement will render the offer non-compliant and no further consideration will be given to the offer.
2. The successful Offeror's personnel, as well as any subcontractor and its personnel, who are required to perform any part of the work pursuant to the subsequent contract must meet the mandatory security requirement as indicated in section SC01 of the Supplementary Conditions. **Individuals who do not have the required level of security will not be allowed on site.** It is the responsibility of the successful Offeror to ensure that the security requirements are met throughout the performance of the contract. Canada will not be held liable

or accountable for any delays or additional costs associated with the successful Offeror's non-compliance with the mandatory security requirement.

3. For additional information on security requirements, offerors should consult the "Security Requirements for PWGSC Offer Solicitations - Instructions for Offerors" on the Standard Procurement Documents Web site [Industrial Security Program](#)

#### **SI10 BRITISH COLUMBIA PROVINCIAL SALES TAX ACT – REAL PROPERTY CONTRACTORS**

Real property contractors in the Province of British Columbia who have contracts with the Federal Government may make purchases for use in real property contracts exempt of Provincial Sales Tax (PST) by providing their suppliers with a completed Certificate of Exemption – Contractors (FIN 491) and, if necessary a completed Certification of Exemption – Subcontractor (FIN 493).

Upon request, Canada will provide the General Contractor with a duly signed exemption form, FIN 491 and if applicable FIN 493.

For additional information, please refer to the link noted below:

<http://www2.gov.bc.ca/assets/gov/taxes/sales-taxes/publications/pst-501-real-property-contractors.pdf>

#### **SI11 WEB SITES**

The connection to some of the Web sites in the solicitation documents is established by the use of hyperlinks. The following is a list of the addresses of the Web sites:

Buy and Sell <https://www.achatsetventes-buyandsell.gc.ca>

Canadian economic sanctions <http://www.international.gc.ca/sanctions/index.aspx?lang=eng>

Contractor Performance Evaluation Report (Form PWGSC-TPSGC 2913)  
<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/2913.pdf>

Standard Acquisition Clauses and Conditions (SACC) Manual  
<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R>

PWGSC, Industrial Security Services <Http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>

PWGSC, Code of Conduct and Certifications  
<http://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/contexte-context-eng.html>

Construction and Consultant Services Contract Administration Forms Real Property Contracting  
<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>

Declaration Form  
<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html>

Performance Bond (form PWGSC-TPSGC 505)  
[http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/505\\_eng.pdf](http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/505_eng.pdf)

Trade agreements  
<https://buyandsell.gc.ca/policy-and-guidelines/Policy-and-Legal-Framework/Trade-Agreements>

## CALL-UPS CLAUSES OR RESULTING CONTRACT DOCUMENTS (CD)

1. The following are the "call up" contract documents:
  - a. Contract Page when signed by Canada;
  - b. Duly completed Price Proposal Form and any Appendices attached thereto;
  - c. Drawings and Specifications;
  - d. General Conditions and clauses

GC1	General Provisions – Construction Services	R2810D	(2017-08-17);
GC2	Administration of the Contract	R2820D	(2016-01-28);
GC3	Execution and Control of the Work	R2830D	(2019-11-28);
GC4	Protective Measures	R2840D	(2008-05-12);
GC5	Terms of Payment	R2550D	(2019-11-28);
GC6	Delays and Changes in the Work	R2860D	(2019-05-30);
GC7	Default, Suspension or Termination of Contract	R2870D	(2018-06-21);
GC8	Dispute Resolution	R2884D	(2016-01-28);
GC9	N/A		
GC10	Insurance	R2900D	(2008-05-12);
	Allowable Costs for Contract Changes under GC6.4.1	R2950D	(2015-02-25);
	Supplementary Conditions		
  - e. Any amendment issued or any allowable offer revision received before the date and time set for solicitation closing;
  - f. Any amendment incorporated by mutual agreement between Canada and the Offeror before acceptance of the offer; and
  - g. Any amendment or variation of the contract documents that is made in accordance with the General Conditions.
2. The documents identified by title, number and date above are incorporated by reference and are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Web site: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>
3. The language of the contract documents is the language of the Price Proposal Form submitted.

## STANDING OFFER PARTICULARS

### SOP01 GENERAL

1. The Offeror acknowledges that a standing offer is not a contract and that the issuance of a Standing Offer and Call-up Authority does not oblige or commit Canada to procure or contract for any services listed in the Standing Offer.
2. The Offeror offers to provide and deliver to Canada the services described in the Standing Offer, in accordance with the pricing set out in the Request for Standing Offer if, and when the Technical Authority may request such services, in accordance with the conditions listed at subsection 3 below.
3. The Offeror understands and agrees that:
  - a. a call-up against the Standing Offer will form a contract only for those services which have been called-up, provided that such call-up is made in accordance with the provisions of the Standing Offer;
  - b. Canada's liability is limited to that which arises from call-ups against the Standing Offer made within the period specified in the Standing Offer;
  - c. Canada has the right to procure the services specified in the Standing Offer by means of any other contract, standing offer or contracting method;
  - d. the Standing Offer cannot be assigned or transferred in whole or in part;
  - e. the Standing Offer may be set aside by Canada at any time.

### SOP02 PERIOD OF THE STANDING OFFER

The period for placing call-ups against the Standing Offer shall be for three (3) years commencing from the start date identified on the Standing Offer.

The Offeror hereby grants to Canada two (2) irrevocable options to extend the term of the Standing Offer for an additional twelve (12) month period, under the same terms and conditions. It is to be noted that Canada is not obliged to exercise these options. The exercise of any option will be at Canada's sole discretion, by providing notification in writing to the Contractor at least thirty (30) days prior to the Contract expiry date or the expiry date of an exercised option period.

### SOP03 CALL-UP LIMITATION

Each call-up against the Standing Offer will have a maximum limitation of expenditure of \$60,000.00 (Applicable Taxes included). Canada will keep track of expenditures and ensure that they do not exceed the maximal allocated total percentage of each retained Offeror.

### SOP04 CALL-UP PROCEDURE

1. Services will be called-up as follows:
  - a. Departmental Representative will establish the work requirements to be provided. For each individual call-up a proportional distribution process will be used to consider the Offeror's ranking.
  - b. The Proposals will be selected based on the combined rating of technical merit score and total financial score. The ratio will be 40% for the technical merit score and 60% for the total financial score as indicated

in Appendix 4 "Evaluation procedures or basis of selection". The two responsive bids with the highest combined rating of technical merit and price will be recommended for award of the standing offers. The work distribution will be of 60% of the business for the top ranked offeror and 40% for the 2nd ranked offeror. In the event fewer than two offerors are successful or that one withdraws following the Standing Offer's attribution, the undistributed % of business will be redistributed amongst the offerors being recommended.

- c. The Offeror who is furthest under their respective work distribution percentage in relation to the other Offerors will be selected for the next call-up.
  - d. For each individual call-up the Offeror will be provided the scope of work and will submit an offer to the Departmental Representative in accordance with the unit rates established under the Standing Offer. The Offeror's offer shall include all of the work as specified including; mobilizing, sub-trades, materials, labour, tools, administration fees and supervision including building permits as per local regulations.
2. The Offeror will be authorized in writing by the Departmental Representative to proceed with the work by issuance of a Call-up against the Standing Offer using form 2829. See Annex E

**SOP05 STANDING OFFER RESPONSIBLES**

The Contracting Authority is responsible for the establishment and administration of the Standing Offer and its revision if needed. The Contracting Authority is responsible for all contractual related questions regarding call-ups.

Standing Offer Contracting Authority is:

Name : Danielle Chiasson  
Title : Supply Specialist  
Department : Public Services and Procurement Canada  
Division : Real Property Contracting  
Telephone : 604-349-7097  
e-mail : Danielle.chiasson@pwgsc-tpsgc.gc.ca

The Departmental Representative represents the Department or Organisation for which the works are executed within a call-up. The Departmental Representative is responsible for all technical related questions regarding call-ups.

Standing Offer Departmental Representative is: (TO BE PROVIDED AT OFFER AWARD)

Name : \_\_\_\_\_  
Title : \_\_\_\_\_  
Department : \_\_\_\_\_  
Division : \_\_\_\_\_  
Telephone : \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
e-mail : \_\_\_\_\_

The selected Offeror for the standing offer is : (TO BE DETERMINED)

Solicitation No. - N° de l'invitation  
W6862-200080/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
PWY038

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

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Name : \_\_\_\_\_

Contact : \_\_\_\_\_

Address : \_\_\_\_\_

Telephone : \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

e-mail : \_\_\_\_\_

## **SUPPLEMENTARY CONDITIONS (SC)**

### **SC01 INDUSTRIAL SECURITY RELATED REQUIREMENTS, DOCUMENT SAFEGUARDING**

The following security requirement (SRCL and related clauses) applies and form part of the Contract.

#### **PWGSC FILE No. W6862-200080**

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance at the level of SECRET, issued by the Contract Security Program (CSP), Public Works and Government Services (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive site(s) must EACH hold a valid personnel security screening at the level of SECRET, 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 A.
  - b) *Industrial Security Manual* (Latest Edition).

### **SC02 INSURANCE TERMS**

- 1) Insurance Contracts
  - (a) The Contractor must, at the Contractor's expense, obtain and maintain insurance contracts in accordance with the requirements of the Certificate of Insurance. Coverage must be placed with an Insurer licensed to carry out business in Canada.
  - (b) Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the agreement. The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the agreement and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.
- 2) Period of Insurance
  - (a) The policies required in the Certificate of Insurance must be in force and be maintained throughout the duration of the standing offer period.
  - (b) The Contractor must be responsible to provide and maintain coverage for Products/Completed Operations hazards on its Commercial General Liability insurance policy, for a period of six (6) years beyond the date of the Certificate of Substantial Performance.
- 3) Proof of Insurance
  - (a) Before commencement of the Work, and no later than thirty (30) days after acceptance of its offer, the Contractor must deposit with Canada a Certificate of Insurance on the form attached herein.

(b) Upon request by Canada, the Contractor must provide originals or certified true copies of all contracts of insurance maintained by the Contractor pursuant to the Certificate of Insurance.

4) Insurance Proceeds

In the event of a claim, the Contractor must, without delay, do such things and execute such documents as are necessary to effect payment of the proceeds.

5) Deductible

The payment of monies up to the deductible amount made in satisfaction of a claim must be borne by the Contractor.

**SC03 TRANSITION TO AN E-PROCUREMENT SOLUTION (EPS)**

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

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

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

## APPENDIX 1 - PRICE PROPOSAL FORM

### BA01 IDENTIFICATION

General Construction Trade Services SOA  
CFB Comox – Lazo, BC

### BA02 BUSINESS NAME AND ADDRESS OF OFFEROR

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ PBN: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Industrial Security Program Organisation Number (ISP ORG#) \_\_\_\_\_  
(when required)

### BA03 THE OFFER

Complete the Appendix 1 - Price Proposal Form and submit in a **separate sealed envelope**.

1. Each item specified in the Unit Price Schedule includes wages, traveling time and costs, allowances, supervision, liabilities as employer, insurance and the use of all tools, tackle, etc., overhead profit and other liabilities.
2. Unspecified material shall be reimbursed at net cost, as supported by invoices, plus Markup as established in the Price Schedule of this Offer. "Net Cost" means all amounts reasonably and properly paid by the Offeror in respect of materials required for and used in the Work, and includes packing, handling and delivery charges, less any trade discounts received by the Offeror. The Offeror's Markup on Unspecified Material covers overheads, profit and all other expenses whatsoever.
3. The prices inserted in the Price Schedule of this Offer do not include any amount for the Goods and Services Tax (GST) or Harmonized Sales Tax (HST). The appropriate GST/HST amounts will be paid by Canada to the Offeror in addition to the amounts paid against the amount of the contract. The Offeror shall make appropriate remittances to Canada Revenue Agency in accordance with legislation.
4. Payments by Canada for the Offeror's own special equipment not covered by the Unit Price Schedule and required at the job site will be no greater than the local going rental rate for such equipment or the rate published by the local construction association for such equipment, whichever is lower.
5. Pricing  
The hourly rates requested in the offer and acceptance for specific types of service shall be the total cost to perform the work including but not limited to:
  1. Labour including supervision, allowances and liability insurance;
  2. Travel time;
  3. Transportation/vehicle expenses;
  4. Tools and tackle;
  5. Overhead and Profit;
  6. Any other incidental expenses other than supply of materials and replacement parts relating to the delivery of labour
6. Unit Price Schedules - Rates

<b>YEAR 1 AND YEAR 2</b>				
<b>Col. 1</b>	<b>Col. 2</b>	<b>Col. 3</b>	<b>Col. 4</b>	<b>Col. 5</b>
<u><b>Class of Labour, material or plant</b></u>	<u><b>Unit</b></u>	<u><b>Estimated Hours/Quantity</b></u>	<u><b>Unit Price</b></u>	<u><b>Estimated total extended amount</b></u>
Hourly rate, including travel time and all related expenses.				
<b>a) During Regular Hours:</b>				
0730 - 1530 hours, Monday through Friday				
i. Carpenter (Journeyman)	per hour	6000	\$	\$
ii. Carpenter (Labourer/Apprentice)	per hour	1500	\$	\$
iii. Mason (Journeyman)	per hour	500	\$	\$
iv. Mason (Labourer/Apprentice)	per hour	250	\$	\$
v. Plumber (Journeyman)	per hour	300	\$	\$
vi. Plumber (Labourer/Apprentice)	per hour	150	\$	\$
vii. Steamfitter (Journeyman)	per hour	300	\$	\$
viii. Steamfitter (Labourer/Apprentice)	per hour	150	\$	\$
ix. Refrigeration Mechanic (Journeyman)	per hour	200	\$	\$
x. Refrigeration Mechanic (Labourer/Apprentice)	per hour	200	\$	\$
xi. Gasfitter (Journeyman)	per hour	100	\$	\$
xii. Gasfitter (Labourer/Apprentice)	per hour	200	\$	\$
xiii. Welder (Journeyman)	per hour	500	\$	\$
xiv. Welder (Labourer/Apprentice)	per hour	400	\$	\$
xv. Sheet Metal (Journeyman)	per hour	1600	\$	\$
xvi. Sheet Metal (Labourer/Apprentice)	per hour	800	\$	\$
xvii. Electrician (Journeyman)	per hour	700	\$	\$
xviii. Electrician (Labourer/Apprentice)	per hour	700	\$	\$
xix. Painter (Journeyman)	per hour	300	\$	\$
xx. Painter (Labourer/Apprentice)	per hour	400	\$	\$
xxi. Roofer (Journeyman)	per hour	300	\$	\$
xxii. Roofer (Labourer/Apprentice)	per hour	1000	\$	\$
xxiii. Flooring Installer (Journeyman)	per hour	1000	\$	\$
xxiv. Flooring Installer (Labourer/Apprentice)	per hour	700	\$	\$
xxv. Drywall Installer (Journeyman)	per hour	200	\$	\$
xxvi. Drywall Installer (Labourer/Apprentice)	per hour	100	\$	\$
<b>b) Outside Regular Hours:</b>				
Monday through Sunday, including all day				
Saturday, Sunday and holidays.				
xxvii. Carpenter (Journeyman)	per hour	500	\$	\$
xxviii. Carpenter (Labourer/Apprentice)	per hour	500	\$	\$

<b>YEAR 1 AND YEAR 2</b>				
<b>Col. 1</b>	<b>Col. 2</b>	<b>Col. 3</b>	<b>Col. 4</b>	<b>Col. 5</b>
<u><b>Class of Labour, material or plant</b></u>	<u><b>Unit</b></u>	<u><b>Estimated Hours/ Quantity</b></u>	<u><b>Unit Price</b></u>	<u><b>Estimated total extended amount</b></u>
xxix. Mason (Journeyman)	per hour	40	\$	\$
xxx. Mason (Labourer/Apprentice)	per hour	40	\$	\$
xxxi. Plumber (Journeyman)	per hour	40	\$	\$
xxxii. Plumber (Labourer/Apprentice)	per hour	40	\$	\$
xxxiii. Steamfitter (Journeyman)	per hour	40	\$	\$
xxxiv. Steamfitter (Labourer/Apprentice)	per hour	40	\$	\$
xxxv. Refrigeration Mechanic (Journeyman)	per hour	20	\$	\$
xxxvi. Refrigeration Mechanic (Labourer/Apprentice)	per hour	20	\$	\$
xxxvii. Gasfitter (Journeyman)	per hour	40	\$	\$
xxxviii. Gasfitter (Labourer/Apprentice)	per hour	20	\$	\$
xxxix. Welder (Journeyman)	per hour	40	\$	\$
xl. Welder (Labourer/Apprentice)	per hour	30	\$	\$
xli. Sheet Metal (Journeyman)	per hour	50	\$	\$
xlii. Sheet Metal (Labourer/Apprentice)	per hour	30	\$	\$
xliii. Electrician (Journeyman)	per hour	30	\$	\$
xliv. Electrician (Labourer/Apprentice)	per hour	20	\$	\$
xlv. Painter (Journeyman)	per hour	20	\$	\$
xlvi. Painter (Labourer/Apprentice)	per hour	20	\$	\$
xlvii. Roofer (Journeyman)	per hour	60	\$	\$
xlviii. Roofer (Labourer/Apprentice)	per hour	60	\$	\$
xliv. Flooring Installer (Journeyman)	per hour	80	\$	\$
l. Flooring Installer (Labourer/Apprentice)	per hour	80	\$	\$
li. Drywall Installer (Journeyman)	per hour	20	\$	\$
lii. Drywall Installer (Labourer/Apprentice)	per hour	20	\$	\$
Contractor's Mark Up on Allowance for unspecified material, replacement parts, required permits and certificates. (\$470,000 + % mark-up = )		\$470,000	_____ %	\$

<b>YEAR 1 AND YEAR 2</b>				
<b>Col. 1</b>	<b>Col. 2</b>	<b>Col. 3</b>	<b>Col. 4</b>	<b>Col. 5</b>
<u>Class of Labour, material or plant</u>	<u>Unit</u>	<u>Estimated Hours/ Quantity</u>	<u>Unit Price</u>	<u>Estimated total extended amount</u>
<b>RENTAL EQUIPMENT</b> When requested and approved in advance (by the Departmental Authority) equipment rental requests for other than basic shop and tradespersons tools as specified must be charged at the laid down cost (which includes invoice costs, exchange, custom and brokerage charges) plus firm mark up of (see below) (which includes purchasing expenses, internal handling, G & A Expenses and profit) excluding Goods and Services Tax, which must be shown as a separate item. (\$40,000 + % mark-up = )		\$40,000	_____ %	\$
<b>Subtotal A: Estimated Total Extended Amounts for Year 1 and Year 2 (GST/HST Extra)</b>				<b>\$</b>

<b>YEAR 3</b>				
<b>Col. 1</b>	<b>Col. 2</b>	<b>Col. 3</b>	<b>Col. 4</b>	<b>Col. 5</b>
<u>Class of Labour, material or plant</u>	<u>Unit</u>	<u>Estimated Hours/ Quantity</u>	<u>Unit Price</u>	<u>Estimated total extended amount</u>
Hourly rate, including travel time and all related expenses.				
<b>a) During Regular Hours:</b>				
0730 - 1530 hours, Monday through Friday				
i. Carpenter (Journeyman)	per hour	3000	\$	\$
ii. Carpenter (Labourer/Apprentice)	per hour	750	\$	\$
iii. Mason (Journeyman)	per hour	250	\$	\$
iv. Mason (Labourer/Apprentice)	per hour	125	\$	\$
v. Plumber (Journeyman)	per hour	150	\$	\$
vi. Plumber (Labourer/Apprentice)	per hour	75	\$	\$
vii. Steamfitter (Journeyman)	per hour	150	\$	\$
viii. Steamfitter (Labourer/Apprentice)	per hour	75	\$	\$
ix. Refrigeration Mechanic (Journeyman)	per hour	100	\$	\$
x. Refrigeration Mechanic (Labourer/Apprentice)	per hour	100	\$	\$
xi. Gasfitter (Journeyman)	per hour	50	\$	\$
xii. Gasfitter (Labourer/Apprentice)	per hour	100	\$	\$
xiii. Welder (Journeyman)	per hour	250	\$	\$

<b>YEAR 3</b>				
<b>Col. 1</b>	<b>Col. 2</b>	<b>Col. 3</b>	<b>Col. 4</b>	<b>Col. 5</b>
<u><b>Class of Labour, material or plant</b></u>	<u><b>Unit</b></u>	<u><b>Estimated Hours/Quantity</b></u>	<u><b>Unit Price</b></u>	<u><b>Estimated total extended amount</b></u>
xiv. Welder (Labourer/Apprentice)	per hour	200	\$	\$
xv. Sheet Metal (Journeyman)	per hour	800	\$	\$
xvi. Sheet Metal (Labourer/Apprentice)	per hour	400	\$	\$
xvii. Electrician (Journeyman)	per hour	350	\$	\$
xviii. Electrician (Labourer/Apprentice)	per hour	350	\$	\$
xix. Painter (Journeyman)	per hour	150	\$	\$
xx. Painter (Labourer/Apprentice)	per hour	200	\$	\$
xxi. Roofer (Journeyman)	per hour	150	\$	\$
xxii. Roofer (Labourer/Apprentice)	per hour	500	\$	\$
xxiii. Flooring Installer (Journeyman)	per hour	500	\$	\$
xxiv. Flooring Installer (Labourer/Apprentice)	per hour	350	\$	\$
xxv. Drywall Installer (Journeyman)	per hour	100	\$	\$
xxvi. Drywall Installer (Labourer/Apprentice)	per hour	50	\$	\$
<b>b) Outside Regular Hours:</b>				
Monday through Sunday, including all day				
Saturday, Sunday and holidays.				
xxvii. Carpenter (Journeyman)	per hour	250	\$	\$
xxviii. Carpenter (Labourer/Apprentice)	per hour	250	\$	\$
xxix. Mason (Journeyman)	per hour	20	\$	\$
xxx. Mason (Labourer/Apprentice)	per hour	20	\$	\$
xxxi. Plumber (Journeyman)	per hour	20	\$	\$
xxxii. Plumber (Labourer/Apprentice)	per hour	20	\$	\$
xxxiii. Steamfitter (Journeyman)	per hour	20	\$	\$
xxxiv. Steamfitter (Labourer/Apprentice)	per hour	20	\$	\$
xxxv. Refrigeration Mechanic (Journeyman)	per hour	10	\$	\$
xxxvi. Refrigeration Mechanic (Labourer/Apprentice)	per hour	10	\$	\$
xxxvii. Gasfitter (Journeyman)	per hour	20	\$	\$
xxxviii. Gasfitter (Labourer/Apprentice)	per hour	10	\$	\$
xxxix. Welder (Journeyman)	per hour	20	\$	\$
xl. Welder (Labourer/Apprentice)	per hour	15	\$	\$
xli. Sheet Metal (Journeyman)	per hour	25	\$	\$
xlii. Sheet Metal (Labourer/Apprentice)	per hour	15	\$	\$
xliii. Electrician (Journeyman)	per hour	15	\$	\$
xliv. Electrician (Labourer/Apprentice)	per hour	10	\$	\$

<b>YEAR 3</b>				
<b>Col. 1</b>	<b>Col. 2</b>	<b>Col. 3</b>	<b>Col. 4</b>	<b>Col. 5</b>
<u><b>Class of Labour, material or plant</b></u>	<u><b>Unit</b></u>	<u><b>Estimated Hours/ Quantity</b></u>	<u><b>Unit Price</b></u>	<u><b>Estimated total extended amount</b></u>
xliv. Painter (Journeyman)	per hour	10	\$	\$
xlvi. Painter (Labourer/Apprentice)	per hour	10	\$	\$
xlvii. Roofer (Journeyman)	per hour	30	\$	\$
xlviii. Roofer (Labourer/Apprentice)	per hour	30	\$	\$
xlix. Flooring Installer (Journeyman)	per hour	40	\$	\$
l. Flooring Installer (Labourer/Apprentice)	per hour	40	\$	\$
li. Drywall Installer (Journeyman)	per hour	10	\$	\$
lii. Drywall Installer (Labourer/Apprentice)	per hour	10	\$	\$
Contractor's Mark Up on Allowance for unspecified material, replacement parts, required permits and certificates. (\$235,000 + % mark-up = )		\$235,000	_____ %	\$
RENTAL EQUIPMENT When requested and approved in advance (by the Departmental Authority) equipment rental requests for other than basic shop and tradespersons tools as specified must be charged at the laid down cost (which includes invoice costs, exchange, custom and brokerage charges) plus firm mark-up of (see below) (which includes purchasing expenses, internal handling, G & A Expenses and profit) excluding Goods and Services Tax, which must be shown as a separate item. (\$20,000 + % mark-up = )		\$20,000	_____ %	\$
<b>Subtotal B: Estimated Total Extended Amounts for Year 3 (GST/HST Extra)</b>				<b>\$</b>

<b>OPTION YEAR 1</b>				
<b>Col. 1</b>	<b>Col. 2</b>	<b>Col. 3</b>	<b>Col. 4</b>	<b>Col. 5</b>
<u><b>Class of Labour, material or plant</b></u>	<u><b>Unit</b></u>	<u><b>Estimated Hours/ Quantity</b></u>	<u><b>Unit Price</b></u>	<u><b>Estimated total extended amount</b></u>
Hourly rate, including travel time and all related expenses.				
<b>a) During Regular Hours:</b>				
0730 - 1530 hours, Monday through Friday				
i. Carpenter (Journeyman)	per hour	3000	\$	\$
ii. Carpenter (Labourer/Apprentice)	per hour	750	\$	\$
iii. Mason (Journeyman)	per hour	250	\$	\$

<b>OPTION YEAR 1</b>				
<b>Col. 1</b>	<b>Col. 2</b>	<b>Col. 3</b>	<b>Col. 4</b>	<b>Col. 5</b>
<u><b>Class of Labour, material or plant</b></u>	<u><b>Unit</b></u>	<u><b>Estimated Hours/ Quantity</b></u>	<u><b>Unit Price</b></u>	<u><b>Estimated total extended amount</b></u>
iv. Mason (Labourer/Apprentice)	per hour	125	\$	\$
v. Plumber (Journeyman)	per hour	150	\$	\$
vi. Plumber (Labourer/Apprentice)	per hour	75	\$	\$
vii. Steamfitter (Journeyman)	per hour	150	\$	\$
viii. Steamfitter (Labourer/Apprentice)	per hour	75	\$	\$
ix. Refrigeration Mechanic (Journeyman)	per hour	100	\$	\$
x. Refrigeration Mechanic (Labourer/Apprentice)	per hour	100	\$	\$
xi. Gasfitter (Journeyman)	per hour	50	\$	\$
xii. Gasfitter (Labourer/Apprentice)	per hour	100	\$	\$
xiii. Welder (Journeyman)	per hour	250	\$	\$
xiv. Welder (Labourer/Apprentice)	per hour	200	\$	\$
xv. Sheet Metal (Journeyman)	per hour	800	\$	\$
xvi. Sheet Metal (Labourer/Apprentice)	per hour	400	\$	\$
xvii. Electrician (Journeyman)	per hour	350	\$	\$
xviii. Electrician (Labourer/Apprentice)	per hour	350	\$	\$
xix. Painter (Journeyman)	per hour	150	\$	\$
xx. Painter (Labourer/Apprentice)	per hour	200	\$	\$
xxi. Roofer (Journeyman)	per hour	150	\$	\$
xxii. Roofer (Labourer/Apprentice)	per hour	500	\$	\$
xxiii. Flooring Installer (Journeyman)	per hour	500	\$	\$
xxiv. Flooring Installer (Labourer/Apprentice)	per hour	350	\$	\$
xxv. Drywall Installer (Journeyman)	per hour	100	\$	\$
xxvi. Drywall Installer (Labourer/Apprentice)	per hour	50	\$	\$
<b>b) Outside Regular Hours:</b>				
Monday through Sunday, including all day				
Saturday, Sunday and holidays.				
xxvii. Carpenter (Journeyman)	per hour	250	\$	\$
xxviii. Carpenter (Labourer/Apprentice)	per hour	250	\$	\$
xxix. Mason (Journeyman)	per hour	20	\$	\$
xxx. Mason (Labourer/Apprentice)	per hour	20	\$	\$
xxxi. Plumber (Journeyman)	per hour	20	\$	\$
xxxii. Plumber (Labourer/Apprentice)	per hour	20	\$	\$
xxxiii. Steamfitter (Journeyman)	per hour	20	\$	\$
xxxiv. Steamfitter (Labourer/Apprentice)	per hour	20	\$	\$

<b>OPTION YEAR 1</b>				
<b>Col. 1</b>	<b>Col. 2</b>	<b>Col. 3</b>	<b>Col. 4</b>	<b>Col. 5</b>
<u><b>Class of Labour, material or plant</b></u>	<u><b>Unit</b></u>	<u><b>Estimated Hours/ Quantity</b></u>	<u><b>Unit Price</b></u>	<u><b>Estimated total extended amount</b></u>
xxxv. Refrigeration Mechanic (Journeyman)	per hour	10	\$	\$
xxxvi. Refrigeration Mechanic (Labourer/Apprentice)	per hour	10	\$	\$
xxxvii. Gasfitter (Journeyman)	per hour	20	\$	\$
xxxviii. Gasfitter (Labourer/Apprentice)	per hour	10	\$	\$
xxxix. Welder (Journeyman)	per hour	20	\$	\$
xl. Welder (Labourer/Apprentice)	per hour	15	\$	\$
xli. Sheet Metal (Journeyman)	per hour	25	\$	\$
xlii. Sheet Metal (Labourer/Apprentice)	per hour	15	\$	\$
xliii. Electrician (Journeyman)	per hour	15	\$	\$
xliv. Electrician (Labourer/Apprentice)	per hour	10	\$	\$
xlv. Painter (Journeyman)	per hour	10	\$	\$
xlvi. Painter (Labourer/Apprentice)	per hour	10	\$	\$
xlvii. Roofer (Journeyman)	per hour	30	\$	\$
xlviii. Roofer (Labourer/Apprentice)	per hour	30	\$	\$
xlix. Flooring Installer (Journeyman)	per hour	40	\$	\$
l. Flooring Installer (Labourer/Apprentice)	per hour	40	\$	\$
li. Drywall Installer (Journeyman)	per hour	10	\$	\$
lii. Drywall Installer (Labourer/Apprentice)	per hour	10	\$	\$
Contractor's Mark Up on Allowance for unspecified material, replacement parts, required permits and certificates. (\$235,000 + % mark-up = )		\$235,000	_____ %	\$
RENTAL EQUIPMENT When requested and approved in advance (by the Departmental Authority) equipment rental requests for other than basic shop and tradespersons tools as specified must be charged at the laid down cost (which includes invoice costs, exchange, custom and brokerage charges) plus firm mark-up of (see below) (which includes purchasing expenses, internal handling, G & A Expenses and profit) excluding Goods and Services Tax, which must be shown as a separate item. (\$20,000 + % mark-up = )		\$20,000	_____ %	\$
<b>Subtotal C: Estimated Total Extended Amounts for Option Year 1 (GST/HST Extra)</b>				<b>\$</b>

<b>OPTION YEAR 2</b>				
<b>Col. 1</b>	<b>Col. 2</b>	<b>Col. 3</b>	<b>Col. 4</b>	<b>Col. 5</b>
<u>Class of Labour, material or plant</u>	<u>Unit</u>	<u>Estimated Hours/Quantity</u>	<u>Unit Price</u>	<u>Estimated total extended amount</u>
Hourly rate, including travel time and all related expenses.				
<b>a) During Regular Hours:</b>				
0730 - 1530 hours, Monday through Friday				
i. Carpenter (Journeyman)	per hour	3000	\$	\$
ii. Carpenter (Labourer/Apprentice)	per hour	750	\$	\$
iii. Mason (Journeyman)	per hour	250	\$	\$
iv. Mason (Labourer/Apprentice)	per hour	125	\$	\$
v. Plumber (Journeyman)	per hour	150	\$	\$
vi. Plumber (Labourer/Apprentice)	per hour	75	\$	\$
vii. Steamfitter (Journeyman)	per hour	150	\$	\$
viii. Steamfitter (Labourer/Apprentice)	per hour	75	\$	\$
ix. Refrigeration Mechanic (Journeyman)	per hour	100	\$	\$
x. Refrigeration Mechanic (Labourer/Apprentice)	per hour	100	\$	\$
xi. Gasfitter (Journeyman)	per hour	50	\$	\$
xii. Gasfitter (Labourer/Apprentice)	per hour	100	\$	\$
xiii. Welder (Journeyman)	per hour	250	\$	\$
xiv. Welder (Labourer/Apprentice)	per hour	200	\$	\$
xv. Sheet Metal (Journeyman)	per hour	800	\$	\$
xvi. Sheet Metal (Labourer/Apprentice)	per hour	400	\$	\$
xvii. Electrician (Journeyman)	per hour	350	\$	\$
xviii. Electrician (Labourer/Apprentice)	per hour	350	\$	\$
xix. Painter (Journeyman)	per hour	150	\$	\$
xx. Painter (Labourer/Apprentice)	per hour	200	\$	\$
xxi. Roofer (Journeyman)	per hour	150	\$	\$
xxii. Roofer (Labourer/Apprentice)	per hour	500	\$	\$
xxiii. Flooring Installer (Journeyman)	per hour	500	\$	\$
xxiv. Flooring Installer (Labourer/Apprentice)	per hour	350	\$	\$
xxv. Drywall Installer (Journeyman)	per hour	100	\$	\$
xxvi. Drywall Installer (Labourer/Apprentice)	per hour	50	\$	\$
<b>b) Outside Regular Hours:</b>				
Monday through Sunday, including all day				
Saturday, Sunday and holidays.				
xxvii. Carpenter (Journeyman)	per hour	250	\$	\$

<b>OPTION YEAR 2</b>				
<b>Col. 1</b>	<b>Col. 2</b>	<b>Col. 3</b>	<b>Col. 4</b>	<b>Col. 5</b>
<u><b>Class of Labour, material or plant</b></u>	<u><b>Unit</b></u>	<u><b>Estimated Hours/Quantity</b></u>	<u><b>Unit Price</b></u>	<u><b>Estimated total extended amount</b></u>
xxviii. Carpenter (Labourer/Apprentice)	per hour	250	\$	\$
xxix. Mason (Journeyman)	per hour	20	\$	\$
xxx. Mason (Labourer/Apprentice)	per hour	20	\$	\$
xxxi. Plumber (Journeyman)	per hour	20	\$	\$
xxxii. Plumber (Labourer/Apprentice)	per hour	20	\$	\$
xxxiii. Steamfitter (Journeyman)	per hour	20	\$	\$
xxxiv. Steamfitter (Labourer/Apprentice)	per hour	20	\$	\$
xxxv. Refrigeration Mechanic (Journeyman)	per hour	10	\$	\$
xxxvi. Refrigeration Mechanic (Labourer/Apprentice)	per hour	10	\$	\$
xxxvii. Gasfitter (Journeyman)	per hour	20	\$	\$
xxxviii. Gasfitter (Labourer/Apprentice)	per hour	10	\$	\$
xxxix. Welder (Journeyman)	per hour	20	\$	\$
xl. Welder (Labourer/Apprentice)	per hour	15	\$	\$
xli. Sheet Metal (Journeyman)	per hour	25	\$	\$
xl.ii. Sheet Metal (Labourer/Apprentice)	per hour	15	\$	\$
xl.iii. Electrician (Journeyman)	per hour	15	\$	\$
xl.iiii. Electrician (Labourer/Apprentice)	per hour	10	\$	\$
xl.v. Painter (Journeyman)	per hour	10	\$	\$
xl.vi. Painter (Labourer/Apprentice)	per hour	10	\$	\$
xl.vii. Roofer (Journeyman)	per hour	30	\$	\$
xl.viii. Roofer (Labourer/Apprentice)	per hour	30	\$	\$
xl.ix. Flooring Installer (Journeyman)	per hour	40	\$	\$
l. Flooring Installer (Labourer/Apprentice)	per hour	40	\$	\$
li. Drywall Installer (Journeyman)	per hour	10	\$	\$
lii. Drywall Installer (Labourer/Apprentice)	per hour	10	\$	\$
Contractor's Mark Up on Allowance for unspecified material, replacement parts, required permits and certificates. (\$235,000 + % mark-up = )		\$235,000	_____ %	\$

<b>OPTION YEAR 2</b>				
<b>Col. 1</b>	<b>Col. 2</b>	<b>Col. 3</b>	<b>Col. 4</b>	<b>Col. 5</b>
<u>Class of Labour, material or plant</u>	<u>Unit</u>	<u>Estimated Hours/Quantity</u>	<u>Unit Price</u>	<u>Estimated total extended amount</u>
<b>RENTAL EQUIPMENT</b> When requested and approved in advance (by the Departmental Authority) equipment rental requests for other than basic shop and tradespersons tools as specified must be charged at the laid down cost (which includes invoice costs, exchange, custom and brokerage charges) plus firm mark-up of (see below) (which includes purchasing expenses, internal handling, G & A Expenses and profit) excluding Goods and Services Tax, which must be shown as a separate item. (\$20,000 + % mark-up = )		\$20,000	_____ %	\$
<b>Subtotal D: Estimated Total Extended Amounts for Option Year 2 (GST/HST Extra)</b>				<b>\$</b>

**TOTAL EVALUATED PRICE:**

<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
<b>Subtotal A Estimated Total Extended Amounts for Years 1 and Year 2 (GST/HST Extra)</b>	<b>Subtotal B Estimated Total Extended Amounts for Year 3 (GST/HST Extra)</b>	<b>Subtotal C Estimated Total Extended Amounts for Option Year 1 (GST/HST Extra)</b>	<b>Subtotal D Estimated Total Extended Amounts for Option Year 2 (GST/HST Extra)</b>	<b>Total Evaluated Price (GST/HST Extra) [A+B+C+D=]</b>
\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

**SUPPLIER CONTACTS:** The names, titles and telephone numbers of the Offeror's permanent staff members cleared to receive call-ups from Identified Users:

<b>NAME</b>	<b>TITLE</b>	<b>TELEPHONE NO.</b>	<b>E-MAIL</b>

**BA04 OFFER VALIDITY PERIOD**

The offer must not be withdrawn for a period of one hundred and eighty (180) days following the date of solicitation closing.

Solicitation No. - N° de l'invitation  
W6862-200080/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
PWY038

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

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**BA05 SIGNATURE**

\_\_\_\_\_  
Name and title of person authorized to sign on behalf of Offeror (Type or print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## APPENDIX 3 - SCOPE OF WORK

### DEPARTMENT OF NATIONAL DEFENCE

#### SPECIFICATION

#### GENERAL CONSTRUCTION TRADE SERVICES SOA

#### 19 WING, COMOX, BC V0K 2K0

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#### 1 SITE OF WORK

19 Wing, PO Box 1000 Stn Main, Lazo, BC V0K 2K0, a 50k radius from 19 Wing Comox to include satellite locations in the valley, as well as CFB Holberg, North Island, Holberg.

#### 2 WORK INCLUDED

The work under this contract comprises the supply of all labour, material, tools, equipment, transportation and supervision necessary to carry out repairs, alterations and additions as directed by the DND Representative.

.1 Work required includes, but is not confined to:

.1 Services of:

1. Provincially licenced journeyman carpenters/apprentice,
2. Provincially licenced journeyman mason/apprentice,
3. Provincially licenced journeyman plumber/apprentice,
4. Provincially licenced journeyman steamfitter/apprentice,
5. Provincially licenced journeyman refrigeration mechanic/apprentice,
6. Provincially licenced journeyman gasfitter,
7. Provincially licenced journeyman welder/apprentice, qualifications must be job specific as directed by the Engineer,
8. Provincially licenced journeyman sheet metal worker/apprentice,
9. Provincially licenced journeyman electrician/apprentice,
10. Provincially licenced journeyman painter/apprentice,
11. carpet and tile layers,
12. labourers,
13. any other qualified person, required to carry out, construction, maintenance, alterations and additions as directed by the DND Representative.

.2 Work required:

- .1 Repairs and alterations to buildings and facilities, including windows, block and brickwork, flooring, glazing, plastering and drywall, base trim, exterior cladding, suspended ceiling systems, interior and exterior surfaces.
- .2 Installation/maintenance to plumbing, hot water/steam heating systems, fixtures, drains, hot and cold water lines, furnaces, ductwork or other as directed.
- .3 Installation/maintenance of electrical distribution services, outlets, switches, lights and fixtures, meters, panels and building wire, fire alarm systems, HAD's, hot water tanks or other as directed.

- .4 Painting, plastering, tile work and sheet goods.
- .5 Installation/repairs to concrete, walkways, masonry walls, etc.
- .6 Construction of or alterations to the interior and/or exterior of buildings.

### 3 SUB CONTRACTING

- .1 All subcontractors will be the sole responsibility of the General Contractor.
- .2 All subcontractors will be approved by the DND Representative.
- .3 All subcontractors must be fully qualified in their respective trades and for the specific job.

### 4 PRODUCTS

- .1 Supply of materials and replacement parts required for the performance of work will be provided at a laid down cost, excluding provincial sales tax. The Goods and Services Tax is to be shown as separate item.
- .2 A copy of supplier's invoices to be supplied to DND Representative on demand.
- .3 All mechanical/electrical products to be CSA approved.

### 5 SERVICES

- .1 Services. Services shall be provided on an "as required" basis and shall be available on five calendar days excluding emergencies.
- .2 Service Calls. The Contractor shall accept all calls from the DND Representative for inspections and/or repairs as may be required. All requests for services will be confirmed, in writing, by form DSS 942 (Requisition on Contract).
- .3 Tradespeople. Tradespeople provided on this contract must be fully qualified in their respective trade with proven experience at the licenced journeyman level.
- .4 Apprentices. Apprentices must have proven experience in the respective trades and be under the supervision of a licenced journeyman.

### 6 TRANSPORTATION

The Contractor shall provide transportation on the site for the Contractor's employees and their tools, equipment and materials, required for the performance of the work designated under this contract.

### 7 TOOLS AND EQUIPMENT

The supply of all tools and equipment required for the satisfactory performance of work under this contract shall be the responsibility of the Contractor.

### 8 INVOICES

- .1 All invoices submitted for payment shall show:

- .1 Construction Engineering work order number,
  - .2 Construction Engineering file number,
  - .3 requisition number - DSS 942 (Requisition on Contract),
  - .4 Public Works and Government Services Canada (PWGSC) contract number, and
  - .5 same address as on PWGSC contract.
- .2 Invoices are to include a breakdown as follows:
- .1 Rates of pay and hours of work for each tradesperson.
  - .2 An itemized list of materials used, by cost, shall be shown on all invoices submitted for payment.
  - .3 Extended total.
  - .4 Goods and Services Tax (GST) to be shown as a separate item.
  - .5 Where sub-contracting is involved, a copy of sub-contractor's invoice shall accompany the invoice against the requisition.
  - .6 Where discount or mark-up is applicable, please indicate separately.
- .3 Invoices submitted for payment against this contract that are not properly identified will be returned to the Contractor for proper annotation before certification for payment is made.

## 9 ESTIMATES

Where a cost estimate has been submitted and accepted by the Service Site Authority, fully completed work or services will be performed or provided at a cost no greater than 10% above the cost estimate.

## 10 CODES AND STANDARDS

- .1 Perform all work in accordance with the latest edition of the National Building Code of Canada (NBC), Canadian Electrical Code, National Plumbing Code, Natural Gas Installation Code, national Fire Codes, National fire Protection Association Standards, any applicable provincial or local codes.
- .2 Materials and workmanship must conform to or exceed applicable standards of Canadian Government Specifications Board (CGSB), Canadian Standards Association (CSA), American Society for Testing and Materials (ASTM) and other referenced organizations.
- .3 Conform to latest revision of dated referenced standards, effective as published by the standard authority. Standards or codes not dated shall be deemed the edition in force on date of this specification.
- .4 Refrigeration mechanics/apprentices must perform work within guidelines of the Ozone-depleting Substances Regulations 1998, the Federal Halocarbon Regulations and the Manitoba Ozone-depleting Substances Act and Regulations, Chapter 080-103/94. In the event of conflict between any of the above regulations, the most stringent regulation shall apply.

- .5 Refrigeration mechanics/apprentices must possess a valid Manitoba Atmosphere Protection Environmental Certificate and provide to the Engineer all applicable records, reports and notices required by the regulations outlined in 10.4 above.

11 PERMITS

Permits must be obtained prior to commencement of all additions, alterations or installation of gas piping or equipment. (Gas Notice #1)

12 SETTING OUT OF WORK

- .1 Locate general reference points and take action necessary to prevent their disturbance.
- .2 Employ a competent person to lay out work in accordance with control lines provided by DND Representative.

13 SCAFFOLDING

Construct and maintain scaffolding in a rigid, secure and safe manner. Erect independent of walls. Remove promptly when no longer required.

14 FIRES

Fires and burning of rubbish on-site not permitted. All fires regardless of size will be reported to the Wing Fire Chief.

15 ROUGHING-IN

Be responsible for obtaining manufacturer's literature and for correct roughing-in and hook-up of equipment and fixtures.

16 CUTTING, FITTING AND PATCHING

- .1 Execute cutting (including excavation), fitting and patching of work that may be required to make work fit properly together to receive or be received by other work.
- .2 Where existing work is altered or cut, patch and make good to match existing, adjacent surfaces.
- .3 Make cuts with clean, true, smooth edges. Make patches inconspicuous in final assembly.
- .4 Fit work airtight to pipes, sleeves, ducts and conduits.

17 LOCATION OF FIXTURES

Locations of fixtures, apparatus, outlets, etc., shown or specified, shall be considered as approximate. Actual locations shall be as directed and required to suit conditions at time of installation and as is reasonable. Before installation, inform Engineer of impending installation and consult with Engineer for actual location.

18 EXISTING SERVICES

- .1 Where work of this contract involves breaking into or connecting to existing services, carry out work at times directed by governing authorities, with a minimum of disturbance to pedestrian and vehicular traffic, and to occupants and function of existing building.

- .2 Provide adequate bridging over trenches which cross sidewalks or roads to permit normal traffic.
- .3 Protect, relocate or maintain existing active services as required. When inactive services are encountered, cap off in a manner approved by authorities having jurisdiction over the service.

## 19 ADDITIONAL DRAWINGS

DND Representative may furnish additional drawings to assist the proper execution of work. These will be issued for clarification purposes only. Such drawings shall have the same meaning and intent as if they were included with original drawings.

## 20 TEMPORARY FACILITIES

- .1 Sanitary Facilities. If required, provide sanitary facilities for workforce in accordance with governing regulations and ordinances.
- .2 Enclosure of Structure. Provide temporary weather tight enclosures.
  - .1 Post notices and take such precautions as required by local health authorities. Keep areas and premises in a sanitary condition.
  - .2 Erect enclosures to allow accessibility for installation of materials and working inside of enclosure.
  - .3 Design enclosures to withstand wind pressure.
- .3 Power and Water. Contractor shall be responsible for making arrangements for power and water with the occupant of the housing unit and will make payment for such power and water used, as demanded by the occupant. Water and power from Base buildings, armouries and satellites will be provided free of charge.
- .4 Drainage. Provide temporary drainage and pumping as necessary to keep excavations and site of the work free from water at all times.
  - .1 Do not pump water containing silt in suspension into existing sewer or drainage system.
- .5 Removal of Temporary Facilities. Remove all temporary facilities from site when directed by Departmental Representative.
  - .1 Restore connection points for electric power and water to original condition.

## 21 SAFETY REQUIREMENTS

- .1 General. The Contractor will be responsible to take all necessary steps to protect personnel (workers, visitors, general public) and property from any harm during the course of the contract.
- .2 Construction Safety Measures. Observe and enforce construction safety measures required by the most recent edition of the National Building Code of Canada, provincial government, Workers Compensation Board, and municipal statutes and authorities. This includes Confined Space Entry Procedures.
  - .1 In event of conflict between any provisions of above authorities, the most stringent provision will apply.
- .3 Work Procedures and Equipment.

- .1 All work procedures and equipment will be in accordance with legislated standards.
- .2 A "Hot Work" permit is required for any hot work such as welding, cutting, or brazing in any area on Base (see Annex A to this specification). Hot Work permits are issued and controlled by the Wing Fire Chief.
- .3 Position cranes, hoists or scaffolding and operate them in a manner that will not result in damage to nearby aircraft, equipment or personnel even if slung loads or smaller objects fall or the equipment collapses.
- .4 A "Hot Roofing" permit is required before said roofing is begun anywhere on Base (see Annex A). Hot roofing permits are issued and controlled by the Wing Fire Chief.
- .5 Barricades. Barricade dangerous work sites, trenches and excavations.
- .6 Unguarded Work Sites. When work sites are left unguarded, especially overnight, powered equipment must be left at zero energy potential, material must be safely positioned and stacked, and portable ladders leading to elevated work platforms removed and secured.
- .7 Lockout Procedure. When persons would be placed at risk should the facility, machine or equipment become energized or move during inspection, maintenance, or repair, lockout procedures are required. Lockouts must be initiated by qualified Department of National Defence (DND) trades people although each tradesperson or worker responsible for the job or the equipment/facility will separately lockout.
- .8 Safety Personnel and Responsibility:
  - .1 The Contractor shall supply competent personnel, implement their safety program and ensure that DND and provincial safety and health standards are being complied with.
  - .2 DND shall monitor daily to ensure safety requirements are met and safety records are properly kept and maintained. Initial disregard for safety standards will cause the contract to be reviewed and a written record of the review will become part of the contract document.
  - .3 The Contractor will report to the contract supervisor and jurisdictional authorities any accident or incident involving contractor, DND or public personnel and/or property arising from the Contractor's execution of work.
- .9 Delay Due to Health and Safety Regulations Infractions:
  - .1 The Contractor will include all provisions of the contract in any agreement with sub-contractors and hold all sub-contractors equally responsible for safe work performance.
  - .2 If the Contractor is responsible for a delay in the progress of work due to an infraction of legislated health and safety requirements, the Contractor will, without additional cost to DND, work such overtime, acquire and use equipment or material for the execution as deemed necessary in the opinion of the contract supervisor, to avoid delay in the final completion of the work or any operation thereof.
- .10 Fire Safety Requirements. Comply with requirements of Fire Orders and Precautions for Civilian Contractors as issued by the Wing Fire Chief.
- .11 Overloading. No part of the work shall be loaded to the point, which will endanger its safety.

- .12 Falsework. Falsework shall conform to CSA S269.1-1975, national, provincial and/or local codes and by-laws governing this type of work.
- .13 Solvent and Adhesives. Take suitable fire precautions. Smoking is not permitted in working area. Use in well ventilated areas only. Do not dispose of volatile wastes, paint thinners, etc. in storm or sanitary sewers.

## 22 HAZARDOUS MATERIALS

- .1 Material Safety Data Sheets must be provided to the Wing Construction Engineering Officer for any controlled product being brought onto 19 Wing.
- .2 Contractor personnel will have been trained in Workplace Hazardous Material legislation as contained in Occupational Health and Safety Regulations of the Canada Labour Code.
- .3 Spills of any size will be immediately reported to the Engineer and to the Wing Environmental Officer.

## 23 MATERIALS

- .1 General. Use new materials unless otherwise specified.
- .2 Manufacturers' Instructions. Unless otherwise specified, comply with manufacturers' latest printed instructions for materials and installation methods to be used.
  - .1 Notify Engineer, in writing, of any conflict between these specifications and manufacturers' instructions so that the DND Representative can designate which specification is to be followed.
- .3 Delivery and Storage. Deliver, store and maintain packaged materials with manufacturers' seals and labels intact.
  - .1 Prevent damage, adulteration and soiling of materials during delivery, handling and storage. Immediately remove rejected materials from site.
  - .2 Store materials in accordance with suppliers' instructions.

## 24 CLEANING

- .1 General. Conduct cleaning and disposal operations to comply with local ordinances and anti-pollution laws.
  - .1 Do not bury rubbish and waste materials on project site.
  - .2 Do not dispose of wastes into streams or waterways.
  - .3 Store volatile wastes in covered metal containers and remove from premises daily.
  - .4 Prevent accumulation of wastes which create hazardous conditions. Do not conceal waste material in hidden spaces.
  - .5 Provide adequate ventilation during use of volatile or noxious substances.
- .2 Materials. Use only cleaning materials recommended by manufacturer of surface to be cleaned and as recommended by cleaning material manufacturer.

- .3 Cleaning During Construction. Maintain project grounds and public properties free from accumulations of waste materials and rubbish.
  - .1 Wet down materials and rubbish to prevent blowing dust.
  - .2 Provide on-site containers for collection of waste materials and rubbish.
  - .3 Remove waste materials and rubbish from site.
- .4 Final Cleaning. In preparation for substantial completion or occupancy, conduct final inspection of sight-exposed interior and exterior surfaces and of concealed spaces.
  - .1 Remove grease, dust, dirt, stains, labels, fingerprints and other foreign materials from sight-exposed interior and exterior finished surfaces including glass.
  - .2 Broom clean and damp mop hard surfaces. Vacuum carpets; rake exterior work areas.
  - .3 Remove debris and materials from roof areas.
  - .4 Leave entire work area neat and clean.

## 25 ALTERATIONS TO EXISTING BUILDING

Execute work with least possible interference or disturbance to occupants and normal use of premises. Arrange with DND Representative to facilitate execution of work.

## 26 USE OF PREMISES

The Contractor shall confine the Contractor's apparatus, storage of materials and operations of the Contractor's workers to the limits indicated by law ordinances under the direction of the DND Representative, and shall not unreasonably encumber the site.

Annexes:

Annex A Hot Work Permit

Annex B Hot Process Roofing Permit

Annex A  
Job No. W6862-200080  
2020-03-11

SAMPLE NUMBER 1

HOT WORK PERMIT

DATE \_\_\_\_\_ SUPERVISOR \_\_\_\_\_

BUILDING \_\_\_\_\_ FLOOR \_\_\_\_\_

WORK TO BE DONE \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

SPECIAL PRECAUTIONS TO BE TAKEN \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

FIRE WATCH PROVIDED \_\_\_\_\_ NAME \_\_\_\_\_

The location where this work is to be done has been checked, and necessary precautions have been taken. Permission is granted for this work.

SIGNED \_\_\_\_\_  
Fire Inspector/Shop Foreman

Work area and all adjacent areas to which sparks, hot slag and heat might have spread (including floors and ceilings above and below, and on the opposite sides of walls) were inspected 30 minutes after the work was completed and were found in a fire safe condition.

SIGNED \_\_\_\_\_  
Job Supervisor

DISTRIBUTION

Original to supervisor and returned to  
Fire Prevention Section upon completion of work

Duplicate to be held by Fire Prevention Inspector

Annex A  
Job No. W6862-200080  
2020-03-11

SAMPLE NUMBER 2

Before approving any cutting, welding or use of open flame, the Wing Fire Inspector or the Wing Fire Inspector's appointed representative (Shop Foreman) shall inspect the work area and confirm that all necessary precautions have been taken to prevent fire in accordance with NFPA 51B.

Precautions

YES/NO	Sprinklers in service
YES/NO	Smoke detectors/fire alarm system
YES/NO	F.A. system shut down
YES/NO	F.A. system not shut down
YES/NO	Cutting and welding equipment in good repair
YES/NO	Floors swept clean of combustibles
YES/NO	Combustible floors protected (wet down, covered in wet sand, or metal shields)
YES/NO	Flammable liquids removed or adequately covered
YES/NO	All wall and floor openings covered
YES/NO	Covers set up below work area to catch hot slag and sparks.

Work on Walls or Ceilings

(tanks, containers, ducts, dust collectors, etc.)

YES/NO	Equipment cleaned of all combustibles
YES/NO	Containers purged of flammable liquids

Fire Watch

YES/NO	To be provided during and for 30 minutes following operation
YES/NO	Extinguisher on site
YES/NO	Trained in use of extinguisher and in sounding fire alarm

FOR FURTHER ASSISTANCE OR ADVICE,  
CONTACT CE FIRE PREVENTION STAFF PRIOR TO BEGINNING WORK

Annex B  
Job No. W6862-200080  
2020-03-11

**19 WING COMOX  
HOT PROCESS ROOFING  
WORK PERMIT**

DATE: \_\_\_\_\_  
BLDG: \_\_\_\_\_  
LOCATION OF WORK: \_\_\_\_\_  
CONTRACTORS NAME: \_\_\_\_\_

**SPECIAL PRECAUTIONS THAT SHALL BE ADHERED TO**

**A. HOT ROOF TARRING (TAR KETTLE)**

1. Kettles equipped with thermometer or gauge \_\_\_\_\_
2. Kettle to be manned continuously while in use \_\_\_\_\_
3. Kettle must have metal cover to smother flames \_\_\_\_\_
4. Fire extinguisher (4A/40BC) must be near kettle \_\_\_\_\_
5. Kettle watch man must keep area clear and orderly \_\_\_\_\_
6. Only glass fibre roofing mops \_\_\_\_\_
7. Mops to be removed from roof daily after work done \_\_\_\_\_
8. Mops must be stored away from combustible materials by at least 3 m or the kettle  
\_\_\_\_\_
9. All roofing material shall be stored in locations at least 3 m away from bldg  
\_\_\_\_\_

Annex B

**B. HOT ROOFING PERMIT (PROPANE CYLINDERS & TORCHES)**

1. Propane cylinders used on roof to be secured in upright position at all times,  
\_\_\_\_\_
2. Propane cylinders must be at least 4.5 m away from kettle at all times,  
\_\_\_\_\_
3. Larger mobile tanks must be at least 7.6 m away from kettle \_\_\_\_\_
4. Stored propane tanks must be at least 3 m from bldgs \_\_\_\_\_
5. All contractors' materials must be at least 3 m from bldgs \_\_\_\_\_
6. If torches used, special precautions should be made around any combustible material and bldgs  
\_\_\_\_\_
7. Fire extinguishers shall be readily available when propane torches are in use  
\_\_\_\_\_
8. If fire watch required? Supplied by contractor \_\_\_\_\_ FireHall
9. Special Precautions: Kettle is to be located at least 3 m from bldg.

**NOTE: Contact FireHall 30 minutes after all work is completed for the day for post fire inspection.**

**C. GENERAL INFORMATION**

1. All contractor personnel have been briefed in the use of fire equipment and in sounding fire alarms. Fire emergency number 9 - 911 on the Wing or 911 from the Armouries.
2. At the end of each working day, the Contractor shall notify the Wing Fire Department Duty Platoon Chief by telephone (8250) that work for the day has been completed 30 minutes after work is halted. Foremen will wait till the FireHall has carried out Post Fire Inspection.
3. All fires are to be reported to the Fire Department at 8250:  
 Permit Start Date/Time \_\_\_\_\_  
 Fire Ext Serv \_\_\_\_\_  
 Permit Expiry Date/Time \_\_\_\_\_  
 Contractor Name/Print \_\_\_\_\_  
 Contractor Signature \_\_\_\_\_  
 Fire Insp Name/Print \_\_\_\_\_  
 Fire Insp Signature \_\_\_\_\_

## **APPENDIX 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **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.

#### **1.1 Technical Evaluation**

Mandatory and point rated technical evaluation criteria are included in Appendix 5 – Technical Evaluation and Appendix 6 – Qualifications Form - Mandatory Requirement.

#### **1.2 Financial Evaluation**

Bidders will be assessed based on the information provided, as per Appendix 1 – Price Proposal Form, in accordance with the procedure set out in Appendix 4 – Evaluation Procedures and Basis of Selection.

#### **1.3 Evaluation of Price – Bid**

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

### **2. Basis of Selection**

2.1 To be declared responsive, a bid must:

- (a) comply with all the requirements of the bid solicitation;
- (b) meet all mandatory technical criteria;
- (c) obtain the required minimum pass score of seventy (70%) percent of the maximum points available for the technical point rated evaluation criteria;
- (d) submit firm rates and quantities for all categories in the Price Proposal Form; and
- (e) have a price no greater than 1.25 times the average bid prices, unless fewer than three bids are received. If only 2 bids are received, the higher bid price must not be more than 150% of the lower bid price.

Bidders not meeting (a) or (b) or (c) or (d) or (e) will be declared non-responsive.

2.2 To establish the Technical Merit Score (TMS), the overall technical score for each responsive bid will be determined as follows: technical score achieved / maximum points available multiplied by the ratio of 40%. No further consideration will be given to bidders not achieving the minimum pass score.

2.3 To establish the Total Financial Score (TFS), each responsive bid will be prorated against the lowest Total Evaluated Price (TEP) and multiplied by the ratio of 60%. All price proposals which are greater than twenty-five (25%) above the average price will be set aside and will receive no further consideration. When there are three or more responsive proposals, an average price is determined by adding all the price proposals together and dividing the total by the number of price proposals being opened. This calculation will not be conducted when one or two responsive proposals are received.

The lowest TEP from all technically responsive bids will score 100 points for the TFS.

The TFS for the other technically responsive bids will be calculated as follows:

Bid's TFS = (lowest TEP from all technically responsive bids) / (bid's TEP) x 100 points

### **3. Combined Rating of Technical Merit Score and Total Financial Score**

- 3.1 The selection will be based on the combined rating of technical merit score and total financial score. The ratio will be 40% for the technical merit score and 60% for the total financial score.
- 3.2 For each responsive bid, the technical merit score and the total financial score will be added to determine its combined rating.
- 3.3 The two responsive bids with the highest combined rating of technical merit and price will be recommended for award of the standing offers.

The table below illustrates an example where three bids are received and the selection of the contractor is determined by a 40/60 ratio of technical merit score and total financial score, respectively. The maximum available points equals 70 and the lowest total evaluated price is \$100.

	<b>Bidder</b>		
	<b>Bidder 1</b>	<b>Bidder 2</b>	<b>Bidder 3</b>
<b>Overall Technical Score (OTS)</b>	65/70	45/70	55/70
<b>Total Evaluated Price (TEP)</b>	120	Not technically compliant	100
<b>Calculations</b>			
<b>Technical Merit Score (TMS)</b>	$65/70 \times 40 = 37.14$		$55/70 \times 40 = 31.43$
<b>Total Financial Score (TFS)</b>	$100/120 \times 60 = 50.00$		$100/100 \times 60 = 60.00$
<b>Combined Rating</b>	87.14		91.43
<b>Overall Ranking</b>	<b>2<sup>nd</sup></b>		<b>1<sup>st</sup></b>

## APPENDIX 5 – TECHNICAL EVALUATION CRITERIA

### 1 - Mandatory Requirements

In order to be considered compliant, **the bid must meet all MANDATORY requirements herein.** Bids not meeting all of the mandatory requirements will be given no further consideration.

MANDATORY EVALUATION CRITERIA	MET (Check the box below if you have met the requirement)	Where in your proposal can this information be found?
<p>The Offeror must ensure that qualified Tradespersons with a Red Seal Journeyman qualification be on the job site at all times. The Offeror must provide proof of the Red Seal Journeyman's certification (eg. a photocopy of the certificate or license) before bid closing</p>		
<p>PREVIOUS EXPERIENCE: Offeror possesses 5 consecutive years of construction and maintenance services experience within the last 10 years on contracts of similar size and scope to the requirement identified in the solicitation. Similar in size and scope is defined as :</p> <ul style="list-style-type: none"> <li>- A complex of similar use or type (e.g. commercial, industrial, warehousing, hangers, offices)</li> <li>- A complex with a similar number and variety of buildings and equipment</li> </ul> <p>Please provide proof by submitting a completed form at "Appendix 6 - Qualifications Forms – Mandatory Requirement" or a document providing the same information.</p>		
<p>REFERENCES: The Offeror must provide written references from the two (2) customers (including for the previous experience) that clearly state the Offeror has a good track record in providing electrical installation and maintenance services of a similar scope. For each reference, complete the form at "Appendix 6 - Qualification Forms – Mandatory Requirements" or a document providing the same information. <b>References will be verified.</b> PWGSC reserves the right to verify information for completeness and accuracy and to confirm reference satisfaction with services provided. In the event where the information cannot be verified or the service found to be unsatisfactory shall result in the proposal being considered non-responsive and no further consideration will be given to the Offeror.</p>		
<p>ALL employees working on site where Electrical maintenance or repairs are taking place must have received Electrical Worker Training based on CSA Z462-2015 for Arc Flash (ESTS) Arc Flash &amp; Shock Training. The Offeror must provide a declaration to show that they meet this requirement.</p>		
<p>All employees working on site must have training in WHMIS. Please provide the proof of certification from one employee. (eg. photocopy of the certification.)</p>		

The Offeror must provide a written Company Safety Plan included in their bid submission. (The page limitation for this report is 10 pages. If more pages is submitted the pages exceeding the 10 <sup>th</sup> page will be omitted from the evaluation.)		
The Offeror must provide a written Company Environmental Plan included in their bid submission. (The page limitation for this report is 10 pages. If more pages is submitted they will be omitted for the evaluation)		

## 2 - Point-Rated Requirements

Each responsive offer will be evaluated against the point- rated criteria listed below. The information should be detailed enough so as to allow a complete evaluation. It would assist in the evaluation if each section clearly indicates the specific criteria it is addressing.

For each rated criterion where a maximum number of points is shown, evaluators may award any whole number in the range of points from zero up to the maximum number of points. Bidders' responses will be evaluated against the definitions and information requirements as described by these Evaluation Criteria. Bidders should ensure that all responses provide the necessary details regarding dates, education and credentials, and demonstrative project experience. Points will be awarded solely on the basis of information as explicitly written in the Bidder's response.

For all demonstrated experience project descriptions, it is requested that the Bidder provide:

- 1) the date of completion of the project;
- 2) the client name and name of a client contact;
- 3) the telephone number or email address for that client contact;
- 4) the value of services provided by the bidder to that client (Note: the value of services includes only those services provided by the Bidder, not the overall client project budget).

Bidders should note where clients have requested that their project be confidential. Confidential clients may be contacted by PWGSC only to confirm details of the demonstrated experience projects as relevant to this solicitation.

POINT-RATED EVALUATION CRITERIA	MAXIMUM POINTS	TECHNICAL SCORE ACHIEVED
<b>OVERALL ORGANIZATION:</b> Provide a staffed company organization chart for this specific requirement that meets the Statement of Work. (up to 2 pts)  This should <b>identify the roles and responsibilities</b> of: 01. On-site Working Supervisor (up to 6pts) 02. Individual employee positions (up to 4 pts) 03. Overall Contract Manager (up to 3 pts)	<b>15</b>	
<b>OVERALL ORGANIZATION EXPERIENCE &gt;</b> - Commercial Construction installation/maintenance experience per year (up to one point per year to a maximum of 11 points)	<b>11</b>	
<b>EDUCATION/TRAINING/CERTIFICATIONS &gt; On-site Working Supervisor ONLY.</b> Information must include all related education/training/certifications obtained.	<b>15</b>	

<p>Specifically:</p> <ul style="list-style-type: none"> <li>01. Red Seal Certification (up to 3 pts)</li> <li>02. Health &amp; Safety (up to 5 pts)</li> <li>03. First-Aid (up to 2 pts)</li> <li>04. Other related** education/training/certification related to Commercial Construction. (up to 5 pts)</li> </ul> <p><i>** Note: Points will be awarded for Offeror's in house training programs, which address each of the above items. Offerors must be able to provide copies of their in-house course program/outlines or list of training materials (i.e. books/videos) as supporting documentation to obtain these points within 48 hours upon request</i></p>		
<p><b>EXPERIENCE&gt; On-site Working Supervisor ONLY &gt;</b></p> <p>Indicate number of years of their:</p> <ul style="list-style-type: none"> <li>a) <u>Overall</u> Commercial Construction experience. (up to 2 pts per year to a maximum of 10 pts)</li> <li>b) On-site Commercial Construction <u>Supervisory</u> experience, (up to 3 pts per year to a max 9 pts).</li> </ul>	<b>19</b>	
<p><b>MINIMUM EXPERIENCE/EDUCATION/TRAINING/CERTIFICATIONS &gt;</b> <i>All other On-site Commercial Construction Staff ONLY.</i> Information must include all related education/training/certifications obtained.</p> <p>Bidders must identify the minimum requirements that On-Site staff have or will have prior to working on this contract</p> <p>Specifically:</p> <ul style="list-style-type: none"> <li>01. Commercial Construction Experience (up to 4 pts)</li> <li>02. Health &amp; Safety/ First-Aid (up to 2 pts)</li> <li>03. Other related** education/training/certification related to Commercial Construction services. (up to 4 pts)</li> </ul> <p><i>** Note: Points will be awarded for Offeror's in house training programs, which address each of the above items. Offeror must be able to provide copies of their in-house course program/outlines or list of training materials (i.e. books/videos) as supporting documentation to obtain these points within 48 hours upon request</i></p>	<b>10</b>	
<b>MAXIMUM POINTS AVAILABLE:</b>	<b>70</b>	
<p><b>TECHNICAL SCORE REQUIRED TO PASS:</b> (Must be equal to or greater than 70% of the maximum points available)</p>	<b>49</b>	
<b>OVERALL TECHNICAL SCORE (OTS) ACHIEVED:</b>		

Bidders **must** achieve the minimum score for each of the rated technical criteria as specified above. **No further consideration will be given to bidders not achieving the minimum pass scores.**

## APPENDIX 6 – QUALIFICATIONS FORMS – MANDATORY REQUIREMENTS

The following table is provided for your convenience. However, should you require additional space you may also submit the information on other formats containing the same required information.

The Offeror must provide evidence of its experience and past performance by referencing two (2) projects or contracts satisfactorily rendered within the past ten (10) years, wherein the range of construction services provided are comparable to those described in this Request for Standing Offer (RFSO). The Offeror must possess 5 consecutive years of General Construction Trade Services experience within the last 10 years on contracts of similar size and scope to the requirement identified in the solicitation.

The evidence provided by the Offeror may be verified by Canada. Failure by the Offeror to provide the required evidence or in the event that the evidence cannot be verified shall result in the Offeror being disqualified and no further consideration will be given to the Offeror. If the Offeror submits references in excess of the stated requirement above, only the references up to the identified limit will be assessed.

PWGSC reserves the right to verify information for completeness and accuracy and to confirm reference satisfaction with services provided. In the event where the information cannot be verified or the service found to be unsatisfactory shall result in the proposal being considered non-responsive and no further consideration will be given to the Offeror.

PROJECT/CONTRACT REFERENCE NO. 1 __	
Name of client organization or Company	Name: _____
Name and title of client contact used as reference	Name: _____ Title: _____
Telephone, email and facsimile number of client contact	Phone No.: _____ Email: _____ Fax No.: _____
Location/site of the project or contract:	_____
Value of the project or contract	\$ _____
Performance period of the project or contract (indicate month and year)	From: Month _____ Year _____ To: Month _____ Year _____



## APPENDIX 7 - PERIODIC REPORTS

As a requirement of this Request for Standing Offer, a report shall be submitted as follows:

Return to:

Name	Phone Number	E-mail
Danielle Chiasson	604-349-7097	Danielle.Chiasson@pwgsc.gc.ca

at:

Public Works and Government Services Canada  
219-800 Burrard Street  
Vancouver, BC  
V6Z 0B9

### BI-ANNUAL REPORT ON THE VOLUME OF BUSINESS

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

**REPORT FOR THE PERIOD ENDING:** \_\_\_\_\_

Description of Work	Call-up #	Total Billing (includes taxes)

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

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

**NAME:** \_\_\_\_\_

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

**TELEPHONE NO.:** \_\_\_\_\_

## APPENDIX 8 VOLUNTARY CERTIFICATION TO SUPPORT THE USE OF APPRENTICES

(page 1 of 2)

### PUBLIC WORKS AND GOVERNMENT SERVICES CANADA APPRENTICE PROCUREMENT INITIATIVE

1. To encourage employers to participate in apprenticeship training, Offerors, bidding on construction and maintenance contracts by Public Works and Government Services Canada (PWGSC) are being asked to sign a voluntary certification, signaling their commitment to hire and train apprentices.
2. Canada is facing skills shortages across various sectors and regions, especially in the skilled trades. Equipping Canadians with skills and training is a shared responsibility. The Government of Canada made a commitment to support the use of apprentices in federal construction and maintenance contracts. Contractors have an important role in supporting apprentices through hiring and training and are encouraged to certify that they are providing opportunities to apprentices as part of doing business with the Government of Canada.
3. The Government of Canada is encouraging apprenticeships and careers in the skilled trades. In addition, the government offers a tax credit to employers to encourage them to hire apprentices. Information on this tax measure administered by the Canada Revenue Agency can be found at: [www.cra-arc.gc.ca](http://www.cra-arc.gc.ca). Employers are also encouraged to find out what additional information and supports are available from their respective provincial or territorial jurisdiction.
4. Signed certifications on page 2 of 2 will be used to better understand contractor use of apprentices on Government of Canada maintenance and construction contracts and may inform future policy and program development.
5. The Contractor hereby certifies the following:

In order to help meet demand for skilled trades people, the Contractor agrees to use, and require its subcontractors to use, reasonable commercial efforts to hire and train registered apprentices, to strive to fully utilize allowable apprenticeship ratios \* and to respect any hiring requirements prescribed by provincial or territorial statutes

The Contractor hereby consents to this information being collected and held by PWGSC, and Employment and Social Development Canada to support work to gather data on the hiring and training of apprentices in federal construction and maintenance contracts.

To support this initiative, a voluntary certification signaling the Contractor's commitment to hire and train apprentices is available at page 2 of 2.

If you accept fill out and sign page 2 of 2.

\* *The journey-person-apprentice ratio is defined as the number of qualified/certified journeypersons that an employer must employ in a designated trade or occupation in order to be eligible to register an apprentice as determined by provincial/territorial (P/T) legislation, regulation, policy directive or by law issued by the responsible authority or agency.*

### **Voluntary Certification**

(To be filled out and returned with offer on a voluntary basis)

(page 2 of 2)

*Note: The Offeror will be asked to fill out a report every six months or at project completion as per sample "Voluntary Reports for Apprentices Employed during the Contract" provided at Annex C*

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Legal Name: \_\_\_\_\_

Standing Offer Solicitation Number : \_\_\_\_\_

Number of company employees: \_\_\_\_\_

Number of apprentices planned to be working on this contract: \_\_\_\_\_

Trades of those apprentices:

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## ANNEX A - SECURITY REQUIREMENT CHECK LIST (SRCL)

 Government of Canada Gouvernement du Canada	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Contract Number / Numéro du contrat W6862-200080</td> </tr> <tr> <td style="text-align: center;">Security Classification / Classification de sécurité UNCLASS</td> </tr> </table>	Contract Number / Numéro du contrat W6862-200080	Security Classification / Classification de sécurité UNCLASS
Contract Number / Numéro du contrat W6862-200080			
Security Classification / Classification de sécurité UNCLASS			
<b>SECURITY REQUIREMENTS CHECK LIST (SRCL)</b> <b>LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)</b>			
<b>PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE</b>			
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Department of National Defence	2. Branch or Directorate / Direction générale ou Direction Detachment Comox/ Real Property Operations ( Pacific)		
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: General Construction Trade Services			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?			
<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui			
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?			
<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui			
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)			
<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui			
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.			
<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui			
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?			
<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui			
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>		
Foreign / Étranger <input type="checkbox"/>			
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>  Not releasable À ne pas diffuser <input type="checkbox"/>  Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>   Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>    Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:			
7. c) Level of Information / Niveau d'information			
PROTECTED A <input type="checkbox"/> PROTÉGÉ A PROTECTED B <input type="checkbox"/> PROTÉGÉ B PROTECTED C <input type="checkbox"/> PROTÉGÉ C CONFIDENTIAL <input type="checkbox"/> CONFIDENTIEL SECRET <input type="checkbox"/> SECRET TOP SECRET <input type="checkbox"/> TRÈS SECRET TOP SECRET (SIGINT) <input type="checkbox"/> TRÈS SECRET (SIGINT)	NATO UNCLASSIFIED <input type="checkbox"/> NATO NON CLASSIFIÉ NATO RESTRICTED <input type="checkbox"/> NATO DIFFUSION RESTREINTE NATO CONFIDENTIAL <input type="checkbox"/> NATO CONFIDENTIEL NATO SECRET <input type="checkbox"/> NATO SECRET COSMIC TOP SECRET <input type="checkbox"/> COSMIC TRÈS SECRET		
PROTECTED A <input type="checkbox"/> PROTÉGÉ A PROTECTED B <input type="checkbox"/> PROTÉGÉ B PROTECTED C <input type="checkbox"/> PROTÉGÉ C CONFIDENTIAL <input type="checkbox"/> CONFIDENTIEL SECRET <input type="checkbox"/> SECRET TOP SECRET <input type="checkbox"/> TRÈS SECRET TOP SECRET (SIGINT) <input type="checkbox"/> TRÈS SECRET (SIGINT)			

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
UNCLASS





Government of Canada /  
Gouvernement du Canada

Contract Number / Numéro du contrat W5862-200080
Security Classification / Classification de sécurité UNCLASS

**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 COTE DE FIABILITE	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input checked="" type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:  
Commentaires spéciaux : \_\_\_\_\_

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.  
REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

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

On DND premises, unscreened pers. may only access public/reception zones

**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)**

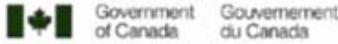
11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou 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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité UNCLASS
-----------------------------------------------------------------





Contract Number / Numéro du contrat
W6862-200080
Security Classification / Classification de sécurité
UNCLASS

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

For users completing the form manually use the summary chart below to indicate the category(ies) and levels 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 TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTRICTÉE	NATO CONFIDENTIAL	NATO SECRET	COMSEC TOP SECRET COMSEC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Areas Identification / Sans Production																
IT Media / Support IT / IT LRM / Lier électronique																

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

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

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

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

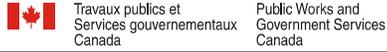


Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat W6862-200080
Security Classification / Classification de sécurité UNCLASS

PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
<b>13. Organization Project Authority / Chargé de projet de l'organisme</b>			
Name (print) - Nom (en lettres moulées) E. E. Aumont, Capt.	Title - Titre Det Comox, RP Ops (Pacific), RO	Signature 	
Telephone No. - N° de téléphone 250-339-8211 ex 6021	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel Emilie.aumont@forces.gc.ca	Date 11-Mar-20
<b>14. Organization Security Authority / Responsable de la sécurité de l'organisme</b>			
Name (print) - Nom (en lettres moulées) Sasa Medjovic	Title - Titre Senior Security Analyst	Signature 	
Telephone No. - N° de téléphone 613-996-0286	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel sasa.medjovic@forces.gc.ca	Date
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input type="checkbox"/> No / <input type="checkbox"/> Yes <input type="checkbox"/> Non / <input type="checkbox"/> Oui
<b>16. Procurement Officer / Agent d'approvisionnement</b>			
Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
<b>17. Contracting Security Authority / Autorité contractante en matière de sécurité</b>			
Name Kelly Mureta Contract Security Officer Tel: 613-941-0441 <a href="mailto:kelly.mureta@tpsgc-pwgsc.gc.ca">kelly.mureta@tpsgc-pwgsc.gc.ca</a>	Title	Signature 	Date 2020.03.18 13:54:37 -04'00'

**ANNEX B - CERTIFICATE OF INSURANCE (Not required at solicitation closing)**  
**CERTIFICATE OF INSURANCE**



Description and Location of Work  General Construction Trade Services SOA CFB Comox – Lazo, BC	Standing Offer No.
	Project No.

Name of Insurer, Broker or Agent	Address (No., Street)	City	Province	Postal Code
Name of Insured (Contractor)	Address (No., Street)	City	Province	Postal Code
Additional Insured  <i>Her Majesty the Queen in Right of Canada as represented by the Minister of Public Works and Government Services</i>				

Type of Insurance	Insurer Name and Policy Number	Inception Date D / M / Y	Expiry Date D / M / Y	Limits of Liability		
				Per Occurrence	Annual General Aggregate	Completed Operations Aggregate
<b>Commercial General Liability</b> <b>Umbrella/Excess Liability</b>				\$	\$	\$
				\$	\$	\$

I certify that the above policies were issued by insurers in the course of their Insurance business in Canada, are currently in force and include the applicable insurance coverage's stated on page 2 of this Certificate of Insurance, including advance notice of cancellation / reduction in coverage.

<input type="text"/>	<input type="text"/>
Name of person authorized to sign on behalf of Insurer(s) (Officer, Agent, Broker)	Telephone number
Signature	<input type="text"/>
	Date D / M / Y

CERTIFICATE OF INSURANCE Page 2 of 2

General

The insurance policies required on page 1 of the Certificate of Insurance must be in force and must include the insurance coverage listed under the corresponding type of insurance on this page.

The policies must insure the Contractor and must include Her Majesty the Queen in Right of Canada as represented by the Minister of Public Works and Government Services as an additional Insured.

The Policy shall be endorsed to provide the Owner with not less than 30 day notice in writing in advance of any cancellation or change or amendment restricting coverage.

Without increasing the limit of liability, the policies must protect all insured parties to the full extent of coverage provided. Further, the policies must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.

Commercial General Liability

The insurance coverage provided must not be substantially less than that provided by the latest edition of IBC Form 2100.

The policy must either include or be endorsed to include coverage for the following exposures or hazards if the Work is subject thereto:

- (a) Blasting.
- (b) Pile driving and caisson work.
- (c) Underpinning.
- (d) Removal or weakening of support of any structure or land whether such support be natural or otherwise if the work is performed by the insured contractor.

The policy must have the following minimum limits:

- (a) **\$5,000,000** Each Occurrence Limit;
- (b) **\$10,000,000** General Aggregate Limit per policy year if the policy contains a General Aggregate; and
- (c) **\$5,000,000** Products/Completed Operations Aggregate Limit.

Umbrella or excess liability insurance may be used to achieve the required limits.



## **ANNEX D - LISTING OF SUBCONTRACTORS/SUPPLIERS (Could be asked for on individual call-ups)**

*On request from the Project Manager, to be submitted on call-ups*

### **LISTING OF SUBCONTRACTORS AND SUPPLIERS**

The Bidder must submit the list of Subcontractors/Suppliers for any division of the Work as listed in the table below. If "own forces" of the General Contractor are planned to be used to execute certain division(s) of work, it must also be indicated in the table below.

	Subcontractor/Supplier	Division
1		
2		
3		
4		

