

RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Réception des soumissions - TPSGC / Bid Receiving - PWGSC

1550, Avenue d'Estimauville
1550, D'Estimauville Avenue

Québec
Québec

G1J 0C7

Request For a Standing Offer Demande d'offre à commandes

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

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

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

Comments - Commentaires

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

Issuing Office - Bureau de distribution

TPSGC-PWGSC

601-1550, Avenue d'Estimauville

Québec

Québec

G1J 0C7

Title - Sujet OAC Entrepreneur général 5 ans	
Solicitation No. - N° de l'invitation EE517-190005/A	Date 2020-07-30
Client Reference No. - N° de référence du client R.0011991.001	GETS Ref. No. - N° de réf. de SEAG PW-\$QCM-032-17959
File No. - N° de dossier QCM-9-42129 (032)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2020-08-21	Time Zone Fuseau horaire Heure Avancée de l'Est HAE
Delivery Required - Livraison exigée Voir Doc.	
Address Enquiries to: - Adresser toutes questions à: Girard, Isabelle	Buyer Id - Id de l'acheteur qcm032
Telephone No. - N° de téléphone (418)580-3551 ()	FAX No. - N° de FAX (418)648-2209
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: MINISTERE DES TRAVAUX PUBLICS ET SERVICES GOUVERNEMENTAUX CANADA ESC 1-MPO/Transport 1550 D'ESTIMAUVILLE QUEBEC Québec G1J0C7 Canada	
Security - Sécurité 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

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

REQUEST FOR STANDING OFFER (RFSO)

GENERAL CONTRACTOR

Quebec City and Les Escoumins

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/divulgate-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 SC06 Transition to an e-Procurement Solution (EPS).

TABLE OF CONTENTS

GENERAL INSTRUCTIONS to OFFERORS - CONSTRUCTION SERVICES (GI)

- GI01 Integrity Provisions - Offer
- GI02 Completion of Offer
- GI03 Identity or Legal Capacity of the Offeror
- GI04 Applicable Taxes
- GI05 Listing of Subcontractors/suppliers
- GI06 Submission of Offer
- GI07 Revision of Offer
- GI08 Rejection of Offer
- GI09 Offer Costs
- GI10 Procurement Business Number
- GI11 Compliance with Applicable Laws
- GI12 Performance Evaluation
- GI13 Conflict of Interest-Unfair Advantage
- GI14 Code of Conduct for Procurement – Offer

SPECIAL INSTRUCTIONS TO OFFERORS (SI)

- SI01 Introduction
- SI02 Offer documents
- SI03 Enquiries during the Solicitation Period
- SI04 Quantity
- SI05 PWGSC obligations
- SI06 Site Visit
- SI07 Revision of Offer
- SI08 Offer Validity Period
- SI09 Industrial Security Related Requirement
- SI10 Evaluation procedures or basis of selection
- SI11 Web Sites

CALL-UPS CLAUSES OR RESULTING CONTRACT DOCUMENTS (CD)

STANDING OFFER PARTICULARS (SOP)

- SOP01 General
- SOP02 Period of the Standing Offer
- SOP03 Call-Up Limitation
- SOP04 Call-Up Procedure
- SOP05 Standing Offer Responsible

SUPPLEMENTARY CONDITIONS (SC)

- SC01 Industrial Security Related Requirements, Documents Safeguarding
- SC02 Limitation of Liability
- SC03 Insurance Terms
- SC04 Transition to an e-Procurement Solution (EPS)

LIST OF APPENDICES

Appendix 1	Offer proposal form
Appendix 2	Statement of work
Appendix 3	Offer - Basis of payment
Appendix 4	Voluntary report for apprentices employed during the contract
Appendix 5	Certificate of insurance
Appendix 6	Liste de vérification des exigences relatives à la sécurité (LVERS)

LIST OF ANNEXES

Annex A	Integrity provisions
Annex B	Voluntary certification to support the use of apprentices
Annex C	Form 2829 sample

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
 - 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 accompanied by 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 GI11, 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

1. 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;
2. 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

1. "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

Not applicable.

GI06 (2014-03-01) Submission of offer

1. Epost Connect
 - a. Offers must be submitted by using the [epost Connect service](#) provided by Canada Post Corporation.
 - i. The only acceptable email address to use with epost Connect for responses to bid solicitations issued by PWGSC is: TPSGC.RQReceptionSoumissions-QRSupplyTendersReception.PWGSC@tpsgc-pwgsc.gc.ca,
 - b. To submit a bid using epost Connect service, the Bidder must either:
 - i. Send directly its bid only to the specified PWGSC Bid Receiving Unit, using its own licensing agreement for epost Connect provided by Canada Post Corporation; or

- ii. Send as early as possible, and in any case, at least six business days prior to the solicitation closing date and time, (in order to ensure a response), an email that includes the bid solicitation number to the specified PWGSC Bid Receiving Unit requesting to open an epost Connect conversation. Requests to open an epost Connect conversation received after that time may not be answered.
 - c. If the Bidder sends an email requesting epost Connect service to the specified Bid Receiving Unit in the bid solicitation, an officer of the Bid Receiving Unit will then initiate an epost Connect conversation. The epost Connect conversation will create an email notification from Canada Post Corporation prompting the Bidder to access and action the message within the conversation. The Bidder will then be able to transmit its bid afterward at any time prior to the solicitation closing date and time.
 - d. If the Bidder is using its own licensing agreement to send its bid, the Bidder must keep the epost Connect conversation open until at least 30 business days after the solicitation closing date and time.
 - e. The bid solicitation number should be identified in the epost Connect message field of all electronic transfers.
 - f. It should be noted that the use of epost Connect service requires a Canadian mailing address. Should a bidder not have a Canadian mailing address, they may use the Bid Receiving Unit address specified in the solicitation in order to register for the epost Connect service.
 - g. For bids transmitted by epost Connect service, Canada will not be responsible for any failure attributable to the transmission or receipt of the bid including, but not limited to, the following:
 - i. receipt of a garbled, corrupted or incomplete bid;
 - ii. availability or condition of the epost Connect service;
 - iii. incompatibility between the sending and receiving equipment;
 - iv. delay in transmission or receipt of the bid;
 - v. failure of the Bidder to properly identify the bid;
 - vi. illegibility of the bid;
 - vii. security of bid data; or,
 - viii. inability to create an electronic conversation through the epost Connect service.
 - h. The Bid Receiving Unit will send an acknowledgement of the receipt of bid document(s) via the epost Connect conversation, regardless of whether the conversation was initiated by the supplier using its own license or the Bid Receiving Unit. This acknowledgement will confirm only the receipt of bid document(s) and will not confirm if the attachments may be opened nor if the content is readable.
 - i. Bidders must ensure that they are using the correct email address for the Bid Receiving Unit when initiating a conversation in epost Connect or communicating with the Bid Receiving Unit and should not rely on the accuracy of copying and pasting the email address into the epost Connect system.
 - j. A bid transmitted by epost Connect service constitutes the formal bid of the Bidder.
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. Timely and correct delivery of offers is the sole responsibility of the Offeror.

GI07 (2010-01-11) Revision of offer

1. An offer submitted in accordance with these instructions may be revised by using epost Connect before the date and time set for the closing of the solicitation.
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. Failure to comply with any of the above provisions may result in the rejection of the non-compliant revision(s). 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 GI11, 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 GI11, 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 GI11, 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 GI11, other than subparagraph 2)(a) of GI11, 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

1. 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.

GI11 (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 GI14, 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 GI14 shall result in disqualification of the offer.

GI12 (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.

GI13 (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.

GI14 (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 **one (1) Standing Offer**, each for a period of one (1) year, with two (2) extension periods of two (2) years each. The **annual value** of the Standing Offer is estimated to be **574,875.00\$** (Taxes included). Individual call-ups will vary up to a maximum of **100 000,00 \$** (Taxes 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.

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.
2. 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 Isabelle.Girard@tpsgc-pwgsc.gc.ca. Enquiries should be received **no later than five (5) calendar 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

1. 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

1. 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

1. There will be no site visit.

SI07 REVISION OF OFFER

1. An offer may be revised by using postal Connection in accordance with "General Instructions to Offerors – Construction Services to Offerors".

SI08 OFFER VALIDITY PERIOD

1. The offer cannot be withdrawn for the period of () 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 SI09 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 G108.

SI09 INDUSTRIAL SECURITY RELATED REQUIREMENTS

1. At offer closing, 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.

SI10 EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Financial Evaluation

Offerors must submit firm all-in rates in accordance with and based on the format used in the Basis of Payment in Appendix 3. The rates submitted exclude applicable taxes.

2. Basis of Selection

An offer must comply with all requirements of the Request for Standing Offer to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for award of a contract.

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

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);
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

4. 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.
5. 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.
6. 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

1. The period for placing call-ups against the Standing Offer shall be from :
 - a. From October 1, 2020 to September 30, 2021 – Firm period, Year 1
 - b. From October 1, 2021 to September 30, 2023 – Optional period, Years 2-3
 - c. From October 1, 2023 to September 30, 2025 – Optional period, Years 4-5
2. It is PWGSC's intention to authorize one (1) Standing Offer for a period of one (1) year, with two (2) extension periods of two (2) years each.

SOP03 CALL-UP LIMITATION

1. Each call-up against the Standing Offer will have a maximum limitation of expenditure of **100,00.00 \$** (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. Technical Authority 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. For each individual call-up the Offeror will be provided the scope of work and will submit an offer to the Technical Authority 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 Technical Authority to proceed with the work by issuance of a Call-up against the Standing Offer using form [2829](#). See Annex C.

SOP05 STANDING OFFER RESPONSIBLES

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

Standing Offer Contracting Authority is:

Name : Isabelle Girard
Title : Supply Specialist
Department : Public Services and Procurement Canada
Division : Acquisitions and compensation, Quebec Region
Telephone : (418) 580-3551
e-mail : Isabelle.Girard@tpsgc-pwgsc.gc.ca

2. The Technical Authority 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.

This section will be filled out when the Standing Offer is in place

Standing Offer Technical Authority is:

Name : _____
Title : _____
Department : _____
Division : _____
Telephone : ____ - ____ - _____
e-mail : _____

Standing Offer Contractor's Representative is :

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.

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
 - a. Security Requirements Check List and security guide (if applicable), attached at Appendix 6;
 - b. Industrial Security Manual (Latest Edition).

SC02 LIMITATION OF LIABILITY

GC1.6 of R2810D is deleted and replaced with the following:

GC1.6 Indemnification by the Contractor

1. The Contractor shall indemnify and save Canada harmless from and against all claims, demands, losses, costs, damages, actions, suits, or proceedings whether in respect to losses suffered by Canada or in respect of claims by any third party, brought or prosecuted and in any manner based upon, arising out of, related to, occasioned by, or attributable to the activities of the Contractor in performing the Work, provided such claims are caused by the negligent or deliberate acts or omissions of the Contractor, or those for whom it is responsible at law.
2. The Contractor's obligation to indemnify Canada for losses related to first party liability shall be limited to:
 - a. In respect to each loss for which insurance is to be provided pursuant to the insurance requirements of the Contract, the Commercial General Liability insurance limit for one occurrence, as referred to in the insurance requirements of the Contract.
 - b. In respect to losses for which insurance is not required to be provided in accordance with the insurance requirements of the Contract the greater of the Contract Amount or \$5,000,000, but in no event shall the sum be greater than \$20,000,000.

The limitation of this obligation shall be exclusive of interest and all legal costs and shall not apply to any infringement of intellectual property rights or any breach of warranty obligations.

3. The Contractor's obligation to indemnify Canada for losses related to third party liability shall have no limitation and shall include the complete costs of defending any legal action by a third party. If requested by Canada, the Contractor shall defend Canada against any third party claims.
4. The Contractor shall pay all royalties and patent fees required for the performance of the Contract and, at the Contractor's expense, shall defend all claims, actions or proceedings against Canada charging or claiming that the Work or any part thereof provided or furnished by the Contractor to Canada infringes any patent, industrial design, copyright trademark, trade secret or other proprietary right enforceable in Canada.
5. Notice in writing of a claim shall be given within a reasonable time after the facts, upon which such claim is based, became known.

SC03 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.

SC04 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 PROJECT IDENTIFICATION

STANDING OFFER GENERAL CONTRACTOR - Quebec City and Les Escoumins

BA02 BUSINESS NAME AND ADDRESS OF OFFEROR

Business name: _____

Address: _____

Telephone: _____ Fax: _____ PBN: _____

E-mail address: _____

Industrial Security Program Organisation Number (ISP ORG#) : _____

BA03 THE OFFER

The Offeror proposes to Canada to perform the work under call-ups in accordance with the rates indicated in APPENDIX 3.

BA04 OFFER VALIDITY PERIOD

The offer must not be withdrawn for a period of sixty (60) days following the date of solicitation closing.

BA05 SIGNATURE

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

Signature

Date

Solicitation No. - N° de l'invitation
EE517-201286/A
Client Ref. No. - N° de réf. du client
EE517-201286

N° de la modif. - Amd. No.
000
N° du dossier - File No.
QCM-9-42162

Id de l'acheteur - Buyer ID
QCM-032
FMS No./N° VME - CCC No./N° CCC

APPENDIX 2 - STATEMENT OF WORK



Services publics et
Approvisionnement Canada

Public Services and
Procurement Canada

Canada



Au service du
GOUVERNEMENT,
au service des
CANADIENS.

Statement of Work

STANDING OFFER: General contractor EE517-190005



Version 1.0

Mise à jour : juin 2020

PART 1 – GENERAL	3
1.1 POINTS DE LIVRAISON DES SERVICES	3
1.2 DESCRIPTION	3
1.3 CONTRACTOR'S RESPONSIBILITIES	3
1.4 PROTECTION AND PREVENTION	3
1.5 AVAILABILITY AND TIME FRAMES	3
1.6 INSPECTION AND CONTROL	4
1.7 CLEAN-UP	4
PART 2 – EXECUTION	5
2.1 EQUIPMENT	5
2.2 MOBILISATION DE TRAVAIL	5
2.3 QUALITÉ D'EXÉCUTION.....	ERREUR ! SIGNET NON DEFINI.
PART 3 – PRODUCTS.....	6
3.1 GENERAL	6
3.2 MATERIAL SAFETY DATA SHEET (WHMIS).....	6
3.3 DATA SHEETS	6
3.4 SHOP DRAWINGS.....	6
PART 4 – HEALTH AND SAFETY FOR MAINTENANCE WORK	7
4.1 GENERAL CLAUSES.....	7
4.2 SPECIAL CLAUSES.....	9

PART 1 – GENERAL

1.1 SERVICE DELIVERY POINTS

- 1.1.1 Upon request, carry out construction work in Government of Canada buildings and properties, particularly those located within a radius of 150 km from the building at 1550 d'Estimauville Avenue in Québec City, but occasionally at 35 Otis, Les Escoumins.

1.2 DESCRIPTION

- 1.2.1 Provide, on a call-up basis, specialized labour, materials and equipment to perform maintenance and construction work. The General Contractor must be capable of handling all aspects of the following items:

- .1 Estimates;
- .2 Preparation;
- .3 Demolition;
- .4 Grading;
- .5 Foundation drainage;
- .6 Concrete work;
- .7 Masonry work ;
- .8 Metal and ornamental metal work;
- .9 Wood and plastic work;
- .10 Waterproofing;
- .11 Insulation;
- .12 Roofing (shingle, tile and membrane);
- .13 Interior finishes;
- .14 Building mechanical systems ;
- .15 Electricity;
- .16 Ventilation ;
- .17 Plumbing

- 1.2.2 Work in co-operation with other contractors specializing in various disciplines.

- 1.2.3 The Contractor must carry out the work in a manner that causes the least possible disruption to building occupants and the public and the normal use of the building and its operations.

1.3 CONTRACTOR'S RESPONSIBILITIES

[R2830D\(2008-05-12\), General condition \(GC\) 3:Execution and control of the work](#)

1.4 PROTECTION AND PREVENTION

- 1.4.1 Maintenance and repair work shall be carried out so as not to hinder the normal operations of building users and according to a schedule that causes the least possible disruption to building occupants and users.
- 1.4.2 In accordance with the safety standards of Ministère du Travail du Québec, of l'Emploi and of Solidarité sociale, Contractor shall take such safety measures and precautions as are necessary to protect persons and property from accidents and damage while maintenance or repair work is being carried out.

1.5 AVAILABILITY AND TIME FRAMES

Communication :

- 1.5.1 The Contractor must be reachable by telephone and email without delay during normal working hours between 7:00 a.m. and 5:00 p.m., Monday to Friday, and outside normal working hours on evenings, weekends and statutory holidays.

Response time for the execution of an urgent request

-
- 1.5.2. For the Greater Québec City area, the Contractor must be able to report to the site within two (2) hours of receiving an emergency notice. Following an emergency call, the Contractor must confirm the completion of work and provide a detailed service report to the Departmental Representative.
 - 1.5.3. For our Escoumins site, the Contractor must be able to report within two (2) hours plus travel time of three-and-a-half (3.5) hours, therefore, within five-and-a-half (5.5) hours of receiving an emergency notice. Further to an emergency call, the Contractor must confirm the completion of work and submit a detailed service report to the Departmental Representative.
 - 1.5.4. For any other site which might be outside Québec City, the Contractor must be able to report to the site within two (2) hours plus travel time.

Hours of work :

- 1.5.5. Unless otherwise indicated, work shall be done Monday to Friday between 7:00 a.m. and 4:00 p.m.

1.6 INSPECTION AND CONTROL

Note: Inspection and control will take place following:

- Work carried out in each individual call-up;
- At the request of the Departmental Representative.

Communication on site:

- 1.6.1. Be available to accompany the Departmental Representative on work inspections.
- 1.6.2. Submit all action taken for acceptance by the Departmental Representative in the form of a written or digital report.
- 1.6.3. Report every time there is an issue at the site related to item 1.2.1 of the specifications.
- 1.6.4. Contact the Departmental Representative at the beginning and end of each visit for a call-up.
- 1.6.5. As soon as the job is finished, submit by mail to QUEGII.QUEPFM@TPSGC-PWGSC.GC.CA, for verification a work ticket detailing the :
 - a) Place and date the work was performed;
 - b) Description of the work performed;
 - c) The names of all persons employed;
 - d) The exact time of every arrival and departure according to the log and the exact time of every interruption and resumption of work, if the contract provides for work at hourly rates;
 - e) the quantities and descriptions of billable goods, if payment for such goods is provided in call-up;
 - f) the signature of the employee who wrote up the work ticket;
 - g) Submit all work for inspection and acceptance by the Departmental Representative.

1.7 CLEAN-UP

- 1.7.1. While work is in progress, the site shall be kept clean and free of debris and waste materials, including any debris and waste materials generated by other contractors.
- 1.7.2. On completion of the work, leave the site clean and free of debris and waste materials, tools and equipment. The site must be cleaned up to the satisfaction of the Departmental Representative.
- 1.7.3. Remove waste from government property in compliance with federal, provincial and municipal environmental protection regulations. Waste also includes demolition materials not kept by the federal government. For toxic liquids and water containing suspended particles, have each load approved by the Departmental Representative.
- 1.7.4. For the disposal of waste materials, the Contractor is responsible for finding a site where dumping is authorized and for covering the cost of the fees charged by the dump site owner. No unauthorized dumping will be permitted. If uncontrolled dumping is found, and it is proven to be illegal, the Contractor will be liable for prosecution.

PART 2 – EXECUTION

2.1 EQUIPMENT

- 2.1.1 The Contractor must use one or more service truck(s) owned by it for the work under this Standing Offer. The truck(s) must contain **tools and service equipment necessary to perform the Work**.
- 2.1.2 The Contractor must have all the necessary equipment, e.g., **ladders, step ladders, hoisting equipment, and all the products and materials** to properly carry out the work in each of the call-ups.
- 2.1.3 At no time may the Contractor use materials, equipment, products or tools owned by the Government of Canada.
- 2.1.4 The Contractor must perform the work without the assistance of PSPC employees or building occupants.
- 2.1.5 The Contractor must ensure that all equipment used is in good condition. The Departmental Representative reserves the right to remove equipment deemed to be defective or unsuitable and take it out of service. The Contractor must appropriately replace defective equipment within 24 working hours of a written notice from the Departmental Representative.

2.2 MOBILIZING WORK

- 2.2.1 If a roadway needs to be closed, make sure it is re-opened to traffic as quickly as possible.
- 2.2.2 Supply and install the necessary guardrails and signage to ensure public safety and the protection of structures
- 2.2.3 Install scaffolding in a safe and sturdy manner independent of walls and in accordance with standards.
- 2.2.4 Take all necessary precautions to prevent the spread of odours in the building.
- 2.2.5 On the date the work is scheduled to start, be present at the work site with all the tools, equipment, materials and parts needed to start and pursue the work without interruption.
- 2.2.6 No technical room will be accessible without the presence of a PSPC employee.

2.3 WORKMANSHIP

- 2.3.1 The work must be performed in accordance with good trade practices (recognized best practices). If the Departmental Representative observes any non-compliance during an inspection, the work must be redone at the Contractor's expense.
- 2.3.2 The Contractor must have all the specialized equipment and qualified employees needed to complete the work.
- 2.3.3 If the Contractor, with the Department's authorization, has access to sub-contractors, this will not in any way lessen the Contractor's responsibility with respect to quality and speed of execution.

PART 3 – PRODUCTS

3.1 GENERAL

- 3.1.1 Upon issuance of a call-up, the Contractor must provide a list of all products.
- 3.1.2 Upon issuance of a call-up, the Contractor must have at its disposal the parts and material required for the work required.
- 3.1.3 Have in inventory or in service trucks the basic materials and tools needed to perform most of the work for call-ups.
- 3.1.4 Use new devices, parts and materials that are free of defects.
- 3.1.5 For new facilities, use the devices, parts and materials specified by the Departmental Representative.

3.2 MATERIAL SAFETY DATA SHEET (WHMIS)

- 3.2.1 Transport hazardous materials to the work site in their original container. Each container shall include a label that meets WHMIS requirements. Storage of pesticides is prohibited in PSPC owned or operated facilities.
- 3.2.2 All chemical products, such as cleaning products, varnishes, paints, solvents, coatings, gases and any other toxic substances, shall be considered hazardous products.
- 3.2.3 Before starting work, submit for the Departmental Representative's approval all MSDSs for hazardous products. The sheets shall meet the requirements of the Workplace Hazardous Materials Information System (WHMIS) and contain the following information:
 - 1. Product identification;
 - 2. Ingredients;
 - 3. Physical data;
 - 4. Flammability and explosivity;
 - 5. Reactivity;
 - 6. Toxicological properties;
 - 7. Preventive measures;
 - 8. First aid measures ; and
 - 9. Preparation information.

3.3 DATA SHEETS

- 3.3.1 At the request of the Departmental Engineer, be able to supply data sheets for all products used.

3.4 SHOP DRAWINGS

- 3.4.1 At the request of the Departmental Representative, be able to provide shop drawings. Depending on the type of work, the Departmental Representative may require shop drawings to be signed and sealed by an engineer who is a member of the OIQ.

PART 4 – HEALTH AND SAFETY FOR MAINTENANCE WORK

4.1 GENERAL CLAUSES

- 4.1.1 By accepting this contract, the Contractor agrees to supervise the work and assume all responsibilities normally bestowed upon the main contractor and the employer under An Act respecting occupational health and safety and to act as supervisor of the work.
- 4.1.2 The Contractor must manage your activities so that the health and safety of your staff, occupants of the building or facility and the public and protection of the environment always takes precedence over considerations of cost and scheduling.
- 4.1.3 Comply at all times with the provisions of the Act respecting occupational health and safety, the Safety Code for the construction Industry and the Occupational Health and Safety Regulations where applicable.
- 4.1.4 The Contractor shall submit to the departmental representative a prevention program specific to all the activities it is likely to carry out on the property at least 10 days prior to the start of work. The Contractor must subsequently update its prevention program if the course of work diverges from initial projections. The Departmental Representative may, after receiving the program and at any time during the contract, require that the program be modified or supplemented in order to better reflect the reality of the workplace. The Contractor must then make the necessary changes prior to the start of work.

This program must be based on the risks identified and must take into account the information and requirements contained in these specifications. The program must remain in force throughout the term of this standing offer and must satisfy the following requirements:

- Identify risks specific to each category of tasks that will be performed in order to execute this standing offer and the corresponding preventive measures based on the regulatory requirements.
 - Identify the person responsible for implementing preventive measures.
 - Take into account the risks that may affect the health and safety of the workers as well as the health and safety of the occupants of the building or facility and of the public.
 - Include an accident response procedure.
 - Include a workplace inspection checklist based on the content of its risk identification.
 - Include any repair tasks that may be assigned under this standing offer.
 - Include a written undertaking from all stakeholders to comply with the prevention program.
- 4.1.5 PSPC undertakes to comply with the relevant provisions of the *Accessible Canada Act*. Any non-compliance that may hamper service delivery will be assessed by PSPC in order to put the required accommodations in place.
- 4.1.6 **IDENTIFICATION OF PERSONNEL OF THE CONTRACTOR**

4.1.6.1 It is the responsibility of the contractor to provide the following elements at its expense at the outset of the contract and to keep this information up to date;

4.1.6.1.1 The list of all personnel that will have access to the facilities;

4.1.6.1.2 Confirmation from Industrial Security that each member of staff who will have access to the facilities has valid security clearance in accordance with the contract requirements. For more information, see the link below.

Toll-free number : 1-866-368-4646

National Capital Region : 613-948-4176

Email : ssi-iss@tpsgc-pwgsc.gc.ca

Website : www.tpsgc-pwgsc.gc.ca/esc-src

<https://www.tpsgc-pwgsc.gc.ca/esc-src/enquete-screening-fra.html>

4.1.6.1.3 The Departmental representative will require from the contractor to supply option 1 and/or option 2 at its convenience.

Option 1: Provide a passport-size colour photograph (digital format) for each employee who will be working on site.

Consult the link below for all photo requirements:

<https://www.canada.ca/fr/immigration-refugies-citoyennete/services/passeports-canadiens/photos.html>

Option 2: Provide a passport-size colour photograph (paper format) for each employee who will be working on site.

Consult the link below for all photo requirements:

<https://www.canada.ca/fr/immigration-refugies-citoyennete/services/passeports-canadiens/photos.html>

NOTE:

- In order to access the facilities, the contractor must provide the following information as soon as possible and then await confirmation that everything is in order from the departmental representative.
- Depending on the validity period for the access cards and the duration of the standing offer, the contractor may be required to provide new photographs (see 4.1.6.1.3) at its expense for employees with access to the facilities.

4.1.7 ACCESS TO FACILITIES

4.1.7.1 VISITATION SCHEDULE

4.1.7.1.1 Regular maintenance

All visits must be scheduled with the departmental representative. Regular maintenance is normally scheduled a minimum of one month in advance.

4.1.7.1.2 Follow-up or maintenance following maintenance

Maintenance or follow-up may be required following regular maintenance. In this case, a minimum of 72 working hours is required in order to notify all stakeholders and occupants on site. This is always coordinated with the departmental representative.

4.1.7.1.3 Emergency maintenance

In the event of an emergency situation, go to the reception area, and the departmental representative who assigned you will be there to meet you.

NOTE: For anything that is not an emergency response situation, access will not be granted without prior authorization from PSPC.

4.1.7.2 VISITOR CARD

4.1.7.2.1 For access to a visitor card, each member of the contractor's staff MUST :

- Provide a valid piece of identification to the custodian, (e.g. : driver's licence, health card);
- Sign the attendance log and provide a telephone number where they can be reached.

During the visit :

- Each member of the contractor's staff must wear the identification provided in a very obvious manner;

At the end of the shift:

- Each member of the contractor's staff must return the identification card and sign the log again.

4.2 SPECIAL CLAUSES

4.2.1 POWDER ACTUATED DEVICE

- 4.2.1.1 Use powder actuated devices only after receipt of written permission from Departmental representative.
- 4.2.1.2 Any person using an explosive actuated tool shall hold a training certificate and meet all requirements of Section 7 of the *Code de sécurité pour les travaux de construction* (S- 2.1, r. 4). (Safety code for the construction industry)
- 4.2.1.3 Any other explosive-actuated device shall be used in accordance with the manufacturer's directions and applicable standards and regulations.

4.2.2 USE OF PUBLIC ROADS

- 4.2.2.1 Where it is necessary to encroach on a public road for operational reasons or to ensure the security of the workers, the occupants or the public (for example: the use of scaffolding, cranes, excavation work, etc.), the Contractor shall obtain at his own expense any authorizations and permits required by the competent authority.
- 4.2.2.2 The Contractor shall install at his own expense any signage, barricades or other devices needed to ensure the safety and security of the public and the Contractor's own facilities.

4.2.3 LOCKOUT-TAGOUT

- 4.2.3.1 For all work on electrically or otherwise energized equipment, the Contractor shall draw up and implement a general lockout-tagout procedure and submit it to the Departmental representative.
- 4.2.3.2 Supervisors and all workers concerned by work requiring lockout-tagout must have received training on lockout-tagout procedures by a recognized organization; Contractor shall submit training certificates to the Departmental representative.
- 4.2.3.3 Before starting the lockout-tagout procedure of a piece of equipment on an occupied site, Contractor must coordinate his work with the representative of the site if the interruption of the power sources can have an impact on the operations of the site or on its occupants.
- 4.2.3.4 Contractor must designate a qualified person as responsible for the lockout-tagout and must make sure that that person prepares a lockout-tagout data sheet for each piece of equipment involved. The lockout-tagout data sheet must be submitted to the Departmental representative at least 48 hours before the beginning of the work. The Departmental representative will review the data sheet with the representative of the site if the work takes place in an existing building. The data sheets for lockout-tagout must contain at least the following information:
 - 1. description of work to carry out;
 - 2. identification, description and location of the circuit and/or ~~piece of~~ equipment to lockout-tagout;
 - 3. identification of energy sources that feeds the equipment;
 - 4. identification of each cutout point;
 - 5. sequence of lockout-tagout and the release of residual energy as well as the sequence of unlocking;
 - 6. list of material needed for the lockout-tagout;

-
7. method of verification of zero energy implementation;
 8. name and signature of the person who prepared the data sheet;

When required by the Departmental representative, Contractor must record all this information on the site's representative form.

- 4.2.3.5 At the time of lockout-tagout, the person responsible must date the data sheet and ensure that each worker involved in the work on the circuit/equipment to lockout-tagout puts his name on the data sheet and signs it.

4.2.4 ELECTRICAL WORK

- 4.2.4.1 Contractor shall ensure that all electrical work is executed by qualified employees in accordance with the provincial regulation respecting vocational training and qualification.
- 4.2.4.2 Contractor shall respect all requirements of standard CSA Z462 *Workplace Electrical Safety Standard*.
- 4.2.4.3 No repairs or alterations shall be carried out on any live equipment except where complete disconnection of the equipment is not feasible.
- 4.2.4.4 Contractor shall respect all requirements prescribed in paragraph "LOCKOUT-TAGOUT" in this section.
- 4.2.4.5 Contractor shall advise in writing the Departmental representative of all the work that cannot be done with de-energized equipment and obtain his authorization. Contractor shall demonstrate to the Departmental representative that it is impossible to do the work with de-energized equipment and provide all the information necessary to request and obtain an energized electrical work permit (indicate working procedures, arc flash hazard analysis, protective perimeter, protective equipment, etc.) before the beginning of the work, excluding for the exceptions indicated in standard CSA Z462 *Workplace electrical safety*.
- 4.2.4.6 The energized electrical work permit on must contain at least the following elements:
 - a. description of the circuit and equipment and its location;
 - b. justification for having to do the work in an energized condition;
 - c. description of safe work practices to apply;
 - d. results of the shock hazard analysis;
 - e. limit of the protective perimeter against electric shocks;
 - f. results of the arc flash hazard analysis;
 - g. description of the arc flash protection boundary;
 - h. description of the personal protective equipment required;
 - i. description of the means to limit access to unqualified persons;
 - j. proof that an information session has been carried out;
 - k. approval signature of the energized electrical work (by a person in authority or by the owner).
- 4.2.4.7 If for the operational requirements of the occupants of the site the representative of the site requires that the Contractor performs work in an energized condition, the Contractor shall obtain all the information required to request and obtain obtain an energized electrical work permit (indicate working procedures, arc flash hazard analysis, protective perimeter,

protective equipment, etc.) and have it signed by the representative of the site assigned by the Departmental representative before the beginning of the work.

4.2.5 ASBESTOS EXPOSURE

4.2.5.1 It is not anticipated that the work covered by the present specifications involves the manipulation of materials containing asbestos; however, if the Contractor or the Departmental representative or his agent discover materials which are susceptible of containing asbestos, the Contractor must immediately stop the work and advise the Departmental representative. If more investigation demonstrates that the materials do contain asbestos, the Contractor shall comply with the following requirements.

Prior to starting any work likely to emit asbestos dust, the Contractor must:

1. Provide a written procedure for the work, identifying the risk level of the work (low, moderate, high), as defined in section 3.23 of the *Code de sécurité pour les travaux de construction* S-2.1, r- 4, (Safety code for the construction industry). This procedure must take into account all the requirements of that section 3.23.
2. Submit certificates that demonstrate that all workers involved in the work have received training on asbestos hazards and on the procedure required in the preceding paragraph.
3. Demonstrate that he has all the material and equipment required on hand to respect the procedure and for safely conducting the work.

4.2.6 FUNGAL CONTAMINATION

4.2.6.1 It is not anticipated that the work covered by the present specifications involves the manipulation of materials contaminated by mould; however, if the Contractor or the Departmental representative or his agent discover materials which are susceptible of being contaminated by mould, the Contractor must immediately stop the work and advise the Departmental representative. If more investigation demonstrates that the materials do contain mould, the Contractor shall comply with the following requirements.

4.2.6.2 Prior to starting any work where workers are likely to be in contact with materials contaminated by mould, the Contractor must:

1. Provide a written procedure for the work which respects all the requirements of the *Code de sécurité pour les travaux de construction* S-2.1, r- 4, (Safety code for the construction industry), as well as the requirements indicated in the document "Mould Guidelines for the Canadian Construction Industry" published by the Canadian Construction Association (<http://www.cca-acc.com/documents/electronic/cca82/cca82.pdf>).
2. Demonstrate that he has all the material and equipment required on hand to respect the procedure and for safely conducting the work.

4.2.7 EXPOSURE TO SILICA

4.2.7.1 For any interior or exterior work generating silica, the Contractor must respect the following requirements, in addition to those in the *Code de sécurité pour les travaux de construction* S-2.1, r.4 (Safety code for the construction industry).

1. Work in wet environment or use tools with the inflow of water in order to reduce dustiness, if not, collect dust at the source and retain it with a high-efficiency filters not to propagate dust in the environment.
2. Clean surfaces and tools with water, never with compressed air.
3. Sand and pickle surfaces by using an abrasive containing less than 1% of silica (also called amorphous silica).

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4. Install shields or other containment device to prevent silica dust from migrating toward other workers or the public.
 5. Wear individual respiratory and ocular protection equipment during all the operations that could generate silica dust in accordance with the requirements of the *Code de sécurité pour les travaux de construction*, S-2.1, r.4 (Safety code for the construction industry).
 6. Wear coveralls to prevent contamination outside the construction site.
 7. Do not eat, drink, or smoke in a dusty environment.
 8. Wash the hands and the face before drinking, eating or smoking.

4.2.8 **SANDBLASTING**

4.2.8.1 Prior to starting any sandblasting work, the Contractor must:

1. Provide a written procedure of the work that meets the requirements of section 3.20. of the *Code de sécurité pour les travaux de construction*, S-2.1, r.4 (Safety code for the Construction Industry).
2. Demonstrate that he has all the material and equipment required on hand to respect the procedure and for safety conducting the work.
3. All sanding and sandblasting work shall be done by using an abrasive containing less than 1% of silica.

4.2.9 **LEAD-BASE PAINT REMOVAL**

4.2.9.1 Prior to all work where workers are likely to handle materials containing lead-base paint or other substances containing lead, the Contractor must:

1. Provide a written procedure for the work which respects all the requirements of the *Code de sécurité pour les travaux de construction* S-2.1, r- 4, (Safety code for the construction industry), as well as the requirements indicated in the document "Guideline for Lead on Construction Projects" published by the Ontario Ministry of Labour (http://www.labour.gov.on.ca/english/hs/pdf/gl_lead.pdf). If there is a discrepancy between the Québec regulation and the Ontario document, the most stringent requirement shall apply.
2. Demonstrate that he has all the material and equipment required on hand to respect the procedure and for safely conducting the work.

4.2.10 **EXPOSURE TO ANIMAL'S FECAL DROPPINGS**

4.2.10.1 Prior to all work where workers are likely to come in contact with materials contaminated by animal's fecal droppings, the Contractor must:

1. Provide a written procedure for the work which respects all the requirements of the *Code de sécurité pour les travaux de construction* S-2.1, r- 4, (Safety code for the construction industry), as well as the requirements indicated in the document "Des fientes de pigeons dans votre lieu de travail: méfiez-vous" (Pigeon droppings in your workplace: Beware" published by the CNESST (http://www.csst.qc.ca/publications/100/Documents/DC100_1331_1web2.pdf)
2. Demonstrate that he has all the material and equipment required on hand to respect the procedure and for safely conducting the work.

4.2.11 RESPIRATORY PROTECTION

- 4.2.11.1 Contractor must ensure that all workers who must wear a respirator as part of their duties have received training for that purpose as well as fit testing of their respirator, in accordance with CSA Standard Z94.4 *Selection, use and care of respirators*. Submit the certificates of the fit testings to the Departmental representative on demand.

4.2.12 FALL PROTECTION

- 4.2.12.1 Plan and organize work so as to eliminate the risk of fall at the source or ensure collective protection, thereby minimizing the use of personal protective equipment. When personal fall protection is required, workers must use a safety harness that complies with CSA standard CAN/CSA Z-259.10 M90. A safety belt must not be used as fall protection.
- 4.2.12.2 Every person using an elevating platform (scissors, telescopic mast, articulated mast, rotative mast, etc.) must have a training regarding this equipment.
- 4.2.12.3 The use of a safety harness is mandatory for all elevating platforms with telescopic, articulate or rotative mast.
- 4.2.12.4 Define the limits of the danger zone around each elevating platform.
- 4.2.12.5 All openings in a floor or roof must be surrounded by a guardrail or provided with a cover fixed to the floor able to withstand the loads to which it could be exposed, regardless of the size of the opening and the height of the fall it represents.
- 4.2.12.6 Everyone who works within two metres from a fall hazard of three metres or more must use a safety harness in accordance with the requirements of the regulation, unless there is a guardrail or another device offering an equivalent safety.
- 4.2.12.7 Despite the requirements of the regulation, the Departmental representative may require the installation of a guardrail or the use of a safety harness for specific situations presenting a risk of fall less than three metres;

4.2.13 SCAFFOLDINGS

In addition to the requirements of the *Code de sécurité pour les travaux de construction* (Safety code for the construction industry), the Contractor who uses scaffoldings must respect the following requirements:

4.2.13.1 Foundation

1. Scaffoldings shall be installed on a solid foundation so that it does not slip or rock.
2. Contractors wishing to install scaffoldings on a roof, overhang, canopy or awning shall submit their calculations and loads, as well as plans signed and sealed by an engineer to the Departmental representative and obtain his authorization before beginning installation.

4.2.13.2 Assembly, bracing and mooring

1. All scaffoldings shall be assembled, braced and moored in accordance with the manufacturer's instructions and the provisions of the *Code de sécurité pour les travaux de construction* (Safety code for the construction industry).
2. Where a situation requires the removal of part of the scaffoldings (e.g., crosspieces), the Contractor shall submit to the Departmental representative an assembly procedure signed and sealed by an engineer certifying that the scaffolding assembled in that manner will allow the work to be done safely given the loads to which it will be subject.
3. For scaffoldings where the span between two supports is greater than three metres, the Contractor shall provide the Departmental representative an assembly plan signed and sealed by an engineer.

4.2.13.3 Protection against falls during assembly

1. Workers exposed to the risk of falling more than three metres shall be protected against falls at all times during assembly.

4.2.13.4 Platforms

1. Scaffolding platforms shall be designed and installed in accordance with the provisions of the *Code de sécurité pour les travaux de construction* (Safety code for the construction industry).
2. If planks are used, they shall be approved and stamped in accordance with section 3.9.8 of the *Code de sécurité pour les travaux de construction* (Safety code for the construction industry).
3. Scaffoldings of four sections (or six metres) high or more shall have a full platform covering the entire surface between the putlogs every three metres high or fraction thereof, and the components of that platform shall not be moved at any time to create an intermediate landing.

4.2.13.5 Guardrails

1. A guardrail shall be installed on every landing.
2. Cross braces shall not be considered as guardrails.
3. If the platforms are not covering the entire surface between the putlogs, the guardrail must be installed just above the edge of the platform so that there is no empty horizontal space between the platform and the guardrail.
4. Where scaffoldings has four sections (or six metres) high or more and full platforms are required, the guardrails shall be installed on each landing at the start of work and shall remain in place until the work is completed.

4.2.13.6 Access

1. The Contractor shall ensure that access to the scaffoldings does not compromise worker safety.
2. Where the platforms of the scaffoldings are comprised of planks, ladders shall be installed in such a way that planks extending beyond the platform do not block the way up or down.
3. Notwithstanding the provisions of the *Code de sécurité pour les travaux de construction* (Safety code for the construction industry), stairs shall be installed on all scaffoldings that have six or more rows of uprights or is six sections (or nine metres) high or higher.

4.2.13.7 Protection of the public and occupants

1. When scaffoldings are installed in a zone accessible to the public, the Contractor shall take the necessary measures to prevent the public from having access to them and, if applicable, to the work or storage area located in the vicinity of these scaffolding.
2. Contractor must install covered walkways, nets or other similar devices to protect workers, the public and the occupants against falling objects. The means of protection must be approved by the Departmental representative.

4.2.13.8 Engineering plans

1. In addition to those required by the *Code de sécurité pour les travaux de construction* (Safety code for the construction industry), the Departmental representative reserves the right to require engineering plans for other types or configurations of scaffoldings.

2. A plan signed and sealed by an engineer is required for all scaffoldings that will be covered with a canvas, a tarpaulin or any other material that has wind resistance.
3. A certificate of conformity signed by an engineer is required in all cases where an engineering plan is required and this, before anybody uses the facility. A copy of these documents must be available on the construction site at all times.

4.2.14 **CONFINED SPACES**

In addition to the requirements of the provincial regulation applicable to confined spaces, the Contractor must respect the requirements in the following paragraphs.

The Departmental representative reserves the right, depending on the nature of the risk of the confined spaces, of the work to be done and/or of the level of competence in confined spaces demonstrated by the Contractor, to require from the latter that he use the services of a firm specialized in health and safety or in confined space work to perform the analysis of the risks inherent to the confined spaces, to complete the entry permit, to conduct surveillance of the work or for any other task related to the work in confined spaces.

4.2.14.1 **Person in charge of the health and safety for the work in confined spaces**

1. The Contractor shall designate a person to be in charge of the health and safety for the work in confined spaces. This person shall be qualified, as defined in the article 297 of the *Règlement sur la santé et la sécurité du travail* (S-2.1, r.13) (Occupational Health and Safety Regulation). This person must be present at all times during work in confined spaces and must make sure that all the requirements of the regulation and the ones specified in this section are respected. This person must amongst other things fill out and issue the entry permit for the confined spaces.

4.2.14.2 **Training**

1. All persons having access to a confined space, including the person in charge and the watcher of the confined space shall have completed training on entry in confined spaces.
2. All persons who have to use supplied-air respirator to access the confined spaces shall have completed training on the use of these apparatus.
3. All persons identified as rescuers for confined spaces shall have completed training on confined spaces rescue.
4. Each training required in the preceding paragraphs must be provided by a firm specialized in health and safety or in confined spaces.
5. The training certificates of the persons mentioned above must be submitted to the Departmental representative before the beginning of the work in confined spaces.

4.2.14.3 **Risk assessment of confined spaces**

1. For each of the confined spaces listed at the beginning of this article, the Contractor must obtain the necessary information from the site representative and proceed to the assessment of the risk inherent to each confined space and relative to:
 - a. the prevailing internal atmosphere, namely the concentration of oxygen, inflammable gases and vapours, combustible or explosive dusts as well as the categories of contaminants likely to be present in this enclosed area or nearby;
 - b. the fact that the natural or mechanical ventilation is insufficient;
 - c. The materials that are present there and that can cause the worker to sink, to be buried or to drown, such as sand, grain or a liquid;
 - d. the interior configuration;

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- e. pipes and conduits penetrating the confined space;
 - f. energies such as electricity, moving mechanical parts, heat stress, noise and hydraulic energy;
 - g. ignition sources such as open flames, lighting, welding and cutting, static electricity or sparks;
 - h. all other particular circumstances, such as the presence of vermin, rodents or insects.
2. These risk assessments must be done by the person in charge of the health and safety of the work in confined spaces. They must be submitted to the Departmental representative for analysis at least 10 days before the proposed date for the work in confined spaces and they must also include the following information:
- a. location of the confined space;
 - b. description of the confined space;
 - c. dimensions of the confined space;
 - d. number, location and dimensionS of the openings;
 - e. content of the confined (material, substances, etc.)
 - f. date of the assessment;
 - g. name and signature of the person who conducted the assessment and the name of his employer.
3. The Contractor must repeat the same process for each of the confined spaces that he will build/install during this project

4.2.14.4 Confined spaces entry permits

1. **At least 5 days before the scheduled date for the work in a confined space the Contractor must submit for analysis to the Departmental representative a copy of each entry permit specific to the confined spaces where he must access.** The entry permits must be completed by the person in charge of the health and safety of the work in confined spaces, and must contain the following information as a minimum:
- a. description of the work that will be carried out and the method of work, including the materials and tools needed to do this work;
 - b. description of the risks and corresponding preventive measures according to the risk assessment inherent to the confined space done previously and according to the work to be carried out;
 - c. safety equipment that will be used to control the risks of confined spaces spaces (e.g.: fan, gas detectors, local exhaust ventilation, personal protective equipment, etc.);
 - d. rescue procedure covering at least the following:
 - i. means of communication between the supervisor of the confined space and the workers in the confined space;
 - ii. lifesaving equipment specific to each confined space;
 - iii. confirmation that the municipal emergency response service has been advised that work in confined spaces would be going on at this specific construction site and that they may intervene do to a confined space rescue; otherwise, the Contractor must identify the workers on the construction site

that will act as rescuers in a confined space in the case where such rescuers must enter the confined space (rescue training is mandatory);

- iv. location of telephone and phone number of the municipal emergency response service (if applicable);
 - e. date of entry permit;
 - f. name of person who issued the permit and the name of his employer;
 - g. name of the confined space safety watcher and the name of his employer;
 - h. name of the workers who must enter the confined space and the name of each one's employer.
2. In cases where the site representative requires the use of a confined space entry permit specific to his site, the Contractor must comply with the requirements of that permit.

4.2.14.5 Medical surveillance

- 1. The Contractor must submit to the Departmental representative a medical certificate dated in the last two years for all persons who must use a supplied-air respirator. The certificate must confirm the ability of each person to use this type of apparel.
- 2. It is recommended that the persons who have to work in sewer collection systems or other similar systems be vaccinated against diphtheria, tetanus and hepatitis "B".

4.2.14.6 Requirements while working in confined spaces

- 1. Before each entry into a confined space, the person in **charge** of the health and safety for the work in confined spaces shall take readings of oxygen concentration, flammable gases and all toxic gases likely to be present and record these readings on the entry permit required earlier.
- 2. No worker can access the confined space if the following requirements are not respected:
 - a) The concentration of oxygen shall be greater than or equal to 19.5% and less or equal to 23%;
 - b) the concentration of inflammable gases or vapours shall be less than or equal to 10% of the lower explosion limit;
 - c) the concentration of other gases must not exceed the standards prescribed in annex I of the *Règlement sur la santé et la sécurité du travail* (S-2.1, r.13) (Occupational Health and Safety Regulation).
- 3. If the oxygen and gas concentrations measured respect the regulatory values, the person in charge of the health and safety for the work in confined spaces must ensure that all preventive measures indicated on the permit are in place and then must complete the entry permit (date, time, signatures, etc.) before issuing the permit and allow entry into the confined space.
- 4. A permit is only valid for one work shift; the Contractor must submit a new permit for each extra shift.
- 5. During the work inside the confined space, the gas concentration must be measured continuously and the gas detector must be installed at ~~the level of the~~ the breathing area of the workers. If the conditions inside the confined space are such that the workers might not hear/see the detector's alarm, the Contractor must find a way for the confined space safety watcher to watch the concentration measures while maintaining the measurements at the level of the breathing zone of the workers.



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6. If the work is organized in a way that the workers are scattered far away from each other in a large confined space, the Contractor needs to provide additional gas detectors.
 7. The Contractor must provide the gas detectors and maintain them in good condition. He must be able to show that the gas detectors used have been calibrated and adjusted by the person in **charge** of the health and safety for the work in confined spaces or by a qualified person, in accordance with the manufacturer's recommendations. The Departmental representative can at all times have the accuracy of the measuring devices checked. In the event of the failure of a detection device, the work must be stopped immediately and all workers must leave the confined space.
 8. The manufacturer's manual of the gas detectors must be available on the construction site.
 9. The Contractor shall provide a ventilation system to keep concentrations of contaminants below the regulatory limits.
 10. If work generating contaminants are performed (welding, use of products, etc.), the Contractor must, if needed, install an aspiration system for the contaminants so that the regulatory values of air quality can be maintained at all times.
 11. If a detecting device alarm goes off, all workers shall leave the confined space. The measured levels of concentration must then be recorded on the entry permit. The Contractor shall then find the source of contamination, neutralize it, ventilate the confined space to eliminate contaminant residues and authorize access to the confined space only when concentrations of oxygen and gas have returned to normal.
 12. Compressed gas cylinders or welding equipment shall not be brought into confined spaces: this equipment shall remain outside and shall not block entrances or exits; all cylinders shall be properly secured.
 13. Tools and electrical devices used to work in the confined spaces shall be grounded and, when necessary, designed to be explosion-proof. All equipment must be connected to a ground fault interrupter outlet or to a step-down transformer. The Contractor shall, at his own cost, hire a qualified electrician to adjust power receptacles and/or circuit breakers that he intends to use which do not meet these criteria.
 14. The Contractor shall obtain a Hot Work Permit and respect the requirements to that effect when the work to be carried out includes hot work.
 15. The Contractor must assign a competent person to assume the duties of confined space safety watcher. The supervisor shall be exclusively dedicated to these duties and must constantly remain outside of the confined space as long as there is a worker in it. He must also:
 - a) ensure that the entry permit has been filled, signed and posted near the confined space;
 - b) be familiar with the work procedure specific to the confined space and ensure that it is respected;
 - c) ensure continuous communication with all the workers in the confined space and ensure that all the equipment required in case of emergency is present;
 - d) have a good knowledge of the ventilation systems and ensure their proper functioning for the duration of the work;
 - e) prevent access to unauthorized persons;
 - f) ensure that the conditions around the confined space zone is not a health or security risk for the workers inside the confined space;
 - g) initiate the emergency procedure if needed.

16. The same person may act as a confined space safety watcher and as the person in charge of the health and safety of the work in confined spaces, provided all requirements of both functions are met.

4.2.15 EXCAVATION WORK

In addition to the requirements of the *Code de sécurité pour les travaux de construction* (Safety code for the construction industry), the Contractor who performs the digging of trenches or excavations must respect the following requirements:

1. Fill out the following form and submit it to the Departmental representative before beginning to excavation work.
2. Submit to the Departmental representative, as appropriate, the following documents:
 - a. plans and specifications, signed and sealed by an engineer, of the shoring needed to be installed for the excavation work; or
 - b. engineer's advice specifying the wall angles of the trench or excavation.



Excavation guidelines

N° _____ of _____

This directive is provided as an example by the Commission de la santé et de la sécurité du travail (CSST). It contains the main instructions that the employer should give to the person responsible for the work on the site and to the operator of the earth-moving machine.

Company name	
Project name	Project no.
Address of the site	Construction start date

Field survey

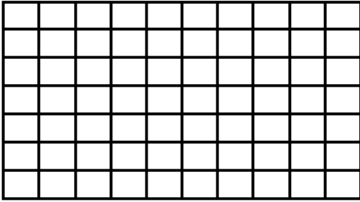
Chaining or axes : from _____ to _____ Attached plan ☐ Plan no. : _____

Working method to use

While making sure the excavation walls do not pose the risk of landslide

- ☐ dig and shore according to the plans and specifications of the engineer ;
- ☐ dig and shore using a trench box ;
- ☐ dig without shoring as long as one of the following conditions is respected:
 - ☐ rock is sound;
 - ☐ no worker goes down in the trench or excavation;
 - ☐ the walls are dug according to the engineer's advice.

Dimensions of excavation (Dig according to the following profile.)

	<table><thead><tr><th></th><th>Minimum</th><th>Maximum</th></tr></thead><tbody><tr><td>H Depth</td><td></td><td></td></tr><tr><td>Wb Width at bottom</td><td></td><td></td></tr><tr><td>Width at top</td><td></td><td></td></tr></tbody></table>		Minimum	Maximum	H Depth			Wb Width at bottom			Width at top		
	Minimum	Maximum											
H Depth													
Wb Width at bottom													
Width at top													

Safety measures

Deposit the materials at a distance of at least 1.2 metre (4 feet) from top of walls.
Do not allowed any vehicle to come closer than 3 metres (10 feet) from top of walls.

- ☐ Respect the engineer's plan concerning work in the proximity of an existing facility.
- ☐ Follow the location plan to locate the underground infrastructures.
- ☐ Install signaling devices prescribed in the traffic plan (barriers, visual references, etc.).
- ☐ Assign a flag person or more to control the flow of traffic.
- ☐ Respect the procedure prescribes for work near power lines.
- ☐ Provide protection devices for the workers, such as concrete crash barriers.

Name	Occupation
Signature	Date
	Telephone no.

Directive submitted

☐ to the responsible of the work on the site ☐ to the operator of the earth-moving machine

DIRECTIVE (2014-40)

4.2.16 LIFTING LOADS WITH CRANE OR BOOM TRUCK

1. Unless specified otherwise, the Contractor must prepare a hoisting plan and submit it to the Departmental representative for all lifting operations done with a crane or a boom truck at least 5 days before these lifting operations begin. The hoisting plan must contain at a minimum the information listed at the end of this article.
2. The hoisting plan must be signed and sealed by an engineer for the following lifting operations:
 - a. lifting of concrete panels;
 - b. lifting mechanical/electrical equipment on a roof or on the floor of a building;
 - c. lifting of loads encroaching on the public road;
 - d. lifting large dimensions or very heavy loads;;
 - e. all other lifting operation, in accordance with the requirements of the Departmental representative.
3. In addition to the above requirements, the Contractor must plan the hoisting operations in a way as to avoid that the loads pass over the occupied zones on the site. When there is no alternative, the hoisting plan must absolutely be signed and sealed by an engineer and must guarantee the security of the occupants in that zone; the plan must also be approved by the Departmental representative. The Departmental representative can, if he deems necessary, require that the work be done at night or on weekends.
4. Upon the beginning of the work on the construction site, the Contractor must submit the list of the hoisting plans anticipated for the whole project to the Departmental representative. That list shall be updated as needed if changes occur during the work.
5. In addition to the mechanical service inspection certificate, the annual inspection certificate and the crane logbook must be aboard all cranes and boom truck cabs.
6. The entire lifting area shall be marked off to prevent the entry of non-authorized persons.
7. The Contractor shall carefully inspect all of the slings and lifting accessories and make sure that those in poor condition are destroyed and scrapped.
8. Compressed-gas cylinders shall be lifted with a basket specially designed for this purpose.

MINIMUM CONTENT OF HOISTING PLAN

- Sketch indicating at a minimum, the location of the crane, the surrounding facilities, the zone covered by the hoisting operations, the pedestrian's pathways and vehicular routes, the security perimeter, etc.
- Weight of loads
- Dimensions of loads
- List of hoisting devices and weight of each
- Total weight lifted
- Maximum height of obstacles to clear
- Height of loads lifting relative to the surface of the roof (in the case of loads to be placed on roofs)
- Use of guide cables
- Type of crane used
- Crane capacity
- Boom length
- Boom angle
- Crane's radius of action
- Deployment of stabilizers
- Percentage usage of the crane's capacity
- Verification confirmation of hoisting equipment

- Identification of the crane operator and the person responsible for the hoisting operations with date and signatures

4.2.17 HOT WORK

4.2.17.1 Hot work means any work where a flame is used or a source of ignition may be produced, i.e., riveting, welding, cutting, grinding, burning, heating, etc.

1. Before the beginning of each shift of work and for each sector, the Contractor must obtain a "Hot Work Permit" emitted by the person responsible for the site.
2. A working portable fire extinguisher suitable to the fire risk shall be available and easily accessible within a 5 m radius from any flame, spark source or intense heat.
3. The Contractor must appoint an individual to do continuous monitoring of the fire risks for a period of one (1) hour after the end of the shift of hot work. This individual shall sign the section for this purpose on the permit and give it to the person in charge of the construction site after the one-hour period.
4. When the hot work is done in areas where there is combustible materials or where the walls, ceilings or floors are made of or covered with combustible materials, a final inspection of the work area must be scheduled four (4) hours after the work has finished. Unless specified otherwise by the Departmental representative, the Contractor must assign a person to carry out this monitoring.

4.2.17.2 Welding and cutting

In addition to the requirements prescribed in the preceding paragraphs, the Contractor must respect the following requirements:

1. Welding and cutting work must be carried out in accordance with the requirements of the *Code de Sécurité pour les travaux de construction*, S-2.1, r.4 (Safety code for the construction industry) and CSA standard W117.2, Safety in Cutting, Welding and Allied Processes.
2. Air extraction system with filters must be used for all welding and cutting work performed inside.
3. Stop all activities producing flammable or combustible gas, vapours or dust in the vicinity of the welding or cutting work.
4. Store all compressed gas cylinder on a fireproof fabric and make sure that the room is well ventilated.
5. Store all oxygen cylinders more than 6 metres from a flammable gas cylinder (ex: acetylene) or a combustible such as oil or grease, unless the oxygen cylinder is separated from it by a wall made of non-combustible material as mentioned in the article 3.13.4 of the *Code de sécurité pour les travaux de construction*, S-2, r. 6 (Safety code for the construction industry).
6. Store the cylinders far from all heat sources.
7. Not to store the cylinders close to the staircases, exits, corridors and elevators.
8. Do not put acetylene in contact with metals such as silver, mercury, copper and alloys of brass having more than 65% copper, to avoid the risk of an explosive reaction.
9. Check that welding equipment with electric arc has the necessary tension and are grounded.
10. Ensure that the conducting wires of the electric welding equipment are not damaged.

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11. Place the welding equipment on a flat ground away from the bad weather.
 12. Install fireproof canvas when the welding work is done in a superposition and where there is the risk of falling sparks.
 13. Move away or protect the combustible materials which are closer than 15 metres from the welding work.
 14. Prohibition to weld or cut any closed container.
 15. Do not perform any cutting, welding or work with a naked flame on a container, a tank, a pipe or other container containing a flammable or explosive substance unless:
 - a. they have been cleaned and air samples indicating that work can be done without danger has been taken; and
 - b. provisions to ensure the safety of the workers have been made.

4.2.18 ROOFING WORK

4.2.18.1 Protection against fall from heights

1. Installation of guardrails is mandatory at all times; however, the installation of a warning line is allowed to define the limits of the work zones provided that all the requirements of the articles 2.9.4.0 and 2.9.4.1 of the *Code de sécurité pour les travaux de construction* (Safety code for the Construction Industry) are respected.
2. The guardrails must remain in place until the end of the project. The Departmental representative will authorize their dismantling when he can confirm that all the work, inspections and corrections have been made.
3. Workers installing guardrails must wear safety harnesses.
4. Workers installing and modifying guardrails or flashing shall wear safety harnesses in the event guardrails must be moved temporarily.
5. Workers shall wear safety harnesses when receiving material and giving directions to the crane operator next to a drop.
6. Safety harnesses shall be worn when carrying out work next to a drop where collective protection is not sufficiently safe.
7. The Contractor shall provide a fastening method and safety cable system compliant with section 2.10.12 of the *Code de sécurité pour les travaux de construction (L.R.Q., S-2.1, r.4)* (Safety code for the Construction Industry) for each construction site or location.

4.2.18.2 Lifting of materials

1. For all winch installations, the Contractor shall provide the Departmental representative with the installation method recommended by the manufacturer. If unavailable, the Contractor shall then provide an installation procedure signed and sealed by an engineer. The installation procedure must take into account load-bearing capacity, the amount, weight and location of counterweight and any other detail that may affect the capacity and stability of the device.
2. The Contractor shall carefully inspect all of the slings and lifting accessories and make sure that those in poor condition are destroyed or scrapped.
3. Compressed-gas cylinders shall be lifted with a basket specially designed for this purpose.

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4. In all cases where a crane or boom truck is used, the Contractor must respect the requirements of the paragraph Lifting Loads With Crane or Boom Truck, in this section.

4.2.18.3 Protection against burns

1. Individuals assigned to the boilers shall wear long sleeves, safety glasses and a face shield when filling the boilers.
2. Individuals working with asphalt or other hot liquids shall wear gloves, long sleeves and safety glasses.

4.2.18.4 Protection against fire

1. The storage and use of propane cylinders shall comply with the standard CAN/CSA-B149.2, *Propane Storage and Handling Code*. The cylinders shall be stored outdoors, in a safe place, away from any unauthorized handling, in a storage cabinet specially designed for this purpose. The cylinders shall be securely kept upright and locked at all times in a place where no vehicles are allowed unless the cylinders are protected by barriers or similar protection.
2. The number of propane cylinders on the roof shall not exceed the number of cylinders necessary for a day's work, and cylinders shall at all times be secured upright or held in a cart designed for this purpose.
3. All hot work (burning, heating, riveting, welding, cutting, grinding, etc.) must be done in accordance with paragraph "Hot Work" in this section.

4.2.18.5 Material and waste management

1. On the roof, light material and sheet material shall be kept in containers or be securely fastened. In the event this requirement is disregarded in the slightest way, the Departmental representative may disallow the storage of materials on the roof.
2. Waste shall be discarded as produced using a waste chute or appropriate containers. The Contractor shall provide the means to prevent waste from being carried away by the wind.
3. All waste must be removed from the roof at the end of shifts.
4. Unless otherwise authorized by the Departmental representative, all waste bins must be placed at least 3 m from any structure or building.

4.2.18.6 Protection of occupants and the public

1. Contractor must install covered passageways, nets or other devices above the entrances and the exits of the building to protect the workers, the public and the occupants against falling object. The means of protection must be approved by the Departmental representative.
2. A safety perimeter on the ground must be placed under the work zone in order to protect the workers, the public and the occupants.
3. The ground construction site, material handling area and boiler area shall be clearly sealed off to prevent occupants or the public from accessing the construction site and areas.
4. Before installing any device that may emit gas or fumes, the Contractor shall receive authorization from the person in charge of the construction site, who shall make sure that there is no risk of gas or fumes infiltrating the building's ventilation system.

4.2.19 STEEL STRUCTURE ERECTION OR DISMANTLING WORK

4.2.19.1 In addition to respecting section 3.24 du *Code de sécurité pour les travaux de construction* (S-2.1, r.4) (Safety code for the Construction Industry), the Contractor must also respect the requirements described in the following paragraphs.

4.2.19.2 Contractor must submit the following documents to the Departmental representative before the beginning of steel structure erection work :

1. erecting procedures in accordance with article 3.24.10 du *Code de sécurité pour les travaux de construction* (S-2.1, r.4) (Safety code for the Construction Industry);
2. rescue procedures for the release of a worker suspended in a safety harness within a maximum of 15 minutes; procedures must be adapted to the construction site and in accordance with article 3.24.4 of that same code; the procedure must be accompanied by a written confirmation that it has been tested;
3. statement from an engineer that the anchor rods have been installed in accordance with the anchoring plan as required by the article 3.24.12 of that same code;
4. hoisting procedures in cases where the lifting is done in one of the ways described in the article 3.24.15 of that same code;
5. name of the individual identified as rescuer and his rescue training certificate;
6. name of the individual identified as first-aid attendant and his first-aid training certificate.

4.2.19.3 The Contractor must make sure that the following documents are available for consultation on construction site at all times:

1. Steel structure manufacturer's erection plan in accordance with the requirements of article 3.24.9 du *Code de sécurité pour les travaux de construction* (S-2.1, r.4) (Safety code for the Construction Industry);
2. Column anchor rods's anchoring plan in accordance with the requirements of article 3.24.11 du *Code de sécurité pour les travaux de construction* (S-2.1, r.4) (Safety code for the Construction Industry);

4.2.20 WORK NEAR BODIES OF WATER

4.2.20.1 For all work done near a body of water (such as work above water, work on a wharf, work on the edge of a watercourse, etc.), the Contractor must respect the requirement of the following paragraphs in addition to those of *Code de sécurité pour les travaux de construction* (Safety code for the Construction Industry).

4.2.20.2 The Contractor must plan his work in a way to implement safety measures to prevent any worker from falling in the water. The use of these measures should be favoured over the wearing of a life jacket.

4.2.20.3 Submit the following documents to the Departmental representative before the beginning of the work:

1. description of the body of water;
2. description of the work done next to this body of water;
3. plan of transportation on water adapted to the work and to the characteristics of the body of water;
4. rescue plan adapted to the work and to the characteristics of the body of water;

Each of the document listed above must contain at a minimum the information required in section 11 of the *Code de sécurité pour les travaux de construction* (S-2.1, r.4) (Safety code for the Construction Industry).

If there is the possibility that all or part of the work can be done during the winter, the safety measures included in the documents required above must be adapted accordingly.

4.2.20.4 The Contractor must submit to the Departmental representative the certificate of training required in article 11.2 du *Code de sécurité pour les travaux de construction* (S-2.1, r.4) (Safety code for the Construction Industry) for the following individuals :

1. the person assigned to prepare the documents required in the preceding paragraph; and
2. each person responsible for the transport or rescue operations.

4.2.20.5 If the rescue plan stipulates the use of a vessel, the Contractor must submit to Departmental representative the competency card or certificate for the individuals in the rescue team for his work, issued by Transport Canada.

4.2.20.6 The Contractor must include in his weekly inspection checklist the devices required in the articles 11.4 and 11.5 du *Code de sécurité pour les travaux de construction* (S-2.1, r.4) (Safety code for the Construction Industry).

4.2.20.7 Ensure that a rescue vessel moored and in the water is available at each place where a worker may fall in the water. However, a vessel may serve more than one workplace on the same construction site provided the distance between any of these workplaces and the vessel is less than 30 m.

4.2.20.8 Where the construction site is a wharf, a pier, a quay or any similar structure, a ladder with at least two (2) rungs below the surface of the water shall be installed on the front of the structure every 60 m.

4.2.21 INTERIOR USE OF INTERNAL COMBUSTION ENGINES

4.2.21.1 In addition to respecting article 3.10.17 of the *Code de sécurité pour les travaux de construction* (S-2.1, r.4) (Safety code for the Construction Industry), the Contractor must also respect the requirements described in the following paragraphs.

4.2.21.2 The use of a gas-powered equipment inside a building is prohibited even if the building is provided with openings.

4.2.21.3 The use of other equipment powered by an internal combustion engine inside a building must be submitted to the approval of the Departmental representative.

4.2.21.4 For the use of any piece of equipment powered by an internal combustion engine inside a building, even if the building is provided with openings, the Contractor must install a ventilation system able to maintain the concentrations of toxic gases below the regulatory values. The stale air shall be exhausted outside the building.

1. Before using equipment powered by an internal combustion engine, the Contractor must plan and write the following :
 2. number of fans to install;
 3. power of the fans;
 4. location of the fans;
 5. dimensions of the openings that will be open during the work.

4.2.21.5 During the operation of equipment with internal combustion engine, the Contractor must measure the concentrations of carbon monoxide and nitrogen oxides in the work area and at

the breathing area of the workers; the concentration levels measured must be recorded in a register every 30 minutes that must be available for consultation.

4.2.21.6 If work is in an occupied building, the Contractor must also measure the concentrations of carbon monoxide and nitrogen oxides in the rooms next to the work area and the concentration levels measured must be recorded in a register every 30 minutes.

4.2.21.7 If the carbon monoxide or nitrogen oxides detector alarm goes off during the work, the Contractor must stop the work and take the corrective measures required before resuming the work.

4.2.21.8 A portable fire extinguisher must be available at all times in the work area during the use of equipment with internal combustion engines.

4.2.21.9 The equipment must be maintained at a safe distance from all combustible material.

4.2.21.10 The storage of fuel for any equipment with internal combustion engine is prohibited inside a building.

4.2.22 TEMPORARY HEATING

4.2.22.1 In addition to respecting section 3.11 of the *Code de sécurité pour les travaux de construction* (S-2.1, r.4) (Safety code for the Construction Industry), the Contractor must also respect the requirements described in the following paragraphs.

4.2.22.2 A portable fire extinguisher must be available at all times near the heating units, no matter what type of heating is used.

4.2.22.3 The heating units must always be used in accordance with the manufacturer's specifications.

4.2.22.4 If applicable, the canvas or tarpaulins used next to the heating units must be solidly fixed so as not to be projected on the heaters, on the pipes connected to the heaters or on any other heat source.

4.2.22.5 The gas cylinders must be installed in a way that they are protected from vehicle and other equipment traffic.

4.2.22.6 For the use of heating units other than electric, the Contractor must install a carbon monoxide detector in the work area, next to the heating units and/or the workers, throughout the course of the heating period. The Contractor must immediately apply the corrective measures required to the heating units if the detector's alarm goes off.

4.2.22.7 The Contractor must ensure a minimum surveillance of the heating units outside the hours of work (nights and weekends). He must submit a surveillance plan to the Departmental representative before the use of the heating units.

4.2.23 WORK NEAR OVERHEAD POWER LINES

4.2.23.1 When there is an overhead power line in the work zone and that the Contractor chooses to apply paragraph b) of article 5.2.2 of the *Code de sécurité pour les travaux de construction* (2.1, r.4) (Safety code for the Construction Industry), a copy of the agreement with the electrical power company and a copy of the work process, required in the article 5.2.2 b), must be submitted to the Departmental representative before the beginning of the work in relation to these documents.

End of document

APPENDIX 3 – OFFER – BASIS OF PAYMENT

1. OFFEROR'S IDENTIFICATION

Offeror's business name: _____

2. OFFER AMOUNT

- a. **Shaded cells:** Note that all shaded cells in the tables below are to be filled in.

Offerors may complete the tables electronically by accessing the Excel file attached to the invitation at Buyandsell.gc.ca.

- b. **There are 5 sheets to complete** (one sheet per year). Sheet entitled "Total over 5 years" represents the sum of the Standing Offer on a five-year period.
- c. **Hourly rates:** The hourly rates for the duration of the standing offer include the rate paid to the employee marked up to include overhead, fringe benefits and profit (vacation + employment insurance + pension plan + employee benefits + insurance + dues + CNESST + administration + other). Applicable taxes (GST and QST) are not included in the hourly rates.

In addition, the hourly rates include direct or productive labour dedicated solely to the work, including maintenance calls. The time is counted when the contractor is on site. The hourly rates do not apply to meal times or travel time outside the site. The hourly rates must include the maintenance truck, the foreman's truck if applicable and all hand tools (non-electrical, electrical, air powered, etc).

- d. **Overtime:** The contractor will not have to work overtime as part of this standing offer unless authorized in writing in advance by the PWGSC technical authority. All payment requests at the rates specified in the standing offer must be accompanied by a copy of the overtime authorization and a report of the details required by Canada regarding the overtime done according to this authorization.
- e. **Work day:** A day corresponds to 7.5 hours, excluding meal breaks. Work hours are from 7:30 am to 4:00 pm. Payments are made for days worked. There are no provisions for annual leave, statutory holidays or sick leave.
- f. **Work site:** In buildings and on property owned by the federal government, generally located within a 50 km radius of the federal building at 1550 d'Estimauville Avenue (Quebec City), but occasionally within a 150 km radius.
- g. **Estimated Annual Quantities:** The estimated annual quantities in the tables below are provided only for evaluation purposes. No number of hours is guaranteed, regardless of the category.
- h. **Establishment of hourly rates:** The contractor must enter in the following tables all-inclusive hourly rates for actual work hours to be completed over the course of the standing offer, subject only to an annual adjustment of hourly rates as specified in the paragraph entitled "Adjustment of hourly rates."
1. Foreman: Only as required, according to the project scope, but the number of hours charged must not exceed 15% of the number of hours of the duration of the work.
 2. In lines 1 to 20 below, please indicate the three (3) hourly rates per line (during regular hours; outside regular hours; Saturday, Sunday and statutory holidays).

Standing Offer – Year 1 (from October, 1, 2020 to September 30, 2021)

Trade		Monday to Friday						Saturday, Sunday and statutory holidays			* Estimated annual total value by trade (J)
		During regular hours between 7:30 am and 4:00 pm			Outside regular hours						
		Hourly rate (A)	Estimated annual quantity (B)	Unit (C)	Hourly rate (D)	Estimated annual quantity (E)	Unit (F)	Hourly rate (G)	Estimated annual quantity (H)	Unit (I)	
1	Foreman	\$	100	hour	\$	5	hour	\$	5	hour	\$
2	Bricklayer-mason	\$	50	hour	\$	5	hour	\$	5	hour	\$
3	Carpenter-joiner	\$	400	hour	\$	30	hour	\$	10	hour	\$
4	Roofer	\$	50	hour	\$	5	hour	\$	5	hour	\$
5	Electrician	\$	50	hour	\$	5	hour	\$	5	hour	\$
6	Sheet metal worker	\$	50	hour	\$	5	hour	\$	5	hour	\$
7	Ironworker	\$	50	hour	\$	5	hour	\$	5	hour	\$
8	Painter	\$	400	hour	\$	30	hour	\$	10	hour	\$
9	Plumber (Pipefitter)	\$	100	hour	\$	10	hour	\$	5	hour	\$
10	Refrigeration technician	\$	50	hour	\$	5	hour	\$	5	hour	\$
11	General labourer - helper	\$	500	hour	\$	50	hour	\$	10	hour	\$
		Sub-total no 1 - Trade :									
* the calculation of lines 1 to 11 is done as follows: (AxB)+(DxE)+(GxH)=J											
\$											

Standing Offer – Year 1 (from October, 1, 2020 to September 30, 2021)

Machinery category Hourly rates include the operator and all costs to operate these machines.		Monday to Friday						Saturday, Sunday and statutory holidays			* Estimated annual total value by machinery category (J)	
		During regular hours between 7:30 am and 4:00 pm			Outside regular hours							
		Hourly rate (A)	Estimated annual quantity (B)	Unit (C)	Hourly rate (D)	Estimated annual quantity (E)	Unit (F)	Hourly rate (G)	Estimated annual quantity (H)	Unit (I)		
12	Backhoe	\$	70	hour	\$	10	hour	\$	5	hour	\$	
13	Backhoe with jackhammer	\$	20	hour	\$	5	hour	\$	1	hour	\$	
14	10-wheel truck	\$	70	hour	\$	10	hour	\$	5	hour	\$	
15	Trailer	\$	20	hour	\$	5	hour	\$	1	hour	\$	
16	Loader	\$	20	hour	\$	5	hour	\$	1	hour	\$	
17	Compactor	\$	20	hour	\$	5	hour	\$	1	hour	\$	
18	Walk-behind concrete/asphalt saw	\$	10	hour	\$	5	hour	\$	1	hour	\$	
19	Delivery Truck (F-150 or cube)	\$	150	hour	\$	5	hour	\$	1	hour	\$	
20	Excavator (max. 1.7 tons)	\$	70	hour	\$	10	hour	\$	5	hour	\$	
* the calculation of lines 12 to 20 is done as follows : (AxB)+(DxE)+(GxH)=J										Sub-total no 2 - Machinery :		\$

Standing Offer – Year 1 (from October, 1, 2020 to September 30, 2021)

i. Other costs (over a one-year period) :

- In line 21.2 below, please indicate the Kilometric rate for travel between 50 km and 150 km.
- In line 22.2 below, please enter the mark-up applicable to materials. Example: If you enter "5" as a mark-up, 5% will be added to \$50,000, for a total of \$52,500.
- In line 23.2 below, please enter the mark-up applicable to sub-contracting. Example: If you enter "10" as a mark-up, 10% will be added to \$10,000, for a total of \$11,000.

Travel costs for trips between 50 km and 150 km				
For work within a radius of between 50 km and 150 km, the contractor may charge the following items. The distance will be measured as the crow flies between 1550 D'Estimauville Avenue (Quebec City) and the work sites, using software such as Google Earth.				
#	Description	Kilometric rate (A)	Estimated annual quantity (B)	* Amount (D)
21	Travel time of employees at a ratio of 1 hour per 100 km minus 1 hour for the first 50 km radius round trip. The formula to be used is ((d /100 km) x hr) - hr, where "d" is the distance of the round trip and "hr" is the hourly rate. Example: considering an hourly rate of \$47.50/hr (hr) and a round trip distance of 130 km (d), payment would be \$14.25, that is, ((130 km / 100 km) x \$47.50) - \$47.50.			
.2	Only vehicles that travelled the entire distance under their own power are eligible for a per-kilometre allowance.	\$	1000	km \$
* the calculation for line 21.2 is done as follows: AxB=D				
Materials				
#	Description	Mark-up (A)	Estimated annual quantity (B)	* Amount (D)
22	Materials according to the estimate prepared by the contractor and approved by the PWGSC technical authority.			
.1	The Contractor will invoice each item at cost plus a mark-up percentage to cover costs and profit.			
.2	The Contractor will provide supporting documents for the cost price. Provide a mark-up percentage (if the percentage is zero, the total value will be \$50,000).	%	50,000.00	dollar \$
* the calculation for line 22.2 is done as follows: ((A/100)xB)+B=D				
Sub-contracting				
#	Description	Mark-up (A)	Estimated annual quantity (B)	* Amount (D)
23	Sub-contracting costs according to the estimate prepared by the contractor and approved by the PWGSC technical authority.			
.1	Invoice work not included in the specifications to be performed by a sub-contractor at cost plus a mark-up percentage to cover costs and profit. Provide supporting documents for the cost price.			
.2	Provide a mark-up percentage (if the percentage is zero, the total value will be \$10,000).	%	10,000.00	dollar \$
* the calculation for line 23.2 is done as follows: ((A/100)xB)+B=D				

Standing Offer – Years 2-3 (Option 1 - from October, 1, 2021 to September 30, 2023)

Trade		Monday to Friday					Saturday, Sunday and statutory holidays			* Estimated annual total value by trade (J)		
		During regular hours between 7:30 am and 4:00 pm		Outside regular hours								
		Hourly rate (A)	Estimated quantity over two years (B)	Unit (C)	Hourly rate (D)	Estimated quantity over two years (E)	Unit (F)	Hourly rate (G)	Estimated quantity over two years (H)		Unit (I)	
1	Foreman	\$	200	hour	\$	10	hour	\$	10	hour	\$	
2	Bricklayer-mason	\$	100	hour	\$	10	hour	\$	10	hour	\$	
3	Carpenter-joiner	\$	800	hour	\$	60	hour	\$	20	hour	\$	
4	Roofer	\$	100	hour	\$	10	hour	\$	10	hour	\$	
5	Electrician	\$	100	hour	\$	10	hour	\$	10	hour	\$	
6	Sheet metal worker	\$	100	hour	\$	10	hour	\$	10	hour	\$	
7	Ironworker	\$	100	hour	\$	10	hour	\$	10	hour	\$	
8	Painter	\$	800	hour	\$	60	hour	\$	20	hour	\$	
9	Plumber (Pipefitter)	\$	200	hour	\$	20	hour	\$	10	hour	\$	
10	Refrigeration technician	\$	100	hour	\$	10	hour	\$	10	hour	\$	
11	General labourer - helper	\$	1000	hour	\$	100	hour	\$	20	hour	\$	
										Sub-total no 1 - Trade :		\$
* the calculation of lines 1 to 11 is done as follows: (AxB)+(DxE)+(GxH)=J												

Standing Offer – Years 2-3 (Option 1 - from October, 1, 2021 to September 30, 2023)

Machinery category Hourly rates include the operator and all costs to operate these machines.		Monday to Friday				Saturday, Sunday and statutory holidays				* Estimated annual total value by machinery category (J)	
		During regular hours between 7:30 am and 4:00 pm		Outside regular hours		Hourly rate (G)	Estimated quantity over two years (H)	Unit (I)			
		Hourly rate (A)	Estimated quantity over two years (B)	Unit (C)	Hourly rate (D)				Estimated quantity over two years (E)		Unit (F)
12	Backhoe	\$	140	hour	\$	20	hour	\$	10	hour	\$
13	Backhoe with jackhammer	\$	40	hour	\$	10	hour	\$	2	hour	\$
14	10-wheel truck	\$	140	hour	\$	20	hour	\$	10	hour	\$
15	Trailer	\$	40	hour	\$	10	hour	\$	2	hour	\$
16	Loader	\$	40	hour	\$	10	hour	\$	2	hour	\$
17	Compactor	\$	40	hour	\$	10	hour	\$	2	hour	\$
18	Walk-behind concrete/asphalt saw	\$	20	hour	\$	10	hour	\$	2	hour	\$
19	Delivery Truck (F-150 or cube)	\$	300	hour	\$	10	hour	\$	2	hour	\$
20	Excavator (max. 1.7 tons)	\$	140	hour	\$	20	hour	\$	10	hour	\$
* the calculation of lines 12 to 20 is done as follows : (AxB)+(DxE)+(GxH)=J		Sub-total no 2 - Machinery :								\$	

Standing Offer – Years 2-3 (Option 1 - from October, 1, 2021 to September 30, 2023)

i. **Other costs (over a one-year period) :**

1. In line 21.2 below, please indicate the Kilometric rate for travel between 50 km and 150 km.
2. In line 22.2 below, please enter the mark-up applicable to materials. Example: If you enter "5" as a mark-up, 5% will be added to \$50,000, for a total of \$52,500.
3. In line 23.2 below, please enter the mark-up applicable to sub-contracting. Example: If you enter "10" as a mark-up, 10% will be added to \$10,000, for a total of \$11,000.

Travel costs for trips between 50 km and 150 km					
For work within a radius of between 50 km and 150 km, the contractor may charge the following items. The distance will be measured as the crow flies between 1550 D'Estimauville Avenue (Quebec City) and the work sites, using software such as Google Earth.					
#	Description	Kilometric rate (A)	Estimated quantity over two years (B)	Unit (C)	* Amount (D)
21	Travel time of employees at a ratio of 1 hour per 100 km minus 1 hour for the first 50 km radius round trip. The formula to be used is ((d /100 km) x hr) - hr, where "d" is the distance of the round trip and "hr" is the hourly rate. Example: considering an hourly rate of \$47.50/hr (hr) and a round trip distance of 130 km (d), payment would be \$14.25, that is, ((130 km / 100 km) x \$47.50) - \$47.50.				
.2	Only vehicles that travelled the entire distance under their own power are eligible for a per-kilometre allowance.	\$	1000	km	\$
* the calculation for line 21.2 is done as follows: AxB=D					
Materials					
#	Description	Mark-up (A)	Estimated quantity over two years (B)	Unit (C)	* Amount (D)
22	Materials according to the estimate prepared by the contractor and approved by the PWGSC technical authority.				
.1	The Contractor will invoice each item at cost plus a mark-up percentage to cover costs and profit. The Contractor will provide supporting documents for the cost price. Provide a mark-up percentage (if the percentage is zero, the total value will be \$50,000).	%	50,000.00	dollar \$	\$
* the calculation for line 22.2 is done as follows: ((A/100)xB)+B=D					
Sub-contracting					
#	Description	Mark-up (A)	Estimated quantity over two years (B)	Unit (C)	* Amount (D)
23	Sub-contracting costs according to the estimate prepared by the contractor and approved by the PWGSC technical authority.				
.1	Invoice work not included in the specifications to be performed by a sub-contractor at cost plus a mark-up percentage to cover costs and profit. Provide supporting documents for the cost price. Provide a mark-up percentage (if the percentage is zero, the total value will be \$10,000).	%	10,000.00	dollar \$	\$
.2					
* the calculation for line 23.2 is done as follows: ((A/100)xB)+B=D					

Standing Offer – Years 4-5 (Option 2 - from October, 1, 2023 to September 30, 2025)

Trade		Monday to Friday					Saturday, Sunday and statutory holidays			* Estimated annual total value by trade (J)	
		During regular hours between 7:30 am and 4:00 pm		Outside regular hours							
		Hourly rate (A)	Estimated quantity over two years (B)	Unit (C)	Hourly rate (D)	Estimated quantity over two years (E)	Unit (F)	Hourly rate (G)	Estimated quantity over two years (H)		Unit (I)
1	Foreman	\$	200	hour	\$	10	hour	\$	10	hour	\$
2	Bricklayer-mason	\$	100	hour	\$	10	hour	\$	10	hour	\$
3	Carpenter-joiner	\$	800	hour	\$	60	hour	\$	20	hour	\$
4	Roofer	\$	100	hour	\$	10	hour	\$	10	hour	\$
5	Electrician	\$	100	hour	\$	10	hour	\$	10	hour	\$
6	Sheet metal worker	\$	100	hour	\$	10	hour	\$	10	hour	\$
7	Ironworker	\$	100	hour	\$	10	hour	\$	10	hour	\$
8	Painter	\$	800	hour	\$	60	hour	\$	20	hour	\$
9	Plumber (Pipefitter)	\$	200	hour	\$	20	hour	\$	10	hour	\$
10	Refrigeration technician	\$	100	hour	\$	10	hour	\$	10	hour	\$
11	General labourer - helper	\$	1000	hour	\$	100	hour	\$	20	hour	\$
		Sub-total no 1 - Trade :									
* the calculation of lines 1 to 11 is done as follows: (AxB)+(DxE)+(GxH)=J											

Standing Offer – Years 4-5 (Option 2 - from October, 1, 2023 to September 30, 2025)

Machinery category		Monday to Friday						Saturday, Sunday and statutory holidays			* Estimated annual total value by machinery category (J)	
		During regular hours between 7:30 am and 4:00 pm			Outside regular hours							
		Hourly rate (A)	Estimated quantity over two years (B)	Unit (C)	Hourly rate (D)	Estimated quantity over two years (E)	Unit (F)	Hourly rate (G)	Estimated quantity over two years (H)	Unit (I)		
	12	Backhoe	\$	140	hour	\$	20	hour	\$	10	hour	\$
	13	Backhoe with jackhammer	\$	40	hour	\$	10	hour	\$	2	hour	\$
	14	10-wheel truck	\$	140	hour	\$	20	hour	\$	10	hour	\$
	15	Trailer	\$	40	hour	\$	10	hour	\$	2	hour	\$
	16	Loader	\$	40	hour	\$	10	hour	\$	2	hour	\$
	17	Compactor	\$	40	hour	\$	10	hour	\$	2	hour	\$
	18	Walk-behind concrete/asphalt saw	\$	20	hour	\$	10	hour	\$	2	hour	\$
	19	Delivery Truck (F-150 or cube)	\$	300	hour	\$	10	hour	\$	2	hour	\$
	20	Excavator (max. 1.7 tons)	\$	140	hour	\$	20	hour	\$	10	hour	\$
* the calculation of lines 12 to 20 is done as follows : (AxB)+(DxE)+(GxH)=J									Sub-total no 2 - Machinery :			\$

Standing Offer – Years 4-5 (Option 2 - from October, 1, 2023 to September 30, 2025)

i. **Other costs (over a one-year period) :**

1. In line 21.2 below, please indicate the Kilometric rate for travel between 50 km and 150 km.
2. In line 22.2 below, please enter the mark-up applicable to materials. Example: If you enter "5" as a mark-up, 5% will be added to \$50,000, for a total of \$52,500.
3. In line 23.2 below, please enter the mark-up applicable to sub-contracting. Example: If you enter "10" as a mark-up, 10% will be added to \$10,000, for a total of \$11,000.

Travel costs for trips between 50 km and 150 km					
For work within a radius of between 50 km and 150 km, the contractor may charge the following items. The distance will be measured as the crow flies between 1550 D'Estimauville Avenue (Quebec City) and the work sites, using software such as Google Earth.					
#	Description	Kilometric rate (A)	Estimated quantity over two years (B)	Unit (C)	* Amount (D)
21	Travel time of employees at a ratio of 1 hour per 100 km minus 1 hour for the first 50 km radius round trip. The formula to be used is ((d /100 km) x hr) - hr, where "d" is the distance of the round trip and "hr" is the hourly rate. Example: considering an hourly rate of \$47.50/hr (hr) and a round trip distance of 130 km (d), payment would be \$14.25, that is, ((130 km / 100 km) x \$47.50) - \$47.50.				
.2	Only vehicles that travelled the entire distance under their own power are eligible for a per-kilometre allowance.	\$	1000	km	\$
* the calculation for line 21.2 is done as follows: AxB=D					
Materials					
#	Description	Mark-up (A)	Estimated quantity over two years (B)	Unit (C)	* Amount (D)
22	Materials according to the estimate prepared by the contractor and approved by the PWGSC technical authority.				
.1	The Contractor will invoice each item at cost plus a mark-up percentage to cover costs and profit. The Contractor will provide supporting documents for the cost price. Provide a mark-up percentage (if the percentage is zero, the total value will be \$50,000).	%	50,000.00	dollar \$	\$
* the calculation for line 22.2 is done as follows: ((A/100)xB)+B=D					
Sub-contracting					
#	Description	Mark-up (A)	Estimated quantity over two years (B)	Unit (C)	* Amount (D)
23	Sub-contracting costs according to the estimate prepared by the contractor and approved by the PWGSC technical authority.				
.1	Invoice work not included in the specifications to be performed by a sub-contractor at cost plus a mark-up percentage to cover costs and profit. Provide supporting documents for the cost price. Provide a mark-up percentage (if the percentage is zero, the total value will be \$10,000).	%	10,000.00	dollar \$	\$
.2					
* the calculation for line 23.2 is done as follows: ((A/100)xB)+B=D					

APPENDIX 4 - VOLUNTARY REPORT FOR APPRENTICES EMPLOYED DURING THE CONTRACT (EXAMPLE)

(This report is not required at Offer deposit)

The Contractor should compile and maintain records on the number of apprentices and their trade that were hired to work on the contract.

The Contractor should provide this data in accordance with the format below. If no apprentices were hired during the contract period, the Contractor should still provide a "nil" report.

The data should be submitted six months after the Contract award or at the end of the Call-up, whichever comes first, to the Contracting Authority.

Number of apprentices hired	Trade

APPENDIX 5 - CERTIFICATE OF INSURANCE

(Not required at solicitation closing)



Travaux publics et
Services gouvernementaux
Canada

Public Works and
Government Services
Canada

CERTIFICATE OF INSURANCE

Page 1 of 2

Description and Location of Work	Contract No. EE517-190005/001/QCM
Standing Offer - GENERAL CONTRACTOR Quebec City and Les Escoumins	Project No. QCM-9-42129

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 Her Majesty the Queen in Right of Canada as represented by the Minister of Public Works and Government Services				

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

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.

Name of person authorized to sign on behalf of Insurer(s) (Officer, Agent, Broker)

Signature

Telephone number

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.

APPENDIX 6 - SECURITY REQUIREMENT CHECK LIST (SRCL)

 Government of Canada / Gouvernement du Canada		RECEIVED APR 12 2013		Contract Number / Numéro du contrat EE517-190005	
				Security Classification / Classification de sécurité	
SECURITY REQUIREMENTS CHECK LIST (SRCL) LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)					
PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE					
1. Originating Government Department or Organization Ministère ou organisme gouvernemental d'origine Travaux publics et Services Gouvernementaux Canada			2. Branch or Directorate / Direction générale ou Direction Biens immobiliers		
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant			
4. Brief Description of Work - Brève description du travail Description: Offre à commandes entrepreneur général, 5 ans. Lieu: 101 boul Champlain, Québec, QC G1K 7Y7					
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? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui (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)					
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? <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.					
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui					
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès					
Canada <input type="checkbox"/>		NATO / OTAN <input type="checkbox"/>		Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion					
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>		All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>		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"/>		Restricted to / Limité à : <input type="checkbox"/>	
Specify country(ies) / Préciser le(s) pays :		Specify country(ies) / Préciser le(s) pays :		Specify country(ies) / Préciser le(s) pays :	
7. c) Level of information / Niveau d'information					
PROTECTED A PROTÉGÉ A <input type="checkbox"/>		NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>		PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input type="checkbox"/>		NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>		PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>		PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>		NATO SECRET NATO SECRET <input type="checkbox"/>		CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	
SECRET SECRET <input type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>		SECRET SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>				TOP SECRET TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>				TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	
Security Classification / Classification de sécurité					
					



Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

PART C (continued) / PARTIE C (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	Confidential	Secret	Top Secret	NATO Restricted	NATO Confidential	NATO Secret	COSMIC Top Secret	Protected Protégé			Confidential	Secret	Top Secret
				Confidentiel		Très Secret	NATO Diffusion Restreinte	NATO Confidentiel		COSMIC Très Secret	A	B	C	Confidentiel		Très Secret
Information / Assets Renseignements / Biens																
Production																
IT Media Support TI																
IT Link Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non ☐ Yes
Oui

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

12. b) Will the document attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non ☐ Yes
Oui

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

ANNEX B - VOLUNTARY CERTIFICATION TO SUPPORT THE USE OF APPRENTICES

(Page 1 of 2)

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

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. 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.

[illegible]

ANNEX C – FORM 2829 SAMPLE



Public Works and
Government Services
Canada

Travaux publics et
Services gouvernementaux
Canada

CALL-UP AGAINST A STANDING OFFER COMMANDE SUBSÉQUENTE À UNE OFFRE PERMANENTE

In accordance with STANDING OFFER NO.		Conformément à l'OFFRE PERMANENTE N°	Call-up no. - N° de commande
Dated and the terms and conditions therein, you are requested to carry out the work described below.		en date du et les modalités qui y sont énumérées, vous êtes prié d'exécuter les travaux décrits ci-après.	
Contractor's name and address - Nom et adresse de l'entrepreneur		Send invoice to - Expédier la facture à	
Project no. - N° du projet	Note: Quote standing offer number, project number and call-up number on your invoice. Inscrire le numéro de l'offre permanente, le numéro du projet et le numéro de commande sur la facture.		
Location of work - Endroit des travaux		Call-up cost, GST extra - Coût de la commande, TPS en plus	

Work description - Description des travaux
<div>SAMPLE ONLY ÉCHANTILLON SEULEMENT</div>

Certified pursuant to subsection 32 (1) of the Financial Administration Act Certifié en vertu du paragraphe 32 (1) de la Loi sur la gestion des finances publiques	
Signature	Date
Departmental Representative - Représentant du ministère	
Signature	Date