

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

**Public Works and Government Services Canada  
Canada Place/Place du Canada  
10th Floor/10e étage  
9700 Jasper Ave/9700 ave Jasper  
Edmonton  
Alberta  
T5J 4C3  
Bid Fax: (780) 497-3510**

## 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**

Public Works and Government Services Canada  
Canada Place / Place du Canada  
10th Floor / 10<sup>e</sup> étage  
9700 Jasper Ave / 9700 ave Jasper  
Edmonton  
Alberta  
T5J 4C3

<b>Title - Sujet</b> Painting Services Stranding Offer	
<b>Solicitation No. - N° de l'invitation</b> W6897-210032/A	<b>Date</b> 2020-12-10
<b>Client Reference No. - N° de référence du client</b> W6897-210032	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$PWU-004-11953
<b>File No. - N° de dossier</b> PWU-0-43198 (004)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> Mountain Standard Time MST <b>on - le 2021-01-12</b> Heure Normale des Rocheuses HNR	
<b>Delivery Required - Livraison exigée</b> See Herein – Voir ci-inclus	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Espedido, Karieleen K.	<b>Buyer Id - Id de l'acheteur</b> pwu004
<b>Telephone No. - N° de téléphone</b> (780)231-4719 ( )	<b>FAX No. - N° de FAX</b> (780)497-3510
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE RPOU (WEST) DEL SUFFIELD CFB SUFFIELD, 6000 STN MAIN MEDICINE HAT Alberta T1A8K8 Canada	
<b>Security - Sécurité</b> This request for a Standing Offer includes provisions for security. Cette Demande d'offre à commandes comprend des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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**THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT**

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N° de réf. du client - Client Ref. No.  
W6897-210032

N° de la modif - Amd. No.  
File No. - N° du dossier  
PWU-0-43198

Id de l'acheteur - Buyer ID  
pwu004  
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## PART 1 - GENERAL INFORMATION

### 1.1 Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- |        |   |
|--------|---|
| Part 1 | General Information: provides a general description of the requirement;   |
| Part 2 | Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;   |
| Part 3 | Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;   |
| Part 4 | Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;   |
| Part 5 | Certifications and Additional Information: includes the certifications and additional information to be provided;   |
| Part 6 | Security and Financial Requirements: includes specific requirements that must be addressed by offerors; and   |
| Part 7 | 7A, Standing Offer, and 7B, Resulting Contract Clauses:<br><br>7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;<br><br>7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer. |

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

### 1.2 Summary

#### 1.2.1 Painting Services Standing Offer, Canadian Forces Base (CFB) Suffield, Ralston, AB.

Regional Individual Standing Offer for the provision of all materials, tools, equipment and necessary journeymen skills to complete line painting and road markings, interior/exterior painting/repainting of various living quarters, buildings, fencing, road markings, line painting and other buildings on an "as required" basis for the Department of National Defence (DND) at CFB Suffield, Ralston, Alberta. It is anticipated that one firm will be issued a standing offers. The standing offer will be issued for a term of one year with 2 one year option periods. This procurement contains MANDATORY requirements. For additional information, see Part 4 - Evaluation Procedures and Basis of Selection and Part 5 - Certifications and Additional Information.

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

### 1.3 Security Requirements

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

### 1.4 Debriefings

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

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

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

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

### 1.6 Health & Safety Requirements

There are Health & Safety requirements associated with this requirement. See Annex C.

## PART 2 - OFFEROR INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

The [2006](#) (2020-05-28) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

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

Delete: 60 days  
Insert: 120 days

## 2.2 Submission of Offers

Offers must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated in the RFSO.

Note: For offerors choosing to submit using epost Connect for offers closing at the Bid Receiving Unit in the Western Region the email address is:

[ROReceptionSoumissions.WRBidReceiving@tpsgc-pwgsc.gc.ca](mailto:ROReceptionSoumissions.WRBidReceiving@tpsgc-pwgsc.gc.ca)

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

Facsimile number: (780) 497-3510

### 2.2.1 Revision of Offer

An offer submitted in accordance with these instructions may be revised by letter or facsimile, provided that the revision is received at the office designated for the receipt of offers on or before the date and time set for the closing of the RFSO. The facsimile shall be on the offeror's letterhead or bear a signature that identifies the offeror.

A revision to the unit price schedule must clearly identify the change(s) in the unit price(s) and the specific item(s) to which each change applies.

A letter or facsimile submitted to confirm an earlier revision shall be clearly identified as a confirmation.

Failure to comply with any of the above provisions shall result in the rejection of the non-compliant revision(s) only. The offer shall be evaluated based on the original offer submitted and all other compliant revision(s).

Facsimile number for receipt of revisions: (780) 497-3510

### 2.2.2 Firm Price and/or Rates

The Offeror is required to submit firm prices, rates or both that will apply for the entire period of the Standing Offer.

### 2.2.3 Form

Offers not submitted on the prescribed Offer Form will not be considered.

### 2.2.4 Alterations

Any alteration to the pre-printed or pre-typed sections of the Offer Form, or any condition or qualification placed upon the offer may be cause for disqualification of the offer. Alterations, corrections, changes or erasures made to statements or figures entered on the Offer Form by the offeror shall be initialed by the person or persons signing the offer. Initials shall be original(s). Alterations, corrections, changes or erasures that are not initialed shall be deemed void and without effect.

### 2.2.5 Incomplete Offers

Incomplete offers may be rejected.

### 2.2.6 Taxes

The offeror is responsible for all applicable taxes.

Offerors are not to include any amounts for the Goods and Services Tax (GST) or Harmonized Sales Tax (HST), whichever is applicable. Any amount levied in respect of the GST/HST shall be billed as a separate item on invoices submitted by the contractor, and shall be paid in addition to the amount approved by Canada for work performed under any resulting Contract. The Contractor shall be required to remit the appropriate amount to the Canada Revenue Agency in accordance with the applicable legislation.

The Federal Government is exempt from the Quebec Sales Tax (QST). Offerors shall not include in their prices any amount that is intended to cover the QST on goods and services performed in the execution of the Work except for such amounts for which an Input Tax Refund is not available. The successful Offeror should make arrangements directly with the Province of Quebec to recover any QST paid by it in performing the Work under the resulting Contract.

### 2.2.7 Performance Evaluation

Offerors shall take note that the performance of the Contractor 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 Contractor's performance be considered unsatisfactory, the Contractor's bidding privileges on future work may be suspended indefinitely.

An electronic version of the form PWGSC-TPSGC 2913, SELECT - Contractor Performance Evaluation Report Form, used to record the performance is available on the Public Works and Government Services Canada (PWGSC) Web site.

## 2.3 Former Public Servant

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

### **Definitions**

For the purposes of this clause,

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

- a. an individual;

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

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

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

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

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

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

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

By providing this information, Offerors agree that the successful Offeror's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2019-01](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

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

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

If so, the Offeror must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;



- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

## 2.4 Enquiries - Request for Standing Offers

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

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

## 2.5 Applicable Laws

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

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

## 2.6 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential offerors to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages offerors to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
- Office of the Procurement Ombudsman (OPO)
  - Canadian International Trade Tribunal (CITT)
- (c) Offerors should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Offerors should therefore act quickly when they want to challenge any aspect of the procurement process.

## 2.7 Public Works and Government Services Canada Apprentice Procurement Initiative

1. To encourage employers to participate in apprenticeship training, Contractors 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. In Economic Action Plan (EAP) 2013, 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. Through the Economic Action Plan 2013 and support for training programs, the Government of Canada is encouraging apprenticeships and careers in the skilled trades. In addition, the government offers a tax credit to employers to encourage them to hire apprentices. Information on this tax measure administered by the Canada Revenue Agency can be found at: [www.cra-arc.gc.ca](http://www.cra-arc.gc.ca). Employers are also encouraged to find out what additional information and supports are available from their respective provincial or territorial jurisdiction.
4. Signed certifications (Appendix 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 Appendix 2.

If you accept fill out and sign Appendix 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.*

## PART 3 - OFFER PREPARATION INSTRUCTIONS

### 3.1 Offer Preparation Instructions

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

Section I: Financial Offer  
Section II: Certifications

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

---

**Section I: Financial Offer (1 hard copy)**

**Section II: Certifications (1 hard copy)**

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

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

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

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

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

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

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

**Section I: Financial Offer**

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

**3.1.1 Electronic Payment of Invoices - Offer**

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

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

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

**Section II: Certifications**

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

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## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.
- (c) Offers shall be evaluated on the basis of the lowest compliant offer being recommended for issuance of a Standing Offer.

#### 4.1.1 Evaluation

##### 4.1.1.1 Mandatory Criteria

###### a) MANDATORY REQUIREMENTS – Required as part of the Offer

- .1 Pursuant to the General Instructions, submission of Request for Standing Offer (RFSO), offers must be submitted to the office designated for the receipt of offers, and must be received on or before the date and time set for solicitation closing shown on page 1 of the RFSO. A rate must be entered for each item listed in the unit price schedule of the offer.

###### b) MANDATORY REQUIREMENTS – Precedent to issuance of a Standing Offer

- .1 Health & Safety Requirements
- .2 Code of Conduct Certifications
- .3 Proof of Insurance – upon request
- .4 Former Public Servant – Competitive Requirements
- .5 Security Requirements

#### 4.1.2 Financial Evaluation

##### 4.1.2.1 Evaluation of Price-Offer

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

### 4.2 Basis of Selection

#### 4.2.1 SACC Manual Clauses

*SACC Manual* Clause [M0069T](#) (2007-05-25), Basis of Selection

## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

### 5.1 Certifications Required with the Offer

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

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

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

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

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

#### 5.2.1 Integrity Provisions – Required Documentation

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

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

**5.3.1 Requisite certificates or licenses identified in the RFSO** (eg: Journeyman Tickets) must be submitted upon request including all appendices.

#### 5.3.2 Status and Availability of Resources

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

**5.3.3 Health & Safety Requirements** - See Annex C.

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## PART 6 - SECURITY AND FINANCIAL REQUIREMENTS

### 6.1 Security Requirements

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

### 6.2 Financial Capability

Financial Statements: In order to confirm an offeror's financial capability to perform the Contract, the Standing Offer Authority may during the RFSO evaluation phase, request from that offeror current financial information. The requested financial information may include, but is not limited to, an offeror's most recent audited financial statements or financial statements certified by an offeror's chief financial officer. The information provided will be considered in the offer evaluation and selection process. If an offer is found to be non-responsive on the basis that an offeror is considered financially incapable of performing the Work, that offeror will receive a written notification from the Standing Offer Authority.

Should an offeror provide the requested information to Canada in confidence while indicating that the disclosed information is confidential, Canada will treat the information in a confidential manner in accordance with the Access to Information Act, R.S. 1985, c.A-1.

## PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 7.1 Offer - attached at Annex E

- .1 General Provisions
- .2 Financial Terms
- .3 Prices

#### 7.2 Security Requirements

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

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

### 7.3 Standard Clauses and Conditions

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

#### 7.3.1 General Conditions

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

#### 7.3.2 Standing Offers Reporting

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

The Offeror must provide this data in accordance with the reporting requirements detailed in annex entitled Annex D Periodic Usage Report Form. If some data is not available, the reason must be indicated in the report. If no goods or services is provided during a given period, the Offeror must provide a "nil" report.

The data must be submitted on a quarterly basis to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

- first quarter: April 1 to June 30
- second quarter: July 1 to September 30
- third quarter: October 1 to December 31
- fourth quarter: January 1 to March 31

The data must be submitted to the Standing Offer Authority no later than 15 calendar days after the end of the reporting period.

## 7.4 Term of Standing Offer

### 7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from date of issue to "to be determined".

### 7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional two - one year option period, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority fourteen (14) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

## 7.5 Authorities

### 7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Kae Espedido  
Title: A/Procurement Specialist  
Public Works and Government Services Canada  
Procurement Branch  
Directorate: Real Property Contracting

Telephone: (780) 231-4719  
Facsimile: (780) 497-3510  
E-mail address: [karieleenkae.espedido@pwgsc-tpsgc.gc.ca](mailto:karieleenkae.espedido@pwgsc-tpsgc.gc.ca)

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

### 7.5.2 Project Authority

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

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

### 7.5.3 Offeror's Representative

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



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

## 7.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2019-01](#) of the Treasury Board Secretariat of Canada.

## 7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Department of Defence (DND), CFB Suffield, Ralston, AB.

## 7.8 Call-up Procedures

1. Best Standing Offer: the offer that provides lowest prices will be retained.

The Project Authority will establish the scope of work to be performed by the successful firm and negotiate the level of effort required to perform the work based on the hourly rates contained in the Standing Offer.

## 7.9 Estimates

Where an estimate of the cost of performing specific work is required, the Identified User will provide the Offeror with a statement of the work required and the Offeror must provide the Identified User with an estimate of the cost of performing the specified work in accordance with the pricing provision of the Standing Offer. The Offeror must not undertake any of the specified work unless and until a call-up is issued by the Identified User. The estimated cost stated in the call-up must not be exceeded without the specific written authorization of the Identified User.

## 7.10 Call-up Instrument

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

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
2. Any of the following forms could be used which are available through [PWGSC Forms Catalogue](#) website:
  - PWGSC-TPSGC 942 Call-up Against a Standing Offer
  - PWGSC-TPGSC 942-2 Call-up Against a Standing Offer - Multiple Delivery
  - PWGSC-TPSGC 944 Call-up Against Multiple Standing Offers (English version)
  - PWGSC-TPSGC 945 Commande subséquente à plusieurs offres à commandes (French version)

or

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

#### 7.11 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$60,000.00 (Applicable Taxes included).

#### 7.12 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2017-06-21), General Conditions - Standing Offers - Goods or Services
- d) any amendment or variation in the Standing Offer that is made in accordance with the terms and conditions of the Standing Offer;
- e) the supplemental general conditions;
- f) the general conditions dated and listed in Part 7B, Resulting Contract Clauses;
- g) Annexes:  
Annex A, Statement of Work, and any amendment to the solicitation document incorporated in the Standing Offer before the date of the Standing Offer;  
Annex B, Basis of Payment;  
Annex C, Health & Safety Requirements - Alberta;  
Annex D, Periodic Usage Report Form;  
Annex F, Insurance Requirements;  
Annex G; Voluntary Report for Apprentices Employed During the Contract;  
Annex H; Security Requirements Check List;
- k) the Offeror's offer dated \_\_\_\_\_.

#### 7.13 Certifications and Additional Information

##### 7.13.1 Compliance

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

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### 7.13.2 SACC Manual Clauses

SACC Manual clause [M3020C](#) (2016-01-28), Status of Availability of Resources - Standing Offer

### 7.14 Applicable Laws

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

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

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

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

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

## B. RESULTING CONTRACT CLAUSES

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

### 7.1 Statement of Work

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

### 7.2 Standard Clauses and Conditions

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](#) (2017-11-28);
  - 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 [R2850D](#) (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 [R2880D](#) (2019-11-28);
  - 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.

A contract is formed between Canada and the Offeror only when a Call-up duly signed is issued by the Departmental Representative and accepted by the Offeror\*. The Offeror shall then be referred to as "the Contractor" and the Contract includes the Offer, the Specifications referred to in the Unit Price Schedule, the General Conditions, and the Call-up.

#### Interpretation

"*Accepted by the Offeror*" \* means that the Offeror has agreed to, and commenced performance of the work.

"*Minister*" includes a person acting for the Minister, the Minister's successor in office, their lawful deputy and their representatives appointed for the purpose of the Standing Offer.

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

"*Superintendent*" or "*Supervisor*" means the employee or representative of the Contractor designated by the Contractor to act as Superintendent;

"*Unit Price Table*" means the table of prices per unit set out in the Offer; and

"*Work*" means, subject only to any express stipulation in the Contract to the contrary, everything that is necessary to be done, furnished or delivered by the Contractor to perform the Contract in accordance with the work as described in each Call-up, and in the technical specifications or statement of work.

## 7.3 Term of Contract

### 7.3.1 Period of the Contract

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

## 7.4 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

## 7.5 Payment

### 7.5.1 CHANGES TO GC5 R2550D - TERMS OF PAYMENT

**DELETE** GC5.4, GC5.5, and GC5.6 and **INSERT** the following:

#### **GC5.4 Payment**

##### **.1 Terms of Payment**

1. Where the duration of the work identified in a call-up is greater than 30 days, the Contractor may submit monthly progress claims, and shall be entitled to receive progress payments at monthly or other agreed intervals. Subject to verification by the Departmental Representative, payment of the Contractor's invoice for work satisfactorily completed shall be made not later than 30 days after receipt thereof. The due date shall be the 30th day following receipt of a properly submitted invoice.
2. The Contractor shall submit a separate invoice for each Call-up to the Departmental Representative in accordance with any invoicing instructions set out herein. The properly submitted invoice shall be delivered to the Departmental Representative in the agreed format with sufficient detail, information, and backup to permit verification. The Contractor's invoice shall show the following, as separate items:
  - (a) the amount of the progress payment being claimed for Work satisfactorily performed excluding GST/HST;
  - (b) the amount for any tax calculated (GST/HST) in accordance with the applicable federal tax legislation; and
  - (c) the total amount which shall be the sum of the amounts referred to in (a) and (b) above.
3. The amount of the tax shown on the invoice shall be paid by Canada to the Contractor in addition to the amount of the progress payment for Work satisfactorily performed.
4. If, within 15 days of receipt of the invoice, additional information is requested by the Departmental Representative for the purpose of verification, the 30 day payment period shall commence upon receipt of the requested information. Payment shall be made prior to or on the thirtieth (30) day after receipt of the corrected invoice or the required information.
  - .1 Any monthly progress payment made to the Contractor may be subject to a 10% holdback which shall be released to the Contractor with the final payment unless the amount held back is required by Canada to remedy any defect in the Contractor's work.
  - .2 Where the duration of the Work identified in a call-up is equal to or less than thirty (30) days, the Contractor may receive a single payment as full consideration for the Work performed.

5. Upon completion of the Work in the progress claim, the Contractor maybe requested to provide a completed and signed statutory declaration containing a declaration that, up to the date of the progress claim, the Contractor has complied with all lawful obligations with respect to the Labour Conditions and that, in respect of the Work, all lawful obligations of the Contractor to its Subcontractors and Suppliers, referred to collectively in the declaration as "subcontractors and suppliers", have been fully discharged before any further payment is made.
6. Upon written notice by a Sub-Contractor, with whom the Contractor has a direct contract, of an alleged nonpayment to the Sub-Contractor, the Departmental Representative may provide the Sub-Contractor with a copy of the latest approved progress payment made to the Contractor for the Work.
7. Upon the satisfactory completion of all Work, the amount due, less any payments already made, shall be paid to the Contractor not later than thirty (30) days after receipt of a properly submitted invoice, and upon request, with a Statutory Declaration in accordance with paragraph 5 above.

#### **7.5.2 SACC Manual Clauses**

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

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

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

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

### **7.6 Invoicing Instructions**

#### **.1 Invoices**

- .1 All invoices submitted for payment shall show:
  - .1 Construction Engineering Work Order Number,
  - .2 Construction Engineering File Number,
  - .3 Requisition Number, DSS 942 (Requisition on Contract),
  - .4 Public Works and Government Services Canada (PWGSC) Standing Offer Number, and
  - .5 same address as on PWGSC contract.
- .2 Invoices are to include a breakdown as follows:
  - .1 Hourly rate per the Offer and hours of work for each tradesperson.
  - .2 An itemized list of materials used, by cost, shall be shown on all invoices submitted for payment.
  - .3 Extended total.
  - .4 Good and Services Tax (GST/HST) shall be shown as a separate item.
  - .5 Where subcontracting is involved a copy of subcontractor's invoice shall accompany the invoice against the requisition.
  - .6 Where discount or markup is applicable, indicate separately.
- .3 Invoices submitted for payment against this contract that are not properly identified will be returned to the Contractor for proper annotation before certification for payment is made.

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## 7.7 Insurance Requirements

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

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

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

## 7.8 Dispute Resolution

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- (c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "Dispute Resolution".

N° de l'invitation - Sollicitation No.  
W6897-210032/A  
N° de réf. du client - Client Ref. No.  
W6897-210032

N° de la modif - Amd. No.  
File No. - N° du dossier  
PWU-0-43198

Id de l'acheteur - Buyer ID  
pwu004  
N° CCC / CCC No./ N° VME - FMS

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## **ANNEX A**

### **STATEMENT OF WORK**

Please see attached.





National Defence

**Real Property Operations Unit (West) Det Suffield**  
**CFB Suffield**



**SPECIFICATION**  
**FOR**  
**INTERIOR / EXTERIOR PAINTING**

**W6897-210032**

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**PART 1      General**

**1.1            DESCRIPTION OF WORK**

Work under this Contract covers supplying all materials, tools, equipment and necessary journeymen skills to complete line painting and road markings, interior/exterior painting/repainting of various living quarters, buildings, fencing, road markings, line painting and other buildings in accordance with this Specification.

**1.2            DOCUMENTS REQUIRED**

- .1      Maintain at job site, one copy of each of the following:
  - .1      Specifications.
  - .2      Addenda.
  - .3      Change orders.
  - .4      Other modifications to Contract.
  - .5      Manufacturer's installation and application instructions.

**1.3            WORK SCHEDULE**

- .1      Hours of work must be between 0800 hours and 1630 hours, Monday through Friday, unless otherwise stated by the Project Authority.
- .2      Work on line painting, road markings, single, multiple living quarters or any other buildings will commence within 72 hours of notification by the Project Authority and must be completed in no later than five (5) working days or as directed by contract inspector.
- .3      The Contractor will be prepared to increase work crews during periods when there is a heavy work load. Crews to work in several areas simultaneously.

**1.4            MEASUREMENT FOR PAYMENT**

- .1      Payment will be made on work actually performed and will be based on hourly rate for the various living quarters and buildings.
- .2      If more than one type of paint is specified in a room, the specified type of paint will govern the cost, i.e.) Flat paint on walls and ceiling, semi-gloss on trim, payment will be made at hourly rate for flat paint. Areas for payment will be total areas of the wall or ceiling including windows, doors, trim, exterior and interior of cupboards without deduction for areas not requiring paint, i.e.) Glass in windows, metal or plastic.

- .3 In the case where there is only trim work (i.e. Valance, baseboard, doors and frames) or highly labour intensive work (i.e. Portable or permanently installed cupboards, tables, pipes, shelves, radiators) an hourly rate will be used which will include all materials, paint, lacquers etc. in that rate.

- .4 Copies of time sheets will be submitted daily to Project Authority – (Contract Inspector) for signature for all work completed.

## **1.5 UNIT PRICES**

- .1 Submit hourly prices for paint materials listed on tender documents.

## **1.6 QUANTITIES**

- .1 The Contractor is responsible completing hourly rate and for materials quantities of completed work and invoicing accordingly.

## **1.7 CONTRACTOR'S ON SITE SUPERVISOR**

- .1 The Contractor must provide, at the job site, a full time experienced and competent supervisor, capable of and having the authority to speak on his behalf on day to day routine matters.

## **1.8 CONTRACTOR'S USE OF SITE**

- .1 Do not unreasonably encumber site with materials or equipment.
- .2 Access to movement around the site must be subject to the site authority and, if required, must include the acquisition of temporary passes for all personnel engaged in the project.

## **1.9 CODES AND STANDARDS**

- .1 Perform work in accordance with National Building Code of Canada (NBC), and any other code of Provincial or local application provided that in any case of conflict or discrepancy, the more stringent requirements must apply.
- .2 Work to meet or exceed requirements of Contract Documents, specified standards, codes and referenced documents.
- .3 Maintain strict protocol related to COVID – 19 regulations and government standards.

## **1.10 PROJECT MEETINGS**

- .1 Project Authority will arrange project meetings and assume responsibility for setting times and recording and distributing minutes.

## **1.11 CUTTING, FITTING AND PATCHING**

- .1 Surface preparation in accordance with Section 09 91 10.

- .2 Report areas requiring cutting, fitting and patching to the Project Authority prior to surface preparation.

#### **1.12 WORK IN OCCUPIED PREMISES**

- .1 Execute work with least possible interference or disturbance to occupants, public or normal use of premises. Arrange with Project Authority to facilitate execution of work.
- .2 Where security has been reduced by work of Contract, provide temporary means to maintain security.
- .3 Provide temporary dust screens, barriers, and warning signs in locations where renovations and alteration work is adjacent to areas which will be operative during such work.

#### **1.13 PARTIAL OCCUPANCY OR USE**

- .1 Schedule early completion of designated areas for use before substantial completion of entire project, if required by Project Authority.

#### **1.14 ADDITIONAL DRAWINGS**

- .1 Project Authority may furnish additional drawings to Contractor to assist proper execution of work. These drawings will be issued for clarification purposes only. Such drawings will have the same meaning and intent as if they were included with plans referred to in article 1 of Articles of Agreement.

#### **1.15 CLEANING DURING PAINTING AND ON COMPLETION OF SERVICES**

- .1 Conduct cleaning and disposal operations to comply with local ordinances and anti-pollution laws.
- .2 Store volatile waste in covered metal containers and remove from premises daily.
- .3 Prevent accumulation of wastes which create hazardous conditions.
- .4 Provide adequate ventilation during use of volatile or noxious substances.
- .5 Use only cleaning materials recommended by manufacturer of surface to be cleaned and as recommended by cleaning material manufacturer.
- .6 Maintain servicing areas, public properties free from accumulations of waste materials and rubbish.
- .7 Dispose of waste materials and rubbish at designated dumping areas off DND property.
- .8 Remove all waste paint, lacquer, cleaning materials, cans, etc., from DND property and dispose of at approved dump site.

- .9 In preparation for completion of work, conduct final inspection of site exposed interior and exterior surfaces and of concealed spaces.
- .10 Remove grease, dust, dirt, stains, labels, fingerprints and other foreign materials, from sight exposed interior and exterior finished surfaces including glass and other polished surfaces soiled during operations.

END OF SECTION

## **PART 1        General**

### **1.1            RELATED REQUIREMENTS**

- .1        Div. 01 Sections.
- .2        **Precedence** - Division 1 sections take precedence over technical specifications in other Divisions of this project manual.

### **1.2            REFERENCES**

- .1        Definitions:
  - .1        Canadian Industrial Security Directorate (CISD) - A government agency that developed the Industrial Security Manual.
  - .2        Company Security Officer (CSO) – The CSO is the organization's official point of contact with the Industrial Security Program (ISP). He or she is responsible for monitoring the organization's security profile, addressing security issues, and is accountable to the ISP and to the organization's designated Key Senior Official on all industrial security matters.
  - .3        Contractor CSO- The employee of the Contractor's company who is the CSO.
  - .4        Industrial Security Manual(ISM) – The ISM is a ready and simple reference which tells Company Security Officers what they must know about Canadian government security standards and procedures and how to ensure that their organization meets these security requirements.
  - .5        Industrial Security Program (ISP) - The Industrial Security Program (ISP) helps industry to participate in Government of Canada and foreign government contracts. CISD provide security screening services needed for contractors before their employees can work with Protected and Classified information and assets
  - .6        Positive Control – refers to measures which guarantee that persons without appropriate clearance will not be left unattended to access DND/CAF information, assets, resources, or locations.
  - .7        Request for Visit (RFV) - Is a form that is required to be filled out by an individual who requires access to sensitive DND property, personnel, information, assets and resources because they must be security screened at the appropriate level before commencement of their duties.
  - .8        Restricted - Refers to a situation where authorized persons only, are allowed access to an area or information.
  - .9        Security Implementation Plan - A detailed document which outlines the company's strategy and process to meet contract security requirements.
  - .10       Security Requirements Check List (SRCL) - The Security Requirements Check List (SRCL) is a Treasury Board Secretariat (TBS) form used to define the security requirements for a contract. The SRCL represents an evaluation of security threats and risks that may arise through the contracting process.
  - .11       Sensitive - Records that are sensitive contain information that can cause different degrees of injury to an individual, a company, or the country if the information were disclosed in an unauthorized manner.

.2 Reference Sites:

- .1 Public Services and Procurement Canada (PSPC) Industrial Security
  - .1 <https://www.tpsgc-pwgsc.gc.ca/esc-src/msi-ism/index-eng.html>

**1.3 GENERAL**

- .1 Security requirements must form part of the contract between PSPC and industry when defined by a Security Requirement Check List (SRCL).
- .2 These security requirements apply but are not limited to:
  - .1 Construction and material objects,
  - .2 Contractual arrangements,
  - .3 Professional service contracts,
  - .4 Facility maintenance contracts, and
  - .5 Environmental and UXO contracts.
- .3 A Security Requirement Check List (SRCL) is a form that is used to define the security requirements associated with all contracts. The SRCL ensures that the appropriate security clauses are identified so they may be incorporated into the contract, thereby legally binding the parties to meet the contract's security requirements. **The SRCL must accompany all contract documents including subcontracts that contain security requirements.**
- .4 If multiple levels of screening are required, a Security Classification Guide may have been provided along with the SRCL as a contractual document. This document will provide further information related to security requirements when dealing with multiple levels of clearances within the contract.

**1.4 PRIVATE SECTOR ORGANIZATION SCREENING AND CLEARANCES**

- .1 Companies who will need access to or who will retain controlled goods, protected or classified property, information, assets or resources must be cleared as follows;
  - .1 Companies must be cleared to safeguard the highest level of information and asset to be retained, meaning;
    - .1 Designated Organization Screening (DOS) is required for contracts involving access to information at the protected level and/or secure worksites (Reliability status);
    - .2 Facility Security Clearance (FSC) is required for contracts involving access to information at the protected and/or classified levels and/or secure worksites (Secret status);
    - .3 Document Safeguarding Capability (DSC) is required to work on protected and/or classified information at their own worksite; and
    - .4 Companies who will electronically process protected or classified information must have IT media clearance and processing capability



commensurate with the security classification level of the information to be processed and must be cleared to the level commensurate with the information or asset to be accessed.

## **1.5 PERSONNEL SECURITY SCREENING**

- .1 Individuals requiring access to information and/or site must have their personnel security screening completed prior to submitting an RFV. As a part of the screening process it is now a requirement for individuals to undergo a law enforcement inquiry through the RCMP, for electronic finger printing. Please refer to PSPC website for more information.

## **1.6 VISIT CLEARANCE REQUESTS (VCR) APPROVAL**

- .1 All individuals (including subcontractors) who will have access to sensitive DND or CAF property, personnel, information, assets, and resources, must be security screened at the appropriate level before the commencement of their duties in relation to the contract.
- .2 Access to Operations Zones: security screening is not required for certain personnel if positive control of those individuals is maintained throughout their visit. Positive control measures must be outlined in the Security Implementation Plan. Positive control can be used for the following personnel:
  - .1 Logistics activities – material drop-off, waste removal, snow removal;
  - .2 Transit through an operations zone (no work); and
  - .3 Authorities having jurisdiction.
- .3 The VCR process verifies that those who are permitted access onto DND property have the required clearance level as outlined within the Security Requirement Checklist (SRCL) for the contract.

## **1.7 POST AWARD PROCESS OVERVIEW**

- .1 The Contractor's Company Security Officer (CSO) is provided a blank Request for Visit (RFV) form by the DND Representative in order to obtain a VCR approval.
- .2 All employees of the successful bidder who will be working on the contract require a VCR. The Contractor's CSO must forward the completed form to the DND Representative for processing.
- .3 It is the responsibility of the Prime Contractor to submit and receive an approved SRCL for each subcontract containing security requirements. This responsibility extends to all subcontracts held by subcontractors.
  - .1 Instructions on this process are in the Industrial Security Manual located at <https://www.tpsgc-pwgsc.gc.ca/esc-src/msi-ism/index-eng.html>.
  - .2 Contractors shall allow 45 business days (from the date on which a complete and correct SRCL is received by CISC) for approval of an SRCL by CISC.
  - .3 All security related pre-construction activities shall proceed immediately after award.
- .4 For subcontracts, the RFV shall not be submitted until after the subcontract SRCL has been approved and permission to award the contract is granted by CISC.

- .1 Contractor to allow a minimum of 15 business days for VCR processing.
- .5 Personnel not meeting the required security clearances will not be allowed access to the site or any information pertaining to the contract, except as permitted in 1.6.2.
- .6 Approved VCRs are valid for the duration of the contract or one year less one day, whichever is less.

#### **1.8 SUBMITTALS**

- .1 Submit to the PSPC Representative copies of the following documents, including updates issued:
  - .1 Security Implementation Plan
  - .2 Approved sub-SRCLs
  - .3 Completed Request for Visit forms for all personnel working under the contract
  - .4 Incident reports within (1) working day
  - .5 Submit other data, information and documentation upon request by the PSPC Representative and contract inspector.

#### **1.9 RESPONSIBILITY**

- .1 It is the responsibility of the Contractor to have no security breaches while undertaking the work for this contract.

#### **1.10 MEETINGS**

- .1 Prior to commencement of work, the Contractor will attend a pre-commencement meeting conducted by the DND Representative. Ensure, as minimum, attendance by Contractors' site superintendent.
  - .1 The DND Representative will advise of time, date and location of the meeting and will be responsible for recording and distributing the minutes.
  - .2 If requested by the DND Representative, the Contractor's Corporate Security Officer (CSO) will be required to participate in the pre-commencement meeting.
- .2 Conduct site specific security meetings as required to ensure the management of security is in accordance with the contract.
  - .1 Record and post minutes of all meetings as allowed by the security requirements of the contract.

#### **1.11 SECURITY IMPLEMENTATION PLAN**

- .1 Contractors are required to have in place a contract specific Security Implementation Plan that addresses the security requirements outlined in the contract.
- .2 Provide one copy of the Security Implementation Plan to the DND Representative prior to the commencement of work.
- .3 At a minimum, the plan shall contain details addressing:
  - .1 Company Security Officer (CSO) name and contact information
  - .2 Schedule for SRCLs and RFVs

- .3 Site Access and Control Monitoring including verification that all people entering secure areas on site have approved VCRs in accordance with contractual security requirements, or any planned positive control measures
- .4 Security Education (i.e. Restrictions on photographs)
- .5 Security Incident Reporting
- .4 The DND Representative will coordinate review of the Security Implementation Plan by the DND Project Manager to be completed within 10 business days of receipt following which the DND Representative shall confirm DND's acceptance or rejection with comments.

## **1.12 INCIDENT REPORTING**

- .1 Investigate and report any security incidents immediately to the DND Representative.
  - .1 Immediately provide a copy of the incident/investigation reports to the DND Representative.
  - .2 Refer to Chapter 5 of the industrial Security Manual <https://www.tpsgc-pwgsc.gc.ca/esc-src/msi-ism/index-eng.html> for more information.
- .2 For the purpose of this contract, immediately notify the DND Representative of incidents that involve a security breach from the identified clauses on the SRCL or an interruption to adjacent and/or integral infrastructure operations with potential loss implications.
- .3 In the investigation and reporting of incidents, the Contractor is required to respond in a timely fashion (within 5 working days) to correct the action that was deemed to have caused the incident and advise in writing on the action taken to prevent a re-occurrence of the incident.

## **PART 2 Products**

### **2.1 NOT USED**

- .1 Not Used.

## **PART 3 Execution**

### **3.1 NOT USED**

- .1 Not Used.

**END OF SECTION**

**PART 1        General**

**1.1            FIRE SAFETY PLAN**

- .1 Contractors shall be familiar with this Section and its requirements.
- .2 The contractor must provide a Fire Safety Plan in accordance with the National Fire Code of Canada (NFCC latest version) section 5.6.1.3. The contractor's responsibility for a Fire Safety Plan is limited to their construction activities and not for the whole building. Responsibility for fire safety of the building areas outside of the construction limits will remain with DND. DND/CF is responsible for the Fire Safety Plan for the occupied portions of the building. The plan shall be submitted to DND representative by the contractor within 10 business days of award for approval by the Base Fire Chief prior to commencement of construction or demolition operations. A copy of the approved Fire Safety Plan shall be posted and maintained on site at all times during construction and the Contractor shall ensure all persons accessing the construction site are briefed and adhere to the requirements of the plan.
  - .1 In addition to the requirements mentioned above, the Fire Safety Plan shall include the number and location of Fire Extinguishers, and the location of the Muster Point, in the event of an emergency. Also include measures for controlling fire hazards created during construction, in and around the construction site."

**1.2            FIRE DEPARTMENT BRIEFING**

- .1 DND representative will co-ordinate arrangements for contractor for briefing on Fire Safety at pre-work conference by Fire Chief before work is commenced.

**1.3            REPORTING FIRES**

- .1 Know location of nearest fire alarm box and telephone, including emergency phone number.
  - .1 Standard Phone land line: 911
  - .2 Cellular Phone: 911
  - .3 Base phone line: 4911
- .2 Report immediately fire incidents to Fire Department as follows:
  - .1 Activate nearest fire alarm box; or
  - .2 Telephone.
- .3 Person activating fire alarm box will remain at box to direct Fire Department to scene of fire.
- .4 When reporting fire by telephone, give location of fire, name or number of building and be prepared to verify location.

**1.4            INTERIOR AND EXTERIOR FIRE PROTECTION AND ALARM SYSTEMS**

- .1 Fire protection and alarm system will not be:

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

## **1.5 SYSTEM IMPAREMENTS (ITM)**

- .1 IAW FMD 4006, NFPA 25 and the NFCC, CFB Suffield Fire Department has a permitting system to identify both planned and emergency fire protection system impairments.
- .2 Planned System Impairments permission forms shall be obtained from the fire service for every fire protection or life-safety system impairment. The local Platoon Chief can only approve emergency impairments or those associated with routine maintenance and inspections. A Fire Inspector shall review all other planned impairments such as those due to building renovation, planned water shutdowns, or electrical power outages. For all planned impairments, the following procedure shall be followed;
  - .1 ITM Contractors are to inform dispatch of the locations and specific portions of the systems impaired and the reason for the impairment, either routine ITM or repairs. On the impairment form, the fire service dispatcher shall record the name of the technician, their contact information, the time the system is taken out of service and the expected time to return the system to full service shall be given. The Duty Platoon Chief will then sign the impairment form as the local authority. The fire service dispatcher shall follow up with the technician if dispatch does not receive notification by the return-to-service time given;
  - .2 Contractors are still required to contact MP Dispatch to advise on what buildings and systems they will be working on.
  - .3 If required, the contractor will post notices at all building entrances stating that the fire protection systems are out of service and that the alternative measures to contact the fire department may be required.
  - .4 If the impairment will be lengthy, all affected systems shall be prominently identified on the exterior of the fire alarm panel and annunciators, and at any affected valves. This is typically achieved by the use of a "NOT IN SERVICE" tag or notice. The tag or notice shall contain the contact information of the individual that impaired the system, the date/time the system was impaired, the reason for the impairment, and the expected date/time to return to service. Should the impairment take place over a number of days, mitigating measures will have to be taken during hours where the building is unoccupied. These measures will be detailed by fire inspectors through the Base Fire Chief.
- .3 Emergency impairment (frozen Sprinkler, water main break, etc.), all procedures for planned system impairments, as above, shall be followed, although in order to effectively deal with an emergency, the procedures may have to be implemented in a different order. For example, if a sprinkler pipe breaks, shutting the water control valve and silencing the fire alarm will normally take highest priority. Before commencing any repairs, system impairment notice must still be posted at the fire alarm panel and at closed valves, and

building occupants and fire service dispatch or fire inspectors must be notified that systems are out of service.

#### **1.6 FIRE EXTINGUISHERS**

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

#### **1.7 BLOCKAGE OF ROADWAYS**

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

#### **1.8 FIRE PRECAUTIONS**

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

#### **1.9 ACCESS FOR FIRE FIGHTING**

- .1 Provide and maintain access for firefighting in accordance with National Fire Code of Canada.
- .2 Provide written notification to Senior Fire Fighter a minimum of 5 working days in advance of operation that would impede fire apparatus response including:
  - .1 Violation of minimum horizontal and overhead clearances.
  - .2 Other operations as directed by Senior Fire Fighter.
  - .3 Erecting of barricades and digging of trenches.
- .3 Maintain a minimum clear horizontal width on access routes of 5.0 meters or otherwise as defined by Senior Fire Fighter.
- .4 Maintain a minimum vertical clearance of 6.0 meters or otherwise as defined by Senior Fire Fighter.

#### **1.10 SMOKING PRECAUTIONS**

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

### **1.11 RUBBISH AND WASTE MATERIALS**

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

### **1.12 FLAMMABLE AND COMBUSTIBLE LIQUIDS**

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

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

- .1 Work entailing use of toxic or hazardous materials, chemicals and/or explosives, or otherwise creating hazard to life, safety or health, in accordance with National Fire Code of Canada.
- .2 Obtain from Fire Chief a "Hot Work" permit for work involving spark-producing equipment, welding, burning or use of blowtorches, in buildings or facilities. Hot Work permits may be issued between 0800 – 0900 hours daily.
- .3 Temporary Heating – temporary heaters shall be stamped as approved by a recognized testing agency (i.e. CDA, CSA, and ULC). Only indirect flame type heaters are to be used. Only in exceptional circumstances are torpedo type heaters to be used and they will require 24 hour on site supervision. Heater permits require 24 hours' notice and can be obtained from the Chief Fire Inspector daily between 0800 – 0900 hours. After normal working hours, callouts for Fire Prevention staff to inspect and issue permits shall be at the Contractor's expense.

- .4 Heaters are to have an original and legible installation plate affixed stating clearances to be maintained from combustible materials. Stated clearances will be maintained at all times.
- .5 Heaters shall be installed by a qualified gas fitter to meet the requirements of the Propane Installation Code or the National Gas Installation Code, whichever is applicable.
- .6 All LPG cylinders shall be supported against upset by non-combustible cable or chain. Cylinders shall be protected against damage.
- .7 A permit becomes invalid if a heater is moved from the original location for which the permit was issued. A new permit must be obtained.
- .8 When Work is carried out in dangerous or hazardous areas involving use of heat, provide fire watchers equipped with sufficient fire extinguishers. Determination of dangerous or hazardous areas along with level of protection necessary for Fire Watch is at discretion of Fire Chief. Contractors are responsible for providing fire watch service for work on scale established and in conjunction with Fire Chief at pre-work conference.
- .9 Provide ventilation where flammable liquids, such as lacquers or urethanes are used, eliminate sources of ignition. Inform Fire Chief prior to and at cessation of such work.

#### **1.14 INSTALLATION OR REPAIR OF ROOFS**

- .1 Notify Senior Fire Fighter of location of asphalt kettles and dates that kettles will be in use. Ensure personnel use and take precautions as follows:
  - .1 Use kettles equipped with thermometers or gauges in good working order.
  - .2 Locate kettles in safe place outside of building or, if approved by Senior Fire Fighter, on non-combustible roof. Locate to avoid danger of igniting combustible material below.
  - .3 Maintain continuous supervision while kettles are in operation and provide metal covers for kettles to smother flames in case of fire. Provide fire extinguishers sized to accommodate kettle and contents.
  - .4 Prior to start of work, demonstrate container capacities to Senior Fire Fighter.
  - .5 Use only glass fibre roofing mops.
  - .6 Leaving used roofing mops unattended on roof is prohibited. Store mops away from building and combustible materials.
  - .7 Store roofing materials no closer than 3.0 metres from structures.

#### **1.15 PARTIAL OCCUPANCY**

- .1 IAW FMD 4005 and NFCC, implement partial occupancy procedures as defined in General Conditions of the Contract. Partial occupancy is defined as when construction occurs adjacent to work areas occupied by Departmental or Canadian Forces personnel. This includes:
  - .1 Phased new construction.
  - .2 Early or partial occupancy of new construction.
  - .3 New construction being added onto an existing building.
  - .4 Renovation or recapitalization of an existing building.



- .5      Phased renovation or recapitalization of an existing building.
- .2      Where partial occupancy occurs, implement requirements as indicated in drawings and specifications. This may include construction of a rated fire separation between occupied and construction areas as required by National Fire Code.
- .3      If work is carried out in an occupied building, provide regular inspections every hour, throughout entire period of demolition.
- .4      If work is carried out in an occupied building and where building does not have a Fire Alarm system or similar automatic monitoring or protection equipment, provide regular inspections every hour for entire period of construction.

**1.16      QUESTIONS AND/OR CLARIFICATION**

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

**1.17      FIRE INSPECTION**

- .1      Co-ordinate site inspections by Fire Chief through DND representative.
- .2      Allow Fire Chief unrestricted access to work site.
- .3      Co-operate with Fire Chief during routine fire safety inspection of work site.
- .4      Immediately remedy unsafe fire situations observed by Fire Chief.

**END OF SECTION**

**PART 1        General**

**1.1            ENVIRONMENTAL RESPONSIBILITY**

- .1 All work under this contract must be conducted in an environmentally responsible manner. Maintain awareness of particularly environmentally sensitive areas located throughout the Base.

**1.2            WORK AREA**

- .1 Under the direction of the Contract Inspector, define and mark the construction area work limits prior to work commencing.
- .2 All work must be restricted to designated work area, designated access roads and designated ancillary worksites.

**1.3            FUEL MANAGEMENT**

- .1 Ensure that any fuel storage and transfer areas on site are designed, operated and maintained in accordance with the requirements of current applicable federal, provincial and municipal legislation, guidelines and codes, including the 2003 *Environmental Code of Practice for Aboveground and Underground Storage Tank Systems Containing Petroleum and Allied Petroleum Products*, published by the Canadian Council for Ministers of the Environment (CCME), and the most current version of the *National Fire Code of Canada* (NFCC), from the National Research Council (NRC).
- .2 Ensure requirements of Storage Tank Systems for Petroleum Products and Allied Petroleum Products Regulations 2008 Version.
- .3 Fuel storage and handling areas must be completely contained to prevent spills or leaks from migrating outside the designated storage or handling area, per the requirements of the NFCC.
- .4 Appropriate clean-up materials must be readily available to deal with spills or leaks.

**1.4            FIRES**

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

**1.5            WASTE MANAGEMENT**

- .1 Do not bury rubbish and waste materials on site.
- .2 Ensure that all waste materials, equipment and debris are adequately contained on site.
- .3 Remove from DND property for disposal all wastes or volatile materials, such as mineral spirits, oil or paint thinner.

- .4 Ensure that sufficient numbers of waste and recycling containers are located on site and properly maintained and emptied to prevent overloading.
- .5 Minimize amount of waste to landfills by segregating recyclable materials from the waste stream into appropriate recycling containers. Ensure separation of materials into appropriate recycling or waste bins.

#### **1.6 DRAINAGE**

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

#### **1.7 SOIL HANDLING**

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

#### **1.8 SITE CLEARING AND PLANT PROTECTION**

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

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

#### **1.9 WORK ADJACENT TO WATERWAYS**

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

#### **1.10 POLLUTION CONTROL**

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

#### **1.11 EQUIPMENT**

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

## **1.12 STORAGE AND HANDLING**

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

## **1.13 RESTORATION**

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

## **1.14 CLEAN UP**

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

## **1.15 REPORTING**

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

## **1.16 INSPECTIONS**

- .1 The project site from time to time may be inspected to ensure compliance with federal, provincial and local environmental requirements.

- .2 All spills reported under paragraph 1.15.1 of this Section are subject to inspection by the Base Environmental Officer and the Project Authority to confirm cleanup and disposal have been carried out satisfactorily.

**PART 2 Products**

**2.1 NOT USED**

- .1 Not Used.

**PART 3 Execution**

**3.1 NOT USED**

- .1 Not Used.

**END OF SECTION**

## **PART 1        General**

### **1.1            CONSTRUCTION SAFETY MEASURES**

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

### **1.2            BASE SAFETY OFFICER BRIEFING**

- .1 Contract Inspector must coordinate/arrange for Contractors Senior Staff to be briefed on Base Safety requirements. This must occur at the pre-commencement meeting by the Base Safety Officer and must be completed before any work is started.
- .2 The balance of on-site employees and sub-contractors for the project must be briefed as the project progresses. For employees not covered in 1.2.1, briefings must be held as follows:
  - .1 A bi-weekly safety briefing has been established in Building 604, Range control Building, at 0845, the selected Tuesdays or Thursdays, (excluding holidays). All employees must be briefed, no exceptions. Additionally mandatory DRDC, Ammunition and Base Safety briefings is contract compliant, times and location will be provided when determined.
- .3 The Base Safety Briefings are valid for one year from date of orientation and is transferable from job site to job site.

### **1.3            FMA SAFETY REQUIREMENTS**

- .1 Contractor's doing work in the Force Maintenance Area (FMA), are to have one initial briefing per contract by the Base General Safety Officer at building 620, before any work may commence. FMA includes all buildings east of the Jenner Highway.

### **1.4            EPG AND BASE RANGE AREA**

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

**1.5 TOOLS AND EQUIPMENT**

- .1 DND owned equipment, tools, devices, and machinery, including Personal Protective Equipment must not be provided to the Contractor.

**1.6 CONFINED SPACE ENTRY POLICY**

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

**1.7 FIRE SAFETY REQUIREMENTS**

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

**1.8 SCAFFOLDING**

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

**1.9 OVERLOADING**

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

**1.10 WHMIS**

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

**1.11 FALL PROTECTION**

- .1 Approved fall protection equipment and methods must be used in accordance with Canada Labour Code Part II and the associated CSA Standards.
- .2 Safety belts and lanyards must be worn where falling hazards exist, as described under the Canada Labour Code, Part II. Contractor and their personnel must ensure they adhere to and strictly enforce the applicable federal regulations where it is impractical to provide adequate work platforms or staging.



- .3 All elevated work sites must have the area underneath cordoned off to prevent injuries from falling objects and anyone working in the proximity of said elevated work sites must utilize proper Personal Protective Equipment to avoid injury from possible falling objects.

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

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

## **PART 2 Products**

### **2.1 NOT USED**

- .1 Not Used.

## **PART 3 Execution**

### **3.1 NOT USED**

- .1 Not Used.

**END OF SECTION**

**PART 1        General**

**1.1            SECTION INCLUDES**

- .1        Inspection and testing, administrative and enforcement requirements.

**1.2            RELATED SECTIONS**

- .1        Section 01 33 00 - Submittal Procedures.
- .2        Section 01 78 00 - Closeout Submittals.

**1.3            INSPECTION**

- .1        Allow Contract Inspector access to Work. If part of Work is in preparation at locations other than Place of Work, allow access to such Work whenever it is in progress.
- .2        Give timely notice requesting inspection if Work is designated for special tests. Inspections or approvals are to be conducted as per the Contract Inspector instructions, or by law of Place of Work.
- .3        Contract Inspector may order any part of Work to be examined if Work is suspected to be not in accordance with Contract Documents. If, upon examination such work is found not in accordance with Contract Documents, contractor is to correct such Work and pay cost of examination and correction. If such Work is found in accordance with Contract Documents, Contract Inspector shall pay cost of examination and replacement.
- .4        If defects are revealed during inspection, the appointed agency will request additional inspection to ascertain full degree of defect. Contractor will correct the noted defect and irregularities as advised by Contract Inspector at no cost to Contract Inspector. Contractor is to pay costs re-inspection.

**1.4            ACCESS TO WORK**

- .1        Co-operate to provide reasonable facilities for such access.

**1.5            REJECTED WORK**

- .1        Contractor is responsible for removal of defective Work; whether result of poor workmanship, use of defective products, damaged products and whether incorporated in Work or not. Any product which has been rejected by DND Representative as failing to conform to Contract Documents will be replaced or re-executed in accordance with Contract Documents.
- .2        Make good other Contractor's work damaged by such removals or replacements promptly.
- .3        If in opinion of DND Representative it is not expedient to correct defective Work or Work not performed in accordance with Contract Documents, Owner may deduct from Contract Price difference in value between Work performed and that called for by Contract Documents, amount of which shall be determined by DND Representative.
- .4        If requested, Contract Inspector will assist in preparing a schedule fixing dates for preparation.

**PART 2        Products**

**2.1            NOT USED**

.1        Not Used.

**PART 3        Execution**

**3.1            NOT USED**

.1        Not Used.

**END OF SECTION**

**PART 1        General**

**1.1            POWER AND WATER SUPPLY**

- .1        DND can provide, free of charge, water for construction purposes.
- .2        Electrical power may be supplied free of charge at each living quarter subject to the approval of the occupant and Contract Inspector.
- .3        Contract Inspector will determine delivery points and quantitative limits. Project Authority's written permission is required before any connection is made. Connect to existing power supply in accordance with Canadian Electrical Code.
- .4        Provide at no cost to DND, all equipment and temporary lines to bring these services to project site.
- .5        Supply of temporary services by DND is subject to DND requirements and may be discontinued by DND Contract Inspector at any time without notice, without acceptance of any liability for damage or delay caused by such withdrawal of temporary services.

**1.2            TEMPORARY STORAGE**

- .1        Storage space is not available in the living quarter area or any building site. It will be the responsibility of the Contractor to provide his own storage space for bulk materials.

**1.3            REMOVAL OF TEMPORARY FACILITIES**

- .1        Remove temporary facilities from site when directed by Contract Inspector.

**PART 2        Products**

**2.1            NOT USED**

- .1        Not used.

**PART 3        Execution**

**3.1            NOT USED**

- .1        Not used.

**END OF SECTION**

**PART 1        General**

**1.1            SECTION INCLUDES**

- .1        Barriers.
- .2        Fire Routes.

**1.2            RELATED SECTIONS**

- .1        Section 01 51 00 - Temporary Utilities.

**1.3            INSTALLATION AND REMOVAL**

- .1        Provide temporary controls in order to execute Work expeditiously.
- .2        Remove from site all such work after use.

**1.4            GUARD RAILS AND BARRICADES**

- .1        Provide secure, rigid guard rails and barricades, protecting paint work

**1.5            WEATHER ENCLOSURES**

- .1        Provide weather tight closures to unfinished door and window openings, tops of shafts and other openings in floors and roofs.
- .2        Close off floor areas where walls are not finished; seal off other openings; enclose building interior work for temporary heat.

**1.6            DUST TIGHT SCREENS**

- .1        Provide dust tight screens or insulated partitions to localize dust generating activities to protect; workers, finished areas of Work and public. When requested by Contract Inspector., maintain and relocate protection until such work is complete.

**1.7            FIRE ROUTES**

- .1        Maintain access to property including overhead clearances for use by emergency response vehicles.

**1.8            PROTECTION FOR SURROUNDING PROPERTY**

- .1        Protect surrounding private and public property from damage during performance of Work.
- .2        Contractor is responsible to repair any damage incurred by works, to previous or better condition at no cost to DND Representative.

**1.9            PROTECTION OF BUILDING FINISHES**

- .1        Contractor is to provide protection for finished and partially finished building finishes and equipment during performance of Work and responsible for any damage caused by failure to do so.
- .2        Provide necessary screens, covers, and hoardings.
- .3        Re-confirm with Contract Inspector the locations and installation schedule 3 days prior to installation.

- .4 Contractor is responsible for damage incurred due to lack of or improper protection.

**PART 2 Products**

**2.1 NOT USED**

- .1 Not Used.

**PART 3 Execution**

**3.1 NOT USED**

- .1 Not Used.

**END OF SECTION**

**PART 4        General**

**4.1            MATERIAL AND EQUIPMENT**

- .1        Use new material and equipment unless otherwise specified.

**1.2            MANUFACTURER'S INSTRUCTIONS**

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

**1.3            DELIVERY AND STORAGE**

- .1        Deliver, store and maintain packaged material and equipment with manufacturer's seals and labels intact.
- .2        Prevent damage, adulteration and soiling of material and equipment during delivery, handling, and storage. Immediately remove rejected material and equipment from site.
- .3        Store material and equipment in accordance with suppliers instructions.
- .4        Move stored products or equipment which interfere with operation of Project Authority or others.

**1.4            CONFORMANCE**

- .1        When material or equipment is specified by standards or performance specifications, upon request of the Contract Inspector, obtain from manufacturer an independent testing laboratory report, stating that material or equipment meets or exceeds specified requirements.

**PART 2        Products**

**2.1            NOT USED**

- .1        Not used.

**PART 3        Execution**

**3.1            NOT USED**

- .1        Not used.

END OF SECTION

## **PART 1        GENERAL**

### **1.1            SUBMITTALS**

- .1    Submit to the Contract Inspector Site-specific Health and Safety Plan prior to commencement of work on the work site. See paragraph 1.9 for details
- .1    Reports or directions issued by authorities having jurisdiction, immediately upon issuance from that authority.
- .2    Accident or Incident Reports, within 24 hrs. of occurrence.
- .2    Submit other data, information and documentation upon request by the Contract Inspector as stipulated elsewhere in this section.

### **1.2            COMPLIANCE REQUIREMENTS**

- .1    Comply with the latest edition of the Alberta Occupational Health and Safety Act, and the Regulations made pursuant to the Act.
- .2    As a minimum, comply with the Canada Labour Code Part II Part 125(1)(l) and 125(1)(w), and the Canada Occupational Safety and Health Regulations made under Part II of the Canada Labour Code.
- .3    A copy of the Canada Labour Code Part II may be obtained by contacting:  
Canadian Government Publishing  
Communication Canada  
Ottawa, Ontario, K1A 0S9  
Telephone: (613) 941-5995 or 1-800-635-7943  
Catalogue No. L31-85-2003 (E or F)  
ISBN 0-660-18897-X
- .4    A condensed version can be viewed on-line at <http://laws.justice.gc.ca/en/index.html>  
Observe and enforce construction safety measures required by:
  - .1    National Building Code of Canada (latest edition).
  - .2    Provincial Worker's Compensation Board.
  - .3    Municipal statutes and ordinances.
  - .4    Section 01 35 45 CFB Suffield Health and Safety Requirements
- .5    **NOT USED**
  - .1    Not Used.
- .6    In event of conflict between any provisions of above authorities the most stringent provision shall apply. Should a dispute arise in determining the most stringent requirement, the Contract Inspector shall advise on the course of action to be followed. In the case of direct conflict between the federal and provincial/territorial regulatory Health and Safety instruments noted above in paragraphs 1.2.1 and 1.2.2, the Canada Labour Code shall be the default regulatory instrument.



- .7 Provide and maintain Worker's Compensation Board coverage for all employees for the duration of the contract. Prior to commencement of the work, at the time of Interim Completion and prior to final payment, provide to the Contract Inspector a letter or certificate of Clearance from the Workers' Compensation Board indicating that the Contractor's account is in good standing.
  - .1 Should the Contractor be a sole proprietor, provide documented proof in a form acceptable to the Contract Inspector, of an alternative means of personal coverage that meets or exceeds the requirements set out above for Worker's Compensation Board coverage.

### 1.3 RESPONSIBILITY

- .1 In accordance with the Canada Labour Code Part II, the obligations and responsibilities for safety reside with the Department of National Defence. The Contract Inspector or the Department of National Defence will monitor safety on the Work Site in accordance with the Canada Labour Code Part II and the Canada Occupational Safety and Health Regulations made under Part II of the Canada Labour Code. The entity responsible for monitoring safety on the work site will be confirmed at the time of tender by the Contract Inspector.
- .2 Carry out work placing emphasis on health and safety of the public, building employees, site personnel and protection of the environment.
- .3 The Contractor is responsible to enforce compliance by its employees and sub-contractors accessing the Work Site with safety requirements of Contract Documents, and all applicable federal, provincial, local statutes, regulations, and ordinances.
- .4 This paragraph will be utilized under condition 2 of the Category 3 work sites as defined in the DND Handbook. The Contractor is responsible to manage safety of the work site to ensure that any persons, including but not limited to, building employees and the general public circulating adjacent to the work operations are protected against harm due to the extent that they may be affected by conduct of the work.
- .5 This paragraph will be utilized under condition 2 of Category 3 work sites. Contractors are required under the Canada Labour Code Part II to conduct site specific occupational health and safety meetings. For the purpose of this contract, the Contractor is responsible to establish and conduct site specific occupational health and safety meetings.
- .6 This paragraph will be utilized under condition 2 of Category 3 work sites. The Contractor is responsible to record and post minutes of all site specific occupational health and safety meetings in plain view on the work site. Make copies available to the DND Representative upon request.
- .7 This paragraph will be utilized under condition 2 of Category 3 work sites. The Contractor is responsible to designate a competent person or persons to be present on site at all times during the work as the site health and safety representative. The

designated person(s) shall be required to conduct regularly scheduled safety inspections of the work site as follows:

- .1 Informal inspections on a minimum bi-weekly basis noting deficiencies and remedial actions taken in a log book or diary. Make the log book and/or diary available for the DND Representative's viewing as requested.
- .2 Formal inspections on a minimum monthly basis, with no less than one (1) inspection for contracts that are less than one (1) month in duration and is provide a written report to the DND Representative for each formal inspection, document deficiencies, remedial action needed and assign responsibility for rectification to the appropriate party.
- .8 The Contractor is responsible to ensure Contractor employees and sub-contractors accessing the work site are in possession of and wear appropriate personnel protective equipment (PPE).
- .9 Should an unforeseen or peculiar safety related hazard or condition become evident during performance of work, the Contractor is responsible to immediately take measures to rectify the situation and prevent damage or harm and to advise the Contract Inspector verbally and in writing of the hazard or condition.

#### **1.4 SITE CONTROL AND ACCESS**

- .1 This paragraph will be utilized under condition 2 of Category 3 work sites. The Contractor shall be responsible after consultation with the Contract Inspector to control all work site access points and work site activities.
- .2 Delineation and isolation of the work site from adjacent and surrounding areas is not completely possible as the facility, or infrastructure must remain fully operational and / or occupied and utilized by the Department of National Defence throughout the duration of the work of this contract.
- .3 The Department of National Defence will be performing a safety monitoring function as required by the Canada Labour Code in order to verify that the Contractor is fulfilling all of the required responsibilities and duties as identified above. This monitoring function will be performed throughout the duration of the contract.
- .4 Erect signage at access points and at other strategic locations around the work site clearly identifying the work site area(s) as being "off-limits" to non-authorized persons. Signage must be professionally made with well understood graphic symbols and is not to be used as advertising but for the specific use as related to site safety and key contact information.

Contract Inspector's **Name**/Phone No.:

DND Point of Contact Name/Phone No.:

#### **1.5 FILING OF NOTICE**

- .1 File Notice of Project and any other required Notices with the Provincial/Territorial Authorities prior to commencement of the work. Provide the Contract Inspector with a copy of the filed Notice(s) prior to commencement of the work.

## **1.6 PERMITS**

- .1 Obtain permits, (including, but not limited to items such as dig permits, hot work permits, confined space entry permits, etc.), licenses and compliance certificates at appropriate times and frequencies as required by the authorities having jurisdiction.
- .2 Post all permits, licenses and compliance certificates on work site and provide copies to the Contract Inspector.

## **1.7 PROJECT/SITE CONDITIONS**

- .1 Known hazardous substances and/or hazardous conditions at the work site which shall be considered as health or environmental hazards. These will be properly managed should they be encountered as part of the work will be provided in the tender document.
  - .1 Contractors are required to be aware of the known hazardous substances and/or hazardous conditions and are to include in their tender price all work associated in working with, in and around the hazards.
- .2 Obtain from the Contract Inspector, a copy of the MSDS data sheets of the existing hazardous materials stored on the construction site or being used by facility personnel in the course of their operations.
- .3 The above lists shall not be construed as being complete and inclusive of all safety and health hazards encountered as a result of Contractor's operations during the course of work. Include above items into the hazard assessment program specified herein.

## **1.8 MEETINGS**

- .1 Prior to commencement of work attend a pre-commencement meeting conducted by the Contract Inspector. Ensure minimum attendance by the Contractor's site superintendent. The DND Representative will arrange to have the Contractor's site superintendent and designated site health and safety representative briefed on the specific content of the Base Health and Safety Program where it requires more stringent requirements than stipulated in the Canada Labour Code Part II and the Canada Occupational Safety and Health Regulations made under Part II of the Canada Labour Code. The Contract Inspector will advise of time, date and location of the meeting and will be responsible for recording and distributing the minutes.
- .2 The Contractor is responsible to conduct safety meetings as required by paragraph 1.3 above.

## **1.9 HEALTH AND SAFETY PROGRAM**

- .1 The Canada Labour Code Part II and the Canada Occupational Safety and Health Regulations made under Part II of the Canada Labour Code provides the Contractor with the overall program of health and safety for operations on the Base. For the purpose of this contract, the Contractor shall perform a hazard assessment of the work site in order to acknowledge, assess and address the hazardous substances and/or hazardous conditions known and identified in paragraph 1.7, and to develop a written site-specific Health and Safety Plan as related to these known hazards. The

Contractor shall be required to write the site-specific Health and Safety Plan for review by the Contract Inspector or the Department of National Defence. The site-specific Health and Safety Plan shall include provisions for an on-going hazard assessments performed during the progress of work identifying and documenting new or potential health risks and safety hazards not previously known and identified.

- .2 The format of the site-specific Health and Safety Plan shall at a minimum for the purpose of this contract contain the following three (3) parts:
  - .1 Part 1: Detailed description of the project and a list of individual health risks and safety hazards identified by the contractor's detailed site specific hazard assessment(s).
    - .1 List of critical construction activities to be communicated with the Contract Inspector which could affect the facility, any infrastructure, and occupant operations, or pose a risk to the health and safety of the occupants, Contractor employees and to the general public.
    - .2 Part 2: List of specific measures to control or mitigate each hazard and risk identified in part one of the Plan. Describe the engineering controls, personnel protective equipment, safe work practices and any other applicable means to be implemented and followed when performing work related to each identified hazard or risk. Part 2 of the Plan must also include:
      1. In the management of safety responsibility, provide the name of the competent employee(s) assigned as site safety representative(s) who is (are) to be present on site at all times during work.
      2. A written statement, where applicable, that the Contractor has been made aware of known hazards and hazardous substances referred to under paragraph 1.7, and that the Contractor will inform all Contractor employees, sub-contractor employees and any persons affected or potentially affected by the work of this contract of the known hazards.
      3. A written statement confirming that Contractor employees, sub-contractors and other authorized persons accessing the work site are trained and have been fully instructed in:
        - .1 Safe operation of tools and equipment.
        - .2 Proper wearing and use of personnel protective equipment (PPE) as applicable to the purpose and activities to be conducted on site.
        - .3 Safe work practices and procedures to be followed during the performance of their given work tasks or function on the work site.
        - .4 Work site conditions and minimum site safety rules provided through safety orientation sessions.
      4. A copy of the Contractor's health and safety policy and disciplinary policy will be made available to ensure compliance by Contractor employees and sub-contractors. Policies should coordinate with Safety requirements of contract documents, applicable regulations, and the Contractor's site-specific Health and Safety Plan.
    - .3 Part 3: Emergency Measures and Communications Procedures as follows:
      - .2 Emergency Measures: On-site operating procedures, evacuation measures and emergency response to be implemented in the occurrence of an accident

or incident. Procedures to be specific and relevant to identified hazards. Measures to complement and be integrated with the Facility Emergency Response Plan(s) in place at site.

- .3 Confirmation of the location of nearest fire alarm activation box and telephone.
- .4 A map depicting the location of the nearest emergency medical facility.
- .5 The location of emergency equipment and supplies including but not limited to first aid kits, emergency eye wash stations, spill kits/equipment and fire extinguishers. Including confirmation that equipment and supplies have been verified/certified for use.
- .6 The names of all persons assigned responsibility by the Contractor as a first aid attendant at the project.
- .7 An inventory listing the common name of all controlled products (WHMIS Products) that the Contractor knows or intends to bring to the project site. List to be updated as necessary as project proceeds.
- .8 A copy of the Contractor's accident/incident investigation policy and incident and accident report form(s) to be used by the Contractor to document any incident or accident that might occur during the course of project work
- .9 Communication procedures:
  - .1 List of names and telephone numbers of designated official(s), to be contacted should an incident or emergency situation occur, including the following:
    - .1 Contractor and all sub-contractors.
    - .2 Federal and Provincial departments and local emergency resources organizations, as applicable to the hazards identified and type of accident or incident which might occur, in accordance with applicable laws and regulations.
  - .2 Procedures implemented at site to communicate and share information between Contractor employees, sub-contractors, and the Contractor on work site activities, and in particular those which might endanger employees, facility occupants, and infrastructure users.
  - .3 The procedure to be followed by contract personnel to initiate emergency response by fire, police and medical personnel.
  - .4 Post a copy, including all updates, of the Health and Safety Plan in a common visible location at work site.
- .3 Provide one copy of the site-specific Health and Safety Plan to the DND Representative prior to commencement of work on the work site. The copy provided to the DND Representative is for the purpose of review against both Canada Labour Code Part II and the Canada Occupational Safety and Health Regulations made under Part II of the Canada Labour Code and the contract requirements related to the known hazardous substances and/or hazardous conditions.

- .4 Provide and maintain one copy of the site-specific Health and Safety Plan at the work site, in a location that is easily accessible by all Contractor employees, sub-contractor employees and any persons affected or potentially affected by the work of this contract.

#### **1.10 MINIMUM SITE SAFETY RULES**

- .1 Notwithstanding the requirement to abide by federal and provincial health and safety regulations, the following safety rules shall be considered minimum requirements at the work site and obeyed by all persons accessing the work site:
  - .1 Wear PPE appropriate to the function and task while on the work site.
  - .2 Immediately report unsafe activities, conditions, near miss accidents, injuries and damages.
  - .3 Maintain the work site in a tidy condition.
  - .4 Obey warning signs and safety tags.

#### **1.11 ACCIDENT REPORTING**

- .1 Investigate and report incidents and accidents as required by Canada Labour Code Part II and Alberta Occupational Safety and Health Act, and the Regulations made pursuant to the Act.
- .2 For the purpose of this contract immediately investigate and provide a report to the DND Representative on incidents and accidents that involve:
  - .1 A resulting injury that may or may not require medical aid but involves lost time at work by the injured person(s).
  - .2 Exposure to toxic chemicals or substances.
  - .3 Property damage.
  - .4 Interruption to adjacent and/or integral infrastructure operations with potential loss implications.

#### **1.12 RECORDS ON SITE**

- .1 Maintain on site a copy of the safety documentation as specified in this section and any other safety related reports and documents issued to or received from the authorities having jurisdiction.
- .2 Upon request, make copies available to the Contract Inspector.

**END OF SECTION**

**PART 1        General**

**1.1            WASTE MANAGEMENT GOALS**

- .1 Minimize the amount of solid waste (including land-clearing debris) generated by construction, renovation and demolition (CRD) activities.
- .2 Of the inevitable solid waste (including land-clearing debris) that is generated by CRD activities, divert more than 50% from landfill (through reuse and recycling).
- .3 Minimize amount of non-hazardous solid waste generated by project and accomplish maximum source reduction, reuse and recycling of solid waste produced by CRD activities.
- .4 Protect the environment and prevent environmental pollution damage.

**1.2            RELATED REQUIREMENTS**

- .1 Section 01 35 43 Environmental Procedures.

**1.3            REFERENCE STANDARDS**

- .1 Canadian Construction Association (CCA)
  - .1 CCA 81-2001: A Best Practices Guide to Solid Waste Reduction.
  - .2 CCA 27-1997: A Guide on Construction Environmental Management Planning.
- .2 Public Works and Government Services Canada (PSPC)
  - .1 2002 National Construction, Renovation and Demolition Non-Hazardous Solid Waste Management Protocol.

**1.4            DEFINITIONS**

- .1 Approved/Authorized recycling facility: waste recycler approved by applicable provincial authority or other users of material for recycling approved by the Contract Inspector.
- .2 Construction, Renovation and/or Demolition (CRD) Waste: Class III solid, non-hazardous waste materials generated during construction, demolition, and/or renovation activities
- .3 Inert Fill: inert waste - exclusively asphalt and concrete.
- .4 Land-Clearing Debris: Waste materials resulting from land-clearing that include pre-existing development materials and plant matter, but do not include soil.
- .5 Reused Waste: Waste materials that are sent to a location off-site (e.g. another construction project or product supplier) where they are used in their original form (i.e. without additional processing).
- .6 Waste Source Separation Program (WSSP): implementation and co-ordination of ongoing activities to ensure designated waste materials will be sorted into pre-defined categories and sent for recycling and reuse, maximizing diversion and potential to reduce disposal costs.
- .7 Recyclable: ability of product or material to be recovered at end of its life cycle and re-manufactured into new product for reuse.



- .8 Recycle: process by which waste and recyclable materials are transformed or collected for purpose of being transferred into new products.
- .9 Recycling: process of sorting, cleansing, treating and reconstituting solid waste and other discarded materials for purpose of using in altered form. Recycling does not include burning, incinerating, or thermally destroying waste.
- .10 Reuse: repeated use of product in same form but not necessarily for same purpose. Reuse includes:
  - .1 Salvaging reusable materials from re-modelling projects, before demolition stage, for resale, reuse on current project or for storage for use on future projects.
  - .2 Returning reusable items including pallets or unused products to vendors.
- .11 Salvage: removal of structural and non-structural materials from deconstruction/disassembly projects for purpose of reuse or recycling.
- .12 Separate Condition: refers to waste sorted into individual types.
- .13 Source Separation: act of keeping different types of waste materials separate beginning from the point they became waste.
- .14 Waste Diversion Report: detailed report of final results, quantifying cumulative weights and percentages of waste materials reused, recycled and landfilled over course of project.
- .15 Waste Management Co-ordinator (WMC): contractor representative responsible for supervising waste management activities as well as co-ordinating required submittal and reporting requirements.

## **1.5 DESCRIPTION OF WORK**

- .1 The site superintendent (or other person designated by the Contractor) shall be the Waste Management Co-ordinator responsible for all aspects of the WSSP and Waste Management and Disposal for the Work
- .2 Identify, implement and document measures to achieve the waste management objectives listed above.
- .3 Waste Management and Disposal activities shall include:
  - .1 Arranging waste management service agreements with waste haulers and waste receiving facilities.
  - .2 Supervising on-site waste management activities on a daily basis.
  - .3 Coordinating waste management tasks with subcontractors to ensure timely and orderly progress of the work.
  - .4 Preparing waste management documentation and submittals to summarize all shipments of waste materials from the project site.
  - .5 Reporting waste management progress to the Contract Inspector.

## **1.6 DOCUMENTS**

- .1 Post and maintain in visible and accessible area at job site, one copy of following documents:
  - .1 Schedule W1 – Proposed Receiving Facilities.
  - .2 Schedule W2 – Waste Tracking Worksheet.
  - .3 Waste Diversion Report.



**1.7 ACTION AND INFORMATIONAL SUBMITTALS**

- .1 Submit in accordance with Section 01 33 00 - Submittal Procedures and 01 78 00 Closeout Submittals. 1 paper and 1 electronic copy in Pdf of the following documents;
- .2 Schedule W1 – Proposed Receiving Facilities
  - .1 List the proposed receiving facilities for each material identified in paragraph 3.2.1 in addition to material sent to offsite landfill. Indicate the material(s) that will be accepted by each facility and whether the material(s) will be reused, recycled or sent to landfill.
  - .2 Submit completed schedule to the DND Representative within 14 days after site mobilization.
- .3 Schedule W2 - Waste Tracking Worksheet
  - .1 Obtain waybills, invoices, letters and other documentation that clearly indicates the receiving facility, end use (reused, recycled or landfill) and quantity of waste for each shipment of waste generated on the project site. Record each shipment using the Waste Tracking Worksheet.
  - .2 Submit an up-to-date copy of the Waste Tracking Worksheet and waybills, invoices, letters and other documentation to the Contract Inspector included with invoice when submitting invoice.
- .4 Waste Diversion Reports
  - .1 Submit monthly and a final report to the Contract Inspector (after substantial completion and prior to demobilization) that contains the final versions of the following:
    - .1 Waste Tracking Worksheet(s)
    - .2 Waybills, invoices, letters and other documentation supporting each shipment listed in the Waste Tracking Worksheet clearly indicating the types of waste, quantities of waste, end use of waste and receiving facilities.

**1.8 WASTE SOURCE SEPARATION PROGRAM (WSSP)**

- .1 Prepare WSSP prior to project start-up.
- .2 WSSP will detail the methodology and planned on-site activities for separation of reusable and recyclable materials from waste intended for landfill.
- .3 Provide list and drawings of locations that will be made available for sorting, collection, handling and storage of anticipated quantities of reusable and recyclable materials.
- .4 Provide sufficient on-site facilities and containers for collection, handling, and storage of anticipated quantities of reusable and recyclable materials.
- .5 Locate containers to facilitate deposit of materials without hindering daily operations.
- .6 Provide training for workers, sub-contractors in handling and separation of materials for reuse and/or recycling.
- .7 Locate separated materials in areas which minimizes material damage.
- .8 Clearly and securely label containers to identify types/conditions of materials accepted and assist sub-contractors and workers in separating materials accordingly.

- .9 Monitor on-site waste management activities by conducting periodic site inspections to verify: state of signage, contamination levels, bin locations and condition, personnel participation, use of waste tracking forms and collection of waybills, receipts and invoices.
- .10 On-site sale of salvaged materials is not permitted unless authorized in writing Contract Inspector and provided that site safety regulations and security requirements are adhered to.

## **1.9 WASTE PROCESSING SITES**

- .1 Contractor is responsible to research and locate waste diversion resources and service providers. Salvaged materials are to be transported off site to approved and/or authorized recycling facilities or to users of material for recycling.

## **1.10 QUALITY ASSURANCE**

- .1 After award of Contract, a mandatory site examination will be held for this contract for Contractor responsible for construction, renovation demolition/deconstruction waste management.
  - .1 Date, time and location will be arranged by DND Representative.
- .2 Waste Management Meeting: Waste Management Co-ordinator is to provide an update on status of waste diversion and management activities at each meeting. Written monthly Waste Diversion Report summary to be provided by Waste Management Coordinator.

## **1.11 STORAGE, HANDLING AND PROTECTION**

- .1 Store, materials to be reused, recycled and salvaged in locations as directed by DND Representative
- .2 Unless specified otherwise, materials for removal become Contractor's property.
- .3 Protect, stockpile, store and catalogue salvaged items.
- .4 Separate non-salvageable materials from salvaged items. Transport and deliver non-salvageable items to licensed disposal facility.
- .5 Protect structural components not removed and salvaged materials from movement or damage.
- .6 Support affected structures. If safety of building is endangered, cease operations and immediately notify DND Representative.
- .7 Protect surface drainage, mechanical and electrical from damage and blockage.
- .8 Provide on-site facilities and containers for collection and storage of reusable and recyclable materials.
- .9 Separate and store materials produced during project in designated areas.
- .10 Prevent contamination of materials to be salvaged and recycled and handle materials in accordance with requirements for acceptance by designated processing facilities.
  - .1 On-site source separation is recommended.
  - .2 Remove co-mingled materials to off-site processing facility for separation.
  - .3 Obtain waybills, receipts and/or scale tickets for separated materials removed from site.

- .4 Materials reused on-site are considered to be diverted from landfill and as such are to be included in all reporting.

#### **1.12 DISPOSAL OF WASTES**

- .1 Do not bury or rubbish or waste materials.
- .2 Do not dispose of materials into waterways, storm, or sanitary sewers.
- .3 Keep records of construction waste including:
  - .1 Number and size of bins.
  - .2 Waste type of each bin.
  - .3 Total tonnage generated.
  - .4 Tonnage reused or recycled.
  - .5 Reused or recycled waste destination.
- .4 Remove materials on-site as Work progresses.

#### **1.13 SCHEDULING**

- .1 Co-ordinate Work with other activities at site to ensure timely and orderly progress of Work.

### **PART 2 Products**

#### **2.1 NOT USED**

- .1 Not Used.

### **PART 3 Execution**

#### **3.1 APPLICATION**

- .1 Handle waste materials not reused, salvaged, or recycled in accordance with appropriate regulations and codes.
- .2 Encourage suppliers and subcontractors to retrieve/retain packaging (e.g. skids, plastic wrap, etc.) for reuse.
  - .1 Suppliers and sub-contractors must provide a letter stating the item(s) will be reused and documenting the quantity removed from the site.
- .3 Prevent damage of materials due to mishandling, improper storage, and contamination.
- .4 Where possible, use prefabricated assemblies built at a central facility to avoid waste generation at the site.

#### **3.2 PROCEDURES**

- .1 Waste Diversion
  - .1 Contact local salvaging/recycling facilities and arrange for recycling/reuse services. At a minimum, the proposed facilities must recycle/reuse the following

waste materials that will be generated throughout construction:

- .1 Land clearing debris
- .2 Asphalt
- .3 Concrete / masonry / stone
- .4 Steel and other metals
- .5 Wood (see note below)
- .6 Gypsum
- .7 Cardboard
- .8 Plastic
- .9 “Blue Box” waste

Note:

- Use of material as landfill cover is not considered as recycling or reuse.
- Incineration of wood waste on or off site is not considered as a waste diversion measure. Please note that burning of clean wood to generate district or industrial process heat and/or electricity is considered appropriate diversion methodology from the landfill.
- Recommended measures for recycling/reusing wood include encouraging suppliers to reuse wood pallets, sending wood pallets to pallet recycling companies and converting waste wood into landscaping mulch.

- .2 Provide the Contract Inspector with a list of the proposed receiving facilities within 14 days after site mobilization using Schedule W1 – Proposed Receiving Facilities (as per 1.7).
- .3 Designate a central Waste Collection Area onsite that is dedicated to the separation and storage of all waste generated during construction.
- .4 Provide containers in the Waste Collection Area that are sized to accommodate the separation and storage of expected waste types and quantities. Provide separate containers for each of the following material types:
  - .1 Land clearing debris
  - .2 Asphalt
  - .3 Concrete / masonry / stone
  - .4 Steel and other metals
  - .5 Wood

- .6 Gypsum
- .7 Cardboard
- .8 Plastic
- .9 “Blue Box” waste
- .10 Mixed waste
- .11 Other types (as required by salvaging/ recycling facilities)
- .5 Clearly indicate the material type being stored in each container using appropriate signage and ensure containers can be secured to prevent waste from blowing out.
- .6 All subcontractors shall use the containers provided in Waste Collection Area.
- .7 In the event that a sub-contractor is unable to use these containers, or wishes to use a waste material on future projects (e.g. rubble for road base), the sub-contractor must provide waybills, invoices, letters and other documentation that clearly indicates the receiving facility, end use (reused, recycled or landfill) and quantity of waste in each shipment.
  - .1 Follow the salvaging/recycling facilities’ material acceptance requirements to ensure materials are properly sorted, grouped, and packaged for collection.
  - .2 Provide “Blue Box” recycling bins near the construction trailer for recycling waste generated by site workers and visitors. Waste deposited in these bins shall include the following, or adhere to the local recycling program:
    - .1 Aluminum food or beverage cans
    - .2 Glass bottles and jars for food or beverage
    - .3 PET bottles for food or beverages
    - .4 Steel food or beverage cans
    - .5 Cardboard and paper products
- .8 Waste Tracking
  - .1 Coordinate delivery of separated materials to approved salvage or recycling facilities.
  - .2 Record all waste shipments using Schedule W2 - Waste Tracking Worksheet as per 1.7.3
  - .3 Retain waybills, invoices, letters and other documentation for inclusion in Final Waste Diversion Report (as per 1.7.4).

### **3.3 CLEANING**

- .1 Progress Cleaning: clean in accordance with Section 01 74 11 - Cleaning.
  - .1 Leave Work area clean at end of each day.
- .2 Final Cleaning: upon completion remove surplus materials, rubbish, tools and equipment

**3.4 WASTE DIVERSION REPORT**

- .1 At completion of Project, prepare written Waste Diversion Report indicating quantities of materials reused, recycled or disposed of.

**3.5 INSPECTIONS AND MAINTENANCE**

- .1 Conduct daily inspections of containers to check for and remedy cross-contamination
- .2 Promptly transport containers to receiving facilities when containers are full.
- .3 Ensure the material type is clearly labeled on each container.

SCHEDULE W1 – PROPOSED RECEIVING FACILITIES

(Submit to the Contract Inspector within 14 days after site mobilization)

<b>Project Name:</b>		<b>Completed By:</b>	
<b>Project Location:</b>		<b>Company:</b>	

At a minimum, the proposed facilities must recycle/reuse the waste materials identified in paragraph 3.2.1.1

Material Type	Proposed Receiving Facility		
	Name	Material End Use	Phone Number
Wood Formwork	Wood Recycling Inc. (Waterloo, Ontario)	<input type="checkbox"/> Recycled/Reused <input type="radio"/> Sent to Landfill	519-743-8697
		<input type="radio"/> Recycled/Reused <input type="radio"/> Sent to Landfill	
		<input type="radio"/> Recycled/Reused <input type="radio"/> Sent to Landfill	
		<input type="radio"/> Recycled/Reused <input type="radio"/> Sent to Landfill	
		<input type="radio"/> Recycled/Reused <input type="radio"/> Sent to Landfill	
		<input type="radio"/> Recycled/Reused <input type="radio"/> Sent to Landfill	

I hereby certify that the information provided is complete and correct:

Signature of Authorized Official

Position

Date

**SCHEDULE W2 – WASTE TRACKING WORKSHEET**

(Submit most recent copy to the Contract Inspector on a monthly basis)

<b>Project Name:</b>		<b>Completed By:</b>	
<b>Project Location:</b>		<b>Company:</b>	

Material Type Legend		
Land Clearing Debris	Asphalt	Concrete / Masonry / Stone
Steel and Other Metals	Wood	Gypsum
Cardboard	Plastic	"Blue Box" Waste
Mixed Waste	Other (specify)	

#	Shipment Date	Material Type	Amount of Material (metric tonnes)		Receiving Facility Name	Waybill Number
			Reused or Recycled	Landfill		
Ex.	2006-09-12	Gypsum	4.0	0.0	Acme Recycling Inc.	05-1234

I hereby certify that the information provided is complete and correct:

<b>Signature of Authorized Official</b>	<b>Position</b>	<b>Date</b>
---	-----------------	-------------

END OF SECTION



**PART 1 General**

**1.1 SECTION INCLUDES**

- .1 Administrative procedures preceding preliminary and final inspections of Work.

**1.2 RELATED SECTIONS**

- .1 Section 01 78 00 - Closeout Submittals.

**1.3 INSPECTION AND DECLARATION**

- .1 **Contractor's Inspection:** Contractor and all Subcontractors shall conduct an inspection of Work, identify deficiencies and defects, and repair as required to conform to Contract Documents.
  - .1 Notify Contract Inspector in writing of satisfactory completion of Contractor's Inspection and that corrections have been made.
  - .2 Request DND Representative's Inspection.
- .2 **DND Representative's Inspection:** DND Representative and Contractor will perform inspection of Work to identify obvious defects or deficiencies. Contractor shall correct Work accordingly.
- .3 Completion: submit written certificate that following have been performed:
  - .1 Work has been completed and inspected for compliance with Contract Documents.
  - .2 Defects have been corrected and deficiencies have been completed.
  - .3 Equipment and systems have been tested, adjusted and balanced and are fully operational.
  - .4 Certificates required by the Base Fire Chief have been submitted.
  - .5 Operation of building systems have been demonstrated to Owner's personnel.
  - .6 Work is complete and ready for Final Inspection.
- .4 **Final Inspection:** when items noted above are completed, request final inspection of Work by DND Representatives and Contractor. If the work is deemed incomplete by the DND Representative, complete outstanding items and request re-inspection.

**PART 2 PRODUCTS**

**2.1 NOT USED**

**Part 3 EXECUTION**

**3.1 NOT USED**

**END OF SECTION**

**PART 1 General**

**1.1 SCOPE OF WORK**

- .1 The work of this Section comprises the furnishing of all labour, materials, tools, and equipment required to paint lines, road markings, as well paint/repaint the interior/exterior surfaces for buildings at CFB Suffield or Ralston as detailed in the requisitions. In addition will also include the
  - .1 Work included:
    - .1 Moving of furniture (beds, small chest of drawers, desks, filing cabinets, etc.) as required to accommodate work.
    - .2 Wipe down or wash walls where necessary and damp mopping or vacuuming of floors to remove dust, etc. after filling and sanding.
    - .3 Taping and filling of wallboard joints and cracks (new and old).
    - .4 Repair work to surfaces other than .1 - .3 above and filling of minor holes, cracks and indentations, as directed by Project Authority.
    - .5 Removal and reinstallation of curtain rods, curtains and blinds.
    - .6 Sweeping and strict adherence to manufactures standards in preparing road surface to apply paint.
  - Work excluded:
    - .1 Disconnecting/reconnecting permanently installed plumbing, electrical and gas appliances and equipment as found in the buildings.

**1.2 REFERENCE STANDARDS**

- .1 Do painting and finishing to CGSB 85-GP series standards and to material manufacturer's instruction, except where specified otherwise.

**1.3 MAINTENANCE MATERIALS**

- .1 Deliver 1 litre of each color and finish used on interior gypsum board and plywood wall surfaces.

**1.4 ENVIRONMENTAL REQUIREMENTS**

- .1 Do not apply paint finishes in areas where dust is being generated.

**PART 2 Products**

**2.1 MATERIALS**

- .1 Paint materials for each formula to be products of a single manufacturer, General Paint.

- .2 Paint materials:
- |                       |   |
|-----------------------|---|
| 1-GP-4M               | Thinners, petroleum spirits.            |
| 1-GP-36M              | (Type 1) Varnish – General Purpose.     |
| 1-GP-38M <sub>A</sub> | Undercoat, enamel.                      |
| 1-GP-36M              | (Type 2) Varnish – General Purpose.     |
| 1-GP-40M              | Primer, structural steel.               |
| 1-GP-57M              | Enamel, semi-gloss.                     |
| 1-GP-60M              | Enamel, gloss.                          |
| 1-GP-68M <sub>A</sub> | Primer-sealer, solvent type.            |
| 1-GP-73M              | Floor enamel.                           |
| 1-GP-100M             | Paint, latex type.                      |
| 1-GP-102M             | Sealer, clear alkyd.                    |
| 1-GP-103M             | Filler, wood paste.                     |
| 1-GP-110M             | Lacquer thinner.                        |
| 1-GP-118M             | Finish, flat alkyd.                     |
| 1-GP-119M             | Primer-sealer, latex type.              |
| 1-GP-126M             | Sealer, vinyl.                          |
| 1-GP-132M             | Primer, zinc chromate.                  |
| 1-GP-146M             | Epoxy, 2 component (gloss)              |
| 1-GP-151M             | Fire Retardant Base Coat.               |
| 1-GP-152M             | Fire Retardant Finish Coat.             |
| 19-GP-2M              | Compound, glazing, elastic.             |
| 2-GP-107M             | Detergent, liquid (for main. Cleaning). |
- Gypsum Board Joint Compound to CSA A82.31M1980, Asbestos Free Gypsum board joint tape, perforated.
- .3 The material must be delivered to the site in the original unopened containers.
- .4 Paint must be obtained from the manufacturer in the color required. Color tinting or mixing on the job will not be permitted.
- .5 The first coat of two coat work and the middle of three coat work must be supplied at a slightly lighter shade than the finish coat.
- .6 All paint applied by brush or roller must be of viscosity supplied by the manufacturer.
- .7 All material being sprayed to be thinned to manufacturer's instructions.
- .8 Color must be:
- .1 In accordance with the color or finish schedule as provided by the Project Authority.
  - .2 Prepare such samples of colors and finishes as the Project Authority may require.
  - .3 Original colors to be retained, unless requisitioned whereby one additional undercoating may be claimed for that surface.
  - .4 All colors are referenced to CGSB 1-GP12C "Standard Paint Colors".
  - .5 Color schedule is as follows for living quarters:
    - .1 All living rooms, bedrooms, dining rooms, hallway and entranceways in living quarters must be painted off white 405-305.
    - .2 Kitchen and bathrooms will be painted off white 405-305 unless requisitioned otherwise.

**PART 3 Execution**

**3.1 METHOD OF APPLICATION**

- .1 Paints may be applied by roller or brush. Spraying must not be permitted unless written permission is given by the Project Authority.
- .2 Paint tools and equipment must be clean and in good working order prior to starting and between all work.
- .3 Furnishings and moveable objects must be removed, protected and replaced by the Contractor on completion of the work. The Contractor must provide an ample supply of protective cloths for this purpose.
- .4 Switch plates, receptacles plates, door and cupboard handles and a like must be removed or loosened and replaced on the completion of work.
- .5 Sand and dust between each coat to remove visible defects.
- .6 Finish bottoms, edges, tops and cut-outs of doors after fittings as specified for door surfaces.
- .7 Finish tops of cabinets and projecting ledges both above and below sight lines as specified for surrounding surfaces.
- .8 Finish closets and alcoves as specified for adjoining rooms.
- .9 The first coat of two coat work must be applied in a slightly lighter shade than the finish coat.
- .10 The Contract Inspector must be given notice and ample opportunity to inspect each completed coat of paint. Work will not proceed until the last proceeding coat is approved.

**3.2 PREPARATION OF SURFACES**

- .1 All surfaces must be dry, properly cured and cleaned free of dirt, dust, loose paint, grease, rust, or other foreign matter. Moisture content of plaster surfaces must not exceed 12%. The degree of surfaces preparation must be such as to guarantee adhesion of the paint and good appearance of the finished work. All sound painted surfaces in the kitchens and bathrooms must be washed with warm water and detergent 2-GP-107M then thoroughly rinsed with clean water.
- .2 Resinous surfaces including knots, sap streaks, etc., must be coated with vinyl sealer 1-GP-126M and allowed to dry for 12 hours.
- .3 Repairs to sub-paint surfaces (other than detailed herein) must be approved by the Project Authority prior to commencement of such repairs.
- .4 Cracks, joints, nail holes, etc., in wood surfaces must be primed, filled with putty, allowed to dry and sanded smooth.

- .5 Popped nails must be reset and all wallboard, moulding trim and other building components re-nailed as required.
- .6 Deteriorated paint film must be removed to sound substrate.
- .7 Gloss and semi-gloss surfaces must be sanded to provide a better grip for subsequent paint coats.
- .8 Where two coats are specified, the first coat must be lightly sanded.
- .9 Sound varnish film must be sanded and washed with mineral spirits 1-GP-M4.
- .10 Deteriorated varnish film must be removed to sound substrate.
- .11 Prepare galvanized steel and zinc coated surfaces to CGSB 85-GP-16M.
- .12 Prepare masonry, stucco and concrete surfaces to CGSB 85-GP-31M.
- .13 Prepare concrete floors to CGSB 85-GP-32M.
- .14 Prepare plaster and gypsum board surfaces to CGSB 85-GP-33M. Fill minor cracks with plaster patching compound.
- .15 New gypsum board surfaces:
  - .1 Provide taping and filling for joints, angles and screw heads depressions. Compound to be featherhead out onto panel faces and brought flush with adjacent surface or gypsum board so as to be invisible after surface finish is completed.
  - .2 Sand lightly to remove burred edges and other imperfections. Avoid sanding adjacent surface of board.
  - .3 Completed installation to be smooth, level or plumb, free from waves and other defects and ready for surface finish.
- .16 Prepare asbestos-cement surfaces to CGSB 85-GP-31M.
- .17 Vacuum fibre acoustic tile and insulation covering surfaces.
- .18 Touch up worn spots of shop paint primer on steel with 1-GP-40M as per 85-GP-14.
- .19 Prepare copper piping and accessories to 85-GP-20.
- .20 Sand blasting: to be executed as per manufacturer's instructions for type of surface and type of finish being applied, to the satisfaction of the Project Authority.

### **3.2 PRIMING**

- .1 All new or painted surfaces must be fully primed.
- .2 Previously painted surfaces must be spot primed where portions of the existing paint have been removed to the substrate, followed, after drying, by a touch up coat of the finish paint specified.

- .3 In all instances, coverage rates and drying times must be adequate and commensurate with the type of material used, as well as with the specified job requirements.
- .4 Asbestos: for asbestos, latex primer sealer 1-GP-119M or solvent type primer sealer 1-GP-68M, must be used.
- .5 Masonry: for masonry surfaces (except floors), latex primer sealer 1-GP-119M, must be used.
- .6 Ferrous metal: for ferrous metal, primer 1-GP-40M must be used.
- .7 Non-ferrous metal: for non-ferrous metal, zinc chromate primer 1-GP-132M, must be used.
- .8 Plaster: for plaster or plasterboard, latex primer sealer 1-GP-119M or solvent type primer sealer 1-GP-68M must be used. For plasterboard 1-GP-119M is preferred.
- .9 Wood: for wood, enamel under coat 1-GP-38M must be used.
- .10 Basement stairs: for wooden basement stairs and handrails, floor enamel 1-GP-73M reduced 10% with thinners 1-GP-4M must be used.
- .11 Open grain hardwood: for open grain hardwood to be varnished, apply filler paste 1-GP-103M, allow to stand for 10 – 15 minutes and wipe using circular and cross-grain motion. Wipe off surplus filler using a clean piece of wiping material, again working across the grain. A final wiping must be done very tightly with the grain, to remove the streaks. Allow to dry 18 hours, then sand lightly, with the grain, remove dust and apply clear sealer 1-GP-102M.
- .12 Close grain hardwood: for close grain hardwood to be varnished, clear alkyd sealer 1-GP-102M must be used.

### **3.4 PAINTING OVER PREPARED AND PRIMED SURFACES**

- .1 The finish paint film must be smooth and continuous without skips, brush marks, runs or discernable laps must hide completely.
- .2 In general, two full finish coats are required for new work and one for previously painted surfaces.
- .3 Film thickness of any one application will not be less than that recommended by the manufacturer.
- .4 For walls and ceilings of bathrooms, shower rooms, kitchens, utility rooms and other wet areas including trim, semi-gloss enamel 1-GP-57M must be used.
- .5 Stairwells and hallways: semi-gloss enamel 1-GP-57M must be used. Where there has been ascertained that one coat of 1-GP-57M over previously painted semi-gloss or gloss surfaces will not produce the desired results, one coat of 1-GP-38M, under coater and one coat of 1-GP-57M may be specified, rather than two finish coats of 1-GP-57.

- .6 Other surfaces: for surfaces other than those covered in 4 and 5 above, latex paint 10-GP-100M or alkyd paint 1-GP-118M must be used.
- .7 Millwork: for millwork and trim except varnished surfaces and wet areas, semi-gloss enamel 1-GP-57M must be used.
- .8 Varnished surfaces: for varnished surfaces, general purpose varnish 1-GP-36M must be used.
- .9 Basement stairs: for wooden basement stairs and handrails, floor enamel 1-GP-37M must be used.
- .10 Metal: for metal surfaces, paint to match adjacent surfaces.

### **3.5 CLEAN UP**

- .1 The Contractor must clean and tidy up daily. All paint rags, empty paint cans and the like must be removed from the site at the completion of each day's work.
- .2 Final cleaning must be to the satisfaction of the Project Authority.

END OF SECTION

N° de l'invitation - Sollicitation No.  
W6897-210032/A  
N° de réf. du client - Client Ref. No.  
W6897-210032

N° de la modif - Amd. No.  
File No. - N° du dossier  
PWU-0-43198

Id de l'acheteur - Buyer ID  
pwu004  
N° CCC / CCC No./ N° VME - FMS

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## **ANNEX B**

### **BASIS OF PAYMENT**

Payments in respect of the agreed price shall be made upon satisfactory performance of the Work, and upon approval of the Departmental Representative, but such payments shall not exceed the amount(s) as specified in the Call Up, for the Work without written authorization.

In consideration of the Contractor satisfactorily completing all of its obligations under the resulting Contract, the Contractor will be paid a firm price, Goods and Services Tax or Harmonized Sales Tax extra.

.1 Hourly Rates:

The Contractor will be paid firm hourly rates as follows, for work performed in accordance with the Contract.

See Annex E for details



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## ANNEX C

### HEALTH AND SAFETY REQUIREMENTS

#### MANDATORY HEALTH AND SAFETY - *for Work in the Province of Alberta*

##### 1.) SPECIAL INSTRUCTIONS TO BIDDERS (SI):

###### WCB AND SAFETY PROGRAM

- 1) The recommended Bidder shall provide to the Contracting Authority, prior to Standing Offer issue:
  - 1.1 a Workers Compensation Board Premium Rate Statement - Alberta, or equivalent documentation from another jurisdiction;
  - 1.2 a Workers Compensation Board letter of good standing, also listing covered Directors, Principals, Proprietor(s) or Partners who will be or who are anticipated to be present on the work site(s), or equivalent documentation from another jurisdiction; and
  - 1.3 a Certificate of Recognition (COR) or Registered Safety Plan (RSP). A health and safety policy and program, as required by other provincial/territorial Occupational Health and Safety Acts, will be acceptable in lieu of a COR or RSP.
- 2) The recommended Bidder shall deliver all of the above documents to the Contracting Authority on or before the date stated (usually 3-5 days after notification) by the Contracting Authority. Failure to comply with the request may result in the bid being declared non-compliant.

##### 2.) SUPPLEMENTARY CONDITIONS (SC):

###### Workplace Safety and Health

###### 1. EMPLOYER/PRIME CONTRACTOR

- 1.1 The Contractor shall, for the purposes of the Occupational Health and Safety Act, Alberta, and for the duration of the Work:
  - 1.1.1 act as the Employer, where there is only one employer on the work site, in accordance with the Authority Having Jurisdiction;
  - 1.1.2 accept the role of Prime Contractor, where there are two or more employers involved in work at the same time and space at the work site, in accordance with the Authority Having Jurisdiction; and
  - 1.1.3 agree, in the event of two or more Contractors working at the same time and space at the work site, without limiting the General Conditions, to Canada's order \* to:
    - 1.1.3.1 accept, as the Prime Contractor, the responsibility for Canada's other Contractor(s); or
    - 1.1.3.2 accept that Canada's other Contractor is Prime Contractor and conform to that Contractor's Site Specific Health and Safety Plan.

\* "order" definition: *after contract award, Contractor is ordered by a Change Order*

###### 2. SUBMITTALS

- 2.1 The Contractor shall provide to Canada:

- 2.1.1 prior to the pre-construction meeting, a transmittal and copy of a completed Notice of Project form PWGSC - TPSGC 458 (form will be provided to the proposed contractor prior to award), as sent to the Authority Having Jurisdiction (AHJ); and
- 2.1.2 prior to commencement of work and without limiting the terms of the General Conditions:
  - 2.1.2.1 copies of all other necessary permits, notifications and related documents as called for in the scope of work/specifications and/or by the AHJ; and
  - 2.1.2.2 a site specific Health and Safety Plan as requested.

*NOTE: Please do not include any forms that include personal 3rd party information such as the names of the contractor's employees and their related claims information.*

### 3. LABOUR AUTHORITY CONTACT:

*The contact below represents the Labour Authority in the jurisdiction (AHJ). They are not representatives of the Workers Compensation.*

Do not contact the people referenced below for issues pertaining to WCB or WCB Clearances. Those queries must be directed specifically to the WCB, and where the WCB has both a Labour and Compensation component, WCB issues must be directed to the Compensation/Employer Services sections.

#### **ALBERTA South**

Alberta Human Resources and Employment  
Workplace Health and Safety  
600 – 727, 7th Avenue S.W.  
Calgary, Alberta, T2P 0Z5

Telephone: 1(866) 415-8690  
Facsimile: (403) 297-7893

All submissions are to be scanned and emailed to  
[whs@gov.ab.ca](mailto:whs@gov.ab.ca)

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## ANNEX D

### PERIODIC USAGE REPORT FORM

Return to:

Kae Espedido	(780) 497-3510	Karieleenkae.espedido@pwgsc-tpsgc.gc.ca
<i>Name</i>	<i>Fax</i>	<i>Email address</i>

at:

Public Works and Government Services Canada  
Real Property Contracting, Acquisitions Branch  
Canada Place  
Suite 1000, 9700 Jasper Avenue  
Edmonton, AB  
T5J 4C3

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

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

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

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

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

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

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

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

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## ANNEX E

### OFFER

Description of Work: Ralston, AB  
Various Projects, DND  
Painting Services Standing Offer

#### 1. OFFER

- .1 This Standing Offer is made by the Offeror to Canada;
- .2 This Offer is to furnish all necessary tools, plant, equipment, services, materials and labour to execute and complete the Work described above in careful and workmanlike manner;
- .3 The Work shall be more particularly described in individual Call-ups to be issued by the Project Authority, hereinafter called the "Departmental Representative";
- .4 Individual Call-ups may be issued, from time to time, during the period identified in Part 7A, clause 7.4.1, hereinafter called the "Term".

#### 2. GENERAL PROVISIONS

- .1 This Offer when signed by or on behalf of the Offeror, the Specifications referred to in the Unit Price Schedule below and the General Conditions shall constitute the complete Offer subject to the provisions contained therein;
- .2 The Hourly Rate and the Unit Price, as offered, govern in calculating each Estimated Total Price; any errors in the extension of the Unit Price and in the addition of the Estimated Total Prices will be corrected in order to obtain the actual Total Estimated Amount;
- .3 This Offer supersedes and cancels all communications, negotiations and agreements relating to the Work other than those contained in the Offer;

The Offeror agrees:

- .1 to carry out individual work projects as requisitioned from time to time by the Departmental Representative in Call-ups Against a Standing Offer, in Part 7A, clause 7.9, copies of which the Offeror acknowledges to have in its possession, in accordance with the requirements set out therein and in consideration of payment of amounts to be determined pursuant to section 3. Below;
- .2 to provide, on demand from the Departmental Representative, a detailed price estimate, calculated in accordance with section 4 below, and a proposed work schedule for each work project; and
- .3 to commence Work promptly upon receipt of each Call-up issued pursuant to this Offer, duly signed by the Departmental Representative.
- .4 This Offer does not constitute a binding contract between Canada and the Offeror. The Departmental Representative shall have the right to issue a Call-up with those other offerors which have also submitted offers to Canada.

- .5 A contract is formed between Canada and the Offeror only when a Call-up duly signed is issued by the Departmental Representative and accepted by the Offeror. The Offeror shall then be referred to as "the Contractor" and the Contract includes the Offer, the Specifications referred to in the Unit Price Schedule below, the General Conditions and the Call-up.
- .6 The estimated number of hours, the quantities of material and plant, and the amount of the Allowance for Unspecified material set out in the Unit Price Schedule are for the purpose of comparative evaluation of the offers and do not express an obligation on the part of Canada to order any or all of the work, material or plant listed therein.
- .7 The Offeror declares that no bribe, gift or benefit has been or will be paid, given, promised or offered directly or indirectly to any official or employee of Canada or to a member of the family of such person, with a view to influence the entry into or the administration of any contract which may result from this Offer.

### 3. FINANCIAL TERMS

- .1 Each item specified in the Unit Price Schedule in subsection 4.1 includes wages, traveling time and costs, allowances, supervision, liabilities as employer, insurance, and the use of all tools, tackle, etc., overhead, profit and all other liabilities whatsoever.
- .2 Unspecified Material shall be reimbursed at net cost, as supported by invoices, plus Markup as established in section 4 of this Offer. "Net Cost" means all amounts reasonably and properly paid by the Offeror in respect of materials required for and used in the Work, and includes packing, handling and delivery charges, less any trade discounts received by the Offeror. The Offeror's Markup on Unspecified Material covers overheads, profit, and all other expenses whatsoever.
- .3 The prices inserted in section 4 of this Offer include all applicable federal, provincial, and municipal taxes.
  - .1 However, they do not include any amount for the Goods and Services Tax (GST) or Harmonized Sales Tax (HST). The appropriate GST/HST amounts will be paid by Canada to the Offeror in addition to the amounts paid against the amount of the contract. The Offeror shall make appropriate remittances to Revenue Canada in accordance with the legislation.
  - .2 The prices do not include the Québec Sales Tax. The Offeror shall arrange directly with the Province of Québec for the reimbursement of Provincial Sales Tax paid to this Province for the purpose of any contract resulting from this Offer.
- .4 Payment by Canada for the Offeror's own special equipment not covered by the Unit Price Schedule and required at the job site will be no greater than the local going rental rate for such equipment or the rate published by the local construction association for such equipment, whichever is the lower.
- .5 The cost of subcontract work, including special equipment rentals approved by the Project Authority, shall be reimbursed at actual cost with the addition of ten (10) percent to cover overheads, profit, and all other expenses whatsoever. "Actual cost" means all amounts reasonably and properly paid by the Contractor for those parts of the Work carried out by subcontractors.
- .6 Pricing
  - .1 The prices requested in the Offer are:
    - i. hourly rates for regular hours;
    - ii. hourly rate for each hour outside of regular hours; and
    - iii. mark up on allowance for unspecified material, replacement parts, required permits and certificates. for purposes of evaluation.
    - iv. Travel

- 
- .2 The hourly rates requested in the offer and acceptance for specific types of service shall be the total cost to perform the work including but not limited to:
- i. labour including supervision, allowances and liability insurance;
  - ii. travel time;
  - iii. transportation/vehicle expenses;
  - iv. tools and tackle;
  - v. overhead and profit;
  - vi. any other incidental expenses other than supply of materials and replacement parts relating to the delivery of labour.
- .3 It is considered that regular hours of work fall between 0700 and 1630 hours, Monday to Friday.

#### **4. PRICES**

The Offeror agrees that the following are the prices referred to in sections 2 and 3 above:

##### **4.1 Unit Price Schedules - Rates**

Rates must include any and all related expenses, including travel, meals and accommodation.

Taxes, if applicable, are not to be included.

Estimates have been provided for evaluation purposes only and may not reflect actual business volumes under the resulting Standing Offer. Unit prices will prevail, and in the event that there is a discrepancy between the unit price and the estimated total, Canada reserves the right to correct the estimated total using the firm unit price.

Offers will be compared based on the total evaluated price (see below).

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## SCHEDULE A: Year 1

Col. 1	Col. 2	Col. 4	Col. 5	Col. 6
Item	Class of Labour, material or plant	Estimated Usages	Unit Price	Total Estimated Price
	<b>Painting Services</b>			
1.	Primer sealer or undercoater	1800 m2	\$ _____/m2	\$ _____
2.	Flat latex or Alkyd	1400 m2	\$ _____/m2	\$ _____
3.	Semi-Gloss Latex	3000 m2	\$ _____/m2	\$ _____
4.	Semi-Gloss Alkyd	2000 m2	\$ _____/m2	\$ _____
5.	Enamel Gloss Alkyd	2000 m2	\$ _____/m2	\$ _____
6.	Varnish (Semi-Gloss or Gloss)	200 m2	\$ _____/m2	\$ _____
7.	Floor Enamel	600 m2	\$ _____/m2	\$ _____
8.	Epoxy Primer	600 m2	\$ _____/m2	\$ _____
9.	Two Component Epoxy	400 m2	\$ _____/m2	\$ _____
10.	Paint Stripper	100 m2	\$ _____/m2	\$ _____
11.	Fire Retardant Base Coat	100 m2	\$ _____/m2	\$ _____
12.	Fire Retardant Finish Coat	100 m2	\$ _____/m2	\$ _____
13.	Paintable Silicone Caulking 300 ml tubes	150 tubes	\$ _____/tube	\$ _____
14.	Sand Blasting – to include sand compressor, other miscellaneous equipment, vehicle and two men and travel to and from site.	200 hours	\$ _____/hour	\$ _____
15.	Stippling ceilings including first coat of alkyd flat ceiling paint	3400 ft2	\$ _____/ft2	\$ _____
16.	Painting previously stippled ceilings (first coat) using alkyd flat ceiling paint.	2400 ft2	\$ _____/ft2	\$ _____
17.	Painting previously stippled ceilings (second and subsequent coats), per coat, using alkyd flat ceiling paint.	400 ft2	\$ _____/ft2	\$ _____
18.	Additional preparation including all materials required:			
a.	Extra sanding , wall cleaning, furniture moving, stripping old paint surfaces, caulking joints, nail setting, hole filling, minor sub-surface repairs:			
	Painter	2000 hours	\$ _____/hour	\$ _____
	Labourer	2000 hours	\$ _____/hour	\$ _____
b.	Tape, fill, and sand new wallboard points	1200 Lm	\$ _____/Lm	\$ _____
c.	Clean, tape, fill and sand old wallboard joints and cracks.	1400 Lm	\$ _____/Lm	\$ _____
	EXTERIOR PAINTING			

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19.	Painting or spraying of new or old permanently installed or portable cupboards, shelves, tables, pipes and shelves radiators, doors or trim work not integrated in complete wall or ceiling areas to be painted, varnished or lacquered (hourly rate to include all necessary materials i.e., paint, tape, sanding paper, brushes, polyethylene sheeting, wood filler, etc.):			
a.	Painter	1200 hours	\$ _____/hour	\$ _____
b.	Labourer	1200 hours	\$ _____/hour	\$ _____
c.	Spray Paint	400 m2	\$ _____/m2	\$ _____
20.	TRAVEL Lump sum price per round trip to CFB Suffield for painting personnel as ordered and necessary to perform the work:			
a.	During Regular Working Hours (a Monday through Friday)			
	Painter	50 trips	\$ _____/trip	\$ _____
	Labourer	30 trips	\$ _____/trip	\$ _____
b.	Outside Regular Working Hours (Monday through Friday)			
	Painter	10 trips	\$ _____/trip	\$ _____
	Labourer	10 trips	\$ _____/trip	\$ _____
c.	(Outside Regular Working Hours Weekends and Statutory Holidays)			
	Painter	10 trips	\$ _____/trip	\$ _____
	Labourer	10 trips	\$ _____/trip	\$ _____
21.	Contractor's Mark Up on Allowance for unspecified material, replacement parts, required permits and certificates not previously specified in specification ( (1+ % mark-up) x \$10,000.00) Verification of Contractor's costs to be provided upon request of the Site Authority.	\$10,000	_____ %	\$ _____
22.	Estimates: Where a cost estimate has been submitted and accepted by the site authority, fully completed work and services will be performed or provided at a cost no greater than 110% of such estimate. Work or services cannot exceed the amount of the call-up without approval from the Site Authority			
23.	Measurement and Payment - If more than one type of paint is specified in a room, the predominant type of paint will govern the cost, ie. Flat paint on walls and ceiling, semi-gloss on trim. Payment will be made at the unit price per square meter (m2) for flat paint. Areas for payment will be made at the unit price per ceiling including windows, doors, trim, exterior and interior of painted cupboards without deduction for areas not requiring paint, ie. glass of windows, metal or plastic.			
<b>Subtotal A: Item 1, Item 2 &amp; Item 3 = Estimated Total Amount – GST Extra</b>				\$ _____



## SCHEDULE B: Option Year 1

Col. 1	Col. 2	Col. 4	Col. 5	Col. 6
Item	Class of Labour, material or plant	Estimated Usages	Unit Price	Total Estimated Price
	<b>Painting Services</b>			
1.	Primer sealer or undercoater	1800 m2	\$ _____/m2	\$ _____
2.	Flat latex or Alkyd	1400 m2	\$ _____/m2	\$ _____
3.	Semi-Gloss Latex	3000 m2	\$ _____/m2	\$ _____
4.	Semi-Gloss Alkyd	2000 m2	\$ _____/m2	\$ _____
5.	Enamel Gloss Alkyd	2000 m2	\$ _____/m2	\$ _____
6.	Varnish (Semi-Gloss or Gloss)	200 m2	\$ _____/m2	\$ _____
7.	Floor Enamel	600 m2	\$ _____/m2	\$ _____
8.	Epoxy Primer	600 m2	\$ _____/m2	\$ _____
9.	Two Component Epoxy	400 m2	\$ _____/m2	\$ _____
10.	Paint Stripper	100 m2	\$ _____/m2	\$ _____
11.	Fire Retardant Base Coat	100 m2	\$ _____/m2	\$ _____
12.	Fire Retardant Finish Coat	100 m2	\$ _____/m2	\$ _____
13.	Paintable Silicone Caulking 300 ml tubes	150 tubes	\$ _____/tube	\$ _____
14.	Sand Blasting – to include sand compressor, other miscellaneous equipment, vehicle and two men and travel to and from site.	200 hours	\$ _____/hour	\$ _____
15.	Stippling ceilings including first coat of alkyd flat ceiling paint	3400 ft2	\$ _____/ft2	\$ _____
16.	Painting previously stippled ceilings (first coat) using alkyd flat ceiling paint.	2400 ft2	\$ _____/ft2	\$ _____
17.	Painting previously stippled ceilings (second and subsequent coats), per coat, using alkyd flat ceiling paint.	400 ft2	\$ _____/ft2	\$ _____
18.	Additional preparation including all materials required:			
a.	Extra sanding , wall cleaning, furniture moving, stripping old paint surfaces, caulking joints, nail setting, hole filling, minor sub-surface repairs:			
	Painter	2000 hours	\$ _____/hour	\$ _____
	Labourer	2000 hours	\$ _____/hour	\$ _____
b.	Tape, fill, and sand new wallboard points	1200 Lm	\$ _____/Lm	\$ _____
c.	Clean, tape, fill and sand old wallboard joints and cracks.	1400 Lm	\$ _____/Lm	\$ _____
	<b>EXTERIOR PAINTING</b>			

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19.	Painting or spraying of new or old permanently installed or portable cupboards, shelves, tables, pipes and shelves radiators, doors or trim work not integrated in complete wall or ceiling areas to be painted, varnished or lacquered (hourly rate to include all necessary materials i.e., paint, tape, sanding paper, brushes, polyethylene sheeting, wood filler, etc.):			
a.	Painter	1200 hours	\$ _____/hour	\$ _____
b.	Labourer	1200 hours	\$ _____/hour	\$ _____
c.	Spray Paint	400 m2	\$ _____/m2	\$ _____
20.	TRAVEL Lump sum price per round trip to CFB Suffield for painting personnel as ordered and necessary to perform the work:			
a.	During Regular Working Hours (a Monday through Friday)			
	Painter	50 trips	\$ _____/trip	\$ _____
	Labourer	30 trips	\$ _____/trip	\$ _____
b.	Outside Regular Working Hours (Monday through Friday)			
	Painter	10 trips	\$ _____/trip	\$ _____
	Labourer	10 trips	\$ _____/trip	\$ _____
c.	(Outside Regular Working Hours Weekends and Statutory Holidays)			
	Painter	10 trips	\$ _____/trip	\$ _____
	Labourer	10 trips	\$ _____/trip	\$ _____
21.	Contractor's Mark Up on Allowance for unspecified material, replacement parts, required permits and certificates not previously specified in specification ( (1+ % mark-up) x \$10,000.00) Verification of Contractor's costs to be provided upon request of the Site Authority.	\$10,000	_____ %	\$ _____
22.	Estimates: Where a cost estimate has been submitted and accepted by the site authority, fully completed work and services will be performed or provided at a cost no greater than 110% of such estimate. Work or services cannot exceed the amount of the call-up without approval from the Site Authority			
23.	Measurement and Payment - If more than one type of paint is specified in a room, the predominant type of paint will govern the cost, ie. Flat paint on walls and ceiling, semi-gloss on trim. Payment will be made at the unit price per square meter (m2) for flat paint. Areas for payment will be made at the unit price per ceiling including windows, doors, trim, exterior and interior of painted cupboards without deduction for areas not requiring paint, ie. glass of windows, metal or plastic.			
<b>Subtotal B: Item 1, Item 2 &amp; Item 3 = Estimated Total Amount – GST Extra</b>				\$ _____

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## SCHEDULE C: Option Year 2

Col. 1	Col. 2	Col. 4	Col. 5	Col. 6
Item	Class of Labour, material or plant	Estimated Usages	Unit Price	Total Estimated Price
	<b>Painting Services</b>			
1.	Primer sealer or undercoater	1800 m2	\$ _____/m2	\$ _____
2.	Flat latex or Alkyd	1400 m2	\$ _____/m2	\$ _____
3.	Semi-Gloss Latex	3000 m2	\$ _____/m2	\$ _____
4.	Semi-Gloss Alkyd	2000 m2	\$ _____/m2	\$ _____
5.	Enamel Gloss Alkyd	2000 m2	\$ _____/m2	\$ _____
6.	Varnish (Semi-Gloss or Gloss)	200 m2	\$ _____/m2	\$ _____
7.	Floor Enamel	600 m2	\$ _____/m2	\$ _____
8.	Epoxy Primer	600 m2	\$ _____/m2	\$ _____
9.	Two Component Epoxy	400 m2	\$ _____/m2	\$ _____
10.	Paint Stripper	100 m2	\$ _____/m2	\$ _____
11.	Fire Retardant Base Coat	100 m2	\$ _____/m2	\$ _____
12.	Fire Retardant Finish Coat	100 m2	\$ _____/m2	\$ _____
13.	Paintable Silicone Caulking 300 ml tubes	150 tubes	\$ _____/tube	\$ _____
14.	Sand Blasting – to include sand compressor, other miscellaneous equipment, vehicle and two men and travel to and from site.	200 hours	\$ _____/hour	\$ _____
15.	Stippling ceilings including first coat of alkyd flat ceiling paint	3400 ft2	\$ _____/ft2	\$ _____
16.	Painting previously stippled ceilings (first coat) using alkyd flat ceiling paint.	2400 ft2	\$ _____/ft2	\$ _____
17.	Painting previously stippled ceilings (second and subsequent coats), per coat, using alkyd flat ceiling paint.	400 ft2	\$ _____/ft2	\$ _____
18.	Additional preparation including all materials required:			
a.	Extra sanding , wall cleaning, furniture moving, stripping old paint surfaces, caulking joints, nail setting, hole filling, minor sub-surface repairs:			
	Painter	2000 hours	\$ _____/hour	\$ _____
	Labourer	2000 hours	\$ _____/hour	\$ _____
b.	Tape, fill, and sand new wallboard points	1200 Lm	\$ _____/Lm	\$ _____
c.	Clean, tape, fill and sand old wallboard joints and cracks.	1400 Lm	\$ _____/Lm	\$ _____
	<b>EXTERIOR PAINTING</b>			

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19.	Painting or spraying of new or old permanently installed or portable cupboards, shelves, tables, pipes and shelves radiators, doors or trim work not integrated in complete wall or ceiling areas to be painted, varnished or lacquered (hourly rate to include all necessary materials i.e., paint, tape, sanding paper, brushes, polyethylene sheeting, wood filler, etc.):			
a.	Painter	1200 hours	\$ _____/hour	\$ _____
b.	Labourer	1200 hours	\$ _____/hour	\$ _____
c.	Spray Paint	400 m2	\$ _____/m2	\$ _____
20.	TRAVEL Lump sum price per round trip to CFB Suffield for painting personnel as ordered and necessary to perform the work:			
a.	During Regular Working Hours (a Monday through Friday)			
	Painter	50 trips	\$ _____/trip	\$ _____
	Labourer	30 trips	\$ _____/trip	\$ _____
b.	Outside Regular Working Hours (Monday through Friday)			
	Painter	10 trips	\$ _____/trip	\$ _____
	Labourer	10 trips	\$ _____/trip	\$ _____
c.	(Outside Regular Working Hours Weekends and Statutory Holidays)			
	Painter	10 trips	\$ _____/trip	\$ _____
	Labourer	10 trips	\$ _____/trip	\$ _____
21.	Contractor's Mark Up on Allowance for unspecified material, replacement parts, required permits and certificates not previously specified in specification ( (1+ % mark-up) x \$10,000.00) Verification of Contractor's costs to be provided upon request of the Site Authority.	\$10,000	_____ %	\$ _____
22.	Estimates: Where a cost estimate has been submitted and accepted by the site authority, fully completed work and services will be performed or provided at a cost no greater than 110% of such estimate. Work or services cannot exceed the amount of the call-up without approval from the Site Authority			
23.	Measurement and Payment - If more than one type of paint is specified in a room, the predominant type of paint will govern the cost, ie. Flat paint on walls and ceiling, semi-gloss on trim. Payment will be made at the unit price per square meter (m2) for flat paint. Areas for payment will be made at the unit price per ceiling including windows, doors, trim, exterior and interior of painted cupboards without deduction for areas not requiring paint, ie. glass of windows, metal or plastic.			
<b>Subtotal C: Item 1, Item 2 &amp; Item 3 = Estimated Total Amount – GST Extra</b>				\$ _____

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4.2 TOTAL EVALUATED PRICE

Year 1 Estimated Total Amount	\$
Option Year 1 Estimated Total Amount	\$
Option Year 2 Estimated Total Amount	\$
<b>Total Evaluated Price</b>	<b>\$</b>

## APPENDIX 1 - INTEGRITY PROVISIONS

(Text copied from the Ineligibility and Suspension Policy <http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html> dated 2016-04-04)

**List of names:** All bidders, regardless of their status under the Policy, must submit the following information when participating in a procurement process or real property transaction:

- bidders that are corporate entities, including those bidding as joint ventures, must provide a complete list of the names of all current directors or, for a privately owned corporation, the names of the owners of the corporation;
- bidders bidding as sole proprietors, including sole proprietors bidding as joint ventures, must provide a complete list of the names of all owners; or
- bidders that are a partnership do not need to provide a list of names.

If the list of names has not been received in a procurement process or real property transaction by the time the evaluation of bids or offers is completed, or has not been received in a procurement process or real property transaction where no bid/offer will be submitted, the contracting authority will inform the bidder of a time within which to provide the information. Providing the required names is a mandatory requirement for award of a contract or real property agreement. Failure to provide the list of names within the time specified will render a bid or offer non-responsive, or the bidder otherwise disqualified for award of a contract or real property agreement.

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## APPENDIX 2 - VOLUNTARY CERTIFICATION TO SUPPORT THE USE OF APPRENTICES

*Note: The contractor will be asked to fill out a report every six months as included in Annex G.*

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

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

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

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

Solicitation Number: \_\_\_\_\_

Optional information to provide: \_\_\_\_\_

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

Trades of those apprentices:

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*A sample of the "Voluntary Reports for Apprentices Employed during the Contract" is provided at Annex G.*

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## ANNEX F

### INSURANCE REQUIREMENTS

#### 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.



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Travaux publics et  
Services gouvernementaux  
Canada

Public Works and  
Government Services  
Canada

## CERTIFICATE OF INSURANCE

Page 1 of 2

Description of Location of Work <b>Piping Systems Maintenance &amp; Repairs Standing Offer</b> Canadian Forces Base (CFB) Suffield Ralston, AB	Contract No.
	Project No.

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

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

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

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

Telephone Number

Signature

Date D / M / Y

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## 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 days' 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) **\$2,000,000** Each Occurrence Limit;
- (b) **\$2,000,000** General Aggregate Limit per policy year if the policy contains a General Aggregate; and
- (c) **\$2,000,000** Products/Completed Operations Aggregate Limit.

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



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## **ANNEX H**

### **SECURITY REQUIREMENTS CHECK LIST**

Please see attached.

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## **ANNEX I to PART 3 OF THE REQUEST FOR STANDING OFFERS**

### **ELECTRONIC PAYMENT INSTRUMENTS**

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

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



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 DND, CFB SUFFIELD		2. Branch or Directorate / Direction générale ou Direction RPOU (W) DET SUFFIELD
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 INTERIOR AND EXTERIOR PAINTING OF ALL BUILDINGS AND LINE PAINTING, ROAD MARKINGS OF ALL BUILDING SITES @ CFB SUFFIELD AND RALSTON		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
6. Indicate the type of access required - Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p.ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>  Not releasable À ne pas diffuser <input type="checkbox"/>  Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>    Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>    Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>



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

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

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

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

Document Number / Numéro du document :

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

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

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

Special comments:  
Commentaires spéciaux :

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

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

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

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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



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

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

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

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

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

☒ No ☐ Yes  
Non Oui

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

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

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 ☐ Yes  
Non Oui

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

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).