



**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 / 10e étage  
9700 Jasper Ave / 9700 ave Jasper  
Edmonton  
Alberta  
T5J 4C3

<b>Title - Sujet</b> Flooring and Floor Tile	
<b>Solicitation No. - N° de l'invitation</b> W6897-210033/A	<b>Date</b> 2020-12-14
<b>Client Reference No. - N° de référence du client</b> W6897-210033	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$PWU-005-11955
<b>File No. - N° de dossier</b> PWU-0-43176 (005)	<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> Virakorn, Matthew	<b>Buyer Id - Id de l'acheteur</b> pww005
<b>Telephone No. - N° de téléphone</b> (780)278-6153 ( )	<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) DET SUFFIELD PO BOX 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 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>

**THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT**

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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 | 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**

#### Flooring and Floor Tile Standing Offer

Work under this Standing Offer includes all labour, materials, equipment, and supervision necessary for supply and replacement of floor coverings, including all minor filling, scraping and other preparation required to accept the new floor or wall finish.

Work also included in this Standing Offer is as follows:

- Moving and replacing refrigerators.
- Removing and reinstalling wooden and/or rubber baseboards.
- Removing carpet, lino and/or tile to accept new flooring or wall covering.
- Moving and replacement of furniture and/or appliances.

The work will be as requested by the Department of National Defence (DND) as per call-ups for Flooring and Floor Tiles services at CFB Suffield, AB.

Services are to be provided on an "as requested basis". It is anticipated that 1 firm will be issued the standing offer. The standing offer will be issued for one (1) year with two (2) one year options.

This procurement contains MANDATORY requirements. See Part 4 and 5 of the RFSO for details. The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA).

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>) 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.

**DELETE** sixty (60) days and **INSERT** one hundred eighty (180) 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: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

## Work Force Adjustment Directive

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

If so, the Offeror must provide the following information:

- a. name of former public servant;

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

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

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

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

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

#### **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 journey persons 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: Certification (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 II: 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 H Electronic Payment Instruments, to identify which ones are accepted.

Solicitation No. - N° de l'invitation  
W6897-210033/A  
Client Ref. No. - N° de réf. du client  
W6897-210033

Amd. No. - N° de la modif.  
File No. - N° du dossier  
PWU-0-43176

Buyer ID - Id de l'acheteur  
pwu005  
CCC No./N° CCC - FMS No./N° VME

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If Annex H 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.

## **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**

- i) Health & Safety Requirements
- ii) Code of Conduct Certifications (*see Part 5 - Certifications*)
- iii) Proof of Insurance - *upon request*
- iv) Former Public Servant – Competitive Requirements
- v) 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

## **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.

## **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 I;
  - 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 "D" 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 two (2) additional one year periods, from "to be determined" to "to be determined" 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 10 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: Matthew Virakorn  
Title: Procurement Officer  
Public Works and Government Services Canada  
Procurement Branch  
Directorate: Real Property Contracting

Telephone: 780-278-6153  
Facsimile: 780-497-3510  
E-mail address: matthew.virakorn@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.

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PWU-0-43176

Buyer ID - Id de l'acheteur  
pwu005  
CCC No./N° CCC - FMS No./N° VME

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### 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: 2012-2 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 National Defense (DND) CFB Suffield, Alberta.

### 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 E, Offer;  
Annex F, Insurance Requirements;  
Annex G, Voluntary Report for Apprentices Employed During the Contract;  
Annex H, Electronic Payment Instruments  
Annex I, Security Requirements Checklist (SRCL)
- h) 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.

### **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. General Conditions:

- |       |     |  |               |               |
|-------|-----|--|---------------|---------------|
| i.    | GC1 | General Provisions                             | <u>R2810D</u> | (2017-11-28); |
| ii.   | GC2 | Administration of the Contract                 | <u>R2820D</u> | (2016-01-28); |
| iii.  | GC3 | Execution and Control of the Work              | <u>R2830D</u> | (2019-11-28); |
| iv.   | GC4 | Protective Measures                            | <u>R2840D</u> | (2008-05-12); |
| v.    | GC5 | Terms of Payment                               | <u>R2550D</u> | (2019-11-28); |
| vi.   | GC6 | Delays and Changes in the Work                 | <u>R2865D</u> | (2019-05-30); |
| vii.  | GC7 | Default, Suspension or Termination of Contract | <u>R2870D</u> | (2018-06-21); |
| viii. | GC8 | Dispute Resolution                             | <u>R2880D</u> | (2019-11-28); |
| ix.   | GC9 | Insurance                                      | <u>R2900D</u> | (2008-05-12); |
- Supplementary Conditions, (*if applicable*);
  - Allowable Costs for Contract Changes Under GC6.4.1 R2950D (2015-02-25);
  - Any amendment issued or any allowable bid revision received before the date and time set for solicitation closing;
  - Any amendment incorporated by mutual agreement between Canada and the Contractor before acceptance of the bid; and
  - Any amendment or variation of the contract documents that is made in accordance with the General Conditions.

The documents identified by title, number and date in paragraph 1) 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 Website: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R>

The language of the contract documents shall be the language of the Bid and Acceptance 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.

## 7.2.2 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.

### **7.3 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 Basis of Payment**

#### **7.5.2 Limitation of Price**

*SACC Manual* clause C6000C (2017-08-17) Limitation of Price

#### **7.5.3 SACC Manual Clauses**

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

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

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

## 7.6 Invoicing Instructions

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

The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

### EXAMPLE - DND

#### .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.

## 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.

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pwu005  
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- (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".

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## **ANNEX A**

### **STATEMENT OF WORK**

See attached document.

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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 Firm Rates:**

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

See Annex E for details.

## ANNEX C

### HEALTH AND SAFETY REQUIREMENTS - 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)



## ANNEX E

### OFFER

Description of Work: Flooring and Floor Tile Services Standing Offer  
- DND CFB Suffield, AB  
- Various Projects

#### 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 0800 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).

**SCHEDULE A) Year 1**

Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6
Item	Class of labour, material or plant	Unit	Estimated hours/Quantity	Unit Price	Estimated total price
<b>Hourly rate, including travel time and all related expenses</b>					
<b>A</b>	<b>Labour</b>				
<b>1</b>	<b><u>During Regular Hours: 0800 - 1630 Hours, Monday through Friday</u></b>				
a	Service call includes first hour of on-site productive labour	Per Call	75 calls	\$	\$
b	Certified Floor and Tile Specialist	Per Hour	800 hrs	\$	\$
c	Apprentice / helper	Per Hour	100 hrs		
<b>2</b>	<b><u>Outside Regular Hours: Monday through Friday</u></b>			\$	\$
a	Service call includes first hour of on-site productive labour	Per Call	10 calls	\$	\$
b	Certified Floor and Tile Specialist	Per Hour	100 hrs	\$	\$
c	Apprentice / helper	Per Hour	40 hrs	\$	\$
<b>3</b>	<b><u>Outside Regular Hours: Weekends and Statutory Holidays for Emergency Work</u></b>			\$	\$
a	Service call includes first hour of on-site productive labour	Per Call	2 calls	\$	\$
b	Certified Floor and Tile Specialist	Per Hour	40 hrs	\$	\$
c	Apprentice / helper	Per Hour	20 hrs	\$	\$
<b>B</b>	Contractor's Mark Up on Allowance for unspecified material, replacement parts, required permits and certificates. Verification of Contractor's cost to be provided upon request of the Real Property Operations representative (\$12,500.00 + % mark-up)	%	\$12,500.00	_____ %	\$
<b>Sub Total A): Estimated Total Amount 1<sup>st</sup> Year (GST/HST Extra)</b>					<b>\$</b>

**4.1 Unit Price Schedules - Rates** (continued)

**SCHEDULE B) Option Year 1**

Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6
Item	Class of labour, material or plant	Unit	Estimated hours/Quantity	Unit Price	Estimated total price
<b>Hourly rate, including travel time and all related expenses</b>					
<b>A</b>	<b>Labour</b>				
<b>1</b>	<b><u>During Regular Hours: 0800 - 1630 Hours, Monday through Friday</u></b>				
a	Service call includes first hour of on-site productive labour	Per Call	75 calls	\$	\$
b	Certified Floor and Tile Specialist	Per Hour	800 hrs	\$	\$
c	Apprentice / helper	Per Hour	100 hrs		
<b>2</b>	<b><u>Outside Regular Hours: Monday through Friday</u></b>			\$	\$
a	Service call includes first hour of on-site productive labour	Per Call	10 calls	\$	\$
b	Certified Floor and Tile Specialist	Per Hour	100 hrs	\$	\$
c	Apprentice / helper	Per Hour	40 hrs	\$	\$
<b>3</b>	<b><u>Outside Regular Hours: Weekends and Statutory Holidays for Emergency Work</u></b>			\$	\$
a	Service call includes first hour of on-site productive labour	Per Call	2 calls	\$	\$
b	Certified Floor and Tile Specialist	Per Hour	40 hrs	\$	\$
c	Apprentice / helper	Per Hour	20 hrs	\$	\$
<b>B</b>	Contractor's Mark Up on Allowance for unspecified material, replacement parts, required permits and certificates. Verification of Contractor's cost to be provided upon request of the Real Property Operations representative (\$12,500.00 + % mark-up)	%	\$12,500.00	_____%	\$
<b>Sub Total B): Estimated Total Amount Option Year 1 (GST/HST Extra)</b>					<b>\$</b>

**4.1 Unit Price Schedules - Rates** (continued)

**SCHEDULE C) Option Year 2**

Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6
Item	Class of labour, material or plant	Unit	Estimated hours/Quantity	Unit Price	Estimated total price
<b>Hourly rate, including travel time and all related expenses</b>					
<b>A</b>	<b>Labour</b>				
<b>1</b>	<b><u>During Regular Hours: 0800 - 1630 Hours, Monday through Friday</u></b>				
a	Service call includes first hour of on-site productive labour	Per Call	75 calls	\$	\$
b	Certified Floor and Tile Specialist	Per Hour	800 hrs	\$	\$
c	Apprentice / helper	Per Hour	100 hrs		
<b>2</b>	<b><u>Outside Regular Hours: Monday through Friday</u></b>			\$	\$
a	Service call includes first hour of on-site productive labour	Per Call	10 calls	\$	\$
b	Certified Floor and Tile Specialist	Per Hour	100 hrs	\$	\$
c	Apprentice / helper	Per Hour	40 hrs	\$	\$
<b>3</b>	<b><u>Outside Regular Hours: Weekends and Statutory Holidays for Emergency Work</u></b>			\$	\$
a	Service call includes first hour of on-site productive labour	Per Call	2 calls	\$	\$
b	Certified Floor and Tile Specialist	Per Hour	40 hrs	\$	\$
c	Apprentice / helper	Per Hour	20 hrs	\$	\$
<b>B</b>	Contractor's Mark Up on Allowance for unspecified material, replacement parts, required permits and certificates. Verification of Contractor's cost to be provided upon request of the Real Property Operations representative (\$12,500.00 + % mark-up)	%	\$12,500.00	_____ %	\$
<b>Sub Total C): Estimated Total Amount Option Year 2 (GST/HST Extra)</b>					<b>\$</b>

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#### 4.2 TOTAL EVALUATED PRICE

Subtotal A: Year 1 Estimated Total Amount	\$
Subtotal B: Option Year 1 Estimated Total Amount	\$
Subtotal C: Option Year 2 Estimated Total Amount	\$
<b>Total Evaluated Price</b>	<b>\$</b>

These items will be used for cost evaluation purposes only and do not constitute a guarantee or commitment on behalf of Canada of the quantity or amount to be used under the Standing Offer.

A rate must be entered for each item.

The Offeror agrees that the Price(s) per Unit as tendered govern in calculating the Total Evaluated Price. The Offeror understands that any errors in the extension of the Price per Unit, in the addition of the Estimated Total Price, and Estimated Total Amount will be corrected in order to obtain the Total Evaluated Price.

**Cost will be evaluated on the Total Evaluated Price. It is anticipated that only one standing offer will be issued to the lowest compliant offeror.**

SIGNATURE:

\_\_\_\_\_  
Name and title of the person authorized to sign on behalf of bidder (Type or Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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

*(page 1 of 2)*

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

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

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

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

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

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

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

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**VOLUNTARY CERTIFICATION TO SUPPORT THE USE OF APPRENTICES**

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

*(page 2 of 2)*

*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:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

## **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 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.

#### **2. Period of Insurance**

The policies required in the Certificate of Insurance must be in force from the date of contract award and be maintained throughout the duration of the Contract.

#### **3. Proof of Insurance**

- (a) Before commencement of the Work 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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## CERTIFICATE OF INSURANCE

Page 1 of 2



Travaux publics et  
Services gouvernementaux  
Canada

Public Works and  
Government Services  
Canada

Description and Location of Work  Flooring and Floor Tile Standing Offer - DND CFB Suffield, AB	Contract No. W6897-210033
	Project No. W6897-210033

Name of Insurer, Broker or Agent	Address (No., Street)	City	Province	Postal Code
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Name of Insured (Contractor)	Address (No., Street)	City	Province	Postal Code
------------------------------	-----------------------	------	----------	-------------

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

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

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

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 insurance policies must be endorsed to provide Canada with not less than thirty (30) days notice in writing in advance of a cancellation of insurance or any reduction in 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 to PART 3 OF THE REQUEST FOR STANDING OFFERS**

### **ELECTRONIC PAYMENT INSTRUMENTS**

*As indicated in Part 3, clause 3.1.2, the Offeror must complete the information requested below, to identify which electronic payment instruments are accepted for the payment of invoices.*

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);
- Large Value Transfer System (LVTS) (Over \$25M)

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## **ANNEX I**

### **SECURITY REQUIREMENTS CHECKLIST (SRCL)**

Refer to attached document.



National Defence

**REAL PROPERTY OPERATIONS UNIT (WEST) DET SUFFIELD  
CFB SUFFIELD**



**SPECIFICATION  
FOR  
FLOORING AND FLOOR TILE**

**W6897-210033**

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**PART 1      General**

**1.1            DESCRIPTION OF WORK**

- .1      Work under this Contract includes all labour, materials, equipment, and supervision necessary for supply and replacement of floor coverings, including all minor filling, scraping and other preparation required to accept the new floor or wall finish.
- .2      Work also included in this Contract is as follows:
  - .1      Moving and replacing refrigerators.
  - .2      Removing and reinstalling wooden and/or rubber baseboards.
  - .3      Removing carpet, lino and/or tile to accept new flooring or wall covering.
  - .4      Moving and replacement of furniture and/or appliances.
- .3      All items listed in 1.1.2 above will be as required and requisitioned on DSS 942 Requisition Against a Standing Offer.

**1.2            WORK SCHEDULE**

- .1      When schedule has been approved by Engineer take necessary measures to complete work within scheduled time. Do not change schedule without Engineer's approval.

**1.3            CONTRACTOR'S USE OF SITE**

- .1      Use of site: exclusive and complete for execution of work except where specified by Engineer.
- .2      Do not unreasonably encumber site with materials or equipment.
- .3      Move stored products or equipment, which interfere with operations of Engineer or other Contractors.
- .4      Obtain and pay for use of additional storage or work areas needed for operations.

**1.4            CODES AND STANDARDS**

- .1      Perform work in accordance with the National Building Code of Canada (NBC) latest edition.
- .2      Materials and workmanship must conform to or exceed applicable standards of Canadian Government Specifications Board (CGSB), Canadian Standards Association (CSA), American Society for Testing Materials (ASTM) and other referenced organizations.
- .3      Conform to latest revision of dated referenced standards, as reaffirmed or revised to date of specification. Standards or codes not dated shall be deemed editions in force on date of specification.

## **1.5 PROJECT MEETINGS**

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

## **1.6 CUTTING, FITTING AND PATCHING**

- .1 Where new work connects with existing and where existing work is altered, cut, patch and make good to match existing work.
- .2 Make cuts with clean, true, smooth edges. Make cuts inconspicuous in final assembly.
- .3 Fit work airtight to pipes, sleeves, ducts and conduits.

## **1.7 SAFETY AND SECURITY – OCCUPIED BUILDINGS**

- .1 Execute work with least possible interference or disturbance to occupant, public or normal use of premises. Arrange with Engineer to facilitate execution of work.
- .2 Where security has been reduced by work of contract, provide temporary means to maintain security.
- .3 Where elevators, dumbwaiters, conveyors, or escalators exist in building, only those assigned for Contractor's use may be used for moving men and material within building. Protect walls of passenger elevators, to approval of Engineer prior to use. Accept liability for damage, safety of equipment and overloading of existing equipment.
- .4 Provide temporary dust screens, barriers, warning signs in locations where renovation and alteration work is operative during such work.

## **1.8 ADDITIONAL DRAWINGS**

- .1 Engineer may furnish additional drawings to Contractor to assist proper execution of work. These drawings will be issued for clarification purposes only. Such drawings shall have the same meaning and intent as if they were included in the Contract Documents.

## **1.9 WORKMANSHIP**

- .1 Install all materials in strict accordance with the manufacturer's recommendations using certified mechanics skilled in this trade. Work shall be supervised by a competent foreman at all times and shall be neat, accurately fitted and finished in accordance with the best trade practice. A copy of the flooring manufacturer's installation instructions shall be made available at the site for the Engineer's use in verifying specifications and inspecting the Contractor's installation.

## **1.10 EXAMINATION OF SURFACES**

### **.1 General:**

.1 Prior to application, examine surfaces prepared by other trades which affect work of this Section. Ensure that all surfaces to which materials are to be applied have been cleaned and filled in accordance with the manufacturers' requirements and to the satisfaction of the Engineer, to ensure proper installation of flooring materials and adhesives.

### **.2 Previously finished floor:**

- .1 Direct glue down installation – inspect floor for imperfections and ensure adequate preparations have been performed to ensure bonding of adhesive. Where questionable floor conditions exist, apply test samples to test for bond strength.
- .2 Inspect floor for imperfections.
- .3 Correct any imperfections of floor surface.
- .4 Commencement of work shall comply acceptance of the surface as being satisfactory for laying floor and the Contractor alone shall be responsible for the finished job.

## **1.11 ADJUSTMENT**

.1 Before handover of the project, examine work and make good apparent adjustments or defects to the satisfaction of the Engineer.

## **1.12 GUARANTEE**

.1 Material and workmanship shall be first class in every respect. Any defect which may develop within one (1) year after final acceptance by the Department shall be made good at no cost to the Crown.

## **PART 2 - Products**

### **2.1 NOT USED**

.1 Not used.

## **PART 3 - Execution**

### **3.1 NOT USED**

.1 Not used.

END OF SECTION

**PART 2      General**

**2.1          FIRE SAFETY PLAN**

- .1 Contractors and their personnel will be familiar with this Section and its requirements.

**2.2          FIRE DEPARTMENT BRIEFING**

- .1 Engineer will coordinate arrangements for contractor to be briefed on Fire Safety at their pre-work conference by the Fire Chief before any work is commenced.

**2.3          REPORTING FIRES**

- .1 Know location of nearest fire alarm box and telephone, including emergency phone number.

Base: 4911

Ralston (Off Base): 403 544 4911

- .2 Report immediately all 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 the location.

**2.4          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.

**2.5          FIRE EXTINGUISHERS**

- .1 Supply fire extinguishers, as scaled by Fire Chief, necessary to protect work in progress and contractor's physical plant on site.

## **2.6 BLOCKAGE OF ROADWAYS**

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

## **2.7 FIRE PRECAUTIONS**

- .1 Private Contractors are responsible for providing a Fire Watcher service on a scale established in conjunction with the Base Fire Chief prior to 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.

## **2.8 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.

## **2.9 RUBBISH AND WASTE MATERIALS**

- .1 Rubbish and waste materials are to be kept to a minimum.
- .2 Burning of rubbish is prohibited.
- .3 Removal:
  - .1 Remove all rubbish from work site at end of workday 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 as required in 1.10.3.1.

## **2.10 FLAMMABLE AND COMBUSTIBLE LIQUIDS**

- .1 Handling, storage and use of flammable and combustible liquids are to be governed by the current National Fire Code of Canada.
- .2 Flammable and combustible liquids such as gasoline, kerosene and naphtha will be kept for ready use in quantities not exceeding 45 litres provided they are stored in approved safety cans bearing 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. Flammable and combustible liquids are prohibited from being stored within the building.

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

## **2.11 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, will be 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 and salamanders, 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 the hours of 0800 – 0900. 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 the Fire Chief. Contractors are responsible for providing fire watch service for work on a scale established and in conjunction with Fire Chief at pre-work conference.
- .9 Where flammable liquids, such as lacquers or urethanes are to be used, proper ventilation will be assured and all sources of ignition are to be eliminated. Fire Chief is to be informed prior to and at cessation of such work.

**2.12 QUESTIONS AND/OR CLARIFICATION**

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

**2.13 FIRE INSPECTION**

- .1 Site inspections by Fire Chief will be coordinated through Engineer.
- .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 all unsafe fire situations observed by Fire Chief.

**PART 3 Products**

**3.1 NOT USED**

- .1 Not Used.

**PART 4 Execution**

**4.1 NOT USED**

- .1 Not Used.

**END OF SECTION**

## **PART 5      General**

### **5.1           ENVIRONMENTAL RESPONSIBILITY**

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

### **5.2           WORK AREA**

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

### **5.3           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 shall be readily available to deal with spills or leaks.

### **5.4           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.

### **5.5           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.
- .6 Additional requirements in accordance with Section 01 74 19 – Waste Management and Disposal

## **5.6 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.

## **5.7 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 Engineer. 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 Engineer.

## **5.8 SITE CLEARING AND PLANT PROTECTION**

- .1 Minimal surface disturbance techniques are to be employed on prairie landscapes.
- .2 When vegetation or brush removal is required, such activities are to be completed using non-chemical means, unless otherwise authorized by the Engineer.
- .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 Engineer.
- .8 Salvage vegetation and store at approved sites for future replacement as required and directed by Engineer.

#### **5.9 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.

#### **5.10 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.

#### **5.11 EQUIPMENT**

- .1 Equipment that is to be used in the execution of the work shall 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 shall be removed from the site until such time as it does comply with the above requirements.
- .2 Equipment and vehicles used on the prairie shall be cleaned to remove weeds and spores prior to arriving on site.

- .3 Construction equipment shall 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 Engineer.

#### **5.12 STORAGE AND HANDLING**

- .1 All hazardous substances (any substance that is poisonous or exhibits flammability, corrosivity, reactivity or toxicity) shall 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 will 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 shall 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 Engineer may direct that such substances be stored in or on proper secondary containment devices.

#### **5.13 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 Engineer for site restoration, unless otherwise approved by the Engineer. 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 Engineer prior to work commencing. Areas where revegetation efforts where not successful must be reseeded, or replanted at no extra cost to the crown.

#### **5.14 CLEAN UP**

- .1 Leaks or spills of hazardous substances, regardless of the quantity of whether indoors or outdoors, shall 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 will be collected in leak proof containers or double bagged for disposal off DND property. Disposal shall be in a manner, which is acceptable to the local authority having jurisdiction over disposal of such substances.

#### **5.15 REPORTING**

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

**5.16 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 Engineer to confirm cleanup and disposal have been carried out satisfactorily.

**PART 6 Products**

**6.1 NOT USED**

- .1 Not Used.

**PART 7 Execution**

**7.1 NOT USED**

- .1 Not Used.

**END OF SECTION**

## **PART 8      General**

### **8.1            CONSTRUCTION SAFETY MEASURES**

- .1 All Contractors and their personnel shall 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 shall apply.

### **8.2            BASE SAFETY OFFICER BRIEFING**

- .1 Engineer will coordinate/arrange for Contractor's Staff to be briefed on Base Safety requirements. This will occur at Bi-weekly Safety Meetings.
- .2 The balance of on-site employees and sub-contractors for the project will be briefed as the project progresses. For employees not covered in 1.2.1, briefings will be held as follows:
  - .1 A bi-weekly safety briefing has been established in Building 604 Range control building Center, at 0845, on selected Tuesdays and Thursdays (excluding holidays). All employees will 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 Briefing is valid for one year from date of orientation and is transferable from job site to job site.

### **8.3            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.

### **8.4            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 will be the responsibility of the Contractor.

### **8.5            TOOLS AND EQUIPMENT**

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

## **8.6 CONFINED SPACE ENTRY POLICY**

- .1 No employee shall 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 will make himself and employees aware of and abide by the Base Policy on confined space entry and the locations affected by said policy.

## **8.7 FIRE SAFETY REQUIREMENTS**

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

## **8.8 SCAFFOLDING**

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

## **8.9 OVERLOADING**

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

## **8.10 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) shall be WHMIS trained in accordance with the Act.
- .3 Material Safety Data Sheets (MSDS) for all materials falling under the WHMIS program shall 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 Engineer on delivery of materials.

## **8.11 FALL PROTECTION**

- .1 Approved fall protection equipment and methods shall be used in accordance with Canada Labour Code Part II and the associated CSA Standards.
- .2 Safety belts and lanyards shall be worn where falling hazards exist, as described under the Canada Labour Code, Part II. Contractor and their personnel shall 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 shall 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.

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

- .1 Contractors and their personnel shall comply with all Federal Safety Standards in relation to Personal Protective Equipment.
- .2 Hardhats and safety boots shall 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 shall 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 shall 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 shall 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 shall 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 9 Products**

### **9.1 NOT USED**

- .1 Not Used.

## **PART 10 Execution**

### **10.1 NOT USED**

- .1 Not Used.

END OF SECTION

**PART 11      General**

**11.1          RELATED WORK**

- .1      Quarry tile: Section 09 30 15 – Quarry Tile

**1.2          REFERENCES**

- .1      Do tile work in accordance with most current Installation manuals for, “Ceramic Tile”, produced by Terrazzo Tile and Marble Association of Canada (TTMAC), except where specified otherwise.

**1.3          SAMPLES**

- .1      Submit 300 x 300 mm sample panel of each color, texture, size, and pattern of tile as requested by Engineer.

**1.4          ENVIRONMENTAL CONDITIONS**

- .1      Maintain air temperature and structural base temperature at ceramic tile installation area above 12°C for 48 hours before, during, and 48 hours after installation.

**PART 2      Products**

**2.1          FLOOR TILE**

- .1      Ceramic tile: to CAN2-75.1-M, Type 7, Class MR2, size, edges, surfaces, patterns and color as selected by the Engineer. Matching covered base, 100 mm high.

**2.2          WALL TILE**

- .1      Ceramic tile: to CAN2-75.1-M, Type 5, Class MR2, size, edges, surface, pattern and color as selected by the Engineer. Matching rounded edge trim to suit application.

**2.3          MORTAR AND ADHESIVE MATERIALS**

- .1      Portland cement: to CAN3-A5, type 10.
- .2      Sand: to CSA A82.56-M.
- .3      Hydrated lime: to ASTM C207.
- .4      Latex additive: formulated for use in Portland cement mortar and thin set bond coat.
- .5      Water: potable and free of minerals which are detrimental to mortar and grout mixes.
- .6      Dry set mortar: to ANSI A118.1.
- .7      Organic adhesive: to CGSB 71-GP-22M, Type 1.
- .8      Epoxy bond coat: to manufacturers’ specifications.

- .9 Thin set bond coat: to manufacturers' specifications.

## **2.4 GROUT**

- .1 Epoxy grout: to manufacturers' specifications.
- .2 Grout preparation: to manufacturers' instructions.

## **2.5 ACCESSORIES**

- .1 Reinforcing mesh: 50 x 50 x 1.6 x 1.6 mm galvanized steel wire mesh.
- .2 Thresholds: as selected by Engineer.
- .3 Sealant: color selected by Engineer.
- .4 Floor sealer and protective coating: to tile and grout manufacturers' recommendations.

## **2.6 MORTAR AND ADHESIVE MIXES**

- .1 Scratch coat: 1 part Portland cement, 1/5 to 1/2 parts hydrated lime to suit job conditions, 4 parts sand, and 1 part water. Adjust water volume depending on water content of sand.
- .2 Slurry bond coat: Portland cement and water mixed to creamy paste. Latex additive may be included.
- .3 Mortar bed for floors: 1 part Portland cement, 4 parts sand, 1 part water. Adjust water volume depending on water content of sand. Latex additive may be included.
- .4 Mortar bed for walls and ceilings: 1 part Portland cement, 1/5 to 1/2 parts hydrated lime to suit job conditions, 4 parts sand and 1 part water. Adjust water volume depending on water content of sand. Latex additive may be included.
- .5 Levelling coat: 1 part Portland cement, 4 parts sand, minimum 1/10 part latex additive, 1 part water including latex additive.
- .6 Bond or setting coat: 1 part Portland cement, 1/3 part hydrated lime, 1 part water.
- .7 Measure mortar ingredients by volume.
- .8 Dry set mortar: mix to manufacturer's instructions.
- .9 Organic adhesive: pre-mixed.

## **PART 3 Execution**

### **3.1 WORKMANSHIP**

- .1 Apply tile or backing coats to clean and sound surfaces.
- .2 Fit tile around corners, fitments, fixtures, drains and other built-in objects. Maintain uniform joint appearance. Cut edges smooth and even.

- .3 Maximum surface tolerance 1:800.
- .4 Make joints between tile uniform and approximately 1.5 mm wide, plumb, straight, true, even and flush with adjacent tile. Ensure sheet layout not visible after installation. Align patterns.
- .5 Lay out tiles so perimeter tiles are minimum ½ size.
- .6 Sound tiles after setting and replace hollow sounding units to obtain full bond.
- .7 Make internal angles square, external angles rounded.
- .8 Use round edged tiles at termination of wall tile panels, except where panel abuts projecting surface or differing plane.
- .9 Install divider strips at junction of tile flooring and dissimilar materials.
- .10 Allow minimum 24 hours after installation of tiles, before grouting.
- .11 Clean installed tile surfaces after installation and grouting cured.
- .12 Make control joints where indicated. Make joint width same as tile joints. Fill control joints with sealant. Keep building expansion joints free of mortar and grout.

### **3.2 WALL TILE**

- .1 Install in accordance with TTMAC detail specified by the Engineer.

### **3.3 FLOOR TILE**

- .1 Install in accordance with TTMAC detail specified by the Engineer.

### **3.4 FLOOR SEALER AND PROTECTIVE COATING**

- .1 Apply in accordance with manufacturer's instructions.

END OF SECTION

**PART 1      General**

**1.1            RELATED WORK**

- .1      Ceramic Tiling: Section 09 30 13 Ceramic Tiling.

**1.2            REFERENCES**

- .1      ASTM C136 Method for Sieve Analysis of Fine and Coarse Aggregates.
- .2      ASTM C207 Specification for Hydrated Lime for Masonry purposes.
- .3      CAN/CSA-A5-M Portland Cement/Masonry Cement/Blended Hydraulic Cement.
- .4      CAN/CGSB-9.1-88 Sieves, Testing, Woven Wire, Inch Series.
- .5      CAN/CGSB-8.2-M, Sieves, Testing, Woven Wire, Metric.
- .6      CAN/CGSB-51.33-M, Vapour Barrier, Sheet, for Use in Building Construction.
- .7      CGSB 71-GP-29M Adhesive, Elastomeric, for installation of Quarry Tiles.
- .8      CGSB 71-GP-30M Adhesive, Epoxy and Modified Mortar Systems, for Installation of Quarry Tiles.
- .9      CAN/CGSB-75.-1-M Tile, Ceramic.
- .10     Terrazzo Tile and Marble Association of Canada (TTMAC) Installation Manual 200-1979.

**1.3            SAMPLES**

- .1      Submit 600 x 600 samples panels of each color, texture, size, and pattern of quarry tile as requested by the Engineer.

**1.4            ENVIRONMENTAL REQUIREMENTS**

- .1      Maintain air temperature and structural base temperature a quarry tile installation area above 12°C for 48 hours before, during and 48 hours after installation.

**PART 2      Products**

**2.1            TILE AND PAVERS**

- .1      Quarry tile: to CAN/CGSB-75.1, Type 4, Class MR2 x 9.50 or 12.5 mm thick, size, face, edges, color as selected by Engineer. Matching coved base, 150 mm high.

**2.2            MORTAR AND ADHESIVE MATERIALS**

- .1      Portland cement: to CAN/CSA-A5, type 10.

.2 Sand:

- .1 Crushed or pit run consisting of hard durable particles free from clay lumps, cementation, organic material, frozen material and other deleterious material.
- .2 Gradations to be within limits specified when tested to ASTM C136. Sieve sizes to CAN/CGSB-8.1.

Sieve Designation	%
4.75 mm	100
2.36 mm	95-100
1.18 mm	60-100
0.600 mm	35-80
0.300 mm	15-50
0.150 mm	2-15
0.075 mm	0-5

- .3 Hydrated Lime: to ASTM C207.
- .4 Latex additive: formulated for use in Portland cement mortar.
- .5 Water: Potable and free of minerals which are detrimental to mortar and grout mixes.
- .6 Dry set mortar: water retentive Portland cement mortar.
- .7 Elastomeric adhesive: to CGSB 71-GP-29M.
- .8 Epoxy adhesive: to CGSB 71-GP-30M, type 1.
- .9 Modified mortar adhesive: to CGSB 71-GP-30M, type 2.
- .10 Furan resin mortar.
- .11 Color pigment: non fading mineral oxides, unaffected by lime or cement and which will not stain tile.

**2.3 GROUT**

- .1 Epoxy grout: 100% solid epoxy mortar composed of 2 part thermosetting epoxy and graded silica sand.
- .2 Grout preparation: to manufacturer's instructions.

**2.4 ACCESSORIES**

- .1 Reinforcing mesh: 50 x 50 x 1.6 x 1.6 mm galvanized steel wire mesh.
- .2 Cleavage plane: polyethylene film to CAN/CGSB-51.33, type 2, 0.10 mm thick, No. 15 asphalt saturated felt to CSA A123.3.

- .3 Protective coating: to tile and grout manufacturers' recommendations.
- .4 Sealants: as recommended by tile manufacturers.

## **2.5 MORTAR AND ADHESIVE MIXES**

- .1 Scratch coat: 1 part Portland cement, 1/5 to 1/2 parts hydrated lime to suit job conditions, 4 parts sand, 1 part water. Adjust water volume depending on water content of sand.
- .2 Slurry bond coat: Portland cement and water mixed to creamy paste. Latex additive may be included.
- .3 Mortar bed for floors: 1 part Portland cement, 4 parts sand, 1 part water. Adjust water volume depending on water content of sand. Latex additive may be included.
- .4 Mortar bed for walls: 1 part Portland cement, 1/5 to 1/2 parts hydrated lime to suit job conditions, 4 parts sand and 1 part water. Adjust water volume depending on water content of sand. Latex additive may be included.
- .5 Levelling coat: 1 part Portland cement, 4 parts sand, minimum 1/10 part latex additive, 1 part water, including latex additive.
- .6 Bond or setting coat: 1 part Portland cement, 1/3 part hydrated lime, 1 part water.
- .7 Measure mortar ingredients by volume.
- .8 Dry set mortar: mix to manufacturer's instructions.
- .9 Furan resin mortar: mix to manufacturer's instructions.
- .10 Organic adhesive: pre-mixed.
- .11 Modified mortar adhesive: mix to manufacturer's instructions.
- .12 Epoxy adhesive: mix to manufacturer's instructions.

## **PART 3 Execution**

### **3.1 WORKMANSHIP**

- .1 Do tile work in accordance with Installation manual 22, "Ceramic Tile" produced by Terrazzo Tile and Marble Association of Canada (TTMAC), except where specified otherwise.
- .2 Apply mortar bed or bond coat to clean and sound surfaces.
- .3 Fit tile units around corners, fitments, fixtures, drains, and other built-in objects. Maintain uniform joint appearance. Make cut edges smooth and even.
- .4 Maximum surface tolerance: 1:800.

- .5 Make joints between tiles uniform and approximately 6 mm wide, plumb, straight, true and even and with adjacent units flush. Align patterns.
- .6 Lay out units so perimeter tiles are minimum ½ size.
- .7 Sound tiles after setting and replace hollow sounding units to obtain full bond.
- .8 Make internal angles square, external angles rounded.
- .9 Construct base 150 mm high with rounded top edge.
- .10 Use round edged tiles at termination of wall tiles, except where tiles projecting surface or differing plane.
- .11 Install divider strips at junction of tile flooring and dissimilar material.
- .12 Clean installed tile surfaces after installation cured.
- .13 Keep building expansion joints free of mortar or grout.
- .14 Use slip resistant tiles in wet areas and exterior.
- .15 Use step-treads on exterior stairs.

### **3.2 SETTING SYSTEM**

- .1 Install tile and bases on substrate in accordance with TTMAC details specified by Engineer.

### **3.3 CONTROL JOINTS**

- .1 Provide control joints 6 m wide where indicated.
- .2 Provide control joints around perimeter of large areas, around columns, in locations where area changes direction and where tile abuts other hard material. Place control joints directly over sub floor expansion/control joints.
- .3 Provide control joints for all exterior areas where indicated. Minimum width of control joints 10 mm.
- .4 Fill joints with sealant.

### **3.4 PROTECTION OF FINISHED WORK**

- .1 Protect new floor from time of final set of adhesive until final inspection.
- .2 Prohibit traffic on floor for 48 hours after installation.

**END OF SECTION**

**PART 1      General**

**1.1            RELATED SECTIONS**

- .1      Resilient Tile Flooring: Section 09 65 19
- .2      Carpeting: Section 09 68 00

**1.2            SAMPLES**

- .1      Submit duplicate 300 x 300 mm pieces of tile, 300 mm long base, nosing, edge strips, tread and riser material.

**1.3            MAINTENANCE DATA**

- .1      Provide maintenance data for flooring for incorporation into maintenance manuals.

**1.4            ENVIRONMENTAL REQUIREMENTS**

- .1      Arrange with Engineer to maintain minimum 20°C temperature at flooring installation area for minimum 48 hours prior to, during and for 48 hours after installation.

**PART 2      Products**

**2.1            MATERIALS**

- .1      Residential/Commercial Sheet Vinyl:
  - .1      Must meet Canadian Standards Association (CSA) A126.3-M, Type 1, Grade 1, 2, or 3 with filled vinyl or inorganic backing.
  - .2      Commercial Sheet Vinyl:
    - .1      Must meet CSA A126.3-M, Type II, Grade 1, 2, or 3.
    - .2      Heat welding Rod: of manufactured for flooring being installed.
  - .3      Resilient Base: top set covered, minimum 1200 mm length and 63 mm, 100 mm, or 150 mm high x 3 mm thick, including premoulded end stops and external corners of colors as selected by Engineer.
  - .4      Resilient stair nosing (commercial): square nose, min 5 mm thick, 40 mm vertical face, 50 mm horizontal face ribbed, rubber, rabbetted type to receive tread finish, one piece length for stair nosing, of color selected by Engineer.
  - .5      Resilient stair nosing (residential): square nose, min 3 mm thick, 30 mm vertical face, 40 mm horizontal face ribbed, vinyl or rubber, rabbetted type to receive tread finish, one piece length for stair nosing, of colors selected by Engineer.

- .6 Resilient stair tread (residential): vinyl, 30 mm vertical face, square full tread deep, 4 mm thick ribbed surface, solid pattern of color selected by Engineer.
- .7 Resilient stair tread (commercial): rubber, 48 mm vertical face, square full tread deep, 6.3 mm thick, diamond surface solid pattern, of color as selected by Engineer.
- .8 Resilient stair riser: top set rubber, 3.2 mm thick, fill riser height, solid pattern, of color as selected by Engineer.
- .9 Primer and adhesives: waterproof, recommended by flooring manufacturer for specific material on applicable substrate, above, at or below grades.
- .10 Sub-floor filler: type recommended by flooring manufacturer for use with their product.
- .11 Concrete filler: type recommended by flooring Material manufacturer.
- .12 Metal edge strips: aluminium extruded, smooth, mill finish with lip to extend under floor finish, shoulder flush with top of adjacent floor finish.
- .13 Sealer and wax: type recommended by flooring manufacturer for material type and location.
- .14 Silicone sealer: clear, to CGSB 19-GP-9M, Type 1, clear or colored to match flooring.

### **PART 3 Execution**

#### **3.1 INSPECTION**

- .1 Ensure concrete floors are clean and dry by using test methods recommended by flooring manufacturer and exhibit negative alkalinity, carbonization or dusting.

#### **3.2 SUB-FLOOR TREATMENT**

- .1 Remove sub-floor ridges and bumps. Fill low spots, cracks, joints, holes and other defects with sub-floor filler.
- .2 Clean floor and apply filler, trowel and float to leave smooth, flat hard surface. Prohibit traffic until filler cured and dry.
- .3 Primer concrete slab or plywood sub-floor to flooring manufacturer's printed instructions.

#### **3.3 APPLICATION: FLOORING**

- .1 Apply adhesive uniformly using recommended trowel. Do not spread more adhesive than can be covered by flooring before initial set takes place.

- .2 Lay flooring with seams parallel to building lines to produce a minimum number of seams. Border widths minimum 1/3 width of full material.
- .3 Run sheets parallel to length of room. Double cut sheet joints and continuously seal according to manufacturer's printed instructions.
- .4 Heat weld seams of linoleum sheet flooring in accordance with manufacturer's printed instructions.
- .5 As installation progresses, roll flooring with 45 kg minimum roller to ensure full adhesion, according to manufacturer's instructions.
- .6 Cut flooring neatly around fixed objects.
- .7 Install flooring in pan type floor access covers. Maintain floor pattern.
- .8 Continue flooring over areas which will be under built-in furniture.
- .9 Continue flooring through areas to receive movable type partitions without interrupting floor pattern.
- .10 Terminate flooring at centre line of door in openings where adjacent floor finish or color is dissimilar.
- .11 Install metal edge strips at unprotected or exposed edges where flooring terminates.

#### **3.4 APPLICATION: STAIRS**

- .1 Install stair nosing, treads and risers on piece for full width of stair. Adhere over entire surface and fit accurately.

#### **3.5 APPLICATION: RUBBER BASE**

- .1 Lay out base to keep number of joints at minimum.
- .2 Set base in adhesive tightly against wall and floor surfaces. Use pieces of base minimum 0.5 m long.
- .3 Install straight and level to variation of plus or minus 3 mm or over 3 m straight edge.
- .4 Scribe and fit to door frames and other obstructions. Use pre-moulded end pieces at flush door frames.
- .5 Meter internal corners. Use pre-moulded sections for external corners.

#### **3.6 CLEANING AND WAXING**

- .1 Remove excess adhesive from floor, base and wall surfaces without damage.
- .2 Clean, seal and wax floor and base surface to flooring manufacturer's printed instructions.

**3.7 PROTECTION OF FINISHED WORK**

- .1 Protect new floor after waxing until just before final inspection.

END OF SECTION

**PART 1      General**

**1.1            RELATED SECTIONS**

- .1      Resilient Sheet Flooring: Section 09 65 16
- .2      Carpeting: Section 09 68 00

**1.2            SAMPLES**

- .1      Submit duplicate 300 x 300 mm pieces of tile, 300 mm long base, nosing, edge strips, tread and riser material.

**1.3            MAINTENANCE DATA**

- .1      Provide data for maintenance of tile flooring for incorporation into maintenance manuals.

**1.4            ENVIRONMENTAL REQUIREMENTS**

- .1      Arrange with Engineer to maintain minimum 20 degrees Celsius air temperature at flooring installation area for three (3) days before, during and forty-eight (48) hours after installation.

**PART 2      Products**

**2.1            MATERIALS**

- .1      Vinyl composition tile: to CSA A126.1, Type A plain or mottled, 0.80" or 0.125", x 12" x 12" in size as selected by the Engineer.
- .2      Antistatic – Conductive tile:
  - .1      Construction: homogeneous PVC.
  - .2      Static control: 10<sup>4</sup> ohms conductivity.
  - .3      Grounding conductor: 12.7 mm wide copper foil various lengths and recommended conductive adhesive.
- .3      Resilient base: top set covered, minimum 1200 mm length and 63 mm thick, including pre-moulded end stops and external corners, of color as selected by Engineer.
- .4      Resilient stair nosing (commercial): square nose, min 5 mm thick, 40 mm vertical face, 50 mm horizontal face ribbed, rubber rabbetted type to receive tread finish, one-piece length for stair nosing, of color selected by Engineer.
- .5      Resilient stair nosing (residential): square nose, min 3 mm thick, 30 mm vertical face, 40 mm horizontal face ribbed, rubber or vinyl, rabbetted type to receive tread finish, one piece length for stair nosing, of colors selected by Engineer.

- .6 Resilient stair tread (residential): vinyl 30 mm vertical face, square full tread deep, 4 mm thick, ribbed surface solid pattern, of color selected by Engineer.
- .7 Resilient stair tread (Commercial): rubber, 48 mm vertical face, square full tread deep, 6.3 mm thick, diamond surface solid pattern, of color as selected by Engineer.
- .8 Resilient stair riser: top set rubber, 3.2 mm thick, full riser height, solid pattern, of color selected by Engineer.
- .9 Primers and adhesives: waterproof, recommended by flooring manufacturer for specific material on applicable substrate, above, at or below grade.
- .10 Sub-floor filler: type recommended by flooring manufacturer for use with their products.
- .11 Concrete filler/leveller: type recommended by flooring material manufacturer.
- .12 Metal edge strips: aluminium extruded, smooth mill finish with lip to extend under floor finish, should be flush with top of adjacent floor finish.
- .13 Sealer and wax: type recommended by flooring material manufacturer for material type and location.
- .14 Silicone sealant: to CGSB-19-GP-9M, type 1 clear or colored to match flooring.
- .15 Copper grid system – type recommended by conductive tile manufacturer.
- .16 Conductive adhesives: type recommended by conductive tile manufacturer.

### **PART 3 Execution**

#### **3.1 INSPECTION**

- .1 Ensure concrete floors are dry, by using test methods recommended by tile manufacturer, and exhibit negative alkalinity, carbonization or dusting.

#### **3.2 SUB-FLOOR TREATMENT**

- .1 Remove sub-floor ridges and bumps. Fill low spots, cracks, joints, holes and other defects with sub-floor filler.
- .2 Clean floor and apply filler, trowel and float to leave smooth, flat hard surface. Prohibit traffic until filler is cured and dry.
- .3 Primer concrete slab or plywood sub-floor to flooring manufacturer's printed instructions.

#### **3.3 TILE APPLICATION**

- .1 Apply adhesive uniformly using recommended trowel in accordance with flooring manufacturer's instructions. Do not spread more adhesive than can be covered by flooring before initial set takes place.

- .2 Lay flooring with joints parallel to building lines to produce symmetrical tile pattern. Border tiles minimum half tile width.
- .3 Install flooring with pattern grain alternating to produce basket weave pattern.
- .4 As installation progresses, roll flooring in 2 directions except vinyl tile, with 45 kg roller to ensure full adhesion.
- .5 Cut tile and fit neatly around fixed objects.
- .6 Install flooring in pan type floor access covers. Maintain floor pattern.
- .7 Continue flooring through areas to receive movable type partitions without interrupting floor pattern.
- .8 Terminate flooring at centreline of door in openings where adjacent floor finish or color is dissimilar.
- .9 Install metal edge strips at unprotected or exposed edges where flooring terminates.

#### **3.4 STAIR APPLICATION**

- .1 Install stair nosing, treads and risers one piece for full width of stair. Adhere over entire surface and fit accurately.

#### **3.5 RUBBER BASE APPLICATIONS**

- .1 Lay out base to keep number of joints at minimum.
- .2 Set base in adhesive tightly against wall and floor surfaces. Use pieces of base minimum 0.5 m long.
- .3 Install straight and level to variation of plus or minus 3 mm over 3 m straight edge.
- .4 Scribe and fit to door frames and other obstructions. Use pre-moulded end pieces at flush door frames.
- .5 Miter internal corners. Use pre-moulded sections for external corners.

#### **3.6 CLEANING AND WAXING**

- .1 Remove excess adhesive from floor, base and wall surfaces without damage.
- .2 Clean, seal and wax floor and base surface to flooring manufacturer's instructions. In carpeted areas clean, seal and wax base surface before carpet installation.

#### **3.7 PROTECTION OF FINISHED WORK**

- .1 Protect new floors with 0.15 m polyethylene cover from time of final set of adhesive until just before final inspection.

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- .2 Prohibit traffic on floor for 48 hours after installation, or according to manufacturer's recommendation.

**END OF SECTION**

**PART 1      General**

**1.1            RELATED WORK**

- .1      Resilient Tile Flooring: Section 09 65 19.
- .2      Resilient Sheet Flooring: Section 09 65 16.

**1.2            SAMPLES**

- .1      Submit duplicate 1m square pieces of each type of carpet specified, duplicate 125 X 75 mm pieces for each color selected, 150 lengths of carpet gripper and binder bars.

**1.3            CERTIFICATION**

- .1      Submit manufacturer's product data verifying compliance with specification requirements for carpet, under pad, carpet gripper, binder bar adhesive material.
- .2      Submit evidence acceptable to Dominion Fire Commissioner verifying compliance of carpet material with:
  - .1      Flame resistance to CGSB 4-GP-129 by certification as conforming to Hazardous Products Act, carpet regulations, or a test report certified by approved independent testing laboratory.
- .3      Submit evidence that carpet complies with the Underwriters Laboratories of Canada Standards LS-102-2, "Standard Method of Testing for Surface Burning Characteristics of Flooring and Floor Covering Materials".
- .4      Submit certification with submission of samples.

**1.4            MAINTENANCE DATA**

- .1      Provide maintenance data for carpet maintenance for incorporation into Maintenance Manual.

**1.5            GUARANTEE**

- .1      Provide a written guarantee, signed and issued in the name of Her Majesty the Queen in Right of Canada stating the carpeting work of this Section is guaranteed against deterioration of backing, delamination, failure of seams, stretching wrinkling, fading or other defects of materials or workmanship detrimental to appearance or performance for a period of years as stated in 2.1 of this Section from the date of Final Certification of Completion.

**PART 2        Products**

**2.1            MATERIALS**

- .1        Carpets: construction, pile height, type, weight, static rating, backing gauge, stitch count, color and wear guarantee as selected by the Engineer from product lists provided on tender documents.
- .2        Carpets required to have flame spread rating or smoke developed classification to be tested in accordance with CAN4 S102.0-80 for floor surface covering and be certified by ULC.
- .3        Test data from other laboratories may be approved upon submission to Fire Commissioner for Canada.
- .4        Under pad: As selected Engineer from product lists provided on tender document.
- .5        Carpet grippers: types to be recommended by carpet manufacturer.
- .6        Seaming tape: of types to be recommended by carpet manufacturer for purpose intended.
- .7        Binder bars: aluminum milled finished, selected color of type recommended by carpet manufacturer.
- .8        Adhesive: non-release type of brand recommended by carpet manufacturer.
- .9        Concrete floor sealer: to CGSB 25-SP-20M Type 1.
- .10      Carpet protection: non-staining heavy duty craft paper or 0.15 mm polyethylene film.
- .11      Sub-floor filler: type recommended by flooring manufacturer for use with their product.

**PART 3        Execution**

**3.1            WORKMANSHIP**

- .1        Install glue-down carpet in accordance with CGSB 4-GP-156 and manufacturer's printed instructions.
- .2        Install carpeting and under pad in accordance with manufacturer's printed instructions.
- .3        Finish installation to present smooth wearing surface free from conspicuous seams, burring and other faults.
- .4        Use material from same dye lot and ensure color, pattern and texture to match within any one area.

**3.2            PREPARATION**

- .1 Prepare floor surfaces in accordance with CGSB 4-GP-156 and manufacturer's printed instructions.

### **3.3 CARPET GRIPPERS AND BINDER BARS**

- .1 Install carpet grippers to conform to high and low spots in floor, using carpet gripper cement, concrete nails or approved stud driver.
- .2 Use carpet grippers at walls and vertical surfaces, metal binder bars at exposed carpet edges, centred under doors in door openings.

### **3.4 UNDER PAD INSTALLATION**

- .1 Lay under pad using minimum number of pieces. Secure under pad to prevent shifting.
- .2 Cut under pad 25 mm less in dimensions to the carpet area being supported.
- .3 Butt edges firmly together. Lay up to edge of gripper and tape joints. Remove bubbles and slightly stretch.
- .4 Anchor under pad at projects and where cut to contours.
- .5 Offset under pad seams at least 300 mm from carpet seams.
- .6 Omit underlay behind carpet on vertical surfaces.
- .7 Where under pad is to be installed on below grade slabs, lay polyethylene fill over entire area. Lap joints 150 mm and tape to prevent shifting.

### **3.5 CARPET INSTALLATION**

- .1 Install carpet tightly and fit neatly around architectural, mechanical, electrical and furniture fittings, around perimeter of rooms into recesses and around fixtures, and around projections through the floor. Hot melt seams and cross joints. Maintain constant pile direction
- .2 Seal edges of cut-outs with latex, or use positive binding method.
- .3 Lay carpet on stairs with provision for future shifting at nose treads.
- .4 Install carpet on pan type floor access covers. Maintain pattern and direction of nap.

### **3.6 RUBBER BASE APPLICATION**

- .1 Set base in adhesive tightly against wall and floor surfaces. Use pieces of base min 0.5 m long.
- .2 Install straight and level to variation of plus or minus 3 m over 3m straight edge.

- .3 Scribe and fit to door frames and other obstructions. Use pre-moulded end pieces at flush door frames.
- .4 Miter internal corners. Use pre-moulded sections for external corners.

**3.7 PROTECTION OF FINISHED WORK**

- .1 Vacuum carpets clean. Protect traffic areas of carpeted floors prior to acceptance by Engineer.

END OF SECTION



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**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 FLOORING 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 commerciales sans entreposage de nuit?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>	Restricted to / Limité à : <input type="checkbox"/>	Restricted to / Limité à : <input type="checkbox"/>
Specify country(ies) / Préciser le(s) pays :	Specify country(ies) / Préciser le(s) pays :	Specify country(ies) / Préciser le(s) pays :
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>



**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?  
If Yes, indicate the level of sensitivity.  
Dans l'affirmative, indiquer le niveau de sensibilité :

No / Non  Yes / Oui

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

No / Non  Yes / Oui

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

Document Number / Numéro du document :

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

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

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

Special comments:  
Commentaires spéciaux :

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

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?

No / Non  Yes / Oui

If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?

No / Non  Yes / Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

No / Non  Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

No / Non  Yes / Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

No / Non  Yes / Oui

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

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

No / Non  Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

No / Non  Yes / Oui



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**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 Confidentiel	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"/>	<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"/>	<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"/>	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

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?  No / Non  Yes / Oui  
 La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

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).

Security Classification / Classification de sécurité UNCLAS
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