

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

PWGSC/TPSGC Acquisitions
Sherwood Business Centre
161 St. Peters Road/
161, rue St. Peters
2nd Floor, Suite 204/
2ième étage, pièce 204
Charlottetown
Prince Edward Island
C1A 5P7
Bid Fax: (902) 566-7514

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
Sherwood Business Centre
161 St. Peters Road/
2nd Floor, Suite 204
Charlottetown
Prince Ed
C1A 5P7

Title - Sujet RISO Electrical Services - JAG Bldg Standing Offer - Electrical Services Joseph A. Ghiz Building 275 Pope Road Summe	
Solicitation No. - N° de l'invitation ED060-211680/A	Date 2020-12-24
Client Reference No. - N° de référence du client ED060-211680	GETS Ref. No. - N° de réf. de SEAG PW-\$PWC-008-4541
File No. - N° de dossier PWC-0-43028 (008)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Atlantic Standard Time AST on - le 2021-01-13 Heure Normale de l'Atlantique HNA	
Delivery Required - Livraison exigée See Herein – Voir ci-inclus	
Address Enquiries to: - Adresser toutes questions à: Reay, D (PWC)	Buyer Id - Id de l'acheteur pwc008
Telephone No. - N° de téléphone (902)314-7957 ()	FAX No. - N° de FAX (902)566-7514
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: PWGSC/TPSGC SUMMERSIDE TAX CTR 275 POPE ROAD 275 Pope road SUMMERSIDE Prince Edward Island C1N5Z7 Canada	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

REQUEST FOR STANDING OFFER (RFSO)

Standing Offer - Electrical Services
Joseph A. Ghiz Building
275 Pope Road
Summerside, PEI

IMPORTANT NOTICE TO OFFERORS

Note to Offerors, there will no Public Opening for the purposes of this solicitation. See SI07 for further Instructions.

See recently adopted changes

SI05 Submission of Offer has changed - See SI05 - Submission of an Offer using epost Connect service

PROMPT PAYMENT IN THE CONSTRUCTION INDUSTRY

Prompt Payment Principles

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

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

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

THIS DOCUMENT CONTAINS AN INDUSTRIAL SECURITY REQUIREMENT

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

PWGSC UPDATE ON ASBESTOS USE

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

ANTICIPATED MIGRATION TO AN E-PROCUREMENT SOLUTION (EPS)

Canada is currently developing an online EPS for faster and more convenient ordering of goods and services. In support of the anticipated transition to this system and how it may impact any resulting Standing Offer that is issued under this solicitation, refer to SC06 Transition to an e-Procurement Solution (EPS).

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ED060-211680
Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.
File No. - N° du dossier
pwc-0-43028

Buyer ID - Id de l'acheteur
PWC008
CCC No./N° CCC - FMS No./N° VME

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GENERAL INSTRUCTIONS TO OFFERORS – CONSTRUCTION SERVICES (GI)

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

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

GI02 (2014-03-01) Completion of offer

1. The offer shall be
 - a. submitted on the Offer and Acceptance Form provided through the Government Electronic Tendering Service (GETS) or on a clear and legible reproduced copy of such Offer and Acceptance Form that must be identical in content and format to the Offer and Acceptance Form provided through GETS;
 - b. based on the Offer Documents listed in the Special Instructions to Offerors;
 - c. correctly completed in all respects;
 - d. signed by a duly authorized representative of the Offeror; and
 - e. accompanied by
 - i. any other document or documents specified elsewhere in the solicitation where it is stipulated that said documents are to accompany the offer.
2. Subject to paragraph 6) of GI11, any alteration to the pre-printed or pre-typed sections of the Offer and Acceptance Form, or any condition or qualification placed upon the offer may be cause for disqualification. Alterations, corrections, changes or erasures made to statements or figures entered on the Offer and Acceptance Form by the Offeror shall be initialed by the person or persons signing the offer. Alterations, corrections, changes or erasures that are not initialed shall be deemed void and without effect.
3. Unless otherwise noted elsewhere in the Offer Documents, facsimile copies of offers are not acceptable.
4. Canada will make available Notices of Proposed Procurement (NPP), offer solicitations and related documents for download through the Government Electronic Tendering Service (GETS). Canada is not responsible and will not assume any liabilities whatsoever for the information found on websites of third parties. In the event an NPP, offer solicitation or related documentation would be amended, Canada will not be sending notifications. Canada will post all amendments, including significant enquiries received and their replies, using GETS. It is the sole responsibility of the Offeror to regularly consult GETS for the most up-to-date information. Canada will not be liable for any oversight on the Offeror's part nor for notification services offered by a third party.

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

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

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

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

GI04 (2015-02-25) Applicable Taxes

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

GI05 Listing of Subcontractors/Supplier

Not applicable.

GI06 (2014-03-01) Submission of offer

1. Canada requires that each offer, at solicitation closing date and time or upon request from the Contracting Authority, be signed by the Offeror or by an authorized representative of the Offeror.
2. It is the Offeror's responsibility to:
 - a. submit an offer, duly completed, in the format requested, on or before the solicitation closing date and time set;
 - b. In the case of submission by epost Connect, see instructions in GI06.2.ii below.
 - c. obtain clarification of the requirements contained in the RFSO, if necessary, before submitting an offer;
 - d. ensure that the Offeror's name, return address, the solicitation number and description, and solicitation closing date and time are clearly visible on the submission containing the Offer; and
 - e. provide a comprehensive and sufficiently detailed Offer that will permit a complete evaluation in accordance with the criteria set out in this RFSO.
 - f. send its Offer only to the Bid Receiving Unit of Public Works and Government Services Canada (PWGSC) specified below, by the date and time indicated on page 1 of the offer solicitation, either by delivering a hard copy or electronic ePost Connect submission as follows:

HARD COPY Offer Submission

In the case of submission of a hard copy offer, send its offer only to:

**PWGSC/TPSGC Acquisitions
Sherwood Business Centre
161 St. Peters Road / 161, rue St. Peters
2nd Floor, Suite 204 / 2ième étage, pièce 204
Charlottetown Prince Edward Island
C1A 5P7**

i. ELECTRONIC Offer Submission by epost Connect service

- a. Unless specified otherwise in the solicitation, offers may be submitted by using the epost Connect service provided by Canada Post Corporation.
- b. The only acceptable email address to use with epost Connect for responses to solicitation issued by PWGSC is:

Atlantic(N.B/PEI): TPSGC.RARceptionSoumisNBPE-ARBidReceivingNBPE.PWGSC@tpsgc-pwgsc.gc.ca

Note: Offers will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in c., or to send offers through an epost Connect message if the Offeror is using its own licensing agreement for epost Connect.

- c. To submit an offer using epost Connect service, the Offeror must either:

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

1. The technical and price components of the offer must be submitted in separate sections as follows:
 - a. The offer should be submitted following a "two-section" procedure of which is to include a technical and financial offer.
 - b. The Technical Offer, and any associated document(s), should be provided in a separate section with the following information clearly provided:
 - Section One - Technical Offer;
 - Solicitation Number; and
 - Name of Offeror.
 - c. The Price Proposal Form and associated document(s), the Financial Offer, should be provided in a separate section with the following information clearly provided:
 - Section Two - Financial Offer;
 - Solicitation Number; and
 - Name of Offeror.
2. Timely and correct delivery of offers to the office designated for receipt of offers is the sole responsibility of the Offeror. PWGSC will not assume or have transferred to it those responsibilities. All risks and consequences of incorrect delivery of offers are the responsibility of the Offeror.
3. Offers and supporting information may be submitted in either English or French.
4. Unless otherwise specified in the Special Instructions to Offerors:
 - a. the offer shall be in Canadian currency; and
 - b. the requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All offers including such provision will render the offer non-responsive.

GI07 (2010-01-11) Revision of offer

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

GI08 (2014-09-25) Rejection of offer

1. Canada may accept any offer, whether it is the lowest or not, or may reject any or all offers.
2. Without limiting the generality of paragraph 1) of GI11, Canada may reject an offer if any of the following circumstances is present:
 - a. the Offeror's offering privileges are suspended or are in the process of being suspended;
 - b. the offering privileges of any employee or subcontractor included as part of the offer are suspended or are in the process of being suspended, which suspension or pending suspension would render that employee or subcontractor ineligible to offer on the Work, or the portion of the Work the employee or subcontractor is to perform;
 - c. the Offeror is bankrupt, or where for whatever reason, its activities are rendered inoperable for an extended period;
 - d. evidence, satisfactory to Canada, of fraud, bribery, fraudulent misrepresentation or failure to comply with any law protecting individuals against any manner of discrimination, has been received with respect to the Offeror, any of its employees or any subcontractor included as part of its offer;
 - e. evidence satisfactory to Canada that based on past conduct or behavior, the Offeror, a sub-contractor or a person who is to perform the Work is unsuitable or has conducted himself/herself improperly;
 - f. with respect to current or prior transactions with Canada
 - i. Canada has exercised, or intends to exercise, the contractual remedy of taking the work out of the Offeror's hands with respect to a contract with the Offeror, any of its employees or any subcontractor included as part of its offer; or
 - ii. Canada determines that the Offeror's performance on other contracts is sufficiently poor to jeopardize the successful completion of the requirement being offer on.
3. In assessing the Offeror's performance on other contracts pursuant to subparagraph 2)(f)(ii) of GI11, Canada may consider, but not be limited to, such matters as:
 - a. the quality of workmanship in performing the Work;
 - b. the timeliness of completion of the Work;
 - c. the overall management of the Work and its effect on the level of effort demanded of the department and its representative; and
 - d. the completeness and effectiveness of the Offeror's safety program during the performance of the Work.
4. Without limiting the generality of paragraphs 1), 2) and 3) of GI11, Canada may reject any offer based on a unfavorable assessment of the;
 - a. adequacy of the offer price to permit the work to be carried out and, in the case of a offer providing prices per unit, whether each such price reasonably reflects the cost of performing the part of the work to which that price applies;
 - b. Offeror's ability to provide the necessary management structure, skilled personnel, experience and equipment to perform competently the work under the Contract; and
 - c. Offeror's performance on other contracts.
5. Where Canada intends to reject an offer pursuant to a provision of paragraphs 1), 2), 3) or 4) of GI11, other than subparagraph 2)(a) of GI11, the contracting Authority will inform the Offeror and provide the Offeror ten (10) days within which to make representations, before making a final decision on the offer rejection.
6. Canada may waive informalities and minor irregularities in offers received if Canada determines that the variation of the offer from the exact requirements set out in the Offer Documents can be corrected or waived without being prejudicial to other Offerors.

GI09 (2015-02-25) Offer costs

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

GI10 (2019-05-30) Procurement Business Number

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

GI11 (2013-04-25) Compliance with applicable laws

1. By submission of an offer, the Offeror certifies that the Offeror has the legal capacity to enter into a contract and is in possession of all valid licenses, permits, registrations, certificates, declarations, filings, or other authorizations necessary to comply with all federal, provincial and municipal laws and regulations applicable to the submission of the offer and entry into any ensuing contract for the performance of the work.
2. For the purpose of validating the certification in paragraph 1) of GI14, a Offeror shall, if requested, provide a copy of every valid license, permit, registration, certificate, declaration, filing or other authorization listed in the request, and shall provide such documentation within the time limit(s) set out in the request.
3. Failure to comply with the requirements of paragraph 2) of GI14 shall result in disqualification of the offer.

GI12 (2010-01-11) Performance evaluation

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

GI13 (2011-05-16) Conflict of interest—unfair advantage

1. In order to protect the integrity of the procurement process, Offerors are advised that Canada may reject an offer in the following circumstances:
 - a. if the Offeror, any of its subcontractors, any of their respective employees or former employees was involved in any manner in the preparation of the offer solicitation or in any situation of conflict of interest or appearance of conflict of interest;
 - b. if the Offeror, any of its subcontractors, any of their respective employees or former employees had access to information related to the offer solicitation that was not available to other Offerors and that would, in Canada's opinion, give or appear to give the Offeror an unfair advantage.
2. The experience acquired by a Offeror who is providing or has provided the goods and services described in the offer solicitation (or similar goods or services) will not, in itself, be considered by Canada as conferring an unfair advantage or creating a conflict of interest. This Offeror remains however subject to the criteria established above.

3. Where Canada intends to reject an offer under this section, the Contracting Authority will inform the Offeror and provide the Offeror an opportunity to make representations before making a final decision. Offerors who are in doubt about a particular situation should contact the Contracting Authority before offer closing. By submitting an offer, the Offeror represents that it does not consider itself to be in conflict of interest nor to have an unfair advantage. The Offeror acknowledges that it is within Canada's sole discretion to determine whether a conflict of interest, unfair advantage or an appearance of conflict of interest or unfair advantage exists.

GI14 (2016-04-04) Code of Conduct for Procurement—offer

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

SPECIAL INSTRUCTIONS TO OFFEROR'S (SI)

SI01 INTRODUCTION

1. Public Works and Government Services Canada (PWGSC) is inviting Offerors to submit proposals for Standing Offers. The selected offerors shall provide a range of services as identified in the Statement of Work section of this document.
2. It is PWGSC's intention to authorize up to (1) Standing Offers, each for a period of (2) years. The total dollar value of all Standing Offers is estimated to be (\$230,000.00) (GST or HST included). Individual call-ups will vary up to a maximum of (\$40,000.00) (GST or HST included). Offerors should note that there is no guarantee that the full or any amount of the Standing Offers will be called-up; PWGSC will issue call-ups only when the specific services to be provided under the Standing Offer are needed. Please refer to Section SOP04, CALL-UP PROCEDURE.

SI02 OFFER DOCUMENTS

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

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

2. Offers received by fax will be accepted as official.

GI07, add following paragraph;

3. Offers received by fax will be accepted as official and must meet the following requirements
 - a. Must be completed on the Price Proposal Form
 - b. Must indicate
 - Request for standing offer number;
 - Solicitation number;
 - Offeror's name and
 - Closing Date and Time
 - c. Must be received before offer closing time at fax number (902) 566-7514

SI03 ENQUIRIES DURING THE SOLICITATION PERIOD

1. Enquiries regarding this Offer must be submitted in writing to the Contracting Authority named on the Request for Standing Offer (RFSO) Page 1 at e-mail address: darlene.reay@tpsgc-pwgsc.gc.ca. Enquiries should be received no later than (5) calendar days prior to the date set for solicitation closing to allow sufficient time to provide a response. Enquiries received after that time may result in an answer NOT being provided.

2. To ensure consistency and quality of the information provided to Offerors the Contracting Authority will examine the content of the enquiry and shall decide whether or not to issue an amendment.
3. All enquiries and other communications related to this offer sent throughout the solicitation period must be directed ONLY to the Contracting Authority named in paragraph 1. above. Failure to comply with this requirement may result in the offer being declared non-compliant.

SI04 QUANTITY

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

SI05 PWGSC OBLIGATION

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

SI06 Mandatory / Optional Site Visit

Not applicable

SI07 REVISION OF OFFER

An offer may be revised by letter or facsimile in accordance with "General Instructions to Offerors – Construction Services to Offerors". The facsimile number for receipt of revisions is (902)566-7514.

SI08 OFFER VALIDITY PERIOD

1. The offer cannot be withdrawn for the period of (60) days following the RFSO closing date.
2. Canada reserves the right to seek an extension to the offer validity period. Upon notification in writing from Canada, Offerors shall have the option to either accept or reject the proposed extension.
3. If the extension referred to in paragraph 2 of SI08 is accepted, in writing, by all those who submitted offers, then Canada shall continue immediately with the evaluation of the offers and its approvals processes.
4. If the extension referred to in paragraph 2 of SI09 is not accepted in writing by all those who submitted offers then Canada shall, at its sole discretion, either
 - a. continue to evaluate the offers of those who have accepted the proposed extension and seek the necessary approvals; or
 - b. cancel the request for proposal.
5. The provisions expressed herein do not in any manner limit Canada's rights in law or under G108.

SI09 RIGHTS OF CANADA

1. Canada reserves the right to:
 - a. Reject any or all bids received in response to the bid solicitation;
 - b. Enter into negotiations with bidders on any or all aspects of their bids;
 - c. Accept any bid in whole or in part without negotiations;
 - d. Cancel the bid solicitation at any time;
 - e. Reissue the bid solicitation;
 - f. If no compliant bids are received and the requirement is not substantially modified, reissue the bid solicitation by inviting only the bidders who bid to resubmit bids within a period designated by Canada; and
 - g. Negotiate with the sole compliant Bidder to ensure best value to Canada.

SI10 INDUSTRIAL SECURITY RELATED REQUIREMENTS

1. At offer closing, the Offeror must hold a valid Security Clearance as indicated in section SC01 of the Supplementary Conditions. Failure to comply with this requirement will render the offer non-compliant and no further consideration will be given to the offer.
2. The successful Offeror's personnel, as well as any subcontractor and its personnel, who are required to perform any part of the work pursuant to the subsequent contract must meet the mandatory security requirement as indicated in section SC01 of the Supplementary Conditions. **Individuals who do not have the required level of security will not be allowed on site.** It is the responsibility of the successful Offeror to ensure that the security requirements are met throughout the performance of the contract. Canada will not be held liable or accountable for any delays or additional costs associated with the successful Offeror's non-compliance with the mandatory security requirement.
3. For additional information on security requirements, offerors should consult the "Security Requirements for PWGSC Offer Solicitations - Instructions for Offerors" on the Standard Procurement Documents Web site [Industrial Security Program](#)

SI11 WEB SITES

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

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

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

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

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

PWGSC, Industrial Security Services [Http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html)

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

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

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

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

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

CALL-UPS CLAUSES OR RESULTING CONTRACT DOCUMENTS (CD)

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

GC1 General Provisions – Construction Services	R2810D	(2017-08-17);
GC2 Administration of the Contract	R2820D	(2016-01-28);
GC3 Execution and Control of the Work	R2830D	(2019-11-28);
GC4 Protective Measures	R2840D	(2008-05-12);
GC5 Terms of Payment	R2550D	(2019-11-28);
GC6 Delays and Changes in the Work	R2860D	(2019-05-30);
GC7 Default, Suspension or Termination of Contract	R2870D	(2018-06-21);
GC8 Dispute Resolution	R2884D	(2016-01-28);
GC0 Insurance	R2900D	(2008-05-12);
Allowable Costs for Contract Changes under GC6.4.1	R2950D	(2015-02-25);
Supplementary Conditions		
 - e. Any amendment issued or any allowable offer revision received before the date and time set for solicitation closing;
 - f. Any amendment incorporated by mutual agreement between Canada and the Offeror before acceptance of the offer; and
 - g. Any amendment or variation of the contract documents that is made in accordance with the General Conditions.
2. The documents identified by title, number and date above are incorporated by reference and are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Web site: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>
3. The language of the contract documents is the language of the Price Proposal Form submitted.

STANDING OFFER PARTICULARS

SOP01 GENERAL

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

SOP02 PERIOD OF THE STANDING OFFER

The period for placing call-ups against the Standing Offer shall be 2 years from date of award.

SOP03 CALL-UP LIMITATION

Each call-up against the Standing Offer will have a maximum limitation of expenditure of (\$40,000.00) (Applicable Taxes included). Canada will keep track of expenditures and ensure that they do not exceed the maximal allocated total percentage of each retained Offeror.

SOP04 CALL-UP PROCEDURE

1. Services will be called-up as follows:
 - a. Departmental Representative will establish the work requirements to be provided.
 - b. For each individual call-up the Offeror will be provided the scope of work and will submit an offer to the Departmental Representative in accordance with the unit rates established under the Standing Offer. The Offeror's offer shall include all of the work as specified including; mobilizing, sub-trades, materials, labour, tools, administration fees and supervision including building permits as per local regulations.
2. The Offeror will be authorized in writing by the Departmental Representative to proceed with the work by issuance of a Call-up against the Standing Offer using form 2829. See Annex E

SOP05 STANDING OFFER RESPONSIBLES

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

Standing Offer Contracting Authority is:

Name : Darlene Reay
Title : Supply Officer
Department : Public Works and Government Services Canada
Division : Acquisitions
Telephone : 902-314-7957
e-mail : darlene.reay@pwgsc.gc.ca

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

Standing Offer Technical Authority / Departmental Representative is:

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

The selected Offeror for the standing offer is :

Name : _____
Contact : _____
Address : _____
Telephone : ____ - ____ - _____
e-mail : _____

SUPPLEMENTARY CONDITIONS (SC)

SC01 INDUSTRIAL SECURITY RELATED REQUIREMENTS, DOCUMENT SAFEGUARDING

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:

PWGSC FILE No. 20211680

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 ____;
 - b) *Contract Security Manual* (Latest Edition).

There is no documents safeguarding security requirement applicable to this Contract.

SC02 LIMITATION OF LIABILITY

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

GC1.6 Indemnification by the Contractor

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

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

3. The Contractor's obligation to indemnify Canada for losses related to third party liability shall have no limitation and shall include the complete costs of defending any legal action by a third party. If requested by Canada, the Contractor shall defend Canada against any third party claims.

4. The Contractor shall pay all royalties and patent fees required for the performance of the Contract and, at the Contractor's expense, shall defend all claims, actions or proceedings against Canada charging or claiming that the Work or any part thereof provided or furnished by the Contractor to Canada infringes any patent, industrial design, copyright trademark, trade secret or other proprietary right enforceable in Canada.
5. Notice in writing of a claim shall be given within a reasonable time after the facts, upon which such claim is based, became known.

SC03 INSURANCE TERMS

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

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

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

SC04 TRANSITION TO AN E-PROCUREMENT SOLUTION (EPS)

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

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

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

APPENDIX 1 - PRICE PROPOSAL FORM

BA01 IDENTIFICATION

Standing Offer - Electrical Services
Joseph A. Ghiz Building
275 Pope Road
Summerside, PEI

BA02 BUSINESS NAME AND ADDRESS OF OFFEROR

Name: _____

Address: _____

Telephone: _____ Fax: _____ PBN: _____

E-mail address: _____

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

BA03 THE OFFER

COMPLETE APPENDIX A-1 BASIS OF PAYMENT PRICING SCHEDULE .

BA04 OFFER VALIDITY PERIOD

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

BA05 SIGNATURE

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

Signature

Date

ANNEX "A-1"
BASIS OF PAYMENT
PRICING SCHEDULE
2 years from date of award

Item	Description, Class of Labour, Material or Plant	Unit of Measure	Estimated Hrs / Qty	Unit Price	Estimated Total Price
1	First Hour - Service Calls, including travel time and all related expenses and one person hour productive labour at the job site. During Regular Hours: 0800-1700 Hours Monday through Friday Licensed Tradesperson:	Per Call	300 Hours	\$	\$
2	First Hour Service Calls, including travel time and all related expenses and one person hour productive labour at the job site. Outside Regular Hours: Monday through Sunday including all day Saturday, Sunday and holidays Licensed Tradesperson:	Per Call	110 Hours	\$	\$
3	Subsequent Hours Labour only, in addition to (1) above. During Regular Hours: 0800-1700 Hours Monday through Friday Licensed Tradesperson	Person Hour	3200 Hours	\$	\$
4	Subsequent Hours Labour only, in addition to (2) above. Outside Regular Hours: Monday through Sunday including all day Saturday, Sunday and holidays Licensed Tradesperson	Person Hour	750 Hours	\$	\$
5	Allowance for material, replacement parts, required permits, certificates, assessments, special equipment, and security at net cost, plus a markup of _____% applied to the net cost. For tendering purposes, the Contractor will submit their percent of mark-up on material estimated at \$50,000.00.	Allowance	\$50,000.00	Mark-up _____% = \$ _____	Allowance + Mark-up = \$ _____
<u>Total Estimated Amount used for Evaluation</u>					\$

Note: The estimated quantity entered in column four for each item is an estimate only for services as and when requested and does not infer that all the quantities for that item will be utilized or that the quantities may not be exceeded.

APPENDIX 3 - PERIODIC REPORTS

M7010C (2017-06-21) - 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 Periodic Reports. 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 annual basis to the Standing Offer Authority.

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

APPENDIX 4 VOLUNTARY CERTIFICATION TO SUPPORT THE USE OF APPRENTICES

(page 1 of 2)

PUBLIC WORKS AND GOVERNMENT SERVICES CANADA APPRENTICE PROCUREMENT INITIATIVE

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

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

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

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

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

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

Voluntary Certification

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

(page 2 of 2)

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

Name: _____

Signature: _____

Company Name: _____

Company Legal Name: _____

Standing Offer Solicitation Number : _____

Number of company employees: _____

Number of apprentices planned to be working on this contract: _____

Trades of those apprentices:

Solicitation No. - N° de l'invitation
ED060-211680
Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.
File No. - N° du dossier
pwc-0-43028

Buyer ID - Id de l'acheteur
PWC008
CCC No./N° CCC - FMS No./N° VME

APPENDIX 5 - SCOPE OF WORK

Section		Number of Pages
01 10 00	Summary	9
01 35 29.06	Health, Safety and Emergency Response Procedures	9
26 05 00	Common Work Results for Electrical	7
26 05 20	Wire and Box Connectors (0-1000V)	1
26 05 21	Wires and Cables (0-1000V)	3
26 05 29	Fastenings and Supports for Electrical Systems	2
26 05 34	Conduits, Conduit Fastenings and Conduit Fittings	2
26 28 16	Molded Case Circuit Breakers	1
26 50 00	Lighting	2

1 General

1.1 DESCRIPTION OF WORK

- .1 The work will take place at the Joseph A. Ghiz Building, located at 275 Pope Road, Summerside PE, C1N 0E1.
- .2 The Description of Work generally includes, but is not limited to the following items:
 - .1 The Contractor must coordinate, administer, and supervise all labour, material, tools and equipment necessary to perform electrical maintenance service work, minor repairs, emergency repairs and other related work as requested by Public Services and Procurement Canada and provide the services listed in items 1.3 and 1.5 of this section.
 - .2 Contractor to embrace the safety and security culture mandatory under this standing offer agreement. Failure to comply 100% will result in removal of workers and/or Contractor from site.
 - .3 In addition to a site Safety Plan, which is required under this standing offer agreement, the Contractor is advised that a COVID-19 onsite response plan is required, further details are provided in Section 01 35 29.06 - Health, Safety and Emergency Response Procedures. This is to be a living document, outlining the procedures the Contractor will employ for the safety of their workforce, and that of the JAG Facility pertaining to the issue of COVID-19.

1.2 CONTACTING AND REPORTING

- .1 The Contractor shall maintain and provide to the Departmental Representative, current telephone numbers to ensure the provision of acceptable response to requests for service of all priorities from the local Departmental Representative and/or the National Service Call Centre (NSCC). This involves ensuring that cellular phones and pagers are of a type that can be contacted from the National Service Call Centre in Toronto. The Departmental Representative will provide the Contractor's response numbers to the NSCC. Service is to be provided on a twenty-four (24) hour, seven (7) days per week basis.
- .2 When a request for emergency service is originated from the Departmental Representative and/or the NSCC, the Contractor shall immediately proceed to the site, and repair or protect the system or equipment from further damage.
- .3 When the system or equipment has been made safe, the Contractor shall provide within one (1) working day, a detailed quotation to the requesting authority for the complete repairs required to put the system or equipment into proper working order.
- .4 When responding to any priority level work that is requested by the NSCC, the Contractor shall advise the Departmental Representative at the earliest possible opportunity of the request, and shall inform both the Departmental Representative and the NSCC of the action taken to correct the problem.
- .5 When responding to any priority level work that is requested by the NSCC, the Contractor shall advise the Departmental Representative at the earliest possible opportunity of the request, and shall inform both the Departmental Representative and the NSCC of the action taken to correct the problem.
- .6 The Contractor shall contact the Departmental Representative, on the first working day following an "after normal working hours" emergency or urgent request for service to obtain a requisition number.
- .7 Where required, the Contractor shall register with the on-site Representative or his/her designated official upon entering and leaving the premises.

1.3 PRIORITIES AND RESPONSE TIMES

- .1 The Contractor shall comply to the following Work Priorities and Response Times:

.1 Emergency Priority

A priority of "Emergency" is defined as a deficiency or breakdown that requires immediate attention to reduce the potential for damage and/or danger to the occupants, the general public, the environment and/or the facility. Work identified to be of an emergency priority shall be responded to and reported on, without delay to the appropriate authority.

Emergency Response Times

Urban **Immediate**

Rural **ASAP (travel-time considered)**

.2 Urgent Priority

A priority of "Urgent" is defined as a deficiency or breakdown that requires same day attention to reduce the potential for damage and/or danger to the occupants, the general public, the environment and/or the facility.

Urgent Response Times

Urban **Within 4 hours**

Rural **Within 12 hours**

.3 Routine Priority

A priority of "Routine" is defined as essential maintenance requirements which shall be rectified at the earliest possible opportunity, within the standard response times noted. A routine priority is considered to be a deficiency or breakdown that will not impair current operations or pose any potential for damage and/or danger to the occupants, the general public, the environment and/or the facility.

Routine Response Times

Urban **Within 24 hours**

Rural **Within 48 hours**

1.4 COST BREAKDOWN

- .1 The cost breakdown shall be as described in the Unit Price Table in Appendix A.

1.5 CONTRACTOR RESPONSIBILITIES

- .1 The Contractor must have a staffed office at all times during normal business hours and a demonstrated ability to receive and respond to calls for service during other than normal business hours. This involves ensuring that cellular phones of a type that can be contacted from the National Service Call Centre in Toronto.
- .2 On award of Contract, the Contractor must provide names of personnel performing work on this contract complete with proof of their qualifications and security clearance.
- .3 Contractors must be certified electricians.
- .4 The Contractor must report to the site with a service vehicle which is stocked with replacement parts to carry out repairs on electrical equipment in use in these facilities.

1.6 JOB SLIP

- .1 The Contractor shall complete all applicable job slips outlining all work performed. Payment shall not be made if job slip is incomplete.

1.7 INVOICING

- .1 The Contractor shall submit Job Slip(s) signed by the Departmental Representative with a monthly invoice. No invoice will be considered for payment unless accompanied by signed Job Slip(s), and a current letter of good standing from the Workers Compensation Board.
- .2 Invoice must show:
 - .1 Contract number
 - .2 Work location
 - .3 Date
 - .4 Job Slip number
 - .5 Hours broken down as per Unit Price Table
 - .6 Shop materials cost
 - .7 Replacement parts net cost and % mark-up
 - .8 Copies of all third party receipts
- .3 In the event of a dispute, the Contractor is to make any and all records available to the Department to substantiate time and/or materials spent on any one job.
- .4 The Contractor must submit a completed "Request For Isolation" form, when applicable, before any invoice can be processed. See Appendix "D".
- .5 All invoices for the fiscal year must be submitted for payment before 31 March of each year.

1.8 SERVICE DEFINITIONS

- .1 The following definitions apply to the work to be directed by the Departmental Representative.
 - .1 Add
Make an addition to.
 - .2 Adjust
Bring components to a more effective relative position.
 - .3 Assemble
To take apart and put together again.
 - .4 Balance Load
To balance the three (3) phase and single phase circuits which enter (or leave) the main switchboards, transformers and distribution panelboards, by calculating new and existing loads accordingly.
 - .5 Breakdown Maintenance
To perform repairs to damaged equipment due to failures.
 - .6 Clean
Scrape, brush, flush and vacuum as required to remove dust, dirt and foreign matter.
 - .7 Check/Inspect
View closely for dirt, foreign substance, lack of lubricant, wear, damage, tightness, tension, alignment, leaks, cracks, spalling, deformation, overloading and settings. Make a critical appraisal of equipment, component and parts' ability to fulfil their function to a high degree of efficiency.

- .8 Energy Source
Any electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other source of energy of potential harm to workers.
- .9 Instruct
Inform Departmental Representative of any new operating procedures. Demonstrate and explain purpose, benefit and method of implementing new procedures.
- .10 Isolate
To physically prevent the transmission or release of an energy source to machinery or equipment.
- .11 Lubricate
Apply oil or grease to joints between moving parts and joints between fixed and moving parts.
- .12 Measure
To determine capacity or amount in standard units using an appropriate instrument. Measure condenser and evaporator pressure drop with differential pressure meter or "U" tube manometer. Measure motor overload with instrument approved by overload manufacturer.
- .13 Normal Working Hours
Monday to Friday, between the hours of 0800 hrs and 1700 hrs inclusive, weekends and statutory holidays excluded.
- .14 Paint
Clean, prepare and paint surfaces to paint manufacturer's recommendations with paint and primer recommended by paint manufacturer for applicable surface and use.
- .15 Predictive Maintenance
To perform required repairs that have been declared in advance, on the basis of observation, experience and/or scientific reasons.
- .16 Preventative Maintenance
To inspect, test and re-condition a system, in order to prevent failures, at regularly scheduled intervals in accordance with specific instructions.
- .17 Prove
Operate and determine if operation produces intended response.
- .18 Remove
Take off or away from.
- .19 Repack
Fill with packing again.
- .20 Repair
Restore to a sound state.
- .21 Replace
Restore by removing old components and replacing with new components.
- .22 Report
To Departmental Representative on-site and include in work report, results of inspection and proving, note problems encountered, services required, services performed and readings taken.
- .23 Shut Down

Take out of service.

.24 Start Up
Return to service.

.25 Tighten
Securely fix in place.

.26 Torque
A predetermined amount of force (work measured in newton metres) determined by a manufacturer and executed with the use of a torque wrench to turn a nut on a bolt, relating to specific equipment or system.

.27 Treat
Act upon with agent.

1.9 DEPARTMENTAL REPRESENTATIVE(S) AUTHORIZED PERSONNEL

.1 The Contractor will be notified of, on award of the Contract, the name and phone number of the PSPC Departmental Representative.

1.10 TAXES

.1 Pay applicable Federal, Provincial and Municipal taxes.

1.11 EMERGENCIES

.1 The Departmental Representative has authority in an emergency to stop the progress of the work whenever in his or her opinion, such stoppage may be necessary to ensure the safety of life, or of the structure. This includes authority to make such changes and to order, access and award the cost of such work extra to the Contract or otherwise as may in his or her opinion be necessary.

1.12 EXECUTION

.1 Execute work with least possible interference or disturbance to building operations, public and normal use of premises.

1.13 MITIGATION OF IMPACT ON EXISTING BUILDING

.1 Protect and maintain existing active services.

.2 Use designated sanitary facilities.

.3 Any shutdown to execute service or repair must first be approved by Departmental Representative or his designate. Normal working hours shall be construed as 0800 hours to 1700 hours, Monday through Friday, inclusive excluding holidays.

.4 Ensure that capacity of services is adequate prior to imposing additional loads. Connecting to and disconnecting is Contractor's expense and responsibility.

.5 Inform the Departmental Representative immediately of any code violations or required repairs which could pose a hazard to employees or building occupants.

.6 When connecting to or disconnecting from an existing electrical system, ensure of a balanced load upon completion of work.

.7 This Contractor is responsible to ensure that the existing building is kept free from any contamination that may result from any of the Work.

- .8 The life safety and security systems in the existing building are required to remain functional during construction. This Contractor is responsible to ensure that such systems are not inadvertently activated or deactivated during construction.

1.14 CUTTING, FITTING AND PATCHING

- .1 Cut, fit and patch where required for work under this contract. Make good all disturbed surfaces to original condition.
- .2 All firewall penetrations shall be properly sealed using approved fire rated patching material.

1.15 CO-ORDINATION AND PROTECTION

- .1 Execute work with minimum disturbance to occupants, public and normal use of building. Make arrangements with Department to facilitate execution of work. Maintain access and exits as work area could be occupied during execution of work.
- .2 Movement of office furniture is the Contractor's responsibility.
- .3 Furniture including desks, file cabinets, shelving units, chairs, and cabinets which are moved because of the work requirements will be moved back at the end of each work day.
- .4 Protect existing work from damage.
- .5 Where necessary, cover all building contents, materials and fittings in work areas prior to commencing work, remove covers on completion of work.
- .6 Obtain Departmental Representative's approval before cutting, boring or sleeving load bearing members.
- .7 All possible safety precautions are to be taken to ensure the protection of employees or occupants during the course of the work.
- .8 Asbestos assessment drawings, where available, are to be referenced before any interior finished surfaces are disturbed.
- .9 Obtain Departmental Representative's approval before isolating any security, monitoring or audible alerting devices.
- .10 In the event the Fire Alarm System is deemed inoperable due to ongoing work by the Contractor, a trained sentry/rounds man will carry out the functions of fire watch.
- .11 The Contractor must maintain continuously adequate protection of all his or her work from damage and must take reasonable precautions to protect the Departmental Representative's property from all injury arising in connection with this Contract. He or she must make good any damage or injury to his or her work and must make good any damage or injury to the property of the Departmental Representative resulting from the lack of reasonable protective precautions.

1.16 PRODUCT APPROVALS

- .1 The Contractor shall ensure that all controlled products used in the performance of the work are classified and labelled according to the Workplace Hazardous Materials Information System (WHMIS).
- .2 The Contractor shall submit for approval the Material Safety Data Sheets (MSDS) for all controlled products that will be used in the performance of this work.
- .3 No controlled products are to be brought on-site without prior approved Material Safety Data Sheets (MSDS).
- .4 Material Safety Data Sheets (MSDS) to remain on-site at all times.

1.17 PERSONNEL

- .1 The Contractor will provide only journeymen personnel with a valid Provincial Department of Labour Licence for applicable trades required for this Contract. PSPC may at any time during this Contract request to inspect a work person's certification.
- .2 The Contractor will provide the Departmental Representative with a list of all qualified trades people working on or in Federal facilities, complete with copies of their journey person license(s). Copies of WHMIS, First Aid, CPR and any other required safety or work related training certificates are to be forwarded to the Departmental Representative. The Contractor is to ensure this list is updated immediately upon change in personnel, and personnel qualifications are to be kept current.
- .3 The Contractor and his/her personnel must adhere to the Federal Government "NO SMOKING" policy while in Federal facilities.
- .4 All Contractor's employees working with controlled products on Federal property and/or in Federal facilities will require WHMIS certification.
- .5 The PSPC Departmental Representative shall coordinate arrangements for the Contractor to be briefed on site safety within 14 days of award of contract.

1.18 WORK DONE BY OTHER MEANS

- .1 This Contract does not create an exclusive right of the Contractor to perform all electrical work which might be required. The Department reserves the right to have any work done by other means.

1.19 WORKMANSHIP

- .1 All equipment panels and control covers must be replaced and properly fitted utilizing all fastening screws and/or bolts according to equipment design. All workmanship is subject to inspection and approval.
- .2 All work shall be performed by skilled tradespeople and supervised by a competent supervisor at all times.
- .3 Replace all work unsatisfactory to the Departmental Representative without extra cost.

1.20 COMMUNICATION

- .1 All submissions and inquiries will be directed to the Departmental Representative for review.
- .2 All direction will be transmitted to the Contractor by the Departmental Representative.

1.21 CODES AND REGULATIONS

- .1 The following codes and standards in effect at the time of award are subject to change / revision. The latest editions of each shall be enforced during the term of the contract.
 - .1 National Building Code of Canada.
 - .2 National Fire Code.
 - .3 Part II of the Canada Labour Code.
 - .4 Canada Occupational Safety and Health Section of Part II of the Canada Labour Code.
 - .5 Canadian Environmental Protection Act.
 - .6 Fire Commission of Canada #301 Standard for Building Construction Operations.

- .7 Canadian Construction and Canada Labour Safety Codes; Provincial Government, Workers' Compensation Board; and Municipal Statutes and Authorities.
- .8 Canadian Electrical Code, Part I, CSA C22.1.
- .9 CAN/CSA - C282-00, Emergency Electrical Power Supply for Buildings
- .10 Public Services and Procurement Canada "Electrical Safety Requirements". (Includes Lockout Procedures). *
- .11 * Please Note: The Electrical Safety Requirements (the Procedures) are only a tool which the Contractor may use to assist him or her in interpreting the Codes and Standards set out in the Maintenance Services Standing Offer-Electrical, General Requirements, Codes and Legislative Requirements, Items 1.1.1, 1.1.2, 1.1.3, 1.1.4 and 1.1.5 (the cited Codes and Standards). Public Services and Procurement Canada does not warrant the adequacy of these Procedures and advise that the Procedures do not replace the cited Codes and Standards.
- .12 The Contractor is responsible to be familiar with the cited Codes and Standards and to ensure that all work undertaken on behalf of Public Services and Procurement Canada is completed in a safe manner and, at a minimum, in compliance with the cited Codes and Standards. In the event there is a conflict between these Procedures and the cited Codes and Standards, the cited Codes and Standards are to prevail.
- .13 Materials and workmanship must conform to or exceed applicable standards of Canadian Government Specifications Board (CGSB), Canadian Standards Association (CSA), and American Society for Testing Materials (ASTM) and referenced organizations.
- .14 The Contractor can obtain addresses for codes and standards from Departmental Representative upon request.
- .15 In the event of a conflict between any of the above codes or standards the most stringent shall apply.
- .16 These standards shall be considered an integral part of the specifications and shall be read in conjunction with the drawings and specifications. The Contractor shall be fully familiar with their contents and requirements as related to the work and materials specified.
- .17 All equipment supplied or installed will be CSA approved for the intended use.

1.22 ENVIRONMENTAL

- .1 All work is to be performed in accordance with the Federal Environmental Protection Act and the Provincial Environmental Acts and Regulations.

1.23 EXAMINATION

- .1 Examine the existing conditions and determine those conditions affecting the work.

1.24 CRAACTIVITIES

- .1 The Contractor is not to negatively impact CRA activities in any way. The building is to remain fully functional.

1.25 CONTRACTOR'S USE OF SITE

- .1 Do not unreasonably encumber site with materials or equipment.
- .2 Contractor to coordinate with the Departmental Representative an appropriately sized and placed laydown area which does not interfere with site operations.

- .3 The contractor is responsible for securing stored materials onsite in a sufficient fashion, the Departmental Representative will not be responsible for, or compensate in any way loss claims to due theft or pilferage.

1.26 MEETINGS

- .1 Attend meetings at site when notified by Public Services and Procurement Canada.

1.27 SITE INSPECTIONS

- .1 The Departmental Representative may, without prior notification, visit the site.
- .2 No work is to be covered without having received approval from the Departmental Representative. The Departmental Representative will have the authority to cause any part of the work to cease, should, in his or her opinion, there be cause to do so.
- .3 This work must be examined by the Departmental Representative and approval granted to resume when a satisfactory solution has been found out.

1.28 LOCATION OF EQUIPMENT AND FIXTURES

- .1 Locate equipment, and fixtures to provide minimum interference and maximum usable space and in accordance with manufacturer's recommendations for safety, access and maintenance.
- .2 Inform Departmental Representative of impending installation and obtain his/her approval for actual location.
- .3 Submit field drawings to indicate relative position of various services and equipment when required by Departmental Representative.

1.29 EXISTING SERVICES

- .1 Contractor will pay for any or all repairs to existing services that have been damaged due to the Contractor's negligence in the course of his work.
- .2 Provide temporary services when directed by Departmental Representative to maintain critical building and tenant systems.

END OF SECTION

1 General

1.1 DEFINITIONS

- .1 COSH: Canada Occupational Health and Safety Regulations made under Part II of the Canada Labour Code.
- .2 Competent Person: means a person who is:
 - .1 Qualified by virtue of personal knowledge, training and experience to perform assigned work in a manner that will ensure the health and safety of persons in the workplace, and;
 - .2 Knowledgeable about the provisions of occupational health and safety statutes and regulations that apply to the Work and;
 - .3 Knowledgeable about potential or actual danger to health or safety associated with the Work.
- .3 Medical Aid Injury: any minor injury for which medical treatment was provided and the cost of which is covered by Workers' Compensation Board of the province in which the injury was incurred.
- .4 PPE: personal protective equipment.

1.2 SUBMITTALS

- .1 Submit site-specific Health and Safety Plan prior to commencement of Work.
 - .1 Submit within 14 work days of award. Allow for 5-10 days for Department review and recommendations prior to the commencement of work. Provide 3 copies.
 - .2 Departmental Representative will review Health and Safety Plan and provide comments.
 - .3 Revise the Plan as appropriate and resubmit within 5 work days after receipt of comments.
 - .4 Departmental Representative's review and comments made of the Plan will not be construed as an endorsement, approval or implied warranty of any kind by Canada and does not reduce Contractor's overall responsibility for Occupational Health and Safety of the Work.
 - .5 Submit revisions and updates made to the Plan during the course of Work.
 - .2 Submit name of designated Health and Safety Site Representative and support documentation specified in the Safety Plan.
 - .3 Submit building permit, compliance certificates and other permits obtained.
 - .4 Submit copy of Letter in Good Standing from Provincial Workers Compensation or other Department of Labour organization.
 - .5 Submit copies of reports or directions issued by Federal, Provincial and Territorial Health and Safety inspectors.
 - .6 Submit copies of incident reports.
 - .7 Submit WHMIS MSDS - Material Safety Data Sheets.
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1.3 COMPLIANCE REQUIREMENTS

- .1 Comply with Canada Labour Code - Part II (entitled Occupational Health and Safety) and the Canada Occupational Health and Safety Regulations as well as any other regulations made pursuant to the Act.
 - .1 The Canada Labour Code can be viewed at: [www.http://laws-lois.justice.gc.ca/eng/acts/L-2/fulltext.html](http://laws-lois.justice.gc.ca/eng/acts/L-2/fulltext.html).
 - .2 Canadian Occupational Health and Safety Regulations can be viewed at: <http://laws-lois.justice.gc.ca/eng/regulations/SOR-86-304/index.html>.
 - .3 A copy may be obtained at: Canadian Government Publishing Public Works & Government Services Canada Ottawa, Ontario, K1A 0S9 Tel: 819-956-4800 or 1-800-635-7943 Publication No. L31-85/2000 (E or F).
- .2 Treasury Board of Canada Secretariat (TBS):
 - .1 Treasury Board, Fire Protection Standard, most recent version, www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=17316§ion=text.
- .3 Observe construction safety measures of:
 - .1 NBBC, Division B, Part 8.
 - .2 Municipal by-laws and ordinances.
- .4 In case of conflict or discrepancy between above specified requirements, the more stringent will apply.
- .5 Maintain Workers Compensation Coverage in good standing for duration of Contract.
- .6 Provide proof of clearance through submission of Letter in Good Standing.

1.4 RESPONSIBILITY

- .1 Be responsible for health and safety of persons on site, safety of property on site and for protection of persons and environment adjacent to the site to extent that they may be affected by conduct of Work.
- .2 Comply with and enforce compliance by all workers, sub-contractors and other persons granted access to Work Site with safety requirements of Contract Documents, applicable federal, provincial, and local by-laws, regulations, and ordinances, and with site-specific Health and Safety Plan.

1.5 SITE CONTROL AND ACCESS

- .1 Control the Work and entry points to Work Site. Approve and grant access only to workers and authorized persons. Immediately stop and remove non-authorized persons.
 - .1 Departmental Representative will provide names of those persons authorized by Departmental Representative to enter onto Work Site and will ensure that such authorized persons have the required knowledge and training on Health and Safety pertinent to their reason for being at the site, however, Contractor remains responsible for the health and safety of authorized persons while at the Work Site.
 - .2 Isolate Work Site from other areas of the premises by use of appropriate means.
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- .1 Erect fences, hoarding, barricades and temporary lighting as required to effectively delineate the Work Site, stop non-authorized entry, and to protect pedestrians and vehicular traffic around and adjacent to the Work and create a safe environment.
- .2 Post signage at entry points and other strategic locations indicating restricted access and conditions for access.
- .3 Provide safety orientation session to persons granted access to Work Site.
- .4 Advise of hazards and safety rules to be observed while on site.
- .5 Ensure persons granted site access wear appropriate PPE. Supply PPE to inspection authorities who require access to conduct tests or perform inspections.
- .6 Secure Work Site against entry when inactive or unoccupied and to protect persons against harm. Provide security guard where adequate protection cannot be achieved by other means.

1.6 PROTECTION

- .1 Give precedence to safety and health of persons and protection of environment over cost and schedule considerations for Work.
- .2 Should unforeseen or peculiar safety related hazard or condition become evident during performance of Work, immediately take measures to rectify situation and prevent damage or harm. Advise Departmental Representative verbally and in writing.

1.7 HAZARD ASSESSMENTS

- .1 The Contractor shall perform site hazard assessments to establish site specific safe work practice procedures for the safety and wellbeing of his / her employees. Copies shall be made available to Public Services and Procurement Canada upon request.
- .2 All copies of the formal Hazard Assessments conducted by the Contractor throughout the duration of the work shall be retained and made available to the Departmental Representative immediately upon request.
- .3 Carryout initial assessment prior to commencement of Work with further assessments as needed during progress of work, including when new trades and subcontractors arrive on site.
- .4 Record results and address in Health and Safety Plan.

1.8 PROJECT/SITE CONDITIONS

- .1 Following are potential health, environmental and safety hazards at the site for which Work may involve contact with:
 - .1 Facility on-going operations:
 - .1 Workers and operational activities at parking and loading docks..
 - .2 Interior workers and operational activities at interior of building in path to work site.
 - .2 Above items must not be construed as being complete and inclusive of potential health and safety hazards encountered during Work.
 - .3 Include above items in the hazard assessment of the Work.
 - .4 MSDS Data sheets of pertinent hazardous and controlled products stored on site can be obtained from Departmental Representative.
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1.9 MEETINGS

- .1 Attend pre-construction health and safety meeting, convened and chaired by Departmental Representative, prior to commencement of Work, at time, date and location determined by Departmental Representative. Ensure attendance of:
 - .1 Superintendent of Work.
 - .2 Designated Health & Safety Site Representative.
 - .3 Subcontractors.
- .2 Conduct regularly scheduled tool box and safety meetings during the Work in conformance with Occupational Health and Safety regulations.
- .3 Keep documents on site.

1.10 HEALTH AND SAFETY PLAN

- .1 The Contractor shall provide a copy of their company's Occupational Health and Safety Policy and Program. It shall meet the most stringent of the Federal and Provincial Occupational Health and Safety Acts. Implement, maintain, and enforce Plan for entire duration of Work and until final demobilization from site.
 - .2 It is the Contractor's responsibility to be familiar with all applicable Safety Acts, Regulations, Codes and contract requirements. These must be identified and addressed in the Safety Plan, by identifying Standard Operating Procedures (SOP) and safe work practices (SWP) which incorporate clear and specific control measures, applicable rules, procedures and practices, all of which shall become mandatory.
 - .3 Health and Safety Plan must include the following components:
 - .1 List of health risks and safety hazards identified by hazard assessment.
 - .2 Control measures used to mitigate risks and hazards identified.
 - .3 On-site Contingency and Emergency Response Plan as specified below.
 - .4 On-site Communication Plan as specified below.
 - .5 Name of Contractor's designated Health & Safety Site Representative and information showing proof of his/her competence and reporting relationship in Contractor's company.
 - .6 Names, competence and reporting relationship of other supervisory personnel used in the Work for occupational health and safety purposes.
 - .4 On-site Contingency and Emergency Response Plan must include:
 - .1 Operational procedures, evacuation measures and communication process to be implemented in the event of an emergency.
 - .2 Evacuation Plan: site and floor plan layouts showing escape routes, marshalling areas. Details on alarm notification methods, fire drills, location of firefighting equipment and other related data.
 - .3 Name, duties and responsibilities of persons designated as Emergency Warden (s) and deputies.
 - .4 Emergency Contacts: name and telephone number of officials from:
 - .1 General Contractor and subcontractors.
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- .2 Pertinent Federal and Provincial Departments and Authorities Having Jurisdiction.
 - .3 Local emergency resource organizations.
 - .5 Harmonize Plan with Facility's Emergency Response and Evacuation Plan. Departmental Representative will provide pertinent data including name of PWGSC and Facility Management contacts.
 - .5 On-site Communication Plan:
 - .1 Procedures for sharing of work related safety information to workers and subcontractors, including emergency and evacuation measures.
 - .2 List of critical work activities to be communicated with Facility Manager which have a risk of endangering health and safety of Facility users.
 - .6 Pandemic Response Management Plan:
 - .1 The Contractor shall outline procedures which will be implemented to prevent the spread of, and manage potential appearances of the COVID-19 virus.
 - .2 The site safety plans shall specifically include:
 - .1 Construction site signage regarding PPE & procedures, health and safety bulletins, and notices.
 - .2 Implemented practices and procedures for reducing the viral transmission.
 - .3 Self-screening protocols for staff.
 - .4 Fit for Duty/Prescreen protocols (inclusive of members of the worker's household).
 - .5 Social Distancing protocol/procedures.
 - .6 Personnel Hygiene station plan (Handwash / sanitizer).
 - .7 Enhanced Cleaning Protocols (minimum 2 disinfections / shift).
 - .8 Reporting procedures for ill workers.
 - .9 PPE requirements for workers in various tasks/situations.
 - .10 Worker behavioral based prevention measures.
 - .11 COVID-19 positive case reporting procedure.
 - .12 Site access and traffic flow plan (to minimize crossover/touch areas).
 - .13 Construction site operating procedure.
 - .14 Daily Audit/ compliance check procedure.
 - .7 The Contractor shall ensure all workers and authorized persons entering the work site are notified of and abide by the posted Safety Plan, safety rules, procedures, safe work practices and applicable Safety Acts, Regulations, and codes. Any person not complying with these shall not be permitted on the site.
 - .8 The Contractor shall ensure that all applicable personal protective equipment (PPE) is used.
 - .9 Address all activities of the Work including those of subcontractors.
 - .10 Review Health and Safety Plan regularly during the Work. Update as conditions warrant to address emerging risks and hazards, such as whenever new trade or subcontractor arrive at Work Site.
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- .11 Departmental Representative will respond in writing, where deficiencies or concerns are noted and may request re-submission of the Plan with correction of deficiencies or concerns.
- .12 Post the Safety Plan at a common location on the site visible to all workers and persons accessing the site. Ensure that all employees, including sub- contractors' personnel, are advised of such Safety Plan and of the posted location.

1.11 SAFETY SUPERVISION

- .1 Employ Health & Safety Site Representative responsible for daily supervision of health and safety of the Work.
- .2 Health & Safety Site Representative may be the Superintendent of the Work or other person designated by Contractor and will be assigned the responsibility and authority to:
 - .1 Implement, monitor and enforce daily compliance with health and safety requirements of the Work
 - .2 Monitor and enforce Contractor's site-specific Health and Safety Plan.
 - .3 Conduct site safety orientation session to persons granted access to Work Site.
 - .4 Ensure that persons allowed site access are knowledgeable and trained in health and safety pertinent to their activities at the site or are escorted by a competent person while on the Work Site.
 - .5 Stop the Work as deemed necessary for reasons of health and safety.
- .3 Health & Safety Site Representative must:
 - .1 Be qualified and competent person in occupational health and safety.
 - .2 Have site-related working experience specific to activities of the Work.
 - .3 Be on Work Site at all times during execution of the Work.
- .4 All supervisory personnel assigned to the Work must also be competent persons.
- .5 Cooperate with Facility's Occupational Health and Safety representative should one be designated by Departmental Representative.
- .6 Keep inspection reports and supervision related documentation on site.

1.12 TRAINING

- .1 Use only skilled workers on Work Site who are effectively trained in occupational health and safety procedures and practices pertinent to their assigned task.
- .2 Maintain employee records and evidence of training received. Make data available to Departmental Representative upon request.
- .3 When unforeseen or peculiar safety-related hazard, or condition occur during performance of Work, follow procedures in place for Employee's Right to Refuse Work in accordance with Acts and Regulations of Province having jurisdiction and advise Departmental Representative verbally and in writing.

1.13 MINIMUM SITE SAFETY RULES

- .1 Notwithstanding requirement to abide by federal and provincial health and safety regulations; ensure the following minimum safety rules are obeyed by persons granted access to Work Site:
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- .1 Notwithstanding requirement to abide by federal and provincial health and safety regulations; ensure the following minimum safety rules are obeyed by persons granted access to Work Site.
- .2 Immediately report unsafe condition at site, near-miss accident, injury and damage.
- .3 Obey warning signs and safety tags.
- .2 Brief persons of disciplinary protocols to be taken for noncompliance. Post rules on site.

1.14 CORRECTION OF NON-COMPLIANCE

- .1 Immediately address health and safety non-compliance issues identified by authority having jurisdiction or by Departmental Representative.
- .2 Provide Departmental Representative with written report of action taken to correct non-compliance of health and safety issues identified.
- .3 Departmental Representative will stop Work if non-compliance of health and safety regulations is not corrected in a timely manner.

1.15 INCIDENT REPORTING

- .1 Investigate and report the following incidents to Departmental Representative:
 - .1 Incidents requiring notification to Provincial Department of Occupational Safety and Health, Workers Compensation Board or to other regulatory Agency.
 - .2 Medical aid injuries.
 - .3 Property damage.
 - .4 Interruptions to Facility operations resulting in an operational loss to a Federal department.
- .2 Submit report in writing.

1.16 HAZARDOUS PRODUCTS

- .1 Comply with requirements of Workplace Hazardous Materials Information System (WHMIS).
- .2 Keep MSDS data sheets for all products delivered to site.
 - .1 Post on site.
 - .2 Submit copy to Departmental Representative.
 - .3 For interior work in an occupied Facility, post additional copy in one or more publically accessible locations.

1.17 BLASTING

- .1 Blasting or other use of explosives is not permitted on site.

1.18 FASTENING DEVICES EXPLOSIVE ACTUATED

- .1 Power activated devices using explosives shall not be used.

1.19 FALL ARREST

- .1 All work carried out above the mandatory height restrictions, as stated in Canada Labour Code Part II, Section 12.10 (1) from an unsafe/unguarded structure and/or from ladders, staging and/or scaffolding will be done in compliance with the Canadian Occupational Safety and Health Regulations, Part XII, Section 12.09
- .2 The components of a fall arrest system shall meet the standard as outlined in the Canadian Occupational Safety and Health Regulations, Part XII, Section 12.09.
- .3 The Contractor is to ensure fall arrest equipment is maintained, inspected and tested by a qualified person as required by Canadian Occupational Safety and Health Regulations, Part XII, Section 12.3.

1.20 CONFINED SPACES

- .1 All work in confined spaces will be carried out in compliance with the Canada Occupational, Safety and Health Regulations Part XI.
- .2 The Contractor to provide and maintain all equipment as required by any person to enter and/or perform work in a safe manner, in compliance with the Canada Occupational, Safety and Health Regulations, Part XI.
- .3 The Contractor to provide and maintain training, as required by the Canada Occupational, Safety and Health Regulations Part XI.
- .4 The Contractor and/or his employees shall provide proof of training and qualifications when requested by the Departmental Representative.
- .5 The Contractor to provide the Departmental Representative with a copy of an "Entry Permit" for each and every entry into the confined space to ensure compliance with the Canada Occupational, Safety and Health Regulations, Part XI.
- .6 The Contractor to have a hazard assessment of the confined space performed.
- .7 The Contractor to provide the Departmental Representative with a copy of the hazard assessment.
- .8 Obtain an Entry Permit in accordance with Part XI of the Canada Occupational Health and Safety Regulations for entry into an existing identified confined space located at the Facility or premises of Work.
 - .1 Obtain permit from Facility Manager.
 - .2 Keep copy of permit issued.
- .9 Safety for Inspectors:
 - .1 Provide PPE and training to Departmental Representative and other persons who require entry into confined space to perform inspections.
 - .2 Be responsible for efficacy of equipment and safety of persons during their entry and occupancy in the confined space.

1.21 SITE RECORDS

- .1 Maintain on Work Site copy of safety related documentation and reports stipulated to be produced in compliance with Acts and Regulations of authorities having jurisdiction and of those documents specified herein.
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- .2 Upon request, make available to Departmental Representative or authorized Safety Officer for inspection.

1.22 POSTING OF DOCUMENTS

- .1 Ensure applicable items, articles, notices and orders are posted in conspicuous location on Work Site in accordance with Acts and Regulations of Province having jurisdiction.
- .2 Post other documents as specified herein, including:
 - .1 Site specific Health and Safety Plan.
 - .2 WHMIS data sheets.
 - .3 Notices for safety as per paragraph 1.9, this Section.

END OF SECTION

1 General

1.1 GENERAL

- .1 This section covers items common to all sections of Divisions 26.

1.2 CODES AND STANDARDS

- .1 As a minimum standard perform all work in accordance with the requirements of the Canadian Electrical Code C22.1 (most recent version) Part 1, CSA Standards CAN Z32.4 and CAN Z32.2, National Building Code, and ULC-S524, most recent version of. These standards together with all local or municipal rules, regulations, and ordinances shall be considered as the latest approved editions at the time of tender closing. In no instance, shall the standard established in these contract documents, be reduced by any codes.
- .2 Abbreviations for electrical terms: to CSA Z85.
- .3 Comply with CAN/CSA C860-11 (R16) standard for exit signs.
- .4 Comply with CSA Certification Standards and Electrical Bulletins in force at the time of work.

1.3 INSPECTIONS, PERMITS AND FEES

- .1 Obtain all inspections and permits required by all laws, ordinances, rules and regulations by the public authority having jurisdiction at the place of this building for work of this Contract, and obtain certificates of such inspections and submit same and pay all charges in connection therewith. The final certificate of inspection shall be obtained before final payment for work shall be considered due.

1.4 CARE, OPERATION AND START UP

- .1 Instruct operating personnel in the operation, care and maintenance of the equipment.
- .2 Arrange and pay for services of the manufacturer's service engineer to supervise start-up and to check, adjust, balance and calibrate components.
- .3 Provide these services for such period, and for as many visits as necessary to put equipment in operation, and ensure that operating personnel are conversant with aspects of its care and operation.

1.5 VOLTAGE RATINGS

- .1 Operating voltages to meet requirements of CAN3-C235.
- .2 Motors, control and distribution equipment to operate satisfactorily at 60 Hz within normal operating limits established by the above standard. Equipment to operate in extreme operating conditions established in the above standard without damage to the equipment.

1.6 MATERIAL AND EQUIPMENT

- .1 Equipment and materials to be C.S.A. certified, and manufactured to standard quoted.
- .2 Where there is no alternative to supplying equipment, which is not C.S.A. certified, obtain special approval from C.S.A.
- .3 Factory assemble control panels and component assemblies.
- .4 For the purposes of uniformity similar materials shall be of one manufacturer (i.e. all panels; all motor control equipment; all fixtures in as much as is possible, etc.).
- .5 Equipment and materials to be new, CSA certified and manufactured to standard quoted.

- .6 Use products of one manufacturer or same type as existing, including classification, unless otherwise specified.
- .7 Unless otherwise specified, comply with manufacturer's latest printed instructions for materials and installation methods.
- .8 Deliver, store and maintain materials with manufacturer's seals and labels intact.
- .9 Store materials in accordance with manufacturer's and supplier's instructions.
- .10 Do not store materials on-site without Departmental Representative's approval.
- .11 Public Services and Procurement Canada accepts no responsibility for materials or equipment stored on-site.
- .12 When an equipment inventory numbering system exists, identify to the appropriate Departmental contact all pertinent data relative to the new piece of equipment upon installation.
- .13 Where the Contractor supplies equipment purchased from a supplier or manufacturer, the Contractor shall obtain from the manufacturer or supplier, a warranty for the manufacturer's normal warranty period and such warranty shall be made out to Her Majesty the Queen in right of Canada.

1.7 GROUNDING

- .1 All equipment and exposed non-current carrying metal, conduits and parts shall be permanently and effectively bonded to ground to meet minimum requirements of the C.E.C. Section 10, and as indicated on the drawings and further specified. Standards set either by drawings or specifications which are above those covered by C.E.C. Section 10, shall not be reduced under any circumstances.

1.8 ELECTRIC MOTOR, EQUIPMENT AND CONTROLS

- .1 Provide final connections to all motors, equipment, controls, etc., indicated on the drawings. These motors, equipment, controls, etc., shall include those supplied under other sections of this specification, as well as Owner supplied items. Ensure that equipment will operate properly (e.g. proper rotation) and report any instance of defective equipment to the Departmental Representative.

1.9 FINISHES

- .1 Shop finish metal enclosure surfaces by removal of rust and scale, cleaning, application of rust resistant primer inside and outside, and at least two coats of finish enamel.
 - .1 Paint outdoor electrical equipment, "Equipment Green" finish to EEMAC Y1-1-1955.
 - .2 Paint indoor switchgear and distribution enclosures light grey to EEMAC 2Y-1-1958.
- .2 Clean and touch up surfaces of shop-painted equipment scratched or marred during shipment or installation, to match original paint.
- .3 Clean, prime and paint exposed hangers, racks, and fastenings to prevent rusting.
- .4 Where wire guards are required in other sections, they are to be constructed of stainless steel. Painted steel is not acceptable.

1.10 EQUIPMENT IDENTIFICATION

- .1 All, motor control centres, starters, disconnect switches, receptacles, voice/data/CATV/multimedia outlets, control transformers, pushbuttons, timeclocks, control panels, etc., shall have "Lamacoid" nameplates mounted on or adjacent for identification which shall include the panel designation, voltage, phase, wires overcurrent protection, H.P., KW and

amperage as applicable. The nameplates shall be affixed to metal equipment with metal type pop rivets, and to all other equipment with contact type cement applied to the entire nameplate backing. Contact type cement shall be applied (battered) to complete rear side of plate, as opposed to several points or locations on same.

- .2 Panel directories are to be brought up to date with each new circuit change or installation. Install directories on the back of each door of panel boards, neatly arranged and mounted in frame under transparent cover. Directories shall be typed and shall show system voltage, which outlets are on each circuit and any special information, such as sizes of fuses, etc., necessary for the proper operation and maintenance of the system.
- .3 All sectionalizing panels shall have lamacoid plates affixed adjacent to each breaker.
- .4 Size of identification shall be suitable for equipment and importance of information.
- .5 All fused disconnect switches shall have lamacoid plates identifying the equipment they feed and a separate plate indicating maximum fuse size and type.
- .6 Lettering shall be of sufficient size to be readable from normal viewing distance and the information required on the nameplates shall dictate the physical size of plates.
- .7 Nameplates shall have white lettering on black background except for equipment connected to emergency power source, which shall have white lettering on red background.
- .8 All transformers to have lamacoid plates identifying source of primary feeder and secondary equipment which it feeds plus distribution designation lettering and/or numbers.
- .9 All new circuits to be numbered at breakers, junction boxes and wiring devices.
- .10 All "D" and "E" boxes 200mm x 200mm x 100mm or larger and "C" and "T" cabinets shall have lamacoid plates affixed indicating voltages and/or systems housed within.
- .11 Nameplates:
 - .1 Lamacoid 3mm thick plastic engraving sheet on metal surfaces, 1.5mm where not applied to metals.

NAMEPLATE SIZES

Size 1	10mm x 50mm	1 line	5mm high letters
Size 2	13mm x 75mm	1 line	6mm high letters
Size 3	16mm x 75mm	2 lines	5mm high letters
Size 4	19mm x 91mm	1 line	10mm high letters
Size 5	38mm x 91mm	2 lines	12mm high letters
Size 6	25mm x 100mm	1 line	12mm high letters
Size 7	25mm x 100mm	2 lines	6mm high letters
Size 8	50mm x 150mm	2 lines	12mm high letters

- .12 Labels:
 - .1 Embossed plastic labels with 6.5mm high letters unless specified otherwise.
- .13 Wording on nameplates and labels to be approved by the Departmental Representative prior to manufacture.
- .14 Allow for average of forty (40) letters per nameplate and label.
- .15 Identification to be English.

1.11 WIRING IDENTIFICATION

- .1 Conductor insulation shall be colour coded as follows:

Phase A	-	Red
Phase B	-	Black
Phase C	-	Blue
Neutral	-	White/Grey
Ground /Bond	-	Green
Isolated Ground	-	Green w/Yellow stripe

This shall apply to all phase conductors up to and including #2AWG and all sizes of neutral, bond and ground conductors up to and including #3/0AWG.

- .2 For conductors exceeding sizes as described above, identification of wiring with approved coloured plastic tapes shall be acceptable. Attach to both ends of all conductor runs a minimum of 12" from terminations, and in all junction and/or pull boxes.
- .3 Maintain phase sequence and colour coding throughout.
- .4 Colour code shall be as per Section 26 05 21 2.1.1.
- .5 Use color coded wires in branch circuit wiring, systems wiring and communication cables.
- .6 Include **panel number and circuit number** on each conductor.

1.12 CONDUIT, CABLE AND JUNCTION/PULLBOX IDENTIFICATION

- .1 Identify all conduit fittings and junction/pull boxes along with their covers with colours as described below. Boxes shall be coloured both inside and out where one colour is required, and inside only where two are required. Metal coverplates shall be completely painted where one colour is required, and shall have both colours applied diagonally where two colours are required. All junction boxes shall be colour identified prior to installation.
- .2

System	Colour
120/208V Lighting & Power	Yellow
347/600V Lighting & Power	Orange
Telephone (voice only)	Black
Grounding/bond	Green
Fire Alarm	Red
Security	Brown
0 to 50V	Violet
CATV	Yellow/White
Data only	Black/White
Voice & Data	Blue/White
Energy Management	Red/White

1.13 WIRING TERMINATION

- .1 Lugs, terminals, screws used for termination of wiring to be suitable for copper conductors.

1.14 MANUFACTURERS' AND CSA LABELS

- .1 Manufacturers' and CSA labels shall be visible and legible after equipment is installed.

1.15 WARNING SIGNS

- .1 Provide warning signs, as specified and/or to meet the requirements of the Department of Labour Inspection Department.
- .2 Use decal signs, minimum 175mm x 250mm size.

1.16 LOCATION OF OUTLETS

- .1 Do not install outlets back-to-back in wall; allow minimum 150mm horizontal clearance between boxes.
- .2 Locate light switches on latch side of doors and safety switches in mechanical rooms on latch side of door where possible.
- .3 Coordinate on site the location of outlets with respect to counters, heating cabinets, etc., before work is to start.
- .4 All outlets to have brushed stainless steel coverplates regardless of the system involved, includes light switches, receptacles, communication outlets and etc.

1.17 MOUNTING HEIGHTS

- .1 Mounting heights of equipment is from finished floor to centre line of equipment unless specified or indicated otherwise.
- .2 If mounting height of equipment is not indicated verify before proceeding with installation.
- .3 Install electrical equipment at the following heights unless indicated otherwise.
 - .1 Local switches, to switch: 1220mm
 - .2 Wall receptacles:
 - .1 General: 457mm
 - .2 Above top of continuous baseboard heater: 200mm
 - .3 Above top of counters or splash back: 1067mm
 - .4 In mechanical rooms: 1200mm
 - .3 Panelboards: as required by code or as indicated
 - .4 Data/Telephone outlets: 457mm
 - .5 End of line resistor: 2100mm
 - .6 Motor starters, disconnect, etc.: 1500mm
 - .7 Luminaires: as indicated on drawings
 - .8 Fire alarm pull stations: 1200mm
 - .9 Fire alarm bells: 2100mm
 - .10 Unit emergency lighting equipment: 2100mm

1.18 PROTECTION

- .1 Protect exposed live equipment during construction for personnel safety.
- .2 Shield and mark live parts "LIVE 120 VOLTS" or with appropriate voltage in English.
- .3 Arrange for installation of temporary doors for rooms containing electrical distribution equipment. Keep these doors locked except when under direct supervision of electrician.

1.19 LOAD BALANCE

- .1 Balance all phase currents of transformers, main switchboard, distribution Panel boards, etc., and where applicable, adjust transformer taps to obtain within 2% of the rated voltage of the load being supplied. Adjust and/or increase conductor size so as to limit voltage drops to 3% and make such adjustments under average load conditions in presence of Departmental Representative.
- .2 Submit to Departmental Representative, at completion of work, a report listing the voltage, phase and neutral currents on the switchboard, Panel boards and dry-type transformers, operating under normal load. On the report, also state hour and date on which each load was measured

1.20 CONDUIT AND CABLE INSTALLATION

- .1 Install conduit, and sleeves, prior to pouring of concrete. Sleeves through concrete shall be constructed of sheet metal, sized for free passage of conduit, and protruding 50mm.
- .2 Install cables, conduits, and fittings to be embedded neatly and close to building structure so furring can be kept to minimum.

1.21 FIRESTOPPING AND SMOKE SEALS

- .1 All fire stopping and smoke seals required to properly accommodate the work of this Division shall be the financial responsibility of Division 26, and carried out by trades to the applicable ULC approved system of one of the approved Manufacturers provided in this document. Trades personnel must be trained by the manufacturer and provide documentation stating same.

1.22 TESTS

- .1 Conduct and pay for tests of the following:
 - .1 Power distribution system including phasing, voltage, grounding and load balancing.
 - .2 Circuits originating from branch distribution panels.
 - .3 Lighting and its controls.
 - .4 Motors and associated control equipment including sequenced operation of systems where applicable.
 - .5 Polarity check on receptacles.
 - .6 Structured cabling system.
 - .7 Fire Alarm system.
 - .8 Security System
 - .9 Emergency Lighting System
 - .10 Exit Signage
 - .11 Access Control System
- .2 Furnish manufacturer's certificate or letter confirming that entire installation as it pertains to each system has been installed to manufacturers' instructions.
- .3 Provide instruments, meters, equipment and personnel required to conduct tests during and at conclusion of project.
- .4 The Departmental Representative reserves the right to use any piece of electrical equipment, device, or material installed under this contract for such reasonable lengths of time and at such times as he/she may require, to make a complete and thorough test of the same, before the final completion and acceptance of the work.
- .5 Such tests shall not be construed as acceptance of any part of the work.
- .6 Submit test results for Departmental Representative's review.

1.23 INSULATION RESISTANCE TESTING

- .1 Test all wiring, included in the work to ensure that there are no shorts and/or grounds are present on phase conductors for feeders or branch circuits and that insulation values are as required by the Canadian Electrical Code.
- .2 All testing of conductors to be done prior to energization of conductors with 600 volt and 1000 volt meggers as required by the Canadian Electrical Code.
- .3 Capacitive leakage testing of all phases and neutral feeder conductors at various system originating points, are to be recorded for each individual feeder with test results to be submitted to Departmental Representative for approval.
- .4 Systems to be tested for capacitive leakage are as follows: 120/208V/3PH/4W, 347/600V/3PH/4W.

- .5 Check resistance to ground before energizing. Ensure resistance to ground is not less than 50 megohms.
- .6 Submit test results for Departmental Representative's review. Test results shall include time of test, feeder tested, and instrument readings.

1.24 COORDINATION OF PROTECTIVE DEVICES

- .1 Ensure circuit protective devices such as over-current trips, relays, fuses, are installed to values and settings as indicated.

1.25 SUPERVISION

- .1 Provide supervision and sufficiently qualified foreman for work of this Contract to ensure that the work proceeds in proper and efficient manner to its completion. If in the opinion of the Departmental Representative, such personnel are not competent to carry out the work, replace these men immediately upon written request of the Departmental Representative.

1.26 JOURNEYMAN ELECTRICIAN

- .1 The journeyman electrician shall:
 - .1 Carry out and assist in various types of building electrical maintenance as requested by Public Services and Procurement Canada. Maintenance types defined in Section 1, Paragraph 8, Service Definitions.
 - .2 Relocate, install or repair electrical equipment; such as, but not limited to, lighting fixtures, receptacles, relays, pac poles, wiring runs, panels, breakers, portable equipment, or any other electrical requirements requested by Public Services and Procurement Canada; such as, testing, calibrating, programming or electrical measurements.
 - .3 Inform the Departmental Representative of any "phase unbalance" (voltage or current) produced by new or additional equipment in a new or existing system. Carry out adjustments and record results.
 - .4 Produce all certificates and permits upon request of the Departmental Representative.
 - .5 Instruct the Departmental Representative on-site of any new operating procedures when installing or modifying new or existing equipment.
 - .6 Shall immediately inform the Departmental Representative of any unsafe situations or conditions related to the work site.
- .2 Distribution conduits entering or exiting the equipment enclosures equipped with sprinkler hoods shall be installed with rain tight EMT connectors equipped with O-rings.

END OF SECTION

1 General

1.1 REFERENCE STANDARDS

- .1 CSA C22.2 No. 18 - Metallic Outlet Boxes.
- .2 CSA C22.2 No. 65 Wire Connectors.

2 Products

2.1 MATERIALS

- .1 All connections shall be made electrically and mechanically secure. Sizes of connectors shall be according to manufacturer's recommendations for each size and combination of wires.
- .2 Joints required in branch wiring #10 AWG and smaller shall be made using fixture twist-on type connectors with current carrying parts made of copper.
 - .1 Standard of Acceptance: Marrette #31, #33 or #35 as required.
- .3 Joints for wiring #8 AWG and larger shall be made using pressure type colour keyed compression connectors with current carrying parts made of copper using compression tools. A first layer of tape shall be compound type followed by a layer of Scotch #3 vinyl type.
 - .1 Standard of Acceptance: 54000 series.
- .4 Bushing stud connectors are not acceptable.
- .5 Clamps or connectors for armoured cable and flexible conduit as required.

3 Execution

3.1 INSTALLATION

- .1 Remove insulation carefully from ends of conductors and:
 - .1 Install mechanical pressure type connectors and tighten screws with appropriate compression tool recommended by manufacturer. Installation shall meet secureness tests in accordance with CSA C22.2 No. 65.
 - .2 Install fixture type connectors and tighten with pliers or appropriate tool. Finger-tightening alone is not acceptable. Replace insulating cap.
- .2 All connections shall be made electrically and mechanically secure. Sizes of connectors shall be according to manufacturer's recommendations for each wire size and combination of wires. Twist wires together before installing connectors. All stranded conductors shall be twisted together prior to connection around terminal.

END OF SECTION

1 General

1.1 REFERENCE STANDARDS

- .1 CSA C22.2 No. 38 - Thermoset insulated Wires and Cables.
- .2 Wire and cable shall conform to the latest specification of the Canadian Standards Association (CSA), Electrical and Electronic Manufacturers Association of Canada (EEMAC), the Insulated Power Cable Engineers Association (IPCEA), and the American Society of Testing Materials (ASTM).

2 Products

1.1 BUILDING WIRES

- .1 Conductors: Copper, soft drawn stranded, at least 98% conductivity for #12 AWG and larger. Minimum size conductors for branch circuit wiring shall be #12 AWG. Insulation shall be chemically cross-linked thermosetting polyethylene rated 600 volts on all RW90 conductors and 1000 volts for RWU-90 for incoming service. Size as indicated on drawings and schedules. Conductor insulation shall be colour coded as follows:

Phase A	-	Red
Phase B	-	Black
Phase C	-	Blue
Neutral	-	White/Grey
Ground/Bond	-	Green
Isolated Ground	-	Green w/Yellow stripe
Isolated Power	-	as indicated hereinafter.

Where extra colours are required for three-way switches, etc., they shall be yellow.

Approved color coded tape is acceptable for color coding phase conductors #1 AWG and larger and for neutral and ground conductors #4/0 and larger.

Neutral conductors for feeders to branch panels feeding computerized equipment shall be sized at 200%.

1.2 CONTROL CABLES

- .1 600 V Type: 2 stranded copper conductors, 95% conductivity, full size AWG gauge, sizes as indicated with PVC insulation Type TW with shielding of magnetic tape wire braid over each pair of conductors and overall covering of thermoplastic jacket. Colour code shall be yellow.

1.3 SYSTEM WIRING

- .1 Wiring for auxiliary systems will be as indicated in specification or on drawings and/or as recommended by Manufacturer of the system.

3 Execution

1.1 INSTALLATION OF BUILDING WIRES

- .1 Install all building wiring as follows:
 - .1 In conduit systems in accordance with Section 26 05 34.
 - .2 BX cable is not acceptable.

1.2 INSTALLATION OF CONTROL CABLES

- .1 Install control cables in EMT conduit complete with all associated steel connectors and couplings where run on surfaces of walls or open ceilings. Conduits shall be extended to within 760mm of all devices associated with the piece of equipment which they control. Final connection shall be made using liquid-tight flexible metal conduit and associated liquid-tight connectors.
- .2 EMT type conduit wall-stub c/w flush installed device box shall be located in all partitions to accommodate wiring between the device and the accessible ceiling space.
- .3 EMT connectors complete with nylon insulated throat or threaded type bushing shall be installed on end of EMT stubs where they protrude through the wall above, and within finished accessible ceilings. CSA approved EMT plastic end cap bushings may also be used.
- .4 All EMT conduit stubs shall be bonded to ground as required by CEC.
- .5 Control cable shields, if applicable, shall be bonded to ground.

1.3 INSTALLATION – GENERAL

- .1 Where pulling wires and cables, the use of an approved lubricant only will be permitted. No wires or cables shall be pulled in conduits until such conduits are free from moisture and in no case shall wires be pulled until approval of the Departmental Representative is obtained.
- .2 All stranded conductors prior to terminating under device bolts such as circuit breakers, light switches, receptacles, etc., to be twisted together to form a single conductor to ensure a reliable mechanical connection.
- .3 All branch circuits are to utilize conduit pathways for home runs to each room or area, including rooms in which the panel is located. The home run conduit shall be continued until the final room destination splice or drop off is reached.
- .4 No splices allowed inside panelboards (distribution, power and lighting).
- .5 "Labelling" of all branch circuit wiring including phase conductors, neutrals, grounding and/or bonding conductors to be done on **both ends** of all circuit wires plus in any junction and/or pull boxes located in between using "Panduit" write-on, self laminating labels Nos. PDL-1 and PDL-2 as required.
- .6 The following wiring methods are designed to enhance the ability to perform capacitive leakage tests:
 - .1 All circuit conductors are to be individually tie wrapped to their corresponding labelled neutral conductor in all panelboards, pullboxes and junction boxes. Enough slack conductor length should be left to enable the ability to clamp the ground detector around the individually tie-wrapped circuit conductor and its corresponding labelled neutral. This wiring method is to be neat and of good workmanship quality.
 - .2 The tie wrapping of the neutral with its respective phase conductors is to be made at the closest point of entry into panelboards, pullboxes and junction boxes.
 - .3 The main switchboard, CDP's, panelboards, MCC's etc, are to have their respective feeder phase and neutral conductors tie-wrapped together and enough slack conductor length to enable the ability to clamp the ground detector around each set of feeders. This wiring method is to be neat and of good workmanship quality.
- .7 After all electrical wiring has been completed by the Electrical Contractor, is to test the grounded electrical distribution system to ensure there are not ground shorts and capacitive leakage in the system.
- .8 All feeders or branch circuits which do not have neutral conductors are to have their respective phase conductors tie-wrapped together in accordance to the methods described previously.

- .9 Run all circuits so that the voltage drop in no case exceeds 3% of the line volts. The neutral wire, wherever it is run, shall be continuous with no fuses, switches, or breaks of any kind.
- .10 For 15 amp, 120 volt circuits the following table shall be used to determine the minimum conductor sizes required to compensate for voltage drop.
- .11 Find below the branch circuit maximum lengths (120 volt one way length from panelboard to load including vertical drops. Voltage drop shall not exceed 3% in any instance.
 - .1 From 0.3m to 24m #12 Wire
 - .2 From 24m to 37m #10 Wire
 - .3 From 37m to 55m #8 Wire
- .12 Increased wire sizes where required shall not be decreased in size in any portion of length of run between panelboard and the wiring device itself.
- .13 All wiring shall be color coded as per Code requirements and/or as specified herein.

END OF SECTION

1 Products

1.1 SUPPORT DEVICES

- .1 U shape, size 41mm x 41mm, 2.5mm thick, surface mounted or suspended as required.
- .2 Supply and install all necessary inserts, rods, channels, brackets, etc., to form a support system capable of carrying at least twice the weight of the equipment supported.
- .3 In concrete, use cast-in threaded inserts wherever possible. Should additional inserts be required use a "red head" type of insert capable of carrying at least 45 kgs.
- .4 All hanger rods shall be 10mm diameter continuous threaded rod cut to required lengths. Cut off excess to within 13mm of bottom of channel.
- .5 All conduits not installed on Unistrut or approved equal type support channels to be supported as follows:
 - .1 13mm up to and including 35mm conduits - one hole steel straps.
 - .2 41mm and larger sizes - two hole steel straps.
- .6 All suspended conduit runs containing horizontal or vertical elbows shall have one additional support rod installed at not more than 300mm from midpoint of all 90 degree bends.
- .7 Beam clamps to secure conduit to exposed steel work.
- .8 In no case will the use of tie-wraps for supporting purposes be acceptable unless explicitly approved for the purpose, such as for securing wiring in-place.
- .9 All trays, wireways, and multiple conduits, shall be supported by a steel channel support system with all components, hangers, wall supports, cable clamps, etc., specifically manufactured and approved for their application.
- .10 Fastening devices for cabinets, boxes, supports, etc., shall be nut and bolt, ramset, expansion shields, wedge anchors, or toggle bolts, size and number to suit the application. Toggle bolts shall not be used in gypsum wallboard construction.
- .11 Fastening devices for outlet boxes shall be nut and bolt, ramset, expansion shields, wedge anchors or caddy clips, size and number to suit the application or as detailed on the drawings.
- .12 Suspended outlet, pull and junction boxes shall be supported with minimum 10mm threaded rod, nuts and flat washers. Threaded rods shall be secured to boxes with one flat washer and nut installed on both sides of box. Threaded rods shall be installed as follows:
 - .1 One rod required for all types of boxes sized 150mmx150mm and smaller;
 - .2 Two rods required for all types of boxes sized larger than 150mmx150mm up to and including 300mmx300mm;
 - .3 Minimum of four rods required for all boxes larger than 300mmx300mm.

2 Execution

1.1 INSTALLATION

- .1 Secure equipment to hollow or solid masonry tile and plaster surfaces with lead anchors.
- .2 Secure equipment to poured concrete with expandable inserts.
- .3 Secure equipment to hollow masonry wall, or suspended ceilings with toggle bolts.

- .4 Secure surface mounted equipment with twist clip fasteners to inverted T bar ceilings. Ensure that T-bars are adequately supported to carry weight of equipment specified before installation.
- .5 Support equipment, conduit or cables using clips, spring loaded bolts, cable clamps designed as accessories to basic channel members.
- .6 Suspended support systems.
 - .1 Support individual cable or conduit runs with 10mm dia threaded rods and spring clips.
 - .2 Support 2 or more cables or conduits on channels supported by 10mm dia threaded rod hangers where direct fastening to building construction is impractical.
- .7 For surface mounting of two or more conduits use channels at 1.5m on center spacing.
- .8 Provide metal brackets, frames, hangers, clamps and related types of support structures where indicated or as required to support conduit and cable runs.
- .9 Ensure adequate support for raceways and cables dropped vertically to equipment where there is no wall support.
- .10 Do not use wire lashing or perforated strap to support or secure raceways or cables.
- .11 Do not use supports or equipment installed for other trades for conduit or cable support except with permission of other trade and approval of Departmental Representative.
- .12 Install fastenings and supports as required for each type of equipment cables and conduits, and in accordance with manufacturer's installation recommendations.
- .13 Coordinate the location of any insert to miss concrete reinforcement and obtain approval of Departmental Representative prior to installing.
- .14 Secure all equipment in a manner so as not to distort or cause undue stress on any components.
- .15 Support of any equipment shall not rely on the strength of plaster or gypsum board construction.

END OF SECTION

1 General

1.1 REFERENCE STANDARDS

- .1 Materials to new, CSA certified, and manufactured to standard quoted, where applicable.
- .2 Canadian Standards Association (CSA)
 - .1 CAN/CSA C22.2 No. 18, Outlet Boxes, Conduit Boxes, and Fittings and Associated Hardware.
 - .2 CSA C22.2 No. 45, Rigid Metal Conduit.
 - .3 CSA C22.2 No. 56, Flexible Metal Conduit and Liquid-Tight Flexible Metal Conduit.
 - .4 CSA C22.2 No. 83, Electrical Metallic Tubing.

2 Products

1.1 CONDUITS

- .1 Rigid metal conduit: to CSA C22.2 No. 45, galvanized steel threaded, size as indicated.
- .2 Flexible metal conduit and liquid-tight flexible metal conduit: to CSA C22.2 No. 56.
- .3 Thin wall type electrical metallic tubing "EMT" with steel set screw couplings, galvanized, size as indicated.
- .4 BX cable and PVC conduit are not acceptable.

1.2 EXPANSION FITTINGS FOR RIGID CONDUIT

- .1 Weatherproof expansion fittings with internal bonding assembly suitable for 100 mm linear expansion.
- .2 Watertight expansion fittings with integral bonding jumper suitable for linear expansion and 19 mm deflection in all directions.
- .3 Weatherproof expansion fittings for linear expansion at entry to panel.

1.3 FISHCORD

- .1 6.5 mm standard nylon pull rope with tensile strength of 5 kN.

3 Execution

1.1 INSTALLATION

- .1 All EMT and flexible conduit to have #14 insulated green ground wire minimum.
- .2 Install separate ground wire in EMT.
- .3 Install conduits to conserve headroom in exposed locations and cause minimum interference in spaces through which they pass.
- .4 Conceal conduits except in mechanical and electrical service rooms and in unfinished areas.
- .5 Use epoxy coated conduit in underground or in corrosive areas.
- .6 Use electrical metallic tubing (EMT) except in cast concrete and above 2.4 m not subject to mechanical injury.

- .7 Use rain-tight connectors and couplings where vertical portion of EMT conduit runs terminate into the top of electrical equipment incorporating drip shields or hoods.
- .8 Flexible conduit and #12 RW90 conductors to be installed as fixture drops from junction boxes. No BX cable allowed. Use 1/2" flex for lengths over 1.5 meters.
- .9 Flexible metal conduit runs shall not exceed 1.5 meters.
- .10 Use flexible metal conduit for connection to recessed fixtures without a prewired outlet box, connection to surface or recessed fluorescent fixtures and work in movable metal partitions.
- .11 Use liquid tight flexible metal conduit (minimum 3/8" internal diameter) for connection to motors or vibrating equipment in all locations, including controls and related devices.
- .12 Install conduit sealing fittings in hazardous areas. Fill with compound.
- .13 Minimum conduit size for lighting and power circuits: 19 mm.
- .14 Install EMT conduit from branch circuit panel to outlet boxes located in sub floor.
- .15 Bend conduit cold. Replace conduit if kinked or flattened more than 1/10th of its original diameter.
- .16 Mechanically bend steel conduit over 19 mm diameter.
- .17 Field threads on rigid conduit must be of sufficient length to draw conduits up tight.
- .18 Install fish cord in empty conduits.
- .19 Remove and replace blocked conduit sections. Do not use liquids to clean out conduits.
- .20 Dry conduits out before installing wire.

1.2 SURFACE CONDUITS

- .1 Run parallel or perpendicular to building lines.
- .2 Locate conduits behind infrared or gas fired heaters with minimum 1.5 m clearance.
- .3 Run conduits in flanged portion of structural steel.
- .4 Group conduits wherever possible on surface channels.
- .5 Do not pass conduits through structural members except as indicated.
- .6 Do not locate conduits less than 75 mm parallel to steam or hot water lines with minimum of 25 mm at crossovers.

END OF SECTION

1 General

1.1 REFERENCE STANDARDS

- .1 CSA C22.2 No. 5 – Moulded-Case Circuit Breakers, Molded-Case Switches and Circuit-Breaker Enclosures.

2 Products

2.1 BREAKERS GENERAL

- .1 Bolt-on moulded case circuit breaker, quick-make, quick-break type, de-ionizing arc chambers for manual and automatic operation with temperature compensation for 40 degree C ambient. Breakers to be trip-free of operating handles on overloads with a definite indication when tripping has taken place.
- .2 Mini type circuit breakers are not acceptable.
- .3 Multi-pole breakers shall have common trip mechanisms; tie handles are not acceptable.
- .4 Magnetic instantaneous trip elements in circuit breakers, to operate only when the value of current reaches setting. Trip settings on breakers with adjustable trips to range from 10 to 12 times current rating.
- .5 Circuit breakers with interchangeable trips as indicated.
- .6 Minimum acceptable circuit breaker interrupting rating shall be 14,000 RMS symmetrical amperes or to match existing.

2.2 BREAKER TYPE GROUND FAULT INTERRUPTER

- .1 Ground fault protection where required by circuit breakers in branch circuit panelboards shall be CSA listed as Class "A", Group "1", with a sensitivity of 5 milliamps or greater. Breakers shall be of the thermal magnetic type incorporating a solid state ground fault sensing circuit and push to test push button. Breakers shall be of the bolt on design, and interchangeable with other panelboard breakers. Interrupting capacity shall be 22,000 RMS symmetrical amperes or to match existing.

2.3 MANUFACTURERS

- .1 Breaker manufacturer shall match that of panel in which they are installed.

3 Execution

3.1 INSTALLATION

- .1 Circuit breakers shall be securely mounted in switchboards, panelboards, or EEMAC one (1) enclosures as indicated on the drawings and as required by other sections of the specifications.

END OF SECTION

1 General

1.1 REFERENCE STANDARDS

- .1 ANSI C82.-SSL1-20XX – Solid state lighting power, supplies and drivers
- .2 CSA C22.2 No. 8 - Radio interference suppressor. Electromagnetic Interference (EMI) Fitters.
- .3 CSA C22.2 No. 250.13 - Light emitting diode (LED) equipment for lighting applications

1.2 GUARANTEE

- .1 Replace:
 - .1 LED drivers that fail within 5 years of replacement.

2 Products

2.1 LUMINAIRE DETAILS

- .1 Provide supporting devices, surface mounted junction boxes and outlet boxes where required.
- .2 LED light fixtures shall be Reduction of Hazardous Substances (RoHS)-compliant.
- .3 LED modules shall comply with IES LM-80 at 50,000 hours.
- .4 Minimum CRI of 80 and color temperature of 3500k unless existing fixtures in the same room are different – then match the existing fixtures..
- .5 Lenses or diffusers shall be of glass or acrylic material, as indicated.
- .6 Include finishes to Section 26 05 00 and as indicated.
- .7 Provide gasketing, stops and barriers to form light traps to prevent light leaks.

2.2 LUMINAIRE SUPPORTS

- .1 Provide supports for suspended fixtures as recommended by manufacturer
- .2 Additional T-Bar grid supports that may be required for light fixtures installed in, or secured to, T-Bar type ceilings, shall be identified accordingly to the applicable ceiling contractor, who in turn will be responsible for supplying and installing additional hangers as may be required.
- .3 The installation of any additional T-Bar grid ceiling support wires is the sole responsibility of the ceiling installation contractor.
- .4 Independent supporting of light fixtures in T-Bar grid ceilings utilizing materials other than tie-wires, i.e. threaded rods, metal channels, etc., are the sole responsibility of the electrical contractor.

3 Execution

3.1 INSTALLATION

- .1 This work shall include the supplying and installation and connection of all lighting units and allied equipment as specified hereinafter as well as the receiving, storing and testing of same.
- .2 Catalogue references numbers given for individual fixtures may not necessarily be correct but are intended as a guide when read with the description and may not agree with the type of fixture

finally supplied; therefore, the catalogue reference shall be verified with the description and coordinated with the installation conditions with particular regard to ceiling construction details, type and finish before ordering the fixtures.

- .3 Recessed fixtures shall have trim and frame details to match the ceiling suspension system.

3.2 WIRING

- .1 Recessed, surface and/or suspended fixtures shall not be wired in a daisy-chain manner, nor have their power sources looped between fixtures unless they are installed end-to-end.
- .2 Each luminaire shall be complete with its own separate fixture drop originating from a junction box located within the same ceiling space as the luminaire. An exception shall be made for recessed downlights, which may be wired from one fixture to another, provided they have integral junction boxes and the luminaire access opening is 150mm or greater in diameter.

3.3 RECESSED DOWNLIGHTS

- .1 Non Accessible Ceilings: If the luminaire opening is less than 150mm in diameter, a separate fixture drop shall be provided. Fixture drops shall be run to an accessible junction box above an accessible ceiling or an access panel. Fixture drops shall not exceed 4.5m in length.
- .2 Accessible ceilings: Fixtures are to be securely fastened to the T-bar ceiling. No part of the fixture is to derive support from the T-bar ceiling tiles.

3.4 FIXTURE ALIGNMENT

- .1 Align fixtures mounted in continuous rows to form straight uninterrupted line.
- .2 Align luminaries mounted individually parallel or perpendicular to building grid lines.

3.5 FIXTURE SUPPORTS

- .1 Provide luminaire supports required to mount fixtures as specified.
- .2 Hang all light fixtures in such a manner that their attachment to the ceiling shall be secure in all respects.
- .3 Fixtures shall not be hung directly from suspended gypsum board ceilings, but shall derive their support from channels independently mounted in the ceiling space.
- .4 Generally, wire hangers shall be used to adequately secure and support the fixtures; these shall be provided and installed under work of this Contract.

3.6 DEFECTIVE OR DAMAGED FIXTURES

- .1 Check fixtures and replace all defective lamps, ballasts and accessories on any fixtures that have been damaged or scratched during construction.
- .2 Replace lamps that have burned out as per paragraph 1.5 of this section.

3.7 TESTS

- .1 Perform tests in accordance with Section 26 05 00.

END OF SECTION

Solicitation No. - N° de l'invitation
ED060-211680
Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.
File No. - N° du dossier
pwc-0-43028

Buyer ID - Id de l'acheteur
PWC008
CCC No./N° CCC - FMS No./N° VME

ANNEX A - SECURITY REQUIREMENT CHECK LIST (SRCL)



**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 PSPC		2. Branch or Directorate / Direction générale ou Direction Real Property	
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 Electrical Maintenance in and on the grounds of, the Joseph A Ghiz building, Summerside PE			
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"/>	
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:	
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input type="checkbox"/>		NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input type="checkbox"/>		NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>		NATO SECRET NATO SECRET <input type="checkbox"/>	
SECRET SECRET <input type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>			
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>			
		PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
		PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
		PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
		CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	
		SECRET SECRET <input type="checkbox"/>	
		TOP SECRET TRÈS SECRET <input type="checkbox"/>	
		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	



PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées)

Vance Jefferies

Title - Titre

Asset Manager

Signature

Jeffries, Vance

Digitally signed by: Jeffries, Vance
DN: CN = Jeffries, Vance C = CA
O = GC OU = PWGSC-TPSGC
Date: 2020.11.04 10:55:48 -04'00'

Telephone no. - N° de téléphone

(506) 378-2912

Facsimile - Télécopieur

(902) 432-6950

E-mail address - Adresse courriel

vance.jefferies@pwgsc.gc.ca

Date

2020-11-04

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées)

Doucet, Pierrette

Title - Titre

Regional Chief Security -
Atlantic Region

Signature

Telephone no. - N° de téléphone

(902) 496-5630

Facsimile - Télécopieur

(902) 496-5077

E-mail address - Adresse courriel

pierrette.doucet@tpsgc-pwgsc.gc.ca

Date

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?

Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

☐

No
Non

☐

Yes
Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Telephone no. - N° de téléphone

Facsimile - Télécopieur

E-mail address - Adresse courriel

Date

17. Contracting Security Authority / Autorisé contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Anik Farrell - CSO

613-946-5194

Telep

anik.farrell@tpsgc-pwgsc.gc.ca

élecopieur

E-mail address - Adresse courriel

Date



PART C (continued) / PARTIE C (suite)

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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

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

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

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

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

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



Travaux publics et
Services gouvernementaux
Canada

Public Works and
Government Services
Canada

Page 1 of 2

Description and Location of Work Standing Offer - Electrical Services Joseph A. Ghiz Building, 275 Pope Road, Summerside, PEI					Contract No. ED060-211680					
					Project No.					
Name of Insurer, Broker or Agent		Address (No., Street)		City	Province	Postal Code				
Name of Insured (Contractor)		Address (No., Street)		City	Province	Postal Code				
Additional Insured <i>Her Majesty the Queen in Right of Canada as represented by the Minister of Public Works and Government Services</i>										
Type of Insurance	Insurer Name and Policy Number	Inception Date D / M / Y	Expiry Date D / M / Y	Limits of Liability						
Commercial General Liability Umbrella/Excess Liability				Per Occurrence	Annual General Aggregate	Completed Operations Aggregate				
				\$	\$	\$				
				\$	\$	\$				
<p>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.</p> <table border="1"><tr><td><div></div> Name of person authorized to sign on behalf of Insurer(s) (Officer, Agent, Broker)</td><td><div></div> Telephone number</td></tr><tr><td><div></div> Signature</td><td><div></div> Date D / M / Y</td></tr></table>							<div></div> Name of person authorized to sign on behalf of Insurer(s) (Officer, Agent, Broker)	<div></div> Telephone number	<div></div> Signature	<div></div> Date D / M / Y
<div></div> Name of person authorized to sign on behalf of Insurer(s) (Officer, Agent, Broker)	<div></div> Telephone number									
<div></div> Signature	<div></div> Date D / M / Y									

General

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

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

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

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

Commercial General Liability

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

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

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

The policy must have the following minimum limits:

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

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

ANNEX C - VOLUNTARY REPORT FOR APPRENTICES EMPLOYED DURING THE CONTRACT (Sample)

(This report is not required at Offer deposit)

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

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

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

Number of apprentices hired	Trade

ANNEX D – FORM 2829 SAMPLE



Public Works and
Government Services
Canada

Travaux publics et
Services gouvernementaux
Canada

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

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

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

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

PWGSC-TPSGC 2829 (03/2008)



Contract Number / Numéro du contrat
20211680

Security Classification / Classification de sécurité

Unclassified

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 ☐ Yes
Non 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 ☐ Yes
Non Oui
- Short Title(s) of material / Titre(s) abrégé(s) du matériel :
- Document Number / Numéro du document :

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

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis
- | | | | |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET - SIGINT
TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS
ACCÈS AUX EMPLACEMENTS | | | |
- Special comments:
Commentaires spéciaux : _____
- NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.
10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☒ No ☐ Yes
Non Oui
- If Yes, will unscreened personnel be escorted:
Dans l'affirmative, le personnel en question sera-t-il escorté? ☒ No ☐ Yes
Non 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 ☐ Yes
Non 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 ☐ Yes
Non 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 ☐ Yes
Non 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 ☐ Yes
Non 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 ☐ Yes
Non Oui

Security Classification / Classification de sécurité

Unclassified