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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer. |

The Annexes include the Statement of Work, the Basis of Payment, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification and any other annexes

1.2 Summary

The Department of National Defence (DND) has a requirement for a Regional Individual Standing Offer (RISO) for the supervision, labor, materials, tools, and equipment required for the inspections, calibrations, adjustments and repairs to fuel dispensing systems and associated computerized controls at CFB Suffield.

Work on this requirement includes inspection, service and repair of bulk fuel facilities and auxiliary equipment and controls.

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

1.3 Security Requirements

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

1.4 Debriefings

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

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

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

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

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: 60 days
Insert: 120 days

2.2 Submission of Offers

Offers must be submitted only to the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit specified below by the date and time indicated on page 1 of the RFSO:

Bid Receiving Public Works and Government Services Canada
Canada Place
Suite 1000, 9700 Jasper Avenue
Edmonton, Alberta T5J 4C3
ROReceptionSoumissions.WRBidReceiving@tpsgc-pwgsc.gc.ca

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

Transmission of offers by facsimile or hardcopy to PWGSC will not be accepted.

2.3 Former Public Servant

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

Definitions

For the purposes of this clause,

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Offeror must provide the following information:

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

2.4 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than 10 calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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

2.6 Bid Challenge and Recourse Mechanisms

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

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

Section I: Technical Offer
Section II: Financial Offer
Section III: Certifications

Offers transmitted by facsimile or hardcopy will not be accepted.

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

Section I: Technical Offer

In their technical offer, offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Offer

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

3.1.1 Electronic Payment of Invoices - Offer

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

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

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

3.1.2 Exchange Rate Fluctuation

[C3011T](#) (2013-11-06), Exchange Rate Fluctuation,

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Failure to meet any of the following mandatory criteria at solicitation closing will render your submission non-compliant and given no further consideration.

1. Compliance with the terms and conditions contained in this document.
2. Provision of pricing as requested.
3. Ability to perform the full scope of the work, as described in Annex "A".

4.1.2 Financial Evaluation

The extended price will be calculated by multiplying the estimated usage values provided by the Offeror's corresponding unit price or discount percentage. The total assessed offer price is the aggregate of all the extended prices.

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

4.2 Basis of Selection

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

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Offer

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

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

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list) available at the bottom of the page of the [Employment and Social Development Canada-Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4>).

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

6.1 Security Requirements

1. Before issuance of a standing offer, the following conditions must be met:

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

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

- 7.1.1** The Offeror offers to perform the Work in accordance with the Statement of Work at Annex "A".

7.2 Security Requirements

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

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

7.3 Standard Clauses and Conditions

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

7.3.1 General Conditions

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

7.3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

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

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

The quarterly reporting periods are defined as follows:

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31;
- 4th quarter: January 1 to March 31.

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

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups and providing services against the Standing Offer is from _____ to _____ inclusive. (inserted at Standing Offer issuance)

7.4.2 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Annex "A" of the Standing Offer.

7.5 Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Drew Fisher
Public Works and Government Services Canada
Acquisitions Branch
Canada Place
Suite 1000, 9700 Jasper Avenue
Edmonton AB, T5J 4C3
Edmonton, Alberta T5J 1S6
Telephone: (780) 901-4270
Facsimile: (780) 497-3510
E-mail address: drew.fisher@pwgsc-tpsgc.gc.ca

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

7.5.2 Project Authority

The Project Authority for the Standing Offer is: (to be provided at award)

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____ - ____ - _____

Facsimile: ____ - ____ - _____

E-mail address: _____

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

7.5.3 Offeror's Representative

(To be completed by the offeror)

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____ ____ _____

Facsimile: ____ ____ _____

E-mail address: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: CFB Suffield.

7.8 Call-up Instrument

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

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

or

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

7.9 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$100,000.00 (Applicable Taxes included).

7.10 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$_____ (TBD) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 3 months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

7.11 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions [2005](#) (2017-06-21), General Conditions - Standing Offers - Goods or Services
- d) the general conditions [2010C](#) (2020-05-28) General conditions: Services (medium complexity)
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Standing Offer Usage Report;
- h) Annex D, Security Requirements Check List;
- i) the Offeror's offer dated _____ (*insert date of offer*)

7.12 Certifications and Additional Information

7.12.1 Compliance

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

7.13 Applicable Laws

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

7.14 Transition to an e-Procurement Solution (EPS)

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

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

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

B. RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

2010C (2020-05-28), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

7.3 Term of Contract

7.3.1 Delivery Date

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

7.4 Proactive Disclosure of Contracts with Former Public Servants

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

7.5 Payment

7.5.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit price(s) as specified in Annex B – Basis of Payment for a cost of \$ _____ (price to be determined on call-up). Customs duties are included and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work..

7.5.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____ (TBD). Customs duties are *included* and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75% committed, or
 - b. four months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.5.3 SACC Manual Clauses

SACC Manual clause [H1000C](#) (2008-05-12) Single Payment
SACC Manual clause [H1001C](#) (2008-05-12) Multiple Payments

7.5.4 SACC Manual Clauses

A9117C	2007-11-30	T1204-Direct Request by Customer Department
C0710C	2007-11-30	Time and Contract Price Verification
C0711C	2008-05-12	Time Verification

7.5.5 Electronic Payment of Invoices – Call-up.

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

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

7.6 Invoicing Instructions

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

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

7.7 Insurance

SACC Manual clause [G1005C](#) (2016-01-28) Insurance – No Specific Requirement

7.8 Dispute Resolution

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

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Amd. No. - N° de la modif.

File No. - N° du dossier

EDM-0-43148

Buyer ID - Id de l'acheteur

EDM100

CCC No./N° CCC - FMS No./N° VME

ANNEX "A"

STATEMENT OF WORK

(See attached document)

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ANNEX "B"

BASIS OF PAYMENT

- Firm Unit Prices must include all relative costs associated with providing the item in accordance with the Statement of Work, Annex "A", contained herein and remain firm for the period of the Standing Offer.
- Firm unit pricing must be in Canadian Dollars.
- Firm unit prices do not include GST; GST will be added to the invoice as a separate line item.
- Estimated usages provided is for the sole purpose of establishing an evaluation tool, based only on a best estimate and in no way reflects the actual usage expected or any commitment on the part of Canada.

YEAR 1

Item	Class of Labour, Material or Plant	Unit	Estimated Hours / Quantity	Unit Price \$ ¢	Estimated Total Price \$ ¢
1	Labour: During Regular Working Hours: Monday through Friday (0730-1600 hours)				
A)	Instrumentation Technician	Hour	160	\$	\$
B)	Electrician: Journeyman	Hour	160	\$	\$
C)	Petroleum Mechanic	Hour	160	\$	\$
D)	Plumber: Journeyman	Hour	160	\$	\$
E)	Plumber: Apprentice	Hour	75	\$	\$
F)	Welder: Journeyman	Hour	160	\$	\$
G)	Welder: B Pressure	Hour	160	\$	\$
H)	Controls Technician: Journeyman	Hour	160	\$	\$
I)	Pipe Fitter: Journeyman	Hour	160	\$	\$
J)	Unit Travel Rate/Crew For All Above Trades	Per Trip/Crew	143	\$	\$
	CRANE SERVICES (HE)				
K)	Crane and Driver/Operator and Helper - Two Man Crew	Per Trip/Crew	30	\$	\$
	HYDROCARBON OIL/WATER SEPARATORS SERVICES				
L)	Vacuum Truck/Flush Truck with Operator	Per Trip/Crew	100	\$	\$
M)	Helper	Hour	100	\$	\$
2	Labour: During Evenings, Weekends and Statutory Holidays for Emergency Work				
A)	Electrician - Journeyman	Hour	20	\$	\$
B)	Instrumentation Technician	Hour	20	\$	\$
C)	Welder: Journeyman	Hour	20	\$	\$
D)	Plumber: Journeyman	Hour	20	\$	\$
E)	Controls Technician: Journeyman	Hour	20	\$	\$
3	Miscellaneous Materials and Replacement Parts				
	Contractor's Mark Up for material, replacement parts, required permits and certificates. Verification of Contractor's cost to be provided upon request of the Real Property Operations representative. (% mark-up x \$50,000.00)	_____ %	_____ % X \$50,000.00	\$ _____	
Subtotal A): Item 1, Item 2, & Item 3 = Estimated Total Amount Year 1 – GST Extra					\$

YEAR 2

Item	Class of Labour, Material or Plant	Unit	Estimated Hours / Quantity	Unit Price \$ €	Estimated Total Price \$ €
1	Labour: During Regular Working Hours: Monday through Friday (0730-1600 hours)				
A)	Instrumentation Technician	Hour	160	\$	\$
B)	Electrician: Journeyman	Hour	160	\$	\$
C)	Petroleum Mechanic	Hour	160	\$	\$
D)	Plumber: Journeyman	Hour	160	\$	\$
E)	Plumber: Apprentice	Hour	75	\$	\$
F)	Welder: Journeyman	Hour	160	\$	\$
G)	Welder: B Pressure	Hour	160	\$	\$
H)	Controls Technician: Journeyman	Hour	160	\$	\$
I)	Pipe Fitter: Journeyman	Hour	160	\$	\$
J)	Unit Travel Rate/Crew For All Above Trades	Per Trip/Crew	143	\$	\$
	CRANE SERVICES (HE)				
K)	Crane and Driver/Operator and Helper - Two Man Crew	Per Trip/Crew	30	\$	\$
	HYDROCARBON OIL/WATER SEPARATORS SERVICES				
L)	Vacuum Truck/Flush Truck with Operator	Per Trip/Crew	100	\$	\$
M)	Helper	Hour	100	\$	\$
2	Labour: During Evenings, Weekends and Statutory Holidays for Emergency Work				
A)	Electrician - Journeyman	Hour	20	\$	\$
B)	Instrumentation Technician	Hour	20	\$	\$
C)	Welder: Journeyman	Hour	20	\$	\$
D)	Plumber: Journeyman	Hour	20	\$	\$
E)	Controls Technician: Journeyman	Hour	20	\$	\$
3	Miscellaneous Materials and Replacement Parts				
	Contractor's Mark Up for material, replacement parts, required permits and certificates. Verification of Contractor's cost to be provided upon request of the Real Property Operations representative. (% mark-up x \$50,000.00)	_____ %	_____ % X \$50,000.00	\$ _____	
Subtotal B): Item 1, Item 2, & Item 3 = Estimated Total Amount Year 2 – GST Extra					\$

YEAR 3

Item	Class of Labour, Material or Plant	Unit	Estimated Hours / Quantity	Unit Price \$ ¢	Estimated Total Price \$ ¢
1	Labour: During Regular Working Hours: Monday through Friday (0730-1600 hours)				
A)	Instrumentation Technician	Hour	160	\$	\$
B)	Electrician: Journeyman	Hour	160	\$	\$
C)	Petroleum Mechanic	Hour	160	\$	\$
D)	Plumber: Journeyman	Hour	160	\$	\$
E)	Plumber: Apprentice	Hour	75	\$	\$
F)	Welder: Journeyman	Hour	160	\$	\$
G)	Welder: B Pressure	Hour	160	\$	\$
H)	Controls Technician: Journeyman	Hour	160	\$	\$
I)	Pipe Fitter: Journeyman	Hour	160	\$	\$
J)	Unit Travel Rate/Crew For All Above Trades	Per Trip/Crew	143	\$	\$
	CRANE SERVICES (HE)				
K)	Crane and Driver/Operator and Helper - Two Man Crew	Per Trip/Crew	30	\$	\$
	HYDROCARBON OIL/WATER SEPARATORS SERVICES				
L)	Vacuum Truck/Flush Truck with Operator	Per Trip/Crew	100	\$	\$
M)	Helper	Hour	100	\$	\$
2	Labour: During Evenings, Weekends and Statutory Holidays for Emergency Work				
A)	Electrician - Journeyman	Hour	20	\$	\$
B)	Instrumentation Technician	Hour	20	\$	\$
C)	Welder: Journeyman	Hour	20	\$	\$
D)	Plumber: Journeyman	Hour	20	\$	\$
E)	Controls Technician: Journeyman	Hour	20	\$	\$
3	Miscellaneous Materials and Replacement Parts				
	Contractor's Mark Up for material, replacement parts, required permits and certificates. Verification of Contractor's cost to be provided upon request of the Real Property Operations representative. (% mark-up x \$50,000.00)	_____ %	_____ % X \$50,000.00	\$ _____	
Subtotal C): Item 1, Item 2, & Item 3 = Estimated Total Amount Year 3 – GST Extra					\$

ANNEX "C"

STANDING OFFER REPORTING

Each Usage Report is to be comprised of data from completed Call Ups.

Return to:

Facsimile: (780) 497-3510
Email: WST.PA-EDM@pwgsc-tpsgc.gc.ca.

Quarterly Usage Report Schedule:

- ☐ 1st quarter: April 1 to June 30;
- ☐ 2nd quarter: July 1 to September 30;
- ☐ 3rd quarter: October 1 to December 31;
- ☐ 4th quarter: January 1 to March 31.

The usage reports must be submitted no later than fifteen (15) calendar days after the end of the reporting period.

SUPPLIER: _____

STANDING OFFER NO: _____

DEPARTMENT OR AGENCY: _____

Department	Call up Number	Dollar Value (GST Included)

(A) Total Dollar Value Call-ups for this reporting period:	
(B) Accumulated Call-up Totals to Date:	
(A+B) Total Accumulated Call-ups:	

☐ **NIL REPORT:** We have not done any business with the Federal Government this period.

PREPARED BY:

NAME: _____

PHONE: _____

SIGNATURE: _____

DATE: _____

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Amd. No. - N° de la modif.

File No. - N° du dossier

EDM-0-43148

Buyer ID - Id de l'acheteur

EDM100

CCC No./N° CCC - FMS No./N° VME

ANNEX "D"

SECURITY REQUIREMENTS CHECK LIST

(See attached document)

ANNEX "E" to PART 3 OF THE REQUEST FOR STANDING OFFERS

ELECTRONIC PAYMENT INSTRUMENTS

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

- ☐ () VISA Acquisition Card;
- ☐ () MasterCard Acquisition Card;
- ☐ () Direct Deposit (Domestic and International);
- ☐ () Electronic Data Interchange (EDI);
- ☐ () Wire Transfer (International Only);
- ☐ () Large Value Transfer System (LVTS) (Over \$25M)



National Defence

Real Property Operations Unit (West) Det Suffield

CFB Suffield



SPECIFICATION FOR P.O.L. MAINTENANCE & REPAIR

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Division 2 – SITE WORK DEMOLITION AND REMOVAL

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W6897-210031
RPOU Det Sx**Part 1 Summary of Work****1.1 WORK COVERED BY CONTRACT DOCUMENTS**

All supervision, labor, materials, tools, and equipment required for the inspections, calibrations, adjustments and repairs to fuel dispensing systems and associated computerized controls at CFB Suffield.

Work on this requirement includes inspection, service and repair of bulk fuel facilities and auxiliary equipment and controls.

1.2 Standards

The following standards are included but not limited to;

- 1) Canadian Council of Ministers of the Environment (CCME)
- 2) Canadian Standards Association (CSA)
- 3) National Fire Code (NFC)
- 4) Canadian Electrical Code (CEC)
- 5) American Petroleum Institute (API)
- 6) Alberta Health and Safety Act (OHSA)
- 7) Canadian General Standards Board (CGSB)
- 8) Technical Standards and Safety Act (TSSA) 2000
- 9) Alberta Regulation 216/01, Certification of Petroleum Equipment Mechanics.
- 10) Two (2) years documented experience with card lock and bulk fuel dispensing systems.
- 11) ULC/CSA
- 12) Petroleum Products Regulations (SOR/2008-197)
- 13) Construction Engineering Technical Orders (CETO)

1.2 RELATED SECTIONS

- .1 Section 01 33 00 – Submittal Procedures
- .2 Section 01 41 00 - Regulatory Requirements
- .3 Semi-Annual Inspections, Calibrations and Maintenance

1.3 TITLE AND DESCRIPTION OF WORK

- .1 Petroleum, Oil and Lubricants (POL) Maintenance & Repair -Standing Offer Agreement

Work under this Standing Offer Agreement (SOA) includes the provision of skilled licensed labour, tools, equipment, supervision and material as requested by the Department of National Defence (DND) in the form of a Call-up (Purchase Order) for mechanical services of the petroleum and allied petroleum supply infrastructure at CFB Suffield, Alberta. The services are to be provided on an “as and when requested basis” in accordance with specification attached. A Call-up, Purchase Order will describe in detail the required work to be completed.

- .2 The Contractor will provide services as required by qualified personnel for monthly, quarterly, and annual maintenance, inspection, testing, tank cleaning, and repair at the CFB Suffield POL Site including, but not limited to, the following: Safety Plan and Other Safety Related Documents.

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- .1 Storage tanks and ancillary equipment: inspection, testing, maintenance, and repair. Infrastructure includes Aboveground Storage Tanks, Underground Storage Tanks of various design and Oil Water Separators. DND Contracts Inspector to provide detailed information after award.
- .2 Qualifications to include:
 - .1 The Certified Inspector must be a licenced Petroleum Mechanic Level 1, 2 and 3 by the Canadian Petroleum Contractors Association (CPCA) and certified with the Petroleum Tank Management Association of Alberta (PTMAA). At a minimum, the Petroleum Mechanic Helper must also be licenced as such with the CPCA.
 - .2 The Automated and Remote Sensing System Technician must be trained in instrumentation and electrical integration and be proficient with General Electric Programmable Logic Controllers (PLC) and Computrol Fuel Systems software.
 - .3 Equipment and Services
 - Heavy Equipment
 - Crane: 15 Ton
 - Hydrocarbon oil/water separator service
 - Hydro excavation type high volume vacuum truck with 2 20mm vacuum hose and minimum 24000 gallon holding Tank.
- .2 Dispose Off-Site
 - .1 Excavated materials, hydrocarbon oils or water shall be disposed of at municipal, provincial or federal approve disposal sites.
 - .2 Submit copies of all transportation manifests and dumping documents to the DND Representative as per Section 1.10.

.3 Semi-annual Inspections, Calibrations and Maintenance

.1) Site 1 (Main POL) equipment inspections include but is not limited to fuel dispensers and all associated equipment, hoses, nozzles, filters, controls, sump, electronic monitoring equipment, alarms, fuel meters, air eliminator assemblies, valves, associated computerized controls, inter-connecting wiring and circuits, Computrol system, and associated software, card lock system, piping up to and including where the piping enters the chases leading to the tank farm.

Veeder Root TLS-350 system including all probes and associated equipment. This must include all calibrations, maintenance records, components, wiring and circuits, diagnostic testing of the system.

.2) Site 2 (AVPOL Station) equipment inspections include but is not limited to fuel dispensers and all associated

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Equipment, hoses, nozzles, filters, controls, sump, electronic monitoring equipment, alarms, fuel
Meters, air eliminator assemblies, valves, inter-connecting wiring and circuits, piping up to and
Including where the piping enters the chases leading to the bulk fuel storage at the AVPOL site
Building CC-540. AvPol site equipment and systems include gas and diesel card lock control
Systems, PLC, Computrol fuel management.

.3) The Contractor must conduct the semi-annual inspections for each site for all fuel dispensing systems and equipment listed in the inventory during the months of May and November.

.4) The Contractor must provide the DND Representative one-week advance notice prior to the start of each inspection cycle. The DND Representative will assist the Contractor to access all buildings and work sites as required.

.5) All inspections will be in accordance with current Safety Standards for Maintenance and Inspection
Of Fuel Dispensing Systems as listed in section 2 of this specification.

.6) All filters must be replaced during the November inspection cycle and will be invoiced separately
With other approved parts and materials.

.7) The Contractor must verify that the Computrol system is operating within normal parameters,
displays and readouts, and the physical security of the PCU and pedestals.

.8) Inspections must ensure the equipment is in satisfactory operating condition including;

- i) Inspection of hoses, whips, fittings and breakaways;
- ii) Inspection of dispensing nozzles for proper operation, leakage and replacement of "O" rings, as required; and
- iii) Inspection of fuel lines, meters, mechanical components, sumps, alarms and all other associated parts of the fuel dispensing system.

.9) The Contractor is not authorized to install parts during the inspection. Contractor must advise the
PA immediately when a fault is found. If the equipment is deemed unsafe the Contractor must
coordinate lock-out procedures.

.10) The Contractor must provide documentation of electrical equipment purchased / replaced and associated materials used in hazardous areas must be provided if possible, this will include class / division, gas group, temperature rating, detailed drawings and electrical motors winding resistance report. Equipment purchased for hazardous locations must have approved certification on the equipment by inspection authorities having jurisdiction. (ULC Approval)

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.11) Contractor to submit any and all appropriate, requested or required documents to stakeholder (DND)

1.4 CONTRACT METHOD

- .1 This Standing Offer Agreement (SOA) will be a unit price contract as per the terms and amounts contained in the Contract Documents.

1.5 FUTURE WORK

- .1 The SOA Contract is for the duration and may be extended as per the conditions set in the Contract Documents.

1.6 CALL-UP OR PURCHASE ORDER under the Standing Offer Agreement

- .1 Each Call-up will be unit price agreement.
- .2 Each Call-up will detail a scope of work to be completed by the Contractor.
- .3 Unless specifically stated all sections of the SOA specification may be required in each Call-up.
- .4 Call-up may be initiated by a DND Contracts Inspector.

1.7 CLASSIFICATION of CALL-UP

- .1 The DND Representative will determine the Classification of the Call-up when a Work Order has been received.
- .2 Classifications are as follows:
 - .1 Maintenance Repair/Replace, Annual, Quarterly or Monthly Demands
 - .1 Response Time: 1 day
 - .2 Rectification Period: 2 weeks
 - .3 Call-up work to be complete during regular business hours.
 - .4 Emergency Response Time: 2 Hours
- .1 The Contractor shall provide within 5 working days after receiving the Call-up, a schedule showing anticipated progress stages and final completion of work within a time period acceptable to the DND Representative.

1.8 MEASUREMENT FOR PAYMENT

- .1 Notify the DND Representative sufficiently in advance of operations to permit required measurements for payment.

1.9 CONTRACTOR'S USE OF SITE

- .1 Use of Site: Minimize interference with traffic. Reroute traffic where/when necessary and coordinate detour through DND Representative.

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- .2 Do not unreasonably encumber site with materials and equipment. Move stored products or equipment interfering with Base Operations or other Contractors.

1.10 PROJECT MEETINGS

- .1 DND Representative arranges project meetings and is responsibility for setting times.

1.11 SETTING OUT OF WORK

- .1 The Contractor is fully responsible to execute the complete layout of work at locations.
- .2 The Contractor provides devices needed to lay out and construct work.
- .3 Supply devices such as straight edges and templates required to facilitate DND Representatives inspection of work.
- .4 Supplies stakes and other survey markers required for layout of work.

1.12 LOCATION OF UNDERGROUND SERVICES

- .1 Obtain a dig permit from the DND Representative prior to the start of excavation. A two (2) week minimum notification is required to get a permit. The permit is to be kept at the site being excavated for reference.
- .2 Location of equipment, water, gas, sewer, power or communication lines indicated or specified on permit or on work layout are to be considered as approximate locations.
- .3 Before commencing work, establish location and extent of services in the work area using the digging permit provided as a reference.
- .4 Where unknown services are encountered, immediately advise the DND Representative and record locations.
- .5 Record locations of maintained, re-routed and abandoned service lines encountered during excavation.

1.13 EXCAVATION

- .1 Execute work with the least possible interference, disturbance to public and normal use of premises. Arrange with DND Representative to facilitate execution of work.
- .2 Provide as required, barriers or warning signs in locations where excavating in progress.

1.14 ALTERATIONS, ADDITIONS OR REPAIRS TO EXISTING WORK SITE

- .1 Execute work with the least possible interference or disturbance to building occupants, public and normal use of premises. Arrange with DND Representative to facilitate execution of work.
- .2 Where security has been reduced by work of Contractor, provide temporary means to maintain security.
- .3 Provide temporary dust suppression, barriers and warning signs in locations where work is adjacent to areas used by public or government staff.

1.15 ADDITIONAL DRAWINGS

- .1 DND Representative may furnish additional drawings for clarification. And these additional drawings have the same meaning and intent as if included with the plans referred to in the Contract Documents.

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1.16 COMMENCEMENT OF WORK

- .1 Work shall commence when the Contractor has been issued a signed and approved "Call-up" requesting the work to be performed. Or, in emergency situations, a Call-up or Work Order Number may be given to the Contractor from the DND Representative.

1.17 QUALITY CONTROL - TESTING

- .1 DND Representative may request an outside testing agency to perform tests after repairs, replacement or removal has been completed.
- .2 Any materials or work found inferior or sub-standard will be removed and replaced with new or brought up to standard at no cost to DND, and testing paid by the contractor.

1.18 CLEAN UP

- .1 The Contractor shall be responsible for the protection and maintenance of his work until job has been completed and accepted by the DND Representative.

Part 2 Products

2.1 EQUIPMENT

- .1 Any equipment on site found to be sub-standard, in need of repair(s) or unsafe will be removed by the Contractor or Sub-contractor immediately at the Contractors expense and replaced with equipment in good working order.

2.2 DUMPING

- .1 Excavated waste material shall not be dumped at any site on the base, landfill site or anywhere on DND property.

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Part 1 Work Restrictions

1.1 RELATED SECTIONS

- .1 Section 01 35 35 – DND Fire Safety Requirements

1.2 ACCESS AND EGRESS

- .1 Design, construct and maintain temporary "access to" and "egress from" work areas, including stairs, runways, ramps or ladders and scaffolding, independent of finished surfaces in accordance with relevant municipal, provincial and applicable regulations.

1.3 CONTRACTOR USE OF PREMISES

- .1 Limit use of premises for work, storage, and for access, to allow Owner occupancy.
- .2 Co-ordinate use of premises under direction of DND Representative.
- .3 Obtain and pay for additional storage or work areas needed for Contract operations.
- .4 Removal or alterations of existing work to prevent injury or damage to portions of existing work which remain.
- .5 Repair or replace portions of existing work which have been altered during construction operations to match existing or adjoining work, as directed by DND Representative.
- .6 At completion of operations the condition of existing work is: equal to or better than what existed prior to commencement of new construction.

1.4 OWNER OCCUPANCY

- .1 Owner will occupy premises during entire maintenance or repair period for execution of normal operations.
- .2 Contractor will co-operate with DND Representative in scheduling operations to minimize conflict and to facilitate Owner usage.
- .3 Contractor not to impede, restrict or obstruct continuous use of and access to building and adjacent portions of property.
- .4 Perform work in a manner to minimize creation of noise disturbances affecting the day-to-day operations of buildings and adjacent properties.
- .5 Contractor shall provide DND Representative with no less than 72 hour notice of activities requiring relocation of occupants from areas adjacent to the work area.

1.5 EXISTING SERVICES

- .1 Notify DND Representative and utility companies of intended interruption of services and obtain required permissions.
- .2 Provide alternative routes for pedestrian and vehicular traffic.
- .3 Submit schedule to and obtain approval from DND Representative for any road closures. Adhere to approved schedule and provide notice to affected parties.

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- .4 Provide adequate bridging over trenches which cross sidewalks or roads to permit normal traffic.
- .5 Where unknown services are encountered, immediately advise DND Representative and confirm findings in writing.
- .6 Protect, relocate or maintain existing active services. When inactive services are encountered, cap off in manner approved by authorities having jurisdiction.
- .7 Record locations of maintained, re-routed and abandoned service lines.

1.6 SECURITY CLEARANCES

- .1 When working at DRDC Restricted Areas personnel will check in at start of their work shift daily and be provided with a pass worn at all times. The pass must be returned at the end of the work shift and personnel will be checked out.

1.7 BUILDING SMOKING ENVIRONMENT

- .1 Comply with restrictions identified in Section 01 35 35 - DND Fire Safety Requirements.

END OF SECTION

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RPOU Det Sx**Part 1 Submittal Procedures****1.1 ADMINISTRATIVE**

- .1 Provide Schedule of Submittals to DND Representative within 2 weeks of notification of Contract Award, based on requirements provided by DND Representative.
- .2 Submit promptly and in sequence so no delay in work. Failure to submit in ample time is not considered sufficient reason for extension of contract time and no claim for extension by reason of such default is allowed.
- .3 Do not proceed with work affected by submittal until review is complete.
- .4 Present shop drawings, product data, samples and mock-ups in SI Metric units, but if available, SI Metric units converted values are acceptable.
- .5 Review submittals prior to submission. Review represents that necessary requirements have been determined and verified, or will be, and that each submittal has been checked and co-ordinated with requirements of Work and Contract Documents. Submittals not stamped, signed, dated and identified as to specific project will be returned without being examined and considered rejected.
- .6 Notify in writing at time of submission, identifying the deviations from requirements of Contract Documents stating reasons for deviations.
- .7 Verify field measurements and affected adjacent work is co-ordinated.
- .8 Contractor's responsibility for errors and omissions in submission is not relieved by DND Representative's review of submittals.
- .9 Contractor's responsibility for deviations in submission from requirements of Contract Documents is not relieved by review.
- .10 Keep one reviewed copy of each submission on site.

1.2 SHOP DRAWINGS AND PRODUCT DATA

- .1 The term "shop drawings" means drawings, diagrams, illustrations, schedules, performance charts, brochures and other data which are provided by Contractor to illustrate details of a portion of Work.
- .2 Where required by Technical Sections, submit shop drawings bearing stamp and signature of qualified professional engineer registered or licensed in Province of Alberta.
- .3 Allow 10 business days for DND Representative to review each submission.
- .4 Adjustments made on shop drawings by DND Representative are not intended to change Contract Price. If adjustments affect value of work, state such in writing to DND Representative prior to proceeding with work.
- .5 Make changes to shop drawings as DND Representative requires, consistent with Contract Documents. When resubmitting, notify DND Representative in writing of revisions other than those requested.
- .6 Submissions include:
 - .1 Date and revision dates.

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- .2 Project title and number.
- .3 Name and address of:
 - .1 Subcontractor.
 - .2 Supplier.
 - .3 Manufacturer.
- .4 Contractor's stamp, signed by Contractor's authorized representative certifying approval of submissions, verification of field measurements and compliance with Contract Documents.
- .5 Details of appropriate portions of work as applicable:
 - .1 Layout, showing dimensions, including identified field dimensions, and clearances.
 - .2 Setting or erection details.
 - .3 Capacities.
 - .4 Performance characteristics.
 - .5 Standards.
 - .6 Operating weight.
 - .7 Single line and schematic diagrams.
- .7 After DND Representative's review, distribute copies.
- .8 Supplement standard information to provide details applicable to project.
- .9 If upon review by DND Representative, no errors or omissions are discovered or if only minor corrections are made copies will be returned and fabrication and installation of Work may proceed. If shop drawings are rejected, noted copy will be returned and resubmission of corrected shop drawings, through same procedure indicated above, must be performed before fabrication and installation of work may proceed.

END OF SECTION

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RPOU Det Sx**Part 1 Industrial Security****1.1 RELATED REQUIREMENTS**

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

1.2 REFERENCES

- .1 Definitions:
 - .1 Canadian Industrial Security Directorate (CISD) - A government agency that developed the Industrial Security Manual.
 - .2 Company Security Officer (CSO) - The CSO is the organization's official point of contact with the Industrial Security Program (ISP). He or she is responsible for monitoring the organization's security profile, addressing security issues, and is accountable to the ISP and to the organization's designated Key Senior Official on all industrial security matters.
 - .3 Industrial Security Program (ISP) - The Industrial Security Program (ISP) helps industry to participate in Government of Canada and foreign government contracts. CISD provide security screening services needed for contractors before their employees can work with Protected and Classified information and assets
 - .4 Positive Control - Measures which guarantee that persons without appropriate clearance will not be left unattended to access DND/CAF information, assets, resources, or locations.
 - .5 Request for Visit (RFV) - A form required to be filled out by an individual who requires access to sensitive DND property, personnel, information, assets and resources because they must be security screened at the appropriate level before commencement of their duties.
 - .6 Security Requirements Check List (SRCL) - The Security Requirements Check List (SRCL) is a Treasury Board Secretariat (TBS) form used to define the security requirements for a contract. The SRCL represents an evaluation of security threats and risks that may arise through the contracting process.
- .2 Reference Sites:
 - .1 Public Services and Procurement Canada (PSPC) Industrial Security

1.3 GENERAL

- .1 Security requirements must form part of the contract between PSPC and Industry as defined by the Security Requirement Check List (SRCL).
- .2 The following Security requirements apply but are not limited to:
 - .1 Construction and material objects,
 - .2 Contractual arrangements,
 - .3 Professional service contracts,
 - .4 Facility maintenance contracts, and
 - .5 Environmental and UXO contracts.

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- .3 Security Requirement Check List (SRCL) Form is used to define security requirements associated with all contracts. The SRCL ensures that that appropriate security clauses are identified so they may be incorporated into the contract, thereby legally binding the parties to meet the contract's security requirements. **The SRCL must accompany all Contract Documents including subcontracts that contain security requirements.**

1.4 PERSONNEL SECURITY SCREENING

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

1.5 VISIT CLEARANCE REQUESTS (VCR) APPROVAL

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

1.6 POST AWARD PROCESS OVERVIEW

- .1 Contractor Company Security Officer (CSO) is provided a blank Request for Visit (RFV) form by DND Representative in order to obtain a VCR approval.
- .2 Employees of successful bidder working on contract require a VCR. Contractor's CSO must forward completed form to DND Representative for processing.
- .3 The General Contractor is responsible to submit and receive an approved SRCL for each subcontract containing security requirements. This responsibility extends to all subcontracts held by subcontractors.
 - .1 Instructions on this process are in the Industrial Security Manual located at <https://www.tpsgc-pwgsc.gc.ca/esc-src/msi-ism/index-eng.html>.
 - .2 Contractors shall allow 45 business days (from the date on which a complete and correct SRCL is received by CISD) for approval of an SRCL by CISD.
 - .3 All security related pre-construction activities shall proceed immediately after the award of a contract
- .4 For subcontracts, RFV shall not be submitted until after the subcontract SRCL is approved and permission to award the contract is granted by CISD.
 - .1 Contractor to allow a minimum of 15 business days for VCR processing.

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- .5 Personnel not meeting required security clearances will not be allowed access to the site or any information pertaining to the contract, except as permitted in 1.6.2.
- .6 Approved VCRs are valid for duration of contract **or** one year less one day, whichever is less.

1.7 SUBMITTALS

- .1 Submit copies of the following documents including updates to the PSPC Representative:
 - .1 Security Implementation Plan
 - .2 Approved Sub-SRCL's
 - .3 Completed RFV forms for all personnel working under the contract
 - .4 Incident reports within (1) working day
 - .5 Submit other data, information and documentation upon request of the PSPC Representative and DND Representative (Contracts Inspector)

1.8 RESPONSIBILITY

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

1.9 MEETINGS

- .1 Prior to commencement of work, Contractor will attend a Pre-Commencement meeting conducted by the DND Representative. Ensuring, as minimum, attendance by Contractors' Site Superintendent.
 - .1 DND Representative will advise of time, date and location of the meeting and will be responsible for recording and distributing the minutes.
 - .2 If DND Representative requests attendance of CSO they will be required to participate in Pre-commencement Meeting.
- .2 Conduct site specific security meetings as required to ensure management of security is in accordance with contract.
 - .1 Record and post all meeting minutes as allowed by security requirements of the contract.

1.10 SECURITY IMPLEMENTATION PLAN

- .1 Contractors are required to have a contract specific Security Implementation Plan in place that addresses security requirements outlined in the contract.
- .2 Provide one copy of the Security Implementation Plan to the DND Representative prior to the commencement of work.
- .3 The Plan shall contain at minimum the details addressing:
 - .1 Company Security Officer (CSO) name and contact information
 - .2 Schedule for SRCLs and RFVs
 - .3 Site Access and Control Monitoring including verification that all people entering secure areas on site have approved VCRs in accordance with contractual security requirements, or any planned positive control measures
 - .4 Security Education (i.e. Restrictions on photographs)

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- .5 Security Incident Reporting
- .4 DND Representative will coordinate review of Security Implementation Plan by DND Project Manager to be completed within 10 business days of receipt following which the DND Representative shall confirm DND's acceptance or rejection with comments.

1.11 INCIDENT REPORTING

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

END OF SECTION

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RPOU Det Sx**Part 1 DND Fire Safety Requirements****1.1 FIRE SAFETY PLAN**

- .1 Contractors shall be familiar with this Section and its requirements.
- .2 The Contractor must provide a Fire Safety Plan in accordance with the National Fire Code of Canada (NFCC latest version) section 5.6.1.3. The contractor's responsibility for a Fire Safety Plan is limited to their construction activities.

1.2 FIRE DEPARTMENT BRIEFING

- .1 DND Representative will co-ordinate arrangements for Contractors Fire Safety Briefing with Fire Chief prior to work commencing.

1.3 REPORTING FIRES

- .1 Know location of nearest fire alarm box and telephone, including emergency phone number.
 - .1 Base Phone Line: 4911 Ralston (Off Base): 544-4911
- .2 Report immediately fire incidents to Fire Department as follows:
 - .1 Activate nearest fire alarm box or telephone.
- .3 Person activating fire alarm box will remain at box to direct Fire Department to the fire.
- .4 When reporting fire by telephone, give location of fire, name or building number and be prepared to verify location.

1.4 INTERIOR AND EXTERIOR FIRE PROTECTION AND ALARM SYSTEMS

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

1.5 FIRE EXTINGUISHERS

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

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1.6 BLOCKAGE OF ROADWAYS

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

1.7 FIRE PRECAUTIONS

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

1.8 SMOKING PRECAUTIONS

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

1.9 RUBBISH AND WASTE MATERIALS

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

1.10 FLAMMABLE AND COMBUSTIBLE LIQUIDS

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

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- .6 notified when disposal is required.

1.11 HAZARDOUS SUBSTANCES/HOT WORK/ TEMPORARY HEAT PERMITS

- .1 Work entailing use of toxic or hazardous materials, chemicals and/or explosives, or otherwise creating hazard to life, safety or health, in accordance with National Fire Code of Canada.
- .2 Obtain from Base Fire Chief a "Hot Work" permit for work involving spark-producing equipment, welding, burning or use of blowtorches, in buildings or facilities. Hot Work permits may be issued between 0800 - 0900 hours daily.
- .3 All LPG cylinders shall be supported against upset by non-combustible cable or chain. Cylinders shall be protected against damage.

1.12 QUESTIONS AND/OR CLARIFICATION

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

1.13 FIRE INSPECTION

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

END OF SECTION

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RPOU Det Sx**Part 1 Environmental Procedures****1.1 ENVIRONMENTAL RESPONSIBILITY**

- .1 All physical work and activities under this contract are to be conducted in such a way to ensure that the environmental impacts are minimized.

1.2 WORK AREA

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

1.3 FUEL MANAGEMENT

- .1 Ensure any fuel storage and transfer areas on site are designed, operated and maintained in accordance with the requirements of current applicable federal, provincial and municipal legislation, guidelines and codes, including the 2016 *Environmental Code of Practice for Aboveground and Underground Storage Tank Systems Containing Petroleum and Allied Petroleum Products*, published by the Canadian Council for Ministers of the Environment (CCME), and the most current version of the *National Fire Code of Canada* (NFCC), from the National Research Council (NRC).
- .2 Fuel storage and handling areas must be completely contained to prevent spills or leaks from migrating outside the designated storage or handling area, per the requirements of the NFCC.
- .3 Contractor to monitor and maintain any containment devices to ensure that they are functioning as intended and empty them if they fill with rainwater. Rainwater is to be disposed of as Hazardous waste if contaminated as per paragraph 1.14 of this section.
- .4 Appropriate clean-up materials shall be readily available to deal with spills or leaks.

1.4 FIRES

- .1 Fires and burning of rubbish on site are not permitted.
- .2 Additional requirements in accordance with Section 01 35 35 - DND Fire Safety Requirements.
- .3 Smoking is permitted in designated areas. Contractor to provide and maintain approved fire proof cigarette butt receptacles for construction sites under their control.

1.5 WASTE MANAGEMENT

- .1 Do not bury rubbish and waste materials on site.

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- .2 Ensure all waste materials, equipment and debris are adequately contained off site.
- .3 Remove from DND property for disposal all wastes or volatile materials, such as, but not limited to, mineral spirits, oil or paint thinner.
- .4 Ensure sufficient numbers of waste and recycling containers are located on site and properly maintained and emptied to prevent overloading.
- .5 Minimize amount of waste to landfills by segregating recyclable materials from waste stream into appropriate recycling containers. Ensure separation of materials into appropriate recycling or waste bins.
- .6 Additional requirements in accordance with Section 01 74 19 - Waste Management and Disposal.

1.6 DRAINAGE

- .1 Do not place water containing suspended materials into waterways, sewer or drainage systems.
- .2 Control disposal or runoff of water containing deleterious or toxic substances in accordance with local authority requirements.

1.7 SITE CLEARING AND PLANT PROTECTION

- .1 Minimal surface disturbance techniques are to be employed on prairie landscapes.
- .2 When vegetation or brush removal is required, such activities to be completed using non-chemical means, unless otherwise authorized by DND Representative.
- .3 Protect trees and plants on site and adjacent properties where indicated.
- .4 Wrap trees and shrubs, adjacent to construction work, storage areas and trucking lanes, and encase with protective wood framework from grade level to height of 2 m.
- .5 Protect roots of designated trees to drip line during excavation and site grading to prevent disturbance or damage. Avoid unnecessary traffic, dumping and storage of materials over root zones.
- .6 Salvage vegetation and store at approved sites for future replacement as required and directed by DND Representative.

1.8 WORK ADJACENT TO WATERWAYS

- .1 Do not perform any physical work or activity within 300m of a waterway unless approve by Base Environment Officer (B Env O).

1.9 POLLUTION CONTROL

- .1 Maintain temporary erosion and pollution control features installed under this contract.
- .2 Control emissions from equipment and plant to local authorities emission requirements.
- .3 Cover or wet down dry materials and rubbish to prevent blowing dust and debris. Provide dust control for temporary roads.

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1.10 EQUIPMENT

- .1 Equipment used in execution of Work shall be maintained in a manner that is not detrimental to the environment and in compliance with CFB Suffield Range Standing Orders (RSO). Equipment in violation shall be removed from site until such time it complies with the above requirements.
- .2 Equipment and vehicles used on the prairie shall be cleaned to remove weeds and spores prior to arriving on site.
- .3 Construction equipment shall be well maintained, free of leaks and mechanical defects.
- .4 When equipment and vehicles are not in use, they must be stored in designated areas approved by DND Representative.

1.11 STORAGE AND HANDLING

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

1.12 RESTORATION

- .1 Disturbed vegetated areas must be reclaimed to re-establish vegetative cover.
- .2 All destabilized areas must be re-stabilized and restored to pre-work conditions.
- .3 Reseed using only native seeds and plants approved by the DND Representative for site restoration, unless otherwise approved by the DND Representative. No exceptions to native seeds will be considered for reclamation of prairie areas.
- .4 Areas to be restored must be maintained and monitored to ensure successful restoration as determined in consultation with the DND Representative prior to work commencing. Areas, where re-vegetation efforts were not successful must be seeded, or planted at no extra cost to the crown.

1.13 CLEAN UP

- .1 Leaks or spills of hazardous substances, regardless of the quantity of whether indoors or outdoors, shall be safely stopped and cleaned up immediately and be prevented from entering storm or sanitary sewer systems or contaminating soil or water.

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- .2 All spilled substances and materials contaminated by spills will be collected in appropriate leak proof containers designed for the materials being collected for disposal off DND property in approved waste management facility certified by the Province to receive the materials in question. Removal and disposal shall be in a manner, which is acceptable to the local authority having jurisdiction over disposal of such substances, Contractor is responsible to cleanup and restore any leaks or spill they cause.

1.14 REPORTING

- .1 All releases of any amount of hazardous substances shall be reported to the DND Representative as soon as possible.

1.15 INSPECTIONS

- .1 The project site from time to time may be inspected to ensure compliance with federal, provincial and CFB Suffield Range Standing Orders.
- .2 All spills reported under paragraph 1.15.1 of this Section are subject to inspection by Federal Regulators, the Base Environmental Officer and the DND Representative to confirm cleanup and disposal have been carried out satisfactorily.

END OF SECTION

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Part 1 CFB Suffield Health and Safety Requirements**1.1 CONSTRUCTION SAFETY MEASURES**

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

1.2 RESPONSIBILITY

- .1 In accordance with Canada Labour Code Part II, the obligations and responsibilities for safety reside with Department of National Defence. DND Representative will observe safety on Work Site in accordance with Canada Labour Code Part II and Canada Occupational Safety and Health Regulations made under Part II of Canada Labour Code.
- .2 Carry out work placing emphasis on health and safety of the public, building employees, site personnel and protection of the environment.
- .3 Contractor is responsible to enforce compliance by its employees and subcontractors accessing the Work Site with safety requirements of Contract Documents, and all applicable federal, provincial, local statutes, regulations, and ordinances.
- .4 Contractor is responsible to manage safety of the work site to ensure that any persons, including but not limited to, building employees and the general public circulating adjacent to the work operations are protected against harm due to the extent that they may be affected by conduct of the work.
- .5 Contractors are required under the Canada Labour Code Part II to conduct site specific occupational health and safety meetings. For purpose of this contract, Contractor is responsible to establish and conduct site specific occupational health and safety meetings monthly.
- .6 Contractor to record and post minutes of site specific occupational health and safety meetings in plain view on site. Make copies available to DND Representative upon request.
- .7 Contractor is responsible to ensure Contractor employees and sub-contractors accessing work site are in possession and wear appropriate personnel protective equipment (PPE).
- .8 Should an unforeseen or peculiar safety related hazard or condition become evident during performance of work, the Contractor is responsible to immediately take measures to rectify the situation and prevent damage or harm and to advise the DND Representative verbally and in writing of the hazard or condition.

1.3 SITE CONTROL AND ACCESS

- .1 Contractor shall be responsible after consultation with DND Representative to control all work site access points and work site activities. Delineation and isolation of the work site from adjacent and surrounding areas is not possible as the facility and infrastructure must remain fully operational and occupied and utilized by the Department of National Defence throughout the duration of the work of this contract.
- .2 Erect signage at access points and at other strategic locations around the work site clearly identifying the work site area(s) as being “off-limits” to non-authorized persons. Signage must be professionally made with well understood graphic symbols and is not to be used as advertising but for the specific use as related to site safety. When requested in specific Works install a barrier around the area of work.

1.4 BASE SAFETY OFFICER BRIEFING

- .1 DND Representative will coordinate/arrange for Contractor's Staff to receive a Base Safety Officer Briefing, valid for one year from date of orientation and is transferable from job site to job site.

1.5 FMA SAFETY REQUIREMENTS

- .1 Contractor's doing work in the Force Maintenance Area (FMA), are to have one initial briefing per contract by the Chief Clerk in Building 229, before any work may commence. FMA includes all buildings east of the Jenner Highway.

1.6 EPG AND BASE RANGE AREA

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

1.7 TOOLS AND EQUIPMENT

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

1.8 OVERLOADING

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

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1.9 WHMIS 2015

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

1.10 SUBMITTALS

- .1 Submit to DND Representative copies of following documents, including updates issued:
 - .1 Site-specific Health and Safety Plan prior to commencement of work on site.
 - .2 Reports or directions issued by authorities having jurisdiction, immediately upon issuance from that authority.
 - .3 Accident or Incident Reports, within 24 hrs of occurrence.
- .2 Submit other data, information and documentation upon request by the DND Representative as stipulated elsewhere in this section.

1.11 PERSONAL PROTECTIVE EQUIPMENT (PPE)

- .1 Contractors and their personnel shall comply with Federal Safety Standards related to PPE.
- .2 Safety glasses, hardhats and safety boots shall be worn at all times at construction sites and when operating mobile equipment and any location in which an overhead hazard exists and individuals working in close proximity could possibly be exposed to hazard.
- .3 Hearing protection shall be worn when working in elevated noise hazard areas. Including, but not limited to, constructions sites and operators of equipment or vehicles, producing noise levels above 85 decibels.
- .4 Protective clothing shall be worn at all times in all stores and industrial environments, construction sites and while performing any type of landscaping/lawn care activity. No shorts, muscle shirts, Capri pants or non-safety footwear allowed at all times.

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- .1 Inspection and testing, administrative and enforcement requirements.
- .2 Mock-ups.
- .3 Equipment and system adjust and balance.

1.2 RELATED SECTIONS

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

1.3 INSPECTION

- .1 Allow DND Representative access to work. If part of work is in preparation at locations other than place of work, allow access to such work whenever it is in progress.
- .2 Give timely notice requesting inspection if work is designated for special tests. Inspections or approvals are to be conducted as per the DND Representative's instructions, or by law of Place of Work.
- .3 If Contractor covers or permits to be covered work that has been designated for special tests, inspections or approvals before such is made. Contractor is to uncover such work, have inspections or tests satisfactorily completed and make good such work.
- .4 DND Representative may order any part of work to be examined if work is suspected to not to be in accordance with Contract Documents. If, examined work is not in accordance with Contract Documents, contractor is to correct such work and pay cost of examination and correction. If work is found in accordance with the Contract Documents, DND Representative shall pay cost of examination and replacement.

1.4 INDEPENDENT INSPECTION AGENCIES

- .1 Independent Inspection/Testing Agencies may be engaged by DND Representative for purpose of inspecting and/or testing portions of work. Cost of such services will be borne by DND.
- .2 Contractor to provide equipment required for executing inspection and testing as requested by appointed agencies or DND Representative.
- .3 Employment of inspection/testing agencies does not relax responsibility to perform work in accordance with Contract Documents.
- .4 If defects are revealed during inspection and/or testing, the appointed agency will request additional inspection and/or testing to ascertain full degree of defect. Contractor will correct the noted defect and irregularities as advised by DND Representative at no cost to DND Representative. Contractor is to pay costs for retesting and re-inspection.

1.5 ACCESS TO WORK

- .1 Allow inspection/testing agencies access to work, off site manufacturing and fabrication plants.

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

1.6 PROCEDURES

- .1 Contractor is to notify appropriate agency and DND Representative in advance of requirement for tests, in order that attendance arrangements can be made.
- .2 Submit samples and/or materials required for testing, as requested specifications. Submit with reasonable promptness and in an orderly sequence so as not to cause delay in Work.
- .3 Contractor is to provide labour and facilities to obtain and handle samples and materials on site. Provide sufficient space to store and cure test samples.

1.7 REJECTED WORK

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

1.8 REPORTS

- .1 Submit one hard copy and one electronic copy in PDF format of inspection and test reports to DND Representative.
- .2 Provide copies to Subcontractor of work being inspected or tested.

1.9 TESTS RESULTS

- .1 Furnish test results as requested.
- .2 Cost of tests beyond those called for in Contract Documents or beyond those required by law of Place of Work will be appraised by Engineer and may be authorized as recoverable.

END OF SECTION

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Part 1 Construction Facilities

1.1 SECTION INCLUDES

- .1 Construction aids.
- .2 Office and sheds.
- .3 Parking.

1.2 INSTALLATION AND REMOVAL

- .1 Provide construction facilities in order to execute work expeditiously.
- .2 Remove from site all such work after use.

1.3 SITE STORAGE/LOADING

- .1 Confine work and operations of employees by Contract Documents. Do not unreasonably encumber premises with products.
- .2 Do not load or permit to load any part of work with a weight or force that will endanger the work.

1.4 CONSTRUCTION PARKING

- .1 Parking will be permitted on site provided it does not disrupt performance of work.
- .2 Provide and maintain adequate access to project site.

1.5 EQUIPMENT, TOOL AND MATERIALS STORAGE

- .1 Provide and maintain, in a clean and orderly condition, lockable weatherproof sheds for storage of tools, equipment and materials if required.
- .2 Locate materials not required to be stored in weatherproof sheds on site in a manner to cause least interference with work activities.

1.6 SANITARY FACILITIES

- .1 Provide sanitary facilities for work force in accordance with governing regulations and ordinances, if required.
- .2 Post notices and take such precautions as required by local health authorities. Keep area and premises in sanitary condition.

END OF SECTION

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

1.2 COMPLIANCE REQUIREMENTS

- .1 Comply with latest edition of Alberta Occupational Health and Safety Act, and the Regulations made pursuant to the Act.
- .2 At a minimum, comply with Canada Labour Code Part II Part 125(1) (l) and 125(1) (w), and the Canada Occupational Safety and Health Regulations made under Part II of the Canada Labour Code.
- .3 A copy of the Canada Labour Code Part II may be obtained by contacting:
Canadian Government Publishing
Communication Canada
Ottawa, Ontario, K1A 0S9
Telephone: (613) 941-5995 or 1-800-635-7943)
Catalogue No. L31-85-2003 (E or F)
ISBN 0-660-18897-X
- .4 A condensed version can be viewed on-line at <http://laws.justice.gc.ca/en/index.html>
Observe and enforce construction safety measures required by:
 - .1 National Building Code of Canada (latest edition).
 - .2 Provincial Worker's Compensation Board.
 - .3 Municipal statutes and ordinances.
 - .4 Section 01 35 45 CFB Suffield Health and Safety Requirements
- .5 In event of conflict between any provisions of above authorities the most stringent provision shall apply. Should a dispute arise in determining most stringent requirement, DND Representative shall advise on the course of action. In case of direct conflict between federal and provincial/territorial regulatory Health and Safety instruments noted above in paragraphs 1.2.1 and 1.2.2, the Canada Labour Code shall be the default regulatory instrument.

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

1.3 RESPONSIBILITY

- .1 In accordance with Canada Labour Code Part II, obligations and responsibilities for safety resides with the Department of National Defence. DND Representative or Department of National Defence will monitor safety on Work Site in accordance with the Canada Labour Code Part II and the Canada Occupational Safety and Health Regulations under Part II of the Canada Labour Code. The entity responsible for monitoring safety on work site will be confirmed at time of tender by DND Representative.
- .2 Contractor will carry out work placing emphasis on health and safety of the public, building employees, site personnel and protection of the environment.
- .3 Contractor is responsible to enforce compliance by its employees and sub-contractors accessing the Work Site with safety requirements of Contract Documents, and all applicable federal, provincial, local statutes, regulations, and ordinances.
- .4 Contractor is responsible to manage safety of work site ensuring that any persons, including but not limited to, building employees and the general public circulating adjacent to work operations are protected against harm due to extent that they may be affected by conduct of work.
- .5 Contractors required under Canada Labour Code Part II to conduct site specific occupational health and safety meetings. For purpose of this contract, Contractor is responsible to establish and conduct site specific occupational health and safety meetings.
- .6 Contractor is responsible to record and post minutes of site specific occupational health and safety meetings in plain view on work site. Make copies available to DND Representative upon request.
- .7 Contractor is responsible to designate a competent person or persons to be present on site at all times during the work as site health and safety representative. Designated person(s) shall conduct regularly scheduled safety inspections of work site as follows:
 - .1 Informal inspections on a minimum bi-weekly basis noting deficiencies and remedial actions taken in a log book or diary. Make the log book and/or diary available for the DND Representative's viewing as requested.
 - .2 Formal inspections on minimum monthly basis, with no less than one (1) inspection for contracts that are less than one (1) month in duration and is provide a written report to the DND Representative for each formal inspection, document deficiencies, remedial action needed and assign responsibility for rectification to the appropriate party.

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- .8 Contractor is responsible to ensure their employees and sub-contractors accessing work site are in possession and wear appropriate personnel protective equipment (PPE).
- .9 Should an unforeseen or peculiar safety related hazard or condition become evident during performance of work, the Contractor is responsible to immediately take measures to rectify situation and prevent damage or harm and advise DND Representative verbally and in writing of the hazard or condition.

1.4 SITE CONTROL AND ACCESS

- .1 Contractor shall be responsible after consultation with the DND Representative to control all work site access points and work site activities.
- .2 Delineation and isolation of work site from adjacent and surrounding areas is not completely possible as the facility, or infrastructure must remain fully operational and or occupied and utilized by Department of National Defence throughout this contract.
- .3 Erect signage at access points and other strategic locations around the work site clearly identifying work site area(s) as being “off-limits” to non-authorized persons. Signage must be professionally made with well understood graphic symbols and not used as advertising but for the specific use as related to site safety and key contact information.

Project Superintendent’s Name/Phone No.:

DND Point of Contact Name/Phone No.:

1.5 FILING OF NOTICE

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

1.6 PERMITS

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

1.7 PROJECT/SITE CONDITIONS

- .1 Known hazardous substances and/or hazardous conditions at work site shall be considered as health or environmental hazards. These will be properly managed should they be encountered as part of the work will be provided in the tender document.
 - .1 Contractors are required to be aware of known hazardous substances and/or hazardous conditions and are to include in their tender price all work associated in working with, in and around the hazards.

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1.8 MEETINGS

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

1.9 HEALTH AND SAFETY PROGRAM

- .1 Canada Labour Code Part II and the Canada Occupational Safety and Health Regulations under Part II of the Canada Labour Code provides the Contractor with the overall program of health and safety for operations on the Base. For the purpose of this contract, the Contractor shall perform a hazard assessment of work site in order to acknowledge, assess and address hazardous substances and/or hazardous conditions known and identified in paragraph 1.7, and develop a written site-specific Health and Safety Plan related to these known hazards. Contractor shall be required to write site-specific Health and Safety Plan for review by DND Representative or Department of National Defence. Site-specific Health and Safety Plan shall include provisions for ongoing hazard assessments performed during work progress identifying and documenting new or potential health risks and safety hazards not previously known and identified.
- .2 The format of site-specific Health and Safety Plan prepared by contractor shall at a minimum for the purpose of this contract contain the following three (3) parts:
 - .1 Part 1: Detailed description of project and list of individual health risks and safety hazards identified by contractor's detailed site specific hazard assessment(s).
 - .1 List of critical construction activities to be communicated with DND Representative which could affect a facility, any infrastructure, and occupant operations, or pose a risk to health and safety of occupants, Contractor employees and the general public.
 - .2 Part 2: List specific measures to control or mitigate each hazard and risk identified in part one of Plan. Describe engineering controls, personnel protective equipment, safe work practices and other applicable means to be implemented and followed when performing work related to each identified hazard or risk. Part 2 of Plan must also include:
 - .1 In management of safety responsibility, provide the name of competent employee(s) assigned as site safety representative(s) who is (are) to be present on site at all times during work.
 - .2 Written statement, if applicable, that Contractor is aware of known hazards and hazardous substances referred to under paragraph 1.7, Contractor to inform employees, sub-contractor employees and persons

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affected or potentially affected by work of this contract of known hazards.

- .3 Written statement confirming Contractor employees, sub-contractors and authorized persons accessing work site are trained and fully instructed in:

- .1 Safe operation of tools and equipment.
- .2 Proper wearing and use of PPE applicable to purpose and activities on site.
- .3 Safe work practices and procedures followed during performance of their given work tasks or function on work site.
- .4 Work site conditions and minimum site safety rules provided through safety orientation sessions.

- .4 Copy of Contractor's Health and Safety Policy and disciplinary policy will be made available to ensure compliance by Contractor employees and sub-contractors. Policies should coordinate with Safety requirements of contract documents, applicable regulations, and Contractor's site-specific Health and Safety Plan.

- .3 Part 3: Emergency Measures and Communications Procedures as follows:

- .1 Emergency Measures: On-site operating procedures, evacuation measures and emergency response to be implemented in the occurrence of an accident or incident. Procedures to be specific and relevant to identified hazards. Measures to complement and be integrated with the Facility Emergency Response Plan(s) in place at site.
- .2 Confirm location of nearest fire alarm activation box and telephone.
- .3 A map depicting the location of the nearest emergency medical facility.
- .4 Location of emergency equipment and supplies including but not limited to first aid kits, emergency eye wash stations, spill kits/equipment and fire extinguishers. Including confirmation that equipment and supplies have been verified/certified for use.
- .5 Names of all persons assigned responsibility by Contractor as a first aid attendant at project.
- .6 An inventory listing common name of all controlled products (WHMIS Products) the Contractor knows or intends to bring to project site. List to be updated as necessary as project proceeds.
- .7 Copy of Contractor's accident/incident investigation policy and incident and accident report form(s) to be used by Contractor to document any incident or accident that might occur during course of project work
- .8 Communication procedures:
 - .1 List names and telephone numbers of designated official(s) to contact should an incident/emergency situation occur, including:
 - .1 Contractor and all sub-contractors.
 - .2 Federal and Provincial departments and local emergency resources organizations, applicable to hazards identified

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and type of accident or incident which might occur, in accordance with applicable laws and regulations.

- .2 Procedures implemented at site to communicate and share information between Contractor employees, sub-contractors, and Contractor on work site activities, particularly those which might endanger employees, facility occupants, and infrastructure users.
 - .3 The procedure to be followed by contract personnel to initiate emergency response by fire, police and medical personnel.
 - .4 Post a copy, including all updates, of the Health and Safety Plan in a common visible location at work site.
- .3 Provide a copy of site-specific Health and Safety Plan to DND Representative prior to commencement of work. The copy provided to DND Representative is for review against the Canada Labour Code Part II and Canada Occupational Safety and Health Regulations made under Part II of Canada Labour Code and contract requirements related to known hazardous substances and/or hazardous conditions.
- .4 Provide and maintain one copy of the site-specific Health and Safety Plan at work site, in a location easily accessible by all Contractor and Sub-contractor employees and any persons affected or potentially affected by the work of this contract.

1.10 MINIMUM SITE SAFETY RULES

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

1.11 ACCIDENT REPORTING

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

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1.12 RECORDS ON SITE

- .1 Maintain onsite copy of safety documentation specified in this section and other safety related reports and documents issued to or received from authorities with jurisdiction.
- .2 Upon request, make copies available to DND Representative.

END OF SECTION

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- .1 Section 01 74 19 - Waste Management and Disposal.
- .2 Section 01 77 00 - Closeout Procedures.

1.2 PROJECT CLEANLINESS

- .1 Maintain Work in tidy condition, free from accumulation of waste products and debris.
- .2 Remove waste materials from site at regularly scheduled times or dispose of as directed by DND Representative off site. Do not burn waste materials on site.
- .3 Make arrangements with and obtain permits from authorities having jurisdiction for disposal of waste and debris off site.
- .4 Provide on-site containers for collection of waste materials and debris.
- .5 Provide and use clearly marked separate bins for recycling. Refer to Section 01 74 19 - Waste Management and Disposal.
- .6 Remove waste material and debris from site and deposit in waste container at end of each working day, off base site completely.
- .7 Clean areas prior to start of finish work, and maintain areas free of dust and other contaminants during finishing operations.
- .8 Store volatile waste in approved covered metal containers, and remove from premises at end of each working day, off Crown property.
- .9 Provide adequate ventilation during use of volatile or noxious substances.
- .10 Use only cleaning materials recommended by manufacturer of surface to be cleaned, and as recommended by cleaning material manufacturer.

1.3 FINAL CLEANING

- .1 When work is Substantially Performed, remove surplus products, tools, construction machinery and equipment not required for performance of remaining work.
- .2 Remove waste products and debris other than that caused by others, and leave work clean and suitable for occupancy.
- .3 Prior to final review, remove surplus products, tools, construction machinery and equipment.
- .4 Remove waste products and debris off Crown property.
- .5 Remove waste materials from site at regularly scheduled times or dispose of off Crown property. Do not burn waste materials on site.
- .6 Make arrangements with and obtain permits from authorities having jurisdiction for disposal of waste and debris, off Crown property.

END OF SECTION

Part 1 SITEWORK DEMOLITION AND REMOVAL

1.1 PROTECTION

- .1 Prevent movement, settlement, or other damage to adjacent structures and utilities to remain in place
- .2 Keep noise, dust, and inconvenience to occupants to minimum.
- .3 Protect building systems, services and equipment.
- .4 Protect existing items designated to remain and materials designated for salvage.
- .5 In the event of damage to such items, immediately replace or make repairs to with the approval of the DND Representative and at no cost to Crown.

Part 2 Execution

2.1 PREPARATION

- .1 Inspect site and verify with DND Representative items designated for removal and items to remain.
- .2 Locate and protect utility lines. Preserve in operating condition active utilities traversing site.
- .3 Valid digging permit must be obtained and on site before starting demolition.

2.2 DISPOSAL OF MATERIAL

- .1 Dispose of materials not designated for salvage or re-use in work off site.

2.3 RESTORATION

- .1 Restore areas and existing works outside areas of demolition to match condition of adjacent, undisturbed areas.

2.4 SITE CLEAN UP

- .1 Upon completion of work, remove debris, trim surfaces and leave work site clean.

END OF SECTION



SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization Ministère ou organisme gouvernemental d'origine DND		2. Branch or Directorate / Direction générale ou Direction ADM(IE)(W)Suffield	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work - Brève description du travail All supervision, labor, materials, tools, and equipment required for the inspections, calibrations, adjustments and repairs to fuel dispensing systems			
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 A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>		NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>		NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>			TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>			TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>



PART A (continued) / PARTIE A (suite)

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



PART C (continued) / PARTIE C (suite)

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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

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

☒ No
Non ☐ Yes
Oui

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

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

☒ No
Non ☐ Yes
Oui

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