

RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada**

1713 Bedford Row

Halifax, N.S./Halifax, (N.É.)

Halifax

Nova Scotia

B3J 1T3

Bid Fax: (902) 496-5016

Request For a Standing Offer Demande d'offre à commandes

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

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

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

Comments - Commentaires

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

Issuing Office - Bureau de distribution

Atlantic Region Acquisitions/Région de l'Atlantique
Acquisitions

1713 Bedford Row

Halifax, N.S./Halifax, (N.É.)

Halifax

Nova Scot

B3J 1T3

Title - Sujet Roofing Repairs CFB Halifax	
Solicitation No. - N° de l'invitation W684H-210024/A	Date 2021-03-05
Client Reference No. - N° de référence du client W684H-21-0024	GETS Ref. No. - N° de réf. de SEAG PW-\$HAL-122-6138
File No. - N° de dossier HAL-0-84097 (122)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Atlantic Daylight Saving Time ADT on - le 2021-03-23 Heure Avancée de l'Atlantique HAA	
Delivery Required - Livraison exigée See Herein – Voir ci-inclus	
Address Enquiries to: - Adresser toutes questions à: Chinye (HAL), Chukwudi	Buyer Id - Id de l'acheteur hal122
Telephone No. - N° de téléphone (902)401-7604 ()	FAX No. - N° de FAX (902)496-5016
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: REAL PROPERTY OPERATION (HALIFAX) P.O. BOX 99000 STN FORCES WILLOW PARK BLDG #7 HALIFAX NOVA SCOTIA B3B 1S9 CANADA	
Security - Sécurité This request for a Standing Offer includes provisions for security. Cette Demande d'offre à commandes comprend des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

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W684H-210024/A
Client Ref. No. - N° de réf. du client
W684H-210024

Amd. No. - N° de la modif.
File No. - N° du dossier
HAL-0-84097

Buyer ID - Id de l'acheteur
HAL122
CCC No./N° CCC - FMS No./N° VME

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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

Work under this standing offer comprises the furnishing of all labour, materials, tools, equipment, transportation and supervision required to perform repairs and installation to various types of roofing systems on various buildings of CFB Halifax in Halifax Regional Municipality in accordance with Annex A Statement of work (specification Job No. W684H-210024). The period of standing offer is one year plus two option year period. The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA)."

The Federal Contractors Program (FCP) for employment equity applies to this procurement; refer to Part 5 - Certifications and Additional Information, Part 7A -Standing Offer, and Part 7B - Resulting Contract Clauses and the annex titled Federal Contractors Program for Employment Equity - Certification. "

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.

1.6 Phased Bid Compliance Process

The Phased Bid Compliance Process applies to this requirement.

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: 90 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:

RETURN BIDS TO:

Bid Receiving

Public Works and Government Services Canada

1713 Bedford Row,

Halifax, N.S.

B3J 1T3

TPSGC.RAReceptionSoumissionsNE-ARBidReceivingNS.PWGSC@tpsgc-pwgsc.gc.ca.

Note: Bids will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions [2003](#), or to send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

Facsimile number: [\(902-496-5016\)](#)."

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 (5) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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

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

Section I: Technical Offer (One hard copy)

Section II: Financial Offer (One hard copy)

Section III: Certifications (One hard copy)

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

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

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

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

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

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

Section I: 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 Annex A, 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.
- (c) Canada will use the Phased Bid Compliance Process described below.

4.1.1 Phased Bid Compliance Process

4.1.1.1 (2018-07-19) General

- (a) Canada is conducting the PBCP described below for this requirement.
- (b) Notwithstanding any review by Canada at Phase I or II of the PBCP, Bidders are and will remain solely responsible for the accuracy, consistency and completeness of their Bids and Canada does not undertake, by reason of this review, any obligations or responsibility for identifying any or all errors or omissions in Bids or in responses by a Bidder to any communication from Canada.

THE BIDDER ACKNOWLEDGES THAT THE REVIEWS IN PHASE I AND II OF THIS PBCP ARE PRELIMINARY AND DO NOT PRECLUDE A FINDING IN PHASE III THAT THE BID IS NON-RESPONSIVE, EVEN FOR MANDATORY

REQUIREMENTS WHICH WERE SUBJECT TO REVIEW IN PHASE I OR II AND NOTWITHSTANDING THAT THE BID HAD BEEN FOUND RESPONSIVE IN SUCH EARLIER PHASE. CANADA MAY DEEM A BID TO BE NON-RESPONSIVE TO A MANDATORY REQUIREMENT AT ANY PHASE. THE BIDDER ALSO ACKNOWLEDGES THAT ITS RESPONSE TO A NOTICE OR A COMPLIANCE ASSESSMENT REPORT (CAR) (EACH DEFINED BELOW) IN PHASE I OR II MAY NOT BE SUCCESSFUL

IN RENDERING ITS BID RESPONSIVE TO THE MANDATORY REQUIREMENTS THAT ARE THE SUBJECT OF THE NOTICE OR CAR, AND MAY RENDER ITS BID NON-RESPONSIVE TO OTHER MANDATORY REQUIREMENTS.

- (c) Canada may, in its discretion, request and accept at any time from a Bidder and consider as part of the Bid, any information to correct errors or deficiencies in the Bid that are clerical or administrative, such as, without limitation, failure to sign the Bid or any part or to checkmark a box in a form, or other failure of format or form or failure to acknowledge; failure to provide a procurement business number or contact information such as names, addresses and telephone numbers; inadvertent errors in numbers or calculations that do not change the amount the Bidder has specified as the price or of any component thereof that is subject to evaluation. This shall not limit Canada's right to request or accept any information after the bid solicitation closing in circumstances where the bid solicitation expressly provides for this right. The Bidder will have the time period specified in writing by Canada to provide the necessary documentation. Failure to meet this deadline will result in the Bid being declared non-responsive.
- (d) The PBCP does not limit Canada's rights under Standard Acquisition Clauses and Conditions (SACC) 2003 (2020-05-28) Standard Instructions - Goods or Services - Competitive Requirements nor Canada's right to request or accept any information during the solicitation period or after bid solicitation closing in circumstances where the bid solicitation expressly provides for this right, or in the circumstances described in subsection (c).
- (e) Canada will send any Notice or CAR by any method Canada chooses, in its absolute discretion. The Bidder must submit its response by the method stipulated in the Notice or CAR. Responses are deemed to be received by Canada at the date and time they are delivered to Canada by the method and at the address specified in the Notice or CAR. An email response permitted by the Notice or CAR is deemed received by Canada on the date and time it is received in Canada's email inbox at Canada's email address specified in the Notice or CAR. A Notice or CAR sent by Canada to the Bidder at any address provided by the Bidder in or pursuant to the Bid is deemed received by the Bidder on the date it is sent by Canada. Canada is not responsible for late receipt by Canada of a response, however caused.

4.1.1.2 (2018-03-13) Phase I: Financial Bid

- (a) After the closing date and time of this bid solicitation, Canada will examine the Bid to determine whether it includes a Financial Bid and whether any Financial Bid includes all information required by the solicitation. Canada's review in Phase I will be limited to identifying whether any information that is required under the bid solicitation to be included in the Financial Bid is missing from the Financial Bid. This review will not assess whether the Financial Bid meets any standard or is responsive to all solicitation requirements.
- (b) Canada's review in Phase I will be performed by officials of the Department of Public Works and Government Services.
- (c) If Canada determines, in its absolute discretion that there is no Financial Bid or that the Financial Bid is missing all of the information required by the bid solicitation to be included in the Financial Bid, then the Bid will be considered non-responsive and will be given no further consideration.
- (d) For Bids other than those described in c), Canada will send a written notice to the Bidder ("Notice") identifying where the Financial Bid is missing information. A Bidder, whose Financial Bid has been found responsive to the requirements that are reviewed at Phase I,

will not receive a Notice. Such Bidders shall not be entitled to submit any additional information in respect of their Financial Bid.

- (e) The Bidders who have been sent a Notice shall have the time period specified in the Notice (the "Remedy Period") to remedy the matters identified in the Notice by providing to Canada, in writing, additional information or clarification in response to the Notice. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the Notice.
- (f) In its response to the Notice, the Bidder will be entitled to remedy only that part of its Financial Bid which is identified in the Notice. For instance, where the Notice states that a required line item has been left blank, only the missing information may be added to the Financial Bid, except that, in those instances where the addition of such information will necessarily result in a change to other calculations previously submitted in its Financial Bid, (for example, the calculation to determine a total price), such necessary adjustments shall be identified by the Bidder and only these adjustments shall be made. All submitted information must comply with the requirements of this solicitation.
- (g) Any other changes to the Financial Bid submitted by the Bidder will be considered to be new information and will be disregarded. There will be no change permitted to any other Section of the Bidder's Bid. Information submitted in accordance with the requirements of this solicitation in response to the Notice will replace, in full, **only** that part of the original Financial Bid as is permitted above, and will be used for the remainder of the bid evaluation process.
- (h) Canada will determine whether the Financial Bid is responsive to the requirements reviewed at Phase I, considering such additional information or clarification as may have been provided by the Bidder in accordance with this Section. If the Financial Bid is not found responsive for the requirements reviewed at Phase I to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.
- (i) Only Bids found responsive to the requirements reviewed in Phase I to the satisfaction of Canada, will receive a Phase II review.

4.1.1.3 (2018-03-13) Phase II: Technical Bid

- (a) Canada's review at Phase II will be limited to a review of the Technical Bid to identify any instances where the Bidder has failed to meet any Eligible Mandatory Criterion. This review will not assess whether the Technical Bid meets any standard or is responsive to all solicitation requirements. Eligible Mandatory Criteria are all mandatory technical criteria that are identified in this solicitation as being subject to the PBCP. Mandatory technical criteria that are not identified in the solicitation as being subject to the PBCP, will not be evaluated until Phase III.
- (b) Canada will send a written notice to the Bidder (Compliance Assessment Report or "CAR") identifying any Eligible Mandatory Criteria that the Bid has failed to meet. A Bidder whose Bid has been found responsive to the requirements that are reviewed at Phase II will receive a CAR that states that its Bid has been found responsive to the requirements reviewed at Phase II. Such Bidder shall not be entitled to submit any response to the CAR.
- (c) A Bidder shall have the period specified in the CAR (the "Remedy Period") to remedy the failure to meet any Eligible Mandatory Criterion identified in the CAR by providing to Canada in writing additional or different information or clarification in response to the CAR.

Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the CAR.

- (d) The Bidder's response must address only the Eligible Mandatory Criteria listed in the CAR as not having been achieved, and must include only such information as is necessary to achieve such compliance. Any additional information provided by the Bidder which is not necessary to achieve such compliance will not be considered by Canada, except that, in those instances where such a response to the Eligible Mandatory Criteria specified in the CAR will necessarily result in a consequential change to other parts of the Bid, the Bidder shall identify such additional changes, provided that its response must not include any change to the Financial Bid.
- (e) The Bidder's response to the CAR should identify in each case the Eligible Mandatory Criterion in the CAR to which it is responding, including identifying in the corresponding section of the original Bid, the wording of the proposed change to that section, and the wording and location in the Bid of any other consequential changes that necessarily result from such change. In respect of any such consequential change, the Bidder must include a rationale explaining why such consequential change is a necessary result of the change proposed to meet the Eligible Mandatory Criterion. It is not up to Canada to revise the Bidder's Bid, and failure of the Bidder to do so in accordance with this subparagraph is at the Bidder's own risk. All submitted information must comply with the requirements of this solicitation.
- (f) Any changes to the Bid submitted by the Bidder other than as permitted in this solicitation, will be considered to be new information and will be disregarded. Information submitted in accordance with the requirements of this solicitation in response to the CAR will replace, in full, only that part of the original Bid as is permitted in this Section.
- (g) Additional or different information submitted during Phase II permitted by this section will be considered as included in the Bid, but will be considered by Canada in the evaluation of the Bid at Phase II only for the purpose of determining whether the Bid meets the Eligible Mandatory Criteria. It will not be used at any Phase of the evaluation to increase any score that the original Bid would achieve without the benefit of such additional or different information. For instance, an Eligible Mandatory Criterion that requires a mandatory minimum number of points to achieve compliance will be assessed at Phase II to determine whether such mandatory minimum score would be achieved with such additional or different information submitted by the Bidder in response to the CAR. If so, the Bid will be considered responsive in respect of such Eligible Mandatory Criterion, and the additional or different information submitted by the Bidder shall bind the Bidder as part of its Bid, but the Bidder's original score, which was less than the mandatory minimum for such Eligible Mandatory Criterion, will not change, and it will be that original score that is used to calculate any score for the Bid
- (h) Canada will determine whether the Bid is responsive for the requirements reviewed at Phase II, considering such additional or different information or clarification as may have been provided by the Bidder in accordance with this Section. If the Bid is not found responsive for the requirements reviewed at Phase II to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.
- (i) Only Bids found responsive to the requirements reviewed in Phase II to the satisfaction of Canada, will receive a Phase III evaluation.

4.1.1.4 (2018-03-13) Phase III: Final Evaluation of the Bid

- (a) In Phase III, Canada will complete the evaluation of all Bids found responsive to the requirements reviewed at Phase II. Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) A Bid is non-responsive and will receive no further consideration if it does not meet all mandatory evaluation criteria of the solicitation.

4.1.2 Technical Evaluation

The Phased Bid Compliance Process will apply to all mandatory technical criteria (4.1.2.1 below)

4.1.2.1 Mandatory Technical Criteria

To be considered responsive, an offer must meet all of the following mandatory evaluation criteria.

The offeror must provide evidence of its experience and past performance by referencing projects or contracts satisfactorily rendered for a minimum of two (2) years within the last five (5) years in the repairs and installation of various types of roofing systems, wherein the range of services provided are comparable to those described in this Request for Standing Offer. Merely stating that the offeror has been in business or performing roofing contracts/projects within the last 5 years or more does not constitute evidence nor past performance. The offeror's start and completion date for all referenced project or contract must total two years. The Start and completion dates for each project must be completed by each offeror. For evaluation purposes, Projects on or after January 01, 2003 constitutes past 5 years.

Offeror's can provide more projects and contracts to demonstrate two (2) years' experience. Please provide the information in the format shown below and submit a separate table for each Project.

PROJECT/CONTRACT NO. 1	
Name of client organization or Company Name: _____	
Name and title of client contact	Name: _____ Title: _____
Telephone and facsimile number of client contact	Phone No.: _____ Fax No.: _____
Start date of Project/Contract	Month _____ Year _____
Completion date of Project/Contract	Month _____ Year _____
Brief Description of Project or Contract: _____ _____ _____ _____ _____ _____ _____	

Solicitation No. - N° de l'invitation
W684H-210024/A
Client Ref. No. - N° de réf. du client
W684H-210024

Amd. No. - N° de la modif.
File No. - N° du dossier
HAL-0-84097

Buyer ID - Id de l'acheteur
HAL122
CCC No./N° CCC - FMS No./N° VME

PROJECT/CONTRACT NO. 2	
Name of client organization or Company Name: _____	
Name and title of client contact	Name: _____ Title: _____
Telephone and facsimile number of client contact	Phone No.: _____ Fax No.: _____
Start date of Project/Contract	Month _____ Year _____
Completion date of Project/Contract	Month _____ Year _____
Brief Description of Project or Contract: _____ _____ _____ _____ _____ _____	
PROJECT/CONTRACT NO. 3	
Name of client organization or Company Name: _____	
Name and title of client contact	Name: _____ Title: _____
Telephone and facsimile number of client contact	Phone No.: _____ Fax No.: _____
Start date of Project/Contract	Month _____ Year _____
Completion date of Project/Contract	Month _____ Year _____
Brief Description of Project or Contract: _____ _____ _____ _____ _____ _____	

4.1.2 Financial Evaluation

4.1.2.1

SACC Manual Clause M0220T (2016-01-28), Evaluation of Price - Offer

4.2 Basis of Selection

4.2.1 *SACC Manual* Clause (M0031T)(2007-05-25), Basis of Selection- Mandatory Technical Criteria Only

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.

Canada will also have the right to terminate the Call-up for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list during the period of the Contract.

The Offeror must provide the Standing Offer Authority with a completed annex titled Federal Contractors Program for Employment Equity - Certification, before the issuance of a Standing Offer. If the Offeror is a Joint Venture, the Offeror must provide the Standing Offer Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

5.2.3 Additional Certifications Precedent to Issuance of a Standing Offer

5.2.3.1 Workers Compensation Certification- Letter of Good Standing

The Bidder must have an account in good standing with the applicable provincial or territorial Workers' Compensation Board.

The Bidder must provide, within seven (7) working days following a request from the Contracting Authority, a certificate or letter from the applicable Workers' Compensation Board confirming the Bidder's good standing account. Failure to comply with the request will result in the bid being declared non-responsive.

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 of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

6.3 Insurance Requirements

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a standing offer as a result of the request for standing offer, can be insured in accordance with the Insurance Requirements specified in Annex D .

If the information is not provided in the offer, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

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.

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:

PWGSC FILE No. W684H-210024

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 C;
 - b) *Industrial Security Manual* (Latest Edition).

7.3 Standard Clauses and Conditions

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

7.3.1 General Conditions

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

7.3.2 Standing Offers Reporting

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

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

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

The quarterly reporting periods are defined as follows:

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

The data must be submitted to the Standing Offer Authority no later than (14) 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 (One year from Issuance of Standing Offer).

7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional two (2) year period under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority thirty (30) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

7.5 Authorities

7.5.1 Standing Offer Authority

Solicitation No. - N° de l'invitation
W684H-210024/A
Client Ref. No. - N° de réf. du client
W684H-210024

Amd. No. - N° de la modif.
File No. - N° du dossier
HAL-0-84097

Buyer ID - Id de l'acheteur
HAL122
CCC No./N° CCC - FMS No./N° VME

The Standing Offer Authority is:

Name: Chukwudi Chinye
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Address: 1713 Bedford Row, Halifax, NS B3J 3C9
Telephone: 902-401-7604
Facsimile: 902-496-5016
Email: chukwudi.chinye@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 determined at Issuance of Standing Offer)

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: _____
Telephone Number: _____
Cellular Number: _____
Facsimile Number: _____
Email: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants.

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

7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Real Property Operations Section (Halifax)-RPOS

7.8 Call-up Procedures

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

7.9 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.

7.10 Limitation of Call-ups

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

7.11 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$600,000.00 Applicable Taxes excluded *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 three (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.

7.12 Priority of Documents

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

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

7.13 Certifications and Additional Information

7.13.1 Compliance

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

7.13.2 Federal Contractors Program for Employment Equity - Setting aside

The Offeror understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Offeror and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Standing Offer. If the AIEE becomes invalid, the name of the Offeror will be added to the "FCP Limited Eligibility to Bid" list. The imposition of such a sanction by ESDC may result in the setting aside of the Standing Offer.

7.14 Applicable Laws

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

7.15 Transition to an e-Procurement Solution (EPS)

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

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

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

B. RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

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

Section (13) Interest on Overdue Accounts, of (2010C, 2018-06-21-Services (Medium Complexity)) will not apply to payments made by credit cards.

7.3 Term of Contract

7.3.1 Period of the Contract

The period of the Contract is from _____ to _____ inclusive. (To be determined at issuance of standing offer for a one year period)

7.3.2 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: 2019-01](#) 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 a firm unit price, as specified in Annex B). 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 Price

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

7.5.3 Single Payment

Single Payment-2008-05-12-H1000C

7.5.4 SACC Manual Clauses

T1204 - Direct Request by Customer Department-A9117C-2007-11-30
Discretionary Audit- 2010-01-11- C0705

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;
- b. a copy of the release document and any other documents as specified in the Contract;
- c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
- d. a copy of the monthly progress report.

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.
- b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.
- c. one (1) copy must be forwarded to the consignee.

7.7 Insurance - Specific Requirements

The Contractor must comply with the insurance requirements specified in Annex D . The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract. The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

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

7.9 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

7.10 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](#)".

7.11 SACC Manual clause

Time Verification
Canadian Forces Site Regulations

C0711C 2008-05-12
A9062C 2011-05-16

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W684H-210024

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File No. - N° du dossier
HAL-0-84097

Buyer ID - Id de l'acheteur
HAL122
CCC No./N° CCC - FMS No./N° VME

ANNEX "A"

STATEMENT OF WORK

(Attached)

ANNEX "B"

BASIS OF PAYMENT

Unit prices and subsequent extended prices are to include all labour costs.

Year 1:

Table A

Column A	Column B Description	Column C Estimated annual usage	Column D Unit of measurement (per hour)	Column E Price per unit	Column G Extended total (Column C*Column E)
	Labour rates - Service calls during regular working hours Includes travel time to and from the work site within and outside Halifax Regional Municipality.as specified in Annex A-specification				
.1	On-site supervisor (certified roofer)	500	Per hour	\$_____	\$_____
.2	Certified roofer	2,000	Per hour	\$_____	\$_____
.3	Apprentice / labourer	2,000	Per hour	\$_____	\$_____
.4	Metal worker	80	Per hour	\$_____	\$_____
	Year 1 Total Cost Table A				\$_____+HST

Year 1:

Table B

Column A	Column B Description	Column C Estimated annual usage	Column D Unit of measurement (per hour)	Column E Price per unit	Column G Extended total (Column C*Column E)
	Labour rates - Service calls outside regular working hours Includes travel time to and from the work site within and outside Halifax Regional Municipality.as specified in Annex A-specification				
.1	On-site supervisor (certified roofer)	50	Per hour	\$_____	\$_____
.2	Certified roofer	200	Per hour	\$_____	\$_____
.3	Apprentice / labourer	200	Per hour	\$_____	\$_____
	Year 1 Total Cost Table B				\$_____+HST

An allowance for materials and replacement parts, required permits, certificates, assessments, specialty equipment, subcontractors and security will be at net cost plus 10% mark-up (Includes invoice costs, transportation costs, exchange, customs and brokerage charges). Supporting documentation such as invoice and receipts must be provided.

Note: The roofing contractor will ensure that he/she assigns a minimum of two people while working on any DND roof.

Total Year 1= Table A (total Cost) + Table B (Total Cost)=\$_____+HST

Unit prices and subsequent extended prices are to include all labour costs.

Option Year 1:

Table A

Column A	Column B Description	Column C Estimated annual usage	Column D Unit of measurement (per hour)	Column E Price per unit	Column G Extended total (Column C*Column E)
	Labour rates - Service calls during regular working hours Includes travel time to and from the work site within and outside Halifax Regional Municipality.as specified in Annex A-specification				
.1	On-site supervisor (certified roofer)	500	Per hour	\$_____	\$_____
.2	Certified roofer	2,000	Per hour	\$_____	\$_____
.3	Apprentice / labourer	2,000	Per hour	\$_____	\$_____
.4	Metal worker	80	Per hour	\$_____	\$_____
	Option Year 1 Total Cost Table A				\$_____+HST

Option Year 1:

Table B

Column A	Column B Description	Column C Estimated annual usage	Column D Unit of measurement (per hour)	Column E Price per unit	Column G Extended total (Column C*Column E)
	Labour rates - Service calls outside regular working hours Includes travel time to and from the work site within and outside Halifax Regional Municipality.as specified in Annex A-specification				
.1	On-site supervisor (certified roofer)	50	Per hour	\$_____	\$_____
.2	Certified roofer	200	Per hour	\$_____	\$_____
.3	Apprentice / labourer	200	Per hour	\$_____	\$_____
	Option Year 1 Total Cost Table B				\$_____+HST

An allowance for materials and replacement parts, required permits, certificates, assessments, specialty equipment, subcontractors and security will be at net cost plus 10% mark-up (Includes invoice costs, transportation costs, exchange, customs and brokerage charges). Supporting documentation such as invoice and receipts must be provided.

Note: The roofing contractor will ensure that he/she assigns a minimum of two people while working on any DND roof.

Total Option Year 1= Table A (total Cost) + Table B (Total Cost)=\$_____+HST

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Client Ref. No. - N° de réf. du client
W684H-210024

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File No. - N° du dossier
HAL-0-84097

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Unit prices and subsequent extended prices are to include all labour costs.

Option Year 2:

Table A

Column A	Column B Description	Column C Estimated annual usage	Column D Unit of measurement (per hour)	Column E Price per unit	Column G Extended total (Column C*Column E)
	Labour rates - Service calls during regular working hours Includes travel time to and from the work site within and outside Halifax Regional Municipality.as specified in Annex A-specification				
.1	On-site supervisor (certified roofer)	500	Per hour	\$_____	\$_____
.2	Certified roofer	2,000	Per hour	\$_____	\$_____
.3	Apprentice / labourer	2,000	Per hour	\$_____	\$_____
.4	Metal worker	80	Per hour	\$_____	\$_____
	Option Year 2 Total Cost Table A				\$_____+HST

Option Year 2:

Table B

Column A	Column B Description	Column C Estimated annual usage	Column D Unit of measurement (per hour)	Column E Price per unit	Column G Extended total (Column C*Column E)
	Labour rates - Service calls outside regular working hours Includes travel time to and from the work site within and outside Halifax Regional Municipality.as specified in Annex A-specification				
.1	On-site supervisor (certified roofer)	50	Per hour	\$_____	\$_____
.2	Certified roofer	200	Per hour	\$_____	\$_____
.3	Apprentice / labourer	200	Per hour	\$_____	\$_____

An allowance for materials and replacement parts, required permits, certificates, assessments, specialty equipment, subcontractors and security will be at net cost plus 10% mark-up (Includes invoice costs, transportation costs, exchange, customs and brokerage charges). Supporting documentation such as invoice and receipts must be provided.

Note: The roofing contractor will ensure that he/she assigns a minimum of two people while working on any DND roof.

Total Option Year 2= Table A (total Cost) + Table B (Total Cost)=\$_____+HST

Evaluated Total Amount= Total (Year 1) + Total (Option Year 1) + Total (Option Year 2)=
\$_____+HST

The Evaluated Total amount will be considered during the evaluation of all offers received.

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ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST

(Attached)

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ANNEX “D” 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)

ANNEX "E" to PART 5 OF THE REQUEST FOR STANDING OFFERS

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

I, the Offeror, by submitting the present information to the Standing Offer Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare an offer non-responsive, or may set-aside a Standing Offer, or will declare a contractor in default, if a certification is found to be untrue, whether during the offer evaluation period, during the Standing Offer period, or during the contract period. Canada will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply with any request or requirement imposed by Canada may render the Offer non-responsive, may result in the Standing Offer set-aside or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

Date: _____ (YYYY/MM/DD) (If left blank, the date will be deemed to be the RFSO closing date.)

Complete both A and B.

A. Check only one of the following:

- ☐ A1. The Offeror certifies having no work force in Canada.
- ☐ A2. The Offeror certifies being a public sector employer.
- ☐ A3. The Offeror certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- ☐ A4. The Offeror certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.

A5. The Offeror has a combined workforce in Canada of 100 or more employees; and

- ☐ A5.1 The Offeror certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.
- OR
- ☐ A5.2. The Offeror certifies having submitted the [Agreement to Implement Employment Equity](#) (LAB1168) to ESDC-Labour. As this is a condition to issuance of a standing offer, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- ☐ B1. The Offeror is not a Joint Venture.

OR

- ☐ B2. The Offeror is a Joint venture and each member of the Joint Venture must provide the Standing Offer Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)

ANNEX "F"

INSURANCE REQUIREMENTS

Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.

- h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- j. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
- k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

Automobile Liability Insurance

1. The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.
2. The policy must include the following:
 - a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
 - b. Accident Benefits - all jurisdictional statutes
 - c. Uninsured Motorist Protection
 - d. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.

Buyer ID - Id de l'acheteur
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Department of National Defence



Statement of Work

Standing Offer Agreement

Roofing Repairs for Halifax Area

CFB Halifax, NS

Job No.W684H-210024

2020-09-25

<u>Section</u>	<u>Title</u>	<u>Pages</u>
<u>Division 01 - General Requirements</u>		
01 11 00	General Instructions	11
01 35 30	Health and Safety Requirements	9
01 35 35	DND Fire Safety Requirements	5
01 35 36	Security, Safety and Fire Regulations CFAD Bedford	7
01 35 37	Access to DRDC Atlantic Complex	1
01 35 43	Environmental Procedures	2
01 61 00	Common Product Requirements	4
01 74 11	Cleaning	2
<u>Division 07 - Thermal and Moisture Protection</u>		
07 50 00	Roofing	9

PART 1 - GENERAL

1.1 RELATED SECTIONS

- .1 Section 01 61 00 - Common Product Requirements.
- .2 Section 07 50 00 - Roofing.

1.2 DESCRIPTION OF WORK

- .1 Work under this requirement comprises the furnishing of all labour, material, tools, equipment, transportation, and supervision required to perform repairs and installation of various types of roofing systems at various areas of CFB Halifax in the Halifax Regional Municipality (HRM), as specified herein.

1.3 DEPARTMENTAL
REPRESENTATIVE

- .1 All reference to the Departmental Representative in this specification, who is the Contract Inspector which is representing the Real Property Operations Section - Halifax (RPOS(H)).

1.4 WORK INCLUDED

- .1 Work included in this requirement includes but will not be limited to the following:
 - .1 Conduct repairs or replacement to various types of roofing systems such as:
 - .1 asphalt shingles;
 - .2 modified bitumen roofing:
 - .1 SBS polymer modified;
 - .2 APP polymer-modified.
 - .3 inverted roof membrane assembly (IRMA);
 - .4 protected membrane roof (PMR);
 - .5 ethylene propylene diene monomer (EPDM) roofing;
 - .6 various metal roofing;
 - .7 polyvinyl chloride (PVC) roofing;

1.4 WORK INCLUDED
(Cont'd)

- .1 (Cont'd)
 - .1 (Cont'd)
 - .8 thermoplastic polyolefin (TPO) roofing; and
 - .9 built-up (BUR) roofing.
 - .2 Perform miscellaneous repairs, maintenance, replacement or fabrication of:
 - .1 flashings;
 - .2 edgings;
 - .3 fascias; and
 - .4 soffit.
 - .3 Perform repairs, replacement or installation of various roof drainage systems including:
 - .1 low slope roof drains;
 - .2 gutter and downspout systems; and
 - .3 scupper systems.
 - .4 Perform repairs, replacement or installation of various curbs for roof mounted mechanical systems, roof access ladders and various other mounted hardware.
 - .5 Conduct cleaning of debris on roofs, gutters and downspouts.
 - .6 Conduct snow and ice clearing operations on roofs.
 - .7 Conduct the installation of temporary leak diverters.
 - .8 Perform the inspection of roofing systems in aid of expected repairs.
 - .9 Provide an emergency repair service available on a 24 hour, seven (7) day per week basis.

1.4 WORK INCLUDED
(Cont'd)

- .1 (Cont'd)
.10 Conduct clean up.

1.5 LOCATIONS OF JOB
SITES

- .1 Areas covered under this specification include but not limited to the following locations:

.1 Halifax Regional Municipality (HRM) area:

- .1 Stadacona - Halifax, NS;
- .2 Windsor Park - Halifax, NS;
- .3 Willow Park - Halifax, NS;
- .4 Halifax Armoury - Halifax, NS;
- .5 HMC Dockyard - Halifax, NS;
- .6 Royal Artillery (RA) Park - Halifax, NS;
- .7 Damage Control School - Herring Cove, NS;
- .8 Ferguson's Cove - Ferguson's Cove, NS;
- .9 12 Wing Shearwater - Eastern Passage, NS;
- .10 Osbourne Head Gunnery Range - Cow Bay, NS;
- .11 Naval Armament Depot (NAD) - Dartmouth, NS;
- .12 DRDC Atlantic - Dartmouth, NS;
- .13 Wright's Cove Degaussing Range - Dartmouth, NS;
- .14 CFAD Bedford - Bedford, NS;
- .15 Bedford Armoury - Bedford, NS;
- .16 Bedford Rifle Range - Bedford, NS;
- .17 NRS Mill Cove - Mill Cove;

-
- | | | |
|--|-----|---|
| <u>1.5 LOCATIONS OF JOB SITES</u>
<u>(Cont'd)</u> | .1 | (Cont'd) |
| | .1 | (Cont'd) |
| | .18 | NRS Newport Corner - Newport Corner, NS; and |
| | .19 | Windsor Armoury - Windsor, NS. |
|
 | | |
| <u>1.6 SITE ACCESS</u> | .1 | Access to the site is under the direction of the Department of National Defence. All visitors entering areas issuing a daily pass will be aware of the requirement for search as a condition of issue. |
| | .2 | While within the confines of CFB Halifax all employees and representatives of the Contractor must comply with all of the Standing Orders as promulgated by Base/Unit Authorities. |
|
 | | |
| <u>1.7 PRE-JOB MEETING</u> | .1 | Immediately upon receipt of award of Standing Offer Agreement, the successful Contractor will contact the Departmental Representative to arrange a pre-job meeting prior to commencement of any work. |
| | .2 | The Departmental Representative will provide the Contractor with a list of his/her authorized representatives at the pre-job meeting. |
|
 | | |
| <u>1.8 CONTRACTOR'S PERSONNEL</u> | .1 | The Contractor must provide a qualified roofer on site at all times assisted by safety trained helper or apprentice. |
| | .2 | The Contractor will provide the Departmental Representative with a list of all people working on DND premises, complete with a copy of their licences, where applicable, and will update the list immediately when personnel changes. |
|
 | | |
| <u>1.9 WORKMANSHIP</u> | .1 | Workmanship must be the best quality executed by workers experienced and skilled in the respective duties for which they are employed. |
| | .2 | Do not employ any unfit person or anyone unskilled in their required duties. The Departmental Representative reserves the right to require the dismissal from the site, workers deemed incompetent, careless or insubordinate. |
-

1.9 WORKMANSHIP
(Cont'd)

- .3 Decisions as to the quality or fitness of workmanship in cases of dispute rest solely with the Departmental Representative whose decision is final.
- .4 The Contractor will employ a competent and experienced supervisor with the authority to speak on his behalf on day-to-day routine matters.
- .5 Whenever the Contractor uses sub-contractors, they too must perform to and comply with all requirements.

1.10 NORMAL WORKING
HOURS

- .1 Normal working hours will be 0730 to 1600 hours, Monday to Friday. Any work carried out other than normal working hours must be authorized by the Departmental Representative.

1.11 CONTRACTOR'S USE
OF SITE

- .1 Contractor will be briefed on use of site by the Departmental Representative.
- .2 Do not unreasonably encumber site with materials or equipment.
- .3 Move stored products or equipment which interferes with operations of Departmental Representative or other Contractors.
- .4 The Departmental Representative will brief the Contractor on access to restricted areas.

1.12 PARKING

- .1 In limited areas, a parking space will be made available on site for Contractor vehicles to drop off equipment and supplies. Maintain and administer this space as directed.
- .2 The Contractor may have to pay for parking at the following locations:
 - .1 Stadacona - Halifax, NS;
 - .2 Windsor Park - Halifax, NS;
 - .3 Willow Park - Halifax, NS;
 - .4 Royal Artillery (RA) Park - Halifax, NS;

1.12 PARKING <u>(Cont'd)</u>	.2	(Cont'd)
	.5	Halifax Armoury - Halifax, NS; and
	.6	HMC Dockyard - Halifax, NS.
1.13 CODES AND <u>STANDARDS</u>	.1	Perform work in accordance with the latest edition of the National Building Code of Canada (NBC), Canadian Electrical Code Part I, Canada Labour Code Part II, National Fire Code of Canada, NS Fall Protection and Scaffold Regulations, DND/CF Asbestos management directives, and any other applicable federal, provincial and municipal regulations and by-laws. In any case of conflict or discrepancy, the more stringent requirements will apply.
	.2	Meet or exceed requirements of Standing Offer Agreement documents, specified standards, codes and referenced documents.
1.14 PROTECTION OF <u>EXISTING FACILITIES</u>	.1	The Contractor must take all necessary precautions to ensure against damage to existing facilities. Any damage to such facilities as a result of the Contractor's operations must be repaired or replaced by the Contractor at his/her own expense, as soon as is reasonably possible.
	.2	Special coverings and protection must be provided to protect plants, walls, projections and adjacent work where materials are being removed, installed or hoisted.
	.3	The Contractor must protect all occupant owned furnishings and equipment, and the building from damage during execution of this requirement.
	.4	Where the Departmental Representative considers it necessary, provide and erect warning signs and barriers.
1.15 ALTERATIONS, ADDITIONS OR REPAIRS TO <u>EXISTING BUILDING</u>	.1	Execute work with least possible interference or disturbance to building operations, occupants, public and normal use of premises. Arrange with Departmental Representative to facilitate execution of work.
	.2	Where security has been reduced by work of Contract, provide temporary means to maintain security.

1.15 ALTERATIONS,
ADDITIONS OR REPAIRS TO
EXISTING BUILDING
(Cont'd)

- .3 Provide temporary dust screens, barriers, warning signs in locations where renovation and alteration work is adjacent to areas used by public or government staff.
- .4 Use only elevators existing in building for moving workers and material.
 - .1 Protect walls of passenger elevators, to approval of prior to approval of Departmental Representative prior to use.
 - .2 Accept liability for damage, safety of equipment and overloading of existing equipment.

1.16 EXISTING SERVICES

- .1 Notify Departmental Representative and utility companies of intended interruption of services and obtain required permission.
- .2 Where Work involves breaking into or connecting to existing services, give 48 hours notice for necessary interruption of mechanical or electrical service throughout course of work. Minimize duration of interruptions. Carry out work at times as directed by governing authorities with minimum disturbance to tenant operations.
- .3 Establish location and extent of service lines in area of work before starting Work. Notify Departmental Representative of findings.
- .4 Submit schedule to and obtain approval from Departmental Representative for any shut-down or closure of active service or facility. Adhere to approved schedule and provide notice to affected parties.
- .5 Provide temporary services when directed by Departmental Representative to maintain critical building and tenant systems.
- .6 Where unknown services are encountered, immediately advise Departmental Representative and confirm findings in writing.

1.17 CUTTING, FITTING
AND PATCHING

- .1 Execute cutting, fitting and patching required to make work fit properly.

1.17 CUTTING, FITTING
AND PATCHING
(Cont'd)

- .2 Where new work connects with existing and where existing work is altered, or cut, patch and make good to match.
- .3 Obtain Departmental Representative's approval before cutting, boring or sleeving load-bearing members.
- .4 Make cuts with clean, true, smooth edges. Make patches inconspicuous in final assembly.

1.18 CONCEALMENT

- .1 Conceal pipes, ducts and wiring in floor, wall and ceiling construction of finished areas except where directed otherwise by the Departmental Representative.

1.19 LICENSES AND
PERMITS

- .1 The Contractor will be responsible for obtaining and paying for all licenses and permits required to perform the Work.

1.20 POWER AND WATER
SUPPLY

- .1 DND may provide, free of charge, temporary electric power and water for construction purposes.
- .2 Departmental Representative will determine delivery points and quantitative limits. Departmental Representative's written permission is required before any connection is made. Connect to existing power supply in accordance with Canadian Electrical Code.
- .3 Provide, at no cost to DND, all equipment and temporary lines to bring these services to project site.
- .4 Supply of temporary services by DND is subject to DND requirements and may be discontinued by DND site representative at any time without notice, without acceptance of any liability for damage or delay caused by such withdrawal of temporary services.
- .5 After the temporary service lines are no longer required, the Contractor must remove all lines and equipment, restore the connection points to their original condition and return the land to its original contour.

1.21 HEATING AND
VENTILATING

- .1 Provide temporary heat and ventilation as required to:

1.21 HEATING AND
VENTILATING

(Cont'd)

- .1 (Cont'd)
 - .1 facilitate progress of work;
 - .2 protect work and products against dampness and cold;
 - .3 prevent moisture condensation on surfaces;
 - .4 provide ambient temperatures and humidity levels for storage, installation and curing of materials; and
 - .5 provide adequate ventilation to meet health regulations for safe working environment.
- .2 Maintaining strict supervision of operation of temporary heating and ventilating equipment to:
 - .1 conform with applicable codes and standards;
 - .2 enforce safe practices;
 - .3 prevent abuse of services;
 - .4 prevent damage to finishes; and
 - .5 vent direct-fired combustion units to outside.

1.22 EMERGENCY AND
SERVICE CALL-UPS

- .1 The Contractor must maintain and provide the Departmental Representative with contact numbers to be able to provide response to request for service from the Departmental Representative or representative on a 24 hours, 7 days per week basis. If the request for the service from the after hours Departmental Representative, the Contractor must, immediately upon completion of the service, report back to the Departmental Representative describing the action taken to correct the problem. The following Work priorities and response time will apply:
 - .1 Emergency:

1.22 EMERGENCY AND
SERVICE CALL-UPS
(Cont'd)

- .1 (Cont'd)
 - .1 (Cont'd)
 - .1 A priority of "Emergency" is defined as a deficiency or breakdown that requires immediate attention to reduce the potential for danger to occupants, the general public, the environment, or the facility. Maintenance and repairs identified with this priority must be responded to immediately and must be reported without delay to designated manager.
 - .1 Standard response times:
 - .1 Urban/rural: ASAP - 2 hours.
 - .2 Routine:
 - .1 A priority of "Routine" is defined as essential maintenance and repairs which should be rectified at the earliest possible opportunity. It is considered as deficiencies or breakdowns that do not impair current operations or pose any danger to the occupants, the general public, the environment, or the facility.
 - .1 Standard response times:
 - .1 Urban/rural: 4 hours.
 - .2 The Contractor will be advised of the personnel authorized to request emergency service. Services undertaken at the request of unauthorized persons will be done at the Contractor's risk, with regards to payment.
 - .3 Report service calls executed outside normal working hours to the Departmental Representative, immediately on the next working day.
- .1 All work and materials covered by this specification will be subject to inspection at any time by the Departmental Representative or his/her representative.

1.24 WORK DONE BY
OTHER MEANS .1 This Standing Offer Agreement does not create an exclusive right of the Contractor to perform all work which might be required. The Departmental Representative reserves the right to have any work done by other means.

1.25 REPORTING
IRREGULARITIES .1 The Contractor must notify immediately the Departmental Representative of irregularities in the work area, such as accidents, spills, structural defects, mechanical and/or electrical problems and/or any beyond the scope of work.

PART 2 - PRODUCTS

2.1 NOT USED .1 Not used.

PART 3 - EXECUTION

3.1 NOT USED .1 Not used.

PART 1 - GENERAL

1.1 WORK SAFETY
MEASURES

- .1 Observe and enforce construction safety measures by complying with the requirements of the following statutes and authorities:
 - .1 Canada Labour Code Part II and the Canada Occupational Health and Safety Regulations;
 - .2 Nova Scotia Occupational Health and Safety Act and supporting Occupational General Safety Regulations as amended from time to time;
 - .3 most recent amendments to the National Building Code of Canada, Part 8 and National Fire Code of Canada;
 - .4 Health Canada/Workplace Hazardous Materials Information System (WHMIS).
- .2 Refer to Section 01 35 35 - DND Fire Safety Requirements.
- .3 Departmental Representative will provide a copy of any relevant special written instructions to be followed.
- .4 Before Work Begins
 - .1 Bidder/Tender to provide documentation if requested by the Crown, indicating all safety training attained for each person who will be involved with the requirements.
- .5 The following disciplinary measures will be taken for any violations of safety under this requirement:
 - .1 First Violation:
 - .1 Verbal warning issued to the Contractor for the first violation of a safety regulation (Violation will be documented on Standing Offer file, copy to Contractor and PSPC.).
 - .2 Second Violation:

1.1 WORK SAFETY
MEASURES

(Cont'd)

.5

(Cont'd)

.2 (Cont'd)

.1 Written warning to Contractor for second violation of a safety regulation (Violation will be documented on Standing Offer file, copy to Contractor and PSPC.).

.3 Third Violation:

.1 A third violation of a safety regulation may result in the termination of the Standing Offer Agreement.

.4 Serious Violation:

.1 For a serious violation of a safety regulation as deemed by a regulator, project manager or safety officer a recommendation will be made to the Contracting Authority to immediately terminate the Contract/Standing Offer (Violation documented on Standing Offer file, copy to Contractor and PSPC.).

1.2 HAZARD ASSESSMENTS

.1

Contractor must implement and carry out a health and safety hazard assessment program as part of the Work. Program to include:

.1 Initial Hazard Assessment:

.1 Carried out upon notification of Contract award and/or prior to commencement of Work.

.2 On-going Hazard Assessments:

.1 Performed during the progress of Work identifying new or potential health risks and safety hazards not previously known. As a minimum, hazards assessments must be carried out when:

.1 new sub-trade work, new sub-contractor(s) or new workers arrive at the site to commence another portion of the Work;

.2 the scope of Work has been changed;

1.2 HAZARD ASSESSMENTS
(Cont'd)

- .1 (Cont'd)
- .2 (Cont'd)
- .3 Work conducted in confined spaces; and/or
- .4 potential hazard or weakness in current health and safety practices are identified by the Departmental Representative.
- .2 Hazard assessments will be project and site specific, based on review of documents and site.
- .3 Each hazard assessment to be made in writing. Keep copies of all assessments on site for duration of Work. Upon request, make available to Departmental Representative.
- .4 The Contractor must notify the Departmental Representative of suspected hazardous material during work and not apparent from drawings, specifications, or report pertaining to work (e.g. lead, asbestos etc.). Do not disturb such material pending instructions from the Departmental Representative. The Departmental Representative will make the necessary arrangements for testing the material as required.

1.3 ASBESTOS PRODUCT & ASBESTOS ACTIVITY

- .1 Within the confines of the Base/Unit, the provision of new products containing fibrous asbestos materials is prohibited.
- .2 Demolition or disturbance of spray or trowel-applied asbestos can be hazardous to health. Should material resembling spray or trowel-applied asbestos be encountered in course of work, stop work and notify Departmental Representative immediately. Do not proceed until written instructions have been received from Departmental Representative.

1.4 HAZARDOUS MATERIAL SPILL

- .1 The Contractor or sub-contractors must report to the DND Fire Department and the Departmental Representative for any incident or spill involving hazardous materials (HAZMAT).
- .2 In the event of a hazardous material spill, the following procedures for initial actions must be followed:
 - .1 ensure safety of all personnel;

1.4 HAZARDOUS MATERIAL SPILL
(Cont'd)

- .2 (Cont'd)
- .2 assess spill hazards and risks;
- .3 ventilate area if release is indoors and remove all sources of ignition;
- .4 stop the spill if safely possible (e.g. shut off pump, replace cap, tip drum upward, patch leaking hole etc.).
- .5 no matter the volume is, contact the DND Fire Department and provide the following information:
 - .1 time of the spill;
 - .2 location;
 - .3 special considerations:
 - .1 personal safety;
 - .2 environmental.
 - .4 type and amount of spill;
 - .5 person reporting the spill:
 - .1 name;
 - .2 company; and
 - .3 telephone number.
 - .6 contain the spill;
 - .7 isolate the area as required;
 - .8 provide Material Safety Data Sheets (MSDS) to DND Fire Department and Departmental Representative;
 - .9 contact the Departmental Representative; and
 - .10 clean up minor spills using appropriate protective equipment and supplies.

1.5 FASTENING DEVICES
EXPLOSIVE ACTUATED

- .1 Explosive actuated devices must not be used without the approval of the Departmental Representative.
- .2 Operator must have the appropriate training before using the explosive actuated device.
- .3 Follow the manufacturer's safety guidelines and ensure the applicable personal protective equipment is used.

1.6 HOT WORK

- .1 All hot work activity is to take place with Departmental Representative's approval and written permission from the DND Fire Department (hot work permit). Hot work permits and fire watch requirements will be provided by the DND Fire Department.
- .2 The ventilation system in the area of any hot work is to be isolated to prevent migration of fumes/smoke and to reduce any possible spread of fire to other areas of the facility.
- .3 Contractor is to employ an employee trained in the use of fire extinguishers as fire watch during any hot work for a minimum of 30 minutes after activity has ceased.

1.7 CONFINED SPACES

- .1 All work in confined spaces will be carried out in compliance with the Canada Occupational Safety and Health Regulations, Part XI.
- .2 The Contractor to provide and maintain all equipment as required by any person to enter and/or perform work in a safe manner, in compliance with the Canada Occupational Safety and Health Regulations, Part XI.
- .3 The Contractor to provide and maintain training, as required by the Canada Occupational Safety and Health Regulations, Part XI.
 - .1 The personnel entering and working in confined spaces must have at all times valid certifications when working in confined spaces. The employees must provide proof of training and qualifications when requested by the Departmental Representative or the Unit Safety Officer.

1.7 CONFINED SPACES
(Cont'd)

- .4 The Contractor to provide the Departmental Representative with a copy of an "entry permit" for each and every entry into the confined space to ensure compliance with the Canada Occupational Safety and Health Regulations, Part XI.
- .5 The Contractor to have a hazard assessment of the confined space performed.
 - .1 The Contractor to provide the Departmental Representative with a copy of the hazard assessment.
- .6 The Contractor must have a written rescue plan posted on site.
- .7 Contractor must inform DND Fire Department and Central Heating plant before entering any service tunnel.

1.8 FALL PROTECTION

- .1 All work carried out above the mandatory height restrictions, from unguarded structure and/or scaffolding, will be done in compliance with the Canada Occupational Safety and Health Regulations, Part XII, Section 12.10.
- .2 The components of a fall protection system must meet the standards as outlined in the Canada Occupational Safety and Health Regulations, Part XII, Section 12.10 (2).
- .3 The Contractor is to ensure fall protection equipment is maintained, inspected and tested by a qualified technician as required by the Canada Occupational Safety and Health Regulations, Part XII, Section 12.3.

1.9 ARC FLASH

- .1 The Contractor is to ensure all electrical equipment such as switchboards, panel boards, motor control centres and meter socket enclosures be marked to warn persons of potential electric shock and arc flash hazards. This labeling is required for all new and modified installations.
- .2 The warning label must also include information regarding "arc flash hazard category (0 to 4)" and the "Flash Protection Boundary" as defined in NFPA 70E. All projects specifications must include short circuit study and flash hazard analysis.

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|---------------------------|----|--|
| 1.9 ARC FLASH
(Cont'd) | .3 | In accordance with the CSA Standards Z462 Workplace Electrical Safety, electrical Contractors are required to perform a shock and flash hazard analysis to select the appropriate PPE to wear. Electrical contractors are required arc-rated personal protective equipment while troubleshooting and diagnostic testing that cannot be performed unless the electrical conductor or circuit part is energized. All Contractor work practices must protect each employee from arc flash and from contact with live parts directly with any part of the body or indirectly through some other conductive object. |
|
 | | |
| 1.10 SAFETY | .1 | It is the Contractor's responsibility to be familiar with all applicable safety acts, regulations, codes and requirements. These must be identified and addressed in the safety plan, by identifying Standard Operating Procedures (SOP) and safe work practices (SWP) which incorporate clear and specific control measures, applicable rules, procedures and practices, all of which will become mandatory. |
| | .2 | The Contractor must ensure all workers and authorized persons entering the work site are notified of and abide by the posted safety plan, safety rules, procedures, safe work practices and applicable safety acts, regulations, and codes. Any person not complying with these will not be permitted on the site. |
| | .3 | Contractor must ensure that all applicable personal protective equipment (PPE) is used. |
| | .1 | All personnel are required to wear hard hats, in accordance with CSA Z94.1, Industrial Protective Headwear. |
| | .2 | All personnel are required to wear safety footwear, in accordance with CSA Z195, Protective Footwear. |
| | .3 | All personnel are required to wear eye and face protection, in accordance with CSA Z94.3.1, Selection, Use, and Care of Protective Eyewear. |
| | .4 | When and where noise level is above 85 decibels; all personnel are required to wear hearing protection, in accordance with CSA Z94.2, Hearing Protection Devices - Performance, Selection, Care and Use. |
-

1.10 SAFETY (Cont'd)	.3	(Cont'd)
	.5	Where toxic or noxious gas fumes, or oxygen deficiency or excessive dust may occur, so as to create a hazard to life, safety or health; all personnel are required to wear respiratory protection, in accordance with CAN/CSA Z94.4, Selection, Use, and Care of Respirators.
	.4	The Departmental Representative will coordinate arrangements for the Contractor to be briefed on site safety within 14 days of award of Standing Offer Agreement.
1.11 SECURITY INCIDENT RESPONSE	.1	Security incident can be defined as any fact or event which could affect your personal or organizational security.
	.2	When performing Work on the premises of CFB Halifax, security incidents or threats could occur at any time such as bomb threats, active intruder, lockdowns etc.
	.3	When a security incident occurs, the Contractor shall: <ul style="list-style-type: none">.1 stop the work safely;.2 account for all your personnel in a secure area;.3 report to the building main office or facility manager for further directives; and.4 call the Departmental Representative.
	.4	The above actions must be taken also during Base/Unit security training exercises.
1.12 SITE SIGNS AND NOTICES	.1	Safety and instruction signs and notices: <ul style="list-style-type: none">.1 Signs and notices for safety and instruction must be in both official languages. Graphic symbols must conform to latest version of "Signs and Symbols for the Workplace".
PART 2 - PRODUCTS		
2.1 NOT USED	.1	Not used.

PART 3 - EXECUTION

3.1 NOT USED .1 Not used.

PART 1 - GENERAL

- | | | |
|------------------------------------|----|--|
| <u>1.1 EMERGENCY REPORTING</u> | .1 | Telephone numbers for emergency reporting will be provided by the Departmental Representative at the fire safety briefing. |
| <u>1.2 FIRE SAFETY ENFORCEMENT</u> | .1 | Within the confines of the Base/Unit, the prescription and enforcement of mandatory fire safety measures will be exercised under the authority of the DND Fire Department. |
| | .2 | Comply with and enforce compliance by all Contractor personnel with all requirements of this specification section, and with the most recent edition of the National Building Code of Canada (NBC) and the National Fire Code of Canada (NFC), including all subsequent revisions issued by the National Research Council of Canada. |
| <u>1.3 FIRE SAFETY BRIEFING</u> | .1 | Prior to commencement of work under this requirement, the Departmental Representative will arrange a meeting of all parties concerned to review and clarify requirements for fire safety measures. This may involve a briefing by the DND Fire Department. |
| <u>1.4 FIRE WATCH</u> | .1 | For hot work activity, the Contractor will provide the service of fire-watch persons on a DND Fire Department at the time of issuance of the hot work permit. |
| <u>1.5 FIRE EXTINGUISHERS</u> | .1 | The Contractor will supply fire extinguishers, as scaled by the DND Fire Department, necessary to protect work in progress and Contractor's physical plant on site. |
| <u>1.6 SMOKING PRECAUTIONS</u> | .1 | Smoking not permitted on DND property except in designated smoking areas. This includes smoking in passenger motor vehicles. |
| | .2 | In accordance with these fire safety requirements particular to the work area and site, the Departmental Representative and the DND Fire Department will designate hazardous areas as well as non-restricted areas where smoking may be permitted. |

1.6 SMOKING
PRECAUTIONS

(Cont'd)

- .3 Smoking is prohibited in all buildings.
- .4 In all other areas, exercise care and comply with written or oral directives of the Departmental Representative for the use of smoking materials.

1.7 REPORTING FIRES

- .1 Report immediately all fire incidents as follows:
 - .1 activate nearest fire alarm box; or
 - .2 dial 9-1-1 or designated number given at the time of briefing; and
 - .3 telephone the Departmental Representative.
- .2 Person activating fire alarm must remain at the alarm to direct the Fire Department to the scene of the fire.
- .3 When reporting fire by telephone, give location of fire, name and number of building and be prepared to direct the Fire Department to the scene of the fire.

1.8 INTERIOR AND
EXTERIOR FIRE
PROTECTION AND ALARM
SYSTEMS

- .1 Notify DND Fire Department at least 48 hours prior to scheduling any work that may require fire alarm and/or protection systems to be:
 - .1 obstructed in any way;
 - .2 shut-off; and/or
 - .3 left inactive at end of working day or shift without authorization from DND Fire Department.
- .2 Do not commence any such work until Departmental Representative confirms approval and direction by the DND Fire Department.
- .3 Fire hydrants, standpipes and hose systems will not be used for other than fire fighting purposes unless authorized by the Departmental Representative and the DND Fire Department.

1.9 BLOCKAGE OF ACCESS
FOR FIRE APPARATUS

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

1.10 RUBBISH AND WASTE
MATERIALS

- .1 Keep rubbish and waste materials at minimum quantities.
- .2 Storage:
 - .1 Where it is necessary to store oily waste in work areas exercise extreme care to ensure maximum possible safety and cleanliness.
 - .2 Deposit greasy or oily rags and materials subject to spontaneous combustion in approved receptacles approved by the DND Fire Department and removed as directed by the Departmental Representative.
- .3 Burning of rubbish is prohibited.
- .4 Removal:
 - .1 Remove rubbish from work site at end of work day or shift or as directed by the Departmental Representative.

1.11 FLAMMABLE AND
COMBUSTIBLE LIQUIDS

- .1 Handling, storage and use of flammable and combustible liquids governed by current National Fire Code of Canada and guided by the requirements established by the DND Fire Department.
- .2 Keep flammable and combustible liquids such as gasoline, kerosene and naphta for ready use in quantities not exceeding 30 litres provided they are stored in approved safety cans bearing Underwriters' Laboratory of Canada or Factory Mutual seal of approval. Storage of quantities of flammable and combustible liquids exceeding 30 litres for work purposes requires permission of the DND Fire Department.
- .3 The Departmental Representative reserves the right to require removal from the site any storage containers not acceptable to the DND Fire Department.

1.11 FLAMMABLE AND
COMBUSTIBLE LIQUIDS
(Cont'd)

- .4 Transfer of flammable and combustible liquids is prohibited within buildings or jetties.
- .5 Transfer of flammable and combustible liquids will not be carried out in vicinity of open flames or any type of heat producing devices.
- .6 Do not use flammable liquids having flash point below 38 degrees C such as naphtha or gasoline as solvents or cleaning agents.
- .7 Store flammable and combustible waste liquids, for disposal, in approved containers located in safe ventilated area. Keep quantities minimum and DND Fire Department is to be notified when disposal is required.

1.12 HAZARDOUS
SUBSTANCES

- .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, and measures prescribed by the DND Fire Department.
- .2 Obtain from DND Fire Department a "hot work" permit for work involving welding, burning or use of blowtorches and salamanders, in buildings or facilities.
- .3 When Work is carried out in dangerous or hazardous areas involving use of heat, provide fire watchers equipped with sufficient fire extinguishers. Determination of dangerous or hazardous areas along with level of protection necessary for fire watch is at discretion of DND Fire Department. Contractors are responsible for providing fire watch service for work on scale established and in conjunction with DND Fire Department at pre-work meeting.
- .4 Provide ventilation where flammable liquids, such as lacquers or urethanes are used, eliminate sources of ignition. Inform DND Fire Department prior to and at cessation of such work.

1.13 FIRE INSPECTION

- .1 Coordinate site inspections by DND Fire Department through the Departmental Representative.
- .2 Allow DND Fire Department unrestricted access to work site.

1.13 FIRE INSPECTION
(Cont'd)

- .3 Co-operate with DND Fire Department during routine fire safety inspection of work site.
- .4 Immediately remedy unsafe fire situations observed by DND Fire Department.

PART 2 - PRODUCTS

2.1 NOT USED

- .1 Not used.

PART 3 - EXECUTION

3.1 NOT USED

- .1 Not used.

PART 1 - GENERAL

1.1 GENERAL

- .1 The Contractor must ensure that all their personnel are familiar with these regulations and requirements.
- .2 The following is a summary the security, safety and fire regulations Canadian Forces Ammunition Depot (CFAD) Bedford, as promulgated by the Base Commander of CFB Halifax and administered by the Superintendent CFAD Bedford, NS.
- .3 Contractor's personnel will be subject to all of the regulations while working within confines of CFAD Bedford.

1.2 PRE JOB SECURITY AND SAFETY MEETING

- .1 Prior to commencement of Work, the Contractor must meet with the site security, safety and fire regulations officers. In accordance with direction of the Departmental Representative and these site officers, ensure that all employees of the Contractor are given thorough instructions on security, safety and fire precautions peculiar to an ammunition depot and that the regulations are fully complied with, at all times, by all Contractor personnel.

1.3 SECURITY PASSES

- .1 Contractors must report to the NCO I/C Commissionaires at building 153; submit names of all their personnel and description of all their vehicles to arrange the issue of the required temporary passes prior to proceeding to work within the confines of the Depot.

1.4 CONDITIONS FOR ACCESS

- .1 All visitors will be issued a visitor's pass and will be required to sign acknowledgement that they are aware of and consent to the following conditions for access.
- .2 Contractor will be escorted by a commissionnaire or CFAD employee in order to access the site.
- .3 All persons to whom this pass is issued agrees to return the pass to the security guard at the gate when the Contract or employment at CFAD Bedford expires.

<u>1.4 CONDITIONS FOR ACCESS (Cont'd)</u>	.4	All vehicles entering and leaving CFAD Bedford may be searched to ensure that no prohibited articles are taken into nor contraband articles are taken out of the ammunition depot.
<u>1.5 FIRE SERVICE CFAD BEDFORD</u>	.1	Fire service at CFAD Bedford is provided by the DND Fire Service from 0730 until 1600 hours, Monday to Friday. All Contract work will be ended by 1530 hours daily. Fire response at all other times is provided by HRM. Before any work is carried out during silent hours, the Dockyard Platoon Chief must be contacted at 427-0550, local 3500.
<u>1.6 SEARCHES</u>	.1	The Canadian Corps of Commissionaires may conduct a personal search of individuals at any time within the Ammunition Depot. Vehicles entering or leaving the Depot may be searched to ensure that contraband articles are not taken into the explosives area and that property is not taken out without authorization.
<u>1.7 ALARMS</u>	.1	Depot Alarms:
	.1	A siren is sounded only in the event of an emergency such as a fire, explosion, thunderstorm or evacuation. A siren is also sounded to signify "All Clear".
	.2	Fire Emergency:
	.1	A series of "Hi-Lo" sounds on the Depot alarm system signifies an emergency in the explosive area. Contractors must cease operations and proceed in their own vehicles to the nearest exit gate out of the explosive area. If no vehicle available proceed to the nearest "Fire Assembly Point" at buildings 169 or 143.
	.3	Thunder and Lightning:
	.1	A series of "Beeps" on the Depot alarm system signifies a thunder/lightning storm warning. Contractors must cease operations and proceed in their own vehicles to the nearest exit gate out of the explosive area. If no vehicle available proceed to the nearest "Fire Assembly Point" at buildings 169 or 143.

1.7 ALARMS
(Cont'd)

- .4 Evacuation:
 - .1 A series of "Slow Whoops" on the Depot alarm system signifies that evacuation in the explosive area has been ordered by the Superintendent. The evacuation could be extended to include the non-explosive area as well as so ordered by the Superintendent.
- .5 All Clear:
 - .1 A continuous blast on the Depot alarm system signifies that the emergency situation is "All Clear".

1.8 REPORTING OF FIRES

- .1 All fires, regardless of whether they have been extinguished or not, must be reported immediately to the DND Fire Department.
- .2 All Contractors and employees must familiarize themselves with the locations of the nearest fire alarm box or telephone.
- .3 Fires may be reported by ringing the nearest street alarm box or by telephoning 9-1-1. Persons reporting the fire must remain at the alarm box or telephone until the Fire Department arrives and be prepared to direct fire fighters to the scene of the fire.

1.9 PROHIBITED ARTICLES

- .1 The following articles are prohibited and/or controlled from being taken inside the explosive area. Permission by the Superintendent may be granted for certain articles:
 - .1 matches or other flame producing equipment (including vehicle lighters);
 - .2 pipes, smoking appliances, tobacco products, or smoking materials in any form;
 - .3 explosives or chemicals;
 - .4 lights, lamps or electrical devices/tools which are not explosion proof;
 - .5 cameras;

1.9 PROHIBITED ARTICLES
(Cont'd)

- .1 (Cont'd)
- .6 food and drink; and
- .7 radio transmitting devices (i.e. mobile radios, cellular phone phones, remote car starters, and garage door openers, etc).
- .2 No persons will introduce, possess or consume alcoholic beverages, narcotics or any intoxicant within the confines of the Ammunition Depot.
- .3 The site security officers will seize and hold at the gate, any such materials found by search.

1.10 SAFETY AND FIRE
REGULATIONS

- .1 Smoking:
 - .1 Is strictly prohibited in explosive areas.
- .2 Buildings:
 - .1 Smoking is prohibited in all buildings.
- .3 Safety Precautions Electrical/Electronic Equipment:
 - .1 All personnel operating or maintaining electrical/electronic equipment involving the use of voltage higher than 50 V must brief the site safety and fire safety officers concerning all safety rules in the operating and instructional manuals covering the equipment.
- .4 Flammables, Explosives or Chemicals:
 - .1 As required, may be allowed into the explosive area provided that the Depot Safety Officer and the Depot Fire Department are made aware of this and that approval by the Superintendent is given. These items after approval may be transported by the Contractors provided the transportation route is known by the Depot Fire Department and adequate fire extinguishers are available.
- .5 Open Flame or Welding:

1.10 SAFETY AND FIRE
REGULATIONS

(Cont'd)

- .5 (Cont'd)
 - .1 Prior approval must be obtained before commencing any work involving cutting, welding or use of open flame appliances in or around buildings containing explosives. The Fire Safety Officer will check out the work area and ensure that adequate fire extinguishers and first aid appliances are available and that fire watchers have been posted.
- .6 Fuel Dispensing Containers:
 - .1 Contractors must ensure that all of their fuel dispensing containers meet or exceed the following standards:
 - .1 type II safety container, leakproof, Terne plate construction, UL listed and FM approved;
 - .2 container must have spring-operated spout cap which opens to allow vapours to escape and self closes on release of internal pressures;
 - .3 container must have flexible or rigid built-in metal dispensing nozzle to prevent static sparks;
 - .4 standard of Acceptance: Protectoseal, model nos. 247, 249, 8410 and 8420;
 - .5 other acceptable products: Safe-T-Way; and
 - .6 any other model must be approved by the DND Fire Department.
- .7 Violation of any of the above regulations will result in immediate cancellation of the offender's security pass and expulsion from the site.

1.11 TRAFFIC REGULATIONS

- .1 Vehicles:
 - .1 All operators must adhere strictly to the following rules while proceeding through the Ammunition Depot:

1.11 TRAFFIC REGULATIONS
(Cont'd)

- .1 (Cont'd)
 - .1 (Cont'd)
 - .1 drivers must not leave the motors of their vehicles running or leave the vehicles unattended when parked between buildings or traverses;
 - .2 drivers must not drive vehicles in the direction opposite to that indicated by the "One-way" signs;
 - .3 no one will operate a vehicle within the Depot area at a speed greater than 25 kilometres per hour at any time;
 - .4 no one will operate a vehicle within the Depot area at a speed greater than 8 kilometres per hour at any time, while passing between blast walls and buildings;
 - .5 no one will leave a vehicle unattended within 10 metres of a fire hydrant or within 30 metres of a building containing explosives; and
 - .6 all vehicles must be equipped with a fire extinguisher of a suitable size and type so that it may be used to extinguish any fire originating in that vehicle.
 - .2 Roadways:
 - .1 In the event of a fire or emergency all roads and buildings within CFAD Bedford must be accessible at all times. Contractors required to disrupt roadways during the course of their work, must ensure that at least one lane of each roadway is passable, at all times. Vehicles not required to transport personnel to the nearest exit gate must be parked on the side of the road and away from the nearest building.
 - .3 Fueling:

1.11 TRAFFIC REGULATIONS .3
(Cont'd)

(Cont'd)

.1 Fueling of vehicles within the explosive areas is prohibited. Small equipment (lawn mowers, chainsaws, etc.) may be re-fueled, but only at sites designated by the Safety Officer and Fire Safety Officer. Comply with all safety practices pertaining to re-fueling hot equipment. Provide adequate fire extinguishers of types prescribed by the Fire Safety Officer. Only approved safety dispensing containers, as specified at sub-paragraph 1.10.6, will be permitted within the confines of the Ammunition Depot.

.4 Violation of any of the above regulations will result in immediate cancellation of the vehicle pass and expulsion of the offender from the site.

PART 2 - PRODUCTS

2.1 NOT USED .1

Not used.

PART 3 - EXECUTION

3.1 NOT USED .1

Not used.

PART 1 - GENERAL

- 1.1 SITE ACCESS .1 Contractor's personnel are required to report to the main desk each morning, sign the register and obtain an identification badge which must be displayed on their person at all times. Upon leaving the Complex at the end of the day, or at lunch time, the Contractor's personnel must report to the main desk, return the badge and be signed off the register.
- 1.2 PARKING .1 Contractor's vehicles will be allowed into the inner compound only under the following conditions; namely, for short periods of time, to load or unload equipment and supplies and then remove to the visitor's parking lot area or to the adjacent street. The site supervisor of the contracting firm will be allowed to park his/her vehicle, for short periods of time, in one of the visitor's parking slots or, if filled, he/she will be permitted to park in the inner compound while making periodic progress visits. It is emphasized that contractors' vehicles entering the inner compound can be subject to search by the Commissionaire on duty upon their departure. DRDC Atlantic reserves the right to limit the above-mentioned parking privileges if they are being abused.

PART 2 - PRODUCTS

- 2.1 NOT USED .1 Not used.

PART 3 - EXECUTION

- 3.1 NOT USED .1 Not used.

PART 1 - GENERAL

1.1 DEFINITIONS

- .1 Environmental Pollution and Damage:
 - .1 Presence of chemical, physical, biological elements or agents which adversely affect human health and welfare; unfavourably alter ecological balances of importance to human life; affect other species of importance to humans; or degrade environment aesthetically, culturally and/or historically.
 - .2 Environmental Protection:
 - .1 Prevention/control of pollution and habitat or environment disruption during construction.

1.2 FIRES

- .1 Fires and burning of rubbish on site is not permitted.

1.3 DISPOSAL OF WASTE

- .1 Do not dispose of waste or volatile materials, such as mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers.
- .2 Do not bury rubbish and waste materials on site.
- .3 All spills must be reported immediately to the Departmental Representative and cleanup will be done at Contractor's expense.

1.4 DRAINAGE

- .1 Control disposal or runoff of water containing suspended materials or other harmful substances in accordance with local authority requirements.

1.5 POLLUTION CONTROL

- .1 Control emissions from equipment and plant in accordance with local authorities' emission requirements.
- .2 Cover or wet down dry materials and rubbish to prevent blowing dust and debris. Provide dust control for temporary roads.

- 1.5 POLLUTION CONTROL (Cont'd)
- .3 Asphalt kettles must be carefully placed to ensure no smoke or fumes enter buildings through windows, doors or vents, especially, air intake vents on roofs or walls.
- .4 Location of kettles must be determined by the layout of buildings, the prevailing winds, the availability of space and as directed by the Departmental Representative and the DND Fire Department.

PART 2 - PRODUCTS

- 2.1 NOT USED
- .1 Not used.

PART 3 - EXECUTION

- 3.1 NOT USED
- .1 Not used.

PART 1 - GENERAL

1.1 RELATED SECTIONS

- .1 Section 01 11 00 - General Instructions.
- .2 Section 07 50 00 - Roofing.

1.2 QUALITY

- .1 Products, materials, equipment and articles incorporated in Work must be new, not damaged or defective, and of best quality for purpose intended. If requested, furnish evidence as to type, source and quality of products provided.
- .2 Defective products, whenever identified prior to completion of Work, will be rejected, regardless of previous inspections. Inspection does not relieve responsibility, but is precaution against oversight or error. Remove and replace defective products at own expense and be responsible for delays and expenses caused by rejection.
- .3 Should disputes arise as to quality or fitness of products, decision rests strictly with Departmental Representative based upon requirements of Contract Documents.
- .4 Unless otherwise indicated in specifications, maintain uniformity of manufacture for any particular or like item throughout building.

1.3 AVAILABILITY

- .1 Immediately upon signing Contract, review product delivery requirements and anticipate foreseeable supply delays for items. If delays in supply of products are foreseeable, notify Departmental Representative of such, in order that substitutions or other remedial action may be authorized in ample time to prevent delay in performance of Work.
- .2 In event of failure to notify Departmental Representative at commencement of Work and should it subsequently appear that Work may be delayed for such reason, Departmental Representative reserves right to substitute more readily available products of similar character, at no increase in Contract Price or Contract Time.

1.4 STORAGE, HANDLING
AND PROTECTION

- .1 Handle and store products in manner to prevent damage, adulteration, deterioration and soiling and in accordance with manufacturer's instructions when applicable.
- .2 Store packaged or bundled products in original and undamaged condition with manufacturer's seal and labels intact. Do not remove from packaging or bundling until required in Work.
- .3 Store products subject to damage from weather in weatherproof enclosures.
- .4 Store sheet materials, lumber on flat, solid supports and keep clear of ground. Slope to shed moisture.
- .5 Remove oily rags and other combustible debris from site daily. Take every precaution necessary to prevent spontaneous combustion.
- .6 Remove and replace damaged products at own expense and to satisfaction of Departmental Representative.
- .7 Touch-up damaged factory finished surfaces to Departmental Representative's satisfaction. Use touch-up materials to match original. Do not paint over name plates.

1.5 TRANSPORTATION

- .1 Pay costs of transportation of products required in performance of Work.
- .2 Transportation cost of products supplied by Owner will be paid for by Departmental Representative. Unload, handle and store such products.

1.6 MANUFACTURER'S
INSTRUCTIONS

- .1 Unless otherwise indicated in specifications, install or erect products in accordance with manufacturer's instructions. Do not rely on labels or enclosures provided with products. Obtain written instructions directly from manufacturers.
- .2 Notify Departmental Representative in writing, of conflicts between specifications and manufacturer's instructions, so that Departmental Representative will establish course of action.

1.6 MANUFACTURER'S
INSTRUCTIONS
(Cont'd)

- .3 Improper installation or erection of products, due to failure in complying with these requirements, authorizes Departmental Representative to require removal and re-installation at no increase in Contract Price or Contract Time.

1.7 REMEDIAL WORK

- .1 Perform remedial work required to repair or replace parts or portions of Work identified as defective or unacceptable. Co-ordinate adjacent affected Work as required.
- .2 Perform remedial work by specialists familiar with materials affected. Perform in a manner to neither damage nor put at risk any portion of Work.

1.8 LOCATION OF FIXTURES

- .1 Consider location of fixtures, outlets, and mechanical and electrical items indicated as approximate.
- .2 Inform Departmental Representative of conflicting installation. Install as directed.

1.9 FASTENINGS

- .1 Provide metal fastenings and accessories in same texture, colour and finish as adjacent materials, unless indicated otherwise.
- .2 Prevent electrolytic action between dissimilar metals and materials.
- .3 Use non-corrosive hot dip galvanized steel fasteners and anchors for securing exterior work, unless stainless steel or other material is specifically requested in affected specification Section.
- .4 Space anchors within individual load limit or shear capacity and ensure they provide positive permanent anchorage. Wood, or any other organic material plugs are not acceptable.
- .5 Keep exposed fastenings to a minimum, space evenly and install neatly.
- .6 Fastenings which cause spalling or cracking of material to which anchorage is made are not acceptable.

1.10 ACCEPTABILITY OF
MATERIALS

- .1 After award of Work, requests for "acceptance" of materials in addition to those presently established as "acceptable" by Contract Documents need be provided to the Departmental Representative.
- .2 Request must be supported with sufficient product information to enable an assessment to be made for approval.

1.11 CONFORMANCE

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

PART 2 - PRODUCTS

2.1 NOT USED

- .1 Not used.

PART 3 - EXECUTION

3.1 NOT USED

- .1 Not used.

PART 1 - GENERAL

1.1 PROJECT CLEANLINESS

- .1 Maintain Work in tidy condition, free from accumulation of waste products and debris, other than that caused by Owner or other Contractors.
- .2 Remove waste materials from site at daily regularly scheduled times or dispose of as directed by the Departmental Representative. Do not burn waste materials on site.
- .3 Make arrangements with and obtain permits from authorities having jurisdiction for disposal of waste and debris.
- .4 Solid waste materials that are generated within Halifax Regional Municipality (HRM) and do not require specialized out of county disposal sites must be disposed of within the boundaries of the HRM at a licensed or approved facility as per bylaw S-600.
- .5 Store volatile waste in covered metal containers, and remove from premises at end of each working day.
- .6 Provide adequate ventilation during use of volatile or noxious substances. Use of building ventilation systems is not permitted for this purpose.
- .7 Use only cleaning materials recommended by manufacturer of surface to be cleaned, and as recommended by cleaning material manufacturer.
- .8 Schedule cleaning operations so that resulting dust, debris and other contaminants will not fall on wet, newly painted surfaces nor contaminate building systems.

1.2 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.

1.2 FINAL CLEANING
(Cont'd)

- .3 Prior to final review remove surplus products, tools, construction machinery and equipment.
- .4 Remove waste products and debris other than that caused by Owner or other contractors.
- .5 Broom clean and wash exterior walks, steps and surfaces; rake clean other surfaces of grounds.
- .6 Remove dirt and other disfiguration from exterior surfaces.
- .7 Clean and sweep roofs, gutters, areaways, and sunken wells.
- .8 Sweep and wash clean paved areas.
- .9 Clean roofs, downspouts, and drainage systems.
- .10 Remove debris and surplus materials from crawl areas and other accessible concealed spaces.

1.3 WASTE DISPOSAL

- .1 On completion of the work under this requirement, all surplus material including materials declared surplus by DND, plant, tools, equipment and debris must be removed from the job site.
- .2 Disposal of debris will be the Contractor's responsibility and must be off DND property. The fees charged for the disposal of debris by outside agencies +10% will be paid for by DND. These charges must be supported by invoices.

PART 2 - PRODUCTS

2.1 NOT USED

- .1 Not used.

PART 3 - EXECUTION

3.1 NOT USED

- .1 Not used.

PART 1 - GENERAL

1.1 RELATED SECTIONS

- .1 Section 01 11 00 - General Instructions.
- .2 Section 01 61 00 - Common Product Requirements.

1.2 REFERENCES

- .1 Aluminum Association (AA)
 - .1 AA DAF-45, Designation System for Aluminum Finishes.
- .2 ASTM International
 - .1 ASTM A240, Standard Specification for Chromium and Chromium-Nickel Stainless Steel Plate, Sheet, and Strip for Pressure Vessels and for General Applications.
 - .2 ASTM A606/A606M, Standard Specification for Steel, Sheet and Strip, High-Strength, Low-Alloy, Hot-Rolled and Cold-Rolled, with Improved Atmospheric Corrosion Resistance.
 - .3 ASTM A653/A653M, Standard Specification for Steel Sheet, Zinc-Coated (Galvanized) or Zinc-Iron Alloy-Coated (Galvannealed) by the Hot-Dip Process.
 - .4 ASTM A792/A792M, Standard Specification for Steel Sheet, 55% Aluminum-Zinc Alloy-Coated by the Hot-Dip Process.
 - .5 ASTM B32, Standard Specification for Solder Metal.
 - .6 ASTM B370, Standard Specification for Copper Sheet and Strip for Building Construction.
 - .7 ASTM C726, Standard Specification for Mineral Wool Roof Insulation Board.
 - .8 ASTM C728, Standard Specification for Perlite Thermal Insulation Board.
 - .9 ASTM C1177/C1177M, Standard Specification for Glass Mat Gypsum Substrate for Use as Sheathing.

1.2 REFERENCES

(Cont'd)

.2

(Cont'd)

- .10 ASTM C1396/C1396M, Standard Specification for Gypsum Board.
- .11 ASTM D41/D41M, Standard Specification for Asphalt Primer Used in Roofing, Dampproofing, and Waterproofing.
- .12 ASTM D226/D226M, Standard Specification for Asphalt-Saturated Organic Felt Used in Roofing and Waterproofing.
- .13 ASTM D312/D312M, Standard Specification for Asphalt Used in Roofing.
- .14 ASTM D450/D450M, Standard Specification for Coal-Tar Pitch Used in Roofing, Dampproofing, and Waterproofing.
- .15 ASTM D1863/D1863M, Standard Specification for Mineral Aggregate Used on Built-Up Roofs.
- .16 ASTM D2178/D2178M, Standard Specification for Asphalt Glass Felt Used in Roofing and Waterproofing.
- .17 ASTM D4434/D4434M, Standard Specification for Poly (Vinyl Chloride) Sheet Roofing.
- .18 ASTM D4601/D4601M, Standard Specification for Asphalt-Coated Glass Fiber Base Sheet Used in Roofing.
- .19 ASTM D4637/D4637M, Standard Specification for EPDM Sheet Used in Single-Ply Roof Membrane.
- .20 ASTM D6162/D6162M, Standard Specification for Styrene Butadiene Styrene (SBS) Modified Bituminous Sheet Materials Using a Combination of Polyester and Glass Fiber Reinforcements.
- .21 ASTM D6163/D6163M, Standard Specification for Styrene Butadiene Styrene (SBS) Modified Bituminous Sheet Materials Using Glass Fiber Reinforcements.

1.2 REFERENCES
(Cont'd)

- .2 (Cont'd)
 - .22 ASTM D6164/D6164M, Standard Specification for Styrene Butadiene Styrene (SBS) Modified Bituminous Sheet Materials Using Polyester Reinforcements.
 - .23 ASTM D6222/D6222M, Standard Specification for Atactic Polypropylene (APP) Modified Bituminous Sheet Materials Using Polyester Reinforcements.
 - .24 ASTM D6223/D6223M, Standard Specification for Atactic Polypropylene (APP) Modified Bituminous Sheet Materials Using a Combination of Polyester and Glass Fiber Reinforcements.
 - .25 ASTM D6380/D6380M, Standard Specification for Asphalt Roll Roofing (Organic Felt).
 - .26 ASTM D6509/D6509M, Standard Specification for Atactic Polypropylene (APP) Modified Bituminous Sheet Materials Using Glass Fiber Reinforcements.
- .3 Canadian Roofing Contractors' Association (CRCA)
 - .1 CRCA Roofing Specifications Manual, latest edition.
- .4 CSA International
 - .1 CSA A123.5, Asphalt shingles made from glass felt and surfaced with mineral granules.
 - .2 CSA A123.2, Asphalt-coated roofing sheets.
 - .3 CSA A123.3, Asphalt saturated organic roofing felt.
 - .4 CAN/CSA A123.4, Asphalt for constructing built-up roof coverings and waterproofing systems.
 - .5 CAN/CSA A123.16, Asphalt-coated glass-base sheets.
 - .6 CSA A123.17, Asphalt glass felt used in roofing and waterproofing.

1.2 REFERENCES
(Cont'd)

- .4 (Cont'd)
 - .7 CSA A123.21, Standard test method for the dynamic wind uplift resistance of membrane-roofing systems.
 - .8 CSA A123.51, Asphalt shingle application on roof slopes 1:6 and steeper.
 - .9 CSA B111, Wire Nails, Spikes and Staples.
 - .10 CSA O121, Douglas fir plywood.
 - .11 CSA O151, Canadian softwood plywood.
- .5 Department of Justice Canada (Jus)
 - .1 Canadian Environmental Protection Act (CEPA), 1999.
 - .2 Transportation of Dangerous Goods Act (TDGA), 1992.
- .6 Factory Mutual (FM Global)
 - .1 FM Approvals - Roofing Products.
- .7 Health Canada/Workplace Hazardous Materials Information System (WHMIS)
 - .1 Material Safety Data Sheet (MSDS).
- .8 National Research Council Canada (NRC)/Institute for Research in Construction (IRC) - Canadian Construction Materials Centre (CCMC)
 - .1 CCMC Registry of Construction Product Evaluations.
- .9 Nova Scotia Workplace Health and Safety Regulations
- .10 Underwriters' Laboratories of Canada (ULC)
 - .1 ULC 702.2, Mineral Fibre Thermal Insulation for Buildings, Part 2: Application Guidelines.
 - .2 ULC 704, Standard for Thermal Insulation, Polyurethane and Polyisocyanurate Boards, Faced.

<u>1.2 REFERENCES</u> (Cont'd)	.10	(Cont'd)
	.3	ULC 706, Standard for Wood Fibre Insulating Boards for Buildings.
<u>1.3 GENERAL</u>	.1	All roofing work, including repairs, removal or install must be performed in accordance with appropriate reference standard to suit project requirements, the manufacturer's instructions and the scope of work provided by the Departmental Representative.
<u>1.4 WORK INCLUDED</u>	.1	This Section pertains to roofing in general and Work carried out in this Standing Offer Agreement includes but not limited to the following: <ul style="list-style-type: none"> .1 repairs, replacement or partial replacement of various types of roofing systems; .2 repairs, maintenance, replacement and fabrication of flashings, edgings, fascias, soffit and other associated roofing elements; .3 repairs, replacement, or installation of low slope roof drains, vents, jacks, gutter and scupper systems; .4 repairs, replacement, or installation of various curbs for roof mounted mechanical systems, roof access ladders and various other mounted hardware; .5 cleaning of debris on roofs, gutters and downspouts; .6 clearing of snow and ice on roofs; .7 installation of temporary leak diverters; and .8 inspection of roofing systems in aid of expected repairs.
<u>1.5 TIME SHEETS</u>	.1	Contractor must maintain daily time sheets for the work that they are performing against each requisition and provide to the Departmental Representative when requested.

1.6 PLANT AND
EQUIPMENT

- .1 Use only kettles equipped with thermometers or gauges in good working order.
- .2 Locate kettles in a safe place outside of building.
 - .1 When locating kettles, give consideration to direction of prevailing winds, building fans and air handling units to minimize possibility of smoke and fumes entering surrounding occupied buildings.
- .3 Maintain continuous supervision while kettles are in operation and provide metal covers for kettles to smother flames in case of fire. Provide suitable fire extinguishers.
- .4 Maintain efficiency of kettles and equipment by frequent cleaning.
 - .1 Remove all carbonized bitumen.
- .5 Prior to start of work, demonstrate container capacities and spread rate of machines to the Departmental Representative.
- .6 Use only fiberglass roofing mops.
- .7 Used roofing mops must not be left unattended on roof and must be stored away from building and combustible materials.

1.7 TORCH AND HEAT
WELDING

- .1 The Contractor will have a minimum of two (2) fire extinguishers handy each time torch welding mod membranes, heat welding single plies and/or using tiger torch to dry areas.
- .2 Only personnel with a minimum of five (5) years experience using a torch will be used to weld mod membranes and heat weld single ply membranes.

1.8 LIGHTNING ARRESTORS

- .1 Existing lightning arrestor systems must be maintained in working order at all times and permanently reinstalled after construction or repairs are carried out.

1.9 STORAGE AND
HANDLING

- .1 Provide and maintain dry, off-ground weather-proof storage.

1.9 STORAGE AND
HANDLING

(Cont'd)

- .2 Store rolls of felt and membrane in upright position.
- .3 Remove only in quantities required for same day use.
- .4 Avoid throwing or dropping felts as impact may fracture materials.

1.10 SCAFFOLDING

- .1 All scaffolding must be in accordance with the provincial Workplace Health and Safety Regulations.

1.11 REPORTING
IRREGULARITIES

- .1 During roof work, the Contractor must notify the Departmental Representative of any irregularities other than work included on the requisition, such as structural defects, defective roof appurtenances, plugged roof drains, plugged roof drains, safety and fire hazards in work area.

PART 2 - PRODUCTS

2.1 COMPATIBILITY OF
MATERIALS

- .1 Compatibility between components of system and adjacent materials is essential. Bituminous adhesives, felts, and surface coatings which are to be incorporated into the system must be compatible with each other and with the existing roofing systems.
- .2 The Contractor will be responsible for ensuring that all items he/she elects to use are compatible with each other.

PART 3 - EXECUTION

3.1 QUALITY OF WORK

- .1 Comply with manufacturer's written recommendations, including product technical bulletins, handling, storage and installation instructions, and datasheets.
- .2 Do examination, preparation and roofing work in accordance with Roofing Manufacturer's Specification Manual, CRCA Roofing Specification Manual, and Provincial Roofing Association Manual particularly for fire safety precautions, and to FM and ULC.

3.2 EXAMINATION OF ROOF
DECKS

- .1 Verification of Conditions:
 - .1 Inspect with Departmental Representative deck conditions including parapets, construction joints, roof drains, plumbing vents and ventilation outlets to determine readiness to proceed.
- .2 Evaluation and Assessment:
 - .1 Prior to beginning of work ensure:
 - .1 Substrates are firm, straight, smooth, dry, free of snow, ice or frost, and swept clean of dust and debris. Do not use calcium or salt for ice or snow removal.
 - .2 Curbs have been built.
 - .3 Roof drains have been installed at proper elevations relative to finished roof surface.
 - .4 Plywood and lumber nailer plates have been installed to deck, walls and parapets as indicated.
 - .3 Do not install roofing materials during rain or snowfall.

3.3 PROTECTION OF
IN-PLACE CONDITIONS

- .1 Contractor must conduct installation of roofing materials only when weather conditions and ambient temperatures are within manufacturers' prescribed limits.
- .2 Protect all materials from adverse weather.
- .3 Only undertake work that can be completed and/or weather sealed in same day.
- .4 Work may only be done in adverse weather with the use of suitable enclosures approved by the Departmental Representative.
- .5 Cover walls, walks, sloped roofs and adjacent work where materials hoisted or used.

3.3 PROTECTION OF
IN-PLACE CONDITIONS
(Cont'd)

- .6 Use warning signs and barriers. Maintain in good order until completion of work.
- .7 Clean off drips and smears of bituminous materials immediately.
- .8 Dispose of rain water off roof and away from face of building until roof drains or hoppers installed and connected.
- .9 Protect roof from traffic and damage. Comply with precautions deemed necessary by the Departmental Representative.
- .10 At end of each day's work or when stoppage occurs due to inclement weather, provide protection for completed work and material out of storage.
- .11 Metal connectors and decking will be treated with rust proofing or galvanization.

3.4 WARRANTY

- .1 For complete roof replacement work, the Contractor must provide a warranty period of one year which covers the installation and materials.
- .2 Replacement costs incurred by remedial work during the warranty period will come at no additional cost to DND.

3.5 CLEANING

- .1 Remove bituminous markings from finished surfaces.
- .2 In areas where finished surfaces are soiled caused by work of this section, consult manufacturer of surfaces for cleaning advice and complying with their instructions.
- .3 Repair or replace defaced or disfigured finishes caused by work of this 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		2. Branch or Directorate / Direction générale ou Direction	
DND		CFB Halifax, RPOS(H)	
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 Work under this Supply Arrangement comprises the furnishing of all labour, materials, tools, equipment, transportation and supervision required to perform repairs and installations to various types of roofing systems on various buildings of CFB Halifax as per attached specification W684H-210024 dated 2020-09-25.			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input type="checkbox"/>		NATO / OTAN <input type="checkbox"/>	
		Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>		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 : Specify country(ies): / Préciser le(s) pays : <input type="checkbox"/>		Restricted to: / Limité à : Specify country(ies): / Préciser le(s) pays : <input type="checkbox"/>	
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input type="checkbox"/>		NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input type="checkbox"/>		NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>		NATO SECRET NATO SECRET <input type="checkbox"/>	
SECRET SECRET <input type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>			
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>			
		PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
		PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
		PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
		CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	
		SECRET SECRET <input type="checkbox"/>	
		TOP SECRET TRÈS SECRET <input type="checkbox"/>	
		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	



PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

☒ No ☐ Yes
Non Oui

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

Document Number / Numéro du document :

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

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

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

Special comments:

Commentaires spéciaux : Escort will be provided as required IAW site USS security protocols

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	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
				CONFIDENTIEL		TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL		COSMIC COSMIC TRÈS SECRET	A	B	C	CONFIDENTIEL		TRES SECRET
Information / Assets Renseignements / Biens Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<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 « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation 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).



Contract Number / Numéro du contrat
W684H-210024

Security Classification / Classification de sécurité
Unclassified

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

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

Name (print) - Nom (en lettres moulées)

Lt. C. Wentzell

Title – Titre

CFB Halifax. RPOS(H) 2I/C
contracts

Signature

WENTZELL, CONNOR 672

Digitally signed by WENTZELL, CONNOR
672
Date: 2020.10.08 11:21:01 -03'00'

Telephone No. - N° de téléphone
902 722-1811

Facsimile No. - N° de télécopieur
902 722-1847

E-mail address - Adresse courriel
connor.wentzell@forces.gc.ca

Date

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

Name (print) - Nom (en lettres moulées)

Sasa Medjovic

Title – Titre

DGDS, DPM SEC, NDHQ Ottawa

Signature

MEDJOVIC,
SASHA 234

Digitally signed by MEDJOVIC, SASHA 234
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ou=Personnel, ou=INTERN, cn=MEDJOVIC,
SASHA 234
Reason: I am the author of this document
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E-mail address - Adresse courriel
SRCL-LVERS@forces.gc.ca

Date

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

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



No
Non



Yes
Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)

t

Title – Titre

PWPS Team Leader - Halifax

Signature

Telephone No. - N° de téléphone
902-496-5507

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel
jATL.NSRequisitions@pwgsc-
tpsgc.gc.ca

Date

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

Kelly Mureta

Contract Security Officer

Tel: 613-941-0441

kelly.mureta@tpsgc-pwgsc.gc.ca

- Titre

Signature

Mureta,
Kelly

Digitally signed
by Mureta, Kelly
Date: 2020.10.26
11:50:35 -04'00'

Co-signer

E-mail address - Adresse courriel

Date