

**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

<b>Title - Sujet</b> Overhead Doors Maintenance Entretien de portes relevables	
<b>Solicitation No. - N° de l'invitation</b> W684H-210020/A	<b>Date</b> 2021-03-31
<b>Client Reference No. - N° de référence du client</b> W684H-21-0020	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$HAL-406-11263
<b>File No. - N° de dossier</b> HAL-0-85222 (406)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> Atlantic Daylight Saving Time ADT <b>on - le 2021-04-27</b> Heure Avancée de l'Atlantique HAA	
<b>Delivery Required - Livraison exigée</b> See Herein – Voir ci-inclus	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Matheson, Valerie	<b>Buyer Id - Id de l'acheteur</b> hal406
<b>Telephone No. - N° de téléphone</b> (902)403-6236 ( )	<b>FAX No. - N° de FAX</b> (902)496-5016
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> REAL PROPERTY OPERATIONS SECTION (HALIFAX0 BLDG 7 WILLOW PARK PO BOX 99000 STN FORCES HALIFAX NOVA SCOTIA B3K5X5 Canada	
<b>Security - Sécurité</b> This request for a Standing Offer includes provisions for security. Cette Demande d'offre à commandes comprend des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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Buyer ID - Id de l'acheteur  
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## NOTICE

### Security

This note is to advise ALL interested bidders that in order to be awarded a contract which contains a security requirement, all bidders MUST hold a valid Security Clearance granted or approved by PWGSC Canadian Industrial Security Directorate (CISD) at the level indicated in this solicitation document. Should the bidder not currently hold a valid Security Clearance or require the level to be upgraded, PWGSC will sponsor the bidder. Please submit your written request with the following information to Valerie Matheson by facsimile 902-496-5261 or by email to: [Valerie.matheson@pwgsc-tpsgc.gc.ca](mailto:Valerie.matheson@pwgsc-tpsgc.gc.ca).

- Legal Company Name
- Mailing address
- Surname and given name of contact person
- Telephone number of contact person
- Title of contact person
- Facsimile number
- E-mail address of contact person
- Procurement Business Number
- Preferred Language of Correspondence
- Level of Security Required

Additional information on PWGSC security can be found on the following web site:  
<http://ssi-iss.tpsgc-pwgsc.gc.ca> or by dialing 1-866-368-4646 (toll-free).

## Request for Standing Offers Template (RFSO)

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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**

- 1.2.1 Public Services and Procurement Canada (PSPC) on behalf of the Department of National Defence (DND) has a requirement for a Regional Individual Standing Offer for the furnishing of all labour, material, tools, equipment, transportation and supervision required to perform maintenance, repairs, replacement of parts or systems with new install for overhead doors and associated equipment, automatic doors, rolling gates and grilles located at various locations of CFB Halifax and outlying areas.

Supply and delivery on an "as and when" requested basis for a 1 year period with the option for an additional 2 – 1 year periods.

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

### 1.3 Security Requirements

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

### 1.4 Debriefings

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

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

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

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

## PART 2 - OFFEROR INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: 60 days  
Insert: 90 days

#### 2.1.1 SACC Manual Clause

M0019T Firm Prices and or Rates (2007-05-25)

### 2.2 Submission of Offers

Bids 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 bid solicitation:

Bid Receiving Unit  
Public Works and Government Services Canada  
1713 Bedford Row  
Halifax, Nova Scotia, B3J 1T3

Bid Fax: (902) 496-5016

E-mail address for epost Connect Service:

[TPSGC.RARceptionSoumissionsNE-ARBidReceivingNS.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.RARceptionSoumissionsNE-ARBidReceivingNS.PWGSC@tpsgc-pwgsc.gc.ca)

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

## 2.3 Former Public Servant

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

### Definitions

For the purposes of this clause,

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

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

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

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

### Former Public Servant in Receipt of a Pension

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

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

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



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

### **Work Force Adjustment Directive**

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

If so, the Offeror must provide the following information:

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

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

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

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

### **2.5 Applicable Laws**

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

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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 (1 hard copy)  
Section II: Financial Offer (1 hard copy)  
Section III: Certifications (1 hard copy)

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

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

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

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

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

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

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

## **Section I: 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 Annex B, Basis of Payment.

### **3.1.1 Electronic Payment of Invoices - Offer**

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

If Annex "G" 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.



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<b>Project 2</b>	<p>Client _____</p> <p>Name/ title of client contact _____</p> <p>Phone _____ Email _____</p> <p>Start date _____ End date _____</p>
<b><u>Description of Project</u></b>	
<b>Project 3</b>	<p>Client _____</p> <p>Name/ title of client contact _____</p> <p>Phone _____ Email _____</p> <p>Start date _____ End date _____</p>
<b><u>Description of Project</u></b>	

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#### **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**

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

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

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

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

### **5.1 Certifications Required with the Offer**

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

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

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

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

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

#### **5.2.1 Integrity Provisions – Required Documentation**

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

#### **5.2.2 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/canada-labour's) 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.



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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 Status and Availability of Resources M3020T 2016-01-28**

#### **5.2.3.2 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 7 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 may result in the bid being declared non-responsive.

## PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

### 6.1 Security Requirements

1. **At the Request for Standing Offers closing date**, 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 indicate 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. 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.
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.

### 6.2 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 fulfill the requirement 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-21-0020**

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) *Contract 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.

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### 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". 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 to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

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

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

## 7.4 Term of Standing Offer

### 7.4.1 Period of the Standing Offer

The period for making call-ups and providing services against the Standing Offer is from June 1, 2021 to May 31, 2022, inclusive.

### 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 up to two (2) additional one (1) year period(s) 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 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

The Standing Offer Authority is:

Valerie Matheson, Supply Officer  
Nova Scotia Acquisitions Directorate  
Public Services and Procurement Canada  
1713 Bedford Row  
Halifax, Nova Scotia B3J 1T3

Telephone: 902-403-6236  
Facsimile: 902-496-5016  
E-mail address: [Valerie.matheson@pwgsc.gc.ca](mailto:Valerie.matheson@pwgsc.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 **(TBD)**

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 BIDDER)**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

## 7.6 Proactive Disclosure of Contracts with Former Public Servants

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

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## 7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: DND, Real Property Operations Section, Willow Park Bldg – 7, Halifax.

## 7.8 Call-up Instrument

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

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

or

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

## 7.9 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$40,000.00 (Applicable Taxes included).

## 7.10 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$150,000.00 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.

## 7.11 Priority of Documents

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

1. the call up against the Standing Offer, including any annexes;
2. the articles of the Standing Offer;
3. the general conditions 2005 (2017-06-21), General Conditions - Standing Offers - Goods or Services
4. the general conditions 2010C (2020-05-28), General Conditions – Services (medium complexity)
5. Annex A, Statement of Work
6. Annex B, Basis of Payment
7. Annex C, Security Requirements Check List
8. Annex D, Insurance Requirements
9. Annex E, Dollar Usage Report
10. Annex F, Integrity Provisions – Board of Directors
11. Annex G, Electronic Payment
12. The Offeror's offer dated \_\_\_\_\_

## 7.12 Certifications and Additional Information

### 7.12.1 Compliance

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

## 7.13 SACC Manual clause

Status of Availability of Resources – Standing Offer	M3020C	2016-01-28
Workers Compensation	A0285C	2007-05-25
Canadian Forces Site Regulations	A9062C	2011-05-16
Estimates	M3800C	2006-08-15

#### **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 (2020-05-28) – 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 Work is to be performed during the period of June 1, 2021 to May 31, 2022.

##### **7.3.2 Delivery Date**

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



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## 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 firm unit price(s), 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

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

### 7.5.4 SACC Manual Clauses

Discretionary Audit - C0705C – (2010-01-11)  
T1204-Direct Request by Customer Department – A9117C (2007-11-30)

### 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);

## 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.
2. 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.

### 7.8 SACC Manual Clauses

Excess Goods - B7500C (2006-06-16)  
Time Verification – C0711C (2008-05-12)

### 7.9 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](#)".

Solicitation No. - N° de l'invitation  
W684H-210020/A  
Client Ref. No. - N° de réf. du client  
W684H-21-0020

Amd. No. - N° de la modif.  
File No. - N° du dossier  
HAL-0-85222

Buyer ID - Id de l'acheteur  
HAL406  
CCC No./N° CCC - FMS No./N° VME

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## **ANNEX "A"**

### **STATEMENT OF WORK**

Department of National Defence



Statement of Work

Standing Offer Agreement

## **Maintenance, Repairs and Installation of Overhead Doors**

CFB Halifax, NS

Job No.W684H-210020

2020-08-17

<u>Section</u>	<u>Title</u>	<u>Pages</u>
<u>Division 01 - General Requirements</u>		
01 11 00	General Instructions	10
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 08 - Openings</u>		
08 33 23.01	Overhead Doors	5

PART 1 - GENERAL

- |  |    |  |
|--|----|--|
| <u>1.1 RELATED SECTIONS</u>            | .1 | Section 08 33 23.01 - Overhead Doors.  |
|  |    |  |
| <u>1.2 DESCRIPTION OF WORK</u>         | .1 | Work under this requirement comprises the furnishing of all labour, material, tools, equipment, transportation, and supervision required to perform maintenance, repairs, replacement of parts or systems with new install for overhead doors and associated equipment, automatic doors, rolling gates and grilles located at various locations of CFB Halifax, as specified herein.   |
|  |    |  |
| <u>1.3 DEPARTMENTAL REPRESENTATIVE</u> | .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)).  |
|  |    |  |
| <u>1.4 WORK INCLUDED</u>               | .1 | Work included in this requirement includes but will not be limited to the following: <ul style="list-style-type: none"><li>.1 On an "as required basis", provide service maintenance, repairs, modifications, parts replacement and new installation to the following:<ul style="list-style-type: none"><li>.1 overhead doors and associated equipment;</li><li>.2 rolling gates and grilles; and</li><li>.3 automatic doors.</li></ul></li><li>.2 Perform minor electronic repairs to control equipment and control devices as are required through the available technical expertise of the manufacturer's representative and include other miscellaneous and positioning materials to constitute the completed work request.</li><li>.3 Provide an emergency repair service available on a 24 hour, seven (7) day per week basis.</li><li>.4 Provide the Departmental Representative with maintenance report.</li></ul> |
-

1.4 WORK INCLUDED  
(Cont'd)

- .1 (Cont'd)  
.5 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 Royal Artillery (RA) Park - Halifax, NS;
  - .6 HMC Dockyard - 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; and
  - .16 Bedford Rifle Range - Bedford, NS.
- .2 Outlying areas:

1.5 LOCATIONS OF JOB  
SITES

(Cont'd)

- .1 (Cont'd)
- .2 (Cont'd)
  - .1 NRS Mill Cove - Mill Cove;
  - .2 NRS Newport Corner - Newport Corner, NS;
  - .3 Windsor Armoury - Windsor, NS;
  - .4 Truro Armoury - Truro, NS;
  - .5 Masstown Rx Site - Masstown, NS;
  - .6 Great Village Tx Site - Great Village, NS;
  - .7 Debert Rifle Range - Debert, NS;
  - .8 Springhill Armoury - Springhill, NS;
  - .9 Amherst Armoury and Rifle Range - Amherst, NS;  
and
  - .10 Pictou Armoury - Pictou, NS.
- .3 Cape Breton areas:
  - .1 Glace Bay Armoury - Glace Bay, NS;
  - .2 Victoria Park - Sydney, NS;
  - .3 Sydney Rifle Range - Sydney, NS; and
  - .4 Canadian Coastal Radar Site - Sydney, NS.

1.6 SITE ACCESS

- .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.



1.7 PRE-JOB MEETING

- .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.

1.8 WORKMANSHIP

- .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.
- .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.

1.9 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.

1.10 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.

1.10 CONTRACTOR'S USE  
OF SITE  
(Cont'd)

- .4 The Departmental Representative will brief the Contractor on access to restricted areas.

1.11 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;
- .5 Halifax Armoury - Halifax, NS; and
- .6 HMC Dockyard - Halifax, NS.

1.12 CODES AND  
STANDARDS

- .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.

1.13 PROTECTION OF  
EXISTING FACILITIES

- .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.

1.13 PROTECTION OF  
EXISTING FACILITIES

(Cont'd)

- .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.

1.14 ALTERATIONS,  
ADDITIONS OR REPAIRS TO  
EXISTING BUILDING

- .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.
- .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.

1.15 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 24 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.

<u>1.15 EXISTING SERVICES (Cont'd)</u>	.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.
<u>1.16 CUTTING, FITTING AND PATCHING</u>	.1	Execute cutting, fitting and patching required to make work fit properly.
	.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.
<u>1.17 CONCEALMENT</u>	.1	Conceal pipes, ducts and wiring in floor, wall and ceiling construction of finished areas except where directed otherwise by the Departmental Representative.
<u>1.18 POWER AND WATER SUPPLY</u>	.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.

1.18 POWER AND WATER  
SUPPLY

(Cont'd)

- .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.

1.19 HEATING AND  
VENTILATING

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

1.20 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 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.

<u>1.20 EMERGENCY AND SERVICE CALL-UPS (Cont'd)</u>	.3	Report service calls executed outside normal working hours to the Departmental Representative, immediately on the next working day.
<u>1.21 INSPECTION</u>	.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.
<u>1.22 REPORTING IRREGULARITIES</u>	.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.
<u>PART 2 - PRODUCTS</u>		
<u>2.1 NOT USED</u>	.1	Not used.
<u>PART 3 - EXECUTION</u>		
<u>3.1 NOT USED</u>	.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 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.

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"><li>.1 stop the work safely;</li><li>.2 account for all your personnel in a secure area;</li><li>.3 report to the building main office or facility manager for further directives; and</li><li>.4 call the Departmental Representative.</li></ul>
	.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"><li>.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".</li></ul>
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

- |  |    |  |
|--|----|--|
| <u>1.1 GENERAL</u>                             | .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.  |
| <u>1.2 PRE JOB SECURITY AND SAFETY MEETING</u> | .1 | Prior to commencement of Work, the Contractor must meet with the site security, safety and fire regulations officers. In accordance with direction of 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. |
| <u>1.3 SECURITY PASSES</u>                     | .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.  |
| <u>1.4 CONDITIONS FOR ACCESS</u>               | .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 Base 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 Violation of any of the above regulations will result in immediate cancellation of the offender's vehicle pass and expulsion from the site.
- .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 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.

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 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.

1.2 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.

1.3 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.



1.3 STORAGE, HANDLING  
AND PROTECTION

(Cont'd)

- .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 Remove and replace damaged products at own expense and to satisfaction of Departmental Representative.
- .5 Touch-up damaged factory finished surfaces to Departmental Representative's satisfaction. Use touch-up materials to match original. Do not paint over name plates.

1.4 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.

1.5 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.
- .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.

1.6 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.
-

<u>1.6 REMEDIAL WORK (Cont'd)</u>	.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.
<u>1.7 LOCATION OF FIXTURES</u>	.1	Consider location of fixtures, outlets, and mechanical and electrical items indicated as approximate.
	.2	Inform Departmental Representative of conflicting installation. Install as directed.
<u>1.8 FASTENINGS</u>	.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.
<u>1.9 FASTENINGS - EQUIPMENT</u>	.1	Use fastenings of standard commercial sizes and patterns with material and finish suitable for service.
	.2	Use heavy hexagon heads, semi-finished unless otherwise specified. Use No. 304 stainless steel for exterior areas.
	.3	Bolts may not project more than one diameter beyond nuts.

<u>1.9 FASTENINGS - EQUIPMENT (Cont'd)</u>	.4	Use plain type washers on equipment, sheet metal and soft gasket lock type washers where vibrations occur. Use resilient washers with stainless steel.
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<u>1.10 ACCEPTABILITY OF MATERIALS</u>	.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.

<u>1.11 CONFORMANCE</u>	.1	When material or equipment is specified by standard or performance specifications, upon request of Departmental Representative, obtain from manufacturer an independant testing laboratory report, stating that material or equipment meets or exceeds specified requirements.
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PART 2 - PRODUCTS

<u>2.1 NOT USED</u>	.1	Not used.
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PART 3 - EXECUTION

<u>3.1 NOT USED</u>	.1	Not used.
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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) or the Cape Breton Regional Municipality (CBRM) and do not require specialized out of county disposal sites must be disposed of within the boundaries of the HRM or CBRM at a licensed or approved facility as per bylaw S-600 for HRM and S-300 for CBRM.
- .5 Clean interior areas prior to start of finishing work, and maintain areas free of dust and other contaminants during finishing operations.
- .6 Store volatile waste in covered metal containers, and remove from premises at end of each working day.
- .7 Provide adequate ventilation during use of volatile or noxious substances. Use of building ventilation systems is not permitted for this purpose.
- .8 Use only cleaning materials recommended by manufacturer of surface to be cleaned, and as recommended by cleaning material manufacturer.
- .9 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.
- .3 Remove stains, spots, marks and dirt from decorative work, electrical and mechanical fixtures, furniture fitments, walls, and floors.
- .4 Inspect finishes, fitments and equipment and ensure specified workmanship and operation.
- .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 Sweep and wash clean paved areas.

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.

1.2 REFERENCE  
STANDARDS

- .1 American National Standards Institute (ANSI)/National Fire Protection Agency (NFPA)
- .1 ANSI/NFPA 80, Standard for Fire Doors and Other Opening Protectives.
- .2 CSA International
- .1 CSA C22.2 NO. 247, Operators and Systems of Doors, Gates, Draperies and Louvres.
- .3 Underwriters Laboratories of Canada (ULC)
- .1 CAN/ULC-S104, Standard Method for Fire Tests of Door Assemblies.
- .2 CAN/ULC-S105, Standard Specification for Fire Door Frames Meeting the Performance Required by CAN/ULC S104.

1.3 QUALITY ASSURANCE

- .1 Regulatory Requirements:
- .1 Overhead coiling doors:
- .1 Labelled and listed by an organization accredited by Standards Council of Canada to CAN/ULC-S104 and CAN/ULC-S105 for ratings specified or indicated.
- .2 Fabricate and install overhead coiling doors to ANSI/NFPA 80 to suit fire protection rating required.
- .2 Certifications:
- .1 Product certificates signed by manufacturer certifying materials comply with specified performance characteristics and criteria and physical requirements.

1.4 MAINTENANCE REPORT

- .1 When requested by the Departmental Representative, the Contractor must provide a written service maintenance report. The maintenance report to include the following:
  - .1 date and location of work performed;
  - .2 detailed description of work performed;
  - .3 number of hours and personnel; and
  - .4 details of defects or safety issues and recommendations for repair or replacement of equipment.

PART 2 - PRODUCTS

2.1 ALTERATIONS AND  
SUBSTITUTIONS OF  
MATERIALS

- .1 Contractor will not make any changes in the design and installation of overhead doors, automatic doors, gates and grilles and related equipment without prior written authority by the Departmental Representative.

2.2 MATERIALS

- .1 Use only new materials recommended and specified by the manufacturer of the equipment and approved by the Departmental Representative.
- .2 If in an emergency, the Contractor installs part other than those specified, he/she must replace them with specified parts before claiming payment, but no claim for other than the specified parts will be made by the Contractor.
- .3 All replaced parts and material must be disposed of by the Contractor, after the Departmental Representative has approved the replacement.

PART 3 - EXECUTION

3.1 INSTALLATION

- .1 Manufacturer's Instructions:
-

3.1 INSTALLATION  
(Cont'd)

- .1 (Cont'd)
  - .1 Comply with manufacturer's written recommendations, including product technical bulletins, product catalogue installation instructions, product carton installation instructions, and data sheets.
  - .2 Install overhead doors, automatic doors, gates and grilles in accordance with manufacturer's printed instructions.
  - .3 Install electrical motors, controller units, pushbutton stations, relays and other electrical equipment required for door, gate and grille operation.
  - .4 Install electric wiring from power supply located near door, gate and grille.
  - .5 Adjust door operating components to ensure smooth opening and closing of doors, gates and grilles.

3.2 SERVICE MAINTENANCE

- .1 Routine service maintenance call-up will include, where applicable but not limited to the following:
  - .1 overhead doors:
    - .1 check all motor stop/start, controls, auxiliary components, safety and limit switches;
    - .2 inspect electrical connections and power sources for frayed wiring;
    - .3 inspect support hangers and equipment attachment;
    - .4 check rollers, bearings, axles, pulleys, sheaves, brakes and bracket hinges, lubricate components as applicable;
    - .5 inspect weatherstripping, seals, and door latches for wear/damage;
    - .6 check counterbalance and torsion springs, adjust as necessary;



3.2 SERVICE MAINTENANCE  
(Cont'd)

- .1 (Cont'd)
- .1 (Cont'd)
- .7 check gearbox operators, electrical disconnects, clutches and safety switches;
- .8 inspect chains/cables, solenoid brakes, belts and sprockets;
- .9 inspect and adjust all safety mechanisms; and
- .10 inspect door panels including glass.
- .2 Complete service maintenance check on all equipment hardware as specified and as requested.
- .3 Where replacement parts are necessary, this must be done only after approval is received from the Departmental Representative. Only minor parts are considered a part of this agreement. Should it be necessary to replace a major component, an estimate of cost will be required and may be dealt as a separate item of the agreement or completely outside of this agreement.
- .4 Contractor must provide services for minor electronic repairs to control equipment and control devices as are required through the available technical expertise of the manufacturer's representative, and include other miscellaneous and positioning materials to constitute the completed work request.
- .5 Contractor must ensure no work is done on any specified equipment that is part of and is still under manufacturer's warranty. Any equipment still under manufacturer's warranty is not part of this Standing Offer Agreement. Contractor to obtain clarification from the Departmental Representative in case of uncertainty.

3.3 FIELD QUALITY  
CONTROL

- .1 Test door and grille in presence of Departmental Representative.

3.4 PROTECTION

- .1 Protect installed products and components from damage during construction.

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National Defence  
Job No. W684H-210020  
CFB Halifax, NS

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Overhead Doors

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3.4 PROTECTION  
(Cont'd)

.2 Repair damage to adjacent materials caused by overhead coiling  
door and grille installation.

## ANNEX "B"

### BASIS OF PAYMENT

**Regular working hours:** Monday to Friday, 0730 - 1600 hrs.

**Outside regular working hours:** Call out to the Contractor that occurs between 1600 and 0730 Monday to Friday, and between 1600 Friday and 0730 Monday, including holidays.

1. The price of the bid will be evaluated in Canadian dollars, the Goods and Services tax or the Harmonized Sales Tax excluded, FOB destination including Canadian customs duties and excise taxes included.
2. The estimated annual usage figures (C) are for evaluation purposes only and does not infer all the quantities for that item will be utilized or that the quantities may not be exceeded.
3. Lowest overall evaluation price will be determined as follows  $(C * D) + (C * E) + (C * F) = G$ .

Table 1 – Pricing Table						
Column A	Column B Description	Column C Estimated Annual Usage	Column D Year 1 Pricing	Column E Option Year 1 Pricing	Column F Option Year 2 Pricing	Column G Extended Total
A.	<b>Labour rates – Service calls during regular working hours.</b> Includes travel time to and from the work site.					
.1	Technician	200 hours	\$_____	\$_____	\$_____	\$_____
.2	Technician's helper	200 hours	\$_____	\$_____	\$_____	\$_____
.3	Electrician	75 hours	\$_____	\$_____	\$_____	\$_____
.4	Welder	50 hours	\$_____	\$_____	\$_____	\$_____
B.	<b>Labour rates – Service calls outside regular working hours.</b> Includes travel time to and from the work site.					
.1	Technician	30 hours	\$_____	\$_____	\$_____	\$_____
C.	<b>Kilometric rate:</b> Kilometric rate for all areas outside of the Halifax Regional Municipality (HRM)					
.1	Kilometric (\$/km)	2000 km	\$_____	\$_____	\$_____	\$_____
<b>Grand extended total (for evaluation purposes only)</b>						\$_____
<b>Note:</b> <ol style="list-style-type: none"> <li>1. An allowance for materials and replacement parts, required permits, certificates, assessments, specialty equipment and security will be at net cost plus 10% mark-up (Includes invoice costs, transportation costs, exchange, customs and brokerage charges).</li> </ol>						

**Total bid price (grand extended total)** \$\_\_\_\_\_

Solicitation No. - N° de l'invitation  
W684H-210020/A  
Client Ref. No. - N° de réf. du client  
W684H-21-0020

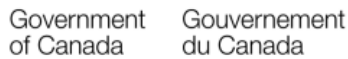
Amd. No. - N° de la modif.  
File No. - N° du dossier  
HAL-0-85222

Buyer ID - Id de l'acheteur  
HAL406  
CCC No./N° CCC - FMS No./N° VME

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## **ANNEX "C"**

### **SECURITY REQUIREMENTS CHECK LIST**



W684H-21-0020 - AMENDED

UNCLASSIFIED

## LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction	
NATIONAL DEFENCE		Real Property Operations Section (Halifax)	
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 The furnishing of all labour, materials, tools, equipment, transportation and supervision required for performing maintenance, repairs and replacement of parts or systems with new install for overhead doors and associated equipment, rolling gates and automatic doors located at various areas of CFB Halifax			
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"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>			
Restricted to: / Limité à : Specify country(ies): / Préciser le(s) pays : <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 <input type="checkbox"/>	NATO UNCLASSIFIED <input type="checkbox"/>	PROTECTED A <input type="checkbox"/>	
PROTÉGÉ A <input type="checkbox"/>	NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B <input type="checkbox"/>	NATO RESTRICTED <input type="checkbox"/>	PROTECTED B <input type="checkbox"/>	
PROTÉGÉ B <input type="checkbox"/>	NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTÉGÉ B <input type="checkbox"/>	
PROTECTED C <input type="checkbox"/>	NATO CONFIDENTIAL <input type="checkbox"/>	PROTECTED C <input type="checkbox"/>	
PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIEL <input type="checkbox"/>	PROTÉGÉ C <input type="checkbox"/>	
CONFIDENTIAL <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	CONFIDENTIAL <input type="checkbox"/>	
CONFIDENTIEL <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	CONFIDENTIEL <input type="checkbox"/>	
SECRET <input type="checkbox"/>	COSMIC TOP SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>	
SECRET <input type="checkbox"/>	COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>	
TOP SECRET <input type="checkbox"/>		TOP SECRET <input type="checkbox"/>	
TRÈS SECRET <input type="checkbox"/>		TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) <input type="checkbox"/>	
TRÈS SECRET (SIGINT) <input type="checkbox"/>		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

☒

RELIABILITY STATUS  
COTE DE FIABILITÉ

☐

CONFIDENTIAL  
CONFIDENTIEL

☐

SECRET  
SECRET

☐

TOP SECRET  
TRÈS SECRET

☐

TOP SECRET- SIGINT  
TRÈS SECRET - SIGINT

☐

NATO CONFIDENTIAL  
NATO CONFIDENTIEL

☐

NATO SECRET  
NATO SECRET

☐

COSMIC TOP SECRET  
COSMIC TRÈS SECRET

☐

SITE ACCESS  
ACCÈS AUX EMPLACEMENTS

Special comments:

Commentaires spéciaux : ESCORT WILL BE PROVIDED AS REQUIRED IAW SITE USS SECURITY PROTOCOLS  
& ESCORT WILL BE PROVIDED AS NECESSARY WITHIN CFAD & 12Wg AOZ

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



Government  
of Canada

Gouvernement  
du Canada

Contract Number / Numéro du contrat  
W684H-21-0020 - AMENDED

Security Classification / Classification de sécurité  
UNCLASSIFIED

**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).**

## **ANNEX "D"**

### **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.



- 
- l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
  - m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
  - n. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.

### **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  
HAL406  
CCC No./N° CCC - FMS No./N° VME

Solicitation No. - N° de l'invitation  
W684H-210020/A  
Client Ref. No. - N° de réf. du client  
W684H-21-0020

Amd. No. - N° de la modif.  
File No. - N° du dossier  
HAL-0-85222

Buyer ID - Id de l'acheteur  
HAL406  
CCC No./N° CCC - FMS No./N° VME

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**ANNEX “F”**

**INTEGRITY PROVISIONS – BOARD OF DIRECTORS**

**Complete Legal Name of Supplier:** \_\_\_\_\_

**Supplier Address:** \_\_\_\_\_  
\_\_\_\_\_

**Supplier PBN:** \_\_\_\_\_

**Solicitation Number:** **W684H-210020/A**

**List of Directors:**

Please provide a list of names of all individuals currently on the Board of Directors of the above company

Name	Position

Solicitation No. - N° de l'invitation  
W684H-210020/A  
Client Ref. No. - N° de réf. du client  
W684H-21-0020

Amd. No. - N° de la modif.  
File No. - N° du dossier  
HAL-0-85222

Buyer ID - Id de l'acheteur  
HAL406  
CCC No./N° CCC - FMS No./N° VME

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## **ANNEX “G” to PART 3 OF THE REQUEST FOR STANDING OFFERS**

### **ELECTRONIC PAYMENT INSTRUMENTS**

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

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

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