

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**

**Public Works and Government Services Canada  
Canada Place/Place du Canada  
10th Floor/10e étage  
9700 Jasper Ave/9700 ave Jasper  
Edmonton  
Alberta  
T5J 4C3  
Bid Fax: (418) 566-6167**

## Request For a Standing Offer Demande d'offre à commandes

### Regional Individual Standing Offer (RISO)

### Offre à commandes individuelle régionale (OCIR)

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

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

## Comments - Commentaires

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

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada  
Canada Place / Place du Canada  
10th Floor / 10<sup>e</sup> étage  
9700 Jasper Ave / 9700 ave Jasper  
Edmonton  
Alberta  
T5J 4C3

<b>Title - Sujet</b> Mechanical Services Contract	
<b>Solicitation No. - N° de l'invitation</b> W6897-210034/A	<b>Date</b> 2021-06-09
<b>Client Reference No. - N° de référence du client</b> W6897-210034	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$PWU-201-12100
<b>File No. - N° de dossier</b> PWU-1-44024 (201)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> Mountain Daylight Saving Time MDT <b>on - le 2021-06-30</b> Heure Avancée des Rocheuses HAR	
<b>Delivery Required - Livraison exigée</b> See Herein – Voir ci-inclus	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Ho (RPC), Hector	<b>Buyer Id - Id de l'acheteur</b> pwu201
<b>Telephone No. - N° de téléphone</b> (780)901-0989 ( )	<b>FAX No. - N° de FAX</b> (418)566-6167
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE CFB SUFFIELD, 6000 STN MAIN MEDICINE HAT Alberta T1A8K8 Canada	
<b>Security - Sécurité</b> This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<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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**THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT**

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W6897-210034/A  
Client Ref. No. - N° de réf. du client  
W6897-210034

Amd. No. - N° de la modif.  
File No. - N° du dossier  
PWU-1-44024

Buyer ID - Id de l'acheteur  
pwu201  
CCC No./N° CCC - FMS No./N° VME

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## PART 1 - GENERAL INFORMATION

### 1.1 Introduction

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

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

The Annexes include the Statement of Work, the Basis of Payment, the Electronic Payment Instruments, and any other annexes

### 1.2 Summary

Work under this standing offer includes the provision of all labour, equipment, tools, material, transportation and supervision necessary to provide inspection services, repairs, maintenance, upgrades and new installation of mechanical equipment at CFB Suffield buildings including DND, BATUS and DRDC occupied buildings. It also includes other infrastructure at village of Ralston, CFB Suffield utility and natural gas field locations. Services are to be provided on an "as required" basis.

It is anticipated that one firm will be issued a standing offer.

The standing offer will be issued for a term of three (3) years.

This procurement contains MANDATORY requirements. See Part 4 and 5 of the RFSO for details.

There is a security requirement associated with this requirement. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7A - Standing Offer. Offerors should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" document (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) on the Departmental Standard Procurement Documents Web site.

The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA).

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

### **1.3 Security Requirements**

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

### **1.4 Debriefings**

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

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

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

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

### **1.6 Health & Safety Requirements**

There are Health & Safety requirements associated with this requirement. See Annex C.

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## PART 2 - OFFEROR INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: 60 days

Insert: 120 days

### 2.2 Submission of Offers

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

#### PWGSC Western Region Bid Receiving Unit

Suppliers are strongly encouraged to submit bids electronically using the Canada Post epost Connect application for the subject bid solicitation. The Offeror must send an email requesting to open an epost Connect conversation to the following address:

[roreceptionSoumissions.wrbidreceiving@tpsgc-pwgsc.gc.ca](mailto:roreceptionSoumissions.wrbidreceiving@tpsgc-pwgsc.gc.ca)

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

It is the Offeror's responsibility to ensure the request for opening an epost Connect conversation is sent to the email address above at least six days before the Request for Standing Offers closing date.

Faxed bids will be accepted at 1-418-566-6167.

Hard copy (submitted in person or via mail/courier) bids will not be accepted for the subject bid solicitation.

#### 2.2.1 Revision of Offer

An offer submitted in accordance with these instructions may be revised by letter or facsimile, provided that the revision is received at the office designated for the receipt of offers on or before the date and time set for the closing of the RFSO. The facsimile shall be on the offeror's letterhead or bear a signature that identifies the offeror.

A revision to the unit price schedule must clearly identify the change(s) in the unit price(s) and the specific item(s) to which each change applies.

A letter or facsimile submitted to confirm an earlier revision shall be clearly identified as a confirmation.

Failure to comply with any of the above provisions shall result in the rejection of the non-compliant revision(s) only. The offer shall be evaluated based on the original offer submitted and all other compliant revision(s).

Facsimile number for receipt of revisions: **1-418-566-6167**

### **2.2.2 Firm Price and/or Rates**

The Offeror is required to submit firm prices, rates or both that will apply for the entire period of the Standing Offer.

### **2.2.3 Form**

Offers not submitted on the prescribed Offer Form will not be considered.

### **2.2.4 Alterations**

Any alteration to the pre-printed or pre-typed sections of the Offer Form, or any condition or qualification placed upon the offer may be cause for disqualification of the offer. Alterations, corrections, changes or erasures made to statements or figures entered on the Offer Form by the offeror shall be initialed by the person or persons signing the offer. Initials shall be original(s). Alterations, corrections, changes or erasures that are not initialed shall be deemed void and without effect.

### **2.2.5 Incomplete Offers**

Incomplete offers may be rejected.

### **2.2.6 Taxes**

The offeror is responsible for all applicable taxes.

Offerors are not to include any amounts for the Goods and Services Tax (GST) or Harmonized Sales Tax (HST), whichever is applicable. Any amount levied in respect of the GST/HST shall be billed as a separate item on invoices submitted by the contractor, and shall be paid in addition to the amount approved by Canada for work performed under any resulting Contract. The Contractor shall be required to remit the appropriate amount to the Canada Revenue Agency in accordance with the applicable legislation.

The Federal Government is exempt from the Quebec Sales Tax (QST). Offerors shall not include in their prices any amount that is intended to cover the QST on goods and services performed in the execution of the Work except for such amounts for which an Input Tax Refund is not available. The successful Offeror should make arrangements directly with the Province of Quebec to recover any QST paid by it in performing the Work under the resulting Contract.

### **2.2.7 Performance Evaluation**

Offerors shall take note that the performance of the Contractor during and upon completion of the work shall be evaluated by Canada. The evaluation shall be based on the quality of workmanship; timeliness of completion of the work; project management, contract management and management of health and safety. Should the Contractor's performance be considered unsatisfactory, the Contractor's bidding privileges on future work may be suspended indefinitely.

An electronic version of the form PWGSC-TPSGC 2913, SELECT - Contractor Performance Evaluation Report Form, used to record the performance is available on the Public Works and Government Services Canada (PWGSC) Web site.

## 2.3 Former Public Servant

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

### Definitions

For the purposes of this clause,

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

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

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

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

### Former Public Servant in Receipt of a Pension

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

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

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

By providing this information, Offerors agree that the successful Offeror's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published



proactive disclosure reports in accordance with [Contracting Policy Notice: 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 Alberta.

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

## **2.6 Bid Challenge and Recourse Mechanisms**

- (a) Several mechanisms are available to potential offerors to challenge aspects of the procurement process up to and including contract award.

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

## 2.7 Public Works and Government Services Canada Apprentice Procurement Initiative

1. To encourage employers to participate in apprenticeship training, Contractors bidding on construction and maintenance contracts by Public Works and Government Services Canada (PWGSC) are being asked to sign a voluntary certification, signaling their commitment to hire and train apprentices.
2. Canada is facing skills shortages across various sectors and regions, especially in the skilled trades. Equipping Canadians with skills and training is a shared responsibility. In Economic Action Plan (EAP) 2013, the Government of Canada made a commitment to support the use of apprentices in federal construction and maintenance contracts. Contractors have an important role in supporting apprentices through hiring and training and are encouraged to certify that they are providing opportunities to apprentices as part of doing business with the Government of Canada.
3. Through the Economic Action Plan 2013 and support for training programs, the Government of Canada is encouraging apprenticeships and careers in the skilled trades. In addition, the government offers a tax credit to employers to encourage them to hire apprentices. Information on this tax measure administered by the Canada Revenue Agency can be found at: [www.cra-arc.gc.ca](http://www.cra-arc.gc.ca). Employers are also encouraged to find out what additional information and supports are available from their respective provincial or territorial jurisdiction.
4. Signed certifications (Appendix 2) will be used to better understand contractor use of apprentices on Government of Canada maintenance and construction contracts and may inform future policy and program development.
5. The Contractor hereby certifies the following:

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

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

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

If you accept fill out and sign Appendix 2.

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

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## **PART 3 - OFFER PREPARATION INSTRUCTIONS**

### **3.1 Offer Preparation Instructions**

The Offeror is strongly encouraged to submit its offer electronically in accordance with section 08 of the 2006 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation. The offer must be gathered per section and separated as follows:

Section I: Financial Offer  
Section II: Certifications

Faxed offers will be accepted at 1-418-566-6167.

Hard copy (submitted in person or via mail/courier) offers will not be accepted for the subject bid solicitation.

#### **Section I: Financial Offer**

Offerors must submit their financial offer in accordance with the "Annex B, Basis of Payment".

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

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

If Annex I 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 II: Certifications**

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

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## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.
- (c) Offers shall be evaluated on the basis of the lowest compliant offer being recommended for issuance of a Standing Offer.

#### 4.1.1 Evaluation

##### 4.1.1.1 Mandatory Criteria

- a) **Mandatory Criteria** – Required as part of the offer
  - .1 Pursuant to the General Instructions, submission of Request for Standing Offer (RFSO), offers must be submitted to the office designated for the receipt of offers, and must be received on or before the date and time set for solicitation closing shown on page 1 of the RFSO. **A rate must be entered for each item listed in the unit price schedule of the offer.**
- b) **MANDATORY REQUIREMENTS** – Precedent to issuance of a Standing Offer
  - .1 Health & Safety Requirements
  - .2 Code of Conduct Certifications
  - .3 Proof of Insurance – upon request
  - .4 Former Public Servant – Competitive Requirements
  - .5 Security Requirements

#### 4.1.2 Financial Evaluation

##### 4.1.2.1 Evaluation of Price-Offer

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

### 4.2 Basis of Selection

- 4.2.1 An offer must comply with the requirements of the Request for Standing Offers to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

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## 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 Additional Certifications Precedent to Issuance of a Standing Offer

**5.2.2.1 Requisite certificates or licenses identified in the RFSO** (eg: Journeyman Tickets) must be submitted upon request including all appendices.

#### 5.2.2.2 Status and Availability of Resources

SACC Manual Clause [M3020T](#) (2016-01-28), Status of Availability of Resources – Offer

**5.2.2.3 Health & Safety Requirements** - See Annex C.

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## PART 6 - SECURITY AND FINANCIAL REQUIREMENTS

### 6.1 Security Requirements

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

### 6.2 Financial Capability

Financial Statements: In order to confirm an offeror's financial capability to perform the Contract, the Standing Offer Authority may during the RFSO evaluation phase, request from that offeror current financial information. The requested financial information may include, but is not limited to, an offeror's most recent audited financial statements or financial statements certified by an offeror's chief financial officer. The information provided will be considered in the offer evaluation and selection process. If an offer is found to be non-responsive on the basis that an offeror is considered financially incapable of performing the Work, that offeror will receive a written notification from the Standing Offer Authority.

Should an offeror provide the requested information to Canada in confidence while indicating that the disclosed information is confidential, Canada will treat the information in a confidential manner in accordance with the Access to Information Act, R.S. 1985, c.A-1.

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## PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 7.1 Offer - attached at Annex E

- .1 General Provisions
- .2 Financial Terms
- .3 Prices

#### 7.2 Security Requirements

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

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

##### 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 "Annex D - Periodic Usage Report Form". If some data is not available, the reason must be indicated in the report. If no goods or services is provided during a given period, the Offeror must provide a "nil" report.

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

The quarterly reporting periods are defined as follows:

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

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

## **7.4 Term of Standing Offer**

### **7.4.1 Period of the Standing Offer**

The period for making call-ups against the Standing Offer is from \_\_\_\_TBD\_\_\_\_ to \_\_\_\_TBD\_\_\_\_.

## **7.5 Authorities**

### **7.5.1 Standing Offer Authority**

The Standing Offer Authority is:

Name: Hector Ho  
Title: Procurement Specialist  
Public Works and Government Services Canada  
Procurement Branch  
Directorate: Real Property Contracting  
Address: Canada Place  
Suite 1000 , 9700 Jasper Avenue, Edmonton, AB T5J 4C3

Telephone: 780- 901- 0989  
Facsimile: 1-418-566-6167  
E-mail address: Hector.Ho@pwgsc-tpsgc.gc.ca

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

### **7.5.2 Project Authority**

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

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



### 7.5.3 Offeror's Representative

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

### 7.6 Proactive Disclosure of Contracts with Former Public Servants

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

### 7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is : Department of National Defence (DND), Southern Alberta.

### 7.8 Call-up Procedures

1. Best Standing Offer: the offer that provides lowest prices will be retained.  
The Project Authority will establish the scope of work to be performed by the successful firm and negotiate the level of effort required to perform the work based on the hourly rates contained in the Standing Offer.

### 7.9 Estimates

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

### 7.10 Call-up Instrument

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

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

or

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

#### **7.11 Limitation of Call-ups**

Individual call-ups against the Standing Offer must not exceed \$60,000.00 (Applicable Taxes included).

#### **7.12 Priority of Documents**

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2017-06-21), General Conditions - Standing Offers - Goods or Services
- d) any amendment or variation in the Standing Offer that is made in accordance with the terms and conditions of the Standing Offer;
- e) the general conditions dated and listed in Part 7B, Resulting Contract Clauses;
- f) Annexes:
  - Annex A, Statement of Work, and any amendment to the solicitation document incorporated in the Standing Offer before the date of the Standing Offer;
  - Annex B, Basis of Payment;
  - Annex C, Health & Safety Requirements – Alberta;
  - Annex D, Periodic Usage Report Form;
  - Annex F, Insurance Requirements;
  - Annex G; Voluntary Report for Apprentices Employed During the Contract;
  - Annex H; Security Requirements Check List;
- g) the Offeror's offer dated \_\_\_\_\_

#### **7.13 Certifications and Additional Information**

##### **7.13.1 Compliance**

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

#### **7.14 Applicable Laws**

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

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## **7.15 Transition to an e-Procurement Solution (EPS)**

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

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

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

## B. RESULTING CONTRACT CLAUSES

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

### 7.1 Statement of Work

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

### 7.2 Standard Clauses and Conditions

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

GC1 General Provisions – Construction Services	<a href="#">R2810D</a>	(2017-11-28);
GC2 Administration of the Contract	<a href="#">R2820D</a>	(2016-01-28);
GC3 Execution and Control of the Work	<a href="#">R2830D</a>	(2019-11-28);
GC4 Protective Measures	<a href="#">R2840D</a>	(2008-05-12);
GC5 Terms of Payment	<a href="#">R2550D</a>	(2019-11-28);
GC6 Delays and Changes in the Work	<a href="#">R2860D</a>	(2019-05-30);
GC7 Default, Suspension or Termination of Contract	<a href="#">R2870D</a>	(2018-06-21);
GC8 Dispute Resolution	<a href="#">R2884D</a>	(2016-01-28);
GC10 Insurance	<a href="#">R2900D</a>	(2008-05-12);
Allowable Costs for Contract Changes under GC6.4.1	<a href="#">R2950D</a>	(2015-02-25);
Supplementary Conditions		
  - e. Any amendment issued or any allowable offer revision received before the date and time set for solicitation closing;
  - f. Any amendment incorporated by mutual agreement between Canada and the Offeror before acceptance of the offer; and
  - g. Any amendment or variation of the contract documents that is made in accordance with the General Conditions.
2. The documents identified by title, number and date above are incorporated by reference and are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Web site: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>
3. The language of the contract documents is the language of the Price Proposal Form submitted.

A contract is formed between Canada and the Offeror only when a Call-up duly signed is issued by the Departmental Representative and accepted by the Offeror\*. The Offeror shall then be referred to as "the Contractor" and the Contract includes the Offer, the Specifications referred to in the Unit Price Schedule, the General Conditions, and the Call-up.

#### Interpretation

"Accepted by the Offeror" \* means that the Offeror has agreed to, and commenced performance of the work.

"Minister" includes a person acting for the Minister, the Minister's successor in office, their lawful deputy and their representatives appointed for the purpose of the Standing Offer.

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

"*Superintendent*" or "*Supervisor*" means the employee or representative of the Contractor designated by the Contractor to act as Superintendent;

"*Unit Price Table*" means the table of prices per unit set out in the Offer; and

"*Work*" means, subject only to any express stipulation in the Contract to the contrary, everything that is necessary to be done, furnished or delivered by the Contractor to perform the Contract in accordance with the work as described in each Call-up, and in the technical specifications or statement of work.

## **7.3 Term of Contract**

### **7.3.1 Period of the Contract**

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

## **7.4 Proactive Disclosure of Contracts with Former Public Servants**

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

## **7.5 Payment**

### **7.5.1 CHANGES TO GC5 R2550D - TERMS OF PAYMENT**

**DELETE** GC5.4, GC5.5, and GC5.6 and **INSERT** the following:

#### **GC5.4 Payment**

##### **.1 Terms of Payment**

1. Where the duration of the work identified in a call-up is greater than 30 days, the Contractor may submit monthly progress claims, and shall be entitled to receive progress payments at monthly or other agreed intervals. Subject to verification by the Departmental Representative, payment of the Contractor's invoice for work satisfactorily completed shall be made not later than 30 days after receipt thereof. The due date shall be the 30th day following receipt of a properly submitted invoice.
2. The Contractor shall submit a separate invoice for each Call-up to the Departmental Representative in accordance with any invoicing instructions set out herein. The properly submitted invoice shall be delivered to the Departmental Representative in the agreed format with sufficient detail, information, and backup to permit verification.  
The Contractor's invoice shall show the following, as separate items:
  - (a) the amount of the progress payment being claimed for Work satisfactorily performed excluding GST/HST;
  - (b) the amount for any tax calculated (GST/HST) in accordance with the applicable federal tax legislation; and
  - (c) the total amount which shall be the sum of the amounts referred to in (a) and (b) above.

3. The amount of the tax shown on the invoice shall be paid by Canada to the Contractor in addition to the amount of the progress payment for Work satisfactorily performed.
4. If, within 15 days of receipt of the invoice, additional information is requested by the Departmental Representative for the purpose of verification, the 30 day payment period shall commence upon receipt of the requested information. Payment shall be made prior to or on the thirtieth (30) day after receipt of the corrected invoice or the required information.
  - .1 Any monthly progress payment made to the Contractor may be subject to a 10% holdback which shall be released to the Contractor with the final payment unless the amount held back is required by Canada to remedy any defect in the Contractor's work.
  - .2 Where the duration of the Work identified in a call-up is equal to or less than thirty (30) days, the Contractor may receive a single payment as full consideration for the Work performed.
5. Upon completion of the Work in the progress claim, the Contractor maybe requested to provide a completed and signed statutory declaration containing a declaration that, up to the date of the progress claim, the Contractor has complied with all lawful obligations with respect to the Labour Conditions and that, in respect of the Work, all lawful obligations of the Contractor to its Subcontractors and Suppliers, referred to collectively in the declaration as "subcontractors and suppliers", have been fully discharged before any further payment is made.
6. Upon written notice by a Sub-Contractor, with whom the Contractor has a direct contract, of an alleged nonpayment to the Sub-Contractor, the Departmental Representative may provide the Sub-Contractor with a copy of the latest approved progress payment made to the Contractor for the Work.
7. Upon the satisfactory completion of all Work, the amount due, less any payments already made, shall be paid to the Contractor not later than thirty (30) days after receipt of a properly submitted invoice, and upon request, with a Statutory Declaration in accordance with paragraph 5 above.

## **7.5.2 SACC Manual Clauses**

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

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

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);

## **7.6 Invoicing Instructions**

- .1 Invoices
  - .1 All invoices submitted for payment shall show:
    - .1 Construction Engineering Work Order Number,
    - .2 Construction Engineering File Number,
    - .3 Requisition Number, DSS 942 (Requisition on Contract),
    - .4 Public Works and Government Services Canada (PWGSC) Standing Offer Number, and
    - .5 same address as on PWGSC contract.

- 
- .2 Invoices are to include a breakdown as follows:
    - .1 Hourly rate per the Offer and hours of work for each tradesperson.
    - .2 An itemized list of materials used, by cost, shall be shown on all invoices submitted for payment.
    - .3 Extended total.
    - .4 Good and Services Tax (GST/HST) shall be shown as a separate item.
    - .5 Where subcontracting is involved a copy of subcontractor's invoice shall accompany the invoice against the requisition.
    - .6 Where discount or markup is applicable, indicate separately.
  - .3 Invoices submitted for payment against this contract that are not properly identified will be returned to the Contractor for proper annotation before certification for payment is made.

## **7.7 Insurance Requirements**

The Contractor must comply with the insurance requirements specified in Annex F. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

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

## **7.8 Dispute Resolution**

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

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## **ANNEX A**

### **STATEMENT OF WORK**

REFER TO ATTACHED DOCUMENT



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## **ANNEX B**

### **BASIS OF PAYMENT**

Payments in respect of the agreed price shall be made upon satisfactory performance of the Work, and upon approval of the Departmental Representative, but such payments shall not exceed the amount(s) as specified in the Call Up, for the Work without written authorization.

In consideration of the Contractor satisfactorily completing all of its obligations under the resulting Contract, the Contractor will be paid a firm price, Goods and Services Tax or Harmonized Sales Tax extra.

.1 Hourly Rates:

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

See attached for details

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## ANNEX C

### HEALTH AND SAFETY REQUIREMENTS

#### 1.) SPECIAL INSTRUCTIONS TO BIDDERS (SI):

##### WCB AND SAFETY PROGRAM

- 1) The recommended Bidder shall provide to the Contracting Authority, prior to Standing Offer issue:
  - 1.1 a Workers Compensation Board Premium Rate Statement - Alberta, or equivalent documentation from another jurisdiction;
  - 1.2 a Workers Compensation Board letter of good standing, also listing covered Directors, Principals, Proprietor(s) or Partners who will be or who are anticipated to be present on the work site(s), or equivalent documentation from another jurisdiction; and
  - 1.3 a Certificate of Recognition (COR) or Registered Safety Plan (RSP). A health and safety policy and program, as required by other provincial/territorial Occupational Health and Safety Acts, will be acceptable in lieu of a COR or RSP.
- 2) The recommended Bidder shall deliver all of the above documents to the Contracting Authority on or before the date stated (usually 3-5 days after notification) by the Contracting Authority. Failure to comply with the request may result in the bid being declared non-compliant.

#### 2.) SUPPLEMENTARY CONDITIONS (SC):

##### SC04 Workplace Safety and Health

###### 1. EMPLOYER/PRIME CONTRACTOR

- 1.1 The Contractor shall, for the purposes of the Occupational Health and Safety Act, Alberta, and for the duration of the Work:
  - 1.1.1 act as the Employer, where there is only one employer on the work site, in accordance with the Authority Having Jurisdiction;
  - 1.1.2 accept the role of Prime Contractor, where there are two or more employers involved in work at the same time and space at the work site, in accordance with the Authority Having Jurisdiction; and
  - 1.1.3 agree, in the event of two or more Contractors working at the same time and space at the work site, without limiting the General Conditions, to Canada's order \* to:
    - 1.1.3.1 accept, as the Prime Contractor, the responsibility for Canada's other Contractor(s); or
    - 1.1.3.2 accept that Canada's other Contractor is Prime Contractor and conform to that Contractor's Site Specific Health and Safety Plan.

\* "order" definition: after contract award, Contractor is ordered by a Change Order

## 2. SUBMITTALS

### 2.1 The Contractor shall provide to Canada:

- 2.1.1 prior to the pre-construction meeting, a transmittal and copy of a completed Notice of Project form PWGSC - TPSGC 458 (form will be provided to the proposed contractor prior to award), as sent to the Authority Having Jurisdiction (AHJ); and
- 2.1.2 prior to commencement of work and without limiting the terms of the General Conditions:
  - 2.1.2.1 copies of all other necessary permits, notifications and related documents as called for in the scope of work/specifications and/or by the AHJ; and
  - 2.1.2.2 a site specific Health and Safety Plan as requested.

*NOTE: Please do not include any forms that include personal 3rd party information such as the names of the contractor's employees and their related claims information.*

## 3. LABOUR AUTHORITY CONTACT:

*The contact below represents the Labour Authority in the jurisdiction (AHJ). They are not representatives of the Workers Compensation.*

Do not contact the people referenced below for issues pertaining to WCB or WCB Clearances. Those queries must be directed specifically to the WCB, and where the WCB has both a Labour and Compensation component, WCB issues must be directed to the Compensation/Employer Services sections.

### **ALBERTA South**

Alberta Human Resources and Employment  
Workplace Health and Safety  
600 – 727, 7th Avenue S.W.  
Calgary, Alberta, T2P 0Z5

Telephone: 1(866) 415-8690  
Facsimile: (403) 297-7893

All submissions are to be scanned and emailed to  
[whs@gov.ab.ca](mailto:whs@gov.ab.ca)

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## ANNEX D

### PERIODIC USAGE REPORT FORM

Return to:

Hector Ho	1-418-566-6167	Hector.Ho@pwgsc-tpsgc.gc.ca
<i>Name</i>	<i>Fax</i>	<i>Email address</i>

at:

Public Works and Government Services Canada  
Real Property Contracting, Acquisitions Branch  
Canada Place  
Suite 1000, 9700 Jasper Avenue  
Edmonton, AB  
T5J 4C3

SUPPLIER: \_\_\_\_\_

REPORT FOR THE PERIOD ENDING: \_\_\_\_\_

Item No.	Description of Work	Value of the Call-Up/Contract	GST/HST
(A) Total Dollar Value Call-ups for this reporting period:			
(B) Accumulated Call-Up totals to date:			
(A+B) Total Accumulated Call-Ups:			

**NIL REPORT:** We have not done any business with the federal government for this period [    ]

PREPARED BY: \_\_\_\_\_

NAME: \_\_\_\_\_

TELEPHONE NO.: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

---

## ANNEX E

### OFFER

Description of Work: CFB Suffield. Suffield, Alberta  
Various Projects, DND  
Mechanical and Maintenance Services Standing Offer

#### 1. OFFER

- .1 This Standing Offer is made by the Offeror to Canada;
- .2 This Offer is to furnish all necessary tools, plant, equipment, services, materials and labour to execute and complete the Work described above in careful and workmanlike manner;
- .3 The Work shall be more particularly described in individual Call-ups to be issued by the Project Authority, hereinafter called the "Departmental Representative";
- .4 Individual Call-ups may be issued, from time to time, during the period identified in Part 7A, clause 7.4.1, hereinafter called the "Term".

#### 2. GENERAL PROVISIONS

- .1 This Offer when signed by or on behalf of the Offeror, the Specifications referred to in the Unit Price Schedule below and the General Conditions shall constitute the complete Offer subject to the provisions contained therein;
- .2 The Hourly Rate and the Unit Price, as offered, govern in calculating each Estimated Total Price; any errors in the extension of the Unit Price and in the addition of the Estimated Total Prices will be corrected in order to obtain the actual Total Estimated Amount;
- .3 This Offer supersedes and cancels all communications, negotiations and agreements relating to the Work other than those contained in the Offer;

The Offeror agrees:

- .1 to carry out individual work projects as requisitioned from time to time by the Departmental Representative in Call-ups Against a Standing Offer, in Part 7A, clause 7.9, copies of which the Offeror acknowledges to have in its possession, in accordance with the requirements set out therein and in consideration of payment of amounts to be determined pursuant to section 3. Below;
- .2 to provide, on demand from the Departmental Representative, a detailed price estimate, calculated in accordance with section 4 below, and a proposed work schedule for each work project; and
- .3 to commence Work promptly upon receipt of each Call-up issued pursuant to this Offer, duly signed by the Departmental Representative.
- .4 This Offer does not constitute a binding contract between Canada and the Offeror. The Departmental Representative shall have the right to issue a Call-up with those other offerors which have also submitted offers to Canada.

- .5 A contract is formed between Canada and the Offeror only when a Call-up duly signed is issued by the Departmental Representative and accepted by the Offeror. The Offeror shall then be referred to as "the Contractor" and the Contract includes the Offer, the Specifications referred to in the Unit Price Schedule below, the General Conditions and the Call-up.
- .6 The estimated number of hours, the quantities of material and plant, and the amount of the Allowance for Unspecified material set out in the Unit Price Schedule are for the purpose of comparative evaluation of the offers and do not express an obligation on the part of Canada to order any or all of the work, material or plant listed therein.
- .7 The Offeror declares that no bribe, gift or benefit has been or will be paid, given, promised or offered directly or indirectly to any official or employee of Canada or to a member of the family of such person, with a view to influence the entry into or the administration of any contract which may result from this Offer.

### 3. FINANCIAL TERMS

- .1 Each item specified in the Unit Price Schedule in subsection 4.1 includes wages, traveling time and costs, allowances, supervision, liabilities as employer, insurance, and the use of all tools, tackle, etc., overhead, profit and all other liabilities whatsoever.
- .2 Unspecified Material shall be reimbursed at net cost, as supported by invoices, plus Markup as established in section 4 of this Offer. "Net Cost" means all amounts reasonably and properly paid by the Offeror in respect of materials required for and used in the Work, and includes packing, handling and delivery charges, less any trade discounts received by the Offeror. The Offeror's Markup on Unspecified Material covers overheads, profit, and all other expenses whatsoever.
- .3 The prices inserted in section 4 of this Offer include all applicable federal, provincial, and municipal taxes.
  - .1 However, they do not include any amount for the Goods and Services Tax (GST) or Harmonized Sales Tax (HST). The appropriate GST/HST amounts will be paid by Canada to the Offeror in addition to the amounts paid against the amount of the contract. The Offeror shall make appropriate remittances to Revenue Canada in accordance with the legislation.
  - .2 The prices do not include the Québec Sales Tax. The Offeror shall arrange directly with the Province of Québec for the reimbursement of Provincial Sales Tax paid to this Province for the purpose of any contract resulting from this Offer.
- .4 Payment by Canada for the Offeror's own special equipment not covered by the Unit Price Schedule and required at the job site will be no greater than the local going rental rate for such equipment or the rate published by the local construction association for such equipment, whichever is the lower.
- .5 The cost of subcontract work, including special equipment rentals approved by the Project Authority, shall be reimbursed at actual cost with the addition of ten (10) percent to cover overheads, profit, and all other expenses whatsoever. "Actual cost" means all amounts reasonably and properly paid by the Contractor for those parts of the Work carried out by subcontractors.
- .6 Pricing
  - .1 The prices requested in the Offer are:
    - i. hourly rates for regular hours;
    - ii. hourly rate for each hour outside of regular hours; and
    - iii. mark up on allowance for unspecified material, replacement parts, required permits and certificates. for purposes of evaluation.

- 
- .2 The hourly rates requested in the offer and acceptance for specific types of service shall be the total cost to perform the work including but not limited to:
- i. labour including supervision, allowances and liability insurance;
  - ii. travel time;
  - iii. transportation/vehicle expenses;
  - iv. tools and tackle;
  - v. overhead and profit;
  - vi. any other incidental expenses other than supply of materials and replacement parts relating to the delivery of labour.

- .3 It is considered that regular hours of work fall between 0730 and 1600 hours, Monday to Friday.

#### **4. PRICES**

The Offeror agrees that the following are the prices referred to in sections 2 and 3 above:

##### **4.1 Unit Price Schedules - Rates**

Rates must include any and all related expenses, including travel, meals and accommodation.

Taxes, if applicable, are not to be included.

Estimates have been provided for evaluation purposes only and may not reflect actual business volumes under the resulting Standing Offer. Unit prices will prevail, and in the event that there is a discrepancy between the unit price and the estimated total, Canada reserves the right to correct the estimated total using the firm unit price.

Offers will be compared based on the total evaluated price (see below).

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## SCHEDULE A: Year 1

Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6
Item	Class of labour, material or plant	Unit	Estimated hours/Quantity	Unit Price	Estimated total price
	<b>Hourly rate, including travel time and all related expenses</b>				
<b>1</b>	<b><u>During Regular Hours: 0730 - 1600 Hours, Monday through Friday</u></b>				
A	Sprinklerfitter- Journeyman	Per Hour	80	\$	\$
B	Johnson's Controls Technician	Per Hour	150	\$	\$
C	GE Fanuc Controls Technician	Per Hour	200		
D	Electrician - Journeyman	Per Hour	100	\$	\$
E	Electrician - Apprentice	Per Hour	25	\$	\$
F	Mill Wright - Journeyman	Per Hour	200	\$	\$
G	Mill Wright - Apprentice	Per Hour	150		
H	Gasfitter- Journeyman	Per Hour	100	\$	\$
I	Gasfitter- Apprentice	Per Hour	50	\$	\$
J	Plumber - Journeyman	Per Hour	200	\$	\$
K	Plumber - Apprentice	Per Hour	100	\$	\$
L	Welder - Journeyman	Per Hour	150	\$	\$
M	Welder - B Pressure	Per Hour	100	\$	\$
N	Refrigeration/HVAC Mechanic - Journeyman	Per Hour	400	\$	\$
O	Refrigeration/HVAC Mechanic - Apprentice	Per Hour	300	\$	\$
P	Crane/Overhead Crane Inspector/Technician (certified)	Per Hour	150	\$	\$
Q	Hydraulic Hoist Inspector/Technician (certified)	Per Hour	150	\$	\$
R	Elevating Device Inspector/Technician (certified)	Per Hour	150	\$	\$
S	Hydrovac Truck w/ Operator	Per Hour	50		
T	Septic Truck w/ Operator (min 3000 gal)	Per Hour	200		
U	Flush Truck w/ Operator (min 900 gallon potable water storage/ 140F water at 18 gpm @ at 1800 psi or higher)	Per Hour	50		
<b>2</b>	<b><u>Outside Regular Hours: Evenings, Weekends and Statutory Holidays for Emergency Work</u></b>				
A	Mill Wright - Journeyman	Per Hour	60	\$	\$
B	Plumber - Journeyman	Per Hour	60	\$	\$
C	Refrigeration/HVAC Mechanic - Journeyman	Per Hour	60	\$	\$
D	Controls Technician: Journeyman	Per Hour	60	\$	\$
<b>3</b>	Contractor's Mark Up on Allowance for unspecified material, replacement parts, required permits and certificates. Verification of Contractor's cost to be provided upon request of the Real Property Operations representative (\$150,000.00 + % mark-up)	%	\$150,000.00	_____%	\$
<b>Sub Total A): Estimated Total Amount 1<sup>st</sup> Year (GST/HST Extra)</b>					<b>\$</b>



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## SCHEDULE B: Year 2

Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6
Item	Class of labour, material or plant	Unit	Estimated hours/Quantity	Unit Price	Estimated total price
	<b>Hourly rate, including travel time and all related expenses</b>				
<b>1</b>	<b><u>During Regular Hours: 0730 - 1600 Hours, Monday through Friday</u></b>				
A	Sprinklerfitter- Journeyman	Per Hour	80	\$	\$
B	Johnson's Controls Technician	Per Hour	150	\$	\$
C	GE Fanuc Controls Technician	Per Hour	200		
D	Electrician - Journeyman	Per Hour	100	\$	\$
E	Electrician - Apprentice	Per Hour	25	\$	\$
F	Mill Wright - Journeyman	Per Hour	200	\$	\$
G	Mill Wright - Apprentice	Per Hour	150		
H	Gasfitter- Journeyman	Per Hour	100	\$	\$
I	Gasfitter- Apprentice	Per Hour	50	\$	\$
J	Plumber - Journeyman	Per Hour	200	\$	\$
K	Plumber - Apprentice	Per Hour	100	\$	\$
L	Welder - Journeyman	Per Hour	150	\$	\$
M	Welder - B Pressure	Per Hour	100	\$	\$
N	Refrigeration/HVAC Mechanic - Journeyman	Per Hour	400	\$	\$
O	Refrigeration/HVAC Mechanic - Apprentice	Per Hour	300	\$	\$
P	Crane/Overhead Crane Inspector/Technician (certified)	Per Hour	150	\$	\$
Q	Hydraulic Hoist Inspector/Technician (certified)	Per Hour	150	\$	\$
R	Elevating Device Inspector/Technician (certified)	Per Hour	150	\$	\$
S	Hydrovac Truck w/ Operator	Per Hour	50		
T	Septic Truck w/ Operator (min 3000 gal)	Per Hour	200		
U	Flush Truck w/ Operator (min 900 gallon potable water storage/ 140F water at 18 gpm @ at 1800 psi or higher)	Per Hour	50		
<b>2</b>	<b><u>Outside Regular Hours: Evenings, Weekends and Statutory Holidays for Emergency Work</u></b>				
A	Mill Wright - Journeyman	Per Hour	60	\$	\$
B	Plumber - Journeyman	Per Hour	60	\$	\$
C	Refrigeration/HVAC Mechanic - Journeyman	Per Hour	60	\$	\$
D	Controls Technician: Journeyman	Per Hour	60	\$	\$
<b>3</b>	Contractor's Mark Up on Allowance for unspecified material, replacement parts, required permits and certificates. Verification of Contractor's cost to be provided upon request of the Real Property Operations representative (\$150,000.00 + % mark-up)	%	\$150,000.00	____%	\$
<b>Sub Total B): Estimated Total Amount 2<sup>nd</sup> Year (GST/HST Extra)</b>					<b>\$</b>

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### SCHEDULE C: Year 3

Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6
Item	Class of labour, material or plant	Unit	Estimated hours/Quantity	Unit Price	Estimated total price
	<b>Hourly rate, including travel time and all related expenses</b>				
<b>1</b>	<b><u>During Regular Hours: 0730 - 1600 Hours, Monday through Friday</u></b>				
A	Sprinklerfitter- Journeyman	Per Hour	80	\$	\$
B	Johnson's Controls Technician	Per Hour	150	\$	\$
C	GE Fanuc Controls Technician	Per Hour	200		
D	Electrician - Journeyman	Per Hour	100	\$	\$
E	Electrician - Apprentice	Per Hour	25	\$	\$
F	Mill Wright - Journeyman	Per Hour	200	\$	\$
G	Mill Wright - Apprentice	Per Hour	150		
H	Gasfitter- Journeyman	Per Hour	100	\$	\$
I	Gasfitter- Apprentice	Per Hour	50	\$	\$
J	Plumber - Journeyman	Per Hour	200	\$	\$
K	Plumber - Apprentice	Per Hour	100	\$	\$
L	Welder - Journeyman	Per Hour	150	\$	\$
M	Welder - B Pressure	Per Hour	100	\$	\$
N	Refrigeration/HVAC Mechanic - Journeyman	Per Hour	400	\$	\$
O	Refrigeration/HVAC Mechanic - Apprentice	Per Hour	300	\$	\$
P	Crane/Overhead Crane Inspector/Technician (certified)	Per Hour	150	\$	\$
Q	Hydraulic Hoist Inspector/Technician (certified)	Per Hour	150	\$	\$
R	Elevating Device Inspector/Technician (certified)	Per Hour	150	\$	\$
S	Hydrovac Truck w/ Operator	Per Hour	50		
T	Septic Truck w/ Operator (min 3000 gal)	Per Hour	200		
U	Flush Truck w/ Operator (min 900 gallon potable water storage/ 140F water at 18 gpm @ at 1800 psi or higher)	Per Hour	50		
<b>2</b>	<b><u>Outside Regular Hours: Evenings, Weekends and Statutory Holidays for Emergency Work</u></b>				
A	Mill Wright - Journeyman	Per Hour	60	\$	\$
B	Plumber - Journeyman	Per Hour	60	\$	\$
C	Refrigeration/HVAC Mechanic - Journeyman	Per Hour	60	\$	\$
D	Controls Technician: Journeyman	Per Hour	60	\$	\$
<b>3</b>	Contractor's Mark Up on Allowance for unspecified material, replacement parts, required permits and certificates. Verification of Contractor's cost to be provided upon request of the Real Property Operations representative (\$150,000.00 + % mark-up)	%	\$150,000.00	____%	\$
<b>Sub Total C): Estimated Total Amount 3<sup>rd</sup> Year (GST/HST Extra)</b>					<b>\$</b>

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4.2 TOTAL EVALUATED PRICE

Year 1 Estimated Total Amount	\$
Year 2 Estimated Total Amount	\$
Year 3 Estimated Total Amount	\$
Total Evaluated Price	\$

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## APPENDIX 1 - INTEGRITY PROVISIONS

(Text copied from the Ineligibility and Suspension Policy <http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html> dated 2016-04-04)

**List of names:** All bidders, regardless of their status under the Policy, must submit the following information when participating in a procurement process or real property transaction:

- bidders that are corporate entities, including those bidding as joint ventures, must provide a complete list of the names of all current directors or, for a privately owned corporation, the names of the owners of the corporation;
- bidders bidding as sole proprietors, including sole proprietors bidding as joint ventures, must provide a complete list of the names of all owners; or
- bidders that are a partnership do not need to provide a list of names.

If the list of names has not been received in a procurement process or real property transaction by the time the evaluation of bids or offers is completed, or has not been received in a procurement process or real property transaction where no bid/offer will be submitted, the contracting authority will inform the bidder of a time within which to provide the information. Providing the required names is a mandatory requirement for award of a contract or real property agreement. Failure to provide the list of names within the time specified will render a bid or offer non-responsive, or the bidder otherwise disqualified for award of a contract or real property agreement.

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

*Note: The contractor will be asked to fill out a report every six months as included in Annex G.*

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Legal Name: \_\_\_\_\_

Solicitation Number: \_\_\_\_\_

Optional information to provide: \_\_\_\_\_

Number of apprentices planned to be working on this contract: \_\_\_\_\_

Trades of those apprentices:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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## ANNEX F

### INSURANCE REQUIREMENTS

#### 1) Insurance Contracts

- (a) The Contractor must, at the Contractor's expense, obtain and maintain insurance contracts in accordance with the requirements of the Certificate of Insurance. Coverage must be placed with an Insurer licensed to carry out business in Canada.
- (b) Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the agreement. The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the agreement and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

#### 2) Period of Insurance

- (a) The policies required in the Certificate of Insurance must be in force and be maintained throughout the duration of the standing offer period.
- (b) The Contractor must be responsible to provide and maintain coverage for Products/Completed Operations hazards on its Commercial General Liability insurance policy, for a period of six (6) years beyond the date of the Certificate of Substantial Performance.

#### 3) Proof of Insurance

- (a) Before commencement of the Work, and no later than thirty (30) days after acceptance of its offer, the Contractor must deposit with Canada a Certificate of Insurance on the form attached herein.
- (b) Upon request by Canada, the Contractor must provide originals or certified true copies of all contracts of insurance maintained by the Contractor pursuant to the Certificate of Insurance.

#### 4) Insurance Proceeds

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

#### 5) Deductible

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

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Travaux publics et  
Services gouvernementaux  
Canada

Public Works and  
Government Services  
Canada

## CERTIFICATE OF INSURANCE

Page 1 of 2

Description of Location of Work Mechanical Contracting Services Standing Offer, Suffield, Alberta	Contract No.
	Project No.

Name of Insurer, Broker or Agent	Address (No., Street)	City	Province	Postal Code
Name of Insured (Contractor)	Address (No., Street)	City	Province	Postal Code
Additional Insured <b>Her Majesty the Queen in Right of Canada as represented by the Minister of Public Works and Government Services</b>				

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

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

Name of person authorized to sign on behalf of Insurer(s) (Officer, Agent, Broker)

Telephone Number

Signature

Date D / M / Y

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## CERTIFICATE OF INSURANCE

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### General

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

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

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

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

### Commercial General Liability

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

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

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

The policy must have the following minimum limits:

- (a) **\$2,000,000** Each Occurrence Limit;
- (b) **\$2,000,000** General Aggregate Limit per policy year if the policy contains a General Aggregate; and
- (c) **\$2,000,000** Products/Completed Operations Aggregate Limit.

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





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## **ANNEX H**

### **SECURITY REQUIREMENTS CHECK LIST**

REFER TO ATTACHED DOCUMENT.

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## **ANNEX I to PART 3 OF THE REQUEST FOR STANDING OFFERS**

### **ELECTRONIC PAYMENT INSTRUMENTS**

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

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



National Defence

**Real Property Operations Unit (West) Det Suffield**  
**CFB Suffield**



**SPECIFICATION**  
**FOR**  
**MECHANICAL CONTRACTING SERVICES**

**W6897-210034**

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## **SUMMARY OF WORK**

### **2.1 LOCATION**

- .1 Work sites for this Standing Offer will be CFB Suffield buildings including DND, BATUS and DRDC occupied buildings. It also includes other infrastructure at village of Ralston, CFB Suffield utility and natural gas field locations.

### **2.2 SCOPE OF WORK**

- .2 Scope of work includes but shall not be limited to the provision of all labour, equipment, tools, material, transportation and supervision necessary to provide inspection services, repairs, maintenance, upgrades and new installation of mechanical equipment.
- .3 Work is normally carried out Monday through Friday from 07:30 to 16:00 Emergency call-outs after hours and on weekends may be required.

### **2.3 REFERENCES**

- .1 National Building Code, National Fire Code, Canadian Electrical Code, Mechanical Refrigeration Code, Canadian Plumbing Code, Canada Labour Code, Canada Occupational Safety and Health Regulations, Workplace Hazardous Materials Information System (WHMIS), Workers' Compensation Board and all other applicable Federal, Provincial and Municipal codes pertaining to the trades involved in the work.
- .2 In the event of conflict between any provisions of the above authorities, the most stringent provision shall apply.

### **2.4 MATERIALS, EQUIPMENT AND SUPPLIES**

- .3 The Contractor will supply all equipment and supplies required to perform the work.
- .4 Unless otherwise specified, materials must comply with manufacturers latest printed instruction for installation methods.
- .5 The Contractor shall on request furnish a complete written statement of the origin, composition and /or manufacture of any or all materials supplied by him for use in the work. He/she may be required to provide samples of materials from existing stock for testing purposes.
- .6 All hazardous materials, etc. are to be stored and handled in such a manner as to prevent danger to federal employees or members of the public.
- .7 All materials and chemicals are to be labeled in accordance with the Workplace Hazardous Materials Information System (WHMIS) 2015

### **2.5 WORKMANSHIP, STAFFING AND SUPERVISION**

- .1 Contractor shall provide sufficient personnel and supervision to ensure that schedules of work for each building are complete by the end of each working day.

- .2 Any personnel not acceptable to National Defence (DND) due to incompetence, improper conduct or security risk will be removed from the site and replaced forthwith.
- .3 Work shall be performed in strict accordance with the very best trade practices. Mediocre or inferior work shall be replaced by work of superior first class quality without cost to the building owner.
- .4 The Contractor shall furnish a list of the names of all company employees used for this contract and shall inform DND of all changes to the list.
- .5 The Contractor must ensure standby staff is available for vacation leave, sick leave or other days off by regular staff.
- .6 A supervisor will be provided, with authority to receive for the Contractor, any orders or communication in respect to the contract. The supervisor shall be equipped with a cellular phone, available to contact, during the workday, after hours and/or on weekends, unless arranged otherwise.
- .7 The Contractor's supervisor will co-ordinate operations in accordance to the satisfaction of DND.
- .8 The contractor shall maintain and provide National Defence (DND) with current phone numbers to be able to provide response to requests for service from local RPOU representatives on a twenty-four (24 hour, seven (7) day per week basis. The following work priorities and response times shall apply:

- .1 Emergencies- A priority of 'Emergency is defined as a deficiency of breakdown that required immediate attention to reduce the potential for danger to occupants, the general public, the environment, or the facility. Maintenance identified with this priority must be responded to immediately and must be reported without delay to designated manager.

Standard Response Times      ASAP

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

Standard Response Times      4 hrs.

- .3 Routine-- A priority of 'Routine is defined as essential maintenance requirements 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.

Standard Response Times      24 hrs.

- .4 Low Priority- Low priority work includes deficiencies that are similar to those considered as routine, but are of a less important nature. They are deficiencies that do not pose any immediate risk to the facility, its systems, its equipment or its occupants.

Standard Response Times      48 hrs.

The contractor must demonstrate ability to receive and respond to calls for service as per Item 8.1 above, during other than normal business hours.

## **2.6            SAFETY**

- .1      The Contractor shall adhere to all fire and safety measures as recommended by National and Provincial codes and /or as prescribed by the authorities having jurisdiction, concerning equipment, work habits and procedures.
- .2      The work must be carried out in compliance with all applicable laws dealing with occupational health and safety and the Contractor and Contractor's employees must observe all security regulations and procedures applicable to the work site; in particular the following:
  - .1      Canada Labour Code
  - .2      Workplace Hazardous Materials Information System (WHMIS) 2015

## **2.7            WHMIS 2015**

- .1      Comply with the requirements of WHMIS regarding the use, handling, storage, disposal of hazardous materials; labeling and provision of material safety data sheets acceptable to authorities having jurisdiction.
- .2      Copies of SDS sheets shall be made available upon request.
- .3      Contractor shall ensure that his employees are adequately trained in WHMIS, Occupational Safety and Fire Safety.

## **2.8            CONTRACTORS USE OF SITE**

- .1      Use of site is subject to the following:
  - .1      DND shall assign access to the work site.
  - .2      Movement around the site may from time to time be restricted to locations as defined by DND.
  - .3      Contractors employees will sign into Contractor Log book provided in each location upon entering site and will sign themselves out upon leaving.

## **2.9            BUILDING SECURITY**

- .1      Only those employees whose names appear on the Contractor's payroll will be allowed access to the work site. Other persons accompanying employees will not be allowed on the site.
- .2      The Contractor's staff shall be subject to questioning and search of material in relation to security by DND designated staff.



- .3 All keys entrusted to the Contractor for the fulfillment of this contract must be fully protected at all times. Lost or misplaced keys will result in re-keying the building locks at the contractor's expense.
- .4 Doors shall be locked and unlocked at times facilitating the work of occupants.
- .5 Entry to locked or off-limit rooms will be restricted unless otherwise directed by DND. In some instances the contractor's employees may require supervision by DND.

## **2.10 FIRE SAFETY**

- .1 Contractor shall adhere to all fire and safety measures as recommended by National and Provincial codes and / or as prescribed by the authorities having jurisdiction, concerning equipment, work habits and procedures.
- .2 Contractor and all company personnel shall be familiar with Fire Safety requirements of the facility.
- .3 Smoking is prohibited in crown-owned buildings.

## **2.11 GENERAL**

- .1 The Contractor must not list, publicize or use in any fashion for business purposes, the address of a building owned by the Government of Canada.
- .2 The Department will not be responsible for any damage to the Contractor's supplies, materials or equipment in the building nor to the contractor's employees personal belongings brought into the building.
- .3 Prior to commencement of the work the contractor may be asked to provide to the Real Property Operations representative:
  - .1 proof of WHMIS training;
  - .2 proof of WCB coverage for himself, his employees, and subcontractors; proof of safety performance;
  - .3 a "Certificate of Recognition (COR) or safety plan, including
    - .1 accident reporting system and emergency response plan;
  - .4 list of hazardous materials being brought on-site as well as their SDS sheet.

## **2.12 EQUIPMENT and SERVICES**

- .1 The following are examples of the types of equipment that will require inspection, maintenance and repairs although the list is not all inclusive:
  - .1 Water treatments operations equipment;
  - .2 Heat exchangers;

- .3 Pumps;
  - .4 Plumbing equipment;
  - .5 Unit heaters;
  - .6 Air Makeup Units;
  - .7 Refrigeration Equipment;
  - .8 HVAC and BMS Systems;
  - .9 Natural gas distribution systems;
  - .10 Cranes and overhead cranes;
  - .11 Boring and trenching services;
  - .12 Elevator, dumbwaiter and handicap lifts;
  - .13 Hydraulic hoists;
  - .14 Duct (cleaning); and
  - .15 Hazardous Gas Detection.
- .2 As a number of buildings have proprietary systems, the Contractor will provide certified trade persons and programmers to work on GE Fanuc, Johnson Controls and Siemens systems.

## **2.13 ORIENTATION MEETING**

- .1 A kickoff meeting will be conducted for the Contractor and DND Representative to discuss the terms of the Standing Offer Agreement. This meeting provides both parties an opportunity to bring forward or answer all inquiries or questions. This meeting will be held prior to initial call-up to ensure there is no misunderstanding. This meeting may be conducted by teleconference at the request of the DND Representative. The DND Representative will contact the Contractor to arrange for this meeting as soon as possible after the issuance of the Standing Offer Agreement. The meeting is expected to last approximately one hour but may vary from this time frame.
- .2 The Contractor's personnel who will be working on CFB Suffield must read and abide by the CFB Suffield Fire Orders and Regulations for Contractors, which will be provided by the DND Representative during the orientation meeting or before the commencement of the work.
- .3 The DND Representative will coordinate arrangements for the Contractor to be briefed on Fire Safety at their orientation meeting before any work is commenced.
- .4 Contractors/visitors/subcontractors working with/supporting DND personnel must attend work-specific briefings by the DND Representative lasting approximately one (1) hour relating to health, safety, environmental and emergency response procedures. Documentation including Standing Operating Procedures (SOPs) or other procedures,

and safety standards will be cited or made available to contract/visitor principals on a loan basis for reference, as applicable.

- .5 Contractors must observe On-site Safety, Health and Environmental Standards on Protection of Property. The Contractor, his employees and/or subcontractors must undertake and agree to comply with all DND regulations in force at the worksite, including the observance of all safety, health and environmental standards and those in place to preserve and protect DND property from loss or damage from all causes including fire.
- .6 The Contractor must ensure that all employees and subcontractors that will be working on the site are fully briefed and have completed and signed the Contractor Safety Orientation Checklist prior to the start of any portion of the on- site work. A copy of the signed checklist must be provided to the DND Representative. No payments will be issued until all documentation is in place.

## **FIRE SAFETY PLAN**

### **3.1 GENERAL**

- .1 Contractors shall be familiar with this Section and its requirements.
- .2 The contractor must provide a Fire Safety Plan in accordance with the National Fire Code of Canada (NFCC latest version) section 5.6.1.3. The contractor's responsibility for a Fire Safety Plan is limited to their construction activities and not for the whole building. Responsibility for fire safety of the building areas outside of the construction limits will remain with DND. DND/CF is responsible for the Fire Safety Plan for the occupied portions of the building. The plan shall be submitted to DND by the contractor within 10 business days of award for approval by the Base Fire Chief prior to commencement of construction or demolition operations. A copy of the approved Fire Safety Plan shall be posted and maintained on site at all times during construction and the Contractor shall ensure all persons accessing the construction site are briefed and adhere to the requirements of the plan.

### **3.2 FIRE DEPARTMENT BRIEFING**

- .1 DND Representative will co-ordinate arrangements for contractor for briefing on Fire Safety at pre-work conference by Fire Chief before work is commenced.

### **3.3 REPORTING FIRES**

- .1 Know location of nearest fire alarm box and telephone, including emergency phone number.
  - .1 Standard Phone land line: 911
  - .2 Cellular Phone: 911
  - .3 Base phone line: 1-403-544-4911
- .2 Report immediately fire incidents to Fire Department as follows:
  - .1 Activate nearest fire alarm box; or
  - .2 Telephone.
- .3 Person activating fire alarm box will remain at box to direct Fire Department to scene of fire.
- .4 When reporting fire by telephone, give location of fire, name or number of building and be prepared to verify location.

### **3.4 INTERIOR AND EXTERIOR FIRE PROTECTION AND ALARM SYSTEMS**

- .1 Fire protection and alarm system will not be:
  - .1 Obstructed;

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

### **3.5 SYSTEM IMPAREMENTS (ITM)**

- .1 IAW FMD 4006, NFPA 25 and the NFCC, CFB Suffield Fire Department has a permitting system to identify both planned and emergency fire protection system impairments.
- .2 Planned System Impairments permission forms shall be obtained from the fire service for every fire protection or life-safety system impairment. The local Platoon Chief can only approve emergency impairments or those associated with routine maintenance and inspections. A Fire Inspector shall review all other planned impairments such as those due to building renovation, planned water shutdowns, or electrical power outages. For all planned impairments, the following procedure shall be followed;
- .3 ITM Contractors are to inform dispatch of the locations and specific portions of the systems impaired and the reason for the impairment, either routine ITM or repairs. On the impairment form, the fire service dispatcher shall record the name of the technician, their contact information, the time the system is taken out of service and the expected time to return the system to full service shall be given. The Duty Platoon Chief will then sign the impairment form as the local authority. The fire service dispatcher shall follow up with the technician if dispatch does not receive notification by the return-to-service time given;
  - .1 Contractors are still required to contact MP Dispatch to advise on what buildings and systems they will be working on.
  - .2 If required, the contractor will post notices at all building entrances stating that the fire protection systems are out of service and that the alternative measures to contact the fire department may be required.
  - .3 If the impairment will be lengthy, all affected systems shall be prominently identified on the exterior of the fire alarm panel and annunciators, and at any affected valves. This is typically achieved by the use of a “NOT IN SERVICE” tag or notice. The tag or notice shall contain the contact information of the individual that impaired the system, the date/time the system was impaired, the reason for the impairment, and the expected date/time to return to service. Should the impairment take place over a number of days, mitigating measures will have to be taken during hours where the building is unoccupied. These measures will be detailed by fire inspectors through the Base Fire Chief.
- .4 Emergency impairment (frozen Sprinkler, water main break, etc.), all procedures for planned system impairments, as above, shall be followed, although in order to effectively deal with an emergency, the procedures may have to be implemented in a different order.

For example, if a sprinkler pipe breaks, shutting the water control valve and silencing the fire alarm will normally take highest priority. Before commencing any repairs, system impairment notice must still be posted at the fire alarm panel and at closed valves, and building occupants and fire service dispatch or fire inspectors must be notified that systems are out of service.

### **3.6 FIRE EXTINGUISHERS**

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

### **3.7 BLOCKAGE OF ROADWAYS**

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

### **3.8 FIRE PRECAUTIONS**

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

### **3.9 SMOKING PRECAUTIONS**

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

### **3.10 RUBBISH AND WASTE MATERIALS**

- .1 Keep rubbish and waste materials at minimum quantities.
- .2 Burning of rubbish is prohibited.
- .3 Remove rubbish from work site at end of work day or shift or as directed.

- .4 Storage:
  - .1 Store oily waste in approved receptacles to ensure maximum cleanliness and safety.
  - .2 Deposit greasy or oily rags and materials subject to spontaneous combustion in approved receptacles and remove specified.

### **3.11 FLAMMABLE AND COMBUSTIBLE LIQUIDS**

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

### **3.12 HAZARDOUS SUBSTANCES/HOT WORK/ TEMPORARY HEAT PERMITS**

- .1 Work entailing use of toxic or hazardous materials, chemicals and/or explosives, or otherwise creating hazard to life, safety or health, in accordance with National Fire Code of Canada.
- .2 Obtain from Fire Chief a "Hot Work" permit for work involving spark-producing equipment, welding, burning or use of blowtorches, in buildings or facilities. Hot Work permits may be issued between 0800 – 0900 hours daily.
- .3 Temporary Heating – temporary heaters shall be stamped as approved by a recognized testing agency (i.e. CDA, CSA, ULC). Only indirect flame type heaters are to be used. Only in exceptional circumstances are torpedo type heaters to be used and they will require 24 hour on site supervision. Heater permits require 24 hours' notice and can be obtained from the Chief Fire Inspector daily between 0800 – 0900 hours. After normal working hours, callouts for Fire Prevention staff to inspect and issue permits shall be at the Contractor's expense.

- .4 Heaters are to have an original and legible installation plate affixed stating clearances to be maintained from combustible materials. Stated clearances will be maintained at all times.
- .5 Heaters shall be installed by a qualified gas fitter to meet the requirements of the Propane Installation Code or the National Gas Installation Code, whichever is applicable.
- .6 All LPG cylinders shall be supported against upset by non-combustible cable or chain. Cylinders shall be protected against damage.
- .7 A permit becomes invalid if a heater is moved from the original location for which the permit was issued. A new permit must be obtained.
- .8 When Work is carried out in dangerous or hazardous areas involving use of heat, provide fire watchers equipped with sufficient fire extinguishers. Determination of dangerous or hazardous areas along with level of protection necessary for Fire Watch is at discretion of Fire Chief. Contractors are responsible for providing fire watch service for work on scale established and in conjunction with Fire Chief at pre-work conference.
- .9 Provide ventilation where flammable liquids, such as lacquers or urethanes are used, eliminate sources of ignition. Inform Fire Chief prior to and at cessation of such work.

**3.13 QUESTIONS AND/OR CLARIFICATION**

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

**3.14 FIRE INSPECTION**

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



## **ENVIRONMENTAL PROCEDURES**

### **3.1 ENVIRONMENTAL RESPONSIBILITY**

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

### **3.2 WORK AREA**

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

### **3.3 FUEL MANAGEMENT**

- .1 Ensure that any fuel storage and transfer areas on site are designed, operated and maintained in accordance with the requirements of current applicable federal, provincial and municipal legislation, guidelines and codes, including the 2003 *Environmental Code of Practice for Aboveground and Underground Storage Tank Systems Containing Petroleum and Allied Petroleum Products*, published by the Canadian Council for Ministers of the Environment (CCME), and the most current version of the *National Fire Code of Canada* (NFCC), from the National Research Council (NRC).
- .2 Fuel storage and handling areas must be completely contained to prevent spills or leaks from migrating outside the designated storage or handling area, per the requirements of the NFCC.
- .3 Contractor to monitor and maintain any containment devices to ensure that they are functioning as intended and empty them if they fill with rainwater. Rainwater is to be disposed of as Hazardous waste if contaminated as per paragraph 1.14 of this section.
- .4 Appropriate clean-up materials shall be readily available to deal with spills or leaks.

### **3.4 FIRES**

- .1 Fires and burning of rubbish on site are not permitted.
- .2 Additional requirements in accordance with Section 01 35 35 – DND Fire Safety Requirements.
- .3 Smoking is permitted in designated areas.

### **3.5 WASTE MANAGEMENT**

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

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

### **3.6 DRAINAGE**

- .1 Provide temporary drainage and pumping as necessary to keep excavations and site free from water.
- .2 Do not pump water containing suspended materials into waterways, sewer or drainage systems.
- .3 Control disposal or runoff of water containing deleterious or toxic substances in accordance with local authority requirements.

### **3.7 SOIL HANDLING**

- .1 Remove topsoil before any construction procedures commence to avoid compaction of topsoil.
- .2 Handle topsoil only when it is dry and warm
- .3 Pile topsoil in berms in locations as directed by DND Representative. Stockpile height not to exceed 2.5 - 3m.
- .4 Topsoil is to be replaced as the finish layer over all natural areas to allow for appropriate recovery of the disturbance.
- .5 Avoid soil handling activities under high wind or unfavorable weather conditions, as directed by the DND Representative.

### **3.8 SITE CLEARING AND PLANT PROTECTION**

- .1 Minimal surface disturbance techniques are to be employed on prairie landscapes.
- .2 When vegetation or brush removal is required, such activities are to be completed using non-chemical means, unless otherwise authorized by the DND Representative.

- .3 Protect trees and plants on site and adjacent properties where indicated.
- .4 Wrap in burlap, trees and shrubs adjacent to construction work, storage areas and trucking lanes, and encase with protective wood framework from grade level to height of 2 m.
- .5 Protect roots of designated trees to drip line during excavation and site grading to prevent disturbance or damage. Avoid unnecessary traffic, dumping and storage of materials over root zones.
- .6 Minimize stripping of topsoil and vegetation.
- .7 Restrict tree removals to areas indicated or designated by DND Representative.
- .8 Salvage vegetation and store at approved sites for future replacement as required and directed by DND Representative.

### **3.9 WORK ADJACENT TO WATERWAYS**

- .1 Do not perform any physical work or activity within 300m of a waterway unless approved by the DND Representative.

### **3.10 POLLUTION CONTROL**

- .1 Maintain temporary erosion and pollution control features installed under this contract.
- .2 Control emissions from equipment and plant to local authorities emission requirements.
- .3 Prevent sandblasting and other extraneous materials from contaminating air beyond application area, by providing temporary enclosures.
- .4 Cover or wet down dry materials and rubbish to prevent blowing dust and debris. Provide dust control for temporary roads.

### **3.11 EQUIPMENT**

- .1 Equipment that is to be used in the execution of the work shall be maintained in a manner that will not be detrimental to the environment and in compliance with the CFB Suffield Range Standing Orders (RSO). Equipment that is in violation shall be removed from the site until such time as it does comply with the above requirements.
- .2 Equipment and vehicles used on the prairie shall be cleaned to remove weeds and spores prior to arriving on site.
- .3 Construction equipment shall be well maintained, free from leaks and mechanical defects.

- .4 When equipment and vehicles are not in use, they must be stored in designated areas approved by the DND Representative.

### **3.12 STORAGE AND HANDLING**

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

### **3.13 RESTORATION**

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

### **3.14 CLEAN UP**

- .1 Leaks or spills of hazardous substances, regardless of the quantity of whether indoors or outdoors, shall be safely stopped and cleaned up immediately and be prevented from entering storm or sanitary sewer systems or contaminating soil or water.
- .2 All spilled substances and materials contaminated by the spill will be collected in appropriate leak proof containers designed for the materials being collected for disposal off DND property in an approved waste management facility certified by the Province to receive the materials in question. Removal and disposal shall be in a manner, which is acceptable to the local authority having jurisdiction over disposal of such substances, Contractor is responsible to cleanup and restore any leaks or spill they cause.

### **3.15 REPORTING**

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

### **3.16 INSPECTIONS**

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

## **HEALTH AND SAFETY REQUIREMENTS**

### **5.1 CONSTRUCTION SAFETY MEASURES**

- .1 All Contractors and their personnel shall be familiar and comply with this section and its requirements.
- .2 Observe construction safety measures of National Building Code latest edition, National Fire Code of Canada latest edition, Workers'/Workmen's Compensation Board, Canada Labour Code, Part II and Canada Occupational Health & Safety Regulations and in any situation of conflict or discrepancy, the more stringent requirements shall apply.
- .3 The Contractor is required to fully comply with all Provincial / Territory Safety Acts, Codes and Regulations. The Contractor will be acting as the 'Prime (Principal if applicable) Contractor' for this contract and will certify this agreement in writing with the DND Representative.

### **5.2 RESPONSIBILITY**

- .1 In accordance with the Canada Labour Code Part II, the obligations and responsibilities for safety reside with the Department of National Defence. The DND representative will observe safety on the Work Site in accordance with the Canada Labour Code Part II and the Canada Occupational Safety and Health Regulations made under Part II of the Canada Labour Code.
- .2 Carry out work placing emphasis on health and safety of the public, building employees, site personnel and protection of the environment.
- .3 The Contractor is responsible to enforce compliance by its employees and subcontractors accessing the Work Site with safety requirements of Contract Documents, and all applicable federal, provincial, local statutes, regulations, and ordinances.
- .4 The Contractor is responsible to manage safety of the work site to ensure that any persons, including but not limited to, building employees and the general public circulating adjacent to the work operations are protected against harm due to the extent that they may be affected by conduct of the work.
- .5 Contractors are required under the Canada Labour Code Part II to conduct site specific occupational health and safety meetings. For the purpose of this contract, the Contractor is responsible to establish and conduct site specific occupational health and safety meetings on a monthly basis.
- .6 The Contractor is responsible to record and post minutes of all site specific occupational health and safety meetings in plain view on the work site. Make copies available to the DND Representative upon request.

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

### **5.3 BASE SAFETY OFFICER BRIEFING**

- .1 DND Representative will coordinate/arrange for Contractor's Staff to be briefed on Base Safety requirements.
- .2 The Base Safety Briefing is valid for one year from date of orientation and is transferable from job site to job site.

### **5.4 FMA SAFETY REQUIREMENTS**

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

### **5.5 EPG AND BASE RANGE AREA**

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

### **5.6 TOOLS AND EQUIPMENT**

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

### **5.7 CONFINED SPACE ENTRY POLICY**

- .1 No employee shall enter or be permitted to enter any confined space unless such entry is made in compliance with the applicable Federal Occupational Health and Safety Regulations and the Canada Labour Code, Part II Standards. Contractor will make himself and employees aware of and abide by the Base Policy on confined space entry and the locations affected by said policy.

**5.8 SCAFFOLDING**

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

**5.9 OVERLOADING**

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

**5.10 WHMIS 2015**

- .1 Comply with all requirements of the Workplace Hazardous Materials Information System (WHMIS 2015) regarding use, handling, storage, and disposal of hazardous materials and regarding labelling and provision of safety data sheets acceptable to Human Resources Skills Development Canada and Health and Welfare Canada.
- .2 All employees who handle or are exposed to hazardous materials as defined under the Hazardous Products Act and Regulations shall be WHMIS 2015 trained in accordance with the Act.
- .3 Safety Data Sheets (SDS) for all materials falling under the WHMIS 2015 program shall be supplied to the work site by the Contractor or user(s), and readily accessible to all on-site personnel.
- .4 Deliver copies of WHMIS Safety Data Sheets to DND Representative on delivery of materials.

**5.11 FALL PROTECTION**

- .1 Approved fall protection equipment and methods shall be used in accordance with Canada Labour Code Part II and the associated CSA Standards.
- .2 Safety belts and lanyards shall be worn where falling hazards exist, as described under the Canada Labour Code, Part II. Contractor and their personnel shall ensure they adhere to and strictly enforce the applicable federal regulations where it is impractical to provide adequate work platforms or staging.
- .3 All elevated work sites shall have the area underneath cordoned off to prevent injuries from falling objects and anyone working in the proximity of said elevated work sites must utilize proper Personal Protective Equipment to avoid injury from possible falling objects.

**5.12 SUBMITTALS**

- .1 Submit to DND Representative copies of the following documents, including updates issued:
  - .1 Site-specific Health and Safety Plan prior to commencement of work on the work site.



- .2 Reports or directions issued by authorities having jurisdiction, immediately upon issuance from that authority.
- .3 Accident or Incident Reports, within 24 hrs of occurrence.
- .2 Submit other data, information and documentation upon request by the DND Representative as stipulated elsewhere in this section.

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

- .1 Contractors and their personnel shall comply with all Federal Safety Standards in relation to Personal Protective Equipment.
- .2 The Contractor is responsible to ensure Contractor employees and sub-contractors accessing the work site are in possession of and wear appropriate personnel protective equipment (PPE).
- .3 Safety glasses, hardhats and safety boots shall be worn at all times at construction sites and when operating mobile equipment and any location in which an overhead hazard exists and the individuals work within close proximity could possibly be exposed to that hazard.
- .4 Face protection shall be worn when handling materials liable to injure or irritate eyes when engaging in any work, producing hazard from flying objects or when operating power lawn equipment or tools.
- .5 Hearing protection shall be worn when entering or working in elevated noise hazard area. This includes, but not limited to, constructions sites, shop operations, lawn care and operators of equipment or vehicles, which produce noise levels above 85 decibels.
- .6 Respirators shall be worn when a workers is or may be exposed to an oxygen deficient area or to harmful concentration of gas, vapours, smoke, fumes, mists, dusts or as recommended by the Safety Data Sheets (MSDS).
- .7 Protective clothing shall be worn at all times in all stores and industrial environments, construction sites and while performing any type of landscaping/lawn care activity. No shorts, muscle shirts, capri pants or non-safety footwear allowed at all times.

## **REGULATORY REQUIREMENTS**

### **5.1 REFERENCES AND CODES**

- .1 Perform Work in accordance with National Building Code of Canada (NBC) including all amendments up to tender closing date and other codes of provincial or local application provided that in case of conflict or discrepancy, more stringent requirements apply.
- .2 Meet or exceed requirements of:
  - .1 Contract documents.
  - .2 Specified standards, codes and referenced documents.

### **5.2 HAZARDOUS MATERIAL DISCOVERY**

- .1 Asbestos: Demolition of spray or trowel-applied asbestos is hazardous to health. Should material resembling spray or trowel-applied asbestos be encountered in course of demolition work, immediately stop work and notify DND Representative.

## **HALOCARBON MANAGEMENT**

### **6.1 REFERENCES**

- .1 Statutes of Canada 1999 Chapter 33. "Canadian Environmental Protection Act 1999".
  - .1 SOR/2003-289. "Federal Halocarbon Regulations 2003".
  - .2 Ozone-depleting Substances Regulation, 1998.
- .2 Environmental Code of Practice for Elimination of Fluorocarbon Emissions from Refrigeration and Air Conditioning Systems, 1996 (the Environment Canada "Refrigeration Code of Practice").

### **6.2 HALOCARBONS**

- .1 Comply with all of:
  - .1 Federal Halocarbon Regulations 2003;
  - .2 Environmental Code of Practice for Elimination of Fluorocarbon Emissions from Refrigeration and Air Conditioning Systems (the Environment Canada "Refrigeration Code of Practice") Report EPS 1/RA/2. March, 1996.
- .2 Installation, servicing, commissioning, decommissioning, etc., only by, or under the supervision of, a technician licensed within the Province of Alberta as a refrigeration mechanic also in possession of a certificate issued by the Heating, Refrigeration, and Air Conditioning Institute of Canada or provincially recognized proof of environmental awareness training in provinces where the Ozone Depletion Prevention (ODP) certificate is not issued.
  - .1 Provide copies of all technicians' certificates to the DND Representative.
- .3 Immediately report all releases of halocarbons to the DND Representative.
  - .1 Complete Halocarbon Release Reporting Form provided to the DND Representative within 24 hours.
- .4 Leak-test factory-charged halocarbon-containing equipment in accordance with the *Refrigeration Code of Practice* within one working day after delivery to the site.
- .5 After installation, commissioning, servicing, or decommissioning, leak-test both factory- charged and non-factory-charged halocarbon-containing equipment in accordance with the Refrigeration Code of Practice.
  - .1 The DND Representative will not issue the Interim Certificate of Completion until the equipment service log documentation, including the CFB Suffield Refrigeration and Air Conditioning installation log is submitted and the unit is verified to be leak-free.
- .6 Conduct annual leak tests of halocarbon-containing equipment in accordance with the Federal Halocarbon Regulations, 2003 until such time as the Interim Certificate of Completion is issued and equipment ownership is transferred to DND



SECURITY REQUIREMENTS CHECK LIST (SRCL)

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction RPOU(W) DET SUFFIELD	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Work under this standing offer agreement is to provide mechanical contracting services. Work includes but shall not be limited to the provision of all labour, equipment, tools, material, transportation and supervision necessary to provide inspection services, repairs, maintenance, upgrades and new installation of mechanical equipment.			
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 <b>no</b> overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale <b>sans</b> entreposage de nuit?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>			
Restricted to: / Limité à : <input type="checkbox"/>	Restricted to: / Limité à : <input type="checkbox"/>	Restricted to: / Limité à : <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays :	Specify country(ies): / Préciser le(s) pays :	Specify country(ies): / Préciser le(s) pays :	
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	



**PART A (continued) / PARTIE A (suite)**

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

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

☒ 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 : \_\_\_\_\_

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?

Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?

☒ No ☐ Yes  
Non Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté?

☐ No ☐ Yes  
Non Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?

Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes  
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?

Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

☒ No ☐ Yes  
Non Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?

Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

☒ No ☐ Yes  
Non Oui

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?

Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes  
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?

Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

☒ No ☐ Yes  
Non Oui



**PART C - (continued) / PARTIE C - (suite)**

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

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
				CONFIDENTIEL		TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL		COSMIC COSMIC TRÈS SECRET	A	B	C	CONFIDENTIEL		TRÈS SECRET
Information / Assets Renseignements / Biens																
Production																
IT Media / Support TI																
IT Link / Lien électronique																

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).**