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## **ANNEX A - STANDING OFFER AGREEMENT SPECIFICATION**



**REAL PROPERTY OPERATIONS UNIT (WEST)  
DETACHEMENT SHILO**

**STANDING OFFER AGREEMENT SPECIFICATION**

**FOR**

**BUILDING MAINTENANCE**

**AT**

**CANADIAN FORCES BASE SHILO**

**SHILO, MANITOBA**

**THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT**

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**Part 1 GENERAL**

**1.0 GENERAL**

- .1 Public Services and Procurement Canada (PSPC) Contract documents to be read in conjunction with this Specification.

**1.1 DESCRIPTION OF WORK**

- .1 Work under this Standing Offer Agreement (SOA) includes the provision of skilled licensed labour, tools, equipment, transportation, supervision and materials as requested by National Defence (DND) in the form of call-ups for Building Maintenance services for Real Property Operations Group (West) (RPOps(W)) – Det Shilo, Shilo, Manitoba. Services are to be provided on an “as and when required basis” in accordance with specification attached. The future Commitment of Services, accompanied with scopes of work and/or work orders will further describe and detail the required work to be completed.
- .2 The Contractor will provide demand services on Site for, but not limited to, the following:
  - .1 General structural and interior finish repairs;
  - .2 Roof repairs;
  - .3 Eaves trough repairs;
  - .4 Painting;
  - .5 Floor covering and wall tile repairs;
  - .6 Locksmithing;
  - .7 Overhead doors: inspection and repairs;
  - .8 Automatic handicap door: inspections, service and repairs;
  - .9 Elevator, dumbwaiter and handicap lifts: inspections, maintenance, and repair;
  - .10 Crane and overhead cranes: inspection and repairs;
  - .11 Hydraulic hoists and dock levelers: inspection and maintenance;
  - .12 Industrial steam cleaning to include cleaning of hockey boards;
  - .13 Sign manufacturing;
  - .14 Welding;
  - .15 Glass installation and repair;
  - .16 Aluminum door and frame installation and repair;
  - .17 Kitchen exhaust hood cleaning;
    - .1 Power washing, cleaning and filter replacement for kitchen exhaust hoods and fans.
  - .18 Kitchen equipment (dishwashers, ovens/combi-ovens) repairs and maintenance;
  - .19 Service and calibration of shop equipment and tools; and
  - .20 General electrical work.

**1.2 CONTRACT METHOD**

- .1 This Standing Offer Agreement (SOA) will be a unit price Contract with a maximum upset limit as per terms and amounts contained within the Contract Documents.

**1.3 FUTURE WORK**

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

**1.4 COMMITMENT OF SERVICES**

- .1 Each Commitment of Service will be a unit price agreement with an upset limit.
- .2 Each Commitment of Service request will have a scope of work and/or a work order requiring the Contractor to provide a work proposal complete with cost breakout of the work, a work schedule and a work completion date.
- .3 Unless specifically stated otherwise in the Commitment for Service, all the sections of the SOA specification may be required in each call-up. The DND Contract Inspector will determine the requirements prior to award of each Commitment for Service.
- .4 Call-ups will be initiated by the DND Contract Inspector. For any specification section or scopes of work documents that read “DND Contract Inspector”, “Inspector” or “Engineer”, the documents are to read “DND Contract Inspector”.

**1.5 CLASSIFICATION COMMITMENT OF SERVICE**

- .1 The DND Contract Inspector will determine the Classification of the Commitment of Service at the time of its issuance.
- .2 Response time is defined as “time between the initial phone call from the DND Contract Inspector and on site arrival of Contractor”.
- .3 Rectification time is defined as “repair or temporary repair approved by the DND Contract Inspector”.
- .4 Classifications are as follows:
  - .1 Emergency Demand (Priority 1)
    - .1 Response Time: 1 hour
    - .2 Rectification Period: 2 hours
    - .3 Emergency Work: Call-outs 24 hours a day / 365 days a year.
  - .2 Critical Demand (Priority 2)
    - .1 Response Time: 2 hours
    - .2 Rectification Period: 4 hours
    - .3 Call out to be done during regular business hours.
  - .3 Routine Demand (Priority 3)
    - .1 Response Time: 24 hours
    - .2 Rectification Period: 72 hours
    - .3 Call out to be done during regular business hours but to receive high priority.

**1.6 WORK SEQUENCE (OF COMMITMENT OF SERVICE)**

- .1 Comply with all Base safety requirements.
- .2 Coordinate the work with the DND Contract Inspector to accommodate Owner's continued use of premises during construction.
- .3 Provide Construction Schedule to coordinate any interruption of services to the DND Contract Inspector during construction.
- .4 Maintain fire access/control as per outlined.
- .5 Contractor is to obtain and pay for the use of additional storage or work areas needed for operations under this Contract.
- .6 Contractor is to provide a qualified superintendent/job foreman to be present at the job site, when a sub-trade is working.
- .7 Contractor to provide all permits required by the Authority Having Jurisdiction. Submit copy to the DND Contract Inspector.

**1.7 DEFINITIONS**

- .1 Reference to DND Contract Inspector will be the Technical Authority for all work done on this Contract and will be the direct point of contact for the Contractor.
- .2 All on site matters, including inspections and material approvals will be handled by Real Property Operations Unit (RPOU) West – Detachment (Det.) Shilo through the DND Contract Inspector.

**1.8 "ENVIRONMENTAL" POLICY**

- .1 In accordance with Canadian Forces Base Shilo's Environmental" policy, the Contractor shall propose "environmentally safe" products for those materials listed. The Contractor shall submit product data (PDS) and Safety Data Sheets (SDS) for all "environmentally safe" products as requested by the DND Contract Inspector. All materials listed and "environmentally safe" material shall be approved by the DND Contract Inspector prior to use.

**1.9 CODES AND STANDARDS**

- .1 Throughout the various sections and subsections for this specification, reference is made to domestic, national and international standards. These standards shall be considered an integral part thereof and shall be read in conjunction with the drawings and specification as if they were reproduced herein. The Contractor shall, therefore, be fully familiar with their contents and requirements. The latest editions of all standards shall be applicable whether or not a specifically dated edition is mentioned.
- .2 Perform work in accordance with National Building Code of Canada, National Plumbing Code of Canada, National Electrical Code, National Fire Code of Canada, Natural Gas and Propane Installation Code and any other code of provincial or local application. In any case of conflict or discrepancy, the more stringent requirements shall apply.
- .3 Meet or exceed requirements of:
  - .1 Contract documents, specifications or scopes of work.
  - .2 Specified standards, codes and referenced documents.

**1.10 REQUIRED DOCUMENTS**

- .1 Maintain at job site, one copy each of following:
  - .1 Contract drawings;
  - .2 Specifications or scopes of work;
  - .3 Reviewed shop drawings;
  - .4 Modifications to Contract;
  - .5 Copy of approved work schedule; and
  - .6 Manufacturers' installation and application instructions.

**1.11 JOB ESTIMATES**

- .1 The Contractor shall provide Job Estimates when requested by the DND Contract Inspector, at no cost to DND.
- .2 Job Estimates shall contain:
  - .1 Job title;
  - .2 Material list and cost;
  - .3 Labour cost;
  - .4 Mark-up; and
  - .5 GST.
- .3 JOB ESTIMATES SHALL NOT BE USED AS A JOB QUOTE. WORK WILL BE PAID AS PER FINANCIAL TERMS OF CONTRACT.

**1.12 ON-SITE SUPERVISION**

- .1 Contractor will designate a competent and qualified supervisor to be on site at all times during work, and act upon DND Contract Inspector's instructions. Supervisor shall not be Changed without DND Contract Inspector's permission or alternatively at this request and shall be capable of and having authority to speak on behalf of the Contractor on day-to-day matters.

**1.13 PROJECT MEETINGS**

- .1 DND Contract Inspector will arrange project meetings, if required, and assume responsibility for setting times and keeping minutes.

**1.14 JOURNEYPerson QUALIFICATIONS**

- .1 The ratio of journeyperson to apprentices for any given trade on site shall be as stipulated by the minimum requirements set forth by the province of Manitoba's Apprenticeship Branch.
- .2 Upon request by the DND Contract Inspector, the Contractor must submit proof of qualified tradespersons working on site.
- .3 The Contractor must be able to identify the proper ratio of journeyperson to apprentices at any given time on site.

- .4 Failure to comply with this set standard will result in rejection of the work and required rework or recertification of already completed built-works to be at the Contractor's expense.

**1.15 COMMENCING WORK**

- .1 The Contractor shall not commence work without first obtaining the approval of the DND Contract Inspector.
- .2 The Contractor must bring own copy of the requisition with him or in the event of a telephone call-out, obtain same from the DND Contract Inspector.
- .3 The Contractor must submit a completed requisition and an itemized slip for such completed work as applicable.
- .4 The Contractor shall be responsible for giving ample notification to the occupant of his intent to begin work.
- .5 Movement around the site and the immediate area of work shall be subject to restrictions as laid down by the location and as specified by the DND Contract Inspector.

**1.16 CONTRACTOR'S USE OF SITE**

- .1 Use of site shall be in co-operations with the building occupants and the DND Contract Inspector.

**1.17 SETTING OUT FOR WORK**

- .1 Locate general information points and take necessary action to prevent their disturbance.

**1.18 REGULATIONS**

- .1 The Contractor undertakes and agrees to comply with all Base Standing Orders (BSO) and other regulations in force on Base where the work is to be performed.

**1.19 REMOVAL OF MATERIAL AND EQUIPMENT**

- .1 The Contractor shall not remove any salvageable materials or hardware from the job site without written permission from the DND Contract Inspector.
- .2 All structures, materials and equipment affixed to the work areas shall remain property of the DND.

**1.20 ASBESTOS DISCOVERY**

- .1 Demolition of asbestos can be hazardous to health. Should material resembling asbestos be encountered in course of demolition work, stop work and notify DND Contract Inspector immediately. Do not proceed until written instructions have been received from DND Contract Inspector.

**1.21 LOCATION OF EQUIPMENT AND FIXTURES**

- .1 Location of apparatus, equipment, fixtures and outlets indicated or specified, are to be considered as approximate. Actual locations shall be as directed and required to suit conditions at time of installation and as is reasonable.

- .2 Locate equipment, fixtures and distribution systems to provide minimum interference and maximum usable space and in accordance with manufacturer's recommendations for safety, access and maintenance.
- .3 Inform DND Contract Inspector of impending installation and obtain their approval for actual location.
- .4 Submit field drawings to indicate relative position of various services and equipment when required by DND Contract Inspector.

1.22 **EXISTING SERVICES**

- .1 Any construction or renovation work which will directly or indirectly affect the Medical/Dental Building's (L-158) electrical power, whether it includes shutting down power or powering back up the facility or part thereof, shall be notified to the Base Hospital Administrator at local 4131 or the Hospital Warrant Officer at local 3154 at least 48 hours prior to any work being done.
- .2 Where unknown services are encountered, immediately advise the DND Contract Inspector.
- .3 Where work involves breaking into or connecting to existing services, carry out work as directed by authorities having jurisdiction, with minimum of disturbance to pedestrian and vehicular traffic and to occupant and function of existing building.

1.23 **PROTECTION OF EXISTING UTILITIES**

- .1 The Contractor shall take all necessary precautions to ensure against damage to existing facilities. Any damage to such facilities as a result of the Contractor's operations, shall be repaired or replaced by the Contractor at own expense.

1.24 **INTERFERENCE AND SECURITY**

- .1 Execute work with least possible interference or disturbance to occupants, public and normal use of premises. Arrange with DND Contract Inspector to facilitate execution of work.
- .2 Where security has been reduced by work of Contract, provide temporary means to maintain security acceptable to DND Contract Inspector and Military Police.
- .3 Provide temporary dust screens, barriers, warning signs in locations where renovation and alteration work is adjacent to areas used by others and when requested by the DND Contract Inspector.

1.25 **CUTTING AND PATCHING**

- .1 General Contractor is responsible for all cutting, patching and making good for all trades unless specified elsewhere.
- .2 Obtain DND Contract Inspector approval before cutting, boring or sleeving load-bearing members except where shown on Contract documents.
- .3 Cuts shall be square with clean, true, smooth edges using diamond saws, drills and/or coring tools. Air hammers or electrical chipping hammers may only be used with DND Contact Inspector's permission.

- .4 Where new work connects with existing and where existing work is altered cut, patch and make good to match existing, adjacent work. Make patches inconspicuous in final assembly.

1.26 **CONCEALMENT**

- .1 Conceal pipes, ducts and wiring in floor, wall and ceiling construction of finished areas except where indicated otherwise.

1.27 **BUILDING SMOKING ENVIRONMENT**

- .1 There shall be NO SMOKING within any Base Building.  
.2 Abide by Smoking Regulations and Base Standing Orders on the control of smoking in around the Ammunition Compound as directed by the Ammunition Compound Supervisor.

1.28 **ADDITIONAL DRAWINGS**

- .1 DND Contract Inspector may furnish additional drawings for clarification. These additional drawings have same meaning and intent as if they were included with plans referred to in Contract documents.

1.29 **INSPECTION**

- .1 The DND Contract Inspector must be given ample notice and opportunity to inspect each completed phase of work. Work shall not proceed until the preceding phase has been approved by the DND Contract Inspector.

1.30 **WORKMANSHIP AND MATERIALS**

- .1 All workmanship and materials shall be of the highest standard and in accordance with "standard building practices" for which that trade discipline is involved. (i.e. Structural, architectural, mechanical, electrical or civil)  
.2 It is the Contractor's responsibility to produce acceptable built works to the DND Contract Inspector regardless of labour or quantity of material required.  
.3 The Contractor shall make good inferior workmanship and replace defective materials at Contractor's own expense.  
.4 It shall be the responsibility of the Contractor to make good any damage to DND or private property resulting from, or attributable to, Contractor's work and done at Contractor's own expense.

1.31 **SHOP DRAWINGS, PRODUCT DATA, SAMPLES AND MOCK-UPS**

- .1 Shop Drawings: if required, original drawings or modified standard drawings shall be provided by Contractor, to illustrate details of portions of work which are specific to project requirements when requested by the DND Contract Inspector.  
.2 Product Data: Provide manufacturer's catalogue sheets, brochures, literature, performance charts and diagrams used to illustrate standard manufactured products when requested by the DND Contract Inspector.

1.32 **HEATING AND VENTILATION**

- .1 Pay for costs of temporary heat and ventilation used during construction, including costs of installation, fuel, operations, maintenance and removal of equipment. Use of direct-fired heaters discharging waste products into work areas will not be permitted unless prior approval is given by the DND Contract Inspector.
- .2 Provide temporary heat and ventilation in enclosed areas as required to:
  - .1 Facilitate progress of work.
  - .2 Protect work and products against dampness and cold.
  - .3 Prevent moisture condensation on surfaces.
  - .4 Provide ambient temperatures and humidity levels for storage, installation and curing of materials.
  - .5 Provide adequate ventilation to meet health regulations for safe working environment.
- .3 Ventilating:
  - .1 Prevent accumulations of dust, fumes, mists, vapours or gases in areas occupied during construction.
  - .2 Provide local exhaust ventilation to prevent harmful accumulation of hazardous substances into atmosphere of occupied areas.
  - .3 Dispose of exhaust materials in manner that will not result in harmful exposure to persons.
  - .4 Ventilate storage spaces containing hazardous or volatile materials.
  - .5 Continue operation of ventilation and exhaust system for time after cessation of work process to assure removal of harmful contaminants.
- .4 Maintain strict supervision of operation of temporary heating and ventilating equipment too:
  - .1 Conform to applicable codes and standards.
  - .2 Enforces safe practices.
  - .3 Prevent abuse of services.
  - .4 Prevent damage to finishes.
  - .5 Vent direct-fired combustion units to outside.
- .5 Existing or new equipment and systems will not be used for temporary heating and ventilating.

1.33 **SAFETY REQUIREMENTS**

- .1 Observe construction safety measures of National Building Code Part 8, Workplace Safety and Health, Workers' Compensation Board (WCB) and municipal authority provided that in any case of conflict or discrepancy more stringent requirements shall apply.
- .2 Contractor is aware of, and accepts, the appropriate safety and health jurisdiction. Contractor accepts the responsibility to comply with the specified provincial and federal regulatory instruments, as appropriate, and to ensure that all subcontractors do likewise.

- .3 Contractor is responsible for all subcontractors with respect to safety and health issues and shall be deemed as "site coordinator" to facilitate employer/contractor coordination.
- .4 Contractor (and his subcontractors) shall submit proof of WCB coverage for all their personnel to DND Contract Inspector prior to commencing work.
- .5 DND owned equipment, devices, tools, machinery and personal protective equipment (PPE) shall not be used.
- .6 Scaffolding and Elevated Platforms:
  - .1 Construct and maintain scaffolding in rigid, secure and safe manner.
  - .2 Scaffolding shall be designed and constructed in accordance with CAN/CSA-S269.2 "Access Scaffolding for Construction Purposes" and in accordance with Manitoba Workplace Safety and Health's "Part 28, Scaffolds and Other Elevated Work Platforms".
  - .3 Scaffolds must be designed by a professional engineer when they are:
    - .1 Open access scaffolds more than 10 meters in height; and
    - .2 Enclosed or hoarded access scaffolds more than 7.5 metres in height.
  - .4 Contractor shall provide site safety signage, as determined and approved by the DND Contract Inspector for each individual call-out, to the following requirements:
    - .1 General Contractor's name and phone number;
    - .2 Name and telephone number of Contractor's on-site safety representative;
    - .3 Location of first aid service within construction area;
    - .4 Signage denoting mandatory PPE requirements within area of construction or work.
    - .5 DND Contract Inspector Name/Phone No.:
  - .5 WHMIS and SDS:
    - .1 Comply with requirements of Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage, and disposal of hazardous materials; and regarding labelling and provision of Safety Data Sheets (SDS) acceptable to Labour Canada and Health and DND Contract Inspector on delivery of materials.

1.34 **FIRE SAFETY REQUIREMENTS**

- .1 DND Contract Inspector will coordinate arrangements for the Contractor to be briefed on Fire Safety and Base Fire Orders.
- .2 Prior to the commencement of any activity, an acceptable "Fire Safety Plan" must be prepared for the site and approved by the DND Contract Inspector.
- .3 The "Fire Safety Plan" must include:
  - .1 The designation and organization of site personnel to carry out fire safety duties including watchperson service if applicable.
  - .2 The emergency procedures to be used in case of fire including:

- .1 Sounding the alarm;
  - .2 Notifying the fire department;
  - .3 Instruct site personnel on procedures to be followed when the fire alarm sounds; and
  - .4 Firefighting procedures.
- .3 The control of fire hazards in and around the building.
- .4 Maintenance of firefighting activities.
- .4 The Contractor must provide a Fire Safety Plan in accordance with the National Fire Code of Canada 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 the DND Contract Inspector 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.
- .5 The Base Fire Chief may conduct periodic inspections of the work site to ensure fire safety guidelines are being met.
- .6 The Contractor shall be responsible for correcting all violations immediately and confirm with the Base Fire Chief that violations have been corrected.
- .7 Contractor shall be aware of the nearest fire alarm box and telephone, including the emergency phone number.
- .8 Report immediately all fire incidents to the Fire Department as follows:
  - .1 Activate nearest fire alarm box; or
  - .2 Telephone 911
- .9 Person activating fire alarm box will remain at the box to direct Fire Department to scene of fire.
- .10 When reporting a fire by telephone, give location of fire, name or number of building and be prepared to verify the location.
- .11 Fire protection and alarm system will not be:
  - .1 Obstructed;
  - .2 Shut-off; and
  - .3 Left inactive at the end of a working day or shift without authorization from Fire Chief.
- .12 Portable extinguishers shall be installed and maintained for the duration of the Contract in conformance with Part 6 of the National Fire Code of Canada.
- .13 In addition to the requirements stated above, portable extinguishers shall be provided adjacent to:

- .1 Cutting or welding operations;
  - .2 Areas where combustibles are stored;
  - .3 Any internal combustion engines;
  - .4 Areas where flammable liquids or gases are stored or handled;
  - .5 Temporary oil or gas fired equipment; and
  - .6 Bitumen heating equipment.
- .14 The minimum rating for extinguishers in Sentences (1) and (2) must be
- .1 2-A:10-BC on movable equipment,
  - .2 4-A:40-BC in all other locations.
- .15 Fire hydrants, standpipes and hose systems will not be used for other than fire-fighting purposes unless authorized by Fire Chief.
- .16 Advise Fire Chief of any work that would impede fire apparatus response. This includes but is not necessarily restricted to site violations, overhead clearance, as prescribed by Fire Chief, erecting of barricades and the digging of trenches etc.
- .17 The handling, storage and use of flammable and combustible liquids are to be governed by the current National Fire Code of Canada.
- .18 Transfer of flammable and combustible liquids is prohibited within buildings.
- .19 Transfer of flammable and combustible liquids will not be carried out in the vicinity of open flames or any type of heat-producing devices.
- .20 Flammable liquids having a flash point below 38°C such as naphtha or gasoline will not be used as solvents or cleaning agents.
- .21 Flammable and combustible waste liquids, for disposal, will be stored in approved containers located in a safe ventilated area. Quantities are to be kept to a minimum and the Fire Department is to be notified when disposal is required.
- .22 Work entailing the use of toxic or hazardous materials and/or chemicals otherwise creates a hazard to life, safety or health, will be in accordance with the National Fire Code of Canada.
- .23 Obtain from Fire Chief a "Hot Work" permit for work involving welding, burning or the use of blow torches and salamanders, in buildings or facilities.
- .24 Where flammable liquids, such as lacquers or urethanes are to be used, proper ventilation will be assured and all sources of ignition are to be eliminated. The Fire Chief is to be informed prior to and at the cessation of such work.
- .25 Allow Fire Chief unrestricted access to work site.
- .26 Co-operate with the Fire Chief during routine fire safety inspection of the work site.
- .27 Prior to providing temporary heating to an enclosure the proposed installation will be inspected by the fire department to ensure that it complies with applicable codes and local requirements.
- .28 A fire watch, either 24 hour or periodic may be required and will be at the discretion of the Fire Department or DND Contract Inspector.
- .29 Storage:

- .1 Store oily waste in approved receptacles to ensure maximum cleanliness and safety.
- .2 Deposit greasy or oil rags and materials subject to spontaneous combustion in an approved receptacles and removed as required.

1.35 **ENVIRONMENTAL PROTECTION**

- .1 Fires:
  - .1 Fires and the burning of rubbish on site is not permitted.
- .2 Disposal of waste:
  - .1 Do not bury rubbish and waste materials on site.
  - .2 Do not dispose of waste or volatile materials, such as mineral spirits, oil or paint thinner into storm or sanitary sewers.
- .3 Inspection:
  - .1 From time to time, the project site shall be inspected to ensure compliance with federal, provincial and local environment requirements.
  - .2 All spills reported are subject to inspection by the Base Environmental Officer and the DND Contract Inspector to confirm clean-up and disposal have been carried out satisfactorily.

1.36 **AS-BUILT RECORD DRAWINGS**

- .1 As-Built Records:
  - .1 White prints of the Contractor's approved construction drawings must be used to record As-Built information. Mark on all white prints all changes in "red" as work progresses and as changes occur.
- .2 Make as-builts available for reference purposes and to inspection by the DND Contract Inspector at all times.
- .3 Identify each as-built in lower right hand corner in letters at least 12 mm high as follows:  
- "AS BUILT DRAWINGS" (This drawing has been revised to show systems as installed) (Signature of Contractor) (Printed Name of Contractor) (Date).
- .4 Contractor responsible for the work done must sign the as-builts. No other signatures will be acceptable.
- .5 As-builts must be submitted to the DND Contract Inspector for review and approval. Make corrections as required and resubmit for final submission.

1.37 **OPERATION AND MAINTENANCE MANUALS**

- .1 General:
  - .1 Assemble, co-ordinate, bind and index required data into Operation and Maintenance (O and M) Manuals in accordance to the specifications.
  - .2 Operation and Maintenance (O and M) Manuals are to consist of an organized compilation of operating and maintenance data including detailed technical information, compilation of operating and maintenance data including detailed

technical information, documents and records describing operation and maintenance of individual products or systems.

- .3 Submit 3 copies in English.
- .4 Drawings, diagrams and manufacturer's literature must be legible.
- .2 To be submitted to the DND Contract Inspector if and when requested.

1.38 **CLEANING**

- .1 General:
  - .1 Conduct cleaning and disposal operations to comply with Base Standing Orders (BSO) and anti-pollution laws.
  - .2 Store volatile waste in covered metal containers, and remove from premises at end of each working day.
  - .3 Provide adequate ventilation during use of volatile or noxious substances. Use of building ventilation systems is not permitted for this purpose.
  - .4 On completion, the Contractor must remove all surplus materials, plant, tools, equipment and waste materials from site.
  - .5 Remove paint splashes, dust, dirt, stains, labels, fingerprints and other foreign materials from finished surfaces including glass and other polished surfaces affected by work.
  - .6 Broom clean paved surfaces; rake clean other surfaces of grounds.
  - .7 Broom clean and wash interior floor surfaces in area of work.
  - .8 All cleaning shall be done to the complete satisfaction of the DND Contract Inspector.

1.39 **PAYMENTS**

- .1 Invoices shall be submitted for each unit of work or call-out as applicable.
- .2 Invoices shall include:
  - .1 Change Order Number
  - .2 Work order number, and (consecutively)
  - .3 Work completed date.
- .3 Payment will only be made on receipt of a satisfactory invoice duly supported by specified release documents and other documents called for under the Contract. Contractor Invoices/Progress Claims must also include the following details:
  - .1 Company name, address, etc.
  - .2 "Destination" (Client's address);
  - .3 Invoice date; invoice number;
  - .4 Contract number;
  - .5 GST or HST (as applicable) registration number;
  - .6 Period in which services were rendered;
  - .7 Description of work performed and amount(s) invoiced.

1.40            **REMOVAL FROM SITE**

- .1            Remove all refuse from the work site at the end of the day or when directed by the DND Contract Inspector.
- .2            Remove separate waste materials, recycling containers and bins from CFB Shilo site and dispose of materials at appropriate facility.

**Part 2            PRODUCTS**

2.0            **NOT USED**

- .1            Not Used.

**Part 3            EXECUTION**

3.0            **NOT USED**

- .1            Not Used.

**END OF SECTION**

**Part 1 GENERAL**

**1.0 RELATED REQUIREMENTS**

- .1 Precedence
  - .1 Division 01 sections take precedence over technical specifications in other Divisions of this Specification.

**1.1 REFERENCES**

- .1 Definitions
  - .1 Canadian Industrial Security Directorate (CISD)
    - .1 A government agency that developed the Industrial Security Manual.
  - .2 Company Security Officer (CSO)
    - .1 The organization's official point of contact with the Industrial Security Program (ISP). Responsible for monitoring the organization's security profile, addressing security issues, and is accountable to the ISP and to the organization's designated Key Senior Official on all industrial security matters.
  - .3 Contractor CSO
    - .1 Assigned personnel of the Contractor's company who is the designated CSO.
  - .4 Industrial Security Manual (ISM)
    - .1 A ready and simple reference which tells CSO's what they must know about Canadian government security standards and procedures, and how to ensure that their organization meets these security requirements.
  - .5 Industrial Security Program (ISP)
    - .1 Helps industry participate in Government of Canada and foreign government contracts. CISD provides security screening services needed for Contractors before their employees can work with Protected and Classified information and assets.
  - .6 Positive Control
    - .1 Refers to a measure which guarantees that persons without appropriate clearance will not be left unattended to access Department of National Defence (DND) or Canadian Armed Forces (CAF) information, assets, resources, or locations.
  - .7 Request for Visit (RFV)
    - .1 A form that must be completed and submitted by an individual who requires access to sensitive DND property, personnel, information, assets, and/or resources. The noted individual must have the appropriate security clearance level prior to commencement of service.
  - .8 Restricted
    - .1 A situation where authorized personnel only, are allowed access to an area or information.

- .9 Security Implementation Plan
  - .1 A detailed document which outlines the company's strategy and process to meet Contract security requirements.
- .10 Security Requirements Check List (SRCL)
  - .1 The SRCL is a Treasury Board Secretariat (TBS) form used to define the security requirements for a Contract. The SRCL represents an evaluation of security threats and risks that may arise through the contracting process.
- .11 Sensitive
  - .1 Records that are sensitive contain information that can cause different degrees of injury to an individual, company, or the country if the information were to be disclosed in an unauthorized manner.
- .12 Reference Sites
  - .1 Public Services and Procurement Canada (PSPC)  
<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>

## 1.2 GENERAL

- .1 Security requirements must form part of the Contract between DND and industry when defined by a Security Requirements Check List (SRCL).
  - .1 These security requirements apply, but are not limited to:
    - .1 Construction and material objects.
    - .2 Contractual arrangements.
    - .3 Professional service contracts.
    - .4 Facility maintenance contracts.
    - .5 Environmental and UXO contracts.
  - .2 The SRCL form is used to define the security requirements associated with each Contract. The SRCL ensures that the appropriate security clauses are identified and incorporated into the Contract, thereby legally binding all parties to meet the Contract's security requirements. **The SRCL must accompany all Contract Documents including subcontracts that contain security requirements.**

## 1.3 PRIVATE SECTOR ORGANIZATION SCREENING AND CLEARANCES

- .1 Companies who will need access to or who will retain controlled goods, protected or classified property, information, assets or resources must be cleared as follows.
  - .1 Companies must be cleared to safeguard the highest level of information and asset to be retained, meaning:
    - .1 Designated Organization Screening (DOS) is required for Contracts involving access to information at the protected level and/or secure worksites (Reliability Status).
    - .2 Facility Security Clearance (FSC) is required for Contracts involving access to information at the protected and/or classified levels, and/or secure worksites (Secret Status).
    - .3 Document Safeguarding Capability (DSC) is required to work on protected and/or classified information at their own worksite.

- .4 Companies who will electronically process protected or classified information must have IT media clearance and processing capability commensurate with the security classification level of the information to be processed and must be cleared to the level corresponding with the information or asset to be accessed.

#### **1.4 PERSONNEL SECURITY SCREENING**

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

#### **1.5 VISIT CLEARANCE REQUESTS (VCR) APPROVAL**

- .1 All individuals (including subcontractors) who will have access to sensitive DND or CAF property, personnel, information, assets, and resources, must be security screened at the appropriate level prior to the commencement of their duties in relation to this Contract.
- .2 Access to Operations Zones
  - .1 Security screening is not required for certain personnel if positive control of those individuals is maintained throughout their visit. Positive control measures must be outlined in the Security Implementation Plan. Positive control can be used for the following personnel:
    - .1 Logistics Activities
      - .1 Material drop off, waste removal.
      - .2 Transit through Operations Zone (now work).
      - .3 Authorities having jurisdiction.
  - .3 The VCR process verifies that those who are permitted access onto DND property have the required clearance level as outlined within the Security Requirements Check List (SRCL) for the Contract.

#### **1.6 POST AWARD PROCESS OVERVIEW**

- .1 The Contractor's Company Security Officer (CSO) is provided a blank Request for Visit (RFV) form by the DND Contract Inspector in order to obtain a VCR approval.
- .2 All employees of the Contractor who will be working on the Contract will require a VCR. The Contractor's CSO must forward the completed form to the DND Contract Inspector for processing.
- .3 It is the responsibility of the Prime Contractor to submit and receive an approved SRCL for each subcontract containing security requirements. This responsibility extends to all subcontracts held by subcontractors.
  - .1 Instructions on this process can be found in the Contract Security Manual located at <https://www.tpsgc-pwgsc.gc.ca/esc-src/msc-csm/index-eng.html>.
  - .2 Contractors shall allow forty-five (45) business days, from the date on which a complete and correct SRCL is received by CISD, for approval of an SRCL or CISD.

- .3 All security related pre-construction activities shall proceed immediately after award.
- .4 For subcontracts, the VCR form shall not be submitted until after the subcontract SRCL has been approved and permission to award the Contract is granted by CISD.
  - .1 Contractor to allow a minimum of fifteen (15) business days for VCR processing.
- .5 Personnel not meeting the required security clearances will not be allowed access to the site or to any information pertaining to the Contract except as permitted in 6.2.
- .6 Approved VCRs are valid for the duration of the Contract or one year less one day, whichever is less.

### **1.7 SUBMITTALS**

- .1 Submit to the DND Contract Inspector copies of the following documents, including updates issued:
  - .1 Security Implementation Plan
  - .2 Approved sub-SRCLs
  - .3 Completed Request for Visit (RFV) forms for all personnel working under the Contract.
  - .4 Incident reports within one (1) business day.
  - .5 Submit other data, information, and documentation upon request by the DND Contract Inspector.

### **1.8 RESPONSIBILITY**

- .1 It is the responsibility of the Contractor to have no security breaches while undertaking the work for this Contract.

### **1.9 MEETINGS**

- .1 Prior to commencement of work, the Contractor will attend a pre-commencement meeting with the DND Contract Inspector. Ensure, as a minimum, attendance by Contractor's site supervisor.
  - .1 The DND Contract Inspector will advise of time, date, and location of the meeting and will be responsible for recording and distributing the minutes.
  - .2 If requested by the DND Contract Inspector, the Contractor's CSO will be required to participate in the pre-commencement meeting.
- .2 Conduct site specific security meetings as required to ensure the management of security is in accordance with the Contract.
  - .1 Record and post minutes of all meetings as allowed by the security requirements of the Contract.

### **1.10 SECURITY IMPLEMENTATION PLAN**

- .1 Contractors are required to have in place a contract specific Security Implementation Plan that addresses the security requirements outlined in the Contract.

- .2 Provide one copy of the Security Implementation Plan to the DND Contract Inspector prior to commencement of work.
- .3 At minimum, the plan shall contain details addressing:
  - .1 CSO Name and Contact Information.
  - .2 Schedule for SRCLs and RFVs.
  - .3 Site Access and Control Monitoring, including verification that all people entering secure areas on site have approved VCRs in accordance with Contract security requirements, or any planned positive control measures.
  - .4 Security Education (ie restriction on photographs, etc.).
  - .5 Security Incident Reporting.
- .4 The DND Contract Inspector will coordinate review of the Security Implementation Plan to be completed within ten (10) business days of receipt, following which the DND Contractor Inspector shall confirm DND's acceptance or rejection with comments.

#### **1.11 INCIDENT REPORTING**

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

#### **Part 2 PRODUCTS**

##### **2.0 NOT USED**

- .1 Not Used.

#### **Part 3 EXECUTION**

##### **3.0 NOT USED**

- .1 Not Used.

**END OF SECTION**

**Part 1 GENERAL**

**1.0 SUBMITTALS**

- .1 Submit to the DND Contract Inspector copies of the following documents, including updates issued:
  - .1 Health and Safety Program as indicated in paragraph 1.7, 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 24hrs of occurrence.
- .2 Submit other data, information, and documentation upon request by the DND Contract Inspector as stipulated elsewhere in this section.

**1.1 COMPLIANCE REQUIREMENTS**

- .1 Comply with the latest edition of the Manitoba Occupational Health and Safety Act, and the Regulations made pursuant to the Act.
- .2 Observe and enforce construction safety measures required by:
  - .1 National Building Code of Canada (latest edition).
  - .2 Provincial Worker's Compensation Board.
  - .3 Municipal statutes and ordinances.
- .3 In event of conflict between any provisions of above authorities the most stringent provision shall apply.
- .4 Provide and maintain Worker's Compensation Board coverage for all employees for the duration of the Contract. Prior to commencement of the work, at the time of Interim Completion and prior to final payment, provide to the DND Contract Inspector a letter certificate of Clearance from the Workers' Compensation Board indicating that the Contractor's account is in good standing.
  - .1 Should the Contractor be a sole proprietor, provide documented proof in a form acceptable to the DND Contract Inspector, of an alternative means of personal coverage that meets or exceeds the requirements set out above for Worker's Compensation Board coverage.

**1.2 RESPONSIBILITY**

- .1 The Contractor is responsible for safety of persons and property on the work site and for protection of federal employees and the general public circulating adjacent to work site operations to extent that they may be affected by conduct of work.
- .2 The Contractor is to enforce compliance by workers and other persons granted access to work site with safety requirements of Contract Documents, applicable federal, provincial, and local statutes, regulations, and ordinances, and with the Contractor's Health and Safety Program.

- .3 Should an unforeseen or peculiar safety related hazard or condition become evident during performance of work, immediately take measures to rectify the situation and prevent damage or harm. Advise the DND Contract Inspector verbally and in writing of the hazard or condition.

### **1.3 SITE CONTROL AND ACCESS**

- .1 Control all work site access points and work site activities. Delineate and isolate the work site from adjacent and surrounding areas by use of appropriate means to maintain control of all work site access points.
- .2 Make provisions for granting permission to access onto work site to all persons who require access. Procedures for granting permission to access are to be in accordance with the Manitoba Occupational Health and Safety Act, and the Regulations made pursuant to the Act and the Contractor's Health and Safety Program.
- .3 Ensure persons granted access to the work site are in possession of and wear the minimum personal protective equipment (PPE) designated by the Contractor's Health and Safety Program. Ensure persons granted access to the work site are provided with, trained in the use of, and wear, appropriate PPE that are required above and beyond the designated minimums previously noted and as specifically related to the work site activity that they are involved in. Be responsible for the efficacy of the PPE that is provided above and beyond the designated minimums.
- .4 Erect signage at access points and at other strategic locations around the work site clearly identifying the work site area(s) as being "off-limits" to non-authorized persons. Signage must be professionally made with well understood graphic symbols and is not to be used as advertising but for the specific use as related to site safety and key contact information.
  - .1 Information to be provided on the signage is as follows:
    - .1 Project Name/Description;
    - .2 General Contractor's name and phone number;
    - .3 Name and telephone number of Contractor's on-site safety representative;
    - .4 Location of first aid service within construction area;
    - .5 Signage denoting mandatory PPE requirements within area of construction or work.
    - .6 DND Contract Inspector Name/Phone No.:
- .5 Secure the work site at all times to protect against un-authorized access.

### **1.4 FILING OF NOTICE**

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

### **1.5 PERMITS**

- .1 Obtain permits, licenses and compliance certificates at appropriate times and frequencies as required by authorities having jurisdiction.

- .2 Post all permits, licenses and compliance certificates on work site and provide copies to DND Contract Inspector.

## **1.6 PROJECT/SITE CONDITIONS**

- .1 The following are the known hazardous substances and/or hazardous conditions at the work site which shall be considered as health or environmental hazards and shall be properly managed should they be encountered as part of the work:
  - .1 Contractors are required to be aware of the known hazardous substances and/or hazardous conditions and are to include in their tender price all work associated in working with, in, and around the hazards.
- .2 The above lists shall not be construed as being complete and inclusive of all safety and health hazards encountered as a result of Contractor's operations during the course of work. Include above items into the hazard assessment program specified herein.

## **1.7 MEETINGS**

- .1 Prior to commencement of work attend a pre-commencement meeting conducted by the DND Contract Inspector. Ensure minimum attendance by Contractor's Site Superintendent. The DND Contract Inspector will advise of time, date, and location of the meeting and will be responsible for recording and distributing the minutes.
- .2 Conduct site specific occupational health and safety meetings as required by the Manitoba Occupational Health and Safety Act, and the Regulations made pursuant to the Act.
- .3 Record and post minutes of all meetings in plain view on the work site. Make copies available to the DND Contract Inspector upon request.

## **1.8 HEALTH AND SAFETY PROGRAM**

- .1 Contractors are required under Manitoba Occupational Health and Safety Act, and the Regulations made pursuant to the Act to have in place a Health and Safety Program. Compliance requirements for the content, detail, and implementation of the program resides with the provincial/territorial authority. For the purpose of this Contract the Health and Safety Program shall include a site-specific Health and Safety Plan that acknowledges, assesses, and addresses the hazardous substances and/or hazardous conditions known and identified in paragraph 1.5 above, and on-going hazard assessments performed during the progress of work identifying and documenting new or potential health risks and safety hazards not previously known and identified.
- .2 Provide one copy of the Health and Safety Program to the DND Contract Inspector prior to commencement of work on the work site. The copy provided to the DND Contract Inspector is for the purpose of review against the Contract requirements related to the known hazardous substances and/or hazardous conditions. The review is not to be construed to imply approval by the DND Contract Inspector that the program is complete, accurate, and legislatively compliant with the Manitoba Occupational Health and Safety Act, and the Regulations made pursuant to the Act, and shall not relieve the Contractor of their legal obligations under such legislation.

**1.9 ACCIDENT REPORTING**

- .1 Investigate and report incidents and accidents as required by Manitoba Occupational Safety and Health Act, and the Regulations made pursuant to the Act.
- .2 For the purpose of this contract immediately investigate and provide a report to the DND Contract Inspector on incidents and accidents that involve:
  - .1 A resulting injury that may or may not require medical aid but involves lost time at work by the injured person(s).
  - .2 Exposure to toxic chemicals or substances.
  - .3 Property damage.
  - .4 Interruption to adjacent and/or integral infrastructure operations with potential loss implications.
- .3 In the investigation and reporting of incidents and accidents, the Contractor is required to respond in a timely fashion to correct the action that was deemed to have caused the incident and/or accident and advise in writing on the action taken to prevent a re-occurrence of the incident and/or accident.

**1.10 RECORDS ON SITE**

- .1 Maintain on site a copy of the safety documentation as specified in this section and any other safety related reports and documents issued to or received from the authorities having jurisdiction.
- .2 Upon request, make copies available to the DND Contract Inspector.

**Part 2 PRODUCTS**

**2.0 NOT USED**

- .1 Not Used.

**Part 3 EXECUTION**

**3.0 NOT USED**

- .1 Not Used.

**END OF SECTION**

Solicitation No. - N° de l'invitation  
W6896-21SO91/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
pwz202

Client Ref. No. - N° de réf. du client  
W6896-21SO91

File No. - N° du dossier  
PWZ-0-43205

CCC No./N° CCC - FMS No./N° VME

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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

## ANNEX C

### HEALTH AND SAFETY REQUIREMENTS

#### 1. EMPLOYER/PRIME CONTRACTOR

1.1. The Contractor shall, for the purposes of the Workplace Safety and Health Act and Regulations, Manitoba, 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. assume 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. assume, 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.

Solicitation No. - N° de l'invitation  
W6896-21SO91/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
pwz202

Client Ref. No. - N° de réf. du client  
W6896-21SO91

File No. - N° du dossier  
PWZ-0-43205

CCC No./N° CCC - FMS No./N° VME

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**MANITOBA**

Manitoba Labour  
Workplace Safety and Health Branch  
200 – 401 York Avenue  
Winnipeg, Manitoba R3C 0P8  
Attention: Client Services

Telephone: (204) 945-6848  
Facsimile: (204) 945-4556

**DECLARATION**

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

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

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This company is exempt from the Manitoba Occupational Health and Safety Act requirement to have a formalized Health and Safety Policy and Program, on the basis that this company does not at the present time employ more than five (5) full time employees, including those required on all current projects for all clients. By signing this Declaration the Contractor certifies they will remain in compliance with the identified AHJ's requirements regarding health and safety at the work site.

Current number of full time employees: \_\_\_\_\_

\_\_\_\_\_  
TITLE OF COMPANY OFFICER

\_\_\_\_\_  
SIGNATURE

Solicitation No. - N° de l'invitation  
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Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
pwz202

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W6896-21SO91

File No. - N° du dossier  
PWZ-0-43205

CCC No./N° CCC - FMS No./N° VME

**ANNEX D**

**PERIODIC USAGE REPORT FORM**

Return to:

WR AP Support Team	1-418-566-6167	TPSGC.ROPAsoutien- WRAPSupportTeam.PWGSC@tpsgc-pwgsc.gc.ca
<i>Name</i>	<i>Fax</i>	<i>Email address</i>

at:

Public Works and Government Services Canada  
Real Property Contracting, Procurement Branch  
Suite 310, 269 Main Street  
Winnipeg, Manitoba R3C 1B3

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: \_\_\_\_\_